

**YELLOW MEDICINE EAST ISD 2190
REGULAR BOARD MEETING
AUGUST 11, 2008 @ 7:00 PM
LOCATION: YME HIGH SCHOOL BOARD ROOM**

AGENDA

1. **Call to Order** 3
2. **Approval of Agenda**
3. **Approval of June 24, 2008 Minutes** 6
4. **Opportunity for Citizens to Speak**
5. **Reports**
 - A. Special Reports
 - B. Finance Reports
 1. Approval of Bills 9
 2. Fund Balance Report 39
 3. Enrollment Report 40
 4. Food Service Report
 - C. Principal, Curriculum & Staff Development Reports
 1. High School Report - K. Norell
 2. Elementary Report - S. Hinz
 3. Curriculum/Staff Development Report -T. Schulte
 - D. Superintendent Report
 - E. Board & Committee Reports
6. **Policy Updates**
7. **Personnel Items**
 - A. Principal Contracts
 - B. Activities Director Contract
 - C. Resignation - Assistant Baseball Coach - D. Baldry
 - D. Resignation - Intramural Director - J. Lalim
 - E. Resignation - Assistant Danceline Coach - B. Snortum
 - F. 9th Grade Football Coach - J. Suter
 - G. 9th Grade Girls Basketball Coach - J. Suter
 - H. Intramural Director - J. Suter
 - I. Head Volleyball Coach - T. Feldman
 - J. Assistant Volleyball Coach - H. Iverson
 - K. English/Language Arts Instructor - L. Bristle
 - L. 0.5 FTE Media Position - K. Gustafson
 - M. 0.5 FTE Elementary Instructor - D. Rupp
 - N. Food Service Clerical - C. Johnson

O.	Retirement - Custodial/Maintenance - J. Sopland	
8.	Action Items	
A.	Approve Coaches & Advisors Procedure and Policy Guide	41
B.	Approve Bert Raney Elementary Handbook	65
C.	Ammendments to 2008-2009 School Calendar	94
D.	Appointment of LEA Representative for the 2008-2009 School Year	
9.	Consent Items	
10.	Discussion Items	
11.	Correspondence	
12.	Upcoming Events & Activities	95
13.	Adjourn	

YELLOW MEDICINE EAST PUBLIC SCHOOLS

Independent School District 2190

To: Members of the YME School Board
From: Allen Stoeckman
Date: August 8, 2008
RE: August 11, 2008 Agenda Details

The agenda notes for the August 11, 2008 Board meeting are as follows. Supporting exhibits are posted on BoardBook. Please let Denise know if you will be unable to attend.

Item Description

1. Call to Order

2. Approval of Agenda

3. Approval of June 24, 2008 Meeting Minutes

4. Opportunities for Citizens to Speak

No one has requested to address the Board.

5. Reports

A. Special Reports

B. Finance Reports

1. Approval of Bills
2. Fund Balance Report
3. Enrollment Report
4. Food Service Report

C. Principal, Curriculum & Staff Development Reports

1. High School Report – K. Norell
2. Elementary Report – S. Hinz
3. Curriculum/Staff Development Report – T. Schulte

D. Superintendent Report

E. Board & Committee Reports

6. Policy Updates

7. Personnel Items

A. Principal Contracts

The principals, LeeAnn and I met on Thursday morning to discuss their contracts and reached a tentative agreement. Stacy's base pay was increased by \$3,000 for year one (an adjustment had not been made from her internship year) with a 2.5% increase for year two. Karen's contract increased by 2.5% in year one and 2.5% in year two. For both principals health insurance also was increased by \$500 each year.

Karen's salary	2008-09	\$90,181	2009-10	\$92,435
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Stacy's salary	2008-09	\$78,826	2009-10	\$80,796
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Recommend approval of principals' contracts.

- B. Activities Director/Community Education Director Contract**
Tim, LeeAnn, and I also met regarding his contract and reached a tentative agreement. Tim has completed coursework for community education licensure, so a base salary was established off the teachers' salary matrix (daily rate of pay) and comparing to similar sized neighboring school districts for community education director and activities director. Year two reflects a 2.5% increase comparable to the principals. Health insurance would also be the same at the principals. Tim's salary for 2008-09 will be \$73,231, and \$75,062 for 2009-2010.
Recommend approval of Activities Director/Community Education Director contract.
- C. Resignation – Assistant Baseball Coach – D. Baldry**
Dean Baldry has submitted a letter of resignation from his assistant baseball coaching position.
Recommend accepting the resignation of Dean Baldry as assistant baseball coach.
- D. Resignation – Intramural Director – J. Lalim**
Jeff Lalim has submitted a letter of resignation from his intramural director position.
Recommend accepting the resignation of Jeff Lalim as intramural director.
- E. Resignation - Assistant Danceline Coach – B. Snortum**
Becky Snortum has submitted a letter of resignation from her assistant danceline coach position.
Recommend accepting the resignation of Becky Snortum as assistant danceline coach.
- F. 9th Grade Football Coach – J. Suter**
Mr. Knapper is recommending the employment of Jake Suter as 9th Grade football coach.
Recommend employment of Jake Suter as 9th grade girls basketball coach,
- G. 9th Grade Girls Basketball Coach – J. Suter**
Mr. Knapper is recommending the employment of Jake Suter as 9th grade girls basketball coach.
Recommend employment of Jake Suter as 9th grade girls basketball coach.
- H. Intramural Director – J. Suter**
Mr. Knapper is recommending the employment of Jake Suter as intramural director.
Recommend employment of Jake Suter as intramural director.
- I. Head Volleyball Coach - T. Feldman**
Mr. Knapper is recommending the employment of Tasha Feldman as head volleyball coach. She will be paid at level A, year 1. *Recommend employment of Tasha Feldman as head volleyball coach.*
- J. Assistant Volleyball Coach – H. Iverson**
Mr. Knapper is recommending the employment of Hillary Iverson as assistant volleyball coach. She will be paid at level C, over 4 years. *Recommend employment of Hillary Iverson as assistant volleyball coach.*
- K. English/Language Arts Instructor – L. Bristle**
Ms. Norell is recommending the employment of Laura Bristle as English/language arts instructor. She will be placed on step 2 of the BA+60 lane. *Recommend employment of Laura Bristle as English/language arts instructor.*
- L. 0.5 FTE Media Position – K. Gustafson**
Ms. Norell is recommending the employment of Karen Gustafson as 0.5 FTE media specialist.
Recommend employment of Karen Gustafson as 0.5 FTE media specialist.
- M. 0.5 FTE Elementary Instructor – D. Rupp**
Mrs. Hinz is recommending the employment of Danae Rupp as 0.5 FTE elementary instructor.
Recommend employment of Danae Rupp as 0.5 FTE elementary instructor.
- N. Food Service Clerical Position – C. Johnson**
Ms. Ditterich is recommending the employment of Cella Johnson to provide clerical support for the food service department. The position will be 6 hours per day.
- O. Retirement – Custodial/Maintenance – J. Sopland**
Jim Sopland has submitted a letter of resignation from his custodial/maintenance position.
Recommend accepting the resignation of Jim Sopland from his custodial/maintenance.

8. Action Items

A. Approve Coaches & Advisors Procedure and Policy Guide

The final draft of the Coaches & Advisors Procedure and Policy Guide is attached and requires your approval. It will be implemented at the start of the 2008-2009 season. *Recommend approval of the Coaches & Advisors Procedure and Policy Guide.*

B. Approve Bert Raney Elementary Handbook for the 2008-2009 School Year

The Bert Raney Elementary handbook is attached and also requires your approval. *Recommend approval of the 2008-2009 Bert Raney Elementary handbook.*

C. Approve Amendments to 2008-2009 School Calendar

There have been a few minor changes to the 2008-2009 school calendar. The Bert Raney and YME High School conference dates have been added and the date for Prom has been changed from May 2 to April 18. *Recommend approval of the amended 2008-2009 school calendar, as presented.*

D. Appointment of LEA Representative for the 2008-2009 School Year

Annually, the Board authorizes someone to act as the LEA (Local Education Association) Representative in filing the Title I application for funds as provided under Public Law 107-110. The LEA Representative is to ensure that the School District maintains compliance with the appropriate Federal statues, regulations and state procedures currently in effect and will act as the responsible authority in all matters relating to the administration of this application. Historically, this has been the Superintendent. *Recommend approval of the appointment of Superintendent Allen Stoeckman as the LEA Representative for the 2008-2009 school year.*

10. Discussion Items

11. Correspondence

12. Upcoming Events & Activities

A list of upcoming YME events and activities is available on BoardBook.

13. Adjourn

**YELLOW MEDICINE EAST ISD #2190
SCHOOL BOARD MEETING MINUTES
TUESDAY, JUNE 24 – 7:00 P.M.
YME BOARD ROOM**

Board Members Present: Cheryl Eckhardt, Warren Formo, Rich Jepson, Elmo Volstad, Grant Velde

Board Members Absent: Chad Fischer, Art Rillo

Community / Staff Members Present: Kathy Anderson, Deb Beckler, Rory Bennett, Helen Blue-Redner, LeeAnn Boushek, Mary Ditterich, Zach Hatfield, Stacy Hinz, Karen Jacobson, Jennifer Kattevold, Tim Knapper, Karen Norell, Dick Orcutt, Frank Redner, Danae Rupp, Rita Strand

Chairman Volstad called the meeting to order and approved the agenda for the meeting.

Motion by Formo, second by Jepson and carried to approve the minutes from the May 12, 2008 meeting.

The opportunity for citizens to speak received no response.

Rory Bennett and Zach Hatfield introduced themselves as the new owners of Bennett & Bennett Transportation.

Mr. Orcutt gave a brief overview of the Sting Pride Committee. A number of committee members voiced their opinions on the importance of continuing the meetings.

Helen Blue-Redner & Karen Jacobson reported on the 2008 YME Focus Groups.

Helen Blue-Redner & Tim Knapper reported on the afterschool program for the upcoming school year.

LeeAnn Boushek, YME finance officer, reviewed the budget for the 2008-2009 school year.

Principal Hinz reviewed the ESEA consolidated application for the 2008-2009 school year.

Principal Norell reviewed the high school handbook for the 2008-2009 school year.

Motion by Formo, second by Jepson and carried to approve bills for payment in the amount of \$396,526.73, with checks numbered 9353 through 9361 and 9393 through 9559.

Fund balance, enrollment, and food service reports were submitted.

Motion by Jepson, second by Formo and carried to approve the reassignment of Trevor Schulte to a 0.5 FTE curriculum/staff development position and a 0.5 FTE English position with up to 10 additional days to be vouchered at his current rate of pay.

Motion by Formo, second by Eckhardt and carried to accept the resignation of Kirsten Tjosaas, high school volleyball coach.

Motion by Formo, second by Eckhardt and carried to accept the resignation of Pete Scheffler, junior high football coach.

Motion by Formo, second by Eckhardt and carried to accept the resignation of Clint Schiller, 9th grade girls basketball coach.

Motion by Formo, second by Eckhardt and carried to accept the resignation of Clint Schiller, junior high track coach.

Motion by Formo, second by Eckhardt and carried to accept the resignation of Deidre Feil, B-squad volleyball coach.

Motion by Formo, second by Jepson and carried to approve the FY09 budget as presented by LeeAnn Boushek.

Fund	Revenues	Expenditures
General	\$9,337,666	\$9,369,272
Food Service	\$403,700	\$403,003
Community Education	\$294,877	\$317,547
Debt Redemption	\$78,400	\$75,390
TOTAL	\$10,114,643	\$10,165,212

Motion by Velde, second by Jepson and carried to approve the restructuring of the food service department for the 2008-2009 school year, to include the hiring of a clerical position for the food service program.

Motion by Jepson, second by Velde and carried to charge grades 5 & 6 lunch prices at the secondary level.

Motion by Eckhardt, second by Formo and carried to authorize a transfer of general fund monies to cover deficits in the food service and community education funds, if necessary.

Motion by Jepson, second by Velde and carried to adopt the 2008-2009 high school handbook as presented by Principal Norell.

Motion by Formo, second by Eckhardt and carried unanimously to resolve to hold meetings and school events on Columbus Day – October 13, 2008.

Motion by Formo, second by Jepson and carried, with Formo opposed, to approve the Construction Consulting Partners facility contract proposal.

Motion by Eckhardt, second by Formo and carried to approve the purchase of 0.5 FTE instrumental music services from the MACCRAY School District.

Motion by Eckhardt, second by Formo and carried to authorize to continue to contract with Schroeder Communications.

Motion by Jepson, second by Formo and carried to designate school depositories for the 2008-2009 school year, as follows: F&M Bank of Clarkfield for payroll; Granite Falls Bank of Granite Falls for the Board account, student programs and administrative account; and MN School District Liquid Asset Fund for receiving state aid and levy revenues; and to authorize the Granite Falls Bank to provide electronic fund transfers to allow for payroll direct deposit services.

Motion by Jepson, second by Formo and carried to approve to authorize LeeAnn Boushek, Finance Officer, Terri Peterson, Assistant Finance Officer, and Tara Miller, Payroll, to authorize and complete electronic fund transfers as necessary to pay Board bills and payroll and to complete investments for the District in secured accounts to yield the greatest amount of interest return is necessary.

Motion by Jepson, second by Formo and carried to designate the Advocate Tribune as the official school newspaper for the 2008-2009 school year.

Motion by Jepson, second by Formo and carried to designate Ratwik, Roszak & Maloney, P.A. law firm, Kevin Rupp; Holmstrom & Kvam of Granite Falls; Gilbertson of Clarkfield as legal counsel for the 2008-2009 school year; and to authorize the Superintendent and Board chairperson to contact counsel as needed.

Motion by Jepson, second by Formo and carried to authorize facsimile of Board signatures for board bills and payroll checks.

Motion by Jepson, second by Formo and carried to approve our continued membership with the Minnesota School Board Association.

Motion by Jepson, second by Formo and carried to authorize the finance officer to pay bills as necessary to close out the 2008 fiscal year and July bills that are to be paid in a timely manner.

Motion by Jepson, second by Formo and carried to approve our continued membership with Minnesota Rural Education Association.

Motion by Jepson, second by Formo and carried to designate the second Monday of the month at 7:00 pm for Board meetings and the fourth Tuesday of each month at 7:00 pm in the event a second meeting needs to be held. Meetings will be held in the YME Board Room.

Motion by Jepson, second by Formo and carried to approve renewal of our membership with the Minnesota River Valley Education District for the 2008-2009 school year.

Motion by Jepson, second by Formo and carried to contract with the Minnesota Valley Cooperative Center for the purchase of bookkeeping, payroll and secretarial services; technology coordination and training services; and staff development coordination and training services from Yellow Medicine East for the 2008-2009 school year.

Motion by Jepson, second by Formo and carried to accept the bid submitted by Dean Foods to supply milk and milk products for the 2008-2009 school year.

Motion by Jepson, second by Formo and carried to accept the bid submitted by Pan-o-Gold Baking Company to supply milk and milk products for the 2008-2009 school year. The Board also reserves the right to occasionally purchase bakery goods locally through Carl's Bakery.

Motion by Jepson, second by Formo and carried to approve the sale of the house built by the construction trades class to David Toov who submitted a bid of \$62,600.

Motion by Jepson, second by Formo and carried to approve the insurance premiums for the 2008-2009 school year, as submitted.

Motion by Jepson, second by Formo and carried to approve the Attachment 99 document for the 2008-2009 school year, as submitted.

Mr. Knapper reviewed the coach/advisor handbook that will be implemented in the fall.

There will be no Board meeting in July.

Event	Location	Date	Time
Board Meeting	YME Board Room	August 11, 2008	7:00 pm

The meeting was adjourned by Chairman Volstad.

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
9564	Vendor Continued Void	07/14/2008					0.00
9565	ADVOCATE TRIBUNE	07/14/2008	2	LEGALS	0	56.76	1,779.64
01 E 005 010 000 000 380				BOARD OF EDUCATION//PRINTING/ADVERTISING/		56.76	
			3	SCHOOL NEWS	0	988.52	
01 E 005 130 000 333 380				COMMUNITY RELATIONS-SCHOOL NEW/PARENTAL INVOLVEMENT/PRI		988.52	
			4	500 ATH. DEPT. CERT.	0	187.50	
01 E 300 298 000 000 899				EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/		187.50	
			5	PAPER	0	30.98	
01 E 300 211 165 000 899				SECONDARY EDUCATION GENERAL//MISCELLANEOUS EXPENSE/GRAD		30.98	
			6	HOUSE AD	0	211.20	
01 E 300 361 000 830 433				CARPENTRY/VOCATIONAL PROGRAMS/INDIVIDUAL INST SUPPLIES/		211.20	
			7		0	75.34	
04 E 500 505 000 321 401				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/GENERAL		75.34	
			8		0	127.44	
01 E 300 298 000 000 899				EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/		127.44	
			9		0	101.90	
04 E 500 505 000 321 401				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/GENERAL		101.90	
9566	AMERICINN	07/14/2008	1		0	178.00	178.00
01 E 200 612 199 000 366				TECHNOLOGY//TRAVEL-SCHOOL BUSINESS/KAREN MCCOY		178.00	
9567	AMERICAN WELDING SUPPLIES	07/14/2008	1		0	151.16	151.16
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		151.16	
9568	Vendor Continued Void	07/14/2008					0.00
9569	BENNETT & BENNETT INC.	07/14/2008	1	FUEL CHARGE	0	11,509.63	15,637.33
01 E 005 760 000 720 361				PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/BUS CON		11,509.63	
			10	FIELD TRIPS	0	198.70	
01 E 100 203 000 733 361				ELEMENTARY GENERAL ED./TRANSPORTATION/NON-AUTHORIZED/BU		198.70	
			11	BAND	0	1,131.92	
01 E 300 258 233 733 361				MUSIC/TRANSPORTATION/NON-AUTHORIZED/BUS CONTRACT (XWK T		1,131.92	
			14	TRACK	0	201.20	
01 E 300 292 219 733 361				BOYS/GIRLS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/BUS		201.20	
			15	BASEBALL	0	91.71	
01 E 300 294 215 733 361				BOYS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/BUS CONTRA		91.71	
			16	SOFTBALL	0	125.97	
01 E 300 296 210 733 361				GIRLS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/BUS CONTR		125.97	
			2	CLKFD. SHUTTLE	0	181.44	
01 E 005 760 000 720 361				PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/BUS CON		181.44	
			21	HAGG FT'	0	199.67	
01 E 150 203 000 733 361				ELEMENTARY GENERAL ED./TRANSPORTATION/NON-AUTHORIZED/BU		199.67	
			3	OUT OF DISTRICT	0	362.88	
01 E 005 760 000 713 361				PUPIL TRANSPORTATION/OPEN ENROLLMENT/BUS CONTRACT (XWK		362.88	
			4	SPECIAL NEEDS	0	1,292.76	
01 E 005 760 000 723 361				PUPIL TRANSPORTATION/HANDICAPPED/BUS CONTRACT (XWK TO 3		1,292.76	
			5	COMM. ED	0	311.45	
04 E 500 505 000 733 361				COMMUNITY EDUCATION GENERAL/TRANSPORTATION/NON-AUTHORIZ		311.45	
			6	BAND RENT	0	30.00	
01 E 300 258 233 000 370				MUSIC//RENTALS AND LEASES/INSTRUMENTAL MUSIC		30.00	
9570	BENSON PUBLIC SCHOOLS ISD #777	07/14/2008	1	FRENCH	0	4,153.51	4,153.51

