

# Yellow Medicine East ISD 2190 School Board Meeting Agenda



Monday, August 11, 2014 at 6:00 PM  
Regular Meeting  
YME Board Room

Our Mission is: To create lifelong learning opportunities in a positive, inclusive environment where all individuals experience success as respectful, responsible, and productive citizens of a global community.

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1. Call to Order	3
2. Reading of the YME Mission Statement	
3. Approval of Agenda	
4. Approval of July 21, 2014 Board Meeting Minutes	5
5. Opportunity for Citizens to Speak	
6. Board Committee Reports	
A. Finance Committee Meeting - August 11, 2014	9
7. Reports	
A. Preliminary Enrollment Report	14
B. Finance Report	
C. Bert Raney Elementary Report - L. Hansen	15
D. YME MS/HS Report - R. Luft	17
E. Superintendent Report - A. Stoeckman	18
8. Action Items	
A. Approval of Bills for Payment	19
B. Referendum	
C. Approval of 2014-15 Bert Raney Elementary Student Handbook	29
D. Approval of 2014-15 YME MS/HS Student Handbook	45
9. Personnel Items	
A. 5th Grade Teacher - T. Lightfoot	
B. Band Teacher - K. Castiglione	

- C. English Teacher - K. Jenson
  - D. Assistant Volleyball Coach - K. Jenson
  - E. Assistant Girls Tennis Coach - S. Soden
  - F. ECFE/School Readiness Paraprofessional - J. Torvik
  - G. Custodian - D. Koskela
10. Discussion Items
- A. HS Media Position
11. Upcoming Events
- A. Staff Development Days - August 25 - 28, 2014 - YME School District
  - B. First Day of the 2014-15 School Year - September 2, 2014 - YME School District
  - C. Late Start - Teacher PLC - September 11, 2014 - YME School District - 10:15 am
  - D. Late Start - Teacher PLC - September 25, 2014 - YME School District - 10:15 am
12. Adjourn

# YELLOW MEDICINE EAST PUBLIC SCHOOLS

Independent School District 2190

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To: YME School Board Members  
From: Allen Stoeckman, Superintendent  
Date: August 7, 2014  
RE: Board Meeting – August 11, 2014

The agenda notes for the August 11, 2014 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.   | Reading of the YME Mission Statement  |
| 3.   | Approval of Agenda  |
| 4.   | Approval of July 21, 2014 Meeting Minutes   |
| 5.   | Opportunity for Citizens to Speak   |
| 6.   | Board Committee Reports   |
| A.   | Finance Committee<br><i>Will be meeting August 11.</i>  |
| 7.   | Reports   |
| A.   | Preliminary Enrollment Report<br><i>Posted on BoardBook</i>   |
| B.   | Finance Report  |
| C.   | Bert Raney Elementary Report – L. Hansen  |
| D.   | YME Middle/High School Report – R. Luft   |
| E.   | Superintendent Report – A. Stoeckman<br><i>Posted on BoardBook</i>  |
| 8.   | Action Items  |
| A.   | Approval of Bills for Payment<br><i>The list of bills is posted on BoardBook..</i>  |
| B.   | Referendum<br><i>The Finance Committee is meeting the morning of August 11 and will make a recommendation as to the amount of the Operating Levy.</i> |
| C.   | Approval of 2014-15 Bert Raney Elementary Student Handbook<br><i>Lisa Hansen will be in attendance to answer questions.</i>                           |
| D.   | Approval of 2014-15 YME MS/HS Student Handbook<br><i>Ryan Luft will be in attendance to answer questions.</i>   |

9. Personnel Items
  - A. 5<sup>th</sup> Grade Teacher – T. Lightfoot  
*Theresa Lightfoot*
  - B. Band Teacher – K. Castiglione  
*Kristen Castiglione*
  - C. English Teacher – K. Jenson  
*Katie Jenson*
  - D. Assistant Volleyball Coach – K. Jenson  
*Katie Jenson*
  - E. Assistant Girls Tennis Coach – S. Soden  
*Scott Soden*
  - F. ECFE/School Readiness Paraprofessional – J. Torvik  
*Jackie Torvick*
  
10. Discussion Items
  
11. Upcoming Events
  - A. Staff Development Days – August 25-28, 2014 – YME School District
  - B. First Day of the 2014-15 School Year – September 2, 2014 – YME School District
  - C. Late Start – Teacher PLC – September 11, 2014 – YME School District – 10:15 am
  - D. Late Start – Teacher PLC – September 25, 2014 – YME School District – 10:15 am
  
12. Adjourn

**YELLOW MEDICINE EAST ISD #2190  
SPECIAL SCHOOL BOARD MEETING MINUTES  
MONDAY, JULY 21, 2014 – 6:00 PM  
YME BOARD ROOM**

Board Members Present: Jane Hagert, Tim Opdahl, Steve Rupp, Grant Velde, Shelly Weir, Grant Velde

Board Members Absent: Dawn Odegard

Community / Staff Members Present: Clark Anderson, Kathy Anderson, Deb Beckler, Sue Bones, LeeAnn Boushek, Roberta Bjerkeset, Leanne Carmany, Stacy Childers, Ethan Groothuis, Molly Hoff, Tim Knapper, Dave Nordaune, Amy Peterson, Eric Peterson, Sharon Rupp, Denine Rutledge, Allen Stoeckman, Denise Streich, Kirsten Tjosaas, Angie Weninger

Chairman Velde called the meeting to order.

Board Member Tim Opdahl read the YME Mission Statement.

Motion by Opdahl, second by Hagert and carried to approve the agenda for the meeting.

Motion by Rupp, second by Weir and carried to approve the minutes from the July 8, 2014 Special Board meeting.

The opportunity for citizens to speak received no response.

Stacy Childers, from Springsted, Inc., the financial advisor for Yellow Medicine East, was in attendance to update the Board on the referendum process.

Board Chair Velde reported on the July 14, 2014 Building & Grounds Committee meeting

Board Member Tim Opdahl reported on the July 21, 2014 Finance Committee meeting.

Fund balance and enrollment reports were submitted for review.

Motion by Weir, second by Zumhofe and carried to approve the second reading and adoption of Policy 514 – Bullying Prohibition.

Motion by Zumhofe, second by Opdahl and carried to approve the second reading and adoption of Policy 903 – Use of District Facilities & Equipment.

Motion by Zumhofe, second by Opdahl and carried to approve the second reading and adoption of Policy 906 - Community Notification of Predatory Offenders.

Motion by Zumhofe, second by Opdahl and carried to approve the second reading and adoption of Policy 907 – Rewards.

Motion by Rupp, second by Hagert and carried to approve bills for payment in the amount of \$510,244.32 with checks numbered 17634-17778; transfers in the amount of \$146,622.47 numbered 201300124-201300140; and transfers in the amount of \$235,187.50 numbered 201400001-201400002.

Motion by Opdahl, second by Zumhofe and carried to adopt a resolution to hold meetings on Columbus Day – October 13, 2014.

Motion by Hagert, second by Rupp and carried to designate Board meeting dates for the 2014-15 as school year as follows: July 21, 2014, August, 11, 2014, September 8, 2014, October 13, 2014, November 10, 2014, December 8, 2014, January 12, 2015, February 9, 2015, March 9, 2015, April 13, 2015, May 11, 2015, June 8, 2015. Meetings will be held in the YME Board Room and will begin at 6:00 pm. The fourth Monday of the month will be reserved should a second meeting need to be held.

Motion by Weir, second by Rupp and carried to designate school depositories for the 2014-15 school year as follows: F&M Bank of Clarkfield for payroll; Citizen's Alliance 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 Opdahl, second by Weir and carried to designate the Advocate Tribune as the official school newspaper for the 2014-15 school year.

Motion by Zumhofe, second by Rupp and carried, with Opdahl opposed, to designate Rupp, Anderson, Squires & Waldspurger, P.A. - Kevin Rupp; and Holmstrom & Kvam – Spencer Kvam, as legal counsel for the 2014-15 school year and to authorize the Superintendent and Board chairperson to contact them as needed.

Motion by Opdahl, second by Zumhofe and carried to designate financial procedures & personnel for the 2014-15 school year as follows: LeeAnn Boushek, Finance Officer, Terri Peterson, Assistant Finance Officer, and Tara Miller, Payroll Officer to complete and authorize 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 as necessary.

Motion by Weir, second by Hagert and carried to authorize the facsimile use of Board member signatures for the 2014-15 school year.

Motion by Opdahl, second by Rupp and carried to approve membership renewal with Minnesota School Boards Association for the 2014-15 school year.

Motion by Weir, second by Hagert and carried to approve membership renewal with Minnesota Rural Education Association for the 2014-15 school year.

Motion by Hagert, second by Weir and carried to contract with Minnesota Valley Cooperative Center for the purchases of special education services for the 2014-15 school year, with Rupp abstaining, due to a conflict of interest.

Motion by Opdahl, second by Hagert and carried to approve the adoption of the Health & Safety Budget for the 2014-16 school year, as follows:

### Health & Safety Budget 2013-2016

Finance Code	Description	FY 2013-14	FY 2014-15	FY 2015-16
347	Physical Hazards	3,867	4,800	4,800
349	Other Hazardous Material	-	500	600
352	Environmental & Safety Management	14,610	24,850	15,900
358	Asbestos Removal	10,966	15,000	10,000
363	Fire Safety	7,072	5,400	6,000
366	Indoor Air Quality	31,000	4,000	-
<b>TOTAL</b>		<b>67,515</b>	<b>54,550</b>	<b>37,300</b>

Motion by Opdahl, second by Weir and carried to approve the 2014-16 YME MSEA Employees Contract.

Motion by Weir, second by Rupp and carried to approve the hiring of an additional 5<sup>th</sup> grade teacher.

Motion by Hagert, second by Opdahl and carried to approve the substitute teacher pay rate of \$105 per day for the 2014-15 school year.

Motion by Weir, second by Opdahl and carried to set food service prices for the 2014-15 school year as follows:  
 Breakfast – Adult: \$2.10; Grades K-3: Free; Grades 4-12: \$1.45.  
 Lunch - Adult: \$3.60; Grades K-5: \$2.35; Grades 6-12: \$2.60.

Motion by Weir second by Rupp and carried to acknowledge donations received of \$500 and more during the 2013-2014 school year, as presented.

Motion by Rupp, second by Weir and carried to approve the leave of absence request received from Kristina Blackwelder, to begin on approximately September 17, 2014.

Motion by Opdahl, second by Zumhofe and carried to approve the 5-year extended leave of absence request received from James Williams, beginning with the 2014-15 school year.

Motion by Zumhofe, second by Weir and carried to approve the resignation of Nicole Boelter, instrumental music instructor, effective June 16, 2014.

Motion by Hagert, second by Zumhofe and carried to approve the resignation of Jean Feldman, community education/activities secretary, effective July 31, 2014.

Motion by Hagert, second by Rupp and carried to approve the resignation of Theresa Ziebarth-Moritz, Bert Raney Elementary student council advisor, effective July 14, 2014.

Motion by Rupp, second by Zumhofe and carried to approve the resignation of Ted Renslow, custodian.

Motion by Zumhofe, second by Hagert and carried to approve the employment of MaryElla Clouse, 2<sup>nd</sup> grade teacher.

Motion by Opdahl, second by Hagert and carried to approve the employment of Jeremy Corner, Lego League coach.

Motion by Rupp, second by Opdahl and carried to approve the employment of David Schueler, assistant football coach.

Motion by Hagert, second by Opdahl and carried to approve the employment of Andrew Baumgartner, assistant football coach.

Discussion was had regarding a Board work session on July 28, 2014 to discuss a referendum.

#### Upcoming Events

School Board Work Session - July 28, 2014 - YME Board Room - 6:00 pm

School Board Meeting – August 11, 2014 – YME Board Room m- 6:00 pm

Staff Development Days – August 25 – 28, 2014 – YME School District

First Day of the 2014-15 School Year – September 2, 2014 – YME School District

Late Start – Teacher PLC – September 11, 2014 – YME School District – 10:15 am

Late Start – Teacher PLC – September 25, 2014 – YME School District – 10:15 am

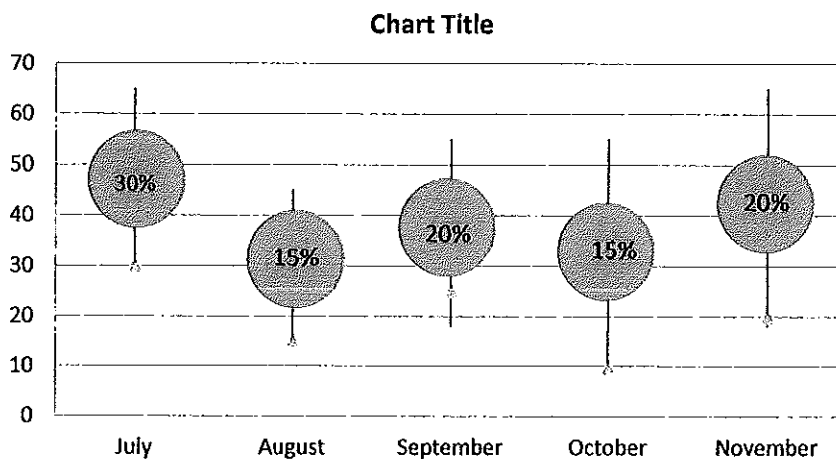
The meeting was adjourned by Chairman Velde.

