

# Yellow Medicine East ISD 2190 School Board Meeting Agenda



Monday, July 11, 2016 at 6:00 PM  
Regular Meeting  
YME Board Room - # 113

The mission of the Yellow Medicine East School District is to provide a caring environment of high expectations that prepares every student for a successful future and instills the value of learning.

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1. Call the Meeting to Order
2. Roll Call of Board Members
3. Approval of Agenda
4. Reading of the YME Mission Statement
5. Public Address to the Board of Education
6. Consent Agenda - Action
  1. Regular Business
    1. Approval of Regular Meeting Minutes - June 13, 2016 4
    2. Approval of Payment for Claims 7
    3. Approval of Finance Report 26
    4. Notice of Filing Dates for Board Member Election 28
    5. Sale of the Student Built House to the Highest Bidder
    6. Award Food Service Bids - Bread & Bread Products (Pan O'Gold) lone bid 29
    7. Joint Powers Agreement with the State of Minnesota - Perpich Art Center -  
Implement Arts Integration 30
    8. Approval of 2016-2017 Handbooks 35
  2. Personnel Items
    1. Approve Employment - EL Teacher - Jiana Robertsdahl
    2. Approve Employment - Musical Director - Robyn Aslesen
7. Reports -
  1. YME Middle/High School - Ryan Luft, Principal 102
  2. Bert Raney Elementary - Lisa Hansen, Principal (Excused)
  3. Superintendent Report - Dr. Rick Clark
  4. Q Comp Committee Annual Report - Q Comp Council Members 103
8. Written Reports Submitted

1. MVCC Board Meeting - June 15, 2016	111
2. Contract with Ridgewater College for PSEO Enrollment Payment.	112
9. Old Business	
1. Set Food Service Prices for the 2016-2017 School Year	114
2. Approve Negotiated Settlement with Tim Knapper - Athletic Director and Community Education Director - 2016-2018	118
3. Approve Negotiated Settlement with Supervisory/Confidential Employees - 2016-2018	120
4. Approve New Freezer & Equipment with budget adjustment of approx. nine (9) thousand dollar increase to capital outlay budget.	
5. Award Food Service Bids - Milk & Milk Products	121
10. New Business	
1. Mandatory Policies (Consent Agenda Item)	122
1. 400 Series - Employees/Personnel	
1. 410 - Family & Medical Leave Policy	123
2. 413 - Harassment & Violence	133
3. 414 -Mandatory Reporting Reporting of Child Neglect and Abuse	143
4. 415 - Mandatory Reporting of Vulnerable Adults	151
2. 500 Series - Students	
1. 506 - Student Discipline	155
2. 514 - Bullying Prohibition Policy	174
3. 522 - Student Sex Nondiscrimination	184
4. 525 - Violence Prevention	188
3. 600 Series - Education Programs	
1. 616 - School District System Accountability	193
4. 800 Series - Buildings & Sites	
1. 806 - Crisis Management Policy	199
2. Approve Annual Q Comp Report	210
3. Discussion - Strategic Plan/Goal Setting for 2016-2017 School Year	
4. Discussion - Service Fee(s) for use of Credit Cards to pay School Bills	
5. Authorize Facsimile Use of Board Signatures for 2016-2017	211
6. Authorize Financial Procedures & Personnel for 2016-2017	212
7. Designate Legal Counsel for 2016-2017	213
8. Designate Official Newspaper for 2016-2017	214
9. Designate School Depositories for 2016-2017	215
10. Resolution to Hold Meetings on Columbus Day - October 10, 2016	216

11. Approve Contract with Minnesota Valley Cooperative Center for Special Education Services for 2016-2017	218
12. Approve Contract with MVCC for Purchased Services Of Accounting and Payroll Services	220
13. Authorize MSBA Membership for 2016-2017	
14. Approve Activity Fees and Ticket Prices for 2016-2017	221
15. Acknowledge Health & Safety Policy # 807	222
16. Approve Transfer of OPEB Funds for FY 2015-16 from the OPEB Trust Fund to the YME Board Account	226
17. Approval of Long-Term Facilities Maintenance 10-Year Plan	227
11. Correspondence	
1. Upper MN Valley Regional Development Commission- Date June 29, 2016	231
2. Peggy Kvam - Thank you	234
12. Adjourn the Meeting	

**YELLOW MEDICINE EAST ISD #2190  
REGULAR SCHOOL BOARD MEETING MINUTES  
MONDAY, JUNE 13, 2016 – 6:00 PM  
YME BOARD ROOM**

Chair Dawn Odegard called the meeting to order.

Roll Call of Board Members Present: Jane Hagert, Dawn Odegard, Tim Opdahl, Sharon Rupp, Steve Rupp, Steve Zumhofe, Dr. Rick Clark

Board Members Absent: Grant Velde

Community / Staff Members Present: Deb Beckler, LeeAnn Boushek, Krystle Enninga, Lisa Hansen, Alyssa Johnson, Caitlyn Mahlum, Denise Streich

Motion by Steve Zumhofe, second by Tim Opdahl and carried to approve the agenda for the meeting

Board Member Tim Opdahl read the YME Mission Statement.

The opportunity to publically address the Board of Education received no response.

Motion by Jane Hagert, second by Sharon Rupp and carried to approve the following consent agenda items:

- May 9, 2016 regular meeting minutes.
- payment of bills in the amount of \$545,310.69 with checks numbered 16626-16774; and wire transfers in the amount of \$182,222.58 numbered 201500142-201500149.
- finance report, as submitted.
- enrollment report, as submitted.
- membership renewal with MASA for 2016-2017.
- call for bids to provide milk/milk products and bread/bread products for the 2016-2017 school year.
- membership renewal with MREA for 2016-2017.
- YME Plan of Service for the English learners program.
- employment of Leah Fadness, volleyball coach.
- employment of Jill Stark, ECFE teacher.
- employment of Amber Tebben, ECFE teacher.
- resignation of Ryan Zahn, language arts teacher.
- resignation of Andrew Runck, English language teacher.
- resignation of Kayla Hegna, Senior Citizen Coordinator.
- resignation, with the intent to retire, of Karla Meyer, food service.
- resignation of Elizabeth Steinborn, paraprofessional.
- resignation of Jeff Iverson, head fall musical director.

Lisa Hansen, Bert Raney Elementary Principal, reported that BRE staff & students traveled to the Canby Theater for a showing of The Peanuts Movie as part of the Sting Pride award program; the School Patrol traveled to St. Paul to take in a Twin's game; Fun Day was planned and hosted by 5<sup>th</sup> grade for their underclassmen and was a huge success. Kindergarten Camp will be held in August to give incoming kindergarten students a classroom/school experience prior to the first day of school. Mrs. Hansen shared that all grades will be 3-sections for the 2016-17 school year, that students will be given opportunities in art and Dakota language. Mrs. Hansen also reviewed her 2015-16 overview presentation and answered questions from the board.

Ryan Luft, YME Middle/High School Principal, submitted a written report.

Dr. Rick Clark, YME Superintendent, reported that the vintage trophies have been returned to the cases in the auditorium area of the 1930 building; the football field retaining wall is nearing completion and looks great thanks to students, teachers and volunteers; expressed concern regarding the misuse of the playground area after daytime hours; shared that a reciprocity agreement with MN West for the use of facilities has been implemented; and indicated that starting next year, for reporting purposes, student numbers will be determined using the Friday of the first full week of school.

The following written reports were submitted for review: Granite Falls Chamber of Commerce meeting minutes – May 11, 2016 and MSHSL Region 3A meeting – June correspondence.

Motion by Tim Opdahl, second by Steve Zumhofe and carried to authorize the superintendent to expend the A.G. Bush Grant funds for the construction of the greenhouse.

Motion by Steve Zumhofe, second by Tim Opdahl and carried to approve a three-year website host contract with SchoolPointe.

Motion by Sharon Rupp, second by Steve Rupp and carried to approve an increase in the hourly rate of pay by \$2 for drivers education instructors.

Motion by Jane Hagert, second by Steve Zumhofe and carried, with Tim Opdahl opposed, to approve the leave of absence request received from Kristen Castiglione.

Motion by Tim Opdahl, second by Sharon Rupp and carried to set the Board meeting dates for 2016-2017 as follows: July 11, 2016; August 8, 2016; September 12, 2016; October 10, 2016; November 14, 2016 – Canvass Election Results; December 12, 2016 – Truth in Taxation Hearing; January 9, 2017; February 13, 2017; March 13, 2017; April 10, 2017; May 8, 2017; June 12, 2017. Board meetings will be held on the second Monday of the month. The fourth Monday of the month will be reserved should a second meeting need to be held. Meetings will be held at 6:00 pm and will take place in the YME Board Room # 113. Meeting time and location are subject to change at the discretion of the Board.

The following dates are designated for committee meetings: Buildings & Grounds Committee – 1<sup>st</sup> Tuesday of August, December, March, June. Finance Committee – 3<sup>rd</sup> Tuesday of September, November, January, March. Policy Committee – 3<sup>rd</sup> Tuesday of October, December, March, May.

Motion by Tim Opdahl, second by Jane Hagert and carried unanimously by roll call vote, to adopt a resolution relating to the election of school board members and calling the school district general election for the purpose of electing four school board members for terms of four years each in conjunction with the state General Election held on Tuesday, November 8, 2016.

Discussion was held on Policy Series 100 – School District and Policy Series 200 – Board of Directors.

Finance Officer, LeeAnn Boushek, reviewed the preliminary budget for FY2017.

Motion by Steve Zumhofe, second by Tim Opdahl and carried to approve the preliminary budget for Fiscal year 2017, as presented.

<b>Yellow Medicine East School District 2016-2017 Preliminary Budgets</b>		
<b>Fund</b>	<b>FY17 Projected Revenues</b>	<b>FY17 Projected Expenditures</b>
01 – General	9,709,391	9,680,303
02 – Food Service	413,830	413,830
04 – Community Ed.	435,830	436,607
07 – Debt Redemption	1,264,594	1,225,730
25 – OPEB	76,500	242,417
47 – Debt Redemption (OPEB)	188,741	192,620
<b>Grand Total</b>	<b>12,088,886</b>	<b>12,191,507</b>

Motion by Tim Opdahl, second by Sharon Rupp and carried to approve the FFA officer field trip request, as received.

Discussion took place regarding food service rates. Rates will be adopted at the July 2016 meeting.

Correspondence items include the findings of the QAZB bond audit, a Notice of Self Review – Special Education received from MN Department of Education, and a list of gifts received from the Granite Falls Area Community Foundation from 2011-2016.

Motion by Jane Hagert, second by Sharon Rupp and carried to adjourn the meeting.

Upcoming Events:

Board Meeting – July 11, 2016 – 6:00 pm – YME Board Room

CHECK NUMBER	VENDOR	CHECK DATE	AMOUNT
16776	SCHOOLPOINTE	06/14/2016	1,925.00
16777	AMERICAN FAMILY LIFE ASSURANCE	06/22/2016	437.27
16778	AMERITAS LIFE INSURANCE CORP.	06/22/2016	484.28
16779	DELTA DENTAL	06/22/2016	5,749.35
16780	ENGER, EMILY	06/22/2016	600.00
16781	MADISON NATIONAL LIFE	06/22/2016	1,836.30
16782	MSEA	06/22/2016	1,121.82
16783	154200 NCPERS MN	06/22/2016	64.00
16784	ND CHILD SUPPORT DIVISION	06/22/2016	285.60
16785	SCHULTE, TREVOR	06/22/2016	400.00
16786	SELECT ACCOUNT	06/22/2016	3,383.33
16787	SW/WC SVC. COOP - HEALTH INS.	06/22/2016	40,565.15
16788	EDUCATION MINNESOTA YME	06/22/2016	3,240.58
16789	DEPT OF TREASURY	06/22/2016	280.80
16790	MVCC	06/22/2016	29,363.25
16791	EXTREME PANEL TECHNOLOGIES	07/06/2016	16,500.00
16792	ADVOCATE TRIBUNE	07/11/2016	261.76
16793	AGILE SPORTS	07/11/2016	500.00
16794	ALMICH'S MARKET	07/11/2016	500.94
16795	AMERICAN WELDING AND GAS, INC.	07/11/2016	23.95
16796	BENNETT & BENNETT INC.	07/11/2016	3,177.81
16797	BENSON LAUNDRY	07/11/2016	22.26
16798	BIRCHBARK BOOKS & NATIVE ARTS	07/11/2016	1,075.35
16799	BRAMBLE PARK ZOO	07/11/2016	329.00
16800	CARL'S BAKERY	07/11/2016	5.70
16801	CARLSON AND STEWART REFRIG.	07/11/2016	818.44
16802	CENEX CREDIT CARD	07/11/2016	301.14
16804	CITY OF GRANITE FALLS	07/11/2016	18,693.88
16805	CITY OF GRANITE FALLS	07/11/2016	12,202.63
16806	CONSUMERS COOPERATIVE OIL CO.	07/11/2016	68.58
16807	COUNTRYSIDE PUBLIC HEALTH	07/11/2016	76.80
16808	DAVE'S ELECTRIC CO	07/11/2016	505.97
16809	DAVE'S ELECTRIC MOTOR CO.	07/11/2016	223.60
16810	DAWSON-BOYD SCHOOL #378	07/11/2016	102.06
16811	DEAN FOODS NORTH CENTRAL, INC.	07/11/2016	111.37
16812	DISCOUNT SCHOOL SUPPLY	07/11/2016	578.60
16813	DOLLAR STOP	07/11/2016	3.00
16814	FARM & HOME PUBLISHERS, LTD	07/11/2016	44.70
16815	FARMERS UNION OIL CO.	07/11/2016	408.52
16816	FLINN SCIENTIFIC INC	07/11/2016	496.02
16817	FOOD SERVICES OF AMERICA	07/11/2016	691.38
16818	FORUM COMMUNICATIONS	07/11/2016	275.62
16819	GOLF WAREHOUSE INC.	07/11/2016	219.95
16820	GRANITE FALLS AUTO PARTS	07/11/2016	192.87
16821	GRANITE FALLS SOCCER ASSOCIATION	07/11/2016	1,302.50
16822	GRAPHIC EDGE	07/11/2016	146.88
16823	GREAT PLAINS NATURAL GAS CO	07/11/2016	579.18
16824	HALVORSON, SAMANTHA	07/11/2016	318.50
16825	HOERNEMANN/PAUL	07/11/2016	32.52
16826	INNOVATIVE OFFICE SOLUTIONS	07/11/2016	602.55
16827	JANS, SCOTT	07/11/2016	33.98
16828	JIM'S CLOTHING & SPORTING GOOD	07/11/2016	819.00
16829	JOHNSON, ALYSSA	07/11/2016	30.36
16830	KILOWATT COMMUNITY CENTER	07/11/2016	33.00
16831	LAVIN, CYNTHIA	07/11/2016	29.50
16832	LUFT, RYAN	07/11/2016	242.58

CHECK NUMBER	VENDOR	CHECK DATE	AMOUNT
16833	MARSHALL INDEPENDENT	07/11/2016	85.12
16834	MASTER PITCHING MACHINE INC.	07/11/2016	44.00
16835	MDE	07/11/2016	1,375.00
16837	MN RIVER VALLEY EDUCATION DIST	07/11/2016	14,832.33
16838	ND CENTER FOR FOR DISTANCE EDUCATION	07/11/2016	300.00
16839	NELSEN'S CLEANERS & LAUNDERERS	07/11/2016	21.10
16840	OLSON SANITATION INC.	07/11/2016	526.50
16841	PAN-O-GOLD BAKING CO.	07/11/2016	43.82
16842	REINHART INST FOODS	07/11/2016	8,283.00
16843	RILEY BUS SERVICE, INC.	07/11/2016	862.50
16844	RTS	07/11/2016	98.21
16845	RUNNINGS FARM & FLEET	07/11/2016	9.99
16846	RUPP, SHARON	07/11/2016	83.60
16847	SAWMILL	07/11/2016	1,579.27
16848	SCHOLASTIC INC	07/11/2016	879.00
16849	SIOUX FALLS SCHOOL DIST. 49-5	07/11/2016	622.60
16850	SPANNING CLOUDS	07/11/2016	1,575.00
16851	STATE INDUSTRIAL PRODUCTS	07/11/2016	353.38
16852	SW/WC SERVICE COOP - MARSHALL	07/11/2016	12,456.62
16853	TEAM LABORATORY CHEMICAL CORP.	07/11/2016	980.50
16854	TIES	07/11/2016	270.00
16855	TJOSVOLD EQUIPMENT INC.	07/11/2016	550.00
16856	TRUDEL, RACHEL	07/11/2016	318.50
16858	TRUE VALUE-GF/MONTE	07/11/2016	762.83
16862	VISA	07/11/2016	6,665.82
16863	XCEL ENERGY	07/11/2016	32.83
16866	YME SCHOOLS-ADM	07/11/2016	4,689.27
16867	ZEP MANUFACTURING CO	07/11/2016	544.90
16868	BOND TRUST SERVICES CORPORATION	07/11/2016	41,382.50
16869	BORCH'S INC.	07/11/2016	1,461.00
16870	BSN SPORTS	07/11/2016	606.00
16871	COMPANION CORP.	07/11/2016	2,590.00
16872	COOLE SCHOOL	07/11/2016	581.70
16873	DISCOUNT SCHOOL SUPPLY	07/11/2016	293.95
16874	DOLLAR STOP	07/11/2016	5.00
16875	EMC INSURANCE COMPANIES	07/11/2016	89,458.98
16876	ETA HAND2MIND	07/11/2016	164.48
16877	FRONTLINE PLACEMENT TECHNOLOGIES INC.	07/11/2016	3,815.00
16878	HILLYARD/HUTCHINSON	07/11/2016	3,467.92
16879	INNOVATIVE LEARNING CONCEPTS INC.	07/11/2016	39.95
16881	INNOVATIVE OFFICE SOLUTIONS	07/11/2016	1,101.89
16882	ISCORP	07/11/2016	195.50
16883	KEC OF GRANITE FALLS	07/11/2016	17.40
16884	LAKESHORE LEARNING MATERIALS	07/11/2016	726.23
16885	MESPA	07/11/2016	903.00
16886	MINNESOTA ELEVATOR TOTAL ELEVATOR SOLUTIONS	07/11/2016	338.96
16887	MN RURAL EDUCATION ASSOC.	07/11/2016	1,943.00
16888	MINNESOTA SCHOOL BOARD ASSOC.	07/11/2016	4,394.00
16889	MUSIC IS ELEMENTARY	07/11/2016	55.90
16890	MVCC	07/11/2016	151,637.42
16891	MVTV	07/11/2016	49.95
16892	PRESIDENT'S CHALLENGE	07/11/2016	324.28
16894	REALLY GOOD STUFF	07/11/2016	937.44
16895	RSCHOOL TODAY	07/11/2016	785.00
16896	SCHOLASTIC BOOK CLUBS INC.	07/11/2016	81.00
16897	SCHOOLPOINTE	07/11/2016	3,000.00

CHECK		CHECK	
NUMBER	VENDOR	DATE	AMOUNT
16898	SCHOOL SPECIALTY SUPPLY, INC.	07/11/2016	76.98
16899	SPANGLER ENTERPRISES INC.	07/11/2016	138.28
16900	TEACHER DIRECT	07/11/2016	414.76
16901	TREND ENTERPRISES INC	07/11/2016	89.95
16904	VISA	07/11/2016	4,283.79
201500150	FEDERAL TAX WITHHOLDING	06/22/2016	114,262.69
201500151	MN TEACHERS RETIREMENT ASSOC.	06/22/2016	52,893.54
201500152	PUBLIC EMPLOYEES RETIREMENT	06/22/2016	16,422.34
201500153	STATE TAX WITHHOLDING	06/22/2016	18,168.18
201500154	MN REVENUE	06/22/2016	686.00
201500155	VOYA INSTITUTIONAL TRUST	06/22/2016	15,713.24
201500156	EMPOWER RETIREMENT	06/22/2016	12,400.00
201600001	UMB BANK NA	07/11/2016	161,700.00
201600002	UMB BANK NA	07/11/2016	43,092.50
		Totals for BNK05	961,864.57
		Totals for checks	961,864.57

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	255,069.14	1,374.90	411,446.37	667,890.41
02	FOOD SERVICE	7,117.72	0.00	5,731.48	12,849.20
04	COMMUNITY SERVICE	6,206.20	0.00	7,327.96	13,534.16
07	DEBT REDEMPTION	0.00	0.00	212,415.00	212,415.00
25	REVOCABLE TRUST (FY10)	0.00	0.00	21,415.80	21,415.80
47	OPEB DEBT SERVICE FUND	0.00	0.00	33,760.00	33,760.00
***	Fund Summary Totals ***	268,393.06	1,374.90	692,096.61	961,864.57

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
16792	ADVOCATE TRIBUNE	07/11/2016	1	HOUSE AD	0	49.00	261.76
01 R 300 361 000 000 619				VOCATIONAL WEIDAUER//HOUSE EXPENSES-CONTRA REVENUE/		49.00	
			10		0	27.96	
01 E 300 211 165 000 899				SECONDARY EDUCATION GENERAL//MISCELLANEOUS EXPENSE/GRAD		27.96	
			22	LEGALS	0	184.80	
01 E 005 010 000 000 380				BOARD OF EDUCATION//PRINTING/ADVERTISING/		184.80	
16793	AGILE SPORTS	07/11/2016	38489-1S-270016	VIDEO EDITING	0	250.00	500.00
01 E 300 292 000 000 405				BOYS/GIRLS ATHLETICS//SOFTWARE ETC/		250.00	
			38489-1S-270016-1	VIDEO EDITING	0	250.00	
01 E 300 294 211 000 401				BOYS ATHLETICS//GENERAL SUPPLIES/FOOTBALL		250.00	
16794	ALMICH'S MARKET	07/11/2016	1		0	20.05	500.94
02 E 005 770 000 701 401				FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES/		20.05	
			2		0	23.13	
04 E 500 505 030 882 430				COMMUNITY EDUCATION GENERAL/21ST CENTRUY GRANT/SUPPLIES		23.13	
			3		0	124.44	
01 E 300 331 000 830 433				FAMILY LIFE SCIENCE (VOC)/VOCATIONAL PROGRAMS/INDIVIDUA		124.44	
			4	YEAR END	0	333.32	
01 E 005 010 000 000 899				BOARD OF EDUCATION//MISCELLANEOUS EXPENSE/		333.32	
16795	AMERICAN WELDING AND GAS, INC.	07/11/2016	1		0	23.95	23.95
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		23.95	
16796	BENNETT & BENNETT INC.	07/11/2016	1	FUEL	0	-47.95	3,177.81
01 E 005 760 000 720 360				PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/TRANSPO		-47.95	
			2	RENVILLE RUN	0	797.06	
01 E 005 760 000 723 360				PUPIL TRANSPORTATION/HANDICAPPED/TRANSPORTATION CONTRAC		797.06	
			3	AFTER SCHOOL (21ST CENTURY)	0	190.76	
04 E 500 505 030 882 360				COMMUNITY EDUCATION GENERAL/21ST CENTRUY GRANT/TRANSPOR		190.76	
			4	BAND RENT	0	30.00	
01 E 300 258 233 000 370				MUSIC//RENTALS AND LEASES/INSTRUMENTAL MUSIC		30.00	
			5	SUMMER SCHOOL W/RCW	0	2,207.94	
01 E 005 760 000 714 360				PUPIL TRANSPORTATION/INTEGRATION BUSSING/TRANSPORTATION		2,207.94	
16797	BENSON LAUNDRY	07/11/2016	273298		0	22.26	22.26
02 E 005 770 000 701 382				FOOD SERVICES/SCHOOL LUNCH/LAUNDRY AND DRY CLEANING/		22.26	
16798	BIRCHBARK BOOKS & NATIVE ARTS	07/11/2016	4973		30016190	1,075.35	1,075.35
01 E 005 790 000 320 430				OTHER PUPIL SUPPORT SERVICES/SUCCESS GRANT (INDIAN ED.)		1,075.35	
16799	BRAMBLE PARK ZOO	07/11/2016	PK	PEG KVAM	0	329.00	329.00
01 L 230 33				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		329.00	
16800	CARL'S BAKERY	07/11/2016	9232		0	5.70	5.70
04 E 500 505 000 321 401				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/GENERAL		5.70	
16801	CARLSON AND STEWART REFRIG.	07/11/2016	36632		0	431.34	818.44
02 E 005 770 000 701 350				FOOD SERVICES/SCHOOL LUNCH/REPAIRS AND MAINTENANCE SVCS		431.34	
			36916		0	387.10	
02 E 005 770 000 701 350				FOOD SERVICES/SCHOOL LUNCH/REPAIRS AND MAINTENANCE SVCS		387.10	
16802	CENEX CREDIT CARD	07/11/2016	1		0	301.14	301.14
01 E 005 810 193 000 442				OPERATIONS AND MAINTENANCE//GAS & OIL/CAR EXPENSES		301.14	
16803	Vendor Continued Void	07/11/2016					0.00
16804	CITY OF GRANITE FALLS	07/11/2016	1	BR WATER/SEWER	0	1,059.77	18,693.88