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 300 230 129 310 391				FOREIGN LANGUAGE/COOPERATIVE/MN SCH DIST - REIMBURSEMEN		4,153.51	
9571	BILL'S ELECTRIC	07/14/2008	3987	COMPUTER HOOK UPS	0	3,023.65	4,094.26
01 E 100 203 000 302 530				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/EQUIPMENT PURCHAS		3,023.65	
			3988	DOOR LOCKS	0	266.91	
01 E 005 850 000 342 530				FACILITIES/SAFE SCHOOLS/EQUIPMENT PURCHASES/		266.91	
			3989	LENS	0	120.00	
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		120.00	
			3990	BOILER/FREEZER	0	179.86	
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		179.86	
			3991	STAGE LIGHTING	0	75.00	
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		75.00	
			3992	FAN UNITS	0	428.84	
01 E 005 850 000 302 522				FACILITIES/CAPITAL OUTLAY/BUILDING IMPROVEMENTS/		428.84	
9572	BRUFLAT PLUMBING AND HEATING	07/14/2008	4042	frontier repair	0	108.04	108.04
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		108.04	
9573	CARLSON AND STEWART REFRIG.	07/14/2008	54834	freezer	0	2,669.35	2,669.35
02 E 005 770 000 701 350				FOOD SERVICES/SCHOOL LUNCH/REPAIRS AND MAINTENANCE SVCS		2,669.35	
9574	CENEX CREDIT CARD	07/14/2008	1		0	763.65	1,527.30
01 E 005 810 193 000 442				OPERATIONS AND MAINTENANCE//GAS & OIL/CAR EXPENSES		763.65	
			2	DR. ED	0	763.65	
04 E 500 505 548 321 442				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/GAS & O		763.65	
9575	CITY OF CLARKFIELD	07/14/2008	1		0	228.37	228.37
01 E 025 810 183 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/SEWER-WATE		228.37	
9576	CITY OF GRANITE FALLS	07/14/2008	1	SWR/WTR	0	956.69	7,957.85
01 E 005 810 183 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/SEWER-WATE		956.69	
			2	elec	0	6,932.29	
01 E 005 810 184 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT		6,932.29	
			3	GARAGE	0	58.87	
01 E 005 810 191 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/OUTSIDE MA		58.87	
			4	CARPENTRY	0	10.00	
01 E 300 361 000 830 330				CARPENTRY/VOCATIONAL PROGRAMS/UTILITY SERVICES/		10.00	
9577	CONSUMERS COOPERATIVE OIL CO.	07/14/2008	1		0	208.18	208.18
01 E 025 810 000 000 442				OPERATIONS AND MAINTENANCE//GAS & OIL/		208.18	
9578	COUNTRY INN & SUITES	07/14/2008	5268	6&1 TRAITS	0	224.70	449.40
01 E 100 640 000 306 367				STAFF DEVELOPMENT/STAFF DEV. 50% SITE/TRAVEL-PROFESS DE		224.70	
			5269	6&1 TRAITS	0	224.70	
01 E 100 640 000 306 367				STAFF DEVELOPMENT/STAFF DEV. 50% SITE/TRAVEL-PROFESS DE		224.70	
9579	COUNTRYSIDE PUBLIC HEALTH	07/14/2008	1	MAY 08	0	100.00	237.50
01 E 005 860 000 347 305				HEALTH & SAFETY EQUIP/PHYSICAL HAZARD CONTROL/PROFESSIO		100.00	
			2	MAY 08	0	137.50	
01 E 200 720 000 000 311				HEALTH SERVICES/NURSE//PROFESSIONAL/TECHNICAL SVCS/		137.50	
9580	BRJH, INC	07/14/2008	1		425	84.80	84.80
01 E 100 790 308 799 401				OTHER PUPIL SUPPORT SERVICES/OTHER GRANTS/GENERAL SUPPL		84.80	
9581	DU-MART	07/14/2008	1	AFS	0	135.87	75.12
01 E 100 790 308 799 401				OTHER PUPIL SUPPORT SERVICES/OTHER GRANTS/GENERAL SUPPL		135.87	
			10		0	-85.95	
01 E 100 790 308 799 401				OTHER PUPIL SUPPORT SERVICES/OTHER GRANTS/GENERAL SUPPL		-85.95	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
04 E 500 580 000 325 430			2	ECFE	0	25.20	
				EARLY CHILDHOOD AND FAM ED/EARLY CHILDHOOD AND FAMILY E		25.20	
9582	CHERYL ECKHARDT	07/14/2008	1	BOARD MEETING	0	102.06	102.06
				MILEAGE			
01 E 005 010 000 000 366				BOARD OF EDUCATION//TRAVEL-SCHOOL BUSINESS/		102.06	
9583	ECOLAB	07/14/2008	6167448		0	477.41	609.41
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		477.41	
01 E 005 810 000 000 350			8704802		0	132.00	
				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		132.00	
9584	ECONOMART	07/14/2008	10006		0	24.01	193.67
01 E 005 010 000 000 899				BOARD OF EDUCATION//MISCELLANEOUS EXPENSE/		24.01	
01 E 100 790 308 799 401			20086-10104-10125		0	163.78	
				OTHER PUPIL SUPPORT SERVICES/OTHER GRANTS/GENERAL SUPPL		163.78	
09 L 230 27			30034-		0	5.88	
				TRUST FUND/DEFERRED REVENUE/SENIOR CITIZENS ADVOCACY		5.88	
9585	FORMO, WARREN	07/14/2008	10		0	110.07	110.07
01 E 005 010 000 000 366				MILEAGE		110.07	
				BOARD OF EDUCATION//TRAVEL-SCHOOL BUSINESS/			
9586	GRANITE FALLS AUTO PARTS	07/14/2008	1		0	183.37	198.17
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		183.37	
01 E 005 810 000 000 410			2		0	14.80	
				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		14.80	
9587	GREAT PLAINS NATURAL GAS CO	07/14/2008	1		0	488.32	1,747.15
01 E 025 810 000 000 440				OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/		488.32	
01 E 005 810 000 000 440			10		0	996.33	
				OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/		996.33	
01 E 005 810 000 000 410			12		0	262.50	
				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		262.50	
9588	GREAT PLAINS SPORTS	07/14/2008	700899		0	314.55	957.52
01 E 300 298 000 000 899				HOOPS DONATION		314.55	
				EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/			
01 E 300 298 000 000 899			700902		0	630.00	
				HOOPS DONATION		630.00	
				EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/			
01 E 300 294 215 000 401			700914		0	12.97	
				BOYS ATHLETICS//GENERAL SUPPLIES/BASEBALL		12.97	
9589	HENDERSON, ROBIN	07/14/2008	1		0	159.72	159.72
01 E 100 790 308 799 401				camera/card		159.72	
				OTHER PUPIL SUPPORT SERVICES/OTHER GRANTS/GENERAL SUPPL			
9590	HOLM, KRIS	07/14/2008	1		0	209.58	268.71
01 E 300 211 000 000 366				MILEAGE		209.58	
				SECONDARY EDUCATION GENERAL//TRAVEL-SCHOOL BUSINESS/			
01 E 200 420 000 419 366			2		0	31.23	
				MILEAGE		31.23	
				SPECIAL EDUCATIONAL GENERAL/94-142 FEDERAL/TRAVEL-SCHOO			
01 E 200 420 000 419 401			3		0	27.90	
				PLANNER REFILL		27.90	
				SPECIAL EDUCATIONAL GENERAL/94-142 FEDERAL/GENERAL SUPP		27.90	
9591	IKON FINANCIAL SERVICES	07/14/2008	1		0	175.00	1,252.00
01 E 300 620 000 302 580				EDUCATIONAL MEDIA/LIBRARY/CAPITAL OUTLAY/CAPITAL LEASE		175.00	
01 E 300 211 000 302 580			2		0	274.00	
				SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/CAPITAL LEAS		274.00	
01 E 150 203 000 302 580			3		0	274.00	
				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/CAPITAL LEASE PRI		274.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 100 203 000 302 580			4	ELEMENTARY GENERAL ED./CAPITAL OUTLAY/CAPITAL LEASE PRI	0	274.00	
						274.00	
01 E 005 020 000 302 580			5	SUPERINTENDENT'S OFFICE/CAPITAL OUTLAY/CAPITAL LEASE PR	0	255.00	
						255.00	
	9592 Vendor Continued Void	07/14/2008					0.00
01 E 100 203 000 000 370	9593 KILOWATT COMMUNITY CENTER	07/14/2008	1	MAY KIDS CAMP	0	70.00	1,312.50
				ELEMENTARY GENERAL ED.//RENTALS AND LEASES/		70.00	
01 E 300 298 000 000 370			2	TAE KWON DO	0	592.50	
				EXTRACURRICULAR ACTIVITIES//RENTALS AND LEASES/		592.50	
01 E 300 298 000 000 370			3	TENNIS	0	50.00	
				EXTRACURRICULAR ACTIVITIES//RENTALS AND LEASES/		50.00	
01 E 300 298 000 000 370			4	GOLF	0	75.00	
				EXTRACURRICULAR ACTIVITIES//RENTALS AND LEASES/		75.00	
01 E 150 203 000 000 370			5	HAGG SWIMMING	0	100.00	
				ELEMENTARY GENERAL ED.//RENTALS AND LEASES/		100.00	
01 E 100 203 000 000 370			7	SUMMER FUN PROGRAM	0	375.00	
				ELEMENTARY GENERAL ED.//RENTALS AND LEASES/		375.00	
01 E 300 298 000 000 370			8	WESTERN FEST MOVIE	0	50.00	
				EXTRACURRICULAR ACTIVITIES//RENTALS AND LEASES/		50.00	
01 E 300 258 233 000 430	9594 KORTHUIS JEWELRY	07/14/2008	1	MUSIC//SUPPLIES/INSTRUMENTAL MUSIC	450	14.75	28.25
						14.75	
01 L 230 10			2	GENERAL FUND/DEFERRED REVENUE/SUPT POP FUND	0	13.50	
						13.50	
	9595 Vendor Continued Void	07/14/2008					0.00
04 E 500 590 000 321 401	9596 LADNER'S HARDWARE	07/14/2008	250141	C VELDE	0	89.99	2,031.22
				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/GENERAL SU		89.99	
01 E 100 790 308 799 401			250235	ROBIN HENDERSON	0	213.83	
				OTHER PUPIL SUPPORT SERVICES/OTHER GRANTS/GENERAL SUPPL		213.83	
01 E 300 292 000 302 530			250778	AUTO TIMERS	0	147.98	
				BOYS/GIRLS ATHLETICS/CAPITAL OUTLAY/EQUIPMENT PURCHASES		147.98	
01 E 200 612 199 000 401			3	TECH	0	5.58	
				TECHNOLOGY//GENERAL SUPPLIES/KAREN MCCOY		5.58	
01 E 005 810 000 000 410			4	INSIDE MAINT.	0	729.95	
				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		729.95	
01 E 005 810 000 000 410			5	OUTSIDE MAINT.	0	309.89	
				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		309.89	
01 E 300 292 000 302 530			6	IRRIGATION	0	534.00	
				BOYS/GIRLS ATHLETICS/CAPITAL OUTLAY/EQUIPMENT PURCHASES		534.00	
01 E 300 219 000 317 430	9597 LECTORIUM PUBLICATIONS	07/14/2008	616131	LEP/COMPENSATORY/SUPPLIES/	0	41.90	41.90
						41.90	
01 E 005 810 191 000 350	9598 LEE'S AUTO & DIESEL	07/14/2008	13969	99 Cutlass	0	328.16	328.16
				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		328.16	
04 E 500 580 000 325 430	9599 THE MAILBOX-	07/14/2008		SUBSCRIPTION	0	54.95	54.95
				EARLY CHILDHOOD AND FAM ED/EARLY CHILDHOOD AND FAMILY E		54.95	
01 E 200 612 199 000 366	9600 MCCOY, KAREN	07/14/2008	1	TECHNOLOGY//TRAVEL-SCHOOL BUSINESS/KAREN MCCOY	0	157.65	157.65
						157.65	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
9601	MEEKER & WRIGHT SP ED COOP	07/14/2008	07-08		0	822.82	822.82
01 E 998 404 000 740 394				PHYSICALLY IMPAIRED/STATE FUNDED SPECIAL ED/PAYMENTS TO		822.82	
9602	MIDWEST TECHNOLOGY	07/14/2008	2002058-01	PERKINS \$	0	842.40	842.40
01 E 300 211 000 302 530				SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/EQUIPMENT PU		842.40	
9603	MVCC	07/14/2008	07-08-10	MAY	0	142,632.44	142,632.44
01 E 200 420 000 740 396				SPECIAL EDUCATIONAL GENERAL/STATE FUNDED SPECIAL ED/DUE		142,632.44	
9604	KAREN NORELL	07/14/2008	1		0	115.83	115.83
01 E 300 050 000 000 366				PRINCIPAL'S OFFICE//TRAVEL-SCHOOL BUSINESS/		115.83	
9605	RICHARD D ORCUTT	07/14/2008	1	9 DAYS @ \$75	0	675.00	675.00
01 E 005 020 000 000 366				SUPERINTENDENT'S OFFICE//TRAVEL-SCHOOL BUSINESS/		675.00	
9606	PRESIDENTIAL EDUCATION AWARDS	07/14/2008	237758		0	28.00	28.00
01 E 100 203 000 000 899				ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/		28.00	
9607	RICHTER, LINDA	07/14/2008	1	6 TRAITS	0	171.42	224.65
01 E 100 640 000 306 367				STAFF DEVELOPMENT/STAFF DEV. 50% SITE/TRAVEL-PROFESS DE		171.42	
			2		0	53.23	
01 E 100 203 000 000 899				ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/		53.23	
9608	RILEY BUS SERVICE, INC.	07/14/2008	6982	MYSTERY TOUR	0	613.15	1,348.15
04 E 500 505 000 321 361				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/BUS CON		613.15	
			6992	STILLWATER	0	735.00	
04 E 500 505 000 321 361				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/BUS CON		735.00	
9609	NIKKI ROYAL	07/14/2008	1		0	143.45	143.45
01 E 300 640 000 306 367				STAFF DEVELOPMENT/STAFF DEV. 50% SITE/TRAVEL-PROFESS DE		143.45	
9610	RTS	07/14/2008	1		0	115.21	120.52
01 E 005 810 000 000 320				OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES/		115.21	
			2		0	5.31	
01 E 025 810 000 000 320				OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES/		5.31	
9611	RUTLEDGE DENINE	07/14/2008	1		0	84.84	84.84
01 E 300 211 130 000 366				SECONDARY EDUCATION GENERAL//TRAVEL-SCHOOL BUSINESS/HOM		84.84	
9612	SAWMILL	07/14/2008	404993		0	32.00	41.83
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		32.00	
			405053		0	3.85	
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		3.85	
			405084		0	5.98	
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		5.98	
9613	JEN SCHWANKL	07/14/2008	1	6 TRAITS	0	49.58	49.58
01 E 100 640 000 306 367				STAFF DEVELOPMENT/STAFF DEV. 50% SITE/TRAVEL-PROFESS DE		49.58	
9614	SIMPLEXGRINNELL	07/14/2008	39959210	SPRINKLERS	0	17,897.82	17,897.82
01 E 005 860 000 363 530				HEALTH & SAFETY EQUIP/FIRE SAFETY/EQUIPMENT PURCHASES/		17,897.82	
9615	SIMPLEXGRINNELL	07/14/2008	39962970	SPRINKLER	0	17,128.37	17,128.37
01 E 005 860 000 363 530				HEALTH & SAFETY EQUIP/FIRE SAFETY/EQUIPMENT PURCHASES/		17,128.37	
9616	SOUTHWEST WHOLESAL	07/14/2008	198911		0	67.20	112.00
02 E 005 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/		67.20	
			209646		0	44.80	
02 E 005 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/		44.80	
9617	TEAM LABORATORY CHEMICAL CORP.	07/14/2008	74957		0	230.30	230.30
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		230.30	
9618	TECH CHECK	07/14/2008	10846		0	214.00	214.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 200 612 199 000 305				TECHNOLOGY//PROFESSIONAL FEES/KAREN MCCOY		214.00	
9619 TEE SHOT MARKETING		07/14/2008	08-720603	FB/TRACK FIELDS	0	8,800.00	8,800.00
01 E 005 850 000 302 511				FACILITIES/CAPITAL OUTLAY/SITE/GROUNDS IMPROVEMENT/		8,800.00	
9620 THRIFTY WHITE DRUG		07/14/2008	926551		413	133.39	182.31
01 E 100 790 308 799 401				OTHER PUPIL SUPPORT SERVICES/OTHER GRANTS/GENERAL SUPPL		133.39	
			926565		420	35.14	
01 E 100 790 308 799 401				OTHER PUPIL SUPPORT SERVICES/OTHER GRANTS/GENERAL SUPPL		35.14	
			926584	3RD GRADE	0	8.23	
01 E 100 203 000 000 899				ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/		8.23	
			931504		33	5.55	
04 E 500 590 000 321 401				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/GENERAL SU		5.55	
9621 TJOSVOLD EQUIPMENT		07/14/2008	80549		0	6.72	6.72
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		6.72	
9622 TRUE VALUE MARSHALL		07/14/2008	IND TECH		0	9.77	9.77
01 E 300 255 000 000 430				INDUSTRIAL EDUCATION//SUPPLIES/		9.77	
9623 VALLEY NATIONAL GASES- LOC91		07/14/2008	848165		0	7.24	14.14
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		7.24	
			873009		0	6.90	
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		6.90	
9624 SARAH VANSCOYK		07/14/2008	1	MILEAGE -GF/CLKFD	0	301.99	301.99
01 E 150 203 169 000 366				ELEMENTARY GENERAL ED.//TRAVEL-SCHOOL BUSINESS/TRAVEL B		301.99	
9625 VELDE SANITATION		07/14/2008	10	CARPENTRY HOUSE	0	95.00	1,092.50
01 E 300 361 000 830 433				CARPENTRY/VOCATIONAL PROGRAMS/INDIVIDUAL INST SUPPLIES/		95.00	
			41222		0	505.00	
01 E 005 810 000 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/		505.00	
			41222-	FUEL CHARGE	0	84.00	
01 E 005 810 000 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/		84.00	
			41222--		0	408.50	
01 E 025 810 000 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/		408.50	
9626 CINDY VELDE		07/14/2008	1		0	12.32	34.27
04 E 500 590 157 321 366				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/TRAVEL-SCH		12.32	
			2		0	16.00	
04 E 500 590 000 321 366				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/TRAVEL-SCH		16.00	
			3		0	5.95	
04 E 500 590 000 321 366				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/TRAVEL-SCH		5.95	
9627 VISA		07/14/2008	1		0	75.47	84.94
01 E 300 270 000 000 430				SOCIAL STUDIES-SCIENCES//SUPPLIES/		75.47	
			2		0	9.47	
01 E 100 203 000 000 329				ELEMENTARY GENERAL ED.//POSTAGE AND EXPRESS/		9.47	
9628 VOLSTAD ELMO		07/14/2008	1	MILEAGE	0	354.51	354.51
01 E 005 010 000 000 366				BOARD OF EDUCATION//TRAVEL-SCHOOL BUSINESS/		354.51	
9629 WEST CENTRAL TRIBUNE		07/14/2008	499481	AD#826027	0	54.30	54.30
01 E 005 010 000 000 380				BOARD OF EDUCATION//PRINTING/ADVERTISING/		54.30	
9630 WILLIAM V MACGILL & CO		07/14/2008	225808		398	36.81	143.16
01 E 200 720 000 000 401				HEALTH SERVICES/NURSE//GENERAL SUPPLIES/		36.81	
			227483		407	106.35	
01 E 200 720 000 000 401				HEALTH SERVICES/NURSE//GENERAL SUPPLIES/		106.35	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
9631	XCEL ENERGY	07/14/2008	1		0	7.81	18.30
01 E 025 810 184 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT		7.81	
			2		0	10.49	
01 E 025 810 184 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT		10.49	
9632	YME SCHOOLS-ADM	07/14/2008	12513	VALLEY FAIR	0	1,316.70	1,634.53
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		1,316.70	
			12514	SW WHOLESALE	0	317.83	
02 E 005 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/		317.83	
9633	AL ZEMPEL	07/14/2008	1	TILLING	0	50.00	50.00
01 E 005 810 191 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		50.00	
			70	Computer		Check(s) For a Total of	244,586.36

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	70	Computer	Checks For a Total of	244,586.36
Total For	70	Manual, Wire Tran, ACH & Computer	Checks	244,586.36
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	244,586.36

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	13.50	0.00	237,340.65	237,354.15
02	FOOD SERVICE	0.00	0.00	3,099.18	3,099.18
04	COMMUNITY SERVICE	0.00	0.00	4,127.15	4,127.15
09	TRUST FUND	5.88	0.00	0.00	5.88