# Planning the Final Three Months of Your Referenda Campaign

2014 MSBA Summer  
Seminar

Dr. Bill Morris  
Morris Leatherman Company  
August 4, 2014

## Decision Time



### Turnout Fluctuations

In Gubernatorial elections, turnout varies according to age, education, party affiliation, and closeness of the major elections.

The average turnout across Minnesota is 65% of the registered electorate. But, some districts -- generally in the Metropolitan Area -- can post turnouts of over 80%. The best estimate of turnout in the School District is the level of participation in the 2010 election.

There may also be down-the-ballot elections driving turnout higher in parts of the School District. Be aware of heated County Commissioner races, city elections and, particularly, other referendum elections.

- Reasonable Goals for a Grassroots Effort:
  - Increase turnout among parents to 25% over the general turnout.
  - Increase turnout among 18-34 year olds by 20% above the overall turnout.
  - To increase turnout among renters, too much time and resources are burned through for minimal results.

## Absentee Parents

- Parents are not participating in the percentages required to assure success.
  - In 2013, the parent turnout rate dropped below the general turnout rate.
- Generally, parents split 4-1 in favor of any "reasonable" tax increase.
  - Key exceptions occur after redistricting or eliminated "pet" programs. In addition, current discussions of "hot topics" can have the same impact.
- Added attention will be needed.
  - Notify parents of the "Early Voting Law" and provide forms for securing Absentee Ballots
  - Use of the District "dedicated telephone communication system" on Monday and Tuesday
  - E-mails from friends or parents of classmates
  - Exposure as a non-voter
  - Telephone call from classroom teacher
  - "House parties" before going to the poll together

## Ambiguity and Confusion

- Is it new money or old money?
- What is equity and location equity?
- PPU versus “per student”
- Net tax increase, tax decrease, tax neutral?
- How long has the School District been limited in its taxing and spending actions?
- When was new money approved last?
- If the State was so generous, why does the School District need more?
- Are we the only District being “greedy?”

## Security

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Generally High Support Levels               <ul style="list-style-type: none"> <li>– Secured entries</li> <li>– Check-in desks</li> <li>– Closed circuit cameras</li> <li>– Classroom security measures at all schools</li> <li>– Key pad entries</li> <li>– Police liaisons or armed security personnel</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Generally Low or Mixed Levels of Support               <ul style="list-style-type: none"> <li>– Armed teachers/administrators</li> <li>– Attack dogs</li> <li>– Metal detectors</li> <li>– Briefcase/Back-sack Searches</li> <li>– <b><u>Doing Nothing</u></b></li> </ul> </li> </ul> |
|--|--|

## Technology

- Two key positive words for most voters: “bandwidth” and “infrastructure”
- Spending on infrastructure improvements is strongly preferred over spending to provide more individual devices to students.
- Tie-ins to curriculum changes/improvements also strengthens support.
- Capital projects levy runs stronger among voters than bond referendums for technology.

## Competitiveness

- A telling argument for strengthening support
- A strong statement also convinces undecided voters
- Conversions from opposition to support vary between +4% and +8%.
- Structuring this theme
  - Compare to neighbors, particularly if the School District lags
  - Not only cite neighbors, but also members of your sports league
  - If the School District is below the cap, compare with “grandfathered” districts
  - Be sure to indicate the permitted inadequate increases, if any, and the resulting budget damage

## Print Media

- School District Newsletter is the most credible and most effective source of referendum information.
- The Community Education Catalog is very effective with sports-minded adults.
- People say they trust “newspaper articles” the most, but they exaggerate; there is nothing more engaging than a “juicy” Letter to the Editor.
- Flyers and “Stuffies” for elementary and middle school students are a focused way to reach young parents.
- Keep students in the forefront of any of these communication channels.
- If the focus becomes dollars and cents rather than children, the referendum will probably lose.
- Use a two-level information flow in print: heartwarming and celebratory pictures with more dispassionate verbiage.

## Electronic Media

- Remember the Technology Divide at age 50 – between those comfortable with computers and those not.
- Drive internet proficient residents to a “slick” Facebook site.
- Collect parent e-mails and use them to remind this group to vote.
- YouTube is the third most effective electronic medium, particularly with 18-35 year olds; the more emotional the presentation, the better.

**YELLOW MEDICINE EAST  
PROJECTED ENROLLMENT 2014-2015**

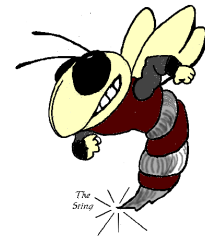
	PROJECTED SEPTEMBER			OCTOBER			NOVEMBER			DECEMBER			JANUARY		
	BRE	MS/HS	ENR	BRE	MS/HS	ENR	BRE	MS/HS	ENR	BRE	MS/HS	ENR	BRE	MS/HS	ENR
Kindergarten	53														
First Grade	76														
Second Grade	57														
Third Grade	59														
Fourth Grade	58														
Fifth Grade	57														
	360			0			0			0			0		
Sixth Grade		63													
Seventh Grade		55													
Eighth Grade		59													
Ninth Grade		73													
Tenth Grade		58													
Eleventh Grade		58													
Twelfth Grade		86													
		452			0			0			0			0	
K-12 TOTAL			812			0			0			0			0

	FEBRUARY			MARCH			APRIL			MAY			END OF THE YEAR		
	BRE	MS/HS	ENR	BRE	MS/HS	ENR	BRE	MS/HS	ENR	BRE	MS/HS	ENR	BRE	MS/HS	ENR
Kindergarten															
First Grade															
Second Grade															
Third Grade															
Fourth Grade															
Fifth Grade															
		0			0			0			0			0	
Sixth Grade															
Seventh Grade															
Eighth Grade															
Ninth Grade															
Tenth Grade															
Eleventh Grade															
Twelfth Grade															
		0			0			0			0			0	
K-12 TOTAL			0			0			0			0			0

# Bert Raney Elementary School

## Board Report - August 2014

Lisa A. Hansen, BRE Principal



Over the course of the past six weeks, I have had the privilege of visiting with more than 50 Bert Raney staff members, both certified and non-certified. This has provided an incredible opportunity for me to learn more about Bert Raney. I am honored to be back at Bert Raney!

### Enrollment

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	Apr.	May
K	51	53									
	17/17/17	17/18/18									
1	76	76									
	18/19/19/20	18/19/19/20									
2	57	57									
	18/19/20	18/19/20									
3	59	59									
	19/20/20	19/20/20									
4	59	58									
	24/25/10	23/25/10									
5	58	57									
	22/22/14	21/22/14									

1. K-5 Summer School – Kids College
  - a. Completed two of three weeks
  - b. Focuses on building confidence in core curriculum areas by learning, practicing, and reviewing identified objectives
  - c. 33 students currently enrolled
  
2. Camp Kindergarten
  - a. Completed one of two weeks
  - b. Focuses on kindergarten classroom routines, basic reading, writing, and mathematics skills, and an introduction to elementary school
  - c. 31 students currently enrolled
  
3. First day of school – Gr1-6 will start on 9/2, half of KDGN will start on 9/2, the other half on 9/3, all KDGN will return on 9/4
  
4. New Staff Members
  - MaryElla Clouse, 2<sup>nd</sup> Grade
  - Emily Balfany, ECFE

*“Be the change you wish to see in the world.” ~Ghandi*

- Lyndsae Dack, SPED
- Cindy Kvaal, Speech
- 5<sup>th</sup> Grade, TBA

5. Updated BRE Handbook

6. Events

- a. August 12<sup>th</sup> – PBIS Committee Meeting with Bob Braun, SW/WC
- b. August 19<sup>th</sup> – Leadership Meeting with Centers of Excellence staff
- c. August 21<sup>st</sup> – New Teacher Workshop
- d. August 25-28<sup>th</sup> – Workshop Week
- e. August 26<sup>th</sup> - Open House at BRE, 5-7PM
- f. September 2<sup>nd</sup> - First day of school

7. Kudos to our custodial staff for working so hard to get things back together for the start of the school year!

*“Be the change you wish to see in the world.” ~Ghandi*

# Yellow Medicine East Schools

High School Office  
450 9<sup>th</sup> Avenue  
Granite Falls, MN 56241

Phone: 320-564-4083  
Fax: 320-564-4782  
Website: [www.isd2190.org](http://www.isd2190.org)



*“Home of the Sting”*

Good Evening YME School Board Members,

Here are a few items happening here at YME High School, the Home of the Sting!

1. I have been very encouraged and impressed by the support and enthusiasm here for our high school. I have been taken back with the “go get them” attitude and commitment to The Academy and Ramp Up for Readiness programs starting up in the fall. I truly believe the initiatives and a strong staff will have us moving forward for all students to be successful here at YME!
2. I would like to take this opportunity to thank the summer custodial staff for their efforts this summer. They have really worked hard to make sure that when the students and staff comeback in the fall that they will see a well-kept building. Thank you!
3. I would like to invite all board members to the open house on August 26<sup>th</sup> from 5:00 pm until 7:00 pm. All staff will be available to reconnect with our student body and swap stories from this summer. It will be a wonderful evening for the high school.
4. In your board packet you will note the recommended changes to the High School Student/Parent Handbooks for the 2014~2015 school year. If you have any questions I can help clarify, please feel free to contact me.

Thank you,

A handwritten signature in black ink, appearing to read "R. C. L. H.".

# Yellow Medicine East - ISD 2190

Superintendent Report

August 11, 2014

- I attended the MSBA Summer Institute on August 4. Attended sessions on:
  - Implementing the Safe and Supportive Schools Act
  - Planning the Final Three Months of Your Referenda Campaign
  - World's Best Work Force Reporting Requirements
  - Case Law Update
  
- On August 5 & 6 I attended a workshop on setting Student Learning Goals (SLG) at the Minnesota Department of Education. This is part of both the new Teacher Development and Evaluation (TDE) law and Q Comp. With the turnover of administration and members of the Teacher Evaluation Committee I wanted to bring back information that would help explain to faculty the expectations of both programs in writing SLGs to improve student achievement.
  
- Scheduled an informational meeting for August 7 on "Running for the School Board". The Minnesota School Boards Association prepared a handout covering the aspects and expectations of serving as a member of the School Board for individuals interested in running for the elected position. I have made copies of the handout for you as a review.

<u>CHECK NUMBER</u>	<u>VENDOR</u>	<u>CHECK DATE</u>	<u>AMOUNT</u>
000017617	AMERICAN FAMILY LIFE ASSURANCE	20140624	300.90
000017618	AMERITAS LIFE INSURANCE CORP.	20140624	496.04
000017619	DANA F. COLE & COMPANY, LLP	20140624	623.50
000017620	DELTA DENTAL	20140624	5,338.70
000017621	INTERNAL REVENUE SERVICE	20140624	237.45
000017623	MADISON NATIONAL LIFE	20140624	1,965.81
000017624	MCDOWELL AGENCY, INC.	20140624	8.00
000017625	MN CHILD SUPPORT PAYMENT CTR.	20140624	1,359.00
000017626	MSEA	20140624	944.76
000017627	154200 NCPERS MN	20140624	64.00
000017628	SCHULTE, TREVOR	20140624	400.00
000017629	SELECT ACCOUNT	20140624	4,009.16
000017630	SW/WC SVC. COOP - HEALTH INS.	20140624	52,685.73
000017631	Y.M.E.E.A.	20140624	3,373.61
000017633	CITY OF GRANITE FALLS	20140714	16,023.25
		Totals for checks	87,829.91

F U N D S U M M A R Y

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	57,184.48	0.00	16,063.77	73,248.25
02	FOOD SERVICE	1,319.62	0.00	0.00	1,319.62
04	COMMUNITY SERVICE	1,530.97	0.00	0.00	1,530.97
25	REVOCABLE TRUST (FY10)	0.00	0.00	11,731.07	11,731.07
***	Fund Summary Totals ***	60,035.07	0.00	27,794.84	87,829.91