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 005 810 183 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/SEWER-WATE		1,059.77	
			2	BR ELECTRICITY	0	4,795.07	
01 E 005 810 184 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT		4,795.07	
			3	HS WATER-SEWER	0	2,024.84	
01 E 005 810 183 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/SEWER-WATE		2,024.84	
			4	HS ELECTRICITY	0	10,677.33	
01 E 005 810 184 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT		10,677.33	
			5	TRACK	0	12.87	
01 E 005 810 184 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT		12.87	
			6	CARPENTRY	0	12.25	
01 E 300 361 000 000 330				VOCATIONAL WEIDAUER//UTILITY SERVICES/		12.25	
			7	OUTSIDE MAINTENANCE	0	111.75	
01 E 005 810 191 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/OUTSIDE MA		111.75	
16805 CITY OF GRANITE FALLS		07/11/2016	5517	SRO APRIL	0	4,047.84	12,202.63
01 E 005 790 600 342 305				OTHER PUPIL SUPPORT SERVICES//SAFE SCHOOLS/PROFESSIONAL		2,666.67	
01 E 005 790 600 000 305				OTHER PUPIL SUPPORT SERVICES//PROFESSIONAL FEES/SCHOOL		1,381.17	
			5518	SRO MAY	0	3,794.38	
01 E 005 790 600 342 305				OTHER PUPIL SUPPORT SERVICES//SAFE SCHOOLS/PROFESSIONAL		2,666.64	
01 E 005 790 600 000 305				OTHER PUPIL SUPPORT SERVICES//PROFESSIONAL FEES/SCHOOL		1,127.74	
			5519	SRO JUNE	0	4,360.41	
01 E 005 790 600 000 305				OTHER PUPIL SUPPORT SERVICES//PROFESSIONAL FEES/SCHOOL		4,360.41	
16806 CONSUMERS COOPERATIVE OIL CO.		07/11/2016	1		0	68.58	68.58
01 E 005 810 191 000 442				OPERATIONS AND MAINTENANCE//GAS & OIL/OUTSIDE MAINTENAN		68.58	
16807 COUNTRYSIDE PUBLIC HEALTH		07/11/2016	61860	HEP B SHOTS	0	76.80	76.80
01 E 005 860 000 352 305				LONG TERM FACILITY MAINTENANCE/ENVIRONMENTAL HLTH & SAF		76.80	
16808 DAVE'S ELECTRIC CO		07/11/2016	11		0	-18.99	505.97
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		-18.99	
			134037	AG SHOP	0	18.99	
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		18.99	
			134157	AG SHOP	0	454.97	
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		454.97	
			134182	FD SERVICE	0	23.75	
02 E 005 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/		23.75	
			135080		0	27.25	
02 E 005 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/		27.25	
16809 DAVE'S ELECTRIC MOTOR CO.		07/11/2016	134680		0	223.60	223.60
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		223.60	
16810 DAWSON-BOYD SCHOOL #378		07/11/2016	1258		0	102.06	102.06
02 E 005 770 000 701 366				FOOD SERVICES/SCHOOL LUNCH/TRAVEL-SCHOOL BUSINESS/		102.06	
16811 DEAN FOODS NORTH CENTRAL, INC.		07/11/2016	JUNE	JUNE	0	111.37	111.37
02 E 005 770 000 709 495				FOOD SERVICES/SUMMER FOOD SERVICE/MILK/		111.37	
16812 DISCOUNT SCHOOL SUPPLY		07/11/2016	D22789410001		0	578.60	578.60
01 E 005 790 000 320 430				OTHER PUPIL SUPPORT SERVICES/SUCCESS GRANT (INDIAN ED.)		578.60	
16813 DOLLAR STOP		07/11/2016	1	SUMMER REC	0	3.00	3.00
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		3.00	
16814 FARM & HOME PUBLISHERS, LTD		07/11/2016	F606488	YMC	0	44.70	44.70
01 E 005 110 000 000 401				ACCOUNTING OFFICE//GENERAL SUPPLIES/		44.70	

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16815	FARMERS UNION OIL CO.	07/11/2016	1		0	238.09	408.52
01 E 005 810 191 000 442				OPERATIONS AND MAINTENANCE//GAS & OIL/OUTSIDE MAINTENAN		238.09	
			76970	TRACTOR	0	170.43	
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		170.43	
16816	FLINN SCIENTIFIC INC	07/11/2016	1982834	GUIDED READING	30016188	496.02	496.02
01 E 300 260 000 000 430				NATURAL SCIENCES//SUPPLIES/		496.02	
16817	FOOD SERVICES OF AMERICA	07/11/2016	1	SUMMER FOOD	0	383.13	691.38
02 E 005 770 000 709 490				FOOD SERVICES/SUMMER FOOD SERVICE/FOOD/		383.13	
			2	SUMMER SUPPLIES	0	308.25	
02 E 005 770 000 709 401				FOOD SERVICES/SUMMER FOOD SERVICE/GENERAL SUPPLIES/		308.25	
16818	FORUM COMMUNICATIONS	07/11/2016	1440598	HOUSE ADS	0	275.62	275.62
01 R 300 361 000 000 619				VOCATIONAL WEIDAUER//HOUSE EXPENSES-CONTRA REVENUE/		275.62	
16819	GOLF WAREHOUSE INC.	07/11/2016	124802620		0	219.95	219.95
01 E 300 294 215 000 401				BOYS ATHLETICS//GENERAL SUPPLIES/BASEBALL		219.95	
16820	GRANITE FALLS AUTO PARTS	07/11/2016	1	OUTSIDE MAINT.	0	82.14	192.87
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		82.14	
			2	VEHICLES	0	65.88	
01 E 005 810 193 000 401				OPERATIONS AND MAINTENANCE//GENERAL SUPPLIES/CAR EXPENS		65.88	
			3	AG	0	44.85	
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		44.85	
16821	GRANITE FALLS SOCCER ASSOCIATI	07/11/2016	1	REGISTRATION	0	1,302.50	1,302.50
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		1,302.50	
16822	GRAPHIC EDGE	07/11/2016	1000692		0	146.88	146.88
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		146.88	
16823	GREAT PLAINS NATURAL GAS CO	07/11/2016	1	BRE	0	220.09	579.18
01 E 005 810 000 000 440				OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/		220.09	
			2	hs	0	334.38	
01 E 005 810 000 000 440				OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/		334.38	
			3	MAINTENANCE	0	24.71	
01 E 005 810 191 000 440				OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/OUTSIDE		24.71	
16824	SAMANTHA HALVORSON	07/11/2016	1	DANCE EXPLOSION	0	318.50	318.50
04 E 500 505 000 321 305				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PROFESS		318.50	
16825	HOERNEMANN/PAUL	07/11/2016	1	STATE TRACK	0	32.52	32.52
01 E 300 292 219 000 339				BOYS/GIRLS ATHLETICS//STATE EXPENSES/TRACK		32.52	
16826	INNOVATIVE OFFICE SOLUTIONS	07/11/2016	1		30016191	501.60	602.55
01 E 005 605 000 313 401				GENERAL INSTRUCTIONAL SUPPORT/ACHIEVEMENT & INTEGRATION		501.60	
			1214802	ELEMENTARY GENERAL ED.//SUPPLIES/	0	100.95	
01 E 100 203 000 000 430						100.95	
16827	JANS, SCOTT	07/11/2016	1	STATE TRACK	0	33.98	33.98
01 E 300 292 219 000 339				BOYS/GIRLS ATHLETICS//STATE EXPENSES/TRACK		33.98	
16828	JIM'S CLOTHING & SPORTING GOOD	07/11/2016	1	SUMMER REC	0	819.00	819.00
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		819.00	
16829	ALYSSA J JOHNSON	07/11/2016	1		0	30.36	30.36
01 E 005 110 000 000 366				ACCOUNTING OFFICE//TRAVEL-SCHOOL BUSINESS/		30.36	
16830	KILOWATT COMMUNITY CENTER	07/11/2016	1		0	33.00	33.00
04 E 500 505 000 882 369				COMMUNITY EDUCATION GENERAL/21ST CENTRUY GRANT/PARTICIP		33.00	
16831	LAVIN, CYNTHIA	07/11/2016	1	GRANITE FLORAL	0	29.50	29.50

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01 E 100 203 000 000 433				ELEMENTARY GENERAL ED.//INDIVIDUAL INST SUPPLIES/		29.50	
16832	RYAN C LUFT	07/11/2016	1	SUMMER SCHOOL SUPPLIES	0	242.58	242.58
01 E 005 790 000 318 430				OTHER PUPIL SUPPORT SERVICES/INTER DIST COOPERATION/SUP		242.58	
16833	MARSHALL INDEPENDENT	07/11/2016	1	HOUSE ADS	0	85.12	85.12
01 R 300 361 000 000 619				VOCATIONAL WEIDAUER//HOUSE EXPENSES-CONTRA REVENUE/		85.12	
16834	MASTER PITCHING MACHINE INC.	07/11/2016	110411		0	44.00	44.00
01 E 300 292 000 000 401				BOYS/GIRLS ATHLETICS//GENERAL SUPPLIES/		44.00	
16835	MDE	07/11/2016	1062		0	1,375.00	1,375.00
01 E 005 790 000 313 430				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		1,375.00	
16836	Vendor Continued Void	07/11/2016					0.00
16837	MN RIVER VALLEY EDUCATION DIST	07/11/2016	2	PROF DEV	0	171.88	14,832.33
01 E 005 640 129 316 391				STAFF DEVELOPMENT/STAFF DEVELOPMENT/MN SCH DIST - REIMB		171.88	
01 E 005 105 129 310 391			3	COMM ED ADMINISTRATIVE SUPPORT/COOPERATIVE/MN SCH DIST - REIMBU	0	125.00	125.00
01 E 005 105 129 310 391				3RD QTR MRVED ADMINISTRATIVE SUPPORT/COOPERATIVE/MN SCH DIST - REIMBU	0	2,273.65	2,273.65
01 E 610 211 129 310 370			4	ALC MAINT. SECONDARY EDUCATION GENERAL/COOPERATIVE/RENTALS AND LEA	0	3,497.81	3,497.81
01 E 005 105 129 310 391			5	BOARD ADMINISTRATIVE SUPPORT/COOPERATIVE/MN SCH DIST - REIMBU	0	6.25	6.25
01 E 005 630 129 310 391			6	TECH TECHNOLOGY INSTRUCTIONAL/COOPERATIVE/MN SCH DIST - REIM	0	3,452.55	3,452.55
01 E 005 640 129 316 391			7	MRVED (70% STAFF DEV.) STAFF DEVELOPMENT/STAFF DEVELOPMENT/MN SCH DIST - REIMB	0	5,305.19	5,305.19
16838	ND CENTER FOR FOR DISTANCE EDU	07/11/2016	193690	ONLINE CLASS	0	300.00	300.00
01 E 300 200 000 000 394				PSEO/ONLINE//PAYMENTS TO OTHER AGENCIES/		300.00	
16839	NELSEN'S CLEANERS & LAUNDERERS	07/11/2016	226003		0	21.10	21.10
02 E 005 770 000 701 382				FOOD SERVICES/SCHOOL LUNCH/LAUNDRY AND DRY CLEANING/		21.10	
16840	OLSON SANITATION INC.	07/11/2016	1		0	526.50	526.50
01 E 005 810 000 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/		526.50	
16841	PAN-O-GOLD BAKING CO.	07/11/2016	1	AFTER SCHOOL SNACKS	0	43.82	43.82
02 E 005 770 000 702 490				FOOD SERVICES/AFTER SCHOOL SNACKS/FOOD/		43.82	
16842	REINHART INST FOODS	07/11/2016	56440	HOT FOOD TABLE	0	8,283.00	8,283.00
01 E 005 860 000 347 530				LONG TERM FACILITY MAINTENANCE/PHYSICAL HAZARD CONTROL/		8,283.00	
16843	RILEY BUS SERVICE, INC.	07/11/2016	1	BACHMAN'S	0	862.50	862.50
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		862.50	
16844	RTS	07/11/2016	JUNE		0	98.21	98.21
01 E 005 810 000 000 320				OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES/		98.21	
16845	RUNNINGS FARM & FLEET	07/11/2016	0010-3261657		0	9.99	9.99
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		9.99	
16846	SHARON K RUPP	07/11/2016	1	ST CLOUD	0	83.60	83.60
01 E 005 010 000 000 367				BOARD OF EDUCATION//TRAVEL-PROFESS DEVELOPMENT/		83.60	
16847	SAWMILL	07/11/2016	2470	RETAINING WALL	0	59.97	1,579.27
01 E 300 790 155 000 899				OTHER PUPIL SUPPORT SERVICES//MISCELLANEOUS EXPENSE/ENV		59.97	
			2517	house	0	954.85	

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01 R 300 361 000 000 619				VOCATIONAL WEIDAUER//HOUSE EXPENSES-CONTRA REVENUE/		954.85	
				2576 PARKING LOT PAINT	0	468.00	
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		468.00	
				2752 PINE	0	89.07	
01 E 300 292 000 000 899				BOYS/GIRLS ATHLETICS//MISCELLANEOUS EXPENSE/		89.07	
				2803 FOOTBALL FIELD	0	7.38	
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		7.38	
16848 SCHOLASTIC INC		07/11/2016	13317244	GUIDED READING	100160168	879.00	879.00
01 E 100 216 667 401 401				TITLE I - PART A/TITLE I/GENERAL SUPPLIES/CURRENT SCHL		879.00	
16849 SIOUX FALLS SCHOOL DIST. 49-5		07/11/2016	6893	MARCH	0	622.60	622.60
01 E 998 408 000 740 392				EMOTION/BEHAVIORAL DISORDER/STATE FUNDED SPECIAL ED/OUT		622.60	
16850 SPANNING CLOUDS		07/11/2016	SP002150	ARCHIVING	0	1,575.00	1,575.00
01 E 005 630 199 000 405				TECHNOLOGY INSTRUCTIONAL//SOFTWARE ETC/TECHNOLOGY		1,575.00	
16851 STATE INDUSTRIAL PRODUCTS		07/11/2016	97761703	CLEAR OUT	0	353.38	353.38
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		353.38	
16852 SW/WC SERVICE COOP - MARSHALL		07/11/2016	50765	WORKSHOP	0	50.00	12,456.62
02 E 005 770 000 701 366				FOOD SERVICES/SCHOOL LUNCH/TRAVEL-SCHOOL BUSINESS/		50.00	
				50784 SERVER	0	5,871.62	
01 E 005 630 000 302 555				TECHNOLOGY INSTRUCTIONAL/CAPITAL OUTLAY/TECHNOLOGY EQUI		5,871.62	
				51001 JUNE TECHNOLOGY	0	5,881.50	
				SUPPORT			
01 E 005 630 000 000 305				TECHNOLOGY INSTRUCTIONAL//PROFESSIONAL FEES/		5,881.50	
				51001-1 JUNE TECHNOLOGY	0	653.50	
				SUPPORT			
01 E 005 108 000 000 305				TECHNOLOGY ADMINISTRATIVE//PROFESSIONAL FEES/		653.50	
16853 TEAM LABORATORY CHEMICAL CORP.		07/11/2016	2167		0	980.50	980.50
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		980.50	
16854 TIES		07/11/2016	56710		0	270.00	270.00
01 E 100 216 667 401 366				TITLE I - PART A/TITLE I/TRAVEL-SCHOOL BUSINESS/CURRENT		270.00	
16855 TJOSVOLD EQUIPMENT INC.		07/11/2016	124077	TRACTOR WHEELS	0	550.00	550.00
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		550.00	
16856 RACHEL TRUDEL		07/11/2016	1	DANCE EXPLOSION	0	318.50	318.50
04 E 500 505 000 321 305				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PROFESS		318.50	
16857 Vendor Continued Void		07/11/2016					0.00
16858 TRUE VALUE-GF/MONTE		07/11/2016	1	OM	0	119.17	762.83
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		119.17	
				2 ENV SCIENCE	0	91.44	
				PROJECT			
01 E 300 790 155 000 899				OTHER PUPIL SUPPORT SERVICES//MISCELLANEOUS EXPENSE/ENV		91.44	
				3 INSIDE MAINT.	0	511.94	
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		511.94	
				4 HOUSE	0	11.27	
01 R 300 361 000 000 619				VOCATIONAL WEIDAUER//HOUSE EXPENSES-CONTRA REVENUE/		11.27	
				5 KEY	0	5.58	
01 E 300 292 000 000 899				BOYS/GIRLS ATHLETICS//MISCELLANEOUS EXPENSE/		5.58	
				6 LURES	0	7.87	
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		7.87	
				7 BRIDGES	0	15.56	

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04 E 500 505 030 882 430				COMMUNITY EDUCATION GENERAL/21ST CENTRUY GRANT/SUPPLIES		15.56	
16859 Vendor	Continued Void	07/11/2016					0.00
16860 Vendor	Continued Void	07/11/2016					0.00
16861 Vendor	Continued Void	07/11/2016					0.00
16862 VISA		07/11/2016	11	UPS	0	14.65	6,665.82
01 E 100 203 000 000 329				ELEMENTARY GENERAL ED.//POSTAGE AND EXPRESS/		14.65	
			14	UPS KNAPPER	0	16.67	
01 E 300 292 000 000 329				BOYS/GIRLS ATHLETICS//POSTAGE AND EXPRESS/		16.67	
			166	AMAZON	0	901.62	
01 E 100 216 667 401 401				TITLE I - PART A/TITLE I/GENERAL SUPPLIES/CURRENT SCHL		901.62	
			172	AMAZON	0	256.70	
01 E 005 640 000 313 401				STAFF DEVELOPMENT/ACHIEVEMENT & INTEGRATION AID/GENERAL		256.70	
			175	BEST WESTERN	0	340.86	
01 E 100 216 667 401 366				TITLE I - PART A/TITLE I/TRAVEL-SCHOOL BUSINESS/CURRENT		340.86	
			177	AMAZON	0	26.72	
01 E 100 050 000 000 401				PRINCIPAL'S OFFICE//GENERAL SUPPLIES/		26.72	
			177-	VISTA PRINT	0	43.52	
01 E 005 640 000 313 401				STAFF DEVELOPMENT/ACHIEVEMENT & INTEGRATION AID/GENERAL		43.52	
			183	NATIVE REFLECTIONS	0	148.64	
01 E 005 790 000 320 430				OTHER PUPIL SUPPORT SERVICES/SUCCESS GRANT (INDIAN ED.)		148.64	
			184	VJ SMITH	0	406.72	
01 E 005 640 000 313 401				STAFF DEVELOPMENT/ACHIEVEMENT & INTEGRATION AID/GENERAL		406.72	
			189	GOPHER SPORTS	0	1,131.16	
01 E 005 790 000 320 430				OTHER PUPIL SUPPORT SERVICES/SUCCESS GRANT (INDIAN ED.)		1,131.16	
			194	AMAZON	0	575.19	
01 E 005 790 000 320 430				OTHER PUPIL SUPPORT SERVICES/SUCCESS GRANT (INDIAN ED.)		575.19	
			195	GLACIER WEAR	0	266.50	
01 E 005 790 000 320 430				OTHER PUPIL SUPPORT SERVICES/SUCCESS GRANT (INDIAN ED.)		266.50	
			196	1XL LEARNING	0	588.00	
01 E 005 790 000 318 430				OTHER PUPIL SUPPORT SERVICES/INTER DIST COOPERATION/SUP		588.00	
			30	amazon	0	489.86	
01 L 230 92				GENERAL FUND/DEFERRED REVENUE/WELLNESS \$		489.86	
			30-	BASEBALL SAVINGS	0	207.81	
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		207.81	
			31	AMAZON	0	62.68	
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		62.68	
			33	DICKS SPORTING GOODS	0	149.53	
04 E 500 505 000 321 401				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/GENERAL		149.53	
			34	BASEBALL SAVINGS	0	139.90	
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		139.90	
			67	REDLIN ART CENTER	0	172.31	
01 E 005 010 000 000 899				BOARD OF EDUCATION//MISCELLANEOUS EXPENSE/		172.31	
			86	EASTBAY CREDIT	0	-316.33	
01 E 300 292 219 000 401				BOYS/GIRLS ATHLETICS//GENERAL SUPPLIES/TRACK		-316.33	
			91	CROWN AWARDS	91	84.61	
01 E 300 296 210 000 401				GIRLS ATHLETICS//GENERAL SUPPLIES/SOFTBALL		84.61	

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04 E 500 505 000 321 450		92		GOUROCK COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	573.88	573.88
04 E 500 505 000 321 450		93		ADOBE SYSTEMS COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	384.62	384.62
16863 XCEL ENERGY		07/11/2016 1			0	11.75	32.83
01 E 025 810 184 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT			11.75
04 E 500 560 000 321 330		2		RECREATION-SWIM POOL/COMMUNITY EDUCATION/UTILITY SERVIC	0	12.56	12.56
01 E 025 810 184 000 330		3		OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT	0	8.52	8.52
16864 Vendor Continued Void		07/11/2016					0.00
16865 Vendor Continued Void		07/11/2016					0.00
16866 YME SCHOOLS-ADM		07/11/2016 11		JUNE INT.	0	-0.96	4,689.27
01 R 005 000 000 000 092				INVESTMENT EARNINGS/		-0.96	
01 E 350 292 219 000 305		14336		DARVIN ANDERT BOYS/GIRLS ATHLETICS//PROFESSIONAL FEES/TRACK	0	30.00	30.00
01 E 350 292 219 000 305		14337		KAREN BAKER BOYS/GIRLS ATHLETICS//PROFESSIONAL FEES/TRACK	0	30.00	30.00
01 E 100 203 000 000 305		14338		MELISSA JIMENEZ ELEMENTARY GENERAL ED.//PROFESSIONAL FEES/	0	20.00	20.00
04 E 500 505 000 321 450		14339		KORNER STORE COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	36.00	36.00
04 E 500 505 000 321 450		14340		TWYLA SCHILLER COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	45.00	45.00
04 E 500 505 000 321 450		14341		PLYMOUTH MILL COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	100.00	100.00
04 E 500 590 000 321 329		14343		POSTMASTER OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/POSTAGE AN	0	89.08	89.08
01 E 005 640 000 320 305		14344		VANESSA BAKER STAFF DEVELOPMENT/SUCCESS GRANT (INDIAN ED.)/PROFESSION	0	500.00	500.00
01 E 005 640 000 320 305		14345		TRACY BLUE STAFF DEVELOPMENT/SUCCESS GRANT (INDIAN ED.)/PROFESSION	0	500.00	500.00
01 E 005 640 000 320 305		14346		TIM BLUE STAFF DEVELOPMENT/SUCCESS GRANT (INDIAN ED.)/PROFESSION	0	500.00	500.00
01 E 005 640 000 320 305		14347		DAWN CHASE STAFF DEVELOPMENT/SUCCESS GRANT (INDIAN ED.)/PROFESSION	0	500.00	500.00
01 E 005 640 000 320 305		14348		MEGAN MOREDY STAFF DEVELOPMENT/SUCCESS GRANT (INDIAN ED.)/PROFESSION	0	500.00	500.00
01 E 005 640 000 320 305		14349		USC PREM. GROUP HOKSIDA MOUNTAIN STAFF DEVELOPMENT/SUCCESS GRANT (INDIAN ED.)/PROFESSION	0	500.00	500.00
01 E 005 640 000 320 305		14350		JOHN STERNER STAFF DEVELOPMENT/SUCCESS GRANT (INDIAN ED.)/PROFESSION	0	500.00	500.00
01 E 005 640 000 320 305		14351		USC HOOP DANCERS DAWN CHASE STAFF DEVELOPMENT/SUCCESS GRANT (INDIAN ED.)/PROFESSION	0	500.00	500.00
01 E 005 810 000 000 320		14352		CENTURY LINK OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES/	0	340.15	340.15