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
9634	ABC SCHOOL SUPPLY	07/14/2008	202700132124	LISTENING CUBE	50	199.99	349.48
01 E 100 203 000 302 530				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/EQUIPMENT PURCHAS		199.99	
			202700132125	BOOK DISPLAY	54	149.49	
01 E 100 203 000 302 530				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/EQUIPMENT PURCHAS		149.49	
9635	AMAZON.COM CREDIT	07/14/2008	1	BOOKS-KVAM	29	78.08	78.08
01 E 100 203 000 302 530				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/EQUIPMENT PURCHAS		78.08	
9636	APPLE COMPUTER, INC.	07/14/2008	9282652615	MAINT.	0	1,259.00	7,243.00
01 E 200 612 000 302 555				TECHNOLOGY/CAPITAL OUTLAY/TECHNOLOGY EQUIPMENT/		1,259.00	
			9282667960	SERVER	6	5,984.00	
01 E 200 612 000 302 555				TECHNOLOGY/CAPITAL OUTLAY/TECHNOLOGY EQUIPMENT/		5,984.00	
9637	AUS FLOORS & MORE	07/14/2008	7966		0	4,620.62	4,620.62
01 E 005 850 000 302 522				FACILITIES/CAPITAL OUTLAY/BUILDING IMPROVEMENTS/		4,620.62	
9638	CAROLINA BIOLOGICAL SUPPLY CO.	07/14/2008	36493826R		10	63.47	63.47
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		63.47	
9639	CDW GOVERNMENT, INC.	07/14/2008	KTH2369	USB SWITCH	10	396.70	6,323.55
01 E 200 612 000 302 555				TECHNOLOGY/CAPITAL OUTLAY/TECHNOLOGY EQUIPMENT/		396.70	
			KZH5179	TONER	15	5,926.85	
01 E 200 612 199 000 401				TECHNOLOGY//GENERAL SUPPLIES/KAREN MCCOY		5,926.85	
9640	CHICAGO DISTRIBUTION CENTER	07/14/2008	5421810	NORTHERN LIGHTS	1	45.00	1,263.68
01 E 100 203 000 302 560				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/TEXTBOOK/LIBRARY		45.00	
			5458823	NORTHERN LIGHTS	1	1,218.68	
01 E 100 203 000 302 560				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/TEXTBOOK/LIBRARY		1,218.68	
9641	CHILDCRAFT ED CORP	07/14/2008	202700132123	CUBBY FLEX	51	402.49	402.49
01 E 100 203 000 302 530				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/EQUIPMENT PURCHAS		402.49	
9642	Vendor Continued Void	07/14/2008					0.00
9643	CLASSROOM DIRECT/REPRINT	07/14/2008	206700231121		22	103.83	986.64
01 E 100 201 000 000 430				KINDERGARTEN//SUPPLIES/		103.83	
			206700232152		7	53.28	
01 E 100 201 000 000 430				KINDERGARTEN//SUPPLIES/		53.28	
			206700232157		0	81.75	
01 E 100 201 000 000 430				KINDERGARTEN//SUPPLIES/		81.75	
			206700232158		9	40.60	
01 E 100 203 403 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/3RD GRADE		40.60	
			206700233408		24	100.21	
01 E 100 203 405 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/5TH GRADE		100.21	
			206700233409		30	409.75	
01 E 100 203 000 000 460				ELEMENTARY GENERAL ED.//BOOKS/WORKBOOKS/		409.75	
			206700233410		40	56.93	
01 E 100 219 000 317 460				LEP/COMPENSATORY/BOOKS/WORKBOOKS/		56.93	
			206700233411		42	131.38	
01 E 100 203 406 000 460				ELEMENTARY GENERAL ED.//BOOKS/WORKBOOKS/6TH GRADE		131.38	
			206700243462		42	3.96	
01 E 100 203 406 000 460				ELEMENTARY GENERAL ED.//BOOKS/WORKBOOKS/6TH GRADE		3.96	
			206710246579		9	4.95	
01 E 100 203 403 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/3RD GRADE		4.95	
9644	CONTINENTAL WESTERN GROUP	07/14/2008	1	1ST QUARTER	0	10,348.00	19,781.00
01 E 005 940 000 000 340				PROPERTY AND OTHER INSURANCE//INSURANCE/		10,348.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			2	1ST QUARTER	0	9,433.00	
01 E 005 930 000 000 270				EMPLOYEE BENEFITS//WORKERS COMPENSATION/		9,433.00	
	9645 COUNTRYSIDE PUBLIC HEALTH	07/14/2008	10	LICENSE RENEWAL	0	387.16	387.16
02 E 025 770 000 701 899				FOOD SERVICES/SCHOOL LUNCH/MISCELLANEOUS EXPENSE/		387.16	
	9646 CULLIGAN	07/14/2008	1		0	32.75	32.75
01 E 005 810 183 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/SEWER-WATE		32.75	
	9647 EDUCATORS PUBLISHING	07/14/2008	10346759		0	124.41	214.50
01 E 100 203 402 000 460				ELEMENTARY GENERAL ED.//BOOKS/WORKBOOKS/2ND GRADE		124.41	
			10346759-		0	90.09	
01 E 100 203 403 000 460				ELEMENTARY GENERAL ED.//BOOKS/WORKBOOKS/3RD GRADE		90.09	
	9648 EDUCATION WEEK	07/14/2008	1		13	39.00	39.00
01 E 300 050 000 000 899				PRINCIPAL'S OFFICE//MISCELLANEOUS EXPENSE/		39.00	
	9649 EMBARQ	07/14/2008	1		0	232.84	246.51
01 E 005 810 000 000 320				OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES/		232.84	
			2		0	13.67	
01 E 610 050 000 000 320				PRINCIPAL'S OFFICE//COMMUNICATIONAL SERVICES/		13.67	
	9650 ESV REGION VIII	07/14/2008	2008-0701	08-09 REG. 8 DUES	0	337.28	337.28
01 E 005 010 000 000 820				BOARD OF EDUCATION//DUES & MEMBERSHIPS/		337.28	
	9651 ETA/CUISENAIRE	07/14/2008	50192110		44	28.95	28.95
01 E 100 203 406 000 460				ELEMENTARY GENERAL ED.//BOOKS/WORKBOOKS/6TH GRADE		28.95	
	9652 FRONTIER TELEPHONE	07/14/2008	1		0	338.39	388.60
01 E 025 810 000 000 320				OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES/		338.39	
			2		0	50.21	
04 E 500 560 000 321 320				RECREATION-SWIM POOL/COMMUNITY EDUCATION/COMMUNICATIONA		50.21	
	9653 GOVERNMENT TRAINING SVCS.	07/14/2008	13784		0	80.00	80.00
01 E 100 050 000 000 367				PRINCIPAL'S OFFICE//TRAVEL-PROFESS DEVELOPMENT/		80.00	
	9654 GREAT PLAINS SPORTS	07/14/2008	316011	FB JERSEYS	0	4,878.00	5,148.00
01 E 300 294 227 000 401				BOYS ATHLETICS//GENERAL SUPPLIES/UNIFORMS		4,878.00	
			701099	HELMET REC.	0	270.00	
01 E 300 294 211 000 401				BOYS ATHLETICS//GENERAL SUPPLIES/FOOTBALL		270.00	
	9655 HAMPTON-BROWN	07/14/2008	238625		53	248.38	248.38
01 E 100 203 000 302 560				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/TEXTBOOK/LIBRARY		248.38	
	9656 HILLYARD/HUTCHINSON	07/14/2008	2524999		0	3,238.36	3,400.07
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		3,238.36	
			2526969		0	161.71	
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		161.71	
	9657 HM RECEIVABLES CO., LLC	07/14/2008	943033436		16	2,638.42	2,638.42
01 E 100 203 402 000 460				ELEMENTARY GENERAL ED.//BOOKS/WORKBOOKS/2ND GRADE		2,638.42	
	9658 IKON FINANCIAL SERVICES	07/14/2008	10		0	1,252.00	1,763.92
01 E 005 020 000 302 580				SUPERINTENDENT'S OFFICE/CAPITAL OUTLAY/CAPITAL LEASE PR		255.00	
01 E 100 203 000 302 580				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/CAPITAL LEASE PRI		274.00	
01 E 300 211 000 302 580				SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/CAPITAL LEAS		274.00	
01 E 300 620 000 302 580				EDUCATIONAL MEDIA/LIBRARY/CAPITAL OUTLAY/CAPITAL LEASE		175.00	
01 E 150 203 000 302 580				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/CAPITAL LEASE PRI		274.00	
			6		0	62.60	
01 E 005 110 000 000 899				ACCOUNTING OFFICE//MISCELLANEOUS EXPENSE/		62.60	
			76857982	RIP	0	449.32	
01 E 300 211 000 000 370				SECONDARY EDUCATION GENERAL//RENTALS AND LEASES/		449.32	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
9659	INNOVATIVE OFFICE SOLUTIONS, L	07/14/2008	4276250-1		19	92.86	649.45
01 E 100 203 403 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/3RD GRADE		92.86	
			4281155-1		0	248.71	
01 E 100 203 404 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/4TH GRADE		248.71	
			4281155-2		31	262.60	
01 E 100 203 404 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/4TH GRADE		262.60	
			WO-4309248-1		0	18.98	
01 E 100 203 406 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/6TH GRADE		18.98	
			WO4309282-1		71	26.30	
01 E 100 201 000 000 430				KINDERGARTEN//SUPPLIES/		26.30	
9660	ISCORP	07/14/2008	634843		0	195.50	195.50
01 E 005 110 000 000 350				ACCOUNTING OFFICE//REPAIRS AND MAINTENANCE SVCS/		195.50	
9661	JOHNSON CONTROLS	07/14/2008	0806273682	UNIVENTS	0	7,170.52	7,170.52
01 E 005 810 000 302 522				OPERATIONS AND MAINTENANCE/CAPITAL OUTLAY/BUILDING IMPR		7,170.52	
9662	KAPLAN SCHOOL SUPPLY CORP	07/14/2008	1762118		49	229.94	229.94
01 E 100 203 000 302 530				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/EQUIPMENT PURCHAS		229.94	
9663	KID SOUNDS	07/14/2008	4082		5	529.65	529.65
01 E 100 203 000 302 560				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/TEXTBOOK/LIBRARY		529.65	
9664	Vendor Continued Void	07/14/2008					0.00
9665	LAKESHORE LEARNING MATERIALS	07/14/2008	390529	BOOK ORGANIZER	47	343.85	1,567.23
01 E 100 203 000 302 530				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/EQUIPMENT PURCHAS		343.85	
			390603		35	494.51	
01 E 100 203 000 302 530				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/EQUIPMENT PURCHAS		494.51	
			390734		23	152.13	
01 E 100 201 000 000 430				KINDERGARTEN//SUPPLIES/		152.13	
			393282		8	294.62	
01 E 100 201 000 000 430				KINDERGARTEN//SUPPLIES/		294.62	
			400330	WORLD LIBRARY	59	103.70	
01 E 100 203 000 302 530				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/EQUIPMENT PURCHAS		103.70	
			400334		61	63.73	
01 E 100 201 000 000 430				KINDERGARTEN//SUPPLIES/		63.73	
			400339		64	45.77	
01 E 100 203 402 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/2ND GRADE		45.77	
			400340		69	68.92	
01 E 100 201 000 000 430				KINDERGARTEN//SUPPLIES/		68.92	
9666	LEARNING A-Z	07/14/2008	LPC0091831		38	599.50	599.50
01 E 100 203 000 000 899				ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/		599.50	
9667	MACKIN LIBRARY MEDIA	07/14/2008	216448		384	297.89	297.89
01 E 300 620 000 000 470				EDUCATIONAL MEDIA/LIBRARY//LIBRARY BOOKS/		297.89	
9668	MASA	07/14/2008	01	08-09 DUES	0	1,178.00	1,178.00
01 E 005 020 000 000 820				SUPERINTENDENT'S OFFICE//DUES & MEMBERSHIPS/		1,178.00	
9669	MASSP	07/14/2008	1	08-09 DUES	12	854.00	854.00
01 E 300 050 000 000 820				K.NORELL PRINCIPAL'S OFFICE//DUES & MEMBERSHIPS/		854.00	
9670	MN ASSOC OF SEC. TO PRINCIPALS	07/14/2008	1		0	165.00	165.00
01 E 300 640 000 306 367				STAFF DEVELOPMENT/STAFF DEV. 50% SITE/TRAVEL-PROFESS DE		165.00	
9671	MINNESOTA ELEVATOR, INC.	07/14/2008	141768	CLKFD	0	123.08	439.92
01 E 025 860 000 347 590				HEALTH & SAFETY EQUIP/PHYSICAL HAZARD CONTROL/OTHER CAP		123.08	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			142590	GF	0	316.84	
01 E 005 860 000 347 590				HEALTH & SAFETY EQUIP/PHYSICAL HAZARD CONTROL/OTHER CAP		316.84	
	9672 MN RURAL EDUCATION ASSOC.	07/14/2008	1	DUES	0	2,075.00	2,075.00
01 A 131 00				GENERAL FUND/PREPAID EXPENSE		2,075.00	
	9673 MN SCH BOARDS ASSOC	07/14/2008	4767	ASSOC. DUES	0	3,415.00	3,870.00
01 E 005 010 000 000 820				BOARD OF EDUCATION//DUES & MEMBERSHIPS/		3,415.00	
			4767-	POLICY RENEWAL	0	455.00	
01 E 005 010 000 000 820				BOARD OF EDUCATION//DUES & MEMBERSHIPS/		455.00	
	9674 MN JR. HIGH MATH LEAGUE	07/14/2008	1	08-09 MJHSML	0	130.00	130.00
01 E 300 298 240 000 401				EXTRACURRICULAR ACTIVITIES//GENERAL SUPPLIES/MATH LEAGU		130.00	
	9675 MTI DISTRIBUTING CO.	07/14/2008	627401-00		0	47.35	47.35
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		47.35	
	9676 MUSIC MART	07/14/2008	1		0	133.30	133.30
01 E 300 258 233 000 350				MUSIC//REPAIRS AND MAINTENANCE SVCS/INSTRUMENTAL MUSIC		133.30	
	9677 NASCO	07/14/2008	442001		8	307.84	423.47
01 E 300 331 000 830 433				VOCATIONAL HOME EC/VOCATIONAL PROGRAMS/INDIVIDUAL INST		307.84	
			442002		0	58.92	
01 E 300 331 000 830 433				VOCATIONAL HOME EC/VOCATIONAL PROGRAMS/INDIVIDUAL INST		58.92	
			445193		0	56.71	
01 E 100 203 406 000 460				ELEMENTARY GENERAL ED.//BOOKS/WORKBOOKS/6TH GRADE		56.71	
	9678 OFFICE MAX CONTRACT INC.	07/14/2008	128565	CHAIRS/TABLE	14	534.51	836.33
01 E 005 020 000 302 530				SUPERINTENDENT'S OFFICE/CAPITAL OUTLAY/EQUIPMENT PURCHA		534.51	
			38808		13	301.82	
01 E 005 020 000 000 401				SUPERINTENDENT'S OFFICE//GENERAL SUPPLIES/		94.22	
01 E 005 110 000 000 401				ACCOUNTING OFFICE//GENERAL SUPPLIES/		207.60	
	9679 ORIENTAL TRADING COMPANY, INC	07/14/2008	625677550-01		66	30.74	30.74
01 E 100 203 402 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/2ND GRADE		30.74	
	9680 PEARSON EDUCATION	07/14/2008	1	AGRI SCIENCE	3	1,707.55	1,707.55
01 E 300 211 000 302 560				BOOKS			
				SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/TEXTBOOK/LIB		1,707.55	
	9681 PITNEY BOWES	07/14/2008	454116-JN08		0	254.00	254.00
01 E 005 020 000 000 370				SUPERINTENDENT'S OFFICE//RENTALS AND LEASES/		254.00	
	9682 PRO CELLULAR WIRELESS	07/14/2008	GRANIIN13419	SUPT. PHONE-	0	424.99	424.99
01 E 005 020 000 000 401				APPLIED FOR			
				REBATE			
				SUPERINTENDENT'S OFFICE//GENERAL SUPPLIES/		424.99	
	9683 Vendor Continued Void	07/14/2008					0.00
	9684 REALLY GOOD STUFF	07/14/2008	2163580		11	88.89	514.07
01 E 100 203 402 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/2ND GRADE		88.89	
			2163591		17	91.38	
01 E 100 203 403 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/3RD GRADE		91.38	
			2163592		15	100.74	
01 E 100 203 402 000 460				ELEMENTARY GENERAL ED.//BOOKS/WORKBOOKS/2ND GRADE		100.74	
			2163660		28	44.85	
01 E 100 203 402 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/2ND GRADE		44.85	
			2163703		25	79.12	
01 E 100 203 405 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/5TH GRADE		79.12	
			2163719		43	23.45	
01 E 100 203 406 000 460				ELEMENTARY GENERAL ED.//BOOKS/WORKBOOKS/6TH GRADE		23.45	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 100 201 000 000 430			2180869		68	85.64	
			KINDERGARTEN//SUPPLIES/			85.64	
9685 RENAISSANCE LEARNING		07/14/2008	3369432		39	298.00	1,489.99
01 E 100 640 000 306 899			STAFF DEVELOPMENT/STAFF DEV. 50% SITE/MISCELLANEOUS EXP			298.00	
01 E 100 203 000 000 430			3369448	ANNUAL RENEWAL	72	1,191.99	
01 E 100 620 000 000 401			ELEMENTARY GENERAL ED.//SUPPLIES/			595.99	
			EDUCATIONAL MEDIA/LIBRARY//GENERAL SUPPLIES/			596.00	
9686 RIDDELL/ALL AMERICAN		07/14/2008	40865176	HELMETS	0	1,963.61	1,963.61
01 E 300 294 211 000 401			BOYS ATHLETICS//GENERAL SUPPLIES/FOOTBALL			1,963.61	
9687 RUTLEDGE DENINE		07/14/2008	10	mileage	0	49.14	49.14
01 E 300 211 130 000 366			SECONDARY EDUCATION GENERAL//TRAVEL-SCHOOL BUSINESS/HOM			49.14	
9688 SCHOLASTIC INC		07/14/2008	5125073	BOOKS	48	218.00	218.00
01 E 100 203 000 302 530			ELEMENTARY GENERAL ED./CAPITAL OUTLAY/EQUIPMENT PURCHAS			218.00	
9689 SCHOOL SPECIALTY INC.		07/14/2008	208100901122		70	94.95	94.95
01 E 100 201 000 000 430			KINDERGARTEN//SUPPLIES/			94.95	
9690 SPECIAL SYSTEMS INC.		07/14/2008	31267	PREV. MAINT.	0	1,270.00	1,270.00
01 E 005 860 000 363 305			HEALTH & SAFETY EQUIP/FIRE SAFETY/PROFESSIONAL FEES/			1,270.00	
9691 THE STUDENT PLANNER		07/14/2008	08-09		14	610.50	610.50
01 E 300 211 000 000 430			SECONDARY EDUCATION GENERAL//SUPPLIES/			610.50	
9692 TEACHER DIRECT		07/14/2008	W41040890001		4	23.76	194.50
01 E 100 201 000 000 430			KINDERGARTEN//SUPPLIES/			23.76	
01 E 100 203 402 000 460			W41041460001		27	170.74	
			ELEMENTARY GENERAL ED.//BOOKS/WORKBOOKS/2ND GRADE			170.74	
9693 TEACHERS DISCOUNT		07/14/2008	202700131046		6	60.77	425.76
01 E 100 201 000 000 430			KINDERGARTEN//SUPPLIES/			60.77	
01 E 100 203 000 302 530			202700133054	STORAGE CUBBY	55	364.99	
			ELEMENTARY GENERAL ED./CAPITAL OUTLAY/EQUIPMENT PURCHAS			364.99	
9694 TEACHERWEB, INC.		07/14/2008	8950-1	08-09	0	1,950.00	1,950.00
01 E 200 612 000 302 555			TECHNOLOGY/CAPITAL OUTLAY/TECHNOLOGY EQUIPMENT/			1,950.00	
9695 TEAM LABORATORY CHEMICAL CORP.		07/14/2008	75459		0	541.00	1,430.50
01 E 005 810 191 000 410			OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID			541.00	
01 E 005 810 191 000 410			75585		0	889.50	
			OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID			889.50	
9696 TECH CHECK		07/14/2008	0010986-IN	SHIPPING	0	24.00	1,150.21
01 E 200 612 199 000 401			TECHNOLOGY//GENERAL SUPPLIES/KAREN MCCOY			24.00	
01 E 200 612 199 000 401			0011004-IN	SHIPPING	0	24.00	
			TECHNOLOGY//GENERAL SUPPLIES/KAREN MCCOY			24.00	
01 E 200 612 000 302 555			10947		0	1,090.26	
			TECHNOLOGY/CAPITAL OUTLAY/TECHNOLOGY EQUIPMENT/			1,090.26	
01 E 200 612 000 302 555			10947-IN	SHIPPING	0	11.95	
			TECHNOLOGY/CAPITAL OUTLAY/TECHNOLOGY EQUIPMENT/			11.95	
9697 TRI-COUNTY NEWS		07/14/2008	1		0	34.00	34.00
01 E 005 020 000 000 401			SUPERINTENDENT'S OFFICE//GENERAL SUPPLIES/			34.00	
9698 U.S. BANK TRUST		07/14/2008	1		0	4,945.00	4,945.00
07 E 005 910 000 000 720			DEBT REDEMPTION//BOND INTEREST/			4,945.00	
9699 VELDE SANITATION		07/14/2008	1		0	409.76	999.41
01 E 025 810 000 000 330			OPERATIONS AND MAINTENANCE//UTILITY SERVICES/			409.76	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			2		0	589.65	
01 E 005 810 000 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/		589.65	
	9700 WEEKLY READER	07/14/2008	1		421	245.74	245.74
01 E 100 203 405 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/5TH GRADE		245.74	
	9701 WEST CENTRAL TRIBUNE	07/14/2008	177825413	SUBSCRIPTION	0	151.05	151.05
01 E 005 020 000 000 401				SUPERINTENDENT'S OFFICE//GENERAL SUPPLIES/		151.05	
	9702 Vendor Continued Void	07/14/2008					0.00
	9703 YME SCHOOLS-ADM	07/14/2008	12515	MN TWINS	0	396.00	2,428.43
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		396.00	
			12516	DOROTHY GRAMES	0	49.00	
04 R 500 000 000 321 050				COMMUNITY EDUCATION/FEES FROM PATRONS/		49.00	
			12517	ANNETTE SHARKEY	0	15.00	
04 R 500 000 000 321 050				COMMUNITY EDUCATION/FEES FROM PATRONS/		15.00	
			12518	PLYMOUTH PLAYHOUSE	0	755.00	
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		755.00	
			12519	GREEN MILL PLYMOUTH	0	529.55	
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		529.55	
			12520	WATERTOWN AQUATIC CENTER	0	208.00	
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		208.00	
			12521	PIZZA RANCH	0	325.88	
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		325.88	
			12522	AARP	0	150.00	
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		150.00	
	9704 ZEP MANUFACTURING CO	07/14/2008	57308499		0	579.70	1,465.29
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		579.70	
			57308646		0	885.59	
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		885.59	

1 additional check cut 7-1-08 to MII Dist. For Mower/Sweeper
 Account 01 E 005 810 000 302 530 Ck. # 9560
 71 Computer Check(s) For a Total of 101,505.03
 Total 6000.00 **107505.03**

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	71	Computer	Checks For a Total of	101,505.03
Total For	71	Manual, Wire Tran, ACH & Computer	Checks	101,505.03
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	101,505.03
			+add'l check	6000.00
				107,505.03

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	2,075.00	0.00	91,619.23	93,694.23
02	FOOD SERVICE	0.00	0.00	387.16	387.16
04	COMMUNITY SERVICE	0.00	64.00	2,414.64	2,478.64
07	DEBT REDEMPTION	0.00	0.00	4,945.00	4,945.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
9735	ADVOCATE TRIBUNE	08/11/2008	33657		419	43.65	43.65
01 E 100 203 000 000 899				ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/		43.65	
9736	APPLE COMPUTER, INC.	08/11/2008	9283982746	TECH SEMINAR	0	300.00	300.00
01 E 200 612 199 000 366				TECHNOLOGY//TRAVEL-SCHOOL BUSINESS/KAREN MCCOY		300.00	
9737	BENNETT & BENNETT INC.	08/11/2008	5	VALLEYFAIR 6/25	0	385.69	385.69
04 E 500 505 000 733 361				COMMUNITY EDUCATION GENERAL/TRANSPORTATION/NON-AUTHORIZ		385.69	
9738	CAPITAL ONE, F.S.B.	08/11/2008	1		0	659.26	659.26
01 E 300 211 000 000 899				SECONDARY EDUCATION GENERAL//MISCELLANEOUS EXPENSE/		659.26	
9739	CENEX CREDIT CARD	08/11/2008	2		0	191.52	191.52
01 E 005 810 193 000 442				OPERATIONS AND MAINTENANCE//GAS & OIL/CAR EXPENSES		191.52	
9740	CITY OF CLARKFIELD	08/11/2008	1	POOL 06-30-08	0	50,200.27	50,200.27
04 E 500 560 000 321 305				DEFITIT RECREATION-SWIM POOL/COMMUNITY EDUCATION/PROFESSIONAL F		50,200.27	
9741	COUNTRYSIDE PUBLIC HEALTH	08/11/2008	1	HEP B	0	50.00	100.00
01 E 005 860 000 347 305				HEALTH & SAFETY EQUIP/PHYSICAL HAZARD CONTROL/PROFESSIO		50.00	
			2	POLICY/PRACT.	0	50.00	
01 E 200 720 000 000 311				REVIEW HEALTH SERVICES/NURSE//PROFESSIONAL/TECHNICAL SVCS/		50.00	
9742	DEPT. OF EMPLOYMENT & ECONOMIC	08/11/2008	1	QTR. 2 2008	0	5,786.18	5,786.18
01 E 100 203 000 000 280				ELEMENTARY GENERAL ED.//UNEMPLOYMENT COMPENSATION/		5,786.18	
9743	ECOLAB	08/11/2008	8837951		0	147.00	147.00
01 E 025 810 000 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		147.00	
9744	IKON OFFICE SOLUTIONS	08/11/2008	5008822052	RICOH OVERAGE	0	201.63	201.63
01 E 300 211 000 000 350				SECONDARY EDUCATION GENERAL//REPAIRS AND MAINTENANCE SV		201.63	
9745	LEE'S AUTO & DIESEL	08/11/2008	14073	DEMOUNT TIRE	0	10.00	10.00
01 E 005 810 193 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		10.00	
9746	MN VALLEY LUTHERAN H.S.	08/11/2008	1	07-08	0	950.00	850.00
01 E 005 760 000 720 360				TRANSPORTATION PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/CONTRAC		950.00	
			2	CREDIT	0	-100.00	
01 E 005 760 000 720 360				PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/CONTRAC		-100.00	
9747	MVCC	08/11/2008	07-08 - 11	MONTHLY PAYMENT	0	142,632.44	142,632.44
01 E 200 420 000 740 396				(11) SPECIAL EDUCATIONAL GENERAL/STATE FUNDED SPECIAL ED/DUE		142,632.44	
9748	SOCIAL STUDIES SCHOOL SERVICE	08/11/2008	9945-02		443	67.16	67.16

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E	300 270 000 000 430			SOCIAL STUDIES-SCIENCES//SUPPLIES/		67.16	
9749	YME SCHOOL ACTIVITY ACCOUNT	08/11/2008	1	DANCELINE	0	23.00	76.00
01 R	005 000 000 000 099			MISCELLANEOUS LOCAL REVENUE/		23.00	
			2	DANCELINE RESALE	0	23.00	
01 R	005 000 000 000 099			MISCELLANEOUS LOCAL REVENUE/		23.00	
			3	PROM TICKETS - AFTER PROM	0	30.00	
01 R	005 000 000 000 099			MISCELLANEOUS LOCAL REVENUE/		30.00	
9750	YME SCHOOLS-ADM	08/11/2008	12523	LADNERS	0	131.73	131.73
01 E	300 301 501 830 433			AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		131.73	

16 Computer Check(s) For a Total of 201,782.53

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	16	Computer	Checks For a Total of	201,782.53
Total For	16	Manual, Wire Tran, ACH & Computer	Checks	201,782.53
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	201,782.53

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	0.00	76.00	151,120.57	151,196.57
04	COMMUNITY SERVICE	0.00	0.00	50,585.96	50,585.96

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
9751	ADVOCATE TRIBUNE	08/11/2008	1	FALL COACHING AD	0	22.80	187.20
01 E 005 010 000 000 380				BOARD OF EDUCATION//PRINTING/ADVERTISING/		22.80	
			2	LEGALS	0	85.40	
01 E 005 130 000 333 380				COMMUNITY RELATIONS-SCHOOL NEW/PARENTAL INVOLVEMENT/PRI		85.40	
			3	SUBSCRIPTION	0	79.00	
01 E 100 620 000 000 489				EDUCATIONAL MEDIA/LIBRARY//PERIODICAL/NEWSPAPERS/		79.00	
9752	AGET MANUFACTURING CO.	08/11/2008	112507	DUST COLLECTOR	0	20,122.00	20,122.00
01 E 005 860 000 363 530				HEALTH & SAFETY EQUIP/FIRE SAFETY/EQUIPMENT PURCHASES/		20,122.00	
9753	AMAZON.COM CREDIT	08/11/2008	1		26	28.11	154.58
01 E 100 203 000 302 530				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/EQUIPMENT PURCHAS		28.11	
			2		26	33.20	
01 E 100 203 000 302 530				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/EQUIPMENT PURCHAS		33.20	
			3		26	4.04	
01 E 100 203 000 302 530				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/EQUIPMENT PURCHAS		4.04	
			4		0	89.23	
01 E 100 203 000 302 530				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/EQUIPMENT PURCHAS		89.23	
9754	AMERICAN WELDING SUPPLIES	08/11/2008	46855	CYLINDER RENTAL	0	59.40	59.40
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		59.40	
9755	APPLE COMPUTER, INC.	08/11/2008	9284433243		78	99.95	178.95
01 E 100 203 000 317 433				ELEMENTARY GENERAL ED./COMPENSATORY/INDIVIDUAL INST SUP		99.95	
			9284482050		78	79.00	
01 E 100 203 000 317 433				ELEMENTARY GENERAL ED./COMPENSATORY/INDIVIDUAL INST SUP		79.00	
9756	BENNETT & BENNETT INC.	08/11/2008	1		0	682.34	1,796.66
04 E 500 505 000 733 361				COMMUNITY EDUCATION GENERAL/TRANSPORTATION/NON-AUTHORIZ		682.34	
			2		0	30.00	
01 E 300 258 233 000 370				MUSIC//RENTALS AND LEASES/INSTRUMENTAL MUSIC		30.00	
			3		0	1,084.32	
01 E 005 760 000 723 361				PUPIL TRANSPORTATION/HANDICAPPED/BUS CONTRACT (XWK TO 3		1,084.32	
9757	BEST BUSINESS PRODUCTS	08/11/2008	891096	MAINT. CONTRACT	0	344.50	344.50
04 E 500 505 000 321 899				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MISCELL		172.25	
04 E 500 580 000 325 430				EARLY CHILDHOOD AND FAM ED/EARLY CHILDHOOD AND FAMILY E		172.25	
9758	BEST WESTERN - KELLY INN	08/11/2008	193786		18	84.00	84.00
01 E 300 640 000 306 367				STAFF DEVELOPMENT/STAFF DEV. 50% SITE/TRAVEL-PROFESS DE		84.00	
9759	CAROLINA BIOLOGICAL SUPPLY CO.	08/11/2008	36503378R1		10	248.33	248.33

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		248.33	
9760	CARSON-DELLOSA PUBLISHING CO.	08/11/2008	345252		0	13.93	13.93
01 E 100 203 402 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/2ND GRADE		13.93	
9761	CDW GOVERNMENT, INC.	08/11/2008	KZPO312		16	218.10	229.62
01 E 200 612 199 000 401				TECHNOLOGY//GENERAL SUPPLIES/KAREN MCCOY		218.10	
				LBR7390	23	11.52	
01 E 300 211 000 000 430				SECONDARY EDUCATION GENERAL//SUPPLIES/		11.52	
9762	CENEX CREDIT CARD	08/11/2008	1		0	971.27	971.27
01 E 005 810 193 000 442				OPERATIONS AND MAINTENANCE//GAS & OIL/CAR EXPENSES		971.27	
9763	CITY OF GRANITE FALLS	08/11/2008	1	SEWER/WATER	0	739.53	6,160.58
01 E 005 810 183 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/SEWER-WATE		739.53	
				2	0	5,365.63	
01 E 005 810 184 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT		5,365.63	
				3	0	45.42	
01 E 005 810 191 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/OUTSIDE MA		45.42	
				4	0	10.00	
01 E 300 361 000 830 330				CARPENTRY/VOCATIONAL PROGRAMS/UTILITY SERVICES/		10.00	
9764	CLASSROOM DIRECT/REPRINT	08/11/2008	206700233412		52	129.98	179.65
01 E 100 219 000 317 430				LEP/COMPENSATORY/SUPPLIES/		129.98	
				206700313198	97	49.67	
01 E 100 201 000 000 430				KINDERGARTEN//SUPPLIES/		49.67	
9765	COMPVIEW	08/11/2008	0158074	SMART BOARDS	0	287.47	1,135.64
01 E 300 211 000 302 555				SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/TECHNOLOGY E		287.47	
				0158239	0	371.20	
01 E 300 211 000 302 555				SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/TECHNOLOGY E		371.20	
				158074	0	208.17	
01 E 100 203 000 302 555				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/TECHNOLOGY EQUIPM		208.17	
				158239	0	268.80	
01 E 100 203 000 302 555				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/TECHNOLOGY EQUIPM		268.80	
9766	CONSTRUCTION CONSULTING PARTNE	08/11/2008	686	FACILITIES PROJECT	0	2,880.77	2,880.77
01 E 005 010 000 000 305				BOARD OF EDUCATION//PROFESSIONAL FEES/		2,880.77	
9767	CONSUMERS COOPERATIVE OIL CO.	08/11/2008	1		0	185.55	185.55
01 E 005 810 193 000 442				OPERATIONS AND MAINTENANCE//GAS & OIL/CAR EXPENSES		185.55	