\*\*\*\*\* End of report \*\*\*\*\*

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
2142012	A&B BUSINESS SOLUTIONS	08/11/2014	1	COPIER LEASE	0	1,492.50	2,159.10
01 E	005 020 000 302 580			SUPERINTENDENT'S OFFICE/CAPITAL OUTLAY/CAPITAL LEASE PR		200.00	
01 E	100 203 000 302 580			ELEMENTARY GENERAL ED./CAPITAL OUTLAY/CAPITAL LEASE PRI		450.00	
01 E	300 211 000 302 580			SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/CAPITAL LEAS		842.50	
			2	COPIER MAINTENANCE	0	666.60	
01 E	005 020 000 000 350			SUPERINTENDENT'S OFFICE//REPAIRS AND MAINTENANCE SVCS/		100.00	
01 E	100 203 000 000 350			ELEMENTARY GENERAL ED./REPAIRS AND MAINTENANCE SVCS/		200.00	
01 E	300 211 000 000 350			SECONDARY EDUCATION GENERAL//REPAIRS AND MAINTENANCE SV		366.60	
2142013	ADVOCATE TRIBUNE	08/11/2014	1	LEGALS	0	582.55	1,028.43
01 E	005 010 000 000 380			BOARD OF EDUCATION//PRINTING/ADVERTISING/		582.55	
			3	MEDIA AD	0	41.40	
01 E	005 010 000 000 380			BOARD OF EDUCATION//PRINTING/ADVERTISING/		41.40	
			4	SUMMER FD SVC.	0	67.00	
02 E	005 770 000 709 401			FOOD SERVICES/SUMMER FOOD SERVICE/GENERAL SUPPLIES/		67.00	
			5	TRANSCRIPT CARDS	0	198.38	
01 E	300 211 000 000 430			SECONDARY EDUCATION GENERAL//SUPPLIES/		198.38	
			6	SUBSTITUTE AD	0	68.70	
01 E	005 010 000 000 380			BOARD OF EDUCATION//PRINTING/ADVERTISING/		68.70	
			7	ADM ASSIST AD	0	70.40	
04 E	500 505 000 321 380			COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PRINTIN		70.40	
2142014	ALMICH'S MARKET	08/11/2014	1	SR. ADV	0	17.65	39.38
04 E	500 590 000 321 401			OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/GENERAL SU		17.65	
			2	SUMMER REC	0	68.02	
04 E	500 505 000 321 450			COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		68.02	
			3	CREDIT	0	-46.29	
01 E	005 110 000 000 899			ACCOUNTING OFFICE//MISCELLANEOUS EXPENSE/		-46.29	
2142015	AMERICAN WELDING AND GAS, INC.	08/11/2014	2845967		0	26.66	26.66
01 E	300 301 501 830 433			AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		26.66	
2142016	ASCD	08/11/2014	11692083		0	84.00	84.00
01 E	100 050 000 000 820			PRINCIPAL'S OFFICE//DUES & MEMBERSHIPS/		84.00	
2142017	BENNETT & BENNETT INC.	08/11/2014	1	LUNCH BUS	0	750.00	2,491.49
02 E	005 770 105 701 360			FOOD SERVICES/SCHOOL LUNCH/TRANSPORTATION CONTRACTS/FAR		750.00	
			1131	SUMMER SCHOOL	0	1,440.17	
01 E	005 760 000 721 360			PUPIL TRANSPORTATION/SUMMER SCHOOL TRANSP REG/TRANSPORT		1,440.17	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 300 258 233 000 370			2	BAND RENT	0	30.00	
				MUSIC//RENTALS AND LEASES/INSTRUMENTAL MUSIC		30.00	
04 E 500 505 030 882 360			228	AFTER SCHOOOL (21ST CENTURY GRANT)	0	271.32	
				COMMUNITY EDUCATION GENERAL/21ST CENTRUY GRANT/TRANSPOR		271.32	
2142018 CENEX CREDIT CARD		08/11/2014	1	DRIVER'S ED	0	136.25	683.43
04 E 500 505 548 321 442				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/GAS & O		136.25	
01 E 005 810 193 000 442			2	VEHICLES	0	398.57	
				OPERATIONS AND MAINTENANCE//GAS & OIL/CAR EXPENSES		398.57	
01 E 005 810 191 000 442			3	OM	0	148.61	
				OPERATIONS AND MAINTENANCE//GAS & OIL/OUTSIDE MAINTENAN		148.61	
2142019 Vendor Continued Void		08/11/2014					0.00
2142020 CITY OF GRANITE FALLS		08/11/2014	1	BR WATER/SEWER	0	974.37	16,689.16
01 E 005 810 183 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/SEWER-WATE		974.37	
01 E 005 810 184 000 330			2	BR ELECTRICITY	0	3,864.34	
				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT		3,864.34	
01 E 005 810 183 000 330			3	HS WATER-SEWER	0	2,120.82	
				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/SEWER-WATE		2,120.82	
01 E 005 810 184 000 330			4	HS ELECTRICITY	0	9,583.67	
				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT		9,583.67	
01 E 005 810 184 000 330			5	TRACK	0	17.31	
				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT		17.31	
01 E 300 361 000 000 330			6	CARPENTRY	0	12.00	
				VOCATIONAL WEIDAUER//UTILITY SERVICES/		12.00	
01 E 005 810 191 000 330			8	OM	0	116.65	
				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/OUTSIDE MA		116.65	
2142021 CONSUMERS COOPERATIVE OIL CO.		08/11/2014	1		0	66.49	66.49
01 E 025 810 000 000 442				OPERATIONS AND MAINTENANCE//GAS & OIL/		66.49	
2142022 DEAN FOODS NORTH CENTRAL, INC.		08/11/2014	1		0	247.47	247.47
02 E 005 770 000 709 495				FOOD SERVICES/SUMMER FOOD SERVICE/MILK/		247.47	
2142023 EIDE BAILLY		08/11/2014	E100177099	ACA ANALYSIS	0	4,000.00	4,000.00
01 E 005 010 000 000 305				BOARD OF EDUCATION//PROFESSIONAL FEES/		4,000.00	
2142024 FARMERS UNION OIL CO.		08/11/2014	1		0	216.44	216.44
01 E 005 810 000 000 442				OPERATIONS AND MAINTENANCE//GAS & OIL/		216.44	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
2142025	FIRST	08/11/2014	16503	ROBOTICS	0	450.00	450.00
01 E 300 298 194 000 401				EXTRACURRICULAR ACTIVITIES//GENERAL SUPPLIES/ROBOTICS (		450.00	
2142026	FOLLETT EDUCATIONAL SERVICES	08/11/2014	1660279A		0	22.42	25.01
01 E 100 219 000 317 430				LEP/COMPENSATORY/SUPPLIES/		22.42	
			1660279B		0	2.59	
01 E 100 219 000 317 430				LEP/COMPENSATORY/SUPPLIES/		2.59	
2142027	FOOD SERVICES OF AMERICA	08/11/2014	1		0	381.10	381.10
02 E 005 770 000 709 490				FOOD SERVICES/SUMMER FOOD SERVICE/FOOD/		381.10	
2142028	GRANITE FALLS AUTO PARTS	08/11/2014	1	AUTO SHOP	0	263.05	263.05
01 E 005 810 193 000 401				OPERATIONS AND MAINTENANCE//GENERAL SUPPLIES/CAR EXPENS		263.05	
2142029	GREAT PLAINS NATURAL GAS CO	08/11/2014	1	CLKFD STORAGE	0	20.00	20.00
01 E 025 810 000 000 440				OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/		20.00	
2142030	ISCORP	08/11/2014	665981	SKYWARD FINANCE	0	195.50	195.50
01 E 005 110 000 000 350				ACCOUNTING OFFICE//REPAIRS AND MAINTENANCE SVCS/		195.50	
2142031	AMBER M KNAPPER	08/11/2014	1	FB/GUARDS	0	321.89	321.89
01 E 300 294 211 000 401				BOYS ATHLETICS//GENERAL SUPPLIES/FOOTBALL		321.89	
2142032	MESPA	08/11/2014	2411	PBIS	0	400.00	1,289.00
01 E 100 640 000 316 366				STAFF DEVELOPMENT/STAFF DEVELOPMENT/TRAVEL-SCHOOL BUSIN		400.00	
			FY15	HANSEN MEMBERSHIP	0	889.00	
01 E 100 050 000 000 820				PRINCIPAL'S OFFICE//DUES & MEMBERSHIPS/		889.00	
2142033	MIDWEST SPORTS	08/11/2014	1419580100	TENNIS BALLS	0	132.90	132.90
01 E 300 296 224 000 401				GIRLS ATHLETICS//GENERAL SUPPLIES/TENNIS		132.90	
2142034	MN RURAL EDUCATION ASSOC.	08/11/2014	1	MEMBERSHIP	0	1,960.00	1,960.00
01 E 005 010 000 000 820				BOARD OF EDUCATION//DUES & MEMBERSHIPS/		1,960.00	
2142035	MINNESOTA SCHOOL BOARD ASSOC.	08/11/2014	09088X9Z4F5	POLICY SVC	0	595.00	4,479.00
01 E 005 010 000 000 820				BOARD OF EDUCATION//DUES & MEMBERSHIPS/		595.00	
			09088X9Z4FS!	DUES	0	3,644.00	
01 E 005 010 000 000 820				BOARD OF EDUCATION//DUES & MEMBERSHIPS/		3,644.00	
			9315V6N6D6	SEMINAR	0	240.00	
01 E 005 020 000 000 366				SUPERINTENDENT'S OFFICE//TRAVEL-SCHOOL BUSINESS/		240.00	
2142036	MVCC	08/11/2014	1	SPECIAL ED	0	175,000.00	175,000.00
01 E 200 420 978 740 396				SERVICIES			
				SPECIAL EDUCATIONAL GENERAL/STATE FUNDED SPECIAL ED/DUE		175,000.00	
2142037	MVTV	08/11/2014	1	maint. internet	0	52.95	52.95

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		52.95	
2142038	OFFICEMAX CREDIT PLAN	08/11/2014	488425	BINDERS	12	210.78	210.78
01 E 005 110 000 000 401				ACCOUNTING OFFICE//GENERAL SUPPLIES/		210.78	
2142039	OLSON SANITATION INC.	08/11/2014	2097		0	601.45	601.45
01 E 005 810 000 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/		601.45	
2142040	PAN-O-GOLD BAKING CO.	08/11/2014	1		0	16.85	16.85
02 E 005 770 000 709 490				FOOD SERVICES/SUMMER FOOD SERVICE/FOOD/		16.85	
2142041	REALLY GOOD STUFF	08/11/2014	4726421		0	169.49	169.49
01 E 100 203 000 302 530				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/EQUIPMENT PURCHAS		169.49	
2142042	RTS	08/11/2014	1		0	59.00	59.00
01 E 005 810 000 000 320				OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES/		59.00	
2142043	SARLETTES MUSIC	08/11/2014	1		0	478.19	478.19
01 E 300 258 233 000 350				MUSIC//REPAIRS AND MAINTENANCE SVCS/INSTRUMENTAL MUSIC		478.19	
2142044	SCHOLASTIC INC	08/11/2014	9264674	READ 180	0	900.00	900.00
01 E 350 220 000 000 430				ENGLISH//SUPPLIES/		900.00	
2142045	SCHOOL DATEBOOKS	08/11/2014	514-0076824		1	695.43	695.43
01 E 300 211 000 000 430				SECONDARY EDUCATION GENERAL//SUPPLIES/		695.43	
2142046	SCHOOL SPECIALTY SUPPLY, INC.	08/11/2014	608100015491	LOCKERS	0	3,542.00	3,542.00
01 E 005 850 000 302 522				FACILITIES/CAPITAL OUTLAY/BUILDING IMPROVEMENTS/		3,542.00	
2142047	KERRI SHACKELFORD	08/11/2014	TGT. SVCS		0	63.96	63.96
01 E 100 203 379 000 401				ELEMENTARY GENERAL ED.//GENERAL SUPPLIES/TARGETED SERVI		63.96	
2142048	ALLEN L STOECKMAN	08/11/2014	1		0	56.58	56.58
01 E 005 020 000 000 366				SUPERINTENDENT'S OFFICE//TRAVEL-SCHOOL BUSINESS/		56.58	
2142049	SW/WC SERVICE COOPERATIVES - F	08/11/2014	76124	PAPER	0	5,456.32	5,456.32
01 E 005 020 000 000 401				SUPERINTENDENT'S OFFICE//GENERAL SUPPLIES/		272.82	
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/		2,391.75	
01 E 300 211 000 000 430				SECONDARY EDUCATION GENERAL//SUPPLIES/		2,391.75	
01 E 300 292 000 000 899				BOYS/GIRLS ATHLETICS//MISCELLANEOUS EXPENSE/		200.00	
02 E 005 770 000 701 401				FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES/		100.00	
04 E 500 505 000 321 401				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/GENERAL		100.00	
2142050	TJOSVOLD EQUIPMENT INC.	08/11/2014	113422		0	2.89	2.89
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		2.89	
2142051	TRUE VALUE	08/11/2014	1		0	396.79	401.77
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		396.79	
			2		0	4.98	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
04 E	500 505 000 321 450			COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		4.98	
2142052	Vendor Continued Void	08/11/2014					0.00
2142053	VISA	08/11/2014	1	STAPLES DIRECT	0	357.79	1,586.55
01 E	100 203 404 000 430			ELEMENTARY GENERAL ED.//SUPPLIES/4TH GRADE		357.79	
			2	IKEA	0	256.46	
01 E	100 203 000 302 530			ELEMENTARY GENERAL ED./CAPITAL OUTLAY/EQUIPMENT PURCHAS		256.46	
			3	VISTAPRINT	0	36.31	
01 E	100 203 000 000 430			ELEMENTARY GENERAL ED.//SUPPLIES/		36.31	
			4	IKEA	0	512.93	
01 E	100 203 000 302 530			ELEMENTARY GENERAL ED./CAPITAL OUTLAY/EQUIPMENT PURCHAS		512.93	
			5	VERIZON	0	20.00	
01 E	200 612 199 000 320			TECHNOLOGY//COMMUNICATIONAL SERVICES/KAREN MCCOY		20.00	
			6	WALMART.COM	0	278.06	
01 E	100 203 402 000 430			ELEMENTARY GENERAL ED.//SUPPLIES/2ND GRADE		278.06	
			7	ENCHANTED LIVING	0	125.00	
01 E	100 050 000 000 899			PRINCIPAL'S OFFICE//MISCELLANEOUS EXPENSE/		125.00	
2142054	VALERIE WENSAUER	08/11/2014	1	membership fee	0	180.00	215.00
02 E	005 770 000 701 820			FOOD SERVICES/SCHOOL LUNCH/DUES & MEMBERSHIPS/		180.00	
			2	FOOD MNGR FEE	0	35.00	
02 E	005 770 000 701 820			FOOD SERVICES/SCHOOL LUNCH/DUES & MEMBERSHIPS/		35.00	
2142055	WEST CENTRAL PETROLINK	08/11/2014	122	August	0	50.00	50.00
01 E	005 810 000 000 370			OPERATIONS AND MAINTENANCE//RENTALS AND LEASES/		50.00	
2142056	WEST CENTRAL TRIBUNE	08/11/2014	1	HOUSE BIDS	0	473.06	473.06
01 R	300 361 000 000 619			VOCATIONAL WEIDAUER//HOUSE EXPENSES-CONTRA REVENUE/		473.06	
2142057	YME SCHOOLS-ADM	08/11/2014	6713	SUE HOLIEN	0	80.00	332.70
04 R	500 000 000 321 050			COMMUNITY EDUCATION/FEES FROM PATRONS/		80.00	
			6714	GRANT VELDE	0	252.70	
02 R	005 000 000 701 601			SCHOOL LUNCH/SALES TO PUPILS/		252.70	