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
16867	ZEP MANUFACTURING CO	07/11/2016	9002318661		0	544.90	544.90
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		544.90	
			76	Computer	Check(s) For a Total of		104,928.14

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
76	Computer	Checks For a Total of	104,928.14
Total For	76	Manual, Wire Tran, ACH & Computer Checks	104,928.14
Less	0	Voided Checks For a Total of	0.00
		Net Amount	104,928.14

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	818.86	1,374.90	94,954.94	97,148.70
02	FOOD SERVICE	0.00	0.00	1,931.48	1,931.48
04	COMMUNITY SERVICE	0.00	0.00	5,847.96	5,847.96

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
16868	BOND TRUST SERVICES CORPORATIO	07/11/2016	31537-PA		0	450.00	41,382.50
47 E 005 910 000 000 790				DEBT REDEMPTION//OTHER DEBT SVC EXP/		450.00	
			31538-PA		0	450.00	
07 E 005 910 752 000 790				DEBT REDEMPTION//OTHER DEBT SVC EXP/ALT FAC D.S. \$730,0		450.00	
			326871	fac. bond	0	7,172.50	
07 E 005 910 752 000 720				DEBT REDEMPTION//BOND INTEREST/ALT FAC D.S. \$730,000		7,172.50	
			35469	OPEB BONDS	0	33,310.00	
47 E 005 910 000 000 720				DEBT REDEMPTION//BOND INTEREST/		33,310.00	
16869	BORCH'S INC.	07/11/2016	AAY004353	GIRLS TENNIS	0	1,461.00	1,461.00
01 E 300 296 227 000 401				GIRLS ATHLETICS//GENERAL SUPPLIES/UNIFORMS		1,461.00	
16870	BSN SPORTS	07/11/2016	98024617	FB	0	426.00	606.00
01 E 300 294 211 000 401				BOYS ATHLETICS//GENERAL SUPPLIES/FOOTBALL		426.00	
			98024618	FB	0	180.00	
01 E 350 294 211 000 401				BOYS ATHLETICS//GENERAL SUPPLIES/FOOTBALL		180.00	
16871	COMPANION CORP.	07/11/2016	100571	ALEX S16 LIC.	0	2,590.00	2,590.00
01 E 100 620 000 000 406				EDUCATIONAL MEDIA/LIBRARY//INSTRUCTIONAL TECH. SFTWR/LI		1,295.00	
01 E 300 620 000 000 406				EDUCATIONAL MEDIA/LIBRARY//INSTRUCTIONAL TECH. SFTWR/LI		738.15	
01 E 350 620 000 000 406				EDUCATIONAL MEDIA/LIBRARY//INSTRUCTIONAL TECH. SFTWR/LI		556.85	
16872	COOLE SCHOOL	07/11/2016	160278		100160095	581.70	581.70
01 L 230 33				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		581.70	
16873	DISCOUNT SCHOOL SUPPLY	07/11/2016	"		0	90.32	293.95
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/		90.32	
			W25633210101		0	107.72	
01 E 100 201 000 000 430				KINDERGARTEN//SUPPLIES/		107.72	
			W25656540101		0	95.91	
01 E 100 203 000 000 433				ELEMENTARY GENERAL ED.//INDIVIDUAL INST SUPPLIES/		95.91	
16874	DOLLAR STOP	07/11/2016	2	SUMMER REC	0	5.00	5.00
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		5.00	
16875	EMC INSURANCE COMPANIES	07/11/2016	16-17	FY17 INSURANCE	0	53,313.98	89,458.98
01 E 005 940 000 000 340				PROPERTY AND OTHER INSURANCE//INSURANCE/		53,313.98	
			16-17.	FY17	0	400.00	
04 E 500 560 000 321 340				RECREATION-SWIM POOL/COMMUNITY EDUCATION/INSURANCE/		400.00	
			2016-17	FY17 WORK COMP	0	35,745.00	
01 E 005 020 000 000 270				SUPERINTENDENT'S OFFICE//WORKERS COMPENSATION/		550.00	
01 E 005 110 000 000 270				ACCOUNTING OFFICE//WORKERS COMPENSATION/		350.00	
01 E 005 810 000 000 270				OPERATIONS AND MAINTENANCE//WORKERS COMPENSATION/		8,145.00	
01 E 100 050 000 000 270				PRINCIPAL'S OFFICE//WORKERS COMPENSATION/		600.00	
01 E 100 203 000 000 270				ELEMENTARY GENERAL ED.//WORKERS COMPENSATION/		9,200.00	
01 E 300 050 000 000 270				PRINCIPAL'S OFFICE//WORKERS COMPENSATION/		450.00	
01 E 300 211 000 000 270				SECONDARY EDUCATION GENERAL//WORKERS COMPENSATION/		7,600.00	
02 E 005 770 000 701 270				FOOD SERVICES/SCHOOL LUNCH/WORKERS COMPENSATION/		3,800.00	
04 E 500 505 000 321 270				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/WORKERS		250.00	
04 E 500 580 000 325 270				EARLY CHILDHOOD AND FAM ED/EARLY CHILDHOOD AND FAMILY E		250.00	
01 E 350 050 000 000 270				PRINCIPAL'S OFFICE//WORKERS COMPENSATION/		275.00	
01 E 350 211 000 000 270				SECONDARY EDUCATION GENERAL//WORKERS COMPENSATION/		3,700.00	
04 E 500 582 000 337 270				LEARNING READINESS/ECFE SCHOLARSHIPS/WORKERS COMPENSATI		275.00	
04 E 500 582 000 344 270				LEARNING READINESS/LEARNING READINESS/WORKERS COMPENSAT		300.00	
16876	ETA HAND2MIND	07/11/2016	50717707		100170027	164.48	164.48
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/		164.48	
16877	FRONTLINE PLACEMENT TECHNOLOGI	07/11/2016	INVUS54299	FY17 SUB SYSTEM	0	3,815.00	3,815.00
01 E 005 010 000 000 305				BOARD OF EDUCATION//PROFESSIONAL FEES/		3,815.00	
16878	HILLYARD/HUTCHINSON	07/11/2016	602131389		0	3,467.92	3,467.92

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		3,467.92	
16879	INNOVATIVE LEARNING CONCEPTS I	07/11/2016	1217537		0	39.95	39.95
01 E 100 203 000 000 433				ELEMENTARY GENERAL ED.//INDIVIDUAL INST SUPPLIES/		39.95	
16880	Vendor Continued Void	07/11/2016					0.00
16881	INNOVATIVE OFFICE SOLUTIONS	07/11/2016	1214801		0	50.33	1,101.89
01 E 100 201 000 000 430				KINDERGARTEN//SUPPLIES/		50.33	
01 E 100 203 000 000 430			1232074	100170046 100170046	789.24	789.24	
				ELEMENTARY GENERAL ED.//SUPPLIES/			
01 E 100 203 000 000 433			IN1210028A	100170002 100170002	24.32	24.32	
				ELEMENTARY GENERAL ED.//INDIVIDUAL INST SUPPLIES/			
01 E 100 203 000 000 430			IN1210028B	100170007 100170007	33.99	33.99	
				ELEMENTARY GENERAL ED.//SUPPLIES/			
01 E 100 203 000 000 433			IN1211570	100170009 100170009	104.18	104.18	
				ELEMENTARY GENERAL ED.//INDIVIDUAL INST SUPPLIES/			
01 E 100 203 000 000 430			IN1213177	100170019 100170019	111.04	111.04	
				ELEMENTARY GENERAL ED.//SUPPLIES/			
01 E 100 203 000 000 430			SCN-047713	RETURN 100170046	-11.21	-11.21	
				ELEMENTARY GENERAL ED.//SUPPLIES/			
16882	ISCORP	07/11/2016	679451	SKYWARD FINANCE	0	195.50	195.50
01 E 005 110 000 000 350				ACCOUNTING OFFICE//REPAIRS AND MAINTENANCE SVCS/		195.50	
16883	KEC OF GRANITE FALLS	07/11/2016	1	REPAIR FORD	0	17.40	17.40
01 E 005 810 192 000 401				OPERATIONS AND MAINTENANCE//GENERAL SUPPLIES/INSIDE MAI		17.40	
16884	LAKESHORE LEARNING MATERIALS	07/11/2016	30462106116		0	269.62	726.23
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/		269.62	
01 E 100 203 000 000 430			3066050616		0	204.43	
				ELEMENTARY GENERAL ED.//SUPPLIES/		204.43	
01 E 100 201 000 000 433			3085910616		0	57.23	
				KINDERGARTEN//INDIVIDUAL INST SUPPLIES/		57.23	
01 E 100 203 000 000 430			3135310616		0	194.95	
				ELEMENTARY GENERAL ED.//SUPPLIES/		133.98	
01 E 100 203 000 000 433				ELEMENTARY GENERAL ED.//INDIVIDUAL INST SUPPLIES/		60.97	
16885	MESPA	07/11/2016	1998	DUES	0	903.00	903.00
01 E 100 050 000 000 820				PRINCIPAL'S OFFICE//DUES & MEMBERSHIPS/		903.00	
16886	MINNESOTA ELEVATOR TOTAL ELEVA	07/11/2016	667668	INSPECTIONS	0	338.96	338.96
01 E 005 865 000 347 305				LONG TERM FACILITY MAINT./PHYSICAL HAZARD CONTROL/PROFE		338.96	
16887	MN RURAL EDUCATION ASSOC.	07/11/2016	2016-17	FY17 DUES	0	1,943.00	1,943.00
01 E 005 010 000 000 820				BOARD OF EDUCATION//DUES & MEMBERSHIPS/		1,943.00	
16888	MINNESOTA SCHOOL BOARD ASSOC.	07/11/2016	14489W9P6Y4	DUES	0	3,744.00	4,394.00
01 E 005 010 000 000 820				BOARD OF EDUCATION//DUES & MEMBERSHIPS/		3,744.00	
01 E 005 010 000 000 820			14489W9P6Y4-1	POLICY SERVICE	0	650.00	
				BOARD OF EDUCATION//DUES & MEMBERSHIPS/		650.00	
16889	MUSIC IS ELEMENTARY	07/11/2016	238228		0	55.90	55.90
01 E 100 203 407 000 433				ELEMENTARY GENERAL ED.//INDIVIDUAL INST SUPPLIES/ELEM M		55.90	
16890	MVCC	07/11/2016	16-17	SPECIAL ED	0	151,637.42	151,637.42
01 E 200 420 978 740 396				SERVICES			
				SPECIAL EDUCATIONAL GENERAL/STATE FUNDED SPECIAL ED/DUE		151,637.42	
16891	MVTV	07/11/2016	1	MAINT. INTERNET	0	49.95	49.95
01 E 005 630 199 000 305				TECHNOLOGY INSTRUCTIONAL//PROFESSIONAL FEES/TECHNOLOGY		49.95	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
16892	PRESIDENT'S CHALLENGE	07/11/2016	1		0	324.28	324.28
01 E 100 203 408 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/ELEM PHY ED		324.28	
16893	Vendor Continued Void	07/11/2016					0.00
16894	REALLY GOOD STUFF	07/11/2016	5540963		0	312.79	937.44
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/		312.79	
			5540963-		0	69.98	
01 E 100 203 000 000 433				ELEMENTARY GENERAL ED.//INDIVIDUAL INST SUPPLIES/		69.98	
			5541572A		0	151.45	
01 E 100 201 000 000 430				KINDERGARTEN//SUPPLIES/		151.45	
			5541572A-		0	197.37	
01 E 100 201 000 000 433				KINDERGARTEN//INDIVIDUAL INST SUPPLIES/		197.37	
			5541572b		0	65.95	
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/		65.95	
			5542451		0	88.60	
01 E 100 201 000 000 433				KINDERGARTEN//INDIVIDUAL INST SUPPLIES/		88.60	
			5554403	100170037	100170037	51.30	
01 E 100 201 000 000 433				KINDERGARTEN//INDIVIDUAL INST SUPPLIES/		51.30	
16895	RSCHOOL TODAY	07/11/2016	26847	RENEWAL 16/17	0	785.00	785.00
01 E 300 292 000 000 405				BOYS/GIRLS ATHLETICS//SOFTWARE ETC/		785.00	
16896	SCHOLASTIC BOOK CLUBS INC.	07/11/2016	T12047287		0	81.00	81.00
01 E 100 203 000 000 433				ELEMENTARY GENERAL ED.//INDIVIDUAL INST SUPPLIES/		81.00	
16897	SCHOOLPOINTE	07/11/2016	11	WEBSITE	0	3,000.00	3,000.00
01 E 005 010 000 000 405				BOARD OF EDUCATION//SOFTWARE ETC/		3,000.00	
16898	SCHOOL SPECIALTY SUPPLY, INC.	07/11/2016	208116437269	100170047	100170047	76.98	76.98
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/		76.98	
16899	SPANGLER ENTERPRISES INC.	07/11/2016	2015743		0	138.28	138.28
01 E 100 203 000 000 433				ELEMENTARY GENERAL ED.//INDIVIDUAL INST SUPPLIES/		138.28	
16900	TEACHER DIRECT	07/11/2016	-		0	261.64	414.76
01 E 100 201 000 000 430				KINDERGARTEN//SUPPLIES/		261.64	
			W427369700010	100170008	100170008	29.99	
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/		29.99	
			W427452400015		0	123.13	
01 E 100 203 000 000 433				ELEMENTARY GENERAL ED.//INDIVIDUAL INST SUPPLIES/		123.13	
16901	TREND ENTERPRISES INC	07/11/2016	2308300		0	89.95	89.95
01 E 100 203 000 000 433				ELEMENTARY GENERAL ED.//INDIVIDUAL INST SUPPLIES/		89.95	
16902	Vendor Continued Void	07/11/2016					0.00
16903	Vendor Continued Void	07/11/2016					0.00
16904	VISA	07/11/2016	001	WALMART.COM	0	28.97	4,283.79
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/		28.97	
			003	ORTHOTAPE.COM	0	63.77	
01 E 100 203 000 000 433				ELEMENTARY GENERAL ED.//INDIVIDUAL INST SUPPLIES/		63.77	
			020	AMAZON	0	160.75	
01 E 100 201 000 000 430				KINDERGARTEN//SUPPLIES/		160.75	
			04	PELLETS	0	170.00	
01 E 100 203 000 000 433				ELEMENTARY GENERAL ED.//INDIVIDUAL INST SUPPLIES/		170.00	
			040	TREND FOR KIDS	0	15.43	
01 E 100 201 000 000 430				KINDERGARTEN//SUPPLIES/		15.43	
			13	JMC NICOLLE	0	25.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 100 640 000 316 367				STAFF DEVELOPMENT/STAFF DEVELOPMENT/TRAVEL-PROFESS DEVE		25.00	
		23		PLANK ROAD PUBL.	0	104.95	
01 E 100 203 407 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/ELEM MUSIC		104.95	
		25		AMAZON.COM	0	24.12	
01 E 100 203 407 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/ELEM MUSIC		24.12	
		25--	1		0	64.02	
01 E 100 203 407 000 433				ELEMENTARY GENERAL ED.//INDIVIDUAL INST SUPPLIES/ELEM M		64.02	
		26		WEST MUSIC	0	96.05	
01 E 100 203 407 000 433				ELEMENTARY GENERAL ED.//INDIVIDUAL INST SUPPLIES/ELEM M		96.05	
		39		SCHOLASTIC	0	15.24	
01 E 100 201 000 000 433				KINDERGARTEN//INDIVIDUAL INST SUPPLIES/		15.24	
		41		MACMH	0	152.15	
01 E 100 640 000 316 367				STAFF DEVELOPMENT/STAFF DEVELOPMENT/TRAVEL-PROFESS DEVE		152.15	
		42		SOLUTION TREE	0	2,676.00	
01 E 005 640 000 335 366				STAFF DEVELOPMENT/QCOMP/TRAVEL-SCHOOL BUSINESS/		2,676.00	
		44		SW AIRLINES	0	575.84	
01 E 005 640 000 335 366				STAFF DEVELOPMENT/QCOMP/TRAVEL-SCHOOL BUSINESS/		575.84	
		45		PARK N FLY	0	111.50	
01 E 005 640 000 335 366				STAFF DEVELOPMENT/QCOMP/TRAVEL-SCHOOL BUSINESS/		111.50	
		37	Computer	Check(s) For a Total of		315,361.21	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
201600001	UMB BANK NA 07 E 005 910 750 000 720	07/11/2016	YM1A		0	161,700.00	161,700.00
				DEBT REDEMPTION//BOND INTEREST/ALT FAC D.S. \$8.26 MIL (		161,700.00	
201600002	UMB BANK NA 07 E 005 910 751 000 720	07/11/2016	YM1B		0	43,092.50	43,092.50
				DEBT REDEMPTION//BOND INTEREST/CAP/ENRGY D.S. \$2.485 MI		43,092.50	
2 Wire Transfer Check(s) For a Total of							204,792.50

0	Manual	Checks For a Total of	0.00
2	Wire Transfer	Checks For a Total of	204,792.50
0	ACH	Checks For a Total of	0.00
37	Computer	Checks For a Total of	315,361.21
Total For 39	Manual, Wire Tran, ACH & Computer	Checks	520,153.71
Less 0	Voided	Checks For a Total of	0.00
	Net Amount		520,153.71

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	581.70	0.00	268,117.01	268,698.71
02	FOOD SERVICE	0.00	0.00	3,800.00	3,800.00
04	COMMUNITY SERVICE	0.00	0.00	1,480.00	1,480.00
07	DEBT REDEMPTION	0.00	0.00	212,415.00	212,415.00
47	OPEB DEBT SERVICE FUND	0.00	0.00	33,760.00	33,760.00

2015-16

**Yellow Medicine East #2190**

Not final. Doesn't include  
Contract/Salaries Payables  
and Remaining Accounts Pay.

**Board Report  
June 30, 2016**

Ending  
7/8/2016

for 7-11-16 Board Meeting

2015-16 By Fund	Revised 2015-16	Year to Date Expenditures	Budget Balance	Percent Expended
General	9,433,136	8,743,707	689,429	92.69%
Food Service	410,235	371,911	38,324	90.66%
Community Service	396,902	348,675	48,227	87.85%
Debt Red.	1,259,120	1,257,765	1,355	99.89%
OPEB Trust	268,106	135,967	132,139	50.71%
OPEB Debt Service	192,420	191,870	550	99.71%
<b>Total</b>	<b>11,959,919</b>	<b>11,049,895</b>	<b>910,024</b>	<b>92.39%</b>

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

Salaries % expended to date (approximately)

Contracted July-June	Supt/Finance/Maint/Comm Ed	100.00%
Contracted August-July	Principals/Fd Svc Director	91.67%
Contracted Sept-August	Teachers/Nurse	83.33%
12 Month Non-certified	Secretaries	100.00%
12 Month Non-certified	Custodians	96.00%
9 Month non-Certified	Assistants/Cooks	100.00%

**Liquid Asset Fund**

Month End Cash Invested \$3,731,254.37 General Closing Market Value  
6/30/2016

**Electronic Fund Transfers/ACH Transfers/LAF Chec**

			From	To
6/7/2016	\$ 157.94	rSchool Fees	LAF	rSchool
6/7/2016	\$ 200,000.00	Board Accounts Payable	LAF	Granite Falls Bank
6/21/2016	\$ 10,000.00	Payroll (F&M Bank)	LAF	F&M Bank
6/22/2016	\$ 325,425.21	Payroll (GF Bank direct deposit)	LAF	Granite Falls Bank
6/21/2016	\$ 220,000.00	Board Accounts Payable	LAF	Granite Falls Bank
	\$ -	Sales Tax	LAF	Mn. Dept. of Revenue
	\$ -	PERA Trust (OPEB)	OPEB Trust	LAF

Trust Fund (PERA) OPEB \$872,111.29 Ending **7/7/2016**

**Yellow Medicine East #2190**

**Board Report  
July 11, 2016**

Ending  
7/8/2016

2016-17 By Fund	Original 2016-17	Year to Date Expenditures	Budget Balance	Percent Expended	For Comparison
					2016-17 YTD Expended
General	9,680,303	212,026	9,468,277	2.19%	1.25%
Food Service	413,830	0	413,830	0.00%	0.90%
Community Service	436,607	5	436,602	0.00%	0.23%
Debt Red.	1,225,730	212,415	1,013,315	17.33%	18.39%
OPEB Trust	242,417	0	242,417	0.00%	0.00%
OPEB Debt Service	192,620	33,760	158,860	17.53%	18.79%
<b>Total</b>	<b>12,191,507</b>	<b>458,206</b>	<b>11,733,301</b>	<b>3.76%</b>	<b>3.27%</b>

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

Salaries % expended to date (approximately)

Contracted July-June	Supt/Finance/Maint/Comm Ed	0.00%
Contracted August-July	Principals/Fd Svc Director	0.00%
Contracted Sept-August	Teachers/Nurse	0.00%
12 Month Non-certified	Secretaries	0.00%
12 Month Non-certified	Custodians	0.00%
9 Month non-Certified	Assistants/Cooks	0.00%

**Liquid Asset Fund**

Month End Cash Invested \$3,731,254.37 General Closing Market Value  
6/30/2016

**Electronic Fund Transfers/ACH Transfers/LAF Chec**

From To

6/7/2016	\$ 157.94	rSchool Fees	LAF	rSchool
06-14-12016	\$ 200,000.00	Board Accounts Payable	LAF	Granite Falls Bank
6/21/2016	\$ 10,000.00	Payroll (F&M Bank)	LAF	F&M Bank
6/22/2016	\$ 325,425.21	Payroll (GF Bank direct deposit)	LAF	Granite Falls Bank
6/21/2016	\$ 220,000.00	Board Accounts Payable	LAF	Granite Falls Bank
	\$ -	Sales Tax	LAF	Mn. Dept. of Revenue
	\$ -	PERA Trust (OPEB)	OPEB Trust	LAF

Trust Fund (PERA) OPEB \$872,111.29 Ending 7/7/2016

# NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD

INDEPENDENT SCHOOL DISTRICT NO. 2190  
YELLOW MEDICINE EAST  
STATE OF MINNESOTA

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of School Board Member of Independent School District No. 2190 shall begin on August 2, 2016 and shall close at 5 o'clock p.m. on August 16, 2016.

The general election shall be held on Tuesday, November 8, 2016. At that election, four (4) members will be elected to the School Board for terms of four (4) years each.

Affidavits of Candidacy are available from the Yellow Medicine East District Office at 450 9<sup>th</sup> Avenue, Granite Falls, Minnesota. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the School District from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office in the general election.

The Affidavits of Candidacy must be filed in the Yellow Medicine East District Office and the filing fee paid prior to 5 o'clock p.m. on August 16, 2016.