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9768	CULLIGAN	08/11/2008	1		0	22.73	22.73
01 E 005 810 183 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/SEWER-WATE		22.73	
9769	DAVE'S ELECTRIC MOTOR CO.	08/11/2008	83682	UNIVENTS	0	384.77	384.77
01 E 005 850 000 302 522				FACILITIES/CAPITAL OUTLAY/BUILDING IMPROVEMENTS/		384.77	
9770	LIZ DEBLIECK	08/11/2008	1		0	75.66	75.66
01 E 100 050 000 000 366				PRINCIPAL'S OFFICE//TRAVEL-SCHOOL BUSINESS/		75.66	
9771	DELTA EDUCATION	08/11/2008	202500304235		0	189.17	202.37
01 E 100 203 000 302 530				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/EQUIPMENT PURCHAS		189.17	
			202500306565		0	13.20	
01 E 100 203 000 302 530				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/EQUIPMENT PURCHAS		13.20	
9772	DIVISION 11 EQUIPMENT COMPANY	08/11/2008	173	TOWELS	0	462.73	462.73
01 E 300 292 000 000 899				BOYS/GIRLS ATHLETICS//MISCELLANEOUS EXPENSE/		462.73	
9773	ECONOMART	08/11/2008	10097		74	56.78	108.78
01 E 100 790 308 799 401				OTHER PUPIL SUPPORT SERVICES/OTHER GRANTS/GENERAL SUPPL		56.78	
			20052		74	52.00	
01 E 100 790 308 799 401				OTHER PUPIL SUPPORT SERVICES/OTHER GRANTS/GENERAL SUPPL		52.00	
9774	EMBARQ	08/11/2008	1		0	668.55	708.85
01 E 005 810 000 000 320				OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES/		668.55	
			2		0	40.30	
01 E 610 050 000 000 320				PRINCIPAL'S OFFICE//COMMUNICATIONAL SERVICES/		40.30	
9775	ENCHANTED LEARNING, LLC	08/11/2008	1	MEMBERSHIP	77	50.00	50.00
01 E 100 050 000 000 899				PRINCIPAL'S OFFICE//MISCELLANEOUS EXPENSE/		50.00	
9776	EVAN-MOOR	08/11/2008	807768		102	24.99	24.99
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/		24.99	
9777	FARM & HOME PUBLISHERS, LTD	08/11/2008	F359898	YMC	74	37.00	37.00
01 E 005 020 000 000 401				SUPERINTENDENT'S OFFICE//GENERAL SUPPLIES/		37.00	
9778	FARMERS UNION OIL CO.	08/11/2008	1		0	15.50	15.50
01 E 005 810 193 000 442				OPERATIONS AND MAINTENANCE//GAS & OIL/CAR EXPENSES		15.50	
9779	FRANKLIN COVEY CO.	08/11/2008	55071255		15	41.56	41.56
01 E 300 050 000 000 401				PRINCIPAL'S OFFICE//GENERAL SUPPLIES/		41.56	
9780	FRONTIER TELEPHONE	08/11/2008	1		0	338.47	387.97
01 E 025 810 000 000 320				OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES/		338.47	
			2		0	49.50	
04 E 500 560 000 321 320				RECREATION-SWIM POOL/COMMUNITY EDUCATION/COMMUNICATIONA		49.50	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
9781	G & K SERVICES	08/11/2008	1	FINAL	0	21.19	21.19
01 E 025 810 000 000 382				OPERATIONS AND MAINTENANCE//LAUNDRY AND DRY CLEANING/		21.19	
9782	GOPHER SPORT	08/11/2008	7601007		56	383.90	383.90
01 E 100 203 000 302 530				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/EQUIPMENT PURCHAS		383.90	
9783	GRANITE FALLS AUTO PARTS	08/11/2008	1	INSIDE MAINT.	0	93.26	244.96
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		93.26	
			2	TRAILER REPAIR	0	115.95	
01 E 005 810 193 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		115.95	
			3		0	35.75	
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		35.75	
9784	GREAT PLAINS NATURAL GAS CO	08/11/2008	1		0	1,081.90	1,081.90
01 E 005 810 000 000 440				OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/		170.00	
01 E 025 810 000 000 440				OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/		911.90	
9785	GREAT PLAINS SPORTS	08/11/2008	700981		0	3,498.00	8,436.00
01 E 300 294 211 000 401				BOYS ATHLETICS//GENERAL SUPPLIES/FOOTBALL		2,603.00	
01 E 300 296 209 000 401				GIRLS ATHLETICS//GENERAL SUPPLIES/VOLLEYBALL		895.00	
			701048	VB SYSTEM	0	4,938.00	
01 E 300 292 000 302 530				BOYS/GIRLS ATHLETICS/CAPITAL OUTLAY/EQUIPMENT PURCHASES		4,938.00	
9786	HAMPTON-BROWN	08/11/2008	238514		41	87.31	87.31
01 E 100 219 000 317 460				LEP/COMPENSATORY/BOOKS/WORKBOOKS/		87.31	
9787	HANDWRITING WITHOUT TEARS	08/11/2008	350780-1		94	576.01	576.01
01 E 100 203 000 000 460				ELEMENTARY GENERAL ED.//BOOKS/WORKBOOKS/		576.01	
9788	HILLYARD/HUTCHINSON	08/11/2008	2553861		0	323.52	323.52
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		323.52	
9789	HM RECEIVABLES CO., LLC	08/11/2008	94.122535		87	190.05	6,622.92
01 E 100 203 403 000 460				ELEMENTARY GENERAL ED.//BOOKS/WORKBOOKS/3RD GRADE		190.05	
			943030964		6	5,490.90	
01 E 300 211 000 302 560				SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/TEXTBOOK/LIB		5,490.90	
			943122533		85	751.92	
01 E 100 203 000 000 460				ELEMENTARY GENERAL ED.//BOOKS/WORKBOOKS/		751.92	
			943122534		86	190.05	
01 E 100 203 403 000 460				ELEMENTARY GENERAL ED.//BOOKS/WORKBOOKS/3RD GRADE		190.05	
9790	IKON FINANCIAL SERVICES	08/11/2008	1		0	175.00	1,252.00
01 E 300 620 000 302 580				EDUCATIONAL MEDIA/LIBRARY/CAPITAL OUTLAY/CAPITAL LEASE		175.00	

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			2		0	274.00	
01 E 300 211 000 302 580				SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/CAPITAL LEAS		274.00	
			3		0	274.00	
01 E 150 203 000 302 580				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/CAPITAL LEASE PRI		274.00	
			4		0	274.00	
01 E 100 203 000 302 580				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/CAPITAL LEASE PRI		274.00	
			5		0	255.00	
01 E 005 020 000 302 580				SUPERINTENDENT'S OFFICE/CAPITAL OUTLAY/CAPITAL LEASE PR		255.00	
9791 INNOVATIVE OFFICE SOLUTIONS		08/11/2008	113451-1		31	29.95	118.10
01 E 100 203 404 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/4TH GRADE		29.95	
			114246-1		83	26.97	
01 E 100 203 403 000 899				ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/3RD GRADE		26.97	
			4418957-1		83	26.93	
01 E 100 203 403 000 899				ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/3RD GRADE		26.93	
			4418957-2		83	4.18	
01 E 100 203 403 000 899				ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/3RD GRADE		4.18	
			4418978-1		91	18.49	
01 E 100 203 406 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/6TH GRADE		18.49	
			4418978-2		91	11.58	
01 E 100 203 406 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/6TH GRADE		11.58	
9792 ISCORP		08/11/2008	0635096		0	195.50	195.50
01 E 005 110 000 000 350				ACCOUNTING OFFICE//REPAIRS AND MAINTENANCE SVCS/		195.50	
9793 JOHNSTONE SUPPLY		08/11/2008	302496		0	36.38	338.02
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		36.38	
			425195		0	301.64	
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		301.64	
9794 KUBITZ EDUCATIONAL SERVICES		08/11/2008	11206		12	118.80	118.80
01 E 100 203 000 302 560				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/TEXTBOOK/LIBRARY		118.80	
9795 L.R. NELSON CORPORATION		08/11/2008	237287-08		0	233.43	233.43
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		233.43	
9796 LADNER'S HARDWARE		08/11/2008	1	INSIDE	0	590.85	1,209.69
				MAINTENANCE			
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		590.85	
			2	OUTSIDE	0	472.08	

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				MAINTENANCE			
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		472.08	
			3	PAINT& SUPPLIES/BOARD ROOM	0	146.76	
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		146.76	
9797 LAKES COUNTRY SERVICE COOP		08/11/2008	003214	WHITE PAPER	0	4,190.40	9,312.00
01 E 300 211 000 000 430				SECONDARY EDUCATION GENERAL//SUPPLIES/		4,190.40	
			03214	WHITE PAPER	0	4,190.40	
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/		4,190.40	
			3214	WHITE PAPER	0	931.20	
01 E 005 020 000 000 401				SUPERINTENDENT'S OFFICE//GENERAL SUPPLIES/		931.20	
9798 LAKESHORE LEARNING MATERIALS		08/11/2008	393173		58	619.39	1,500.63
01 E 100 203 000 302 530				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/EQUIPMENT PURCHAS		619.39	
			446285		75	175.04	
01 E 100 201 000 000 430				KINDERGARTEN//SUPPLIES/		175.04	
			447730		81	706.20	
01 E 100 201 000 000 430				KINDERGARTEN//SUPPLIES/		706.20	
9799 LEE'S AUTO & DIESEL		08/11/2008	14224	99 CUTLASS	0	55.98	55.98
01 E 005 810 193 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		55.98	
9800 MAKE MUSIC		08/11/2008	844290		100	364.95	364.95
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/		364.95	
9801 MCGRAW-HILL		08/11/2008	41199818001		9	207.01	228.85
01 E 300 331 000 830 433				VOCATIONAL HOME EC/VOCATIONAL PROGRAMS/INDIVIDUAL INST		207.01	
			41709534001		89	21.84	
01 E 100 203 403 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/3RD GRADE		21.84	
9802 MESPA		08/11/2008	1	DUES	0	623.00	623.00
01 E 100 050 000 000 820				PRINCIPAL'S OFFICE//DUES & MEMBERSHIPS/		623.00	
9803 MINNESOTA ELEVATOR, INC.		08/11/2008	144410		0	316.84	316.84
01 E 005 860 000 347 590				HEALTH & SAFETY EQUIP/PHYSICAL HAZARD CONTROL/OTHER CAP		316.84	
9804 MN STATE HIGH SCHOOL COACHES A		08/11/2008	1	ATHLETIC DUES 08-09	0	70.00	70.00
01 E 300 292 000 000 820				BOYS/GIRLS ATHLETICS//DUES & MEMBERSHIPS/		70.00	
9805 MN STATE HIGH SCHOOL LEAGUE		08/11/2008	15603		0	434.00	434.00
01 E 300 292 219 000 401				BOYS/GIRLS ATHLETICS//GENERAL SUPPLIES/TRACK		18.00	

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01 E 300 292 225 000 401				BOYS/GIRLS ATHLETICS//GENERAL SUPPLIES/GOLF		12.00	
01 E 300 292 226 000 401				BOYS/GIRLS ATHLETICS//GENERAL SUPPLIES/CROSS COUNTRY		6.00	
01 E 300 294 211 000 401				BOYS ATHLETICS//GENERAL SUPPLIES/FOOTBALL		27.00	
01 E 300 294 213 000 401				BOYS ATHLETICS//GENERAL SUPPLIES/BASKETBALL		32.00	
01 E 300 294 215 000 401				BOYS ATHLETICS//GENERAL SUPPLIES/BASEBALL		42.00	
01 E 300 294 221 000 401				BOYS ATHLETICS//GENERAL SUPPLIES/WRESTLING		30.00	
01 E 300 294 224 000 401				BOYS ATHLETICS//GENERAL SUPPLIES/TENNIS		6.00	
01 E 300 296 209 000 401				GIRLS ATHLETICS//GENERAL SUPPLIES/VOLLEYBALL		54.00	
01 E 300 296 210 000 401				GIRLS ATHLETICS//GENERAL SUPPLIES/SOFTBALL		18.00	
01 E 300 296 213 000 401				GIRLS ATHLETICS//GENERAL SUPPLIES/BASKETBALL		32.00	
01 E 300 296 224 000 401				GIRLS ATHLETICS//GENERAL SUPPLIES/TENNIS		6.00	
01 E 300 296 228 000 401				GIRLS ATHLETICS//GENERAL SUPPLIES/DANCELINE		6.00	
01 E 300 298 000 000 899				EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/		145.00	
9806 MN YOUTH READING AWARDS		08/11/2008	1	08-09 MEMBERSHIP	20	10.00	10.00
01 E 100 620 000 000 489				EDUCATIONAL MEDIA/LIBRARY//PERIODICAL/NEWSPAPERS/		10.00	
9807 MUSIC MART		08/11/2008	1		21	388.24	388.24
01 E 300 258 233 000 350				MUSIC//REPAIRS AND MAINTENANCE SVCS/INSTRUMENTAL MUSIC		388.24	
9808 MUSIC STREET		08/11/2008	122521		20	1,356.00	1,356.00
01 E 300 258 233 000 350				MUSIC//REPAIRS AND MAINTENANCE SVCS/INSTRUMENTAL MUSIC		1,356.00	
9809 NASCO		08/11/2008	497448		8	24.08	24.08
01 E 300 331 000 830 433				VOCATIONAL HOME EC/VOCATIONAL PROGRAMS/INDIVIDUAL INST		24.08	
9810 NEFF		08/11/2008	1632021		0	318.11	318.11
01 E 300 294 211 000 401				BOYS ATHLETICS//GENERAL SUPPLIES/FOOTBALL		318.11	
9811 NELSEN'S CLEANERS & LAUNDERERS		08/11/2008	174650		0	737.07	737.07
01 E 300 258 233 000 382				MUSIC//LAUNDRY AND DRY CLEANING/INSTRUMENTAL MUSIC		737.07	
9812 NORTHWEST REGIONAL EDUCATIONAL		08/11/2008	13424		96	36.45	36.45
01 E 100 201 000 000 430				KINDERGARTEN//SUPPLIES/		36.45	
9813 OFFICE MAX CONTRACT INC.		08/11/2008	407905	PAPER	2	326.32	3,297.98
01 E 005 020 000 000 401				SUPERINTENDENT'S OFFICE//GENERAL SUPPLIES/		326.32	
			428368	PAPER	2	1,468.44	
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/		1,468.44	
			428369	PAPER	2	1,468.44	
01 E 300 211 000 000 430				SECONDARY EDUCATION GENERAL//SUPPLIES/		1,468.44	
			611239		17	34.78	
01 E 200 612 199 000 401				TECHNOLOGY//GENERAL SUPPLIES/KAREN MCCOY		34.78	
9814 PEARSON EDUCATION		08/11/2008	1		5	3,820.62	9,970.55
01 E 300 211 000 302 560				SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/TEXTBOOK/LIB		3,820.62	

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01 E 300 211 000 302 560			4017119327	SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/TEXTBOOK/LIB	7	3,142.97	
						3,142.97	
01 E 300 211 000 302 560			4017159640	SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/TEXTBOOK/LIB	0	1,428.62	
						1,428.62	
01 E 100 203 000 302 560			4017264092	ELEMENTARY GENERAL ED./CAPITAL OUTLAY/TEXTBOOK/LIBRARY	93	598.42	
						598.42	
01 E 300 211 000 302 560			4017322122	SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/TEXTBOOK/LIB	0	571.45	
						571.45	
01 E 100 203 405 000 430			4017336935	ELEMENTARY GENERAL ED.//SUPPLIES/5TH GRADE	101	408.47	
						408.47	
01 E 300 258 233 000 430	9815 J.W. PEPPER & SON INC.	08/11/2008	11507002	MUSIC//SUPPLIES/INSTRUMENTAL MUSIC	11	21.94	21.94
						21.94	
01 E 005 020 000 000 370	9816 PITNEY BOWES	08/11/2008	454116-JY08	SUPERINTENDENT'S OFFICE//RENTALS AND LEASES/	0	254.00	254.00
						254.00	
01 E 005 860 000 358 311	9817 QUAD-STATE ASBESTOS REMOVAL	08/11/2008	1	BERT RANEY HEALTH & SAFETY EQUIP/ASBESTOS/PROFESSIONAL/TECHNICAL S	0	4,858.00	4,858.00
						4,858.00	
01 E 100 201 000 000 430	9818 REALLY GOOD STUFF	08/11/2008	2225260	KINDERGARTEN//SUPPLIES/	76	22.85	22.85
						22.85	
01 E 005 810 191 000 410	9819 RIVARD'S TURF & FORAGE	08/11/2008	14041	OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID	0	813.66	813.66
						813.66	
01 E 005 810 000 000 320	9820 RTS	08/11/2008	1	OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES/	0	76.12	80.44
						76.12	
01 E 025 810 000 000 320			2	OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES/	0	4.32	
						4.32	
01 E 005 110 000 000 899	9821 SAWMILL	08/11/2008	1	ACCOUNTING OFFICE//MISCELLANEOUS EXPENSE/	0	2.95	405.70
						2.95	
01 E 005 810 000 000 410			397188	OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/	0	28.64	
						28.64	
01 E 005 810 000 000 410			397728	OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/	0	16.98	
						16.98	
01 E 005 810 000 000 410			397873	OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/	0	80.59	
						80.59	
01 E 005 850 000 302 522			404650	DOOR FACILITIES/CAPITAL OUTLAY/BUILDING IMPROVEMENTS/	0	276.54	
						276.54	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
9822	SCHOLASTIC INC	08/11/2008	1692799	CREDIT	21	-4.17	395.16
01 E 100 203 000 000 899				ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/		-4.17	
			2028393		21	39.21	
01 E 100 201 000 000 430				KINDERGARTEN//SUPPLIES/		39.21	
			5126169		60	99.18	
01 E 100 203 000 302 530				ELEMENTARY GENERAL ED.//CAPITAL OUTLAY/EQUIPMENT PURCHAS		99.18	
			M3988896		14	86.98	
01 E 100 203 402 000 460				ELEMENTARY GENERAL ED.//BOOKS/WORKBOOKS/2ND GRADE		86.98	
			M3988905		13	86.98	
01 E 100 203 402 000 460				ELEMENTARY GENERAL ED.//BOOKS/WORKBOOKS/2ND GRADE		86.98	
			M3988910		12	86.98	
01 E 100 203 402 000 460				ELEMENTARY GENERAL ED.//BOOKS/WORKBOOKS/2ND GRADE		86.98	
9823	SCHOOL SPECIALTY INC.	08/11/2008	308100149941	BOOK CASES/MAPS	57	765.11	765.11
01 E 100 203 000 302 530				ELEMENTARY GENERAL ED.//CAPITAL OUTLAY/EQUIPMENT PURCHAS		765.11	
9824	SIMPLEXGRINNELL	08/11/2008	39970769	SPRINKLERS	0	3,548.90	3,753.90
01 E 005 860 000 363 530				HEALTH & SAFETY EQUIP/FIRE SAFETY/EQUIPMENT PURCHASES/		3,548.90	
			72383087		0	205.00	
01 E 005 860 000 363 530				HEALTH & SAFETY EQUIP/FIRE SAFETY/EQUIPMENT PURCHASES/		205.00	
9825	ALLEN L STOECKMAN	08/11/2008	1	MILEAGE	0	87.30	87.30
01 E 005 020 000 000 366				SUPERINTENDENT'S OFFICE//TRAVEL-SCHOOL BUSINESS/		87.30	
9826	THE STUDENT PLANNER	08/11/2008	17151-0809	08-09 STUDENT PLANNER 2ND PYMT	0	610.50	610.50
01 E 300 211 000 000 899				SECONDARY EDUCATION GENERAL//MISCELLANEOUS EXPENSE/		610.50	
9827	SUBSCRIPTION SVCS OF AMERICA	08/11/2008	7205132		1	708.13	708.13
01 E 300 620 000 000 489				EDUCATIONAL MEDIA/LIBRARY//PERIODICAL/NEWSPAPERS/		708.13	
9828	SW/WC SERVICE COOP - MARSHALL	08/11/2008	0022336	FY09 LOW INCIDENCE	0	2,173.74	4,739.88
01 E 200 420 000 740 390				SPECIAL EDUCATIONAL GENERAL/STATE FUNDED SPECIAL ED/TUI		2,173.74	
			022336		0	150.00	
01 E 005 010 000 000 820				BOARD OF EDUCATION//DUES & MEMBERSHIPS/		150.00	
			022448		11	319.55	
01 E 100 203 000 302 555				ELEMENTARY GENERAL ED.//CAPITAL OUTLAY/TECHNOLOGY EQUIPM		319.55	
			22336		0	1,655.30	
01 E 005 010 000 000 820				BOARD OF EDUCATION//DUES & MEMBERSHIPS/		1,655.30	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			22448	SMART BOARD SUPPORT	11	441.29	
01 E 300 211 000 302 555				SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/TECHNOLOGY E		441.29	
9829 TEACHERS DISCOUNT		08/11/2008	202700131050		0	15.83	244.01
01 E 100 201 000 000 430				KINDERGARTEN//SUPPLIES/		15.83	
			202700141407		0	11.99	
01 E 100 201 000 000 430				KINDERGARTEN//SUPPLIES/		11.99	
			202700153539		80	122.94	
01 E 100 201 000 000 430				KINDERGARTEN//SUPPLIES/		122.94	
			302700016016		0	93.25	
01 E 100 201 000 000 430				KINDERGARTEN//SUPPLIES/		93.25	
9830 TECH CHECK		08/11/2008	11060-IN		0	19.20	19.20
01 E 200 612 199 000 401				TECHNOLOGY//GENERAL SUPPLIES/KAREN MCCOY		19.20	
9831 TECHNOLOGY FOR EDUCATION		08/11/2008	28674	PRINT SHOP	22	481.00	481.00
01 E 300 257 000 000 433				COMPUTER TECHNOLOGY//INDIVIDUAL INST SUPPLIES/		481.00	
9832 TIME FOR KIDS		08/11/2008	1		0	101.66	101.66
01 E 100 203 405 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/5TH GRADE		101.66	
9833 TIN MAN PRESS		08/11/2008	10906		88	18.95	18.95
01 E 100 203 403 000 899				ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/3RD GRADE		18.95	
9834 TJOSVOLD EQUIPMENT		08/11/2008	80930		0	272.76	272.76
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		272.76	
9835 TREND ENTERPRISES INC		08/11/2008	1483341 R1		62	23.47	23.47
01 E 100 201 000 000 430				KINDERGARTEN//SUPPLIES/		23.47	
9836 VALLEY NATIONAL GASES- LOC91		08/11/2008	899770		0	7.75	7.75
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		7.75	
9837 VAN MOER, MARGO		08/11/2008	1	SUPPLIES	0	438.56	438.56
01 E 100 790 388 000 899				OTHER PUPIL SUPPORT SERVICES//MISCELLANEOUS EXPENSE/KID		438.56	
9838 VELDE SANITATION		08/11/2008	1		0	505.00	983.25
01 E 005 810 000 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/		505.00	
			2		0	350.00	
01 E 025 810 000 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/		350.00	
			3		0	128.25	
01 E 005 810 000 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/		128.25	
9839 CINDY VELDE		08/11/2008	1	MILEAGE	0	19.31	66.11

Check Summary

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	96	Computer	Checks For a Total of	109,425.17
Total For	96	Manual, Wire Tran, ACH & Computer	Checks	109,425.17
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	109,425.17

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	0.00	0.00	108,011.20	108,011.20
04	COMMUNITY SERVICE	0.00	17.00	1,396.97	1,413.97

Yellow Medicine East #2190
Board Report
July-August 2008

2008-09 Expenditures	Original Budget	Year to Date	Budget Balance	Percent	% Exp.
By Fund	2008-09	Expenditures		Expended	2007-08%
General	9,369,272	271,748	9,097,524	2.90%	5.40%
Food Service	403,003	387	402,616	0.10%	0.17%
Community Service	317,547	16,120	301,427	5.08%	5.38%
Debt Redemption	75,390	4,945	70,445	6.56%	6.59%
Trust Fund	0		0	0.00%	0.00%
Total	10,165,212	293,200	9,872,012	2.88%	5.20%

Year to date amounts include current month's accounts payables plus previous month's payroll.

Salaries % expended to date (approximately)

Contracted July-June	Supt/Finance/Maint/Comm Ed	8.33%
Contracted August-July	Principals	0.00%
Contracted Sept-August	Teachers/Fd Svc Supv/Nurses	0.00%
12 Month Non-certified	Secretaries	8.33%
12 Month Non-certified	Custodians	2.70%
9 Month Non-certified	Assistants/Cooks	0.00%

Liquid Asset Fund (Investments)

Month End Cash Invested \$1,222,515.04

Electronic Fund Transfers/LAF Checks

			From	To
6/4/2008	\$ 1,827.82	Xcel Energy	F&M	Xcel Energy
6/20/2008	\$ 5,000.00	Payroll (F&M checks)	LAF	F&M Bank
6/20/2008	\$ 305,624.89	Payroll (GF Bank direct deposits)	LAF	GF Bank
6/26/2008	\$ 100,000.00	Payroll Accounts Payable	LAF	GF Bank
6/27/2008	\$ 100,000.00	Board Accounts Payable	LAF	GF Bank
6/11/2008	\$ 73.09	RevTrak Fees	LAF	RevTrak
6/23/2008	\$ 103,108.34	Federal Tax (Payroll)	LAF	IRS
6/24/2008	\$ 16,053.22	State Taxes (Payroll)	LAF	State
6/24/2008	\$ 10,521.97	ING (403B Payroll)	LAF	ING
6/25/2008	\$ 1,109.71	Valic (403B Payroll)	LAF	Valic
6/30/2008	\$ 50,000.00	Board Accounts Payable	LAF	GF Bank
7/10/2008	\$ 50,000.00	Board Accounts Payable	LAF	GF Bank
7/22/2008	\$ 7,000.00	Payroll (F&M checks)	LAF	F&M Bank
7/22/2008	\$ 207,927.58	Payroll (GF Bank direct deposits)	LAF	GF Bank
7/23/2008	\$ 100,000.00	Payroll Accounts Payable	LAF	GF Bank
7/16/2008	\$ 200,000.00	Board Accounts Payable	LAF	GF Bank
7/14/2008	\$ 53.49	RevTrak Fees	LAF	RevTrak
7/23/2008	\$ 70,199.96	Federal Tax (Payroll)	LAF	IRS
7/23/2008	\$ 11,520.69	State Taxes (Payroll)	LAF	State
7/25/2008	\$ 4,537.53	ING (403B Payroll)	LAF	ING
7/25/2008	\$ 750.00	Valic (403B Payroll)	LAF	Valic
7/23/2008	\$ 145,000.00	Board Accounts Payable	LAF	GF Bank
7/25/2008	\$ 50,000.00	Board Accounts Payable	LAF	GF Bank



Yellow Medicine East Schools

**Coach and Advisor Procedure
and Policy Guide**

Created 2/2008

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I. The Administration of Interscholastic Athletics

Philosophy

Participation in extra curricular programs is a privilege available to students as an extension of the academic programs of the Yellow Medicine East Public Schools. It is recognized that these activities are secondary to the academic programs but they are also contributing factors towards academic achievement and success in later life. The extra curricular programs are to be designed as an effort to develop in each student participant, characteristics of: leadership, initiative, integrity, good conduct, cooperation, responsibility, perseverance, self-sacrifice and competitiveness. Participants should be expected to abide by all established rules and will be expected to learn how to work with a variety of personalities. In addition, students will learn to accept a code of ethics which provides for winning and losing without forgetting the real purpose for which these activities are provided. Program emphasis at the pre-senior high level will be designed in such a way that student participation is a primary concern. Emphasis on the senior high level will be more in the direction of inter school competition and skill development which may at times limit participation and relate more directly to actual conditions in a highly competitive society.