46 Computer Check(s) For a Total of 227,614.47

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
	46	Computer	Checks For a Total of	227,614.47
Total For	46	Manual, Wire Tran, ACH & Computer	Checks	227,614.47
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	227,614.47

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	0.00	473.06	224,362.67	224,835.73
02	FOOD SERVICE	0.00	252.70	1,777.42	2,030.12
04	COMMUNITY SERVICE	0.00	80.00	668.62	748.62

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
2142012	ADVOCATE TRIBUNE	08/11/2014	2	HOUSE AD	0	546.00	546.00
01 R 300 361 000 000 619				VOCATIONAL WEIDAUER//HOUSE EXPENSES-CONTRA REVENUE/		546.00	
2142013	LITTLE CROW TELEMEDIA NETWORK	08/11/2014	1	CHINESE LANGUAGE	0	790.00	790.00
01 E 300 230 129 310 391				CLASSES 13-14		790.00	
				FOREIGN/NATIVE LANGUAGES/COOPERATIVE/MN SCH DIST - REIM		790.00	
2142014	MVCC	08/11/2014	14-41	STRAND- FY14 TRA	0	8,427.86	12,370.19
01 E 005 420 188 000 391				SPECIAL EDUCATIONAL GENERAL//MN SCH DIST - REIMBURSEMEN		8,427.86	
			14-41-	STRAND FY14	0	3,942.33	
				INSURANCE			
01 E 005 420 188 000 220				SPECIAL EDUCATIONAL GENERAL//GROUP HOSPITALIZATION/EXTE		3,942.33	
2142015	RUPP,ANDERSON, SQUIRES & WALDS	08/11/2014	2190-0001		0	605.14	605.14
01 E 005 110 116 000 305				ACCOUNTING OFFICE//PROFESSIONAL FEES/ATTORNEY FEES		605.14	
			4	Computer		Check(s) For a Total of	14,311.33

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
	4	Computer	Checks For a Total of	14,311.33
Total For	4	Manual, Wire Tran, ACH & Computer	Checks	14,311.33
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	14,311.33

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	0.00	546.00	13,765.33	14,311.33

BRE Handbook Changes  
August 2014

- Updated staff and table of contents pages
- Updated food service prices
- Removed large PBIS chart, replaced with general statement - chart currently being updated and will be sent home in September with parents
- Separated K/1 into Kindergarten and First Grade areas as appropriate
- Removed 'Use of Personal Technology Device' statement as requested by Karen Londgren
- Removed statement referencing teachers at YME Schools under Title section, changed to BRE
- Added reference to 'full policy' on Web site to various sections
- General spacing and text updates

***Our Motto: A Community of Learners Building  
a Foundation for Future Success!***

Dear Families,

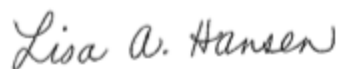
On behalf of the Bert Raney Elementary staff, I would like to welcome you back to school! A special welcome to our new students and staff members who will be joining us for the 2014-15 school year.

This handbook is provided for your information and outlines procedures that relate to the policies adopted by the Yellow Medicine East School Board. This handbook is a reference regarding your child's responsibilities and rights based on the expectations and policies adopted by the school district. Please realize this handbook does not cover all situations, but is intended as a guide to follow.

The Yellow Medicine East School Board approved this handbook and its contents at their August 2014 board meeting. This handbook may be changed or amended during the school year. Changes made throughout the school year can be viewed on our school's Web site, <http://www.isd2190.org>.

If you have questions or concerns, please feel free to contact me via phone 320.564.4082 ext 114, via email at [lhansen@isd2190.org](mailto:lhansen@isd2190.org), or stop in to visit!

Sincerely,



Lisa A. Hansen, Principal  
Bert Raney Elementary School

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# FINGER TIP FACTS

<b>SCHOOL</b>	BERT RANEY ELEMENTARY
<b>PHONE NUMBER</b>	320-564-4082 ext. 3
<b>FAX NUMBER</b>	320-564-4427
<b>ADDRESS</b>	555 7TH AVE
<b>INTERNET WEB SITE</b>	<a href="http://www.isd2190.org">http://www.isd2190.org</a>
<b>MOTTO</b>	A COMMUNITY OF LEARNERS BUILDING A FOUNDATION FOR FUTURE SUCCESS
<b>VISION</b>	SUCCESS FOR ALL LEARNERS
<b>MISSION</b>	TO CREATE OPPORTUNITIES FOR ALL INDIVIDUALS TO BE SUCCESSFUL IN AN INCLUSIVE ENVIRONMENT WHERE LIFELONG LEARNING IS NURTURED
<b>ELEMENTARY PRINCIPAL</b>	LISA A. HANSEN
<b>ELEMENTARY SECRETARIES</b>	KATHY ANDERSON, LIZ DEBLIECK
<b>OFFICE HOURS</b>	7:00 A.M. TO 3:45 P.M.
<b>SCHOOL HOURS</b>	8:15 A.M. TO 3:00 P.M.
<b>SUPERINTENDENT OF SCHOOLS</b>	ALLEN STOECKMAN

## YELLOW MEDICINE EAST SCHOOL BOARD MEMBERS:

CHAIR..... GRANT VELDE	VICE CHAIR..... STEVE RUPP
CLERK..... DAWN ODEGARD	TREAS.....SHELLY WEIR

MEMBERS: JANE HAGERT, TIM OPDAHL, STEVE ZUMHOFE

## BERT RANEY ELEMENTARY STAFF:

KINDERGARTEN	KRISTINA BLACKWELDER, ANGIE JANS, SAMANTHA SANTAELLA
FIRST	MARY JENSEN, PEGGY KVAM, BECKY LEISETH, KERRI SHACKELFORD
SECOND GRADE	MARYELLA CLOUSE, BEV IMS, JOANELLE SANNERUD
THIRD GRADE	GINGER BALDWIN, STEVE KOETTER, JULIE RUNIA
FOURTH GRADE	JIANA ROBERTSDAHL, PETE SCHEFFLER
FOURTH/FIFTH	TRICIA JESSEN
FIFTH GRADE	CINDY LAVIN, THERESA LIGHTFOOT
AMERICAN INDIAN FAMILY LIAISON	BERTA BJERKESET
CUSTODIANS/MAINTENANCE	TIM KNUTSON, TERRY PAULSON, RON POOLER, TODD REISHUS, FRANCIS STAAB
ELL/ESL	ANDREW RUNCK
HISPANIC FAMILY LIAISON	ADELA ESPINOZA
MATH SUCCESS COACH	ROXIE TANNER
MUSIC	BETH JAHN
NURSE	CASSIE SUTER
PHYSICAL EDUCATION	MARY GREY
READING CORPS VOLUNTEER	LISA YEAGER
RDG. RECOVERY/TITLE I	AMY HOERNEMANN, MARIT RHEINHEIMER
SOCIAL WORKER	MARGO VANMOER
SPECIAL NEEDS	LYNDSAE DACK, DANA JOHNSON, KIM KVAM, KEISHA LOUWAGIE, DANAE RUPP, MELISSA SCHULTE, AMY STEWART, ANGIE WENINGER
SPEECH CLINICIANS	JUNE FRENCH, CINDY KVAAL
TAG COORDINATOR	ELAINE HALVERSON
YME/MVCC PARAPROFESSIONALS	JULIE AMMERMAN, ANGIE ANDERSON, MISSY ARNESON, KELLY BARAGAR, NAOMI BARBER, BERNADETTE CARSTENSEN, SUE DOOSE, JILL FRY, DAWN HALVORSON, CARRIE KNUDSON, DONNA KOSAK, SARAH LEBLANC, JENNIFER LUEPKE, CHAR MIDTHUN, JAMMIE NIEMEYER, JULIE NORDAUNE, CAROLYN OLSON, PAULA PANITZKE, LORI SCHINDELE, TAMI SMITH, CONNIE TIMM, NANCY TRUDEL, PAM WEBER

# 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.

## **ALLERGY (Peanut/Nut/Latex/Pets)**

Yellow Medicine East School District is “nut safe”. Our schools are NOT completely peanut/tree nut free, but measures are put in place to provide a safe environment for student’s with known peanut/tree nut allergies.

Yellow Medicine East School District is a “latex-free” environment.

Visiting pets/animals are prohibited in YME schools. An exception will be made for service animals and approved classroom curriculum units involving animals as part of a lesson or lessons.

## **ARRIVAL/DISMISSAL TIME**

If your child does not ride the bus, please time his or her arrival for **8:00 a.m.** The elementary cafeteria and downstairs hallway will be supervised at this time. All students should report to the cafeteria or lower hallway. Breakfast will be served from 7:45 - 8:10. Students who would like breakfast in grades K-5 should go directly to the BRE cafeteria. By 8:15 all students should be in their classrooms. Students may go to their classrooms when the first bell rings at 8:00 a.m. Classes will begin at 8:15 a.m. and end at 3:00 p.m.

For the security and safety of all students from 8:15 - 2:55 at BRE outside doors will be secured and entry will be only allowed through the east entrance lobby. 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. We are also asking that students be picked up as soon as possible after school and that those who walk home leave the playground right after school. We have no adult supervision of the playground areas after school.

## **ATTENDANCE**

We believe:

- Students with regular attendance achieve better academically at school
- Students with regular attendance are better adjusted to school
- Learning that is lost due to absence can never be adequately replaced
- Students with regular attendance have an understanding of the purpose and direction of their education

School attendance laws of Minnesota require that children must attend school regularly. Children are required to be in school every day unless they are ill or there is an emergency in the family. If your child is absent from school, please call 320 564-4082 before 9:30 am and leave a message or give the secretary the following information:

**Name of student, grade, name of teacher, length and reason for absence, state whether or not you will be picking up homework**

A student will be marked tardy if he/she arrives at school any time within one hour of the start of the school day, between 8:15 a.m. and 9:15 a.m. If arrival is after 9:15 a.m. a student will be marked absent ½ day. If the student leaves before 1:30 p.m. for the remainder of the day, the students will be marked absent ½ day.

### **Excused Absence**

Excused absences are for all legitimate reasons. Administration will determine the legitimacy of all absences. A student has the right and obligation to make up any work missed. The student will be required to make arrangements with the teacher to make up any school work missed to receive a grade. The state of Minnesota recognizes the following reasons for absence: illness, serious illness in the immediate family, a death in the family or of a close friend or relative, medical, dental or orthodontic treatment or counseling appointment, court appearance, religious instruction, or inclement weather. Absence must be excused within 24 hours or the absence may remain unexcused. A note from a parent/guardian will be accepted the next morning. Other reasons that could be acknowledged are personal requests for absence made 24 hours in advance (e.g. legal appointments, religious activities, travel, family vacations, school activities)

### **Unexcused Absence**

Unexcused absences are for reasons not acceptable by school officials. Parents/guardians should not request permission for absence for personal convenience reasons (e.g. babysitting, running errands, oversleeping, missing the bus, etc.) Calls and notes not received within 24 hours of the absence will be considered unexcused. A doctor's note verifying consecutive absences of three or more days may be required.

1. Three unexcused absences in a school year will require a conference with the school social worker to create a plan for improved attendance.
2. Five unexcused absences in a school year will result in a parent/guardian and student meeting with the building principal, social worker, and county worker to discuss continued issues.
3. Seven unexcused absences in a school year will result in truancy/educational neglect charges being filed through the County Child Protective Services.

### **Tardy**

A student will be considered tardy if he/she arrives at school after 8:15. Students who are late should report to the office to receive a tardy slip before going to their classroom. Tardiness is unfair to the child who misses instruction and also interrupts the classroom learning for the other students.

1. After three tardies, students will be required to make up lost learning time during recess. Each additional tardy will result in an additional recess and three additional tardies will equal one unexcused absence.
2. Five tardies in an 18 week period (semester) is considered excessive.
3. Whether a child meets the criteria, or at any point when tardiness begins to impact the child's achievement, it can constitute excessive tardiness. A student who is tardy for an excessive number of days may be dealt with in the same manner as truancy.

### **Truancy/Educational Neglect**

A student who misses the whole day or part of the day without the consent of either the school or parent/guardian is considered truant. It is considered educational neglect when a child under the age of 12 is absent from school without lawful excuse for seven days in a school year. The school is legally required to report educational neglect to the County Child Protective Services if the parent provides no excuse or an insufficient excuse, the absence is unexcused.