BY ORDER OF THE SCHOOL BOARD

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Tim Opdahl  
School Board Clerk  
July 11, 2016

**ISD 2190 – BOARD OF DIRECTORS’  
AGENDA ANALYSIS**

**AGENDA ITEM:** 6.6  
**MEETING DATE:** July 11, 2016  
**SUBJECT:** Bread & Bread Products

**BOARD ACTION**

Required X  
Information  
Scheduled Report

**BACKGROUND/RATIONALE**

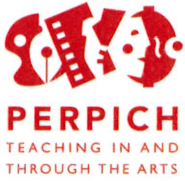
A single bidder, same as last year, Pan O Gold has submitted their bid

**PRESENTER(S)**

**COMMITTEE**

**SUPERINTENDENT RECOMMENDATION**

Recommend Support



## STATE OF MINNESOTA JOINT POWERS AGREEMENT

This agreement is between the State of Minnesota, acting through its Executive Director of the Perpich Center for Arts Education ("State") and ISD 2190, Yellow Medicine East Schools, 490 9<sup>th</sup> Avenue, Granite Falls Minnesota 56241 ("Governmental Unit").

### Recitals

Under Minnesota Statute § 471.59, subdivision 10, the State is empowered to engage such assistance as deemed necessary. The State is in need of high quality professional development opportunities in arts integration and examples of high quality arts integrated instruction units to share and disseminate to Minnesota K-12 educators and administrators for the purpose(s) of improving education statewide.

### Agreement

#### 1 Term of Agreement

- 1.1 **Effective date:** August 1, 2016, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 **Expiration date:** September 29, 2017, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

#### 2 Agreement between the Parties

A team of three teachers at name of ISD 2190, Yellow Medicine East Schools will participate in the 2016-2017 Perpich Arts Integration Network of Teachers, a multi-year professional development program in arts integration aimed at increased student learning and instructor capacity. This agreement provide for reimbursement to the school for expenses related to this program based on a school team of number three participants.

#### Governmental Unit Responsibilities

##### **ISD 2190, Yellow Medicine East Schools agree to:**

- Support team efforts to design and implement arts integration;
- Create and submit an interim report of progress to be received no later than June 30, 2017
- Create and submit a fiscal year end budget for the project to be received no later than July 31, 2017
- Supply/provide/assign one school administrator to participate in online activities and attend the June 2017 Arts Integration Conference

##### **The teacher team at ISD 2190, Yellow Medicine East Schools agrees to:**

- Participate in professional development coaching meetings (dates to be negotiated with program staff)
- Collaboratively plan and implement integrated student learning experiences
- Design and implement aligned assessments of student learning
- Engage in professional inquiry in order to continually improve classroom and school skill in arts integration
- Learn and use technology tools necessary to participate in and document work created and/or developed within the project
- Meet with Perpich Center facilitators, and allow them to visit classrooms to provide coaching
- Participate in project evaluation(s) upon request
- Electronically document project process and products, including completed unit plans and examples of student work, on a timely basis
- Complete necessary paperwork, gather media release forms, and report on progress and budget as required

State/Agency Responsibilities**The State will:**

- Plan, book, organize and implement all Perpich Arts Integration Network of Teachers events and activities
- Facilitate professional learning for teachers, in-person and online, that is focused on building capacity to design and assess aligned units of arts integration aimed at increasing student learning, and aid teachers in expansion of technology skills
- Require submission of completed arts integrated unit plans from the school site and team
- Provide guidance on use of funds
- Monitor the use of funds via the year-end report received from the participating team to ensure funds are used for purposes outlined above
- Require annual written reports on use of funds from the School

This agreement provides reimbursement from the State to the Governmental Unit for:

**Participation in Professional Development Activities (Subtotal = \$3,566.20)**

- a) **Substitute Teachers:** Reimbursement for substitute teachers that permit team member attendance at two 2016-2017 school year workshops in Mankato, Minnesota (dates to be determined)
- b) **Mileage:** Mileage reimbursement based on State of MN Commissioner's Plan rates in effect at time expenses are incurred. Reimbursement is permitted for:
  - i. 1 vehicle for 3 teachers to make a round trip from school site to St. Peter MN for August startup meeting
  - ii. 1 vehicle for 3 teachers to make two round trips from the local school site to Mankato MN to attend school year workshops
  - iii. 1 vehicle for 3 teachers to make a round trip to Golden Valley MN to attend June 2017 Arts Integration Conference
  - iv. 1 administrator to make a round trip to Golden Valley MN to attend June 2017 Arts Integration Conference
  - v. Mileage reimbursement rate is the State of Minnesota Commissioner's Plan rate in effect at the time expenses are incurred
- c) **Honorariums:** Honorariums of up to \$125 per day, or at a rate dictated by the teacher union contract, per teacher during summer workshops when teachers are off-contract
- d) **Meals:** It is expected that teachers will stay overnight at the workshop for multiday workshops. Dinner reimbursement of up to \$16 per person is allowed when the team members stay overnight away from home for Perpich Center workshops. Tax and gratuities should be included in reimbursement however, the cost of alcoholic beverages cannot be included

**Arts Integration Planning, Implementation, Documentation, and Assessment at School: (Subtotal = \$1,500.00)**

The team will receive a sum of money which, they must decide in collaboration with Perpich facilitators, how to spend and subsequently to plan, implement, document, and assess arts integrated units. This sum is calculated on a rate of \$500 per teacher on the team; the team allotment for ISD 2190, Yellow Medicine East Schools is \$1,500.00. These funds can be used for:

- Substitute teacher costs for planning and co-teaching
- Honorarium funds for work (planning, reflecting, coordinating) outside contract hours (based on Southland Public Schools daily rate specified in the teacher union contract if applicable).
- Community and teaching artist resources (residencies, fieldtrips, guest experts in classroom, etc.)
- Supplies and materials for arts-integrated lessons

The following expenditures **are not** appropriate use of these funds:

- Capital improvement or construction, purchase of capital equipment, real property, or endowments
- Permanent significant purchases, such as a piano
- Costs associated with fundraising events
- Activities that engage in political lobbying, serve the religious socialization of participants or discriminate against any persons or groups

**3 Payment**

As outlined above, the State will pay the governmental unit up to \$5,066.20 (five thousand sixty six dollars and twenty cents)

Invoices: Payments will be made upon submission of invoices following the schedule outlined here:

Payment disbursement terms:

- \$3,799.65 (three thousand seven hundred ninety nine dollars and sixty five cents) within 30 (thirty) days of agreement execution and receipt of invoice
- \$1,266.55 (one thousand two hundred sixty six dollars and fifty five cents) upon receipt of invoice and receipt and acceptance of narrative report, and year-end budget report due July 31, 2017.

The agreement provides reimbursement only. If the Governmental Unit has excess funds remaining from the payment schedule, the parties will determine whether to discontinue or retain the Project for the 2017-2018 academic year. If the Project is discontinued, the Governmental Unit will return excess funds to the State within thirty (30) calendar days. If the Project is continued, the Governmental Unit will retain unused funds for the 2017-2018 academic year

The State will determine and provide written direction on additional parameters for use related to the Perpich Arts Integration Network of Teachers in the event that there are excess funds after all of the above outlined activity is completed.

The total obligation of the State under this agreement will not exceed \$5,066.20 (five thousand sixty six dollars and twenty cents)

**4 Authorized Representatives**

The State's Authorized Representative is Pam Paulson, Perpich Center for Arts Education, 6125 Olson Memorial Highway, Golden Valley Minnesota 55422 or his/her successor.

The Governmental Unit's Authorized Representative is ~~LeeAnn Boushek~~ **Rick Clark**, ISD 2190, Yellow Medicine East Schools, 490 9<sup>th</sup> Avenue, Granite Falls Minnesota 56241, tel: 320.564.4081 or his/her successor.

**5 Assignment, Amendments, Waiver, and Contract Complete**

- 5.1 **Assignment.** The Governmental Unit may neither assign nor transfer any rights or obligations under this agreement without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.
- 5.2 **Amendments.** Any amendment to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.
- 5.3 **Waiver.** If the State fails to enforce any provision of this agreement, that failure does not waive the provision or its right to enforce it.
- 5.4 **Contract Complete.** This agreement contains all negotiations and agreements between the State and the Governmental Unit. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.

**6 Indemnification**

In the performance of this contract by the Governmental Unit, or Governmental Unit's agents or employees, the Governmental Unit must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Governmental Unit's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Governmental Unit may have for the State's failure to fulfill its obligation under this contract.

**7 State Audits**

Under Minnesota Statute § 16C.05, subdivision 5, the Governmental Unit's books, records, documents, and accounting procedures and practices relevant to this agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this agreement.

**8 Government Data Practices**

The Governmental Unit and State must comply with the Minnesota Government Data Practices Act, Minnesota Statute Ch. 13, as it applies to all data provided by the State under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this agreement. The civil remedies of Minnesota Statute § 13.08 apply to the release of the data referred to in this clause by either the Governmental Unit or the State.

If the Governmental Unit receives a request to release the data referred to in this Clause, the Governmental Unit must immediately notify the State. The State will give the Governmental Unit instructions concerning the release of the data to the requesting party before the data is released.

**9 Venue**

Venue for all legal proceedings out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

**10 Termination**

**10.1 Termination.** The State or the Governmental Unit may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.

**10.2 Termination for Insufficient Funding.** The State may immediately terminate this agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Governmental Unit. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Governmental Unit will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Governmental Unit notice of the lack of funding within a reasonable time of the State's receiving that notice.

**11 E-Verify Certification (In accordance with Minn. Stat. §16C.075)**

For services valued in excess of \$50,000, Contractor certifies that as of the date of services performed on behalf of the State, Contractor and all its subcontractors will have implemented or be in the process of implementing the federal E-Verify program for all newly hired employees in the United States who will perform work on behalf of the State. Contractor is responsible for collecting all subcontractor certifications and may do so utilizing the E-Verify Subcontractor Certification Form available at <http://www.mmd.admin.state.mn.us/doc/EVerifySubCertForm.doc>. All subcontractor certifications must be kept on file with Contractor and made available to the State upon request.

**1. STATE ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minnesota Statute §§ 16A.15 and 16C.05.*

Signed: Todd M. Goetz

Date: 6-29-16

CFMS Contract No. A- 111701

**2. GOVERNMENTAL UNIT**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**3. STATE AGENCY**

By: \_\_\_\_\_  
(with delegated authority)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**4. COMMISSIONER OF ADMINISTRATION**

As delegated to Materials Management Division

By: \_\_\_\_\_

Date: \_\_\_\_\_

Distribution:  
Agency  
Governmental Unit  
State's Authorized Representative - Photo Copy

# ***Yellow Medicine East Middle/High School***



## ***Student Handbook 2016 - 2017***

# Yellow Medicine East Middle/High School

450 9th Ave.

Granite Falls, MN 56241

(320) 564-4083 ext. 100

www.isd2190.org

Dr. Rick Clark, Superintendent

Mr. Ryan Luft, Principal

Mr. Chris Poyzer, Social Worker

Mrs. Robin Henderson, Success Coach

Mr. Tim Knapper, Activities Director

## WELCOME

On behalf of the staff, we welcome you to Yellow Medicine East Middle/High School. This handbook has been prepared for you as a guide, to inform you of school policies and regulations, and of what is expected at Yellow Medicine East.

Yellow Medicine East Middle/High School has high academic and behavioral expectations. All of the guidelines and procedures are rooted in school district policy to ensure your safety and well-being. We also provide opportunities for you to participate in various activities. We know that the students and staff working together will make Yellow Medicine East Middle/High School the best school possible. Our success will be in direct proportion to everyone's participation, effort, and application.

We want your time at Yellow Medicine East Middle/High School to be a positive experience. Your cooperation with what is contained in this handbook will assist you and the staff in having a successful school year. We want to provide a safe environment for our students and staff so we can carry out the District's Mission Statement.

## VISION

**Our VISION: *To provide a caring environment of high expectations that prepares every student for a successful future and instills the value of learning.***

## EQUAL EDUCATIONAL OPPORTUNITIES

Every student of the district will have access to equal educational opportunities regardless of race, color, creed, gender, national origin, religion, age, marital status, status with regard to public assistance, or disability.

Mr. Tim Knapper, Title IX Coordinator

Dr. Rick Clark, Human Rights Officer

Dr. Rick Clark, 504 Coordinator

Mr. Ryan Luft, 504 Building Coordinator

## SCHOOL HOURS

School's in session from 8:15 a.m. until 2:57 p.m. Office Hours are from 7:30 a.m. until 4:00 p.m.

Students who are not part of an academic or activities program are not to be in the building before 7:30 a.m. or after 3:10 p.m. Students are expected to leave the building by 3:10 each day, unless directly supervised by a staff member or a coach. Those students are to report promptly to their designated areas.

## DAILY SCHEDULE FOR CLASSES (Seven Period Day)

Daily Class Schedule		Wednesday Ramp-Up Schedule		
Period 1	8:15 - 9:01		Period 1	8:15 - 8:59
Period 2	9:05 - 9:51		Period 2	9:03 - 9:47
Advisory	9:55 - 10:11		Advisory	9:51 - 10:21
Period 4	10:15 - 11:01		Period 4	10:25 - 11:09
Period 5	11:05 - 11:51		Period 5	11:13 - 11:57
Period 6A	11:55 - 12:41		Period 6A	12:01 - 12:45
Lunch A	11:51 - 12:27		Lunch A	11:57 - 12:33
Period 6B	12:31 - 1:17		Period 6B	12:37 - 1:21
Lunch B	12:41 - 1:17		Lunch B	12:45 - 1:21
Period 7	1:21 - 2:07		Period 7	1:25 - 2:09
Period 8	2:11 - 2:57		Period 8	2:13 - 2:57

2 Hour Late Schedule		PLC Early Out Schedule		
Period 1	10:15 - 10:48		Period 1	8:15 - 8:55
Period 2	10:52 - 11:25		Period 2	8:59 - 9:39
Lunch A	11:25 - 11:52		Advisory	9:43 - 10:13
Period 4A	11:29 - 12:02		Period 4	10:17 - 10:57
Lunch B	12:02 - 12:29		Period 5	11:01-11:41
Period 4B	11:56 - 12:29		Period 6A	11:45-12:25
Period 5	12:33 - 1:06		Lunch A	11:41-12:17
Period 6	1:10 - 1:43		Period 6B	12:21-1:01
Period 7	1:47 - 2:20		Lunch B	12:25-1:01
Period 8	2:24 - 2:57		Period 7	1:05-1:45
			Period 8	1:49-2:30

# I. ACADEMIC REQUIREMENTS FOR GRADUATION FROM YELLOW MEDICINE EAST HIGH SCHOOL

Yellow Medicine East has a proud academic tradition rooted in excellence. Students are required to take a combination of rigorous and exploratory classes during their time as a Sting. Twenty-Four credits are required for graduation. Six credits are the minimum any student can take in any one school year. Please realize that most students entering college will have more than the twenty-four credits minimum.

**GRADING POLICIES:** Teachers use several methods in evaluating a student’s achievement and improvement in a specific course. Grading information is available to students and parents through the “Grading Policy Syllabus” given to each student by instructors early each quarter or semester for each individual class.

If a student retakes a course due to failure or to improve a previous grade mark, the original grade will stand as posted and will count towards all academic honors and GPA.

A student in grades 9 ~ 12 may take no more than one class per semester on a Pass/Fail basis. Students must select and notify the Principal’s Office using the Pass/Fail Option Form properly filled out and turned in no later than seven class meetings from the first day of class. \*\*Forms are located in the Principal’s Office.

YME High School - Graduation Requirements Checklist Class of 2016/2017

Student Name \_\_\_\_\_ Advisor: \_\_\_\_\_

1st sem	2nd sem	LANGUAGE ARTS~4 credits	ELECTIVES ~ 7.5 Credits		
+ _____ = _____		English 9	_____	_____	_____
+ _____ = _____		English 10	_____	_____	_____
+ _____ = _____		English 11	_____	_____	_____
+ _____ = _____		English 12 - English IV or V	_____	_____	_____
		<b>CREDITS EARNED</b>			
1st sem	2nd sem	MATH~3 credits(Alg. I, II, Geometry or higher)			
+ _____ = _____		9-	_____	_____	_____
+ _____ = _____		10-	_____	_____	_____
+ _____ = _____		11-	_____	_____	_____
		<b>CREDITS EARNED</b>			
1st sem	2nd sem	SOCIAL STUDIES~3.5			
+ _____ = _____		Civics 9 [.50 cr]	_____	_____	_____
+ _____ = _____		US History 10	_____	_____	_____
+ _____ = _____		World History/Geog. 11	_____	_____	_____
+ _____ = _____		Economics	_____	_____	_____
+ _____ = _____		Social Elective Course: _____	_____	_____	_____
		<b>CREDITS EARNED</b>			
1st sem	2nd sem	SCIENCE ~ 3 Credits			
+ _____ = _____		Chem. Com. - Gr 9	9th gr _____ MCIS	10th gr _____ ACT	11th grade _____ ACT
+ _____ = _____		Biology	_____ PLAN	_____ ASVAB	_____ PSAT
+ _____ = _____		Env. Sci./Ag. Sci./CPC or	_____ PSAT	_____ PSAT	_____ SAT
		<b>CREDITS EARNED</b>	_____ MCIS	_____ SAT	_____ MCIS
		<b>PE/Health~1 Credit PE ~ 0.50 Health</b>	12th grade _____ ACT _____ MCIS		
+ _____ = _____		9 - PE	_____ Accuplacer	_____ SAT	
+ _____ = _____		10-PE			
+ _____ = _____		10-Health			
		<b>CREDITS EARNED</b>			
		<b>COMPUTER APP ~ .50 Credit</b>			
		Computer Applications			
		<b>CREDITS EARNED</b>			
		<b>ART ~ 1.0 Credit</b>			
+ _____ = _____					
		<b>CREDITS EARNED</b>			
		<b>16.5 Required Credits</b>			
		<b>STATE TESTS</b>			
		Written Comp - 11th Gr _____ 12th Gr _____			
		Reading - 10th Gr. Test			
		Science - 10th Gr. Test			
		Math - 11th Gr. Test Class of 2016 & beyond			
		ACT - 11th Gr. Test Class of 2016 & beyond			
		<b>TALLY OF TOTAL CREDITS EARNED</b>			
		_____ Language Arts			
		_____ Math			
		_____ Social Studies			
		_____ Science			
		_____ Phy Ed			
		_____ Health			
		_____ Computers			
		_____ Art			
		_____ Electives			
		_____ Total Credits [24.00]			

## HONOR ROLL

The Superior Honor Roll is = to 4.00

The “A” honor roll ranges from >= 3.50 to 3.99.

The “B” honor roll ranges from >= 3.00 to 3.49.

1. A “P” grade has no point value and is not calculated in the GPA.
2. The student must be enrolled in a minimum of six (6) YME courses for credit.
3. A student receiving an “I”, “GW” or “NC” may not be eligible for the honor roll.
4. Four times a year the honor rolls are published for each grade level.
5. Grade point averages are determined on the following basis:

A = 4.00	B- = 2.67	D+ = 1.33
A- = 3.67	C+ = 2.33	D = 1.00
B+ = 3.33	C = 2.00	D- = 0.67
B = 3.00	C- = 1.67	F = 0.00

**GRADUATION REQUIREMENTS:** Yellow Medicine East Middle/High School requires a student graduating to have 24 academic credits, meet state assessment and local attendance policy requirements;

Students must meet all of the graduation requirements required by the State of Minnesota and Yellow Medicine East School Board;

Early Graduation -- any student desiring to graduate BEFORE the end of his/her senior year must submit an Early Graduation Application to the Principal's Office by October 1. Such application must be approved by parents and principal or designees of the school board.

\*\*See School Board Policy ([613 - Graduation Requirements](#)) and YME Graduation Guidelines in the Principal's Office

**COMMENCEMENT/HONORS:** The purpose of the commencement ceremony is to honor students who have met the requirements for graduation from Yellow Medicine East Middle/High School.

It shall be the policy of the Board of Education to recognize graduating seniors with a cumulative high school grade point average of 4.0 to 3.70 at the end of the fourth quarter with recognition as graduating with High Honors and receive a gold cord. Students with a cumulative grade point average of 3.69 to 3.40 shall be recognized as graduating with Honors and will receive a silver cord. Students with a cumulative grade point average of 3.39 to 3.0 shall be recognized as graduating with Achievement Honors and receive a white cord.

The Valedictorian honor shall be awarded to the student or students who ranks number one in the class' GPA (grade point average) list at the end of the second semester of their senior year. The Salutatorian honor shall be awarded to the student who ranks number two in GPA at the end of the second semester of their senior year. Students honored for Valedictorian and Salutatorian shall have been a member of their class at least 51% of the student's educational program which must be from Yellow Medicine East High School. Student speakers at commencement may include but not limited to Class President, Student Council Representative, Honors members, Valedictorian or Salutatorian. A student in violation of the Yellow Medicine East Student Code of Conduct during their senior year will not be allowed to speak at graduation.

\*\*See School Board Policy and YME Graduation Guidelines in the Principal's Office

**GRADUATION CEREMONY REQUIREMENTS:** Students must meet the credit, testing, attendance requirements and have paid all fines and fees in order to participate at graduation commencement.. All grades must be final and be officially reported to the high school office for the student to receive their signed diploma. Student discipline concerns and/or consequences are subject to administrative discretion, regarding graduation commencement ceremony participation.

**ACADEMIC LETTER REQUIREMENTS:** An Academic letter will be awarded to students in grades 9 ~ 12 on an annual basis using the current year's GPA for computation. ( $\geq 3.0$  to 4.00 GPA) who have earned a patch for the first time. Student who have previously lettered in Academics will receive a patch or pin in succession. Awards will be distributed/awarded to students in grades 9 ~11 during the following school year.

*YME High School - Graduation Requirements Checklist Class of 2018 and beyond*

Student Name \_\_\_\_\_ Advisor: \_\_\_\_\_

1st sem.	2nd sem.		LANGUAGE ARTS~4.0 credits	ELECTIVES ~7.0 Credits		
+		=	English 9 - I			
+		=	English 10 - II			
+		=	English 11 - III			
+		=	English 12- English IV or V			
			<b>CREDITS EARNED</b>			
1st sem.	2nd sem.		MATH~3.0 credits[Alg. I, II, Geometry or higher]			
+		=	9-			
+		=	10-			
+		=	11-			
			<b>CREDITS EARNED</b>			
1st sem.	2nd sem.		SOCIAL STUDIES~4.0 Credits			
+		=	Civics 9/U.S. History [1.00 cr]			
+		=	US History 10			
+		=	World History/Geog. 11			
+		=	Economics			
+		=	Social Elective Course:			
			<b>CREDITS EARNED</b>			
1st sem.	2nd sem.		SCIENCE ~3.0 Credits	9th gr	10th gr	11th grade
+		=	Physical Science	___ MCIS	___ ACT	___ ACT
+		=	Biology		___ PLAN	___ ASVAB
+		=	Env. Sci./Ag. Sci./CPC or		___ PSAT	___ PSAT
			<b>CREDITS EARNED</b>		___ MCIS	___ MCIS
			<b>PE/Health~1.0 Credit PE~0.50 Health</b>	12th grade		___ SAT
+		=	9 - PE	___ ACT		___ MCIS
+		=	10-PE	___ Accuplacer		___ SAT
+		=	10-Health			
			<b>CREDITS EARNED</b>			
			<b>COMPUTER APP ~.50 Credit</b>	<b>TALLY OF TOTAL CREDITS EARNED</b>		
			Computer Applications	___ Language Arts		
			<b>CREDITS EARNED</b>	___ Math		
			<b>ART ~ 1.0 Credit</b>	___ Social Studies		
+		=		___ Science		
			<b>CREDITS EARNED</b>	___ Phy Ed		
			<b>17.0 Required Credits</b>	___ Health		
			<b>STATE TESTS</b>	___ Computers		
			Written Comp - 11th Gr ___ 12th Gr ___	___ Art		
			Reading - 10th Gr. Test	___ Electives		
			Science - 10th Gr. Test			
			Math - 11th Gr. Test Class of 2016 & beyond			
			ACT - 11th Gr. Test Class of 2016 & beyond			
						<b>Total Credits [24.00]</b>

**ATTENDANCE RECOGNITION REQUIREMENTS:** An attendance patch will be awarded to students in grade 9 ~ 12 on an annual basis who have achieved perfect attendance in the current school year. Students who have previously earned the attendance patch will receive a pin in succession. Awards will be distributed/awarded during the following school year. Is this what we do or is it the end of the year awards presentations?