Ethics as Set Forth by the MSHSL

1. I will be aware of my influence on the education of the student athlete and will not place the value of winning above the teaching of ethical values.
2. I will respect the student athletes' responsibilities to their academics and other school, community and family activities.
3. I will model the moral value of honesty to my student athletes and expect them to play within the spirit and intent of the rules.
4. I will exhibit complete respect for all and will observe the rules of our sport to ensure a positive sports contest and atmosphere for competition.
5. I will be knowledgeable about the rules, which govern the eligibility of our student athletes and will apply them as intended.
6. I will teach our student athletes that it is always wrong to intentionally violate the rules to gain an advantage; that cheating denies their promise to follow the rules and destroys the positive sports contest.
7. I will coach within the letter and spirit of the rules and will not engage in gamesmanship (pushing rules to the limit) or use unethical means to achieve my self-interests.
8. I will work within the established process to change rules and policies.
9. I will set an example of the highest ethical and moral conduct in all personal contact with the student athletes, officials, school administration, media, and the public.
10. I will keep the competitive nature of the sport in perspective by remembering the priorities of students are to learn new skills, be able to play and have fun.
11. I will coach the letter and spirit of the rules and will not use a strategy, which includes intimidation and unethical conduct to gain an advantage. I understand such acts can lead to violent response when opponents believe such actions are unfair.

12. I will recognize the positive sports performance of all deserving participants on our team, on the opposing team & officials.
13. I will exhibit for contest officials and will not engage in any conduct, which reflects disrespect for the officials or their decisions.
14. I will teach our athletes to accept officials' decisions and not to indicate any inappropriate displeasure, verbally or nonverbally.
15. I will consider public criticism of officials or another team's coaches or players as unethical and will take steps to prevent such actions.
16. I will demonstrate disapproval of and will take steps to prevent any acts intended to disrupt or detract from the performance of our opponents.
17. I will exhibit ordinary courtesy and politeness.

Specific Purposes of Extra Curricular Activities

To provide activities that will help students to develop their maximum potential in activities that are non-classroom and competitive in nature.

To develop personal character traits which will assist individual students to function in society and to ensure their success in later life.

To teach the value of establishing goals, working hard to achieve them and the rewards of these efforts.

To recognize personal potential and the effort needed to maximize this potential.

To expose students to the process of getting along with others even though they may not necessarily like someone personally or agree entirely with their opinions or actions.

To see success and winning as the product of effort, dedication and commitment to excellence on the part of all involved.

To see the value of effort, dedication, selflessness and teamwork as more important than winning.

To learn to win graciously and to lose honorably.

To teach participants that the ultimate value of extra curricular activities is in its ability to promote lifelong educational experiences, exposure to the competitive society and lifelong entertainment value.

Mandatory Background Checks For All Coaches

All coaches/advisors, including volunteers will be subject to a background check pursuant to Minnesota Statute 123B.03 before being hired. The cost of the background check will be paid by district #2190.

II. Job Descriptions

What an Activities Director Expects of Coaches/Advisors

1. A coach or advisor must early on develop a good rapport with many different groups of people: with team personnel, the student body, the community as a whole, spectator and support constituents, media, contest officials, corresponding coaches of the league and district the school is a part of. There is no denying the value of good public relations where success and failure are concerned. Good community relations are invaluable.
2. Coaches/advisors must stand tall; diligence, enthusiasm, and enjoyment-all are a part of a professional pride that should be exhibited by any coach or advisor. Personal appearance, and dress should all be exemplary. A coach/advisor should be in control at all times. Language, actions, emotional displays come under close scrutiny both in practice and in scheduled contests. Individually, the coach/advisor becomes a model of all that the program represents-neatness, image, training rules, rules of the game, good sportsmanship, observation of school codes, and behavior of participants throughout the season, both home and away. Desire to do well, to win well, and to lose well should be emphasized. The quality of leadership provided makes all the difference.
3. Coaches and advisors must work hand in hand with all coaches and advisors, with the activities director, the principal, and other members of the school staff.
4. A coach or advisor must constantly take advantage of opportunities presented for self-improvement. Attendance at conference and section meetings, staff meetings, rules clinics, clinics, and similar in service training programs is strongly recommended. Keeping up to date with current literature in professional journals, newspapers, and magazines and utilizing enrichment material available in other media forms is also to be expected. Changes should constantly be made to keep up and move ahead.
5. The coach/advisor should keep the activities director, assistant coaches, student managers, and statisticians well informed as to what is expected. The coach/advisor must cooperate with maintenance staff, transportation people, and other similarly involved with the overall program.
6. The coaches/advisors must be thoroughly familiar with all objectives, policies, and guidelines of our school and District #2190 as they pertain to our activities program.
7. The coaches and advisors are expected to work with a spirit of teamwork and cooperation with their fellow coaches and advisors, the Activities Director, and School Administration.

Activities Director's Responsibilities

The Activities Director is the chief administrative officer of the interscholastic activities programs and is directly responsible for the carrying out all of school policies pertaining to athletics and activities. The Activities Director shall promote a well-planned activities program having a long-range policy with continuity and coordination in all sports. The Athletic Director will report directly to the building principal and the superintendent of schools. The Athletic Director's performance responsibilities are as follows:

1. Be responsible for the administration and supervision of the athletic program and the athletic staff of the secondary schools in the school district.

2. With recommendations from the coaches/advisors, submit bids for all equipment and capital purchases concerning athletics/activities.
3. Be responsible for purchasing all athletics/activities equipment as needed with the approval of the superintendent.
4. Be responsible for scheduling all contests, scrimmages, and tournaments for all teams from the junior high to varsity level, and hiring officials and supervisors for these contests.
5. Confer with the head coach/advisor, principal, and superintendent regarding the filling of athletic and activities vacancies.
6. Displays leadership and initiative in developing athletics and activities for consideration and adoption by the school board.
7. Along with the superintendent or principal, represent the school district and athletic staff at conference, district, region, and MSHSL meetings and shall communicate the business conducted at these meetings to the coaching staff.
8. Be responsible for arranging for practice areas not owned by the school district.
9. Be responsible for the care of activity equipment and may delegate the responsibility to the head coaches.
10. Work with maintenance staff to prepare activity sites for contest use.
11. Serve as a consultant when new facilities and athletic fields are being planned.
12. With assistance from the principal, shall be responsible for sending in all eligibility reports and other reports to the MSHSL.
13. Observe activity personnel and make recommendations concerning their job performance to the superintendent and principal.
14. Work with activity personnel to improve their coaching/advising skills and advise them in promoting their program.
15. Work with all coaches to encourage the participation of all students interested in the program.

Head Coaches/Advisors Duties and Responsibilities

Any coach/advisor in charge of athletics/activities at any level and in any sport or activity will be expected to maintain a high degree of integrity for carrying out their duties and responsibilities. Be an example for your student's language and behavior (profanity should not be used). Listed below are responsibilities most often encountered:

General:

1. Assign competent managers and their duties

2. Be the first to arrive and the last to leave
3. Be sure that all athletes have the permit to practice before they are allowed to practice.
4. Check all players' eligibility at the principal's office.
5. Prepare a policy book for your sport that includes all rules and regulations, attendance requirements, discipline, and other pertinent info.
6. Prepare a complete roster and necessary information at least one week prior to the first contest so that certified eligibility lists can be sent to the MSHSL, rosters can be sent to opposing schools and programs can be permitted. A copy should also be turned in to the Athletic Director.
7. Is responsible for keeping emergency phone numbers easily accessible. Must have first aid equipment and medical information available at all times and a plan of action for serious injury.
8. Always have supervision in the locker room area and on the field or court when possible. Make sure all athletes/participants have left the locker room before leaving it unsupervised.
9. Have a written practice plan for all practices
10. Have a sequence of learning for your program
11. Is responsible for teaching the skills and techniques of the sport according to the guidelines set by the head coach.
12. Is responsible for seeing that all participants have a ride home after returning from road trips. A coach/advisor should be the last person to leave, check to see that all doors are locked and lights are off.
13. Is responsible for making sure that locker rooms, shower rooms, practice and game areas are safe and clean and supervised until all athletes have left the area.
14. Is responsible for teaching good sportsmanship and developing good public relations in the school and community.
15. Is responsible for "coaching up" the student athletes, rewarding hard work and improvement.
16. Is responsible for calling in contest scores to local media.

Responsibilities On Trips:

1. Bus schedules need to be submitted to the Athletic Director for all regular season contests, and arrangements must be made with the Athletic Director for all post-season tournaments.
2. Upon arriving home, make sure all players have a ride home. Any injured player must be turned over to parents or to the doctor.
3. The coach/advisor should check locker rooms, hotel rooms, restaurant, and bus to make sure nothing is left and that everything is picked up, and that no damage has been done.

4. Inform athletes/participants of uniforms to wear, time of departure, approximate time of return, what town the event will be played in, and other particulars of the trip. Players should inform parents of these facts. This should be done in writing for special trips such as state meets or overnight trips. Include addresses and phone numbers of hotels.

5. Coaches/advisors should discuss with team members appropriate conduct when using opponents dressing rooms. The condition of the facility should be noted upon arrival and before leaving to protect against vandalism.

Assistant Coaches/Advisors Duties and Responsibilities

The assistant advisor or coach is responsible to the head advisor or head coach, the activities director, and the building principal. In addition, he/she is expected to cooperate with the head advisor or coach and to perform the duties outlined for his/her position by the head advisor or coaching including:

1. Promoting and encouraging a maximum number of students participating at their level.
2. Development of skill consistent with the program plan for that activity or sport.
3. Perform the public relations duties necessary to promote that activity or sport within the community. This includes submitting information to local newspapers, giving announcements on team results and practices.
4. Be in control of the conduct of his or her students while they are under his/her responsibility, either in practice or play, in the locker room, or before they load the activity bus.
5. Work out all other duties with the head advisor or coach at the pre-season meeting.
6. Have an understanding of the rules and regulations regarding the sport or activity as presented in the MSHSL Athletic and Activities Rules and Policy Book.
7. Arriving early and being in attendance at all practices and contests.
8. Complete post-season evaluations and conduct one-on-one conferences as directed by head coach.
9. Additional responsibilities as assigned by head coach may include: scouting, training, equipment, filming, and publicity.

III. General Regulations for All Coaches/Advisors

MSHSL Rules and Rules Meetings

1. Head Coaches attendance is mandatory at the interpretation meeting in his/her activity that is sponsored by the Minnesota State High School League. He/she is responsible for keeping their entire staff informed of rule changes.
2. Each coach/advisor should be very knowledgeable in the rules of their respective sport or activity. Rule and Casebooks are available in the Activities Director's office and on the MSHSL website.

MSHSL Eligibility & Health Questionnaires and Physical Records

1. Each student will need to have signed MSHSL Eligibility and Health Questionnaire on file in the Activities Office
2. Physicals must be updated and on file every three years.
3. Activity fees are required for participation in school activities.
4. Physical Form and MSHSL Form Questionnaire **MUST** be turned into the activities office **BEFORE** a student is allowed to practice or compete.
5. All **FEES** need to be turned into the office by the first contest or scrimmage or the student **WILL NOT** be allowed to compete.

Eligibility List

A list of all participants should be turned into the A.D. secretary as soon as possible at the beginning of the season.

Academic Eligibility Requirements

Grades 9-12

F at quarter is a two-game suspension from a competitive activity. Athletes **MUST** get a blue slip signed and be passing **ALL** classes in order to resume competition.

Grades 7-8

F at quarter is a one-game suspension from a competitive activity. Athletes **MUST** get a blue slip signed and be passing **ALL** classes in order to resume competition.

Letter Winning Criteria

Each advisor/coach will outline specific letter-winning criteria prior to the start of each season for their respective sport or activity.

Student Supervision

Coaches liability is always an issue with coaching staffs. Therefore, it is important that we supervise our student at all times. Please follow the guidelines listed below:

- -Be at practice sites/locker room prior to practice as soon as possible
- -Never leave students alone on the practice site or locker room
- -Ensure that all students have gotten on the bus at the site of origin and for the return trip
- -Never leave the school until all students have left the building

Discipline

1. Any students receiving Out of School Suspension will be ineligible for after school activities during the duration of the suspension.

MSHSL Penalties

1. **First Violation:** After confirmation of the first violation, the student shall lose eligibility in that sport for the next two consecutive contests or two weeks of that season, whichever is greater. If there are fewer than two events remaining in that sport, the loss of eligibility will continue into the next season in that sport. Note: This means that a senior who violates the bylaws at the end of one sport season will lose eligibility for two games in the next sport season in which the student participates.

2. **Second Violation:** After confirmation of the second violation, the student shall lose eligibility in that sport for the next six consecutive interscholastic contests or three weeks, whichever is greater.

3. **Third Violation:** After confirmation of the third or subsequent violations, the student shall lose eligibility in that sport for the next twelve consecutive interscholastic contests or four weeks, whichever is greater.

4. **Consecutive Penalties:** Penalties shall be consecutive beginning with the student's first participation in a League activity and continuing through the student's high school career.

Booster Funding & Fundraising Guidelines

1. All fundraisers must be approved in advance by the YME Activities Director.
2. A Fundraiser Report should be submitted to the Activities Director after each fundraiser; this should include a description of the fundraiser, revenues, expenses, and total profits.
3. Clubs are encouraged to schedule fundraisers so they do not conflict with all-school fundraisers.

Attendance on Days of Co-Curricular Activities or Practices

Students must be in school for four consecutive periods in order to practice and/or participate in extra curricular activities. This includes drama, music, school-sponsored activities, and sports activities. Students that “skip” any portion of the day will not be allowed to practice or play.

*Exception: Prearranged absences that have been made with the Principal and/or Activities Director.

Coaching/Clinics Outside of Season/State Tournaments

Coaching Outside of Season

Coaches who plan to work with his/her athletes during the off-season or conduct or work at a clinic, in which his/her athletes may participate, must sign a waiver. These are available in the A.D.’s office. This period runs from the Sat. following the fourth Friday in May through July 31st. Playoffs and state tournaments are the exception.

Clinics

Head coaches may submit requests for themselves, and up to two assistants to attend a coaching clinic. The district will provide substitutes, up to \$200 in clinic fees, 1 hotel room, and a school vehicle.

State Tournaments

- **Head Coaches:** will be allowed up to two days without deduction in pay. The district will pay for substitutes, parking, and state tournament tickets. Turn your stubs in. (One day for one day tournaments)
- **H.S. Assistants:** (Max. 2 per sport) will be allowed one day off without deduction in pay. The district will pay for substitutes, parking, and state tournament tickets. Turn your stubs in.

Moving Students “Up”

The following guidelines should be considered before a student is moved from their normal level of participation to a “higher” level.

Junior & Senior High Students (7-12)

1. Maturity level-are they physically able?

2. Social maturity and social acceptance.
3. Necessity to move up, due to injuries, lack of numbers, etc. Explanations should be given to teammates as to the necessity of the move.
4. Skill development. Will the individuals' skills be improved by playing "up"?
5. If moved up, they should get ample playing time.
6. The move must be discussed with the parent and student and they should agree to the move.
7. Individuals should possess the skill level necessary to participate at the upper level.

Dismissal From School for Contests

The advisor should give the Activities Director, the attendance secretary, and all teachers a list of players going to the contest in advance of the contest. This should include managers and stat person.

IV. Business Policies

Budgeting and Purchasing

1. Uniforms for each sport will be replaced on a five-year rotation basis.
2. All purchasing will be the responsibility of the Activities Director, subject to the approval of the superintendent's office.
3. Head coaches are responsible for submitting requests for purchases of equipment and capital items one month following the season.

Purchase Orders

Purchase orders must be filled out and submitted by coaches/advisors and returned by the Activities Director before orders can be placed. You can fill them out electronically by opening First Class, choosing Message, New Message Special, and dragging down to YME Requisition Form. Include company information, quantity, description and prices.

Activities Account Management

All fund raising monies raised by students will be deposited into the designated sport/activity account. Purchases using money from these accounts will benefit students. Any equipment purchased will be considered property of ISD #2190. Accounts must remain in the black; there will be no purchases from the activity account unless sufficient funds are available.

Nike Contract Information

All team apparel orders using “School Funds” will be placed through Gene’s Sporting Goods as per our agreement. The agreement is in effect from 2007 through 2010, at which time we will meet and decide if it is something we want to continue with. YME will receive 30% off SRP on all Nike footwear and equipment and 35% off SRP of all Nike apparel.

Athletic Participation Fees

Grades 9-12: There will be a \$70 participation fee per activity. A towel fee is included for each activity.

Grades 7&8: There will be \$50 participation fee per activity. A towel fee is included for each activity.

The family maximum, including students in grades 7-12, is \$250.

Banquets

Each activity or sport should hold an awards banquet at the conclusion of his or her season. Team and individual awards, letters, and all conference awards should be handed out at this time. The athletic department will pay for standard awards. **Students who violate MSHSL rules during that season are not eligible for all conference, honorable mention, or state honors.**

V. General Activity Policies

Teams That Qualify for the State Competition

Meal Money: Student participants in State Tournament events will be given \$5 per meal. Participating coaches meals will be covered. Those coaches are responsible for turning meal receipts into the Activities Director upon return from the State Tournament.

Hotel Rooms: Student participants in State Tournament events will stay 4 to a room. Coaches will stay 2 to a room, provided gender is not an issue. If the team/participants need to be at the tournament before 11:00am. they will go down the night before, otherwise we will send them the day of the event. Teams/participants will drive home the day they have been eliminated from competition.

Buses: School buses will be used. Booster clubs or money from activity accounts may be used to pay the difference between a school bus and a coach bus.

Transportation

Students are NOT allowed to drive themselves to any school sponsored activity on which they are participating. It is the philosophy of the YME Activities Department that all student athletes should ride home from the games with the team. Many times on the bus ride home is where strong team building relationships start to form. There are necessary times when students must ride home with parents. Due to liability concerns, no one other than your child can ride home with you unless prior written consent has been received by the parent or driver contacting the activities director and has notified the coach. Also, under no circumstances can a student ride home from any away game with anyone other than their parents.

Post-Season Practice Fees

The participating team will pay for **all** practice fees for Sub-Section, Section, and State Tournament competition from their student activity account.

Yellow Medicine East High Schools will not pay for individuals or teams to rent practice facilities, pay for practice rounds or practice balls for any post-season competition.

It is the responsibility of the teams to anticipate these needs and prepare for this through the use of a fundraiser.

Activities Injuries

1. Call the hospital or doctor and make arrangements before taking the injured person for medical treatment.
2. If the injured person is suspected of having a head, neck, or back injury, or an injury that by moving them might possibly injure them further, an ambulance should be called.
3. Call and inform the parents of the injury.
4. Send an advisor, coach, or parent along with the injured student to the doctor or hospital. The advisor or coach should stay with the injured student until the parents arrive.
5. Coach/Advisor should inform the Activities Director of any incidents ASAP.
6. The student gets a release from a doctor before being allowed to return to practice or game.

Grievance Procedure

In any athletic program, no matter how well organized and no matter how well meaning the intentions of the staff and administration, problems can still arise. In many cases, these problems are simply due to poor communication. In other situations, the problems may be more serious. For these reasons, it is necessary to have a well defined chain of command that must be made known to students and to parents so that the proper

connections can be made and problems taken care of as efficiently and quickly as possible. For School District #2190, the chain of command will be as follows:

1. Assistant Coach/Assistant Advisor (if appropriate)
2. Head Coach/Head Advisor
3. Activities Director
4. Principal
5. Superintendent of Schools
6. Board of Education

In the case of any grievance, callers should be referred to the first people in the chain of command for satisfaction and then proceed from there. It is essential that the people who are working directly with the student be informed of the problem as soon as possible so that corrections can be made. This must be done by direct contact in person or by telephone. Any person not receiving satisfaction with a problem has the right to a hearing.

Calling Off Practice

1. When conditions are considered dangerous, coaches should call off practice.
2. If you feel that you need to cancel practice, keep the Activities Director informed.
3. There will be no practice on days when school is closed or dismissed early because of weather.
4. Coaches need to inform players when and where practices are going to be. Daily announcements are a good place to post changes in practice arrangements.

Captain's Practice & Supervision

It has been common practice at Yellow Medicine East High School and other MSHSL member schools to allow teams to hold Captain's Practice prior to a season starting. This practice is governed by the MSHSL as outlined below:

Participation in Captain's Practice: Captain's Practice is primarily for the purpose of physical conditioning organized and conducted by the students. Students may participate in Captain's Practice provided that salaried or non-salaried school personnel are not involved in any capacity. It is the responsibility of school officials to become aware of the preseason activities in their district and to insure the spirit and intent of the League rules are observed.

In order to comply with this policy, coaches cannot be present at or attend any portion of these practices. Coaches cannot issue any equipment, open any facilities or provide access to practice facilities to students.

Rather than holding Captain's Practices, a coach may want to hold an Open Gym. Open Gyms are defined and regulated by the MSHSL as follows:

Participation in Open Gym: Open Gym refers to the use of school facilities for recreational activities. Students may participate in open gym if all of these conditions are met:

- The school facilities are available for students to participate in a number of activities.
- The recreation activities are open to all students.
- There is no coaching of the skills and techniques of activities provided in the school interscholastic athletic program.
- There is no requirement for students to attend open gym activities as a prerequisite for membership on a high school team.

Squad Size

1. It is our hope that at YME we do not limit the size of squads by cutting students. Sometimes this cannot be avoided.

2. If a shortage of uniforms due to large numbers mandates a decision to be made on which students will be cut; it is up to the coach to provide an adequate trial period in which to determine this. The coach must also communicate to each athlete the reason or reasons for not.

Care of Equipment

1. Each advisor or coach is responsible for the care of all equipment used in his or her activity.

2. Each advisor or coach must be able to account for all items at the conclusion of each season. Coaches must work with the Equipment Manager to maintain an accurate inventory.

3. Each advisor or coach must keep track of the equipment issued to each individual and keep an equipment roster for that equipment.

4. An inventory is to be filed at the conclusion of each season and sent to the Activities Director. The A.D. will provide the inventory sheet forms. Coaches will work with Equipment Manager to make sure inventory is completed at the end of each season.

- -In the inventory, the number of items, the description of the equipment and the condition of the equipment should be listed.
- -Equipment should be stored in the storage room after each season. Proper storage should be available for each sport.
- -Each advisor or coach should recommend the amount of additional equipment that will be needed for the next year.

5. If any items are lost, damaged or destroyed please inform the Equipment Manager so that the proper assessments of liability can be issued or the items replaced. Report cards and other student records can and will

be withheld in the case of non-payment for items lost, stolen, or damaged. Please keep the Equipment Manager informed of any incidents.

Locker Room Rules

1. Do not permit students and players to enter equipment and storage rooms without immediate supervision.
2. Upon arrival at a visiting school, each advisor or coach should inspect the locker room or area assigned to see if there are any damages to the facility. The advisor or coach should then check the locker room area assigned after the students leave to see if any damages have occurred. If the area has been damaged in any way, contact the activities director of the school and report what damage has occurred. Report the incident to the activities director as soon as you arrive home.
3. Visiting locker rooms or area assigned should be left neat and clean. The advisor or coach should be the last one to walk out of the locker room. Each coaching staff is responsible for adequate locker area supervision.
4. Students are not allowed to be in the coaches' locker room area. Managers and authorized student helpers are the exception.
5. A reasonable guideline on cell phones is that coaches should use good judgment regarding when and if they should allow cell phone use. **Use of cell phones in locker rooms is not allowed.**
6. Keep all doors to the coach's office closed and locked when they are not occupied.
7. Emphasize each student's responsibility to secure his or her belongings. Most losses occur from **unlocked lockers.**

Keys

Each advisor or coach should have a key to his/her respective locker rooms and a key to gain entrance into the building. See the A.D. or a custodian if you need one.

A coach or advisor should never give his/her keys to any student for any length of time. Lost or stolen keys/security passes must be reported to the District Office immediately. This prevents unauthorized access to the building that could result in lost or damaged property/equipment. No student should be allowed in the gymnasium or on practice facilities without adult supervision.