**BEHAVIOR EXPECTATIONS/PBIS PRIDE - “Practicing Respect in all I Do Everyday!”**

PBIS sets building-wide expectations and encourages students to make positive behavior choices. Building expectations are modeled by all staff, displayed in all areas of the building, and are to be followed by all students. See the chart below for the specific expectations:

	All Settings	Classroom	Hallways	Playground	Cafeteria	Bathroom	Bus
<b>Respect Myself</b>	Be safe Be prepared Do your best	Make good choices Be honest	Walk Stay in own space	Be active Be safe	Eat own food Take your time Stay seated	Do your business Flush Wash hands	Stay seated on bottom Face forward
<b>Respect Others</b>	Be kind Hands to self Feet to self	Be kind Use appropriate voices Follow directions Stay in own space	Voices off Hands to self Feet to self Walk to the right	Play safe Play fair Include others Share equipment	Use quiet voice Hands to self Feet to self Practice good table manners	Use quiet voice Give others privacy	Use quiet voice Hands to self Feet to self
<b>Respect Property</b>	Keep it clean Keep school in good condition	Keep it clean Keep classroom in good condition	Keep it clean Hands to self Feet to self	Keep it clean Use equipment properly	Keep it clean Keep your food on your tray	Keep it clean Turn water off	Keep it clean Keep bus in good condition

The goal of this plan is to promote a safe, and caring environment where all students are taught the difference between appropriate and inappropriate behavior.

**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 fifth 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. 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 with a monthly birthday treat given at lunchtime.

**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.

## **BULLYING**

Bullying means any written or verbal expression, physical act or gesture, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another's educational benefits, opportunities, or performance.

Upon receipt of a complaint the school district shall undertake or authorize an investigation by district officials or a third party designated by the school district. The district may take immediate steps to protect the complainant, reporter, or other students pending the completion of the investigation. Upon completion of the investigation the district will take appropriate action. Action may include but not be limited to: warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Additional information can be viewed on our school Web site, <http://www.isd2190.org> Policy #514.

## **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. 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 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. 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.**

## **CELL PHONES**

Cell phones are not conducive to a safe, effective learning environment. The use of text messaging and digital camera features at school are violations of confidentiality and infringe on the educational atmosphere. BRE will not allow the use of cell phones during the school day. Students are encouraged to leave their cell phones at home, but if they are brought to school must be left in their lockers or backpacks. If phones are used, staff members have been instructed to confiscate the phone and turn it into the school office. Parents will be called to collect it.

If there is an emergency, please call the office and we will make sure that your student receives the message promptly. All rooms are accessible by email, telephone and/or the intercom and we will deliver messages in a timely manner.

## **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 facility 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. Fall conferences will be held on November 11th and 18th. The spring conference is to inform the parent/guardian of the child's success in school. Spring conferences will be held on April 9th and 16th. 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 2 through 5 at the end of each quarter. Kindergarten and grade 1 report cards are issued at the end of each semester. 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.

## **CYBERBULLYING**

The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs; also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.

## **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

## **DISCIPLINE**

Bert Raney Elementary has implemented Positive Behavior Intervention Supports (PBIS) schoolwide. The PBIS process encourages students to make positive behavior choices by following building expectations. Building expectations are taught by classroom instructors, modeled and expected by all staff, and should be followed by all students.

## **DRESS CODE**

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.

## **DRUG-FREE SCHOOL**

It is the goal of District 2190 to maintain a safe and healthful environment for staff and students by prohibiting the use of alcohol, toxic substances and controlled substances without a physician's prescription. Students who have a prescription from a physician for medical treatment with a controlled substance must comply with the school district's student medication policy. A student who violates this policy shall be subject to discipline in accordance with the district's discipline policy. Such discipline may include suspension or expulsion from school.

## **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. If we have your phone number on file, you will receive an automated call or text through the "School Messenger" system. 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  
                                  KKRC 93.9 FM - Granite Falls  
                                  KDJS 95.3 FM - Willmar  
                                  K-Q102 102.5 FM- Willmar  
                                  KKCK 99.7 FM - Marshall

TV Stations:                FOX 9  
                                  KARE - Channel 11  
                                  KSAX/KSTP - Channel 5 – Alexandria  
                                  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.
2. They may not be turned in on the morning of the field trip.
3. 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.
4. Students not allowed to go on the field trip must be in school or the absence will be recorded as unexcused.

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. 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 service 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 \$15.00 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:

- Free breakfast for students in grades K-3
- Breakfast cost for grades 4-12 is \$1.45 - Adult cost is \$2.10
- Lunch cost is \$2.35 for grades K-4 and \$2.60 for grades 5-12
- Reduced lunch price is \$.40
- Adult meals cost \$3.60
- K-2 students will be charged a minimal snack fee to cover the cost of snacks for the entire school year. Milk is offered as part of this snack break at a cost of \$9.50 per quarter (\$38.00 per year).

The cost for extra milk with a meal 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 extra milk. **If you do NOT want your child to have extra milk with a meal or during the snack break, please notify the elementary office or your child's teacher.**

### **FORBIDDEN ITEMS**

Forbidden items that have no place in school include but are not limited to: trading cards, heelys, knives, weapons of any kind, cigarettes, drugs, water guns, baseballs (hardballs), bats, or pornography. Students are not allowed to use personal 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 free school. Gum is only allowed if given to students by their teacher or other adult.

### **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. We recommend mid-weight shoes with arch supports and cushioned soles. All students will need a swimsuit and towel for the fall and/or spring swimming units. 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.

### **HARASSMENT**

The school district prohibits any form of religious, racial, sexual harassment and violence. Any person who believes that he or she has been the victim of such harassment or suspects that such actions have taken place should immediately report the alleged acts to the building principal. Upon receipt of a report, school district officials will conduct an investigation or have one completed by a third party designated by the school district. Upon receipt of a report, the district will take appropriate actions which may include but not be limited to: warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge.

## **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.

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 and dry pox.
- Scarletina and Strep Throat - Readmitted after antibiotics for at least 24 hrs. & 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 pediculicide 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.

## **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 grade to grade, among teachers, and from subject to subject. 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 general rule is 10 minutes for each grade in school (4th grade = 40 minutes). 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 2-5 graders will have a daily assignment book which is provided by the school to record and communicate with the school. Kindergarten and 1st grade students will have a FROG binder for homework and communication. Any questions regarding homework or homework policies should be directed to your child's classroom teacher.

**Each student at Bert Raney will have an at home reading weekly expectation to record with parent signature in the agenda or FROG binder. Expectations for each grade level are: KDGN and 1st grade = 5 books a week, 2nd grade = 50 minutes/week, 3rd grade = 60 minutes/week, 4th grade = 70 minutes/week, 5th grade = 80 minutes/week.**

## **INSURANCE**

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.

## **INTERNET ACCEPTABLE USE POLICY**

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payment for damages and repairs; suspension, expulsion, or exclusion.

All School District systems equipment and electronic resources must be used for educational or educational related purposes. Unacceptable uses include but are not limited to reviewing, uploading, downloading, storing, printing, posting, transmitting, or distributing:

1. Pornographic, obscene or sexually explicit material
2. Obscene, abusive, vulgar, rude, threatening, disrespectful, or sexually explicit language
3. Materials that use language or images that are inappropriate or disruptive to the educational setting
4. Information that could cause damage or danger of disruption to the educational process
5. Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment

*Technology is ever changing. YME is making every effort to offer students and staff the latest innovations. This means that policy and guidelines are also changing. The full policy can be seen on our Web site:*

<http://www.isd2190.org>.

## **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**

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 is practical 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. Payments for activity fees/passes and lunch may be made by credit card through the "Sting Store - Online Payment" link under the "For Parents" section of the school district web site. When cash 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. These may also be emailed and/or posted on the school web site. You are encouraged to check your email "junk mail" in case some bulletins are blocked by your computer.

## **SCHOOL PATROL**

Students in the fourth and fifth 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 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.
- 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. No adult should be in the academic area without identification or a visitor pass.

You are an important part of our school family and we would encourage you to remain active in your child's school life. These policies are meant only to provide increased safety and security. 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.

## **SMOKE FREE ENVIRONMENT**

Smoking and the use of tobacco products have 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 school's 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 7:00 a.m. and 3:45 p.m., dial Bert Raney Elementary 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. Please make after-school plans prior to leaving 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 fifth grades take standardized ability and scholastic achievement tests in the spring of each year. All 3rd-5th grade students take the Minnesota Comprehensive Assessments. 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 and/or math. Any student may qualify for service on test scores and parent and teacher judgments. Bert Raney is a Title I school for the 2014-15 school year. Parents of students in Title I schools may request, and the school will provide the parents on request, information regarding the qualifications of the student's classroom teachers, including:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which the State qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

A Title I Parent-School Compact is reviewed and signed by all parents at Fall Conferences.

## **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.

The YME PTO meets monthly and is another avenue for parent involvement.

## **WEAPONS**

Yellow Medicine East School District has a Zero Tolerance policy with regard to weapons in a school location. The school district will act to enforce this policy and to discipline or take appropriate action against anyone who violates this policy. A weapon can be defined as: *any object, device or instrument designed that is capable of threatening or producing bodily harm or which may be used to inflict self-injury.*

Examples of such weapons include, but are not limited to: pellet guns, BB guns, all knives, blades, clubs, metal knuckles, nunchucks, throwing stars, explosives, fireworks, mace and other propellants, stun guns, ammunition, poisons, chains, arrows, and objects that have been modified to serve as a weapon.

No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including but not limited to, weapons listed above which are broken or non-functional, look-alike gun; toy guns; and any object that is a facsimile of a real weapon. School location includes any school buildings or grounds, school activities or trips, bus stops, school buses or school vehicles.

### **Consequences for using, possession or distribution of weapons or look-alike weapons shall include:**

- immediate out-of-school suspension
- confiscation of weapon
- immediate notification of police
- parent or guardian notification
- recommendation to the superintendent of dismissal for a period of time not to exceed one year.

**YME High School  
Handbook “Stress Points”  
2014-2015 School Year**

Stress that all information is important and the students are responsible to know what is included in the handbook. Also be sure to remind the students that the handbook is available on the HS web-site.

Page #	Point to stress
3	Note concerning requirement of agenda.
4	Classroom Matrix (found on HS home-page) Added: Be Responsible. Be Respectful. Be Safe
5-6	YME Attendance Policy – remind students of loss of credit
7	Attendance and Co-Curricular Activities Homework Policy Remind students of Check-out policy
8	Eliminated dated (Class of 2013 and 2014) information.
10	Counseling and Guidance note.
12	Announce to students that we have our Student Misbehavior Guideline posted on our High School web-site.
12/13	Remind students of Detention policy
13	Announce to students we have a Plagiarism Policy posted on our High School web-site.  Announce that the Safe and Supportive Schools Act (New Bully Law) information is mentioned and policy is posted on webpage.
13	Harassment ****BE SURE TO TELL STUDENTS THAT ONLINE VERSION OF HANDBOOK HAS OUR HARASSMENT POLICY – VERY IMPORTANT TO BE FAMILIAR WITH THIS POLICY****
14	Remind them of Cyberbullying and seriousness of these types of violations.

- 15 Remind students that electronic devices can not be used during study hall.
- 15/16 Remind students of Dress Code Policy.
- 18 Announce that students may not alter their graduation caps
- 20 Reminder that permission forms need to be turned into office in order to leave campus during lunch (10-12)
- 21 Cell Phone Policy  
Remind students of Parking lot policy
- 23/24 Remind students of Senior Privileges
- 24 Remind students of Summer School information
- 25 Remind students of Visitors to School information
- 26-29 Remind students to be fully aware of MSHSL Policy  
\* Changes to policy have been made to include e-cigarettes, full copy of policy is posted on high school webpage.
- 29 Remind students of Videotaping information  
Announce to students Age of Majority Policy
- 30-31 Remind students to be fully aware of Prom Guideline
- 32 Announce to students policies for Athletic and Fine Art Eligibility are posted on our High School web-site.

Emphasize to the students that we are not here to enforce rules upon them. We need their cooperation and respect for these simple rules. Remind them to use common sense in all that they do.

# **Student Handbook 2014-2015**



***Yellow Medicine East High School  
450 9<sup>th</sup> Ave., Granite Falls, MN 56241  
Ph: 320-564-4081, ext. #5***

## **YME Welcomes you to 2014-2015**

This handbook is not designed to control your student life, nor stifle your freedom of thought and expression. Rather, it is meant as a guide for our daily association with people - your fellow students, staff and administration.

We hope what you learn at YME will be more than academic – that you will learn to balance work and relaxation together with those around you. This handbook outlines some of the patterns that are necessary to achieve this harmony and help you develop into a contributing member of society.

Be proud of your school. Take care of it and feel free to make suggestions for improving it.

As we look to the future, we hope your year at YME provides you with profitable and memorable experiences.

Take advantage of the opportunities and make this one of the best years of your life.

### **DISTRICT MISSION STATEMENT**

*The mission of the Yellow Medicine East School District is to create lifelong learning opportunities in a positive, inclusive environment where all individuals experience success as respectful, responsible, and productive citizens of a global community.*

**Y M E H i g h S c h o o l  
P l a n n e r / A g e n d a P a s s  
C l a r i f i c a t i o n**

**\* Each student will receive a FREE copy of the YME High School Planner at the start of the school year.**

**\* Students are REQUIRED to have their planners in order to receive a pass from a staff member or from the High School Office.**

**\* A student will be given a planner after they have used their Comp Pass and be billed \$5.**

**\* A student that lost their planner or had it “stolen” will also be given a planner and billed \$5.**

**\* If the High School Office does not receive payment for the replacement planner, the \$5 charge will be billed to the student.**

***Remember all fees must be paid up in order to:***

- a. participate on any class trips***
- b. attend prom***
- c. receive Senior Privs***

Treat your planner as a regular school text book! Take good care of it and have it with you at all times!