**HOME SCHOOL INSTRUCTION:** Home school instruction will follow the education policy of Yellow Medicine East Public Schools (See School Board Policy) and Minnesota State Law.

**INCOMPLETES:** Students receiving an Incomplete for a grade at the end of any marking period (nine weeks, semester or end of the year) will have 10 school days from the end of the quarter, semester or school year to make up and turn in the incomplete work.

In instances when students have been absent for a prolonged period of time, the instructor and/or administrator may grant an extension up to 15 days total, depending upon the circumstances. The student has the responsibility of working out these details with his/her teacher should such an extension of time be deemed necessary. If no extension of time has been requested and approved, and if the make up work required is not submitted within the original 10 days as stipulated, the grade for the appropriate marking period will become an "F" and will be so recorded.

**POST-SECONDARY ENROLLMENT OPTIONS:** Juniors and Seniors maybe 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 Success Coach or yourHighSchool Principal.

**PSEO COURSES-ON SITE:** YME High School provides Post Secondary Courses on site through collaboration with Southwest State University and Minnesota West Community & Technical College. Students should check with the Success Coach 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. Please refer to the YME Student Registration Guide for a complete listing.

**PSEO/HOMESCHOOLED STUDENTS:** These students may request a pass from the Middle/High School Office if they wish to use school resources like the library, or computers. Students must check in the Principal's Office and obtain a pass. Students are encouraged to call ahead for availability and/or appointments if necessary with a staff member.

**PROCEDURE FOR DROPPING A COURSE:** Students may drop a class in the first four days after the start of a class if there is an approved reason and there is room in another class at that time. Students are not allowed to make schedule changes the 1st day of each semester; they must follow their scheduled classes. Students will pick up and complete a drop/add form in its entirety and submit it to the office. No changes will be made and the student must continue to attend the class they are attempting to change/drop until the process is complete and the student and teachers are notified by the office. Special permission to drop a class after the four day period may be granted in special circumstances (student must still complete a request form). Dropping a class after the four day period results in a no credit for the dropped class. A course letter grade of "F" will be recorded for the dropped class at this time.

Students are encouraged to make schedule changes for legitimate reasons prior to the beginning of a semester without affecting credits/grades.

Those students taking PSEO courses MUST make the drop arrangements with their respective hosts. YME HS does not "drop these courses" for students. Students and/or parents must consult with Principal or Success Coach if such drops are requested..

**STUDENT SCHEDULING:** All students must carry seven periods of classes and an advisory per semester. Students may schedule one study hall as a period. Students are not allowed to have a study hall in addition to two hours of OJT and/or be a classroom teacher's aid and have a study hall.

\*\*See YME Registration Guide in the Principal's Office

**TRANSFER GRADES AND CREDITS:** Letter grades will be given to all students and to all transfer students from any public or private accredited secondary school with licensed teaching staff recognized by the State of Minnesota. All other students will receive a “P” for Pass and “F” for No Pass, credit will be given for classes taken, but no letter grades (A-F) will be entered into the official records of the student’s cumulative file and will not become part of the transcript for the student. This will be used for credit transfer and graduation, however it does not allow for any academic honor awards from Yellow Medicine East Middle/High School. Only letter grades will be considered for academic honor awards such as Class Rank, Honor Roll, Honor Student at graduation and/or Minnesota Honor Society recognition.

In order for a student to be considered for the Honor Roll they must receive grades from Yellow Medicine East Middle/High School or transfer grades from an accredited secondary school as determined by the administration of Yellow Medicine East Public Schools. Transfer students must attend two full time semesters in order to receive any other academic honors, other than the honor roll.

**SENIOR PRIVILEGES:** These privileges are an earned opportunity for all students who are entering their senior year at Yellow Medicine East/High School. Seniors must be registered as full time students and must have completed 18 credits before the beginning of the first semester and be on track with a total of 21 credits earned at the beginning of the second semester. Students must maintain a cumulative GPA of 2.0 throughout their high school academic career to be eligible. Students must average 90% excused attendance and be within the 10 day maximum rule guidelines, have no unexcused absences and have less than three tardies each quarter. All of your responsibilities (bills, fines, lockers, detention time, etc.) must have been completed prior to participation in privileges. A student is not eligible for a free hour if they have failed or have an incomplete in any class from the previous year or during their senior year. Students eligibility shall be revoked if students have any missing assignments or grades of zeroes. Students must be in good standing with the school (Academically, Attendance, HIVE Pride, and Discipline) and have no chemical violations during their middle/high school career. Seniors may access the library or leave the building only. Seniors may have only one free hour per semester. If a student has two OJT classes they are not eligible for a study hall or Senior Privileges. Senior Privileges are granted based on Administrative approval and are reviewed every four weeks. Privileges can be revoked at anytime due to student behavior.

\*\*Guidelines for Senior Privileges are available in the Principal’s Office

## II. YELLOW MEDICINE EAST STUDENT CODE OF CONDUCT

### A. AREAS OF RESPONSIBILITY:

**The School Board:** The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.

**Superintendent:** The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

**Principal:** The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

**Teachers:** All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher’s lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

**Other School District Personnel:** All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

**Parents or Legal Guardians:** Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

**Students:** All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.

**Community Members:** Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

**STUDENT RIGHTS:** All students have the right to access education and the right to learn.

**STUDENT RESPONSIBILITIES:** All students will abide by the YME handbook, school district policies and HIVE Pride and are subject to their consequences.

All students have the responsibility: A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures; B. To attend school daily, except when excused, and to be on time to all classes and other school functions; C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities; D. To make necessary arrangements for making up work when absent from school; E. To assist the school staff in maintaining a safe school for all students; F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them; G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect; H. To be aware of and comply with federal, state, and local laws; I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate; J. To respect and maintain the school's property and the property of others; K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy; L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language; M. To conduct themselves in an appropriate physical or verbal manner; and N. To recognize and respect the rights of others.

The School wide discipline program, policies and procedures within this handbook will be followed as well as any individual behavior plans. (See School Board Policy and YME Behavioral Guidelines).

## **B. CODE OF STUDENT CONDUCT**

The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

### **1. ATTENDANCE POLICY**

**PHILOSOPHY:** The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive. Note: ***Pursuant to Minnesota law, reasons for absence must be acceptable to school officials. Parents who do not require their children to attend school on a daily basis are in violation of Minnesota State Statute 120A.22. It is the parent/guardian's responsibility to provide an explanation for an absence; it is the school district's right to determine if the absence is excused.*** In addition, in order to have an absence excused, the parent/guardian must inform the school of absences prior to, the day of, or no later than two school days after the absence.

**STUDENT'S RESPONSIBILITY:** The first and most significant responsibility of a student to the formal learning process is to attend each scheduled class regularly. The responsibility for making up missed lessons rests with the student, not the teacher. All students are expected to do all assigned work.

**PARENT/GUARDIAN RESPONSIBILITY:** It is the responsibility of the parent/guardian to **CALL THE PRINCIPAL'S OFFICE** on the day of absence explaining why the student will be absent. The parent/guardian should call between 7:30 a.m. and 9:30 a.m. each day of absence. The attendance school phone number is 320-564-4083 ext. 100 and is available 24 hours per day. If calling outside of school hours please leave a message on the automated machine. If no such call is made, a written excuse from the parent/guardian must accompany the student within two days of the return to school. Parent/Guardian attitude toward excellent school attendance is shown to be one of the most significant factor in the student's attendance. An attempt should be made to limit student absences and avoid absences such as (i.e. hair appointments, tanning, shopping, prom preparation, etc.)

**SCHOOL'S RESPONSIBILITY:** The most significant responsibility of the school regarding attendance is to have each classroom teacher record daily attendance and report it to the school office promptly. It is also the teacher's responsibility to provide any student who has been absent (**excused**) with any missed assignments upon request from the student/parent. The school office personnel will maintain the official absence record of each student. The secretary will attempt to notify the parent/guardian when an unexcused absence has occurred or when a parent/guardian phone call has not been received by 10:30 a.m.

## **2. 10 DAY MAXIMUM ABSENCE RULE:**

If a student is absent (excuse and/or unexcused) from a class more than ten (10) times per semester it is considered to be excessive. Credit will be withheld for any course in which a student's absences exceed a combination of ten (10) excused and/or unexcused in one semester.

1. Parents receive daily notifications via text message (optional), email, and recorded message if their student is marked absent.
2. Parents will receive notification by mail after three (3) unexcused absences from a class per semester.
3. At six (6) excused/unexcused absences from a class period, parents are notified by email and/or mail and a conversation is scheduled with the student.
4. At eight (8) excused/unexcused absences from a class period, parents are notified by email and/or mail and a conference is scheduled with both student & parent.
5. At ten (10) excused/unexcused absences from a class period, the parents are notified by email and/or mail and the student and parent will meet with administration/social worker to discuss attendance concerns. At this time an attendance contract will be written and signed. If the contract is violated once signed, credit may be revoked for those courses affected.
6. Yellow Medicine East Middle/High School feels good attendance is a part of being in "Good Standing" as a MSHSL participant. Failure to attend classes will result in a loss eligibility to be determined by Activities Director and/or Principal.

### **APPEAL PROCESS—TEN DAY MAXIMUM ABSENCE RULE**

Once a student exceeds the TEN DAY MAXIMUM EXCUSED/UNEXCUSED ABSENCE RULE he/she will lose the semester credit for the course(s) affected. Students have the right to appeal to the principal after notification of lost credit. The said credits will be made up via Credit Recovery at YME MS/HS, Summer School or Alternative Education.

## **3. CLASSIFICATION OF ABSENCES**

**EXCUSED ABSENCES-** the following reasons shall be sufficient to constitute excused absences:

These types of excused absences will be counted toward the Ten (10) Day Maximum Absence Rule unless pre-excused: Dental, legal and other professional appointments. A signed slip from the dental, legal or other professional person is required no later than two (2) days after the last absence to be coded as such.

1. Illness. A physician's statement may be required after three consecutive days of illness if attendance is a concern;
2. Family leave (emergency, funerals, illness of other family members);
3. Religious observances;
4. School sponsored activities;
5. College visits two (2) days per year. Student has to be in good academic standing or at administrative discretion and these must be pre-arranged and documented with the office.

**THE PRINCIPAL SHALL MAKE THE FINAL DECISION OF WHETHER AN ABSENCE IS EXCUSED OR UNEXCUSED.** A phone call or note does not guarantee that the absence will be marked as excused as some absences do not meet Minnesota State criteria to be excused by school officials.

**UNEXCUSED ABSENCES-** The following are examples of unacceptable reasons for absence: Oversleeping, Missing the bus, Running Errands for a Family Member, Personal appearance appointments, Shopping, and work either inside (chores/babysitting) or outside the home, Prom or School Activities Preparation, Forgot something at home, etc.

Habitual truancy is referred to the appropriate County Collaborative Services.

### **Student/Parent Responsibilities for Excused Absences**

1. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. The student must report to the Principal's Office for a make-up slip prior to returning to class.
2. Work missed because of absence must be made up by the student. The amount of time students will have to make up work will be the number of days absent plus one. For instance, a student absent for three days would have four days to make up his/her work.
3. Parents requesting make-up work for students who are or will be absent and not returning to school for several days must allow one full school day for work to be accumulated from the teaching staff and may be picked up the following morning.

### **Skipping**

Unexcused "skipping" of classes is an unexcused absence and is considered truancy. Skipping is failing to be in an assigned area at the designated time class period.

**UNEXCUSED TARDIES-** An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse. Three (3) unexcused tardies in one class period is equivalent to one unexcused absence, except that a student will receive credit for work performed on those days. Students coming to class without an excuse, as listed above, after ten minutes of the class is completed are considered skipping/truant and will be marked as such. Once a student has had 3 unexcused tardies in any or all classes in a quarter, they will receive consequences for that and any subsequent tardies.

### **CONSEQUENCES OF UNEXCUSED ABSENCES**

1. Students may not be allowed to make up work missed due to such absences.
2. Student will receive a school consequence consistent with progressive student discipline.
3. Students may not be allowed to participate in co-curricular and activities events.
4. In cases of recurring 5 (five) cumulated unexcused absences, the administration **may also request the County attorney** to file a truancy petition in the juvenile court, pursuant to Minnesota Statutes.
5. At seven unexcused absences the school shall file a truancy petition in the juvenile court, pursuant to Minnesota Statutes.

### **TRUANCY AND UNAUTHORIZED ABSENCES**

As required by current statutes, regulations of the Minnesota State Department of Education, and the School Board of this District, students shall be in attendance each day that school is in session. The authority to decide whether an absence is excused or unexcused rests with the building principal.

*\*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.

### **ATTENDANCE CONTRACT**

An attendance contract is a contract that outlines ISD 2190's Attendance Policy and explains to the parent/guardian and the student the school's expectations from the date of issuance until the end of that school year.. This contract will be signed by a parent/guardian, student, and the building administrator. Violation of the terms outlined in the contract will result in lost credit(s).

## **MAKE-UP WORK**

Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

Work missed due to an unplanned absence or illness must be made up by the student in a timely manner. The amount of time students will have to make up work will be the number of days absent plus one. For **example**, a student absent for three days would have four days to make up his/her work. Any work not completed within this period shall result in “no credit” for the missed assignment. Teachers are allowed limited discretion in the application of this policy, however; administration may extend the time allowed for completion of make-up work contingent on specific circumstances which will be determined in cooperation with staff, parents and the student affected.

## **4. STUDENT OPPORTUNITIES: EXTRACURRICULARS AND CO-CURRICULARS ARE PRIVILEGES**

Yellow Medicine East Schools considers all of its extracurricular and co-curricular opportunities (opportunities above and beyond the regular classroom) as *privileges*. All activities, athletics, and fine arts are subject to consequences and eligibility rules. . See the entire MSHSL Eligibility Requirements in the Activities Office, the MSHSL website, or on our website.

**\*Good Standing:** To be eligible for participation, a student must be in good standing, which means that the student is eligible under all the conditions of eligibility requirements of Yellow Medicine East High School as well as the MSHSL.

### **ACADEMIC ELIGIBILITY:**

Any possible academic penalties must be accompanied with an alternative. The calendar may determine the severity of the consequence.

In order to ensure our students remain in good standing for their activities, both extracurricular and co-curricular, an academic ineligibility list will be generated. Grades will be monitored every four weeks in all classes.

If a student should post a class grade of “F” or an “I” at *mid-term*, the student will be placed on academic probation. While on probation, he/she is still eligible to participate in their activity. However, if the student does not earn a passing grade after the 2 week probationary period, the student is ineligible to participate until he/she earns a passing grade.

### **Athletics Penalties for Failing *Quarter Grades* :**

#### **For Activities with 11 or more scheduled events:**

- 1 failing grade (F) - Student will not be allowed to participate in 2 events or for 2 weeks (whichever is longer).
- 2 failing grades (F) - Student will not be allowed to participate in 4 events or 4 weeks (whichever is longer).
- 3 failing grades (F) - Student will not be allowed to participate in 6 events (or more) or 6 weeks (whichever is longer).

#### **For Activities with 10 or less scheduled events:**

- 1 failing grade (F) - Student will not be allowed to participate in 2 events or for 2 weeks (whichever is longer).
- 2 failing grades (F) - Student will not be allowed to participate in 3 events or for 2 weeks (whichever is longer).
- 3 failing grades (F) - Student will not be allowed to participate in 3 events (or more) or 2 weeks (whichever is longer).

#### **Penalties for Failing *Quarter Grades* for *Fine Arts*:**

- 1 failing grade (F) - Student is ineligible to perform in the next Fine Art Activity.
- 2 failing grades (F) - Student is ineligible to perform in the next two (2) Fine Art Activities.
- 3 + failing grades (F) - Student is ineligible to perform in the next six (6) Fine Art Activities.

No Credit or Grades Withheld (NC or GW) due to removal from class as a consequence of attendance policy or removal from class policy are administered the same as a failing grade (F).

Students that are ineligible may practice with the team or group during the ineligibility period. Students may attend games and travel with the team during the ineligibility period.

**ATTENDANCE ELIGIBILITY:**

Yellow Medicine East Middle/High School believes attendance is a part of being in good standing as an MSHSL participant. Failure to follow the attendance policies will result in a loss of eligibility to be determined by the Activities Director and/or Principal.

1. The policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day.
2. School-initiated absences will be accepted and participation permitted.
3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in that activity or program.
6. A student must be in school for four consecutive periods in order to be eligible to participate in a non-graded extra-curricular activity/program on that day.

**BEHAVIORAL ELIGIBILITY:**

Student Behavior and Expectations guidelines are outlined by the following, but not limited to:

1. YME Middle/High School Student Handbook
2. MSHSL Bylaws
3. YME Policies

\*The YME Middle/High School Student Handbook can be located in the Principal's Office or online at [www.isd2910.org](http://www.isd2910.org). The MSHSL Bylaws can be found online at [www.mshsl.org](http://www.mshsl.org).

Students who earn a detention or suspension must serve that assigned detention or suspension prior to being reconsidered for eligibility.

**CHEMICAL/TOBACCO/DRUG ELIGIBILITY:**

A student shall not at any time, regardless of quantity,

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

*\* E-cigarettes and other devices that deliver nicotine or any other products derived from tobacco fall under Bylaw 205 – Chemical Eligibility. Bylaw 206 may allow schools to impose a “Student Code of Conduct” violation for E-cigarettes and similar types of devices.*

Students who violate the chemical/tobacco/drug rule will receive penalties for Category I, II, and III Activities. The following guidelines will be used to determine eligibility:

**Category I Activities:** MSHSL-Sponsored Athletics with schedules

**Category I Penalties:**

- 1<sup>st</sup> Violation - Student will not be allowed to participate in 2 events or 2 weeks (whichever is longer).
- 2<sup>nd</sup> Violation - Student will not be allowed to participate in 6 events or 3 weeks (whichever is longer).
- 3<sup>rd</sup>+ Violation - Student will not be allowed to participate in 12 or 4 weeks (whichever is longer).

**Category II Activities:** MSHSL-Sponsored Activities (One Act Play, Debate, group and solo ensemble contests.)

**Category II Penalties:**

- 1<sup>st</sup> Violation - Student is ineligible for the next Category II activity.
- 2<sup>nd</sup> Violation - Student is ineligible for the next two Category II activities.
- 3<sup>rd</sup>+ Violation - Student is ineligible for the next three Category II activities.

**Category III Activities:** Musicals, plays, FFA contests, school-sponsored trips, prom, dances, pep band, Homecoming candidacy, SnoBall candidacy, and any other non-Category I or Category II school-sponsored activity.

**Category III Penalties:**

- 1<sup>st</sup> Violation - Student is ineligible for 14 calendar days from notification.
- 2<sup>nd</sup> Violation - Student is ineligible for 21 calendar days from notification.
- 3<sup>rd</sup>+ Violation - Student is ineligible for 28 calendar days from notification.

Applying the Penalty: Penalties shall be progressive beginning with the student's first violation and continuing throughout the student's high school career. Penalties shall be served consecutively.

Denial Disqualification: A student shall be disqualified from all interscholastic athletics and activities for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

Serving an MSHSL Penalty: A student must be a student in good standing, and able to be placed in the game, meet or contest except for the penalty being served. (Students who are not in good standing due to suspension, expulsion, injury, illness, family vacations, etc. are not able to be placed in a game, meet or contest and are therefore not able to count those contests toward the penalty.) The student must participate in and complete the entire season in which the penalty has been applied for it to count.

**\*Activity advisors, coaches, and Fine Art directors maintain the right to establish penalties that exceed the above mentioned.**

*Families may request a review of eligibility decision. Please contact the High School Principal for additional information. Violations remain on your record for your entire high school career (7th-12th grade).*

**5. DETENTION UNDER FAIR PUPIL DISMISSAL ACT:** Administrative-assigned detention will be held after school on designated days. The principal or designee must clear arrangements for other detention times.

**The following rules apply:**

- Late arrivals will not be permitted.
- Work must be brought for the entire period.
- No food, drink, or electronic devices will be allowed.
- No talking or sleeping will be allowed,
- Failure to abide by detention rules will result in removal; an additional hour will be assigned.
- Students are responsible for their own transportation

**NOTICE:**

1. Students will serve detention before being involved in **any activities** during the school day or after school.
2. Students with detention pending will not be eligible to participate in or practice for any extracurricular or co-curricular event until all detentions are made up.
3. Work and extracurricular activities are not a valid excuse to miss detention.
4. Students who do not serve their detention within this frame will have their detention time doubled.
5. Any student that still refuses to serve their assigned detention **will be suspended**. At this time, a parent meeting with administration will be set up **by the student** to review this policy.

6. Any student suspended for three days (for any combination of reasons) in one school year may be scheduled for a meeting with the Principal.

## **6. STUDENT DISCIPLINE CLASSIFICATIONS**

### **ACADEMIC DISHONESTY**

**This information pertains to any work assigned in class: daily homework, term papers, tests, etc.**

#### **Plagiarism:**

1. Cutting/pasting information from Internet or book and not citing the source.
2. Using ideas and theories from someone else and not citing the source.
3. Copying another person's work or tests.

#### **Cheating:**

1. Stealing or purchasing tests or homework.
2. Handing in another's work as your own.

**Cheating/Plagiarism may result in, but is not limited to, one or all of the following consequences:**

#### **FIRST OFFENSE:**

1. Conference with teacher and administrator
2. The Teacher will notify the parent/guardian
3. Detention /Suspension to be determined
4. Zero credit with confiscation of work
5. Suspension from participating in any extracurricular or co-curricular activities. Time-out will be determined by the seriousness of the offense.

#### **SECOND OFFENSE:**

1. All of the consequences of the first offense
2. Fail class for the quarter

**ARSON:** Definition: The intentional destruction or damage to any school building or property by means of fire or explosives. Failure to exercise ordinary caution, resulting in fire in a school building or damage to school property

**ASSAULT Aggravated** - committing an assault upon another person with a weapon or a device used as a weapon, or an assault which inflicts great bodily harm upon another person. **Physical** - Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. **Bodily Harm, Inflicting** - Committing an act which unintentionally harms another person.

**ASSAULT-FIGHTING** is violent, aggressive behavior by two or more individuals with the intent to inflict physical harm-differentiated from poking, pushing, shoving or scuffling.

**ASSAULT-THREAT** is a threat of bodily harm, stalking, or death to another person, without physical contact.

**BURGLARY** - Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

**BULLYING** is the intentional infliction of, or attempt to inflict injury or humiliation on another. Bullying is directed by a stronger student against a weaker one and may be either physical or verbal/direct or indirect. Bullying is subject to discipline under other categories including, but not limited to abuse, assault, harassment or cyberbullying. (Ref: Yellow Medicine East Bullying/Harassment Policy and Social Media Policy)

**BOMB THREATS** False - Intentionally giving a false alarm of a bomb.

**DISORDERLY CONDUCT** is engaging in offensive, obscene, or abusive language, or in boisterous and noisy conduct tending to arouse alarm, anger, or resentment in others.

**DISRESPECTFUL LANGUAGE** will not be tolerated on campus, at school sponsored events, or on busses. (i.e., swearing, cussing, derogatory or demeaning comments or references.)

**DISRUPTIVE BEHAVIOR IN THE CLASSROOM (Removal from Class)** is defined as:

1. Willful conduct which materially and substantially disrupts the right of others to an education;
2. Willful conduct which endangers school district employees;
3. Willful violation of any rule of conduct specified in the Discipline Policy adopted by the Board;
4. Repeated inappropriate behavior that classroom discipline plan procedures have proven ineffective in correcting.