Appendixes

To be copied and turned into A.D. when appropriate

1. Pre Season Checklist
2. Post Season Checklist
3. End of Season Report
4. Summer Coaching Request Waiver
5. YME Coaching Responsibilities Agreement
6. YME Activity Expense Sheet



YELLOW MEDICINE EAST

High School Activities Department
450 9th Avenue, Granite Falls MN 56241
(320) 564-4081 Ext. 110- Tim ; Ext. 111 - Jean
Tim Knapper, Activities Director

Appendix A

Pre-Season Checklist

- 1.) _____ Complete pre-season planning well in advance of starting date
- 2.) _____ Meet with assistant coaches/advisors and let them know what is expected
- 3.) _____ Make sure practice area and equipment are safe and ready to use
- 4.) _____ Purchase equipment . . . initiate in AD's office
- 5.) _____ Make sure athletes have green slips
- 6.) _____ Submit an accurate list of participants to the AD's office (inform Jean of any additions or deletions)
- 7.) _____ Conduct a pre-season players/parents meeting to discuss expectations
- 8.) _____ Submit transportation requests to bus garage/AD's office.



YELLOW MEDICINE EAST

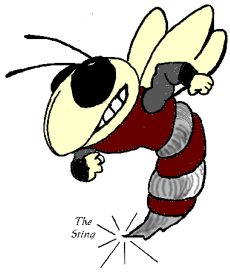
High School Activities Department
450 9th Avenue, Granite Falls MN 56241
(320) 564-4081 Ext. 110- Tim ; Ext. 111 - Jean
Tim Knapper, Activities Director

Appendix B

Post-Season Checklist

Please complete and turn into the Activities Director's office at the completion of your season.

- 1.) _____ Help collect and inventory, repair, or replace all equipment
- 2.) _____ Help coordinate and conduct an awards banquet
- 3.) _____ Complete a list of varsity letter winners
- 4.) _____ Complete a cumulative statistic sheet for the season
- 5.) _____ Turn in end of season report to AD
- 6.) _____ Present/submit a season recap at board meeting
- 7.) _____ Complete data entries into JMC for student records



YELLOW MEDICINE EAST

High School Activities Department
 450 9th Avenue, Granite Falls MN 56241
 (320) 564-4081 Ext. 110- Tim ; Ext. 111 - Jean
 Tim Knapper, Activities Director

Appendix C

End of Season Report

Year: _____ Sport: _____ Head Coach/Advisor: _____

Assistants:

1. _____ 3. _____ 5. _____
 2. _____ 4. _____ 6. _____

Season Record: _____ Conference Record _____ Standing: _____

List any team honors:

List any individual honors:

Season Recap/Highlights:

Capital Requests: (include approximate cost)

Supplies List for next year: (include approximate cost)

_____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

_____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

****Please Attach:**

1. List of games played & results
2. A roster with varsity letter winners identified
3. A copy of cumulative statistics for the year.

Appendix D
Summer Coaching Request Waiver

Please check the applicable activity(ies).

 INDIVIDUAL OR TEAM SPORT

I understand that MSHSL Bylaws permit me to coach students from my school who have participated at the varsity, junior varsity, sophomore or B-squad level **from the day following the fourth Friday in May through July 31 of the same calendar year**. I further understand that I may continue to coach these students through Labor Day if said coaching is a natural extension of the summer team season and if my athletic director has approved that coaching extension.

I understand that I may not require students from my school to participate as an individual or as a member of a non-school team and that my doing so or implying that they must do so may be considered to be Undue Influence and that my school may be fined up to \$1,000 for such an action.

I affirm that I am not violating the above. I am asking my school for a waiver to coach students from my school on non-school teams, under the terms identified above, in the following sports:

1. _____ 2. _____ 3. _____ 4. _____

 SUMMER CAMP OR CLINIC

I understand that MSHSL Bylaws permit me to coach students from my school who have participated at the varsity, junior varsity, B-squad or sophomore level **from the day following the fourth Friday in May through July 31**.

Further, I understand that I may not require students from my school to attend a camp or clinic with me or other coaches from my school. I understand that doing so will cause me to violate the Undue Influence bylaw and that my school may be fined up to \$1,000 for such a violation. I affirm that I am not violating the above.

I am asking my school for a waiver to coach students from my school at camps or clinics in the following sports:

1. _____ 2. _____ 3. _____ 4. _____

Coach's Signature & Date



YELLOW MEDICINE EAST

High School Activities Department
450 9th Avenue, Granite Falls MN 56241
(320) 564-4081 Ext. 110- Tim ; Ext. 111 - Jean
Tim Knapper, Activities Director

YME Coaching Responsibility Agreement

Sport: _____ Phone: _____

Coach Name: _____ Email: _____

Address: _____ SSN: _____

As a coach employed by the Yellow Medicine East ISD #2190, I will report to Tim Knapper, Athletic Director of Yellow Medicine East and hereby reach an understanding between athletes of the following sport: _____, and the School District staff according to the following:

1. I will abide by all policies and procedures set forth by the Yellow Medicine East Activities Program and the Minnesota State High School League, and will be responsible for making myself aware of all policies including, but not limited to those policies found in the *MSHSL Handbook*.
2. I understand that I represent the Yellow Medicine East Activities Program, District #2190, as well as the Minnesota State High School League.
3. I will agree to attend all mandatory coaches meetings set by the Activities Program for the duration of my contract. These meetings will be scheduled prior to the start of each season.
4. I understand that as an employee of Yellow Medicine East and the Minnesota State High School League, I will hold myself to the standards of sportsmanship required by the MSHSL in regards to all opposing players, coaches, league administrators, and officials.
5. I understand and agree to refrain from any form of physical, mental, or emotional hazing of my players, consistent with the guidelines and standards set by the Minnesota State High School League.
6. Any contract agreement renewal is contingent upon approval from the Activities Director and the Yellow Medicine East School Board. Automatic renewal of this agreement is neither implied nor guaranteed.

I understand that Yellow Medicine East ISD #2190 may terminate this agreement at any time. If terminated or if position is vacated*, payment of any unpaid salary is contingent upon the approval of the Activities Director and the School Board.

**Two weeks notice is requested*

_____	Date	_____	Date
Head Coach		Activities Director	

_____	Date	_____	Date
Assistant Coach		Superintendent of Schools	



YELLOW MEDICINE EAST I.S.D. #2190

Athletics Department
450 9th Avenue
Granite Falls MN 56241

Expense Sheet

To _____ Date _____

Date	Description	Amount
Total Spent		

In accordance with Minnesota Statutes, Section 471.38, no claim against a school district can be paid until the same has been presented in writing, itemized and verified by the person making the claim, or his agent. Law cited above requires the verification below.

I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid.

Date _____

Signed _____

Approved by _____

Athletic Director/Principal Account # _____

MEMO

To: School Board Members
From: Stacy Hinz
Date: August 2008
RE: Bert Raney Elementary School Handbook

Following are the changes or additions made to the Bert Raney Elementary handbook for the 2008-09 school year:

Updated the cover – removed references to Hagg Elementary on cover and throughout the handbook

Pg. 1 - Updated Table of Contents

Pg. 2 – Updated Finger Tip Facts page

Pg. 5 – Arrival time – changed to reflect new start time

Pg. 7 – Changed statements regarding treats for class parties and birthdays to denote the building as being Peanut/Tree nut safe.

Pg. 10 – Updated to reflect meal price changes in the Food Service section

Pg. 19 – Added that we would accept phone call absence excuses besides written excuses.

Pg. 20 – Changed term “release” to “suspension” in the Disruptive Behaviors section.

PLEASE NOTE: In the interest of “being green”, our handbook will be posted online and we will only be giving paper copies to those families who request them. Due to this, forms that were previously included in the handbook, such as the school calendar, supply list, Behavior Intervention Plan (BIP), bus conduct report, Pupil Fair Dismissal Act, etc. are listed as either being accessible through the school website or available in the office.

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Books and Equipment	Page 7
Bulletins & Newsletters.....	Page 14
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Telephone Calls	Page 16
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Weapons & Weapons/Assault Policy	Page 16 & 22-23

***Children are the living messages we send to a time we will not see.
~John W. Whitehead***

Welcome to the 2008-2009 edition of the Bert Raney Elementary Student/Parent Handbook. I am pleased to take this opportunity to welcome you and your child to a new school year.

A quality learning experience is built on partnerships. We welcome you to our schools and appreciate your contributions of time, effort and ideas. Our goal is to help each child reach his or her potential. With your support, we can do it!

Open communication is an important factor in reaching this goal. If you have a question, comment or concern about school, please contact your child's teacher or myself without delay.

We hope this handbook will answer many of your questions about the daily life at Yellow Medicine East schools. Please save your copy to use all year.

Thank you for your continued investment in your child's education.

Sincerely,

Stacy L. Hinz

Stacy L. Hinz
Elementary Principal
and Elementary Staff

FINGER TIP FACTS

SCHOOLBERT RANEY ELEMENTARY
PHONE NUMBER 320-564-4082 ext. 3
FAX NUMBER 320-564-4427
ADDRESS 555 7TH AVE
INTERNET WEB SITE <http://www.isd2190.org>
MOTTO THE ROAD TO GREAT SUCCESS
VISION SUCCESS FOR ALL LEARNERS
MISSION CREATE AN ENVIRONMENT WHERE LIFELONG LEARNING IS VALUED,
EXCELLENCE IS EXPECTED, AND IMPROVEMENT IS CONTINUOUS
ELEMENTARY PRINCIPAL STACY HINZ
ELEMENTARY SECRETARIES KATHY ANDERSON, LIZ DEBLIECK
OFFICE HOURS 7:30 A.M. TO 4:00 P.M.
SUPERINTENDENT OF SCHOOLS ALLEN STOEKMAN

YELLOW MEDICINE EAST SCHOOL BOARD MEMBERS:

CHAIR..... ELMO VOLSTAD VICE CHAIR..... RICH JEPSON
CLERK..... CHERYL ECKHARDT TREAS.....CHAD FISCHER

MEMBERS: WARREN FORMO, ART RILLO, GRANT VELDE

BERT RANEY ELEMENTARY STAFF:

KINDERGARTEN/FIRST MARY AUSTGEN, AMY HOERNEMANN, MARY JENSEN,
BETH KESTELOOT, BECKY LEISETH, JEN SCHWANKL, KERRI SHACKELFORD
SECOND GRADE BEV IMS, PEGGY KVAM, ANGIE JANS, JOANELLE SANNERUD
THIRD GRADE TRISH JESSEN, ZEE ANNE REISHUS, JULIE RUNIA
THIRD/FOURTH CAROLINE LINDEN, DANAE RUPP
FOURTH GRADE GINGER BALDWIN, PETE SCHEFFLER
FIFTH GRADE CINDY LAVIN, JANE SCHAFFRAN, JIM WILLIAMS
SIXTH GRADE TOM DIEKMAN, STEVE HUETTL, LINDA RICHTER
AMERICAN INDIAN FAMILY LIAISON HELEN BLUE-REDNER
CUSTODIANS TIM KNUTSON, TODD REISHUS, STAN SANTJER
ELL/ESL MELISSA LARSON
HISPANIC FAMILY LIAISONS ADELA ESPINOZA, CLAUDIA JUAREZ
INTERGENERATIONAL COORDINATOR ROBIN HENDERSON
MUSIC BETH JAHN
NURSE SONJA PEDERSON
PHYSICAL EDUCATION MIKE GAFFANEY, MARY GREY
RDG RECOVERY/TITLE I AMY HOERNEMANN, ANGIE JANS, STEVE KOETTER, KERRI SHACKELFORD
SOCIAL WORKERS KRIS HOLM, MARGO VANMOER
SPECIAL NEEDS PAT BLUE, BARB BRUFLAT, BELINDA FIELD, DANA JOHNSON, KIM KVAM,
KEISHA LOUWAGIE, PATRICIA MARYOTT, MELISSA SCHULTE,
MARIE SEEMAN, AMY STEWART, MARIA ZIEMKE
SPEECH CLINICIAN THERESA MORITZ
TAG COORDINATOR ELAINE HALVERSON
TECHNOLOGY/KEYBOARDING/LIBRARY DARLYS LISTUL
YME/MVCC TEACHER ASSISTANTS MISSY ARNESON, LYNNE AUSTIN, NAOMI BARBER,
BARB BUESING, BERNADETTE CARSTENSEN, SUE DOOSE, DEEDEE DREIER, JILL FRY,
KATHI GILL, DIANE HOFTEIG, PAULA IVERSON, WANDA JOSEPHSON, CARRIE KNUDSON,
JULIE KOEPP, DONNA KOSAK, CHAR MIDTHUN, CAROLYN OLSON, PAULA PANITZKE,
LORI SCHINDELE, SHERRY SMITH, CONNIE TIMM, NANCY TRUDEL, PAM WEBER

YELLOW MEDICINE EAST SCHOOLS

Our Vision - Success for every student.

Our Mission - Create an environment where lifelong learning is valued, excellence is expected, and improvement is continuous.

Aims, Goals, and Measures

High Student Achievement

1. Provide a challenging and rigorous curriculum
2. Promote the skills required for a constantly changing world

Safe and Welcome Learning Environment

3. Increased appreciation for differences, diversity and respect for others
4. Increase assets in children and youth and decrease at-risk behaviors
 - * appropriate role models from adults
 - * parent participation and engagement
5. Maintain open and regular communication

Efficient and Effective Operations

6. Integrate technology throughout the district
7. Practice responsible and accountable management of resources.
8. Ensure a high-performing work force

The mission of the YME Elementary Schools is to facilitate the development of each student's social, academic, and emotional growth through the combined efforts of school personnel, parents, and the community. Education is a continuous process that involves the acquisition and application of knowledge, skills and attitudes. Our goals are to:

*Help students develop to the limits of their abilities and interests through a sequentially coordinated curriculum within a positive learning environment.

*Develop each student's highest academic potential, self-esteem and interpersonal relationships in a global society.

*Prepare students to successfully cope with the daily challenges of their present environment and to encourage a commitment to a lifelong learning process in our changing world.

*Ensure that school personnel, parents and the community are afforded an opportunity to participate in the development and evaluation of instructional programs.

PROCEDURES

ACCESS TO SCHOOL RECORDS

Under the Family Educational Rights and Privacy Act (FERPA), parents or 18-year-old students have the right to review and inspect school records pertaining to the student. Requests should be made to the Elementary Principal who will arrange for the records to be reviewed.

The district discloses directory information from student records. Directory information may include the following: name, address, phone number, date of birth, place of birth, participation in officially recognized school activities, weight, height, past statistics, and year in school of members of athletic teams, dates of attendance, awards received, previous schools attended, and names of parents and guardians. The district will also publish an honor roll. Parents or legal guardians may refuse to permit designation of any or all of the above categories as directory information. This refusal should be made in writing and be communicated to the elementary school principal by September 15 of each year.

ARRIVAL TIME

If your child does not ride the bus, please time his or her arrival for **8:00 a.m.** The elementary lunchroom and playground will be supervised at this time. All students should report to either location. Students may go to their classrooms when the first bell rings at 8:10 a.m. and classes will begin at 8:15 a.m.

ATTENDANCE

All students are expected to attend school regularly. Regular school attendance is closely related to success in school and is part of your child's school record. Absences and tardies will be excused by presenting the school office with a written excuse giving the date of the absence/tardy, reason, and the parent's signature. Please contact the school office (564-4082 ext. 244) when your child will be absent from school.

The following reasons shall be sufficient to constitute excused absences/tardies: illness, serious illness in the student's immediate family, a death in the student's immediate family or of a close friend or relative, medical or dental treatment, etc.

Absences or tardies not confirmed by the parent will constitute an unexcused absence. Unexcused absences/tardies are monitored and parents will be notified by letter of concerns. **All calls and notes must be received on the day of or the day following the absence. Calls and notes not received within three days following the absence will not be accepted and the absence will be considered unexcused. A doctor's note verifying consecutive absences of three or more days may be required. The school reserves the right to request verification on all calls and notes.**

With ten or more absences in a semester, excused or unexcused, students will be required to make up time after school. The length of time being made up for each absence after the ninth absence will be 30 to 60 minutes. If students have assignments completed, as verified by the classroom teacher, they may not be required to make up time after school. Children under the age of 16 who are absent from school without lawful excuse for seven days in a school year are considered truant. Truant students are referred to the County Attorney's office. If the parent provides no excuse or an insufficient excuse, the absence is unexcused.

When an absence/tardy is anticipated, please tell us in advance so that your child's teacher can help them plan for their absence. Whenever possible, please schedule dentist, doctor and other types of appointments after school hours.

On occasion, you may have to take your child out of class for a short period of time or before the end of the school day. Please come to the office and tell the secretary of the need and she will send for your child. No child will be allowed to leave his or her classroom early without clearance from the school office.

Because we want to be sure children are either at home or school, the following policy has been established for children who are absent.

- * We request that you call the school when your child will be absent from school.
- * We will attempt to call those students from whom we do not receive calls.
- * If we are unable to reach the family by phone, the school social worker, school nurse, or principal may call upon the home.

Again, the intent of the policy is to insure your child's safety.

REFER TO ATTENDANCE POLICY SECTION (Pgs. 18-19) OF THIS HANDBOOK.

BEHAVIOR EXPECTATIONS

ALSO REFER TO BEHAVIOR MANAGEMENT POLICY SECTION (Pgs. 19-21) OF THIS HANDBOOK.

At Bert Raney Elementary, we are proud of our students because they normally conduct themselves appropriately, showing pride in themselves and their school.

As a staff, our major goal regarding discipline is to accentuate the positive and to help students make good behavior choices. Our school rules and regulations are based on the following expectations for students:

- A. Attendance: Be present in school every day unless you are ill.
- B. Tardiness: Be on time to all your classes.
- C. Performance: Do your best at all times. You write your school record just once and it will follow you the rest of your life.
- D. Conduct: Always act like a gentleman or lady. Treat others as you would like to be treated.

Respectful Talk

1. Use appropriate language by not swearing or using obscene language.
2. Speak courteously to all and do not put down or tease others.
3. Talk quietly.
4. Be honest and tell the truth.
5. Be respectful and do not talk back or sass others.

* Special note: Verbal abuse to teachers, students, or other staff will result in immediate and appropriate disciplinary action.

Kindness to Others (physical)

1. Do not fight or wrestle around.
2. Do not shove, kick, trip, slap, or spit.

* Special note: Physical abuse to students, teachers, or other staff will result in immediate and appropriate disciplinary action.

Appropriate Movement

1. Walk in an orderly manner in the hall and rooms.
2. Walk quietly from class to class and in hallways.

Cooperation

1. Listen and follow directions the first time.
2. Show appropriate class behavior.
3. Complete homework and turn it in on time.
4. Follow all school rules.
5. Bring required materials to class.

Cafeteria

1. Voices will be at a conversational level.
2. Walk --- in and out of the cafeteria.
3. Keep hands, feet and food to yourself.
4. Put-downs and vulgar language are not acceptable.
5. Follow all directions given by adults.

Playground

1. Go directly outside when dismissed for the playground.
2. Return directly to your classroom when activity or recess is over.
3. Keep hands, feet and objects to oneself.
4. Use and share the equipment in a safe and fair manner.
5. Follow directions given by adults.

A Pleasant Learning Environment

1. Food/candy treats will NOT be allowed during parties or for individual/class rewards as we are a Peanut/Tree Nut Safe building. Gum is also discouraged as we are a gum safe school.
2. All property inside and outside the school building should be kept in good condition.
3. Garbage and litter should be put into trash cans.

Athletic Contests

1. Sit in your school's cheering section.
2. Cooperate at all times with the supervisors.
3. Treat visiting contestants and spectators as guests - not enemies.
4. Never "boo" game officials or opposing contestants.
5. Conduct yourself at all times in a manner that will reflect credit upon yourself and your school.

Assemblies

1. Give the presenters and performers your utmost cooperation.
2. Be attentive regardless of the nature of the program if for no other reason than to demonstrate that courtesy is a part of your personality.
3. Treat all performers as your guests.
4. Applause should be given only at such times as it is in order and good taste.
5. There should be no whistling at any time during an assembly.

Our School Behavior Management Policy is provided for you at the back of the Handbook. Also attached are the forms that we use for reporting behavior concerns to you and a copy of the Pupil Fair Dismissal Act of 1974 (2007 revisions).

BIKE SAFETY

If parents approve, students may ride their bicycle to school. Children should follow all bicycle safety rules, which include one person on a bike. We also encourage students to wear bicycle helmets. Students should park their bicycles in the appropriate bike racks. We recommend that only children in the third through the sixth grades ride their bicycles to school.

Children are not permitted to ride their bikes during the school day. Bicycles should be locked in the bike rack as it is not possible to guarantee their supervision.

BIRTHDAY TREATS

You may send treats with your child to help celebrate their birthday. All treats must be commercially made. **BERT RANEY ELEMENTARY IS A PEANUT/TREE NUT SAFE BUILDING. PLEASE REMEMBER THIS WHEN YOU PURCHASE SNACKS.** Suggestions for optional treats would be: fresh fruit, ice cream treats, pencils, stickers, small notepads, etc. Please make sure that enough treats are sent for all classmates.

In planning for your child's home party, please do not ask the school to supply you with the addresses and telephone numbers of your child's classmates. Unless all the boys and girls in your child's homeroom are invited to a party, birthday invitations should not be distributed at school. Please send them through the mail or contact the parents directly.

We celebrate each student's birthday at a monthly birthday party.

BOOKS AND EQUIPMENT

Each student is responsible for the good care and return of all books and equipment. He or she should have respect for all school furnishings. When a child has books at home, it is expected that the parent will assist the child in the proper care of the books and in getting them to return the books as soon as possible to the school.

Books and equipment that are lost or destroyed will be valued based on age. An appropriate fine will be charged to the student who has misplaced or misused the material, according to MN Statute 120.74, subd. 1.

BUS TRANSPORTATION

Students who ride buses should assemble at the bus stops not earlier than 5 minutes before the scheduled arrival of the bus.

If your child is to ride a bus other than their regular bus, please notify the office in writing or by phone. Students will not be permitted to ride on any other than their assigned bus without permission. Students need a written note from the office before riding a bus other than their regular bus.

Buses will not transport students for birthday parties or overnight guests (except for daycare).

Instruct your child in the procedure he/she should use if they should miss their bus after school. They should report to the office or their classroom teacher so that transportation arrangements can be made.

State law mandates that all students must meet State Bus Training requirements. Students will be provided with training and must meet the basic requirements to be eligible to ride school buses.

The responsibility of a school bus driver is great. They cannot do a good job if there is much distraction and confusion. The cooperation of bus students and their parents is needed for good bus behavior. Children whose behavior jeopardizes their safety and the safety of others by distracting the driver may lose the privilege of riding. Loss of riding privileges also means that students will not be able to be transported during the school day for field trips. Student misconduct will be reported to the parent by the transportation department. A transportation report form is included in this handbook for your information. Please review it with your child/children. Eating, chewing gum, and/or drinking beverages is prohibited on regular bus routes. Questions or concerns regarding bus transportation can be directed to Bennett and Bennett Transportation at 320-564-4766.

COMMUNITY USE OF SCHOOL FACILITIES

Community groups are encouraged to use school facilities when they are not being used for school or student events. We are proud of our physical plant and would like you to see and use it. Call the Community Education office to make arrangements to use the building. 564-4084 x110

CONFERENCES AND REPORT CARDS

Parent-teacher conferences are scheduled in the fall and spring. The purpose of the fall conference is to provide an opportunity for the parent/guardian and the teacher to share information about the child. The spring conference is to inform the parent/guardian of the child's success in school. If needed or desired, parents or teachers may request special conferences at any other time of the year.

Report cards are issued to students in grades K through 6 at the end of each quarter. This report reflects the student's performance in terms of his or her maturity and ability. Students are assessed in subject areas as well as in student habits and social growth areas. The following will apply to reporting students' progress:

1. Grades should reflect students' daily work, class participation, and test/quiz results.
2. No "F" will be issued unless parent(s) have been informed of academic concerns prior to the end of the grading period.
3. Special needs students may be graded in a manner determined by the special needs instructor and noted in their Individualized Education Plan.

Individual teachers may also correspond with parents in other ways during the course of the school year. This might include reading and math objective sheets or summary sheets in other areas of the curriculum.

DIRECTORY INFORMATION

With the exception of data collected by a public school on certain nonpublic students and parents, directory information related to a student may be released and made public without the written consent of the parents (or an eligible student) if the district gives public notice of the categories of information which it has designated as directory information. (See MSBA/MASA Policy Reference Manual - Model Policy No. 515.) Directory information is defined by federal law. The federal law and regulations provide that the following information may be considered directory information:

the student's name; address; telephone listing; electronic mail address; photograph; date of birth; place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members

of athletic teams; dates of attendance (Dates of attendance means the period of time during which the student attends or attended a school or schools in the school district. The term does not include specific daily records of a student's attendance at a school or schools in the school district.); grade level; enrollment status (e.g. undergraduate or graduate; full-time or part-time); degrees; honors and awards received; and the most recent educational agency or institution attended by the student

Directory information may also include the name, address, and telephone number of the student's parent(s). Data on nonpublic school students collected by a public school is private data and may not be designated as directory information unless prior written consent is given by the child's parent or guardian. Minn. Stat 13.32, Subc. 4a

DRESS

We believe that there is a positive relationship between dress and attitudes. Students are expected to show good judgment in dress and grooming at all times. We encourage students to dress in a neat and attractive manner that reflects pride in themselves and their school. We urge parents to strongly discourage attention-seeking departures from good taste when children attend school classes. Any appearance that causes adverse comment or undue attention when it detracts from the educational program of the school will not be allowed. When grooming and/or appearance is detrimental to student safety or of questionable taste, this will necessitate a change in appearance and/or grooming. Students will be required to change these items. Students may not wear clothing that advertises for tobacco or alcohol companies or that is sexually suggestive or offensive. Exposed undergarments will not be allowed. No gang related clothing, colors, or symbols will be tolerated. A simple rule is neatness and decency. The atmosphere and general quality of the school is often judged by the action and appearance of students.