**NONDISCRIMINATION POLICY STATEMENT**

The Yellow Medicine East School District is committed to a policy of nondiscrimination in relation to race, color, creed, age, religion, national origin, sex, and marital status, status with regard to public assistance and/or disability. Violations should be reported to the High School Principal and/or Superintendent of Schools.

## **CLASSROOM EXPECTATIONS**

YME PBIS Behavior Matrix is available on the YME High School homepage.

***Be Responsible. Be Respectful. Be Safe.***

## **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 High School 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 high school principal by **September 15** of each year.

## **ADVISORY- SCHEDULE**

All individuals have likenesses, and differences, and individuality. It gives us a sense of who we are. Individuals also make up a larger whole, a community, which we have at YME. Advisory is designed to foster the sense of community by developing positive behaviors, academic skills and a sense of identity within each individual.

The Goals for ADVISORY

1. Improve the pro-social behaviors in students by using non-threatening activities.
2. Promote group and individual relationship skills.
3. Improve and maintain academic performance.
4. Provide means to handle school related functions.

Grades 7/8 will have advisory together and grades 9-12 will have advisory together. Advisory (Homeroom) meets for sixteen minutes daily.

## **ATTENDANCE**

Regular attendance at school is considered one of the most important educational issues for all students. YME High School operates under the guidelines as stipulated by the State of Minnesota. State Compulsory Attendance Law requires regular school attendance by all persons under the age of sixteen and for those over 16 who have not officially withdrawn from school. Students between the ages of 16-18 must have a parent signature authorizing them to withdraw from school. Forms are available in the office. **WE DO NOT ENCOURAGE ANY STUDENT TO DROP OUT.** Please access other programs and seek assistance before you make a decision that will affect your entire life. Violation of the attendance law is “truancy” and will result in referral to the County Attorney for prosecution.

### **ATTENDANCE GUIDELINES**

Attendance at school is a shared responsibility between the individual student, and his/her parents/guardians and the school. State law stipulates that it is the parent’s/guardian’s responsibility to ensure that their son/daughter attends school. The parent/guardian provides a reason for absence or tardiness and the school determines whether the student absence/tardiness is excused or unexcused. Learning is enhanced by regular school attendance. Regular attendance assists in maximizing the educational benefits for each individual student.

**\*Excused absences:**

Personal illness.  
Medical appointments  
Family emergencies  
School sponsored activities  
Family vacations/outings  
Religious observations  
Orders of the court

**\*Unexcused:**

Overslept  
Missed the bus  
Personal appts. i.e. tanning,  
Haircuts  
No notes/parent verifications

Unexcused tardiness of more than ten minutes is considered an unexcused absence. Anyone not in the room at the bell is considered tardy. Three (3) unexcused tardies equal one (1) unexcused absence.

### **ABSENCE PROCEDURE**

If a student must be absent from class or arrive late to school, the student's parent/guardian must call the ATTENDANCE LINE at 320-564-4083 ext. 100 the day of the absence or earlier. The attendance line is available 24 hours a day for your convenience. Absence must be excused within 24 hours or the absence may remain unexcused. A note from a parent/guardian will be accepted the next morning. Parents/guardians are encouraged to apply for an online access account to view their student's attendance.

ALL STUDENTS WHO BECOME ILL DURING THE SCHOOL DAY ARE REQUIRED TO CHECK OUT WITH THE NURSE'S OFFICE PRIOR TO LEAVING THE BUILDING. FAILURE TO CHECK OUT WITH THE NURSE'S OFFICE WILL CAUSE THE STUDENT TO BE UNEXCUSED.

### **ATTENDANCE LIMITATIONS**

The absence limit per semester is ten (10). Upon the eleventh (11<sup>th</sup>) absence, the student may not earn credit in the class for the semester. (School sponsored activities/field trips, chronic medical conditions verified by a physician and extended medical excuses of at least three consecutive days verified by a physician are the only days that "do not count" in the 10 absences allowed per semester). This is not meant to imply that students are free to miss school up to the established limit. Rather, reaching the limit is considered "being excessively absent." In addition, students may lose credit upon reaching 3 unexcused absences in a class. Three unexcused tardies to a class period will be considered 1 unexcused absence and will count in the ten limit.

### **ABSENCE APPEAL**

If a student, the parent/guardian, or the school feels that extenuating circumstances caused the absence limit to be exceeded; an appeal may be filed with the Principal. The Principal will hear the facts of the situation before deciding whether to waive a certain number of the ten absences or to enforce the no credit earned.

### **ATTENDANCE AND CO-CURRICULAR ACTIVITIES**

In order to practice, rehearse, compete or perform in any YME co-curricular activity, the student must be in attendance that day for a minimum of four (4) consecutive hours. Pre-arranged excused absences (at least 24 hours in advance) will be considered an exception to this policy.

### **HOMEWORK MAKE-UP POLICY**

If you are absent- (1) Email the teacher directly on the first day you are absent asking for homework (2) Check teacher websites for assignments ([www.isd2190.org](http://www.isd2190.org) and click the High School) or (3) Call a friend and ask them to bring work home for you.

ONLY after the third consecutive day absent, call the Guidance Office and we will gladly request homework from your teachers.

If you know you will be absent, it is your responsibility to connect with your teachers for your homework in advance. You will still need to report your absence to the Attendance Office.

1. Students will have two days after returning from an absence to make arrangements with the teacher for completing work missed during an excused absence. Failure to make arrangements or failure to follow through with those arrangements will result in losing the right to make up the missed assignments. Work missed as a result of an unexcused absence cannot be made up.
2. Previously announced tests or projects are due immediately upon return to school.

### **PASSES TO LEAVE CAMPUS**

Permission to leave campus may be granted with written or verbal parent/guardian request. A student must have an excused reason to leave school and must be issued a pass to leave the building.

Grades 10-12 have open lunch and are permitted to leave campus during their lunch period.

*Note that the State law regarding truancy provides that school officials are MANDATED reporters and must report patterns of absence that indicate issues of neglect and/or abuse.* Minnesota has COMPULSORY ATTENDANCE meaning students are to be in school on a regular basis. Yellow Medicine County has CIRCLE sentencing meaning a student may be referred to the Circle before being referred to court. YME Social Workers will be working with students and parents regarding a referral to Circle.

### **Graduation Requirements: Class of 2015 and beyond**

Students eligible for graduation must have a minimum of 24 credits in grades 9-12. Each semester course is worth .5 credits. The following requirements must be met:

- a. 8 semesters of English
- b. 7 semesters of Social Studies
- c. 6 semesters of Mathematics
- d. 6 semesters of Science
- e. 1 semester of Health
- f. 2 semesters of Physical Education
- g. 1 semester of computer technology
- h. 2 semesters of ARTS

Students must meet state requirements in Writing, Reading, Math, and Science.

***7TH & 8TH GRADERS ARE REQUIRED TO PASS CORE CLASSES.  
Failing two or more core classes in semester two will result in  
RETENTION at grade level unless the Principal approves summer  
school.***

\*Regular attendance in special programs may be substituted when approved by the Bd. of Education.

\*Seniors must carry 6 classes in their senior year to be eligible for graduation (this is 6/7 class hours even though PSEO courses may carry a weight other than .5)

\*HS students in PSEO programs must pass the equivalent of 40 qtr. hours or 24 sem. hours to meet a full year of H.S. requirement.

\*Students must meet the MCA II-Grad standards in Writing, Reading, and

**Pg-8**

Mathematics (Science for Class of 2015 and beyond).

\*Band and Choir credits apply towards graduation.

\*NOTE: Students are required to take 6/7 classes per semester. They may opt for a 7th course. ALL students will have an assigned Advisor.

7th & 8th Graders will have quarter EXPLORE classes to introduce them to electives offered in high school. These are 9-week classes. 7<sup>th</sup> and 8<sup>th</sup> graders who need specific instruction in Reading will be assigned to READ 180. Students are assigned to READING based on their NWEA scores, MCA scores, and by Teacher recommendation.

### **ACTIVITY TICKETS**

Each student will have an opportunity to purchase an activity ticket in the Activities Office. This ticket admits students to all home athletic contests, except tournaments and playoffs. They cannot be used at away events nor do they include student dances or special events. Activity passes will not admit students/adults to drama productions; tickets must be purchased for these activities.

*\*Fees subject to change by School Board action.*

### **ACTIVITY FEES**

Students participating in co-curriculars will be assessed a fee. WE THINK IT IS EXTREMELY IMPORTANT FOR STUDENTS TO PARTICIPATE IN ACTIVITIES-IF FEES ARE KEEPING YOU FROM PARTICIPATING, COME AND SEE MR. LUFT or MR. KNAPPER-we **WILL** work something out. Payment should be made in the ACTIVITY OFFICE. If you need information contact Mr. Knapper, Activities Director phone: 320-564-4084.

### **ANNOUNCEMENTS**

Student announcements are given each school day via the intercom. They are also posted throughout the building. Announcements will be made at other times during the day as determined by the HS Principal.

## **BUS RULES**

Students riding on buses are expected to conduct themselves in a mannerly fashion. The driver is in full charge of the bus and the students riding in it. The bus driver will handle any behavior issues happening on the bus. Serious misconduct will result in bus riding privileges being revoked and referral to the Principal for further disciplinary action. Remember: Riding the bus is a privilege!

## **COUNSELING & GUIDANCE**

A Counselor and/or Social Worker are available to assist students with academic and personal needs. Our Counselor is here part-time; please check with the office to access services.

*\* The HS Counseling position has been cut for the 2014-2015 school year.*

## **SOCIAL WORKER SERVICES**

YME High School is fortunate to have the services of a School Social Worker. If a student is in need of social, emotional, or psychological services a referral will be made to a School Social Worker. To access the services of the Social Worker please call the HS Office. YME also has School Based Mental Health services available. The School Social Worker can assist you in accessing those services.

## **VIOLATIONS REPORTED BY LAW ENFORCEMENT**

*Note: State Law requires that law enforcement notify schools when students are issued chemical violation tags.*

YME provides support services for students who have issues pertaining to chemical use/abuse. YME also provides services to students in need of mental health support services. We will practice an inter-agency referral/response with Family Services and Mental Health Services.

## **WEATHER EMERGENCY INFO**

In case of an emergency, such as school closing, late starts, canceled athletic events, etc, listen to the following radio stations:

KDMA- Montevideo	KDJS-Willmar KMHL-Marshall	KLGR-Redwood
WCCO- Minneapolis	KKRC-Granite Falls	

**YME uses instant messaging and will send a phone message and a computer message to all registered accounts.**

### **STATE TESTING**

Students are required to meet standard in the State testing requirements.

### **DISCIPLINE GUIDELINES**

It is the position of the YME High School that learning can best take place in an environment which is orderly, safe, stimulating, and which enables all students to develop their fullest potential. The following school board policies apply district wide:

#### **I. RULES OF CONDUCT**

Disciplinary action may be taken against students for any behavior, which is disruptive of good order or violates the rights of others.

- a. Truancy and Unauthorized Absences
- b. Damage to School or Personal Property
- c. Physical Assault
- d. Verbal Assault
- e. Threats and Disruptions
- f. Dangerous, Harmful, and Nuisance Substances and Articles
- g. Failure to Identify One-self
- h. Violation of federal, state, and local law
- i. Willful conduct which disrupts others to an education.
- j. Willful conduct that endangers school employees, the pupil, or other pupils.
- k. Violation of bus or transportation rules.
- l. Violation of parking or school traffic rules.
- m. Distribution of slanderous, libelous, or pornographic material.
- n. Willful violation of any rule of conduct established in this discipline policy.
- o. Serious misconduct that interferes with the legal and personal right of others in the school or at related school activities.
- p. Insubordination.
- q. Falsification of records or signatures.

#### **II. PROGRAM DISCIPLINARY PLAN**

Disciplinary action may include but is not limited to:

- Student Conference
- Meeting with the Teacher, Counselor, or Principal
- Parent contact by telephone or mail
- Detention
- Loss of school privileges
- Parental conference with school staff
- Modified school program or alternative programs
- Removal from class
- Out of School Suspension under Pupil Fair Dismissal
- Exclusion under Pupil Fair Dismissal Act
- Referral to in-school support services
- Referral to community services or outside agency services
- Referral to police or other law enforcement agencies for criminal action
- Petition to County Court for juvenile delinquency adjudication
- Any/All appropriate action, which is appropriate to the circumstances

### **III. SEVERE BEHAVIORS**

Students displaying the behaviors below may incur expulsion from school and/or serious legal consequences:

- A. Possession of a firearm and/or other weapons
- B. Possession of drugs and/or drug paraphernalia
- C. Under the influence of alcohol or drugs
- D. Harassment
- E. Fighting
- F. Conduct, which threatens, or harms staff property or person
- G. Behavior that disrupts the learning environment

The police may be called to assist Administration in investigating allegations and/or charges for the above offenses. Minimum consequences will be suspension from school.

**\* Please visit the High School web site for the Student Misbehavior Guideline.**

### **DETENTION**

Detention in the high school can be assigned and supervised by classroom teachers as needed. Office assigned detention will be served after school

on Tuesday/Thursday as determined by the Principal. It is assigned by the Principal and supervised by Staff. Detention will be AFTER SCHOOL 3:15-4:00 p.m. Students are responsible for their own transportation-sports/activity shuttle is not an option. Failure to serve assigned detention in a timely manner may result in suspension from school.