**Procedure for Re-admission to the Classroom**

1. A student will be referred to the Principal's Office for a conference with the building principal/or designee and will receive a consequence consistent with the action. The teacher will contact parent/guardian and have a readmission meeting with the student prior to the next class meeting;
2. A student removed from a class two or more times will be required to have a readmission meeting with the teacher and receive a consequence consistent with the action. The teacher will contact parent/guardian and have a readmission meeting with the student prior to the next class meeting;
3. A student remove from a class three or more times will be required to have a readmission meeting with the building principal/or designee, teacher, parent and student

**DRESS CODE:** The responsibility for the appearance of our students rests with the parents and the students. Clothing should be neat, clean and non-offensive. Common courtesy means appropriate dress, including footwear, should be worn at all times. Examples of inappropriate dress, include, but are not limited to: Clothing advertising substances illegal for juveniles (Example: tobacco, beer, liquor, drugs); Clothing containing obscene, discriminatory, or profane language or pictures; Clothing and accessories containing gang symbols (or colors) or clothing worn in a manner to identify gang membership; Immodest or provocative clothing is not permitted; You will be asked to change or cover up. This includes, but is not limited to: halter tops, tube tops, skirts and shorts that are considered "too short" or "too revealing".

Shirts must be at least long enough to meet the top of the pants (no bare midriffs). Shirts that over expose cleavage are not permitted, you will be asked to change or cover up. Over exposed undergarments (bra straps, underwear, pajama pants, boxers) will not be allowed. School issued athletic apparel is subject to school dress code policy during normal school hours. Coats/jackets and caps/scarves should be placed in lockers upon arrival and must remain in lockers during school hours at teacher's discretion. Hats and hoods are not allowed to be worn by the student body in the school buildings during normal school hours.

The student will be advised by the principal as to what adjustment must be made, if the student fails to remedy the problem at that time, the parents will be contacted. If the problem remains uncorrected, the student will be removed from the class or activity involved until the student corrects the situation **as per Minnesota Statute, 127.26 Chapter 572 of the Pupil Fair Dismissal Act.**

The final decision rest with the Principal. Consequences will be consistent with the YME Student Code of Conduct and progressive discipline.

**ELECTRONIC DEVICES:** Cell phones and other electronic devices may not be used between the start of the first period and the end of the last period each school day unless they are part of the instructional content of a course under required teacher supervision or during lunch and passing periods at principal's discretion.

Students are not allowed to record content or conversations in the classroom or to take any pictures of people without prior written consent. Doing so will result in the authorities being notified and legal action will follow. Cell phones will **not** be permitted in bathrooms or locker rooms.

Any electronic devices deemed to be inconsistent with the educational mission of the school are not permitted. They will be confiscated and held in the office until a parent picks them up.

All of these items are the sole responsibility of the student.

Students are encouraged to leave these items at home. These items interfere with the educational mission of the school at times and serve as targets for theft. Our lockers are not secure.

Failure to turn over the cell phone will result in disciplinary action.

## **Electronic Device Discipline Procedures:**

*1<sup>st</sup> Offense:* Confiscate electronic device and return at the end of the school day. All office hours apply.

*2<sup>nd</sup> Offense and Beyond:* Confiscate electronic device and parents will be required to pick them up at the end of the school day. All office hours apply. Repetitive offenses may result in progressive disciplinary action consistent with the action.

**A. Students and Social Networking:** As a student at Yellow Medicine East Middle/High School, you are expected to follow student handbook guidelines, even though an event may happen off school property or after school hours.

Social network sites, other digital platforms and distribution mechanisms that facilitate students communicating with other students are considered “Social Networking” platforms. Participation in such networks has both positive appeal and potentially negative consequences. It is important the Yellow Medicine East students be aware of these consequences and exercise appropriate caution if they choose to participate.

Students are not restricted from using any online social network sites and/or digital platforms. However, users must understand that any content they make public via online social networks or digital platforms is expected to follow acceptable social behaviors and also to comply with federal, state and local laws, as well as, the YME Student Handbook. As a Yellow Medicine East student, you must be aware of your Student Handbook regulations and expectations of our said extracurricular programs. Ignorance of these regulations does not excuse students from adhering to them.

**B. Guidelines for Students:** These guidelines are intended to provide a framework for students to conduct themselves safely and responsibly in an online environment. As a student at Yellow Medicine East you should:

Be careful with how much and what kind of identifying information you post on social networking sites. Virtually anyone with an email address can access your personal page. It is unwise to make available information such as full date of birth, social security number, address, phone number, cell phone numbers, class schedules, bank account information, or details about your daily routine. All of these can facilitate identity theft or stalking. Social Media sites provide numerous privacy settings for information contained in its pages. Use these settings to protect private information. However, once posted, remember the information becomes property of the website and public record.

Be aware that community members, family and potential current and future employers and college admissions offices often access information you place on online social networking sites. You should think about any information you post on sites or similar directories that potentially portrays an image of you to a prospective employer or school. The information is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.

Be careful in responding to unsolicited e-mails asking for passwords or PIN numbers. Reputable businesses do not ask for this information in emails.

Don't have a false sense of security about your rights to freedom of speech when using Social Media. Understand that freedom of speech is not unlimited. The on-line social network sites are NOT a place where you can say and do whatever you want without repercussions or personal accountability.

Remember photos once put on the social network site's server become their property and public record. You may delete the photo from your profile but it still stays on their server. Internet search engines like “Google” or “Yahoo” may still find that image long after you have deleted it from your profile. Think long and hard about what type of photo you want to represent you.

Whoever is the “adult” (over 18) responsible for the contracts, computers, phone lines, etc. is liable for your actions as a minor as well.

### **Things students should refrain from:**

Derogatory language or remarks about our students, teammates, school personnel and our community at-large; as well as, teachers or coaches; student-athletes, administrators or representatives of other schools.

Demeaning statements about or threats to any third party (including support of demeaning statements and threats); Don't respond to these.

Distribution and possession of unauthorized videos and photos or statements depicting violence; hazing; sexual harassment and content; vandalism, stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behaviors.

Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.

Indicating knowledge of unreported felonies, crimes, thefts or damage to property or unethical behavior.

Indicating knowledge of an unreported school or team violation—regardless if the violation was unintentional or intentional.

One of the biggest lessons social network users can learn is that anything you post online enters the public record. You never know who may be looking and when.

Students, Parents and Guardians, let it be known that any students in violation of said conduct is subject to consequences to be determined by the Administration, Principal and/or Activities Director.

The Minnesota State High School League Student Code of Responsibilities, Bylaw 206.00, is applicable and relevant in all student related issues and concerns in such matters.

**FALSE ALARM:** Intentionally giving a false alarm of a fire or other emergency notification system (such as 911), or tampering or, interfering with any alarm.

**FIREWORKS:** Fireworks, possession: possessing or offering for sale any substance, combination of substances or articles prepared to produce a visible or audible effect by combustion, explosion, deflagration, or detonation.

**GAMBLING** involves the playing of a game of chance for the stakes during school hours. This includes but is not limited to dice, cards, betting pools, pogs, etc.

**GAME BEHAVIOR:** The caliber of excellence put forth by all our teams is also expected by those attending all of the events. These contests are a learning experience for everyone, and we highly encourage total school involvement. We expect our fan conduct to set an example for all schools. Those students who refuse to fully cooperate will be denied the privilege of attending.

**HABITUAL /SEVERE CLAUSE:** Habitual/Severe abuse of the rules, policies and excessive disciplinary referrals which hinder the smooth operation of the school and/or jeopardize the welfare of other students or adversely impede the learning environment may result in the following consequences: disciplinary conference with the student, parent and administrator; out-of-school suspension, or referral to the school board for a possible change of placement or exclusion/expulsion proceedings. Suspensions are made by the administration and cannot be appealed.

**ILLEGAL SUBSTANCES:** You are NOT to use, possess, distribute or be under the influence of tobacco, smokeless tobacco, alcohol, or other prohibited illegal substances at any time on the school grounds, including at all school-sponsored events or at other sites which are school sponsored activities/events. This includes all prescription and non-prescription medicines unless specifically approved by legislated/school district policies. A student who uses at school or has in his possession at school or attends a school function after the use of alcohol or drugs may be subject to suspension and referral to local authorities. The assignment of suspension depends upon the severity of the incident. The school administration will make the final determination in such matters. \*\*See YME Behavior Guidelines

**INSUBORDINATION** is the willful disregarding or resisting the direction or request of any person in authority. Interference, Disruption or Obstruction: any action taken to prevent one or more staff members or students from exercising their assigned duties and disrupting the learning environment.

**INTERFERENCE/OBSTRUCTION/TELEPHONE THREAT** is any action taken to prevent a staff member from exercising his/her lawfully assigned duties or cause major school interruption through telephone threats. This includes refusal to cooperate in an investigation or by lying in an investigation.

**POSSESSION AND/OR DETONATION OF PYROTECHNIC (FIRE STARTING) DEVICES:** These devices may include but are not limited to the following: matches, lighters etc. Explosives and Incendiary Devices, Possession and/or use: Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat.

**PUBLIC DISPLAY OF AFFECTION:** Students must refrain from kissing, embracing or any inappropriate touching while in the school. Lewd behavior: sexual conduct that is considered indecent or offensive.

**ROBBERY/EXTORTION:** Obtaining of property from another where his /her consent was induced by a use of force or threat of force.

**THEFT:** The unauthorized taking of the property of another individual.

**THEFT OF SCHOOL PROPERTY:** This refers to the unauthorized taking of and/or the unauthorized possession of school property.

**TRESPASSING:** Trespassing:being present in any district facility or portion of a district facility when it is closed to the public or when the students does not have the authorization to be there or unauthorized presence in a district vehicle

**UNAUTHORIZED USE OF SCHOOL PROPERTY:** The unauthorized/illegal use/or taking of school property for school or non-school sponsored activities.

**USE OR POSSESSION OF TOBACCO AND/OR TOBACCO PRODUCTS:** Use of and/or possession of any type of tobacco products by any student, regardless of age, will be governed by Minnesota statutes and school district policies. 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, 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.)

\*\*Any and all violators of this policy will be referred to the Activities Director for possible MSHSL Rule enforcements.

**USE, POSSESSION, DISTRIBUTION OR SALE OF ILLEGAL DRUGS, ALCOHOL, INHALANTS, HARMFUL CHEMICALS, ELECTRONIC CIGARETTES AND/OR CONTROLLED SUBSTANCES ~ INCLUDING PRESCRIPTION MEDICATIONS/NOT PRESCRIBED TO THE STUDENT AND/OR NOT APPROVED\* or Narcotics or Related Paraphernalia:**

Students who violate the rules concerning the use of alcohol and drugs will be subject to all of the following procedures: This standard of conduct is mandated by the State of Minnesota and U.S. Departments of Education.

Under recent legislation by the State of Minnesota "High School students are permitted to carry a maximum of two doses of over the counter medication for self administration to relieve symptoms of minor pain, cramps, indigestion and headache. This legislation DOES NOT ALLOW high school students to carry Over The Counter (OTC) stimulants used to stay awake such as Ephedrine, Nodoze etc. or prescription medication which must be kept in the Health Service Office and administered by a nurse/designated health office worker.

\*\*Please see the Student Medication Board Policy

**VANDALISM:** knowing and willful damage to property. Damage of property (vandalism): intentionally defacing, cutting or otherwise damaging property that belongs to the school, district, other students, employees or others. (NOTE: Tampering with or disabling surveillance, safety, fire or security equipment will automatically result in consequences beginning at the 2nd offense level.)

**VERBAL ABUSE:** Abuse: Verbal, written or otherwise expressed - Arousing alarm in others through the use of language that is discriminatory, abusive, bullying, threatening, or obscene.

**WILLFUL DAMAGE OF SCHOOL PROPERTY OR THE PROPERTY OF OTHERS:** "Willful Damage" is the intentional cutting, defacing, or damage of any property, real or personal, belonging to the school district, or to any individual within the school setting.

**WILLFUL DISOBEDIENCE:** When a student is insubordinate, defies authority or is threatening towards authority, a teacher will write on the discipline referral “**willful disobedience of valid school authority**”. The student may be immediately suspended for the remainder of that day.

**Progressive Discipline for Violations of YME School Conduct include any or all of the following:**

- A. Student conference with teacher, principal, social worker or other school district personnel, and verbal warning;
- B. Parent contact;
- C. Parent conference;
- D. Removal from class;
- E. In-school suspension;
- F. Suspension from extracurricular activities;
- G. Detention or restriction of privileges;
- H. Loss of school privileges;
- I. In-school monitoring or revised class schedule;
- J. Referral to in-school support services;
- K. Referral to community resources or outside agency services;
- L. Financial restitution;
- M. Referral to police, other law enforcement agencies, or other appropriate authorities;
- N. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- O. Out-of-school suspension under the Pupil Fair Dismissal Act;
- P. Preparation of an admission or readmission plan;
- Q. Expulsion under the Pupil Fair Dismissal Act.

\*\*Please reference YME Behavior Guidelines in the Principal’s Office

**8. YELLOW MEDICINE EAST SCHOOL BOARD SPECIFIC POLICIES:**

**BULLYING PROHIBITION POLICY 514:** A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Any act of bullying by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying, but also to students who, by their indirect behavior, condone or support another student’s act of bullying. The policy also applies to any student whose conduct at any time or in any place constitutes bullying which interferes with or obstructs the mission or operations of the school district, or the safety or welfare of the student, other students or employees. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or support another student’s act of bullying. Bullying means any written or verbal expression, physical act of gesture, or pattern thereof, by a student which is intended to cause, or is perceived as causing, distress to one or more students and which substantially interferes with another student or student’s’ education benefits, opportunities or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

- a. harming a student,
- b. damaging a student’s property,
- c. placing a student in reasonable fear of harm to his or her person or property, or
- d. creating a hostile educational environment for a student.

Upon completion of an investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, or remediation.

\*\*A complete copy of the Bullying policy is available for your review in the District Office

**HARASSMENT POLICY:** Participating in, or conspiring with others, to engage in acts that injure, degrade, intimidate or disgrace other individuals, including indecent exposure, and words or actions that negatively impact an individual or group based on their race, cultural or religious background, their sexual orientation or any disabilities they may have. The school district will act to investigate all complaints, formal or informal, verbal or written. The school district will discipline any student or employee who violates this policy according to school district policies.

Students are requested to complete a “Harassment Complaint Form” to provide documentation of any racial, religious or sexual harassment. These forms are available in the Principal's Office.

\*\*A complete copy of the harassment policy is available for your review in the District Office.

**HAZING POLICY 526:**Hazing means doing something, or making another student do something, that creates a risk of harm to a student in order for the student to be initiated into, or affiliated, with a student organization/group. Engaging in any behavior which constitutes hazing is a violation of school discipline policy and may subject the student to discipline including suspension and expulsion.

\*\*A complete copy of the harassment policy is available for your review in the District Office

### **SCHOOL BUS - APPLICATION OF THE STUDENT CODE OF CONDUCT**

#### **Reference: Yellow Medicine East Transportation Policy located in the District Office**

The YME Student Code of Conduct is in effect from the time a student is at the designated bus stop to board the bus at the beginning of the day until the student gets off the bus at the end of the day and remains visible to the bus driver. Bus drivers are responsible for the orderly conduct of pupils while they are on the school bus and may apply progressive student discipline who participates in unacceptable behavior.

Bus Ridership - Law provides that students be transported to school according to a set of guidelines. In order to be consistent with state law, the school system will adhere to the following regulations.outlined in school board policy and the YME Student Code of Conduct:

#### **Discipline Plan Rules: Consequences:**

Follow directions the first time they are given by driver;

1. Driver warns student.
2. Driver fills out bus conduct report;
3. Director has a conference with student;
4. Suspension of riding privileges.

\*\*Progressive Student Discipline will be used

**POSSESSION OF WEAPON POLICY 501:** (on school grounds, buses, school vehicles or at school activities.) Weapon means: any firearm, loaded or unloaded, or any device which, through its use, is capable of producing great bodily harm or death, (firearms, bullets, guns, look-alike guns, knives, clubs, nunchucks, explosives, mace or other chemicals, spears or student made devices.) Possession of a weapon will result in penalties that include: initial- suspension up to ten days (for investigation purposes); confiscation of weapon; referral to the police department; recommendation for expulsion

\*\*A complete copy of the harassment policy is available for your review in the District Office

## **III. MISCELLANEOUS ITEMS**

**ACTIVITIES FOR STUDENTS ASSEMBLIES:** Students will be assigned specific seating for all assemblies and they will be dismissed by the PA system or their teacher. All assembly attendance is mandatory unless excused individually by the Principal.

**ADVERTISING AND PROMOTIONS:** Neither the facilities, the name, the staff, nor the children of the school system, nor any part thereof shall be employed in any manner for the advertising or otherwise promoting the interests of any commercial or other non-school agency or organization. The Yellow Medicine East School District employees must not recommend any commercial product, service or aid in the distribution of literature or publicity endorsing or recommending such product or service.

**ALLERGY PROCEDURE:** 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 students 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.

**Classrooms:**

- 1) For classrooms with student(s) with life-threatening allergies, a notification will be sent out prior to the students first day of school notifying families of the allergy and precautions that will be taken to prevent a reaction.
- 2) Information should be kept about students' life-threatening allergies in the classroom. These foods/items should not be used for class projects, parties, holidays and celebrations, arts, crafts, science experiments, cooking, snacks, or other purposes in the classroom of a student with life-threatening allergies.
- 3) Tables should be washed with soap and water in the morning if an event has been held in the classroom the night before.
- 4) Proper hand washing technique by adults and students should be taught at the beginning of the school year and required before and after the handling/consumption of food.
- 5) Eating in the classroom is prohibited unless part of an organized classroom activity or classroom curriculum (e.g.- scheduled snack times in the elementary school, classroom celebrations or rewards, holiday or birthday parties, FACS class, etc.).
  - a) Teachers are to notify the school nurse and school principal if a classroom activity where food will be served or shared is taking place.
  - b) No homemade treats or food items, for students, will be brought into our schools either by parents or staff unless preapproved by the school nurse and school principal. All treats must be commercially prepared and packaged for distribution with intact ingredient labels.  
*\*Classrooms with students who have life-threatening allergies may have more specific guidelines depending on the type(s) of allergy.*
- 6) Food preparation and the use of food manipulatives will be allowed in academic curriculum with the principals' and school nurses pre-approval.
- 7) No items in the classroom will be stored in previously used food containers (peanut butter, jelly, or any other kind of jar).

**Food Services/Cafeteria**

- 1) The school lunch program will not serve any food items that may cause a life-threatening situation. Medical documentation and an "Allergy Action Plan" are required and must be renewed each school year.
- 2) There will be a table in the cafeteria designated "allergen free". Students with life-threatening food allergies may sit at this table. Only students eating school lunch will be allowed to eat at this table.
  - a) The designated table should be clearly identified.
  - b) The designated table should be cleaned thoroughly in between each lunch session. Disposable wipes and dedicated water are encouraged to avoid cross contamination.
- 3) The food service director is to maintain food labels for each food served to students for at least 24 hours following service in case a student has a reaction from a food eaten in the cafeteria.
- 4) Students with home lunch must eat in the cafeteria. Students are not permitted to eat lunch in hallways, classrooms, or other student areas unless given direct permission from administration.
  - a) Students leaving school grounds for lunch are expected to finish food/drink items off school grounds or in the cafeteria.
  - b) Students are encouraged to wash their hands after eating so that no traces of allergens will be left on their hand.

**School Field Trips**

- 1) The principal, in consultation with the school nurse, will be responsible for determining the appropriateness of each field trip and consideration of safety of the student with life-threatening allergies.
- 2) The field trip organizer is to notify the school nurse in a timely manner of all field trips.
- 3) Medications including epinephrine auto-injector and a copy of the student's "Allergy Action Plan" must accompany the student. The name and phone number of the nearest hospital will be a part of the student's emergency plan.
- 4) A cell phone must be available on the trip for emergency calls.
- 5) Parents of a student at risk for anaphylaxis should be invited to accompany their child on school trips, in addition to the chaperone.
  - a) In the absence of accompanying parents/guardian or nurse, another adult must be trained and assigned the task of watching out for the student's welfare and for handling any emergency. The adult carrying the epinephrine should be identified and introduced to the student as well as the other chaperones.

**ANIMALS IN SCHOOL:** Students who bring animals to school must have prior, written approval from the building principal. All domesticated animals brought to school must be properly vaccinated. Non-domesticated animals are not

allowed in the classrooms because of health concerns. Animals in the classroom will be used for educational purposes only and are not to be in the area indefinitely. Every effort will be made to determine if there are any sensitive occupants with allergies. Teachers will inform parents when an animal will be used in the classroom. When there are concerns about allergies, asthma or other health related issues, animals will not be allowed in school.

**ANNOUNCEMENTS:** Announcements are made during advisory and are posted in the hallways and on the Yellow Medicine East website.

**ATHLETIC EVENTS / PEP FESTS:** Please sit in YME MS/HS's cheering sections. Always treat visiting contestants and spectators as guests. "Booing" or antagonistic taunting behavior of game officials or opposing contestants is prohibited. Dress should promote YME HIVE pride and each individual must be identifiable by the supervisor. During the playing of the National Anthem, students should stand respectfully, either singing or remaining quiet, and with caps removed. We also expect students to stand during the playing of school songs, both visitors' and YME MS/HS fans. Remember to conduct yourself at all times in a manner that will reflect positively upon yourself and Yellow Medicine East Middle/Middle/High School, both at home and away contests.

**BACKPACK GUIDELINES:** *Students will not be permitted to use a backpack during the school day. They are permitted to use backpacks to carry books and supplies to and from school and Physical Education class but are not permitted to carry their backpacks with them between classes. Backpacks must remain in the student's locker. Students have an opportunity to go to their student lockers several times a day: before first period, before or after lunch, and before boarding the bus at dismissal. This policy is in response to the following concerns: the weight students carry on their backs and safer classroom environments.*

**BOOKS AND MATERIALS:** MN Statute 123.37, subd.1(b) 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.

**CAMPUS POLICY:** The school campus includes the middle/high school building and surrounding grounds and other sites when classes or activities are taking place. All school rules and regulations will be enforced on the entire school campus before, during, and after school hours.

Grades 6 ~ 9, will have closed campus all day (including lunch time). They must stay on school property. Grade 10 ~ 12 may leave the school during their lunch period and during their free hour. Students leaving the building must exit via door 16, which is located by the cafeteria. Students will be required to re-enter the school building through door 16 during designated time or the main front entrance. This privilege may be revoked temporarily or for an extended period as a consequence for violation of school rules or abuse of this privilege. Students in grades 10-12 who use poor driving judgement, leave trash in the school parking lots, and/or have discipline issues that surface, etc., may have this privilege revoked.

**CAMPUS VISITORS:** Parent visitors to our building are always welcome, but for the sake of maintaining building security, we must insist that all visitors report to the Principal's Office and obtain a visitor pass. All visitors are to use the main entrance on 9th Street entering through the Main Entrance doors. Visitors who wish to see staff are encouraged to call ahead and make an appointment with the staff member and follow all visitor procedures. **Student Visitors are discouraged during the regular school day.**

If there is a request for a student visitor, the following guidelines will apply:

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.**

Students leaving the campus for any reason other than the above circumstances, must have permission from their parent/guardian and be issued an out-of-building pass from the Principal's Office in order to leave the campus. You are to arrive at a specified time and you are not to leave at any time without the written permission of the Principal. Should it become necessary for you to leave school, you must report to the Principal's office for a pass. **Written permission from your parent or legal guardian must be presented in order to leave the building.** A violation of the policy may result in detention or suspension

**COLLEGE VISITS:** Juniors and Seniors may take post-secondary campus visits (2 per year). These must be pre-excused three days in advance by completing the College Visit Form which can be obtained from the Success Coordinator's Office. This form must be signed by a parent/guardian even if the student is 18 years of age. The student must be in good academic standing and final approval will be given by the Success Coach and/or the Building Principal. College visits are discouraged after May 1.