Be sure that your children are dressed appropriately for the weather. Children do go out for play and should be dressed each day with this in mind.

EMERGENCY INFORMATION

We request that we have on file the name, address and phone number of a relative or friend in case we cannot reach you in an emergency. If you have a regular schedule of activities, please let us know your schedule along with the phone numbers where you can be reached. Cell phone numbers and email addresses are also useful if you have them.

It is essential that this record be kept current. A new form should be completed at the beginning of each new school year. This form will be distributed with other back to school information. Please let the office know if there are any changes or additions during the year.

EMERGENCY SCHOOL CLOSINGS

In case of emergency or inclement weather, school may be dismissed early. Buses will leave soon enough to enable them to make their route. However, if this is impossible, children will be housed where the parents desire them to be. Emergency care slips are provided for parents to designate this information. The following radio stations/TV stations will carry early morning announcements of school closings and also announcements relative to early dismissal because of inclement weather:

Radio Stations: KDMA 1460 AM/KMGM 105.5 /FM - Montevideo/Granite Falls
KMHL 1400 AM - Marshall
WCCO 830 AM - Minneapolis, St. Paul
KLGR 1490 AM - Redwood Falls
KKRC 93.9 FM - Granite Falls
KDJS 95.3 FM - Willmar
K-Q102 102.5 FM- Willmar
KKCK 99.7 FM - Marshall

TV Stations: KARE - Channel 11
KSAX/KSTP - Channel 5 – Alexandria
MVTV - Channel 67 - Granite Falls
WCCO - Channel 4

If your child is to go somewhere other than their normal destination on an early dismissal day, please notify the school in the fall.

ENGLISH LANGUAGE LEARNER PROGRAM

The ELL/ESL program is available to assist students whose first language is one other than English. Students qualify for services based on test scores as well as parent and teacher recommendations. Students who meet the qualifications receive help from a certified English as a Second Language instructor.

FIELD TRIPS

Field trips are planned for each grade level throughout the course of the school year. They are intended to extend the learning that has occurred in the classroom. We believe that it is a privilege that students earn by demonstrating responsible behavior at school on a daily basis. Simply put, this means that the students are responsible for completing their assignments in a timely fashion and have school work up to date at the time of the field trip. It also means that they have demonstrated appropriate behavior both in the classroom and around the school.

According to this policy, students may not be able to attend a scheduled field trip if:

1. Students have assignments that are three or more days past due.

- They may not be turned in on the morning of the field trip.
- Parents will be notified three days prior to the field trip that the student's privilege to attend may be denied due to incomplete assignments. They will also be notified the day prior to the field trip if the student will not be allowed to attend.
- Students not allowed to go on the field trip must be in school or the absence will be recorded as unexcused.

or if:

2. Students have three or more incidents of inappropriate behavior as documented by "BIP Slips" prior to the field trip.

- "BIP Slips" are used to document reoccurring acts of inappropriate behavior. Generally, students are warned previous to BIP Slips being completed.
- Warnings will not be given for significant acts of misbehavior such as fighting.
- Students start with a clean slate after each field trip. Behavior incidents between field trips are counted to determine the "three or more."

Specific information about field trips for individual grade levels will be shared with parents. A blanket field trip permission form is to be signed by the parent in the fall of each year. Parents may be asked to assist with these field trips. When trips are made in school buses outside the school district boundaries, parents will be notified.

FOOD SERVICE PROGRAMS

Each family has a food services account and all family members eating in school utilize the same account. Payments can be made to the account on an as needed basis. The program will issue a reminder slip to the student when his/her account has only \$5.00 left in the account. The student should in turn take the reminder slip home to the parents/guardians for additional money to pay on the account the next day at school. Money in the account is used for breakfast and/or lunch payment. Parents must complete an application for reduced/free lunches.

Costs: * Breakfast will be \$1.45 per day or \$29.00 for 20 days.

* Lunch will be \$2.00 per day or \$40.00 for 20 days.

* Reduced lunch price is \$.40 per day or \$8.00 for 20 days.

* Adult meals cost \$3.35

* K/One students will be charged a minimal snack fee to cover the cost of snacks for the entire school year. Milk will be offered as part of this snack break.

The cost for milk is \$.35 per day or approximately \$7.00 per month, which will be taken directly from your food service account. Even if your child is on the free meal plan, you will be responsible for the cost of the milk. If you do NOT want your child to have milk during this snack break, please notify the elementary office or your child's teacher.

FORBIDDEN ITEMS

The following items have no place in school: trading cards, heelys, knives, weapons of any kind, cigarettes, drugs, water guns, baseballs (hardballs), bats, or pornography. Students are not allowed to use personal CD/tape players with headsets or MP3/iPods during school hours. These items, plus anything else which causes problems of control at school, will be taken from students. A copy of the district's weapon policy is included at the back of this handbook. Students may be

suspended or expelled for knowingly or unknowingly violating the school district's weapon policy. It is very important that you review the weapon policy with your child/children.

GANG RELATED ITEMS

Our school has a zero tolerance policy relating to gang related paraphernalia. Gang related clothing, colors, or symbols will not be tolerated. Collectible material will be confiscated. Clothing will need to be changed or removed. Students who are not cooperative or continue to wear gang-related clothing or put gang related symbols on clothing, notebooks, and other materials will be removed from school until a conference with parents or guardian occurs to resolve the issue.

GUM POLICY

Our school is a gum-limited school. Gum is only allowed at school with permission.

GYM SHOES/PHY. ED.

It is school policy that children should have tennis shoes for physical education. Shoes should be clean and should not have black soles that mark the floor.

If a child is not going to participate in physical education classes, he or she must bring a note from home and/or your doctor.

HEALTH SERVICES

A Health Service Aide is on duty each day to provide health and educational services. The school nurse is available for consultation with parents, if needed. Please alert the school nurse or teacher if your child has a particular health problem that may affect the child's learning or functioning at school. If your child is on medication, such as an allergy medication or antibiotics, which are administered at home and may affect their attention or behavior at school, please let the nurse and/or teacher know.

Pupils are required to have a certification of their immunizations or the appropriate waiver certificate on file. Students will not be allowed to attend school without proper immunizations.

If your child needs to be excused from physical education, please send a note. If it is to be a long-term excuse from physical education activities (over one week), the child must bring an excuse from a physician.

Each spring, dental cards are sent home. They should be returned with the dentist's signature upon completion of dental work.

The hearing and vision of all children are screened annually. Both can be tested any time by request of the parent or teacher. Health Services will draw the parent's attention to any matters which appear to require professional medical treatment or attention.

Communicable illnesses should be reported to health services as soon as possible. If a child is hospitalized or has a lengthy illness, parents should also call the health service aide so plans for continuing the child's education can be made - perhaps through homebound or hospital instruction.

Children should not return to school unless they have been without a fever for 24 hours after common illnesses such as colds and flu. Guidelines for readmittance to school for the following communicable diseases are:

*Chicken Pox - Readmitted no sooner than 7 days from onset of rash, no fever present and pox must be dry.

*Scarletina and Strep Throat - Readmitted after having been on antibiotics for at least 24 hrs. and no fever present.

*Impetigo - Readmitted after adequate medical treatment or when all lesions are healed.

*Pinkeye (Conjunctivitis) - Readmitted after eyes are clear with no drainage present.

*Head Lice (Pediculosis) - Readmitted after treatment with a pediculocide shampoo and clothes have been laundered. Must be checked by health service on readmission to school.

Medication will be given at school only when failure to take medication could jeopardize a student's health. Administration of the medication must be supervised by health services or an

appointed staff member. No medication will be given without the written permission from the parent. It must be sent in its original container which is labeled with the child's name.

When a child develops a fever or other symptoms of illness or receives a significant injury, the parent or other person listed on the emergency card will be notified. It is the parent's responsibility to provide transportation home for the child. The child should be picked up as soon as possible.

HOW TO HELP YOUR CHILD'S PROGRESS

There are many ways in which the home can help directly and indirectly to insure the best educational progress for each child.

* A growing child must have plenty of good food to supply energy for work and play. A wholesome and adequate breakfast is particularly important.

*A growing body needs plenty of rest. Children ages six to nine need 10 to 12 hours of sleep. Children ages nine to eleven need 10 to 11 hours of sleep.

*The home should continually strive toward providing an environment which provides love, confidence, understanding and the feeling of security for the child.

*A child's school day is his or her working day. As important as private lessons in music and dancing or club meetings may be, the child still needs free time to choose his or her own activity or relaxation.

*Demonstrate to your child a genuine interest in his or her school and school activities.

*Help your child with homework by providing your time and a work space.

HOMEBOUND OR HOSPITAL INSTRUCTION

Homebound or hospital instruction is available for children who are absent from school due to prolonged illness or disability. A request to the school must be made by the child's physician. After we have that, instruction may be provided by the pupil's regular classroom teacher or other licensed staff. Part-time instruction in the school with part-time instruction in the home is also available to the child who cannot participate in a full time program.

HOMEWORK

Homework policies vary from team to team, among teachers, and from subject to subject. Homework policies will be explained to parents by individual teachers.

Students are usually given study time during the school day to complete assignments. As the child progresses through the grades, the amount of homework gradually increases. The amount may vary from day to day. Students who do not use class work time wisely, may find that they need additional time to complete their assignments at home. Occasionally, a student may have a special project which might take several hours of work at home. However, work for these projects may be spread over several days.

Students having assignments three or more days past due may be required to stay after school until all late work has been completed. Parents will be kept informed and will be notified by the classroom teacher in the event that the student remains after school.

All 3rd, 4th, 5th, and 6th graders will be required to have a daily assignment book which is provided by the school. Any questions regarding homework or homework policies should be directed to your child's classroom teacher.

INSURANCE

Information will be sent home prior to the start of school or with your children on the first day of school regarding accident insurance for school age children. This service is provided through a private agency for your convenience. It is completely optional.

The school does not carry insurance for accidents that may occur on the playground or elsewhere. You need to have your own policy in force or purchase accident insurance as described above.

KINDERGARTEN REGISTRATION/ORIENTATION

Each spring our school conducts a registration drive for the next year's kindergarten-age classes. Children whose fifth birthdays occur on or before September 1st are eligible for entrance into school. You will need to present a birth certificate at the time of registration. Contact the elementary school office to fill out registration data.

LASER POSSESSION

REFER TO SCHOOL DISTRICT LASER POLICY (Pg. 21) OF THIS HANDBOOK.

The Yellow Medicine East school district prohibits the possession of laser lights by students. Students may be suspended from school for up to two days for possessing a laser light in school.

LATEX POLICY

The Yellow Medicine East school board has passed a resolution that no latex products will be allowed in the district school buildings. This resolution was made to address the increasing number of latex allergies to people of all ages. This ban includes balloons, gloves, erasers, or any other product made from latex rubber.

LOCKERS

Lockers are assigned for storing clothing, books, and lunch boxes. Lockers should not be used to store articles of value such as purses, tickets, or money. We request that valuables be left at home. 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. Inspection of the interior of lockers may be conducted by school authorities for any reason 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 we 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, we will provide notice of the search to the students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

LOST AND FOUND

All lost articles found at school are kept in a special depository where students or parents may come to claim them.

- * It is a good idea to put your child's name on articles of clothing that may become lost.
- * Encourage your child to check the collection if they are missing something.
- * When an article is lost, don't let time lapse before trying to locate it.
- * Use caution in allowing articles of sentimental or monetary value to be brought to school.

Please call the office with questions. Lost and found articles are usually given to charity prior to the start of a new school year.

MONEY

Except for small amounts, payment by check made out to the school or school district would be appreciated. Checks eliminate the problem of money being lost on the way to school. When money is sent with younger children, please put it in an envelope with the child's name, room number (or teacher's name), and reason for payment (Ex. field trip, lunch, milk, etc.) written on the outside. Please emphasize with your children the danger of leaving valuables in their desk, locker or other places at school.

OUTSIDE ACTIVITY AND RECESS

Weather permitting, all students are encouraged and expected to go outdoors during activity and recess periods. We use the following guidelines for requiring students to go outside. Wind chill is the criteria used and is applied as follows:

- * Warmer than 0 degrees -- outside activity/recess for all students.

- * Between 0 degrees and -10 degrees -- activity/recess time shortened.
- * Colder than -10 degrees -- indoor recess for all students.

REVIEW OF CURRICULUM CONTENT AND ALTERNATIVE INSTRUCTION

The Yellow Medicine East School District believes in the principles of intellectual freedom. Members of the community are welcome to review curriculum and instructional materials. Any parent, guardian, or adult student in District 2190 may express concerns about the content of instructional materials in the district's educational program. Whenever a concern is expressed, the district will respond in accordance with the procedures described in the Procedure for Review of Curriculum Content and Alternative Instruction (copy available in the office) policy. The intent of this procedure is to provide parent and guardians the opportunity to review instructional materials, address concerns and propose alternative instruction for their child. The intent is not to interfere with the rights of others to receive the instruction in question nor does it relieve the student from meeting state and district requirements or essential learner outcomes.

SCHOOL BULLETINS AND NEWSLETTERS

From time to time during the school year, bulletins and newsletters will be sent home from school. It is important that parents read these bulletins to be informed about school events. Your interest in reading them will encourage children to continue bringing them home.

SCHOOL PATROL

Students in the fifth and sixth grades serve the school as School Patrol Officers on a volunteer basis. They assist the walking students at the crossings near the school (on 7th Avenue only) both before and after school. All students are asked to respect and obey these officers.

SCHOOL PICTURES/MEMORY BOOK

Our school contracts annually to have pictures taken of the school children during the early part of September. Information regarding prices, times and days will be distributed in a timely fashion. We also publish a Memory Book each spring that contains pictures of all students and a variety of candid shots as well. Information regarding the Memory Book will be sent home with students.

SCHOOL SECURITY

Our district has implemented a proactive security policy in an attempt to make our school a safe place for all our students. The following security procedures have been implemented:

All buildings will be implementing more controlled access. This means that in the morning prior to the start of the school day, only designated doors to our building will be unlocked allowing access into the building.

All other buildings in the district will follow similar procedures. Certain doors will be unlocked and monitored in the morning prior to the start of the school day and will then be locked with limited and controlled access to the building. Signs at each entry door will direct visitors to the doors that are open during the school day.

All visitors to the building will be required to report to the office. Those visitors wishing to visit classrooms or staff outside the office area will be required to sign in and wear a visitor sticker. Visitors entering a classroom or other areas of the school without a sticker will be directed to the office. I would still encourage you to visit your child's classroom as often as you like. The policy is not meant to limit or curtail parents visiting classrooms. You are still an important part of our school family and we would encourage you to remain active in your child's school life. These new policies are meant only to provide increased safety and security.

If you bring your child to school on a daily basis and would like to walk them into the building, we would ask that you bring them only as far as the entrance and then send them on their own to the classroom. Students being dismissed early by the request of the parent will be required to meet their parents in the office. Likewise, if you choose to pick up your child after school, you will need to meet them in the east entrance lobby or outside the building. There may be emergency situations that require dismissing students from the classroom, but students will then be released only to parents or others cleared by the office.

While statistics tell us that the likelihood of being struck by lightning is far greater than that of being injured or killed in a random shooting act in school, we believe these security measures will make our schools a safer place for all. Although these security measures may be an inconvenience to some degree, it is our belief that the additional security and safety far outweighs the inconvenience. With the various events and incidents around the state and nation, we trust that you will understand why we feel it is important to take extra steps towards building security.

**REFER TO THE SCHOOL DISTRICT POLICY RELATING TO
SCHOOL VISITATION (Pg. 24-25) OF THIS HANDBOOK.**

SMOKE FREE ENVIRONMENT

Smoking and the use of tobacco products has been identified as a leading health problem in the United States. Smoking can be hazardous to the health of both smokers and nonsmokers. As a result of concern on the part of the staff, students, citizens, and the Board of Education, smoking and/or the use of tobacco in any form shall be prohibited on school district property. As a district, we are dedicated to providing a healthy, comfortable, and productive environment for staff, students and citizens. Violations to this policy will be handled as outlined in the district's Smoke Free Environment policy.

STUDENT RECORDS

The school has on file the grades, attendance records, standardized test scores and discipline records that have resulted from your child's work since they started school. If your child has attended schools other than Yellow Medicine East, these records will also be on file. The parent or guardian may see the contents of these records by making an appointment with the principal or secretary. You may have copies made of anything in the school record at a cost of \$1.00. You are not permitted to take the original record out of the office. Statements from the parent/guardian may be placed in the student's record if it pertains to school work.

The parent may request that items be removed from the file. This request should be in writing. It is the decision of the principal to grant or not grant the request. The decision can be appealed to the superintendent and then the Board of Education.

Records cannot be transferred without written permission from the parent/guardian with the exception of a public school in the state in which you have enrolled after transferring from this school.

SUPPLIES

Students are always expected to be prepared for their school work. This includes having work completed and having necessary supplies, especially paper and pencils. Parents are requested periodically to check to make sure their children have all the necessary materials. A school supply list is on the schools' website.

TELEPHONE CALLS

Students may not be interrupted during school hours by outside calls and messages except in case of emergency. However, if it is necessary to reach your child's school on a school day between 7:30 a.m. and 4:00 p.m., dial B. Raney at 564-4082 ext. 3. The school secretary will relay messages to students.

Student use of the school telephone is discouraged. Students will be allowed to use the phone only in cases of emergency. **After-school plans should be made prior to leaving home in the morning.**

Parents who wish to contact a classroom teacher should be prepared to leave a message requesting that the teacher contact the parent at the teacher's convenience. Teachers are generally not available to come to the telephone during the time school is in session. Leaving a message may be necessary even before or after school since the teacher may be involved in a conference or attending meetings at the time your call is made.

TESTING

Students in the second through the sixth grades take standardized ability and scholastic achievement tests in the spring of each year. All 3rd-6th grade students take the Minnesota Comprehensive Assessments. All 4th graders will also take the NAEP (National Assessment of Educational Progress). All ESL students take the TEAE or MN-SOLOM test. The results of these tests are shared with parents as they become available. The information from these tests is utilized to determine if students need additional help and support in the areas of reading, mathematics and writing.

TITLE I

The Title I program is available to assist students who are experiencing difficulty in reading. Any student may qualify for service on test scores and parent and teacher judgments. A Title I Parent-School Compact is reviewed and signed by all parents at Fall Conferences. Each Yellow Medicine East elementary school will have a Title I program designed for their specific needs and the program will vary between buildings.

VISITORS AND VOLUNTEERS AT SCHOOL

Parents are always welcome at Yellow Medicine East elementary schools. We encourage parents and grandparents or anyone interested, to visit school during the school day. If you wish to visit a class, a call to the office beforehand would be appreciated. There are times when visiting a classroom might be disruptive to the schedule, such as standardized testing week. Visitors are requested to sign in at the elementary office before visiting other parts of the building. Visiting by children from other schools is discouraged.

We welcome parent volunteers! Each fall a Parent Volunteer form is sent home. If you are interested in some aspect of volunteering, please complete the form and return it to school. You may also contact your child's classroom teacher directly and volunteer your services. Volunteers are an important part of school life and are most welcome and appreciated at Yellow Medicine East elementary schools.

REFER TO THE DISTRICT POLICY RELATING TO VISITATION (Pg. 24-25) OF THIS HANDBOOK.

WEAPONS

Students are not allowed to have any weapons in their possession on school property. Possession of a weapon refers to having a weapon on one's person or in an area subject to one's control on school property or at a school activity. Possession may result in a variety of disciplinary actions including suspension or expulsion.

**REFER TO WEAPONS/ASSAULT POLICY SECTION (Pg. 22-23) OF THIS HANDBOOK
STUDENT'S RIGHTS AND RESPONSIBILITIES**

MY RIGHTS

MY RESPONSIBILITIES

I have the right to be happy and to be treated with compassion in this school: this means that no one will laugh at me or hurt my feelings.

I have the right to be myself in this school: this means that no one will treat me unfairly because I am one color or another color, fat or thin, tall or short, boy or girl, adult or child.

I have the right to be safe in this school: this means that no one will hit me, kick me, push me, pinch me, threaten me or hurt me.

I have the right to expect my property to be safe in this school.

I have the right to hear and be heard in this school: this means that no one will yell, scream, shout, make loud noises or otherwise disturb me.

I have the right to learn about myself and others in this school: this means that I will be free to express my feelings and opinions without being interrupted or punished.

I have the right to be helped to learn self-control in this school: this means that no one will silently stand by while I abuse the rights of others or when others abuse my rights.

I have the right to expect that all these rights will be mine in all circumstances so long as I am exercising my full responsibilities.

I have the responsibility to treat others with compassion: this means that I will not laugh at others, tease others or try to hurt the feelings of others.

I have the responsibility to respect others as individuals and not to treat others unfairly because they are one color or another color, fat or thin, tall or short, boy or girl, adult or child.

I have the responsibility to make the school safe by not hitting anyone, kicking anyone, pushing anyone, threatening anyone or hurting anyone.

I have the responsibility not to steal or destroy the property of others.

I have the responsibility to help maintain a calm and quiet school: this means I will not yell, scream, shout, make loud noises or otherwise disturb others.

I have the responsibility to learn about myself and others in this school: this means that I will be free to express my feelings and opinions without being interrupted or punished and I will not interrupt or punish others who express their feelings and opinions.

I have the responsibility to learn self-control in this school: this means I will strive to exercise my rights without denying the same rights to others and I will expect to be corrected when I do abuse the rights of others as they shall be corrected if my rights are abused.

I have the responsibility to protect my rights and the rights of others by exercising my full responsibilities in all circumstances.

YELLOW MEDICINE EAST DISTRICT ATTENDANCE POLICY

- I. The obligation of the family, other caregivers, the community at large, and Yellow Medicine East schools is to ensure that students recognize that regular attendance contributes to success in school. Yellow Medicine East promotes such attendance as one of its highest priorities.
- II. Students' attendance is essential to learning at a continuously higher level. Learning includes not only factual subject matter but also attendance habits, work habits, attitudes, and ideals. Reading the material and performing satisfactorily on tests does not compensate for the loss of insight earned during class discussion, explanation, or supervised drill. Every absence interrupts a student's understanding of the material being presented and weakens his/her interest in the continuing program. Each student contributes to the learning atmosphere.
- III. The student, parent, legal guardian or care giver, and the school will continually seek ways to cooperate to achieve positive attitudes and habits toward regular school attendance. Students are provided opportunities to exercise self-discipline within the framework of the stated policy.
- IV. A close correlation between attendance and scholastic achievement has always existed. Likewise, success in the job market is also dependent upon establishing good attendance patterns and work habits. It is with these thoughts in mind that the attendance policy has been developed. It is our objective to assist students in developing more responsibility and to maintain acceptable attendance behavior. The daily student/teacher/peer dialogue is extremely important and can't be duplicated effectively outside of school.**

Students need to be in school in order to become:

Effective Citizens: Knowledgeable voters, productive workers, critical thinkers, and problem-solvers.

Prepared to live in a society: Honest, industrious, tolerant, responsible, cooperative and respectful.

Prepared for the "next step": Further education, employment, vocational training, lifelong learning.

Accordingly, the Board considers it necessary that a firm attendance policy be established to encourage the total education of the student within the district. Therefore, the following policy is established:

1. On the morning that a student is absent due to illness or other emergency, the parent or guardian needs to telephone the school office, (Bert Raney Elementary: 320-564-4082; YME Junior/Senior High: 320-564-4083), between 7:30 a.m. and 10:00 a.m. to report the absence. If the absence continues for more than one day, parents are asked to call; each morning until the student returns.
2. Your call is important for the effectiveness of our attendance procedure. **Upon returning to school, a student must present a written note before returning to class.**

The written excuse must contain the following information:

- * **Student's full name** * **Days and dates absent** * **Reason for absence**
- * **Parent/Guardian signature or doctor's signature and printed name/clinic.**

IF A PHONE CALL IS NOT RECEIVED OR A WRITTEN EXCUSE IS NOT SUBMITTED, THE STUDENT'S ABSENCE WILL BE UNEXCUSED.

NOTE: The school reserves the right to request verification on all calls and notes.

Excused Absences: A student's absence will be excused if it meets any of the following requirements:

1. Personal illness of the student;
2. Family emergencies;
3. For participation in a school approved activity;
4. Upon advance request, (not less than 3 days) by the student's parent or guardian for purposes recognized by the district, provided that the absence does not cause a serious adverse effect upon the student's educational progress. Purposes recognized by the district include, but are not limited to:
 - a. dental or health appointments not able to be scheduled for after school

- b. religious observances; and,
 - c. educational trips or activities; and,
5. Orders of the court.