### **CHEATING**

Paper taken away. NO CREDIT given on assignment. Parent (s) will be notified. Note: A student's grade will be affected. Copying other people's work is plagiarism and is considered cheating. Students should make every effort to refrain from passing off others work as their own.

**\* Please visit the High School web site for the complete Plagiarism Policy.**

### **THEFT or VANDALISM**

Police will be notified and charges filed. Parent/Student are responsible for restitution. Student is subject to Fair Dismissal Act. Students that check out laptop computers are responsible for bringing them back in working order-students will be assessed fines and fees to cover damage.

### **HARASSMENT**

YME practices NO TOLERANCE in regards to behaviors that result in acts that injure, degrade, or disgrace others. Students who engage in these types of behavior will have serious disciplinary actions invoked.

**\* Please visit the High School web site for the complete Harassment Policy.**

### **SAFE AND SUPPORTIVE SCHOOLS ACT**

YME High School supports and enforces a Safe and Supportive School environment.

**\* HF 826; District Policy 514 is available on the YME web page.**

### **SAFETY**

YME endeavors to create a safe environment. Weather emergency drills will be practiced along with lock down drills and safety evacuation drills. Students who endanger others subject themselves to the full disciplinary

sanctions allowed under school policy and law enforcement. Routine and random searches will be conducted regarding contraband.

### **COMPUTER & TECHNOLOGY USE POLICY**

Yellow Medicine Schools have implemented a USE policy regarding student and staff use of computer technology and communications. Proper use of equipment and access to appropriate sites is foremost in enforcing this policy. Students use privileges will be revoked for misuse. *Please visit the YME High School homepage to review the Use of Personal Technology Devices in School policy.*

*Technology is ever changing. YME is making every effort to offer students and staff the latest innovations. This means that policy and guidelines are also changing.*

### **CYBERBULLYING**

The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teachers, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.

### **LOCKERS**

A hall locker will be assigned for books and outer clothing. Lockers remain the property of YME Schools and are subject to periodic search. Students should not keep valuables in their lockers. YM East Schools assumes no liability for theft from lockers. Students are expected to use lockers properly. Report any damages to the office so repairs can be made promptly.

It is the policy of the State of Minnesota that:

“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

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at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.”

### **STUDY HALLS**

The purpose of study hall is to provide a supervised, structured atmosphere for students to study. Students may access the resource room for assistance but must secure prior permission to leave the study hall area. (504, Hispanic Students, and Native Students MUST have a pass to leave the study area for individual assistance with the Liaisons). Students on an IEP will receive resource credit and be assigned to a Special Needs Teacher. Students are expected to bring all study materials with them. Permission to use the library or computer labs must be secured before reporting to study hall. Cell phones, iPods, or any similar electronic device may not be used during study hall.

### **SMOKING and TOBACCO USE**

It is against the law for students to possess or use tobacco products. Students will be referred to the police via a written “police tag” if observed using. (Note School Staff are mandated reporters and must report violations to the police-tags will be issued.) If caught in possession or using on school grounds students will be suspended from. Items will be confiscated and turned over to the police along with a written citation/tag. (Use of tobacco is a MSHSL violation and students in activities will forfeit their eligibility if caught using or in possession.)

### **DRESS CODE**

Pleasant appearance develops pride and respect in each student. Students are expected to be neat and clean at all times. Students have the right to choose their manner of dress and personal grooming unless it represents a clear danger to the student's health and safety causes a substantial

disruption with work or creates classroom or school disorder. Clothes should be clean and fit properly. The following standards are expected:

- Hats, caps, and hoods, are not allowed to be worn in the building
- Offensive clothing with lewd or suggestive logo, alcohol & tobacco advertisements, drug logos, gang related colors, etc. should not be worn.
- **SHORTS AND SKIRTS NO SHORTER THAN KNEE LENGTH. NO WAISTLINE SHOWING, i.e.; shirt and waistline must overlap. SHIRT NECKLINES NO LOWER THAN TWO INCHES BELOW THE NECKLINE, (TOP OF THE STERNUM BONE.). NO VISIBLE UNDERGARMENT.**
- **Undergarments should remain undergarments; bra** straps, underwear, thongs, etc. need to be covered by an outer garment
- "Sagging" pants **should not** show or reveal undergarments and should be secured with a belt and/or drawstring.
- Students are to have footwear on at all times in compliance with state health rules
- Jewelry that presents a safety hazard to self and others should not be worn
- The dress code policy will include Physical Education classes.

NOTE: when in the judgment of the administration a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process the student will be directed to make modifications or will be sent home for the day. Students will be directed to go home (unexcused absence) to change if student is not able to cover or change at school. CLOTHING at events where students are performing or are part of a production must adhere to the dress code.

**We understand fashion is an important part of students dress – you must understand that schools are not always a place for showcasing today's fashions. What is appropriate for the mall, work or everyday life MAY NOT be appropriate for school.**

*GANG RELATED PARAPHENALIA* is strictly prohibited at YM East Schools. Students who put symbols or show "colors" will be sent to the office immediately for disciplinary intervention. Student will be directed

to remove the clothing and/or colors or be sent home. Refusal to cooperate will result in removal from school pending a parent conference to resolve the issue. Students who persist in “showing colors” or “presenting” will be referred to the police and will be suspended from school pending a parent conference. A police report will follow.

### **DROPPING & ADDING OF COURSES**

Students (Grades 9-12) may request a schedule change within the first two weeks of a semester. Changes may be granted provided there is room in the class. A Drop/Add form must be filled out and returned to the Principals Office. Changes after the first two weeks may result in forfeiture of credit and a failing grade.

Advisors should approve 7th/8th grade schedule changes. Parents may request a schedule change by contacting the Advisor who will make contact with the Principal for suggested changes to the schedule.

Special rules apply when dropping a PSEO class. See the High School Office for more information.

### **GRADING SYSTEM**

YME High School operates on nine week marking and reporting periods. A special interim report is available at parent conferences, which will be held at announced times.

Parents will want to access the school web site going in to the teacher grade program regarding their student. This will keep you abreast of academic progress. Parents will also want to use the email system directly to teachers for inquires and concerns

\* Parent Teacher Conferences may be adjusted. Notification will be sent to parents if changes are made.

### **PASS/NO-PASS**

Students in grades 9-12 may elect to take up to **ONE** class per semester on a Pass/No Credit basis. This option allows students to select courses they may wish to attempt without affecting their GPA while receiving credit towards graduation. The deadline for making a pass/no credit option

decision is three weeks into the semester. Students that serve as aides will receive a Pass/No Credit. **We strongly suggest that students not use this option in required courses.** Some colleges/universities will not accept a Pass/Fail option for required courses.

### **GRADUATION HONORS**

Graduation honors will be based on cumulative grade point average (GPA). Senior honor students will be determined from the senior class at the end of the fourth quarter for graduation honors as follows:

Superior.....	4.00
Gold.....	3.70-3.99
Silver.....	3.40-3.69
White.....	3.00-3.39

\*LIONS Honor Banquet is an invitation banquet held in the spring for academic excellence. Each Lions Club determines the number of students it wishes to invite.

\*Student Speakers at Commencement may include the Class President, Student Council Representative, Valedictorian, and/or Salutatorian.

International Exchange Students will be permitted to participate in the graduation exercises provided they have completed their program of study. If International Students meet the school/state requirements they will be issued an YME diploma otherwise they will receive a "Completion of Program" certificate.

Students will need to be properly dressed in order to participate in graduation. School dress code is in effect.

**ALL REQUIREMENTS MUST BE MET IN ORDER FOR A SENIOR TO PARTICIPATE IN GRADUATION EXERCISES.** This includes 24 credits, required State Tests, State Standards, all attendance requirements, and payment of fines or fees.

### **GRADUATION HONORS**

Students will wear the 'traditional' cap and gown as determined by the class. Honor cords will be worn for NHS membership and for academic achievement. Students may not alter their caps, cords, or gowns.

### **BACCALAUREATE**

The role of school officials is one of neutrality. Student participation is strictly voluntary. (U.S. Department of Education 1998)

### **HEALTH SERVICES**

If you feel ill during class, please notify your teacher before coming to the nurse's office. (Located in the High School Office.) The nurse will notify your parents if it is necessary for you to go home. Staying in the restroom will be considered a skip. Report to the office for assistance.

The law in Minnesota allows high school students to carry their own prescription medications and aspirin such as Tylenol. The HS office will give Tylenol to high school students provided there is a permission form on file. It is very important that the office be made aware of a student's health history so that we can offer first aid appropriately. In case of an emergency we will make every attempt to notify the parent (s) but will act in good faith by calling the ambulance and/or paramedics as deemed necessary.

**ALL ACCIDENTS SHOULD BE REPORTED TO THE PRINCIPAL'S OFFICE IMMEDIATELY.** School insurance does not cover student injuries. Proper first aide will be administered and students will be transported to the emergency room if deemed necessary.

### **HONOR ROLL & ACADEMIC AWARDS**

In order to qualify for the honor roll a student must earn a minimum of a 3.00 grade point average and be in compliance with attendance guidelines.

<u>HONOR</u>	<u>GPA</u>
Superior .....	4.00
A.....	3.50-3.99
B.....	3.00-3.49

Grades will not be rounded up. Students must meet the exact requirements as stated above.

**\*The Faculty selects Student of the Week candidates for inclusion in the local newspaper and for bulletin board display.**

### **INCOMPLETES**

Any student who has an incomplete grade in a class will have two weeks at the end of the marking period to complete the required work. If the incomplete work is not made up within the time period, the student will not have completed the course of study and therefore will fail the course.

### **LOST AND FOUND**

All articles found should be taken to the Principal's Office. Upon identification, they will be given to the owner. All unclaimed property will be disposed of at the end of the year.

### **LUNCH**

YME High School has an OPEN LUNCH policy, which allows students in grades 10-12 to leave the high school property. Students are expected to practice SAFE DRIVING at all times. This is a privilege! Students have demonstrated mature use in the past. If trash is left in the lot, students use poor driving judgment, and/or discipline issues surface this privilege can and will be revoked.

*\* Please note that changes to the lunch policy may changes without notice.*

Students in Grades 7-8 will have a CLOSED LUNCH hour supervised by high school staff.

Students in Grades 9-12 SHOULD REMAIN IN THE LOWER HALLWAY AND/OR THE HALLWAYS ADJOINING THE CAFETERIA. NO students and/or food items should be in the other wings of the building during the lunch period.

Students are to clean up after themselves and practice good manners while using the lunch services. A “debit card” system is used for payment of lunch. Students can deposit in their accounts by leaving checks in the high school office or by giving them directly to the cashier in the lunchroom. Students on free/reduced lunch must pay for additional milk, seconds, and/or ala Carte items.

### **CELL PHONE USE**

Cell phones may be used for personal use before school, during passing times, at lunch, and after school. Phones may not be used for personal use during class times, however teachers may allow use of phones for class instructional purposes (i.e. calculator, educational apps, and cameras).

If there is an emergency please call the office and we will make sure that your student receives the message a.s.a.p. All rooms are accessible by telephone and/or the intercom and we will deliver the messages in a timely manner.

### **ELECTRONIC DEVICES**

Electronic devices such as: ipods, headsets, headphones/ ear buds, etc. are not to be used during the class times. Students may use such devices during passing times and during lunch. Volume and song lyrics/language must remain appropriate. Teachers will confiscate the items and turn them into the high school office.

Violation #1: Students may pick up the device at the end of the day.

Violations thereafter: In School Suspension

### **MEDIA CENTER-LIBRARY**

The library is a place for students to practice good utilization of their time whether it is informal study or research. The library is a place for “quiet” work. Study hall students wanting to use the library should secure a pass prior to reporting to study hall. Lost and/or damage to books or technology equipment are the personal and financial responsibility of the student.

### **PARKING OF STUDENT VEHICLES**

Student parking is available in the east lot of the 1930 building and the new gym lot. Parking should be orderly. DO NOT block the driveways or sidewalks. DO NOT park in the restricted signed areas or the handicapped parking areas. Vehicles should be registered in the office. Vehicles illegally parked will be reported to the police. Students ARE NOT to be in the parking lot during the course of the school day unless they have a blue slip from the office or they are leaving/returning from lunch.

### **POST-SECONDARY ENROLLMENT OPTIONS**

Juniors and Seniors are eligible to participate in post secondary options programs. Check with your counselor or the high school principal for details. The purpose of this program is to provide a wider variety of rigorous academic challenges to high school students. To be eligible a student needs to be in the upper 35% of their class, have a minimum of 3.0 GPA, a 24 ACT score, and/or administrative recommendation.

The State of Minnesota will pay for CLEP test taken at college sites. These tests are “test-outs”. Further information is available from your guidance counselor or your high school principal.

### **PSEO COURSES-ON SITE**

YME High School provides Post Secondary Courses on site through collaboration with Southwest State University. Courses in computer, language arts, and psychology are available. Students should check with the counselor or high school principal when registering for courses to determine if they are eligible to take these courses. Many YME students graduate from high school with multiple college credits having taken advantage of these on-site academic courses. Courses offered: Critical Writing (3), Essay (3), Computer (3), Psychology (3), Auto Body (6), French IV via ITV (6). CLEP preparation in Pre-Calculus and Calculus. Articulation in Business/Computer Science and Agriculture.

### **POST SECONDARY VISITS**

Seniors are permitted two (2) days to visit post secondary institutions or be excused for job interviews provided they have prior permission by completing the appropriate forms through the guidance office. (Seniors with privs. have 3 days.)

Juniors are permitted one (1) day for post-secondary visits. The same procedures apply as for Seniors. Students will also have access to college & career fairs as determined by the guidance office.