**CUSTODIAL/NON CUSTODIAL PARENTS:** It is the responsibility of a custodial parent to provide court documentation to the principal relative to the rights or non-rights of the non-custodial parent. Unless documentation is provided, the school will provide copies of student information to the second parent. It is the responsibility of the parents to provide updated addresses and phone numbers when changes occur.

**DANCE POLICY:** Dances are for Yellow Medicine East Middle/High School students only. The three exceptions to this policy are Homecoming, SnoBall, and the Prom. An invited guest to these dances must not be older than twenty years of age. Students or guests who falsify identity will forfeit the admission to the dance and will not be allowed to participate. These guests are required to register in the Principal's Office prior to the dance. Attendees at all dances must comply with rules regarding tobacco, alcohol and other drugs. Coats, purses, bags, etc. must be checked in with the chaperones (these items will not be allowed into the dance area). Any student who leaves during a school sponsored dance is not allowed to re-enter. Prom Guidelines are available upon request.

**DELIVERIES:** We strongly recommend that deliveries of items to students (balloons, flowers, etc.) not be arranged to occur at school. These items cannot be delivered to the classroom and end up in the office areas until students can pick them up at the end of the day. Transporting these items home, especially for those who ride the school bus, can also be a problem. Because of time constraints, the school will not be responsible for deliveries that the student does not pick up. YME is a latex free building and latex balloons are not allowed onsite.

**DIRECTORY INFORMATION:** The Yellow Medicine East Public Schools, Independent School District #2190, proposes to designate the following personally identifiable information contained in your education record as "directory information" and it will disclose that information without prior consent. (See School Board Policy)

- Your name
- The names of your parents or guardians
- Your telephone number
- Your address
- The date and place of your birth
- Your grade level completed
- Your extra-curricular participation
- Your weight and height if a member of an athletic team
- Your achievement awards of honor
- Your photograph if available
- The dates of your school attendance
- The school or district you attended before you enrolled in the Yellow Medicine East Public Schools

**If your parent/guardian objects to the designation of any or all of the above information as directory information, please notify the school administrator or school superintendent in writing by September 15.**

On or after September 15, the record custodians indicate the items the district will designate as directory information and will appropriately mark your record. This designation will remain in effect until it is modified by the written direction of your parent/guardian.

**Student Records:** Parents and students are informed that they have the following rights (See School Board Policy):

Parents and students have a right to inspect and review the student's education records. A written request is necessary stating as precisely as possible the records to be reviewed,

The parent or student has the right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights,

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated there under,

The right to file a complaint with the U.S. Dept. of Education concerning alleged failures by the school district to comply with the federal law and regulations promulgated there under,

The right to be informed about rights under the federal law, and

The right to obtain a copy of this policy.

**DISTRIBUTION MATERIALS / DISTRIBUTION MATERIALS /ADVERTISING:** Any and all materials/information/promotions and announcements which staff, students/parents or other outside school agency's/group's wish to post and display on or in school property must be approved two days in advance by the school administration. The administration reserves the right to prohibit and/or limit the distribution of materials and/or the posting/display or promotion of information and/or events.

**ELASTIC CLAUSE:** The administration reserves the right to amend any provision in this handbook deemed to be in the best interest of the educational process. Furthermore, the principal retains the right to issue penalties for acts of discipline not specifically stated herein and to alter any penalties as he considers necessary. Each situation is different and will be handled on an individual basis.

**EMERGENCY SCHOOL CLOSINGS:** If it is necessary to close school due to severe weather or emergency conditions, please listen to the local radio (Q102, KWLM, K100.1, KMHL, KKCK, KARL, KARZ, K95.3, The River, KDJS, KMGM, KDMA and KKRC), TV stations (WCCO, KSTP, KXAX, KRWF, FOX 9, KARE 11), social media, school website and JMC Messenger.

**ENTRANCES / EXITS:** All doors on campus will be locked for student safety from 8:30 am till 3:00 pm. Students riding the school bus should enter/exit the building through **Door 16**. Students driving to school should enter the building through Door 16. Morning drop-offs should happen on the North side of 9th Avenue for student safety. Parents, visitors and guests should enter the building at the main entrance doors. At the main entrance there will be a notification for all visitors to be identified prior to entering into the building after 8:30 am. Upon notifying the secretary of your intent, the visitor will register in the Principal's Office where you will receive a Visitor's Badge. Propping, rigging or disabling a secure door: any action which causes a door to be unsecured in order to facilitate subsequent re-entry is against the school rules.

**FIRE AND TORNADO DRILLS, STATEWIDE TORNADO DRILLS, LOCKDOWNS:** The school will conduct periodic drills. Practice runs are designed to improve the evacuation procedure in case of a real emergency. Students will be expected to cooperate fully during these drills.

**FOREIGN EXCHANGE STUDENTS:** YME Public School will work with Exchange programs as approved by the International Educational Travel and Exchange Programs Council and the National Association of Secondary School Principals. A foreign exchange student will be placed in the age-appropriate grade as determined by the Principal. However, a student who has "graduated" from their home country high school will be placed in the senior class of YME High School. For an exchange student to receive a Certificate of Attendance at graduation, he/she must have been enrolled as a senior and have been in attendance for an entire school year. Foreign exchange students are not eligible for a diploma unless a previous transcript is provided and they will meet the graduation requirement outlined above. \*\*See YME Graduation Guidelines.

**HEALTH EMERGENCY INFORMATION:** If your child has serious health or medical issues which may affect him/her at school, please contact the school nurse in order to discuss it before school starts in the fall. If you would prefer, you may contact the teacher(s) who may "need to know" directly. Together parents and school personnel will make an appropriate health plan which will help the student manage any health concerns at school.

**ILLNESS/ACCIDENTS:** If your child becomes ill in school, every attempt will be made to send your child home. Should your child have a minor injury, the nurse or someone designated to do so will provide first aid. If the accident is of a serious or life threatening nature, emergency services will be contacted, followed by the parent or legal guardian. If we are unable to contact you, we will contact the persons you have designated on your child's emergency card. For this reason it is very important to provide us with accurate contact information and that phone numbers are updated as they may change throughout the year. When in non emergency situations and all attempts to contact someone on the emergency card fail, your child will remain in school and be sent home at the end of the day in the same manner in which they came to school.

As a general rule, students with a temperature above 100 degrees will be sent home. Likewise, we ask that your child be free from fever (temperature above 100 degrees without medication) for 24 hours before he/she returns to school after being ill. Please be sure to contact the school as early in the day as possible if your child will be absent that day.

### **STUDENT MEDICATIONS:**

**PURPOSE** The purpose of this policy is to set forth the provisions that must be followed when administering non-emergency prescription medication to students at school.

**II. GENERAL STATEMENT OF POLICY** The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, registered nurse, licensed practical nurse, or other designated staff member will administer prescribed medications in accordance with law and school district procedures.

### **III. REQUIREMENTS**

- A. The administration of prescription and non-prescription medication or drugs at school requires a completed and signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. The form will include or have attached written orders from a licensed health care provider. The forms are available through the nurse's office.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label. Over the counter medications to be administered by the school district must arrive at school in the original container sealed by the manufacturer. Over the counter medications will be administered according to manufacturer's instruction unless otherwise expressed in writing by a licensed health care provider.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. Parents will notify the school if a medication is to be sent on a field trip. Teachers/designated school personnel may carry and administer the medication on a field trip according to school policy and procedures.
- K. Specific Exceptions:
  - 1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine. An "Administration of Treatment" form must be completed annually (once per school year) and/or when a change in treatment occurs;
  - 2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;

3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy; 4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if: a. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication; b. the inhaler is properly labeled for that student; and c. the parent has not requested school personnel to administer the medication to the student. The parent must submit written authorization for the student to self-administer the medication each school year. The student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed. If the School District employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;
6. Any student in grades 6-12 may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients.
7. Prescription non-syringe injectors of epinephrine, consistent with state law, if the parent and prescribing medical professional annually inform the pupil's school in writing that: a. the pupil may possess the epinephrine; or b. the pupil is unable to possess the epinephrine (ex. EpiPen) and requires An "Allergy Action Plan" must be completed and signed by a licensed health care provider. The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering non-syringe injectors of epinephrine when required, consistent with state law.
8. Medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individualized health plan).
9. Medications: a. that are used off school grounds; b. that are used in connection with athletics or extracurricular activities; or c. that are used in connection with activities that occur before or after the regular school day are not governed by this policy.

K. "Parent" for students 18 years old or older is the student.

**LOCKERS:** Student 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 school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school policies. As soon as practical after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. Items of a dangerous nature are not to be stored in lockers (i.e. Gun Safety class, knives, weapons, etc.). Students will be responsible for keeping lockers clean and for damage done to lockers.

\*\*School board policy is available in the Principal's Office for your review.

**LOST and FOUND:** If you have lost books or personal property, please check in the office. You must be able to prove ownership by identifying the article.

**LUNCH/CAFETERIA:** ALL FOOD AND DRINK ARE TO BE CONSUMED IN THE CAFETERIA. Food or drink cannot be carried into any part of the building without prior approval from the school nurse or administration. Open Campus and lunchroom privileges will be restricted if necessary. 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/parents can deposit in their accounts by leaving checks in the high school office, giving them directly to the cashier in the lunchroom or paying online through the STING Store. Students on free/reduced lunch must pay for additional milk, seconds, and/or ala Carte items.

**MEDIA CENTER/LIBRARY:** Yellow Medicine East Middle/High School Media Center is open to all students and is well-stocked with books, periodicals, pamphlets and an assortment of audio-visual material. Students are invited and encouraged to make use of the facility to do research for a class or to check out media center material. 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. The media center can be used by an entire class or an individual from a class by way of a pass. The hours are open Monday through Friday from 7:45 a.m. until 3:45 p.m. Lost and/or damage to books or technology equipment are the personal and financial responsibility of the student.

**ORGANIZATIONS AND ACTIVITIES:** Yellow Medicine East Middle/High School has an activity program to be proud of. Our organizations and activities have earned high honors and recognition because of active student participation, excellent facilities, interested and qualified instructors, and support staff, administration and community..

**PESTICIDES:** The school district periodically must use pesticides in order to maintain proper health and safety conditions. Notification will occur to students and staff when pesticides and certain chemicals are used in and around the school building and grounds. An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at the district office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

**PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance is recited on the first day of the school week. "Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice." Students are asked to stand as a courtesy and out of respect for others.

**POSTERS:** All posters or announcements to be displayed anywhere in the building including the bulletin boards must be approved by the principal or other authorized personnel. It is understood that all signs posted will be taken down after a reasonable length of time.

**PUBLICATIONS:** A student may not produce and/or distribute petitions or other printed documents of any kind that are disruptive to the conducting of school. A student shall not produce and/or distribute any petitions, documents, or posters/advertisements of any kind or sort on school premises during the school day without the specific approval of the principal.

## **RIGHTS:**

### **The Right To Free Speech and Expression**

Students represent a wide range and diversity of opinion and background. Students have the right to express opinions, to take stands, and to support causes, either publicly or privately. This is provided that such expressions are not libelous, profane, obscene, and do not interfere with the rights of others or disrupt the atmosphere for learning in the school.

- Freedom of student expression is protected by the school policy.
- School-sponsored publications shall follow the rules for responsible journalism. Permission of the school principal is required for distribution of literature. The time and place for distribution will be limited according to established guidelines.
- Notices concerning information about events which will take place within the school area shall be posted in the place designated by the principal. All notices for events either inside school or outside shall be approved by the principal or a representative designated by the principal before posting.

**The Right Regarding Student Dress** A student has the right to choose manner of dress and personal grooming unless it represents a clear danger to the student's health and safety, causes an interference with work, creates classroom or school disorder, or violates the dress code. For more information on student attire, see the section on **student dress**.

**Discrimination/Sexual Harassment** in any form is not to be allowed or condoned. Any inquiries regarding this policy of this handbook should be directed to the **Principal's Office** or call (320) 564.4083 (See School Board Policy)

### **The Right to be Informed of Rules**

Student has the right to be informed of all policies, rules, and regulations they will be expected to follow. The basic rules shall be published and distributed to all students and available to other interested persons. Copies of these rules governing the code of conduct shall be available in the school office.

### **The Right to Privacy**

The student's right of privacy regarding school records will be protected and any disclosure of information from student permanent records shall be consistent with legal requirements (See School Board Policy)

### **The Right to Personal Property**

Students have a right to be secure in their persons, papers, and effects, however;

- Students must refrain from bringing onto school property or to the school-sponsored events any material or item that would cause, or tend to cause, a disruptive activity or endanger the health and safety of students or other persons.
- When reasonable cause exists for a principal to believe that such items are present, general or individual searches may be conducted under the authorization of the principal, or any representative designated by the principal.
- **Lockers** are the property of the school and may be searched at any time by school officials. (See School Board Policy)
- Search of an area assigned to a student will be conducted in the presence of the student, if practical.
- School authorities will seize illegal items and items that are used to disrupt or interfere with the educational process may be removed from student possession.
- Personal Items of value should be left at home. The school is not responsible for lost or stolen articles.

**REQUESTS FOR HOMEWORK:** After 3 or more consecutive days of absences it is appropriate for the parent/guardian of an absent student to contact the Middle/High School Office **to request homework**. Assignments will be collected from teachers and can be picked up at the Middle/High School office at the end of the school day.

**STUDENT PASSES:** All students leaving a class must receive teacher permission and request the teacher issue them a student pass. All students in the hallway during scheduled classes must have a pass and the pass needs to be visible to staff. Unless it is an emergency, students needing to see the social worker, nurse, other staff member or administration, must have permission and a pass. Violation of this procedure/policy will subject the student progressive discipline. Students are not to leave the building between classes without permission. Exception to this is a senior with a free hour or a sophomore/junior/senior during scheduled lunch time. Students are required to sign-in and out of class. Students are not allowed to go to the parking lot or run errands without the permission of the Principal's Office.

**STUDENTS AND DRIVING:** The privilege of students driving to and from school carries with it certain responsibilities. Cruising in autos, speeding, or other acts of behavior which violate school policies or community laws will result in denial of privileges, and complaints filed with the local police department. Students are not to be in, or lounge in, autos during school hours except for purposes of going to and from school. **Students may not drive to and from practice or school sponsored activities unless cleared through the Activities Office and/or Principal's Office.**

The designated student lot for parking during the school day is the East Lot. No parking in areas designated for visitors and staff, in yellow painted areas, fire lanes, and do not block the driveways or sidewalks. Consequences for violation of parking policies will include: warning, restricted privileges or having improperly parked vehicle **towed away** at owner's expense.

**STUDENT FEES:** Materials required for basic instruction in any course will be provided at no expense to the student. However, in a number of courses, students, at their election, may be allowed to complete projects for personal use which require materials other than those necessary for basic instructions. Failure to pay fees within 30 days of the start of the semester will result in withheld credit(s) and a loss of opportunity to participate.

**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. 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. All electronic devices follow the Electronic Device Procedure.

### **TECHNOLOGY & INTERNET USE**

**\*\*See School Board Policy 524**

#### **I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

#### **II. GENERAL STATEMENT OF POLICY**

In making decisions regarding student and employee access to the school district computer system, electronic resources, and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to

preparation of citizens and future employees. Access to the school district computer system, electronic resources, and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system, electronic resources, and the Internet throughout the curriculum and will provide guidance and instruction to students in their use. This policy shall apply to all users of the School District's computer system, electronic resources, and Internet, including but not limited to students, faculty, administrators, support staff, agents and board members. This policy shall apply to the use of the School District's electronic resources provided by any means, including but not limited to: desktop computers, laptop computers, PDAs, Smart Devices, printers, mobile devices (wireless), network servers.

**Consequences:** 1st Violation: 4 weeks suspended privileges, 2nd Violation: 8 weeks suspended privileges, 3<sup>rd</sup> Violation: 16 weeks suspended privileges.

**TELEPHONE:** The office and classroom phones are for school business and are not to be used by the students. Students are permitted to use the office phone for emergencies only! No calls will be transferred to classrooms while class is in session.

**TRANSCRIPT REQUESTS:** Student transcripts are available during the regular school year. Please make requests accordingly and in a timely manner to the High School Principal's Office.

**TRESPASSERS:** The principal or his designee has the right to remove any person from the Yellow Medicine East Middle/High School campus as they deems necessary.

The school campus includes the Middle/High school buildings and surrounding grounds and other sites (Community Center Parking Lot) when classes or activities are taking place. All school rules and regulations will be enforced on the entire school campus before, during, and after school hours.

**VIDEO SURVEILLANCE:** Video cameras / monitors in the school and on the school buses are for safety purposes and assist in protecting the rights of all students to come to a safe school environment. Cameras are recording images 24 hours a day, seven days a week. The images obtained are for school and law enforcement. They are not for "public viewing".

***Bert Raney Elementary School  
Student Handbook  
2016-17***



***Bert Raney Elementary School  
555 7th Avenue  
Granite Falls, MN 56241  
Phone: 320.564.4082 option 3  
Fax: 320.564.4427  
Principal: Mrs. Hansen***

***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 2016-17 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 July 2016 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,

*Mrs. Hansen*

Mrs. Hansen, Principal  
Bert Raney Elementary School

# QUICK 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>MISSION</b>	TO PROVIDE A CARING ENVIRONMENT OF HIGH EXPECTATIONS THAT PREPARES EVER STUDENT FOR A SUCCESSFUL FUTURE AND INSTILLS THE VALUE OF LEARNING.
<b>ELEMENTARY PRINCIPAL</b>	MRS. HANSEN
<b>ELEMENTARY SECRETARIES</b>	LIZ DEBLIECK, NICOLLE KOTEK
<b>OFFICE HOURS</b>	7:00 AM TO 3:45 PM
<b>SCHOOL HOURS</b>	8:15 AM TO 3:00 PM
<b>SUPERINTENDENT OF SCHOOLS</b>	DR. RICK CLARK

## YELLOW MEDICINE EAST SCHOOL BOARD MEMBERS:

CHAIR.....	DAWN ODEGARD	VICE CHAIR.....	SHARON RUPP
CLERK.....	TIM OPDAHL	TREAS.....	STEVE ZUMHOFE

MEMBERS: JANE HAGERT, STEVE RUPP, GRANT VELDE

## BERT RANEY ELEMENTARY STAFF:

KINDERGARTEN	KRISTINA BLACKWELDER, ANGIE JANS, SAMANTHA SANTAELLA
FIRST GRADE	MARYELLA CLOUSE, BECKY LEISETH, KERRI SHACKELFORD
SECOND GRADE	BEV IMS, MARY JENSEN, JOANELLE SANNERUD
THIRD GRADE	STEVE KOETTER, THERESA LIGHTFOOT, JULIE RUNIA
FOURTH GRADE	EMILY ENGER, TRICIA JESSEN, PETE SCHEFFLER
FIFTH GRADE	ASHLY COLE, AMY HOERNEMANN, LOUANN PASLAWSKI
AMERICAN INDIAN FAMILY LIAISON	Laurie Blue- Pooler
ART	TAMARA ISFELD
CUSTODIANS/MAINTENANCE	TIM KNUTSON, TERRY PAULSON, RON POOLER, TODD REISHUS, FRANCIS STAAB
ELL	JIANA ROBERTSDAHL
MUSIC	BETH JAHN, KRISTEN CASTIGLIONE
NURSE	CASSIE SUTER
PHYSICAL EDUCATION	MARY GREY
TECHNOLOGY	BETH JAHN, DARLYS LISTUL
TITLE I	ROXIE TANNER
SOCIAL WORKER	MARGO VANMOER
SPECIAL NEEDS	LYNDSAE DACK, DANA JOHNSON, KEISHA LOUWAGIE, LESLIE REFLAND, DANAE RUPP, DAVE SCHUELER, MELISSA SCHULTE, AMY STEWART
SPEECH CLINICIANS	JUNE FRENCH, JEN DEBLIECK
TAG COORDINATOR	ELAINE HALVERSON
YME/MVCC PARAPROFESSIONALS	JULIE AMMERMANN, MISSY ARNESON, KELLY BARAGAR, NAOMI BARBER, BERNADETTE CARSTENSEN, SUE DOOSE, KATHY ENNINGA, JILL FRY, DAWN HALVORSON, CARRIE KNUDSON, DONNA KOSAK, JENNIFER LUEPKE, CHAR MIDTHUN, JULIE NORDAUNE, ANGIE OLSON, CAROLYN OLSON, PAULA PANITZKE, LORI SCHINDELE, TAMI SMITH, MELISSA SYRING, CONNIE TIMM, NANCY TRUDEL, PAM WEBER, TAMMY ZIESKE

# PROCEDURES

## **ACCESS TO SCHOOL RECORDS- DIRECTORY INFORMATION**

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.

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; degrees; honors and awards received; and the most recent educational agency or institution attended by the student. 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.

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.

## **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.

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.

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 **8:00AM**. 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 - 8:10AM. Students who would like breakfast in grades K-5 should go directly to the BRE cafeteria. By 8:15AM all students should be in their classrooms. Students may go to their classrooms when the first bell rings at 8:00AM. Classes will begin at 8:15AM and end at 3:00PM.

## **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 9:30AM and leave a message or give the secretary the following information: name of student, grade, teacher, length and reason for absence and note 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 8:15AM and 9:15AM. If arrival is after 9:15AM a student will be marked absent ½ day. If the student leaves before 1:30PM 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 may be required for absences.

1. Three unexcused absences in a school year will result in parent notification.
2. Five unexcused absences in a school year will result in parent notification and a notification will be sent to the school district's social worker.
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 is not in their classroom by 8:15AM. 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. Excessive tardies may require a meeting with school personnel.

**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, which deems 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
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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.

**BRE Transportation is provided by Bennett and Bennett Transportation. Please direct busing questions and concerns to Bennett and Bennett Transportation at 320-564-4766.**

### **CELL PHONES**

Unless approved by a staff member, BRE does 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 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 x111.

### **CONFERENCES AND REPORT CARDS**

Parent-teacher conferences are scheduled in the fall and spring.

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.

### **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. 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 healthy 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 "JMC Messaging" system. Radio stations and TV stations will carry early morning announcements of school closings and also announcements relative to early dismissal because of inclement weather:

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 an English as a Second Language instructor.

### **FIELD TRIPS**

Field trips are planned for grade levels 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.

## **FOOD SERVICE PROGRAMS**

Each family has a food service account and all family members eating in school utilize the same account. The account is intended to be a pre-paid charge account so meals are paid for prior to your family member using the account. The Food Service Department will send out or email a "LOW BALANCE NOTICE" when your account reaches \$10.00, at that time money should be added to your account to maintain a positive balance. Food Service Payments can be made by sending money with your student to school, mailing your payment, or using the on-line payment portal.

Please complete the application for free/reduced meals. The application may not only qualify your family for meal benefits, but it is also used to determine other federal funding for our school district. If you have question or need assistance, please contact the Food Service Office @ 320-564-4081 ext. 174.

## **MEAL COSTS:**

Costs:

- Free breakfast for students in grades K-3
- Breakfast cost for grades 4-12 is XXX - Adult cost is \$XXX
- Lunch cost is \$XXX for grades K-5
- Adult meals cost \$XXX

The cost for extra milk with a meal is \$.XX per day or approximately \$XX 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, laser lights, water guns, baseballs (hardballs), bats, or pornography. 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 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.

## **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.

## **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 and midyear as needed.

## **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.

Please ensure your child is dressed appropriated for the weather.

## **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 Website.

## **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 our students. Visitors are asked to enter from the main entrance at Bert Raney. A visitor will need to press an office notification button located outside of the entrance that will signal the office. The office secretary will request your name and intent of your visit. The door will unlock and visitors may then proceed to the office.

## **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 may 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/copy. 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.