Unexcused Absences: An absence that does not qualify under the above criteria, or for which no written notice from the student's parent/guardian is received, is unexcused. A student whose absence is not excused will experience the consequences of his/her absence.

The following will occur when implementing the attendance policy:

1. The administration will send out a letter to the parent/guardian, with attached attendance sheets and potential legal consequences for truancy after the student has reached 3 unexcused absences;
2. At 5 unexcused absences, the Building Administrator will schedule a conference with the parent/guardian and student. The purpose of this conference will be to establish the reason(s) behind the truancy, contract for behavior change, make appropriate referrals and provide opportunities for academic support; and,
3. At 7 unexcused absences, YME will file truancy with the County Attorney.

TRUANCY: Refers to situations where the student willfully fails to attend school with or without the parent or care giver's knowledge and with or without the school's permission, is somewhere in the school without authorization, does not attend class as expected, or leaves the school without authorization.

TARDINESS: Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, penalties shall be imposed for excessive tardies. Parents or guardians shall be notified of all penalties regarding tardiness.

YELLOW MEDICINE EAST BACKGROUND CHECK POLICY

Mandatory Background Checks For All Employees/Volunteers

All newly hired employees of Yellow Medicine East – ISD 2190, including volunteers, will be subject to a background check pursuant to Minnesota Statute 123B.03 before beginning employment.

The cost of the background check for a volunteer will be paid by ISD 2190. Background checks for employees will be at their own expense.

YELLOW MEDICINE EAST BEHAVIOR MANAGEMENT POLICY

GOALS:

1. Enhance the behavior of students.
2. Raise the quality of work done by students.
3. Enhance the attitude of both students and teachers towards school and learning.
4. Provide a systematic approach to teaching students such outcomes as self-discipline, self-management, respect, responsibility, planning, organization, persistence, tact, courtesy, and coping skills.
5. Model expected behavior with students.

EXPECTED BEHAVIORS:

1. To follow established behaviors for the classroom, the school building, the lunchroom, and the playground.
2. To talk appropriately and respectfully to adults and peers.
3. To refrain from having physical contact with adults and peers.

Specific behaviors for individual classrooms, the lunchroom, and the playground will be developed by each grade level. This will help to ensure that the behaviors expected are appropriate to the age of the students.

INTERVENTIONS FOR DISRUPTIVE BEHAVIORS:

Step 1 Staff member observes behavior and decides to ignore it or send a nonverbal message of disapproval.

1. If within a reasonable amount of time (30 seconds to 1 minute) it appears that a resolution to

the immediate problem is not likely...

2. The staff person will redirect student to correct behavior. If the student responds to this request in an acceptable manner, nothing else will be done except to praise.
3. If the student does not indicate a willingness to solve the difficulty...

Step 2 And behavior continues: Staff person will give verbal directions to stop disruptive behavior in 30 seconds. (No pleading or compromising with the student.)

Step 3 Behavior continues: The student is required to complete a “BIP Slip” in an acceptable manner approved by a staff member. The “BIP Slip” must be completed and reviewed before returning to classroom activities. Students in the early grades will complete the “BIP Slip” with an adult.

Expectations for “BIP” completion (Behavior Improvement Plan).

1. Student will sit in a specified area as directed by staff member.
2. Student will have only the materials requested by staff member.
3. “BIP Slip” will be discussed with staff member before the student is welcomed back to the classroom activities. A consequence resulting from the inappropriate behavior is determined by the adult in charge and recorded on the “BIP slip”.

Step 4 The student returns to class or if the behavior continues, the student enters into step 5 which calls for In School Suspension.

Step 5 The student is sent to the office for In School Suspension with their incomplete “BIP Slip”. The student is then given two choices:

1. Work out the problem on his/her own through the BIP.
2. Discuss and work out the problem with a staff person.

The student will spend a minimum of 30 minutes when directed to In School Suspension. Time will begin when the student is compliant with the expectations and is working on a plan to reenter their classroom. To reenter the classroom, the student must submit a written resolution for staff approval.

Step 6 If In School Suspension is not successful through the two interventions offered, upon the third demonstration of inappropriate behavior, the student may be told, “You have now earned Out of School Suspension, we will notify your parents that you will be coming home.” Students assigned Out of School Suspension will be given a list of assignments that must be completed prior to returning to school. This ensures that students can earn credit and keep up with academic work when they have earned Out of School Suspension. If Out of School Suspension is implemented in the AM, the student will be allowed to return to school the next day. If implemented in the PM, the student will not be allowed to return to school for one full school day. For example, if implemented on Monday afternoon, the student will be allowed to return to school on Wednesday. Students will be required to complete a reentry plan with their classroom teacher or other designated staff person before reentering the classroom after Out of School Suspension.

Special Notice:

If at any time during these six steps of planned interventions, the student would demonstrate significant physical or verbal behavior to self, others, or school property, Dismissal or Suspension from school may be earned immediately. The following behaviors may result in immediate dismissal or suspension from school:

- Blatant defiance of a staff request
- Physical contact meant to harm another
- Display of vulgar language
- Behavior that degrades another’s ethnic origin or sex

Parents will be notified of student behavior that progresses from Step 2 to the Out of School Suspension implementation. The student will be required to have a parent signature on the "BIP slip" prior to returning to class the following day. The parent may also be contacted by phone.

Repeated inappropriate behaviors requiring students to complete "BIP Slips" may result in the student being required to attend after school behavior classes. These classes will focus on lessons addressing the following topics:

Name Calling; Inappropriate Language; Poor Manners; Problem Solving; Aggression; Anger; Overreacting; Facing Consequences.

Continued inappropriate behaviors by a student may result in additional assigned consequences or in longer periods of In School Suspension or Dismissal or Suspension from school.

TITLE IX POLICY

Notice to students:

Implementation to Title IX, Education Amendments of 1972 Prohibiting Sex Discrimination in Education.

In our knowledge-based society, equal opportunity in education is fundamental to equality in all forms of human endeavor. As an affirmation of the principals of equality upon which our nation was founded, our school district policy supports Title IX. Our Affirmative Action Policy assures nondiscrimination on the basis of sex, race, color, religion, national origin, age, or disability in all education programs and activities including treatment of students, access to programs, athletics, facilities, counseling and scholarships.

No person shall be denied admission or be subjected to discrimination on the basis of sex in admission to our school. Students shall not be treated differently on the basis of sex regarding their marital or parental status.

The local school board has designated the Superintendent as official Title IX and EEO Compliance Officer to coordinate the district's efforts to ensure compliance with Title IX and carry out its responsibilities. Any complaint of discrimination may be communicated to the Superintendent and an investigation will be conducted. A grievance procedure, which provides a prompt and fair resolution of complaints alleging any act of discrimination, has been established and is available to all students.

SEXUAL HARASSMENT/SEXUAL VIOLENCE POLICY

Yellow Medicine East Schools believe that all individuals should be treated with respect and dignity.

Students should be able to attend school in an environment that is free from sexual harassment and sexual violence. Yellow Medicine East Schools will not tolerate behavior or activities to harass a person through conduct or communication that is determined to be sexual harassment or sexual violence.

Sexual Harassment can include many things:

- Telling lies or spreading rumors about a person's personal life.
- Unwanted sexual teasing, jokes, remarks or questions.
- Unwanted deliberate touching.
- Sexual comments, innuendoes or stories.

Sexual harassment is any unwelcome sexual advances and other verbal or physical conduct of a sexual nature. It is also in the eye of the beholder - what is comfortable for one person may be hurtful harassment to another. If you are not sure how another person feels about what you are saying or doing, stop the potentially harassing behavior.

Any person who believes that he or she has been the victim of sexual harassment or sexual violence, or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence should report the alleged acts immediately to the Principal or directly to the

Superintendent. Retaliation is as intolerable as the act itself. Students need to inform school officials if retaliation occurs.

RELIGIOUS AND RACIAL HARASSMENT POLICY

Yellow Medicine East Schools believe that all individuals should be treated with respect and dignity.

Students should be able to attend school in an environment that is free from religious or racial harassment. Yellow Medicine East Schools will not tolerate behavior or activities to harass a person through conduct or communication that is determined to be religious or racial harassment.

Religious or racial harassment may include unwelcome comments, slurs, remarks or communication of any kind regarding religious or ethnic origin that is demeaning or offensive. Religious and/or racial harassment takes its toll on the victim's self-esteem and self-confidence and it will not be tolerated at Yellow Medicine East Schools.

Any person who believes that he or she has been the victim of religious or racial harassment, or any third person with knowledge or belief of conduct which may constitute religious or racial harassment should report the alleged acts immediately to the Principal or directly to the Superintendent. Retaliation is as intolerable as the act itself. Students need to inform school officials if retaliation occurs.

WEAPONS / ASSAULT POLICY

A. WEAPONS

Weapons means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons are: gun(including pellet guns, look-alike guns and nonfunctioning guns that could be used to threaten others), knives, clubs, metal knuckles (used in a threatening manner), numchucks, throwing stars, explosives, stun guns, ammunition.

Possession of a weapon refers to having a weapon on one's person or in an area subject to one's control on school property or at a school activity.

Possession of a weapon may result in:

1. An initial suspension for five (5) days
2. Confiscation of the weapon
3. Contacting the police department
4. A recommendation to the Superintendent that the student be expelled.

A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.

B. ASSAULT

1. A threat of bodily harm or death to another person, without material physical contact, may result in a parent/guardian conference and an initial suspension of up to ten (10) days for students in grades K - 12.

2. A student who threatens bodily harm or death to another without material physical contact while in possession of a weapon shall be dealt with under the preceding section of this policy dealing with "weapons."

3. Students in grades K - 12 who engage in fighting with another person may be suspended from the classroom or from the building for ten (10) days. Recess or other school privileges may be taken away. Fighting shall be characterized by a violent aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one another and differentiated from "poking, pushing, shoving, or scuffling."

4. Direct attack with a weapon: Direct attack with a weapon shall be dealt with under the preceding section of this policy with "weapons."

5. Direct attack on another person: Students in grades K - 4 may receive a one (1) to five (5) day suspension. Students in grades 5 - 12 will be initially suspended for five (5) days and may be recommended to the Superintendent for expulsion.

LASER POLICY

Unauthorized Possession of Laser Lights

The district recognizes that the student use of laser lights in the school setting for the purpose of shining them in the eyes of a peer or adult, has the potential of causing permanent physical eye damage. For this reason, laser light possession by students is strictly prohibited.

Procedure for Handling Unauthorized Possession of Laser Lights in the School Setting

Any student who is in unauthorized possession of a laser light in the school setting may be suspended from school for up to two days. The principal or principal's designee will immediately confiscate the laser light and will notify the parent/guardian of the offense and disciplinary action. All laser lights will be confiscated and turned over to the parent/guardian upon request.

COMPUTER INFO - PARENT ONLINE ACCESS (Parent Portal)

The YME attendance and grading program includes the option for parents/guardians to have access to view student's grades, attendance, lunch accounts and grad standard information. This is all done through the Internet using a web browser. If you have not already done so, you may sign up for access to this program at the elementary office.

COMPUTER USE POLICY

Students in District 2190 use computers and the Internet to participate in distance learning activities, to ask questions of and consult with experts, to communicate with other students and individuals, and to locate material to meet their educational and personal information needs. All educators have a professional responsibility to work together to help students develop the skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Following is the Yellow Medicine East School's Acceptable Use Policy Guidelines:

All users are expected to abide by the generally accepted rules of computer, network, e-mail, and Internet etiquette. The following guidelines are the minimum taught to all district students.

- * **Be polite.** Do not get abusive in e-mail messages to others. School rules regarding harassment apply to electronic communication.
- * **Use appropriate language.** Do not swear, use vulgarities or any other inappropriate language.
- * **Do not reveal personal data.** This includes addresses or the phone numbers of students or colleagues to unknown Internet users.
- * **E-mail is not guaranteed to be private.** The System Administrator has access to all e-mail and will monitor it at their discretion. Messages relating to or in support of illegal activities will be reported to the authorities.
- * **Publishing student produced work.** Any items produced by the students will not be posted to the Internet without the instructor's and administrator's permission. If permission is granted, items will be considered fair use and available to the public.

There are some unacceptable uses of the networks, computers, software, Internet, e-mail, and all other peripherals. These include, but are not limited to:

- To access, upload, download or distribute pornographic, obscene or sexually explicit material.
- To transmit obscene, abusive or sexually explicit language.
- To violate any local, state or federal statute.
- To vandalize, damage or disable the property of another person, organization or school district.
- For unauthorized commercial use and/or financial gain of the user.
- Degrading or disrupting computer hardware/software or system performance.
- Wasting technology resources, including bandwidth, file space, and printers.
- Gaining unauthorized access to e-mail, computers CD-roms, data, and all other resources or entities.
- To violate copyright laws, or otherwise use another person's intellectual property without their prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer.
- To access another person's materials, information or files without the implied or direct permission of that person.
- Using an e-mail account owned by another user, with or without their permission.

VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES

I. PURPOSE

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

II. GENERAL STATEMENT OF POLICY

A. The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.

B. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

III. RESPONSIBILITY

A. The school district administration shall present recommended visitor procedures and requirements to the school board for review and approval. The procedures should reflect input from employees, students, and advisory groups as necessary, and shall be communicated to the school community and the general public.

Upon approval by the school board, such procedures and requirements shall be an addendum to this policy.

B. It shall be the responsibility of the superintendent to provide coordination that may be needed throughout the process and provide for periodic school board review and approval of the procedures.

IV. VISITOR LIMITATIONS

A. An individual or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.

B. An individual or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

Definitions/Procedures Relating to Visitors to School District Buildings/Sites

The Minnesota School Trespass Law, Minn. Statute 609.605, subd. 4, can be used to control and restrain visitor access. The School Trespass Law makes it a misdemeanor for an individual to trespass in a school building. A "trespasser" is defined as anyone who is not an enrolled student, a parent or guardian of an enrolled student, an employee, an invited individual, a person attending a school event, class, or meeting, or a visitor who has reported into the school in the manner required of visitors. A principal or designee may detain an individual for reasonable cause for a reasonable period of time, and cannot be held civilly or criminally liable for detaining a suspected trespasser if the action is based upon reasonable cause. In extreme instances, the school district may consider seeking an injunction restraining an individual access to the school.

Specific Procedures for School Visitations and Visitors shall include:

- 1) Signs will be placed by all doors of the school building, including service entrances, which will direct all visitors to register in the administrative office.
- 2) All visitors are required to register at the administrative office upon arrival or departure.
- 3) A designated office person will, if requested or deemed necessary, escort the visitor to the areas sought to be visited.

- 4) Unfamiliar visitors may be questioned, and may be directed to the administrative office to register.
- 5) Visitors who wish to meet with teachers will be restricted to the hours that teachers are not with students, unless permission is granted otherwise.
- 6) The building administrator has the discretion to deny a request to visit the school.
- 7) School administrators have the discretion to adopt or enforce more specific and/or restrictive rules governing the visits to school buildings.
- 8) Building administrators have the discretion to implement the requirement that visitors wear a brightly colored visitor badge to signify their status and the fact that school administration has authorized their presence in the building. This would include the date and time of the visit if deemed necessary.

Legal References: Minn. Stat. 123.33, Subd. 1 (School Board Powers)
Minn. Stat. 609.605, Subd. 4 (Trespasses on School Property)

Yellow Medicine East Public Schools School Discipline Policy

1. Statement of Policy:

It is the position of the Yellow Medicine East Public Schools that a fair and equitable school discipline policy will contribute to the quality of a student's educational experience. Without discipline in the schools, learning cannot occur. Therefore, this school discipline policy has been adopted.

It is the responsibility of the school boards, administrators, and teachers to safeguard the health and safety of each student. The school boards and district administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with state statutes, state board of education regulations, and this policy.

2. General Powers of School Boards:

In Minnesota, the care, management and control of each school district is vested in the school board (Minn. Stat. 123.33, Subd. 1.). As part of its powers and duties, the school board clearly has the authority and responsibility to establish reasonable rules and regulations to govern student conduct. The Minnesota Supreme court has held that the rules of a school board will not be overturned by a court unless they are clearly arbitrary or unreasonable.

Minn. Stat. 120.06 provides that "Notwithstanding the provisions of any law to the contrary, the conduct of all students under the age of 21 attending a public secondary school shall be governed by a single set of reasonable rules and regulations promulgated by the local school board." Any due process procedures which may be established by a board to govern suspensions, expulsions and exclusions must be in compliance with the provisions of the Pupil Fair Dismissal Act of 1974, Minn. Stat. 127.26 to 127.39 and the changes and additions made to that law in 1983, Minn. Stat. 127.40 to 127.42.

3. Rules of Conduct:

All students who attend Yellow Medicine East Public Schools have the right to learn and participate in all aspects of the school program in a secure learning atmosphere, safe from disruptive behavior or harm from other students. Disciplinary action may be taken against students for any behavior which disrupts good order or violates the rights of others.

A. General Conduct:

1. The following acts are unacceptable behavior subject to disciplinary action in the schools:
 - No student has the right to stop a teacher from teaching.
 - No student has the right to interfere with another's learning.
 - No student has the right to act in a manner that is harmful to himself/herself or others.

B. Truancy and Unauthorized Absences:

1. As required by current statutes, regulations of the State Department of Education, and the school boards of these districts, students shall be in attendance each day school is in session. The authority to decide whether an absence is excused or unexcused rests with the building principal, or his/her lawful designee. Whenever an absence can be foretold, the student should make up the work in advance. Students returning to school following an absence will be expected to complete all missed assignments within a reasonable period of time (for example: double the time of the absence).

2. Truancy, for the purposes of this policy, is the absence of oneself from school or class without the approval of the school.

3. If a student develops a pattern of absences or tardiness to school or class, disciplinary action will be taken. This action will include but not be limited to, detention, conference with parent(s) and/or guardian, suspensions, or summer school. Family Services and probation offices may be involved in solving instances of excessive truancy.

C. Damage to School or Personal Property:

1. **Vandalism:** damage or destruction of school property or property of others by students is vandalism.

2. **Theft** is the act of intentionally and without claim of right, taking, using, transferring, concealing or retaining possession of movable property of another without his/her consent and with intent to deprive the owner permanently of the property, or the finding of lost property and not making reasonable effort to find the owner.

D. Threats and Disruptions:

1. **Dangerous Threats:** Threats to normal school operations or school activities, including but not limited to the reporting of dangerous or hazardous situations that do not exist, are unacceptable behavior.

2. **School Disruptions:** Any student who disturbs or interrupts the peace and good order of the school or school-sponsored activities will be subject to disciplinary action.

3. **Physical Assault/Fighting:** Physical assault is an act which intentionally inflicts or attempts to inflict bodily harm upon another, this includes off campus immediately before and after school and open/closed lunch hour.

4. **Verbal Assault/Non-Verbal Assault:** Verbal assaults are abusive, threatening, profane or obscene language, either oral or written by a student or staff member or another student including conduct which degrades people because of their race, religion, ethnic background, or physical or mental handicaps.

5. **Non-Verbal Assault:** includes but is not limited to, gestures, intimidation or other forms of unacceptable behavior.

6. **Trespassing:** when ordered to leave school property and willfully refuses upon request may result in removal by law enforcement officials.

E. Dangerous, Harmful, and Nuisance Substances and Articles:

1. **Alcohol:** Students are prohibited from using, possessing, or being under the influence of alcoholic beverages at school, on school grounds, at school-sponsored activities, in school transportation or areas adjacent to the schools.

2. **Drugs:** Students are prohibited from using, possessing, distributing or being under the influence of illegal drugs or narcotics at school, on school grounds, at school-sponsored activities, in school transportation or areas adjacent to the school.

3. **Tobacco:** Tobacco use by students is prohibited at school, on school grounds, at school-sponsored activities, in school transportation or areas adjacent to the school.

4. **Harmful or Nuisance Articles:** The possession or use of articles that are a nuisance, illegal or that may cause harm to persons or property is prohibited at school, on school grounds, at school-sponsored activities or in school transportation.

5. **Weapons:** Weapon means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons are: gun (including pellet guns, look-alike guns and nonfunctioning guns that could be used to threaten others), knives, clubs, metal knuckles (used in a threatening manner), numchucks, throwing stars, explosives, stun guns, ammunition.

Possession refers to having a weapon on one's person or in an area subject to one's control on school property or at a school activity. A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.

F. Additional Activities Which Constitute Unacceptable Behavior:

1. Willful conduct which materially and substantially disrupts the right of others to an education.
2. Willful conduct which endangers school district employees, the pupils, or the property of the school.
3. Willful violation of any rule of conduct specified in this discipline policy.
4. State/Local Laws: The violation of any state or local law or the violation of any federal law is

unacceptable behavior.

5. Failure to identify oneself: Failure to provide proper identification upon request of a staff member is unacceptable behavior.

6. Insubordination: The refusal to obey a reasonable request of any employee of the school district.

G. Extra Curricular Activities:

1. Students can and will be excluded from extra curricular activities when behavior is unbecoming of and/or a discredit to the school. Students involved in extra curricular activities need to regard participation as a privilege and will be held to higher standards of conduct. All fines and charges must be paid prior to participation.

H. Obscenity/Indecency:

1. The act of using obscene language in verbal or written form or in pictures or caricature in or on school property is unacceptable behavior.

2. The act of offending against the commonly recognized standards of good taste, including but not limited to the use of vulgar language, suggestive or offending T-shirts, caps, (i.e. apparel with sexually suggestive comments, diagrams, pictures, lewd language or sexual innuendoes) etc., is unacceptable behavior.

I. Gang Related Paraphernalia

1. Students who put symbols on notebooks, clothing, etc. will not be tolerated, this behavior will not be allowed.

2. Collectible material will be confiscated and sent to the office. If the student is not cooperative with the school employee, the student will be referred to the principal's office.

3. Students with gang related clothing, caps, flags, etc. will be sent to the office immediately. Students who are not cooperative or continue to wear or put symbols on clothing, notebooks, etc. will be removed from school until a conference with parents/guardians occurs to resolve the issue(s).

J. Disciplinary Action:

1. Disciplinary action may include but is not limited to: Meeting with the teacher, counselor, or principal; Detention; Referral to a mentor and/or other school or non-school resources; Loss of school privileges; Parental conference with school staff; Modified school programs; Removal from class; Suspension; Exclusion; Expulsion; Involvement with law enforcement, courts, etc.

**I dreamed I stood in a studio
And watched two sculptors there.
The clay they used was a young child's mind
And they fashioned it with care.
One was a teacher; the tools he used
Were books, music and art.
One a parent, who worked with a guiding hand,
And a gentle, loving heart.**

Day after day, the teacher toiled
With a touch that was deft and sure
While the parent labored by his side,
And polished and smoothed it o'er.
And when at last their task was done
They were proud of what they had wrought.
For the things they had molded into the child,
Could be neither sold or bought.
And each agreed he would have failed
For
Behind the teacher stood the school,
And
Behind the parent, the home.

By Cleo V. Swarat



Yellow Medicine East 2008-2009 School Calendar



8:15 am – 2:44 pm – Elementary School
8:15 am – 2:50 pm – High School

July 2008						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2008						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2008						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2008						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2008						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2008						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 25-28 Inservice Days
 September 2 First Day of School
 September 22-26 Homecoming Week
 September 22 Late Start
 October 6 High School Conferences
 October 14 Early Out
 October 15 Inservice Day
 October 16 & 17 EM Break
 October 31 End of 1st Quarter – 41 Days
 November 3 Late Start
 November 6 & 11 Bert Raney Conferences
 November 26 Inservice Day
 November 27 & 28 Thanksgiving Break
 December 8 High School Conferences
 Dec. 24 – Jan. 2 Christmas Break
 January 16 End of 2nd Quarter – 44 Days
 January 19 Inservice Day
 January 20 Late Start
 February 11 Early Out
 February 12 Inservice Day
 February 13 Comp Day – No School
 February 16 Presidents Day
 March 5 & 10 Bert Raney Conferences
 March 20 Early Out
 March 27 End of 3rd Quarter – 46 Days
 April 8 Early Out
 April 9 Inservice Day
 April 10-13 Easter Break
 April 18 Prom
 May 1 Early Out
 May 25 Memorial Day
 May 28 End of 4th Quarter – 40 Days
 May 29 Early Out
 May 29 Inservice Day
 Graduation
 June 1 Inservice Day

171 Student Contact Days

- First/Last Day of School
- Inservice Day
- Vacation Day
- Early Out
- Late Start
- Comp Day
- End of Quarter

Up to two days may be used for Parent-Teacher Conferences and will be scheduled by the administrators. The first day missed for inclement weather will not be made up. All other days missed or storms or other emergencies will be made up at the end of the year. The board reserves the right to amend or adjust the calendar.

January 2009						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2009						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2009						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2009						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Upcoming Events and Activities

Event	Date	Location	Time
Staff Welcome Back to YME	August 25, 2008	HS Cafeteria & Little Theater	7:45 AM
Teacher Inservice Days	August 25-29, 2008	District	
Back to School Night	August 26, 2008	YME High School	5:00 - 8:00 PM
First Day of School	September 2, 2008	District	
School Board Meeting	September 8, 2008	YME Board Room	7:00 PM
Bert Raney Open House	September 9, 2008	Bert Raney Elementary	4:00 - 6:00 PM