## SENIOR PRIVILEGES

YME rewards and encourages responsible citizenship through the granting of senior privileges. Senior privileges are earned - not a guaranteed right! *Just as privileges are extended, they can be removed or denied.*

SENIORS ARE NOT ALLOWED TO WRITE THEIR OWN NOTES- make sure you verify absences with a parent note.

The following privileges are extended to seniors who meet the qualifications:

- Study halls are optional. Seniors with privs are not required to attend. Seniors must be in a designated area or may leave the campus. Attendance at lyceums is expected.
- Final exams: Seniors with privs are exempt from final exams if they have a “B” or better. All projects and coursework need to be completed.
- Post Secondary: Seniors with privs may use a third day for post-secondary visits. ALL SENIORS have 2 days for post secondary visits.
- Early Release: An early release may be available depending on the number of days available at the end of the school year.
- All Seniors are to report to their assigned ADVISORY unless out of the building for work release or PSEO courses.

### **CRITERIA:**

\*A Review Committee will review academic progress, behavior, and attendance each quarter to determine privileges for the following quarter.

### **•SENIORS**

Students who enter the senior year will be eligible for privs as follows:

- \***Credits:** Must have 17 credits towards graduation to be considered a senior.
- \***Suspensions:** Any suspensions will result in loss of senior privs for the remainder of the semester or not less than 9 weeks.
- \***Grades:** A failing grade in any class for any quarter will result in the loss of senior privs for a semester or the remainder of the semester (if the grade occurs at the end of the first or third grading period.) A minimum of 2.00 needs to be earned each quarter in order to maintain senior privs. NOTE: an

“I” grade does not allow GPA to be calculated therefore privs will not be extended if a student carries an incomplete at the end of a quarter.

- \*Attendance:** Sr. privs will not be granted to juniors (first sem. seniors) IF a junior is in violation of the tardy policy. Seniors will have privs revoked if they violate the tardy policy. Juniors who violated the unexcused absence policy will not be granted sr. privs. for quarter one even if time was made up—unexcused absences are unexcused absences regarding sr. privs. Seniors who violate the unexcused policy will have their privs revoked!
- \*Discipline:** Seniors that have not had any major disciplinary problems will maintain sr. privs. Students that have major disciplinary problems will be grounds for revoking privs. REMOVAL FROM CLASS will be considered grounds for revoking privs.

**\*Tobacco/Chemical Violations:** Students who are reported for tobacco or chemical violations will have privs revoked. (No less than 9 weeks)

**\*Junior fines/fees:** Senior privs will not be granted to any student who did not complete junior checkout procedures.

\*Privilege revocation, if imposed at the end of one semester, will continue in to the next semester to equal a minimum of 9 weeks loss of privileges. SENIORS must carry their plan book (intact) with them. SENIORS will be issued a PASS card each semester if privs are granted.

*SR. PRIVS ARE GRANTED IF:*

1. Start with and maintain a 2.00
2. Follow the attendance rules.
3. Be in strict compliance with behavior and eligibility rules
4. Verify all appointments/notes by parent signature.

### **SUMMER SCHOOL**

Summer school for making up deficit credit(s) is handled through the Alternative Learning Center. Credits are earned by completing independent learning study packets directed by the ALC staff. Students should talk with the HS Principal and/or Guidance Counselor if they need to make up credits. The ALC in Granite Falls meets on Monday and

Tuesday from 3:30-5:00 p.m. Students may access the ALC during the academic school year by contacting the Director at 564-4653.

Summer school for students is held at the MNRVED in Montevideo. Students in grades 7 & 8 need to pass CORE courses to move to the next grade level. Generally failure in 2 or more CORE classes will be a recommendation to repeat the grade level. Students will have the opportunity to attend summer school—two classes may be made-up. The Principal will make a recommendation for a student to go to summer school in order to be promoted to the next grade. The Principal may also make a recommendation for students to go to summer school to work on their academic skills.

Students in grade 9-12 may re-take failed courses during the school year, go to summer school for make-up, and/or make up course work through independent study.

\*YME Schools have access to a day program for Alternative Learning-Area Learning Center. The center is located in Montevideo. Referral to the Area Learning Center is via the High School Principal.

### **VISITOR'S TO SCHOOL**

Any persons other than YM students, staff, or Board of Education are regarded as visitors. These individuals must report to the Principal's Office before going ANYWHERE in the building. Visitors must wear a nametag and be signed in at the office.

Students may have a student visitor under the following guidelines:

1. Parent notification 24 hours in advance.
2. Student visiting must not be missing his or her own school.
3. No visitors during finals or finals week.
4. No visitors on the day before or after a holiday break.

### **CO-CURRICULAR ELIGIBILITY**

YME High School is a member of the Minnesota High School League and adheres to the governance of the League. Participation in co-curricular activities is a privilege available to the student body.

***STUDENTS MUST PASS THEIR CLASSES TO REMAIN ACTIVE IN THEIR ACTIVITY.***

***Academic Eligibility - Athletics***

***\* please visit the High School web site for Academic Eligibility details.***

***Academic Eligibility – Fine Arts / Co-Curricular***

***\* please visit the High School web site for Academic Eligibility details.***

**MSHSL requires that student be making progress towards graduation in order to retain eligibility-we interpret that to mean at grade level each year in order to maintain eligibility.**

**MSHSL General Guidelines**

**BYLAW 100.00:** A student participating in League sponsored activities shall be under 20 years of age.

**BYLAW 102.00:** Students shall be attending school and classes regularly; and be listed on the appropriate school records and not have been dropped because of irregular attendance, extended absence, or suspension from school.

**BYLAW 107.00:** Any student who intends to participate in high school interscholastic athletics, dance team, or cheerleading activities must have on file in the school, a record of a physical examination performed by a physician within the previous three years.

**BYLAW 108.00:** To be scholastically eligible, a student must be making satisfactory progress towards the school's requirement for graduation.

**\*NOTE:** YME maintains that students should be passing all courses in order to participate in co-curricular activities. Coaches will review the academic requirements with student-athletes and parents at the beginning of each season.

**BYLAW 110:** No student may participate in any interscholastic activity after the eighth semester in grades 9-12 inclusive. All eight semesters must be consecutive.

BYLAW 202.00: It shall be a violation to assault an official. \*Penalty: any participant found guilty of assault shall be disqualified from participation for a minimum of 4 weeks.

BYLAW 205.00: During the calendar year, regardless of quality, a student shall not:

- use a beverage containing alcohol
- use tobacco
- use or consume, have in possession, buy, sell, or give away any other controlled substance

BYLAW 209.00: During the school year, a student shall not engage in the sexual, racial, or religious harassment or sexual, racial, religious violence or hazing.

THE ABOVE ARE GENERAL GUIDELINES AND HIGHLIGHTS OF THE LEAGUE POLICY. A COMPLETE HANDBOOK IS AVAILABLE FOR REVIEW IN THE ACTIVITIES OFFICE and THE PRINCIPAL'S OFFICE.

***NOTE: Students that violate chemical and/or eligibility guidelines during a season WILL NOT be eligible for team or conference awards.***

#### **YME SPORTSMANSHIP**

1. Cheer appropriately.
2. Sit in the assigned section as designated by the Activity Director both in our gym and at visiting sites.
3. Stand during the singing/playing of the National Anthem and either participate in the singing or remain quiet.
4. Stand during the playing of the visitor and STING school song.
5. DO NOT boo or heckle game officials or contestants in the competition.
6. NEVER throw anything on the playing court or field.

YME High School will be reading the Sportsmanship Code at the start of each contest.

**ACTIVITY: Student Code of Responsibility**

- A. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- B. I will be fully responsible for my own actions and the consequences of my actions.
- C. I will respect the property of others.
- D. I will respect and obey the rules of my school and the laws of my community, state, and country.
- E. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

\*A student who is under penalty of exclusion, expulsion, or suspension or whose character violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the principal.

[www.mshsl.org](http://www.mshsl.org) MN State High School League governs co-curricular activities

The guidelines applied by the Yellow Medicine East High School Principal provide for periods of ineligibility as follows:

- First violation: .....suspension of two games
- Second: .....suspension of four games
- Third: .....removal from activity

\*\*NOTE: “Student in Good Standing” applies to all activities governed by YME High School both school sponsored and MSHSL sponsored.

\*Students may ride home with their parents following contests. Students need to have a parent note signed by the High School Principal or the Activities Director. This needs to be given to the coach/advisor upon boarding the bus. NOTE: The HS Principal cannot authorize students to ride with students. Notes signed indicate that parents are authorizing “alternate” transportation.

There are times when students will need to drive to events on their own due to appointments, etc. We would ask that students use school sponsored transportation as much as possible but if special circumstances come up we will allow students to drive themselves. NOTE we cannot give permission for students to transport other students.

Please check with the High School Office if you have any questions regarding policy.

### **VIDEOTAPING**

At various times during the school year, we may videotape classes, students in the halls, or school activities. If you do not want your child to appear in these videotapes, send a written note ATTN: PRINCIPAL. If we do not receive a written note, we will assume permission is granted.

### **BOOKS & MATERIALS**

MN Statute 120.74, subd.1 requires the school board to notify parents about its policy to charge fees for lost, damaged, or destroyed books. Teachers issue books at the beginning of the year/semester. A fee will be assessed for a damaged or lost text.

### **IMMUNIZATION LAW**

Minnesota law requires that all children attending public, private, or parochial schools be immunized against diphtheria, tetanus, polio, measles, mumps, rubella, and Hepatitis B. To comply with the law parents must submit appropriate documentation to the school. Students not properly immunized will not be allowed to attend school.

NOTE: Students going to college are required to be immunized for meningitis upon enrollment to their school.

### **AGE OF MAJORITY**

In Minnesota, the age of majority is 18. However, all students, whether 18 or older, are considered students and must follow all student rules and regulations. Parents will receive all communication from school.

### **GUIDELINES FOR PROM DRIVE-UP**

1. REASONABLE, FUN, SAFE, LEGAL will be the guidelines.
2. NO students will be allowed to ride in the bed of a pickup.
3. NO oversized farm equipment will be allowed in the drive-up.
4. NO semi (trucks or trailers) will be allowed in the drive-up.
5. As golf carts and four-wheelers are not street equipment they are not to be used for drive-up.
6. Camper trailers (RV's) are not acceptable vehicles for drive-up. This includes watercraft.
7. Student drivers must have a valid driver's license. Shall be checked by police at the stop sign before student (s) are allowed to drive up to the main entrance.
8. No exhibition driving including excessive 'pipes' and 'engine revving'.
9. Any chemicals-tobacco, alcohol, or drugs-that are detected will result in law enforcement notification and the police will sanction students involved.

### **Prom Guidelines**

1. Students signed up for prom, either on-site or off-site, **will not** be allowed to leave the site until the event is over. No student may leave, even with parent permission or parent pick-up. Once you are at site you will be required to stay.
2. Only students between the ages of 15-20 will be allowed to participate in YME Prom. A Junior or Senior may invite one guest to the Prom and they will also be between the 15-20 age ranges. Parent permission slips must be signed for all students attending the YME Prom.
3. Guests to prom are under the SAME rules and regulations as YME students meaning they must stay to site as signed up and follow the same rules.
4. Students that are not passing (nearest marking period to prom) will not be allowed to attend prom.
5. Students that have un-resolved attendance issues will not be in good standing and will therefore not be allowed to attend. Student must meet the same requirement as co-curricular participation by being in school four consecutive hours the day before prom and all absences from that day must be pre-arranged and excused.

6. Students signing up for the YME Prom are expected to attend the Parent Sponsored After-Prom. The parent permission slip for Prom also includes the Post Prom. If a parent absolutely does not want their child to participate in the post prom activities they will need to call the High School Principal and receive a waiver from participation.
7. Post-Prom is a LOCK IN. Students should stay to the site from the check-in to the ending.
8. Yellow Medicine East reserves the right to have any student and/or adult removed from prom if behavior is inappropriate. Law Enforcement will be called as needed.
9. A breathalyzer may be given to all students prior to the Grand March.

### **Post Prom**

1. Post Prom is a parent-sponsored activity promoting safe, fun activities following prom.
2. The parent permission slip allowing students to participate in prom is also the parent permission slip for Post Prom.
3. NO alcohol, tobacco, or drugs allowed-law enforcement would be notified if detected. Breathalyzers may be given to students upon entering the post-prom party.
4. Students are to stay at post prom until the event ends-if a student leaves early, parents will be called. For all practical purposes, Post-Prom is a Lock-in.
5. Students are under the same rules and regulations as school and are encouraged to be on their very best behavior.
6. Only Juniors/Seniors and their guest are allowed at post prom.
7. Students DO NOT have to attend prom to attend post prom. They are required to have parent permission slips signed and fees paid.

**Academic Eligibility - Athletics**

\* please visit the High School web site for Academic Eligibility details.

**Academic Eligibility – Fine Arts / Co-Curricular**

\* please visit the High School web site for Academic Eligibility details.

**Eligibility (Drugs/Tobacco/Alcohol) – Athletics**

\* please visit the High School web site for Eligibility details.

**Eligibility (Drugs/Tobacco/Alcohol) – Fine Arts / Co-Curricular**

\* please visit the High School web site for Eligibility details.

*YELLOW MEDICINE EAST 2014-2015 CALENDAR*

*is available on the school website.*

**All policies, forms and student handbook information are  
available on the High School web-page.**

[www.isd2190.org](http://www.isd2190.org)