## **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 AM and 3:45 PM, 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**

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 2016-17 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 AT SCHOOL**

Parents are always welcome at Bert Raney Elementary School. We encourage parents and grandparents or anyone interested, to visit school during the school day but unless there are varying circumstances, we do ask that you limit your visit to no more than 30 minutes. If you wish to visit a class, a call to the office beforehand would be appreciated. There are times when visiting a classroom will be disruptive to the schedule. Visitors are required to sign in at the elementary office before visiting other parts of the building. Visiting by children from other schools is discouraged.

## **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.

# Bert Raney Elementary School

555 7th Avenue  
Granite Falls, MN 56241

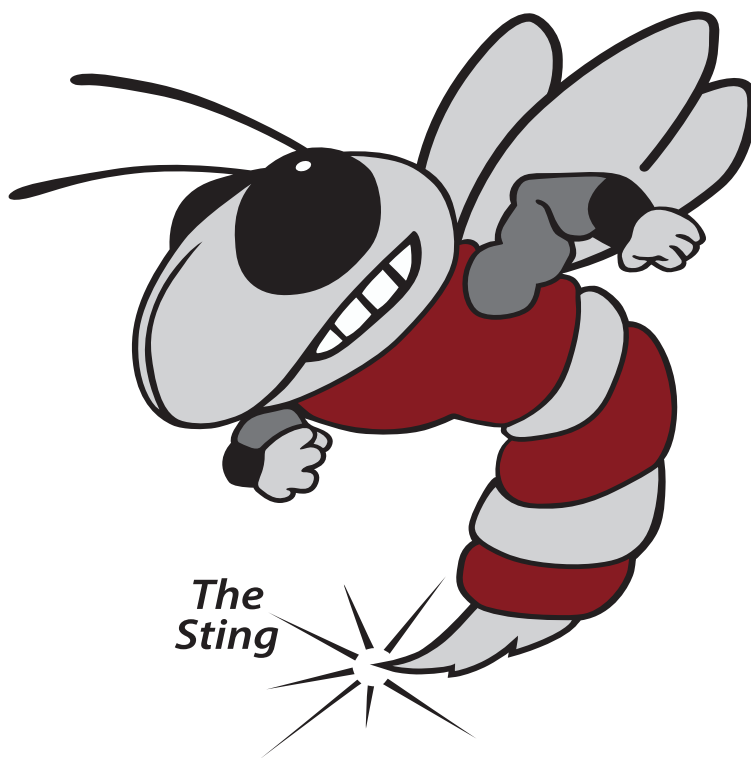
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## 2016-17 Handbook Changes

1. Updated staff names
2. Updated school district's mission statement
3. Updated dates as appropriate



# **Yellow Medicine East Schools**

## **Activities Procedure and Policy Guide**

Created 2/2008  
Last Revision 7/2016

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# **I. The Administration of Interscholastic Athletics**

## **Philosophy**

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

### **Ethics as Set Forth by the MSHSL**

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

12. I will recognize the positive sports performance of all deserving participants on our team, on the opposing team & officials.

13. I will exhibit respect for contest officials and will not engage in any conduct, which reflects disrespect for the officials or their decisions.

14. I will teach our athletes to accept officials' decisions and not to indicate any inappropriate displeasure, verbally or nonverbally.

15. I will consider public criticism of officials or another team's coaches or players as unethical and will take steps to prevent such actions.

16. I will demonstrate disapproval of and will take steps to prevent any acts intended to disrupt or detract from the performance of our opponents.

17. I will exhibit ordinary courtesy and politeness.

### **Specific Purposes of Extra Curricular Activities**

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

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

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

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

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

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

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

To learn to win graciously and to lose honorably.

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

### **Mandatory Background Checks For All Coaches**

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

## **II. Job Descriptions**

### **What an Activities Director Expects of Coaches/Advisors**

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

### **Activities Director's Responsibilities**

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

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

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

### **Head Coaches/Advisors Duties and Responsibilities**

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

#### **General:**

1. Assign competent managers and their duties.

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

### **Responsibilities On Trips:**

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

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

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

### **Assistant Coaches/Advisors Duties and Responsibilities**

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

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

# III. General Regulations for All Coaches/Advisors

## MSHSL Rules and Rules Meetings

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

## MSHSL Eligibility & Health Questionnaires and Physical Records

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

### Eligibility List

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

### Academic Eligibility Requirements (Failing grades at quarter or semester grading periods)

(If 11 or more events are scheduled)

- 1 F = ineligible for 2 events or 2 weeks, whichever is longer
- 2 F's = ineligible for 4 events or 4 weeks, whichever is longer
- 3 F's = ineligible for 6 events or 6 weeks, whichever is longer

(If 10 or fewer events are scheduled)

- 1 F = 2 events or 2 weeks, whichever is longer
- 2 or more F's = 3 events or 2 weeks, whichever is longer

## **Letter Winning Criteria**

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

## **Student Supervision**

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

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

## **Discipline**

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

### **MSHSL Penalties**

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

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

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

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

## **Booster Funding & Fundraising Guidelines**

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

## **Attendance on Days of Co-Curricular Activities or Practices**

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

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

## **Coaching/Clinics Outside of Season/State Tournaments**

### **Coaching Outside of Season**

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

### **Clinics**

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

### **State Tournaments**

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

## **Moving Students “Up”**

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

Junior & Senior High Students (7-12)

1. Maturity level-are they physically able?

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

### **Dismissal From School for Contests**

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

## **IV. Business Policies**

### **Budgeting and Purchasing**

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

### **Purchase Orders**

Purchase orders must be filled out and submitted by coaches/advisors and returned by the Activities Director before orders can be placed. You can fill them out electronically. Include company information, quantity, description and prices.

### **Activities Account Management**

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

## Athletic Participation Fees

Grades 9-12: There will be a \$80 participation fee per activity.

Grades 7&8: There will be \$60 participation fee per activity.

The family maximum, including students in grades 7-12, is \$350.

\* **Reduced fees for those families that qualify for free and reduced lunch.**

## Banquets

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

# V. General Activity Policies

## Teams That Qualify for the State Competition

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

**Hotel Rooms:** Student participants in State Tournament events will stay 4 to a room. Coaches will stay 2 to a room, provided gender is not an issue. If the team/participants need to be at the tournament before 10:00am. they will go down the night before, otherwise we will send them the day of the event. Teams/participants will drive home the day they have been eliminated from competition.

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

## Transportation

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

## **Post-Season Practice Fees**

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

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

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

## **Activities Injuries**

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

## **Grievance Procedure**

In any athletic program, no matter how well organized and no matter how well meaning the intentions of the staff and administration, problems can still arise. In many cases, these problems are simply due to poor communication. In other situations, the problems may be more serious. For these reasons, it is necessary to have a well defined chain of command that must be made known to students and to parents so that the proper connections can be made and problems taken care of as efficiently and quickly as possible. For School District #2190, the chain of command will be as follows:

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

## 6. Board of Education

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

### **Calling Off Practice**

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

### **Captain's Practice & Supervision**

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

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

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

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

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

- The school facilities are available for students to participate in a number of activities.
- The recreation activities are open to all students.
- There is no coaching of the skills and techniques of activities provided in the school interscholastic athletic program.

- There is no requirement for students to attend open gym activities as a prerequisite for membership on a high school team.

### **Squad Size**

1. It is our hope that at YME we do not limit the size of squads by cutting students. Sometimes this cannot be avoided.
2. If a shortage of uniforms due to large numbers mandates a decision to be made on which students will be cut; it is up to the coach to provide an adequate trial period in which to determine this. The coach must also communicate to each athlete the reason or reasons for not being selected as a member of the team.

### **Care of Equipment**

1. Each advisor or coach is responsible for the care of all equipment used in his or her activity.
2. Each advisor or coach must be able to account for all items at the conclusion of each season. Coaches must work with the activities office to maintain an accurate inventory.
3. Each advisor or coach must keep track of the equipment issued to each individual and keep an equipment roster for that equipment.
4. An inventory is to be filed at the conclusion of each season and sent to the Activities Director. The A.D. will provide the inventory sheet forms. Coaches will work with activities office to make sure inventory is completed at the end of each season.
  - -In the inventory, the number of items, the description of the equipment and the condition of the equipment should be listed.
  - -Equipment should be stored in the storage room after each season. Proper storage should be available for each sport.
  - -Each advisor or coach should recommend the amount of additional equipment that will be needed for the next year.
5. If any items are lost, damaged or destroyed please inform the activities office so that the proper assessments of liability can be issued or the items replaced. Report cards and other student records can and will be withheld in the case of non-payment for items lost, stolen, or damaged. Please keep the activities office informed of any incidents.

### **Locker Room Rules**

1. Do not permit students and players to enter equipment and storage rooms without immediate supervision.
2. Upon arrival at a visiting school, each advisor or coach should inspect the locker room or area assigned to see if there are any damages to the facility. The advisor or coach should then check the locker room area assigned after the students leave to see if any damages have occurred. If the area has been damaged in any way, contact

the activities director of the school and report what damage has occurred. Report the incident to the activities director as soon as you arrive home.

3. Visiting locker rooms or area assigned should be left neat and clean. The advisor or coach should be the last one to walk out of the locker room. Each coaching staff is responsible for adequate locker area supervision.

4. Students are not allowed to be in the coaches' locker room area. Managers and authorized student helpers are the exception.

5. A reasonable guideline on cell phones is that coaches should use good judgment regarding when and if they should allow cell phone use. **Use of cell phones in locker rooms is not allowed.**

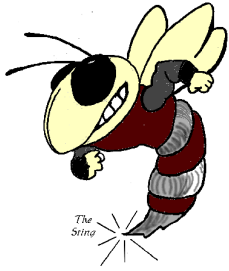
6. Keep all doors to the coach's office closed and locked when they are not occupied.

7. Emphasize each student's responsibility to secure his or her belongings. Most losses occur from **unlocked lockers.**

### Keys

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

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



# YELLOW MEDICINE EAST

High School Activities Department  
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(320) 564-4081 Ext. 110- Tim ; Ext. 111 - Alyssa  
Tim Knapper, Activities Director

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## Appendix A

### **Pre-Season Checklist**

- 1.) \_\_\_\_\_ Complete pre-season planning well in advance of starting date
- 2.) \_\_\_\_\_ Meet with assistant coaches/advisors and let them know what is expected
- 3.) \_\_\_\_\_ Make sure practice area and equipment are safe and ready to use
- 4.) \_\_\_\_\_ Purchase equipment . . . initiate in AD's office
- 5.) \_\_\_\_\_ Make sure athletes have green slips
- 6.) \_\_\_\_\_ Submit an accurate list of participants to the AD's office (inform Jean of additions or deletions)
- 7.) \_\_\_\_\_ Conduct a pre-season players/parents meeting to discuss expectations
- 8.) \_\_\_\_\_ Submit transportation requests to bus garage/AD's office.
- 9.) \_\_\_\_\_ Enter roster & schedule on MSHSL website.
- 10.) \_\_\_\_\_ Verify roster electronically
- 11.) \_\_\_\_\_ Attend rules meeting (or take online) & enter code on MSHSL website.



# YELLOW MEDICINE EAST

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

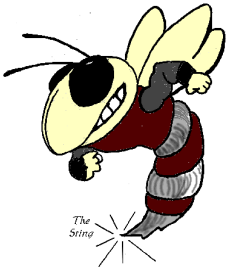
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## Appendix B

### **Post-Season Checklist**

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

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



# YELLOW MEDICINE EAST

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

## Appendix C

### End of Season Report

Year: \_\_\_\_\_ Sport: \_\_\_\_\_ Head Coach/Advisor: \_\_\_\_\_

Assistants:

1. \_\_\_\_\_ 3. \_\_\_\_\_ 5. \_\_\_\_\_  
 2. \_\_\_\_\_ 4. \_\_\_\_\_ 6. \_\_\_\_\_

Season Record: \_\_\_\_\_ Conference Record \_\_\_\_\_ Standing: \_\_\_\_\_

List any team honors:

List any individual honors:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Season Recap/Highlights:

Capital Requests: (include approximate cost)

Supplies List for next year: (include approximate cost)

\_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
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 \_\_\_\_\_ \$ \_\_\_\_\_

**\*\*Please Attach:**

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

**Appendix D**  
**Summer Coaching Request Waiver**

Please check the applicable activity(ies).

       **INDIVIDUAL OR TEAM SPORT**

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

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

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

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

       **SUMMER CAMP OR CLINIC**

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

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

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

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Coach's Signature & Date



# YELLOW MEDICINE EAST I.S.D. #2190

Athletics Department  
450 9<sup>th</sup> Avenue  
Granite Falls MN 56241

## Expense Sheet

To \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date	Description	Amount
Total Spent		

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

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

Date \_\_\_\_\_

Signed \_\_\_\_\_

Approved by \_\_\_\_\_

Athletic Director/Principal Account # \_\_\_\_\_



# YME Middle/High School Board Report

## July 2015

Good Evening YME Board Members: Summer!

1. I have outlined some of the highlights to the 2016 ~ 2017 YME Student Handbook. You will see a full version of the formatted handbook in BoardBook.
  - a. ***BACKPACK GUIDELINES:** Students will not be permitted to use a backpack during the school day. They are permitted to use backpacks to carry books and supplies to and from school and Physical Education class but are not permitted to carry their backpacks with them between classes. Backpacks must remain in the student's locker. Students have an opportunity to go to their student lockers several times a day: before first period, before or after lunch, and before boarding the bus at dismissal. This policy is in response to the following concerns: the weight students carry on their backs and safer classroom environments.*
2. As we finalized the 2015 ~ 2016 school year, the Site Team and building staff began thinking to next year. We felt we have come along ways in 10 months and wanted to continue the momentum into next year. Many of them will be finalized in August when all student data is available to us from the State.

### **Goals for 2016 ~ 2017**

- SMART Goal ~ 100 percent of staff will participate in the book study centered on, *“Fair Isn’t Always Equal”*, to support our continued learning on the second Dufour question, “How do we know students know it?”
- SMART Goal ~ Train 100 percent of certified staff on the Teacher Observation Form
- SMART Goal ~ 100 percent of staff will complete a curriculum map for one class by the end of the school year, continued support

## Q Comp Annual Report 2015-16

Please provide an update on the district Q Comp program for the current school year that includes the summary of findings and recommendations from the annual board report as required under Minnesota Statutes, section 122A.414, subdivision 3(a).

Submit the report in SharePoint according to the directions in the guidelines with the district name as the beginning of the file title (i.e., *ABC School District Q Comp Annual Report 062116*).

Please provide the following **District Identification Information**.

**District Name: Yellow Medicine East**

**District Number: 01-2190**

**Date Presented to the School Board: July 11, 2016**

Please address the following questions for each program component describing the implementation of the approved plan, the impact of implementation, findings from the program review and recommendations to improve program effectiveness. ***All information reported should be based on the current school year.*** It is recommended that each question be addressed with a brief summary of 3-7 sentences.

### **Core Component: Career Advancement Options**

#### **Implementation**

1. Are the teacher leader positions that were implemented this year the same as those outlined in the approved plan (approval letter and subsequent plan change approval letters)? X yes no

Yes. We have six council members, three from each building site, plus the administrators. We filled two coordinator positions - one for the elementary school and one for the middle school/high school. We also had at least one PLC facilitator within each PLC. The positions fulfilled the responsibilities outlined in our approved plan - and more.

#### **Impact**

2. How did the work of teacher leaders through coaching, observing, mentoring, facilitating learning teams and performing other responsibilities impact classroom instruction?

The PLC facilitators also served as trained observers for the teacher observation piece found in teacher evaluation. Through pre- and post-meetings, teachers were allowed to talk about what worked and didn't work in the lesson that we observed. Ideas were shared back and forth. The ability to bounce ideas off of another colleague has proven to be something that has been missing. Teacher observations have created an environment that is slightly less departmentalized and more open. Teachers were able to use elements found in Charlotte Danielson domains, or Marzano, or Wong to help improve the lesson.

3. How did the work of teacher leaders impact student achievement?

The work done in PLCs and directed under the teacher leaders has allowed staff to look more closely at student work, pre- and post-test data, and assessment information. Going forward, this will help drive the decision-making of curriculum, department teams, etc. We are using preliminary data to complete the math report for BRE. BRE used MCA test scores and the middle and high school used NWEA test scores. The first table below reflects the middle and high school test scores, whereas the second table is test data from BRE.

● The percentage of all students enrolled in Fall 2015 in grades 6-8 at Yellow Medicine East Middle School will increase their projected growth goal on the NWEA test in mathematics from 38.8% in Spring 2015 to 41.8% in Spring 2016.					
● The percentage of all students enrolled in Fall 2015 in grades 9-10 at Yellow Medicine East High School will increase their projected growth goal on the NWEA test in math from 52.8% in Spring 2015 to 55.8% in Spring 2016.					
		Total	Proficient	Percent	
Middle School Reading		144	60	41.67%	Not Met
Middle School Math		146	79	54.11%	Met
High School Reading		109	60	55.05%	Not Met
High School Math		106	64	60.38%	Met
	<b>Total</b>	<b># Proficient</b>	<b>Percent</b>	<b>Outcome</b>	
BRE School Math - 3rd Grade	52	34	65%	3rd gr met	
BRE School Math - 4th Grade	55	35	64%	4th gr met	
BRE School Math - 5th Grade	58	19	33%	5th gr did not meet	
<b>Average for 3rd, 4th and 5th Grade</b>	165	88	<b>54%</b>	Overall, gr 3-5, did not meet	
The percentage of all students in grades 3-5 at Bert Raney					

Elementary School, enrolled by October 1, who are proficient on the Mathematics MCA will increase from 55.6% in 2015 to 58.6% in 2016.				

**Review Findings**

4. How did the training teacher leaders received impact their ability to fulfill the responsibilities of the position and meet the needs of the licensed staff members?

There was a half day training in the fall pre-school workshop days for all staff that provided a very broad overview of the way a PLC should function. In the training we covered roles of PLC members including facilitators, note keepers, time keepers, etc. There was discussion about setting group norms. There was some discussion about PLC members driving the agenda for the next meeting. Additional training on PLC protocol was provided for the middle and high school teacher leaders throughout the school year.

5. What did the results of the evaluations of the teacher leaders in their leadership roles demonstrate about the impact they had on the effectiveness of the licensed staff members?

The evaluations of the elementary facilitators were generally positive. The elementary PLC members seemed to value the time spent working together. The facilitators at the MS/HS also felt their time working in the PLCs was valuable. The facilitators kept the meetings focused and goal oriented.

**Recommendations**

6. How will the district use the review findings to improve the effectiveness of teacher leadership?

District 01-2190 will continue with training and support from Minnesota River Valley Ed District in terms of PLC protocol and teacher observation and coaching. Some of our PLC facilitators will be attending a Solution Tree conference on effective PLC practices. As a District we are looking at the assessment that will be used as a measurement of student achievement. We will continue to look at strategies and focusing on teaching the curriculum in appropriate ways - ensuring continued growth in reading and math concepts.

**Core Component: Job-embedded Professional Development**

**Implementation**

1. Are learning teams configured and meeting as outlined in the approved plan (approval letter and subsequent plan change approval letters)? X yes  no

Yes they are. According to the Q Comp plan, our learning teams consist of licensed staff members from grades PreK-6 (configured by grade level) and from grades 7-12 (configured

by departments). The teams consist of 4-8 members. SPED, social workers, FaCS, Art, Health/PE, Industrial Tech, Music and other specialized staff members were also assigned to be a part of a PLC.

## Impact

2. How did teacher learning from learning teams and other job-embedded professional development activities impact classroom instruction?

During PLC meeting times, teachers discussed strategies and activities and then implemented them in their classrooms. The strategies tied into the component of each PLC and their creation of goals. Each staff was to create a personal goal and each PLC was to create a PLC group goal. Those goals were to tie directly to the district goal of improving reading and math, according to the School Improvement Plan, Q Comp goal or goal set by the Worlds Best Workforce. PLCs also focused on curriculum and assessment data.

3. How did teacher learning from learning teams and other job-embedded professional development impact student achievement?

Teachers were able to take shared strategies discussed during PLC time back into their classroom. Positive achievement results were seen in improved test scores (refer to data found in the table under question 4).

## Review Findings

4. How did the sites or learning teams identify needs and instructional strategies to increase student achievement?

The PLC teams created goals based on the district and building goals as described in the Q Comp Application. The needs of our district were identified by both staff and administration based on our school's state accountability test results, including NWEA, MCA, MOD and MTAS. An overall district goal of increasing 3% on math scores was set. The elementary school has goals stated on the School Improvement Plan or Record of Continuous Improvement that address both reading and math. After needs were identified and goals were determined, state standards were accessed to determine specific instructional areas of need. Best practice strategies in literacy and math were discussed in many PLC's and implemented in classrooms. Increased time was spent on analyzing student work at the middle and high school levels.

5. How did learning teams use data and implement the selected instructional strategies and follow-up on implementation?

The PLC teams created pre and post assessments that targeted the specific goals they created at the beginning of the year. The assessments were used with students and the data collected was used to create strategies and activities to work towards the PLC goals.

## Recommendations

6. How will the district use the review findings to improve the effectiveness of job-embedded professional development?

The District will rely on the recommendation of the Q Comp Council, in conjunction with the staff development committee, to continue implementing strategies that will improve all areas of professional development. Emphasis will be placed on becoming more intentional in utilizing written reflection of teacher lessons as a way to improve instruction in the classroom.

## Core Component: Teacher Evaluation

### Implementation

1. Are licensed staff members observed/evaluated as outlined in the approved plan (approval letter and subsequent plan change approval letters)? X yes no

Yes – Gene Stukel was hired to initiate the first round of peer observations.

### Impact

2. What impact did the observation/evaluation process, including coaching, have on classroom instruction?

Staff were more aware of what, why and how they were teaching. The teaching process became more focused. Essential learning outcomes (ELO), rubrics, questioning and formative assessments were beginning to become a standard part of every lesson and every classroom. The trained facilitators even commented on how much they learned from watching other staff members. For some of the facilitators, they had never seen the teachers they were observing teach before. They felt they also had gained a new understanding for other content areas. They learned some new ideas that they will use in their classrooms, as well.

3. What impact did the observation/evaluation process, including coaching, have on student achievement?

Significant improvement was noted statistically in student achievement on standardized test scores. Those improvements are greater than one standard deviation.

### Review Findings

4. How did the feedback teachers received from each observation/evaluation assist in self-reflection and improved instructional practice?

The timely feedback received by instructors provided guidance for them to alter and improve their instructional practice. Self-reflections in subsequent observations

improved due to the feedback received from the observer during the post-observation conference.

5. How did the training observers/evaluators received throughout the year impact inter-rater reliability and their ability to provide constructive and meaningful feedback to all licensed staff members?

This is a process that is ongoing and continuous. Our trained observers learned a great deal from the beginning of the year to the end. They certainly don't feel like they are experts at it yet. The opportunity the teachers had to sit down and discuss the lesson with another person proved to be beneficial. Getting a perspective from someone else, to be able to talk about what worked, what didn't work and what will be changed only make the staff better educators and help everyone improve their teaching.

### **Recommendations**

6. How will the district use the review findings to improve the effectiveness of teacher evaluation?

The observation form used for peer observation was updated from the previous year. A more concise observation rubric was created to score the observed behaviors.

Discussion within PLC groups provided important insight into how the new format was working. The findings will be used to assist staff development in determining future needs, including training and effective observation protocol.

## **Core Component: Performance Pay and Alternative Salary Schedule**

### **Implementation**

1. Are the performance pay amounts and standards the same as outlined in the approved plan (approval letter and subsequent plan change approval letters)?

X yes no

Yes. Each staff member did receive \$250 because the district student achievement gains were met. Through the teacher work in their PLCs, each staff member earned \$600. By successfully completing their 3 observations and earning an average of a 21 on the rubric scale, each staff member earned \$450.

2. Is salary schedule movement or base salary increase based on the same measure of performance as outlined in the approved plan (approval letter and subsequent plan change approval letters) X yes no

### **Impact**

3. What percentage of all licensed staff met the standard to earn performance pay for the measures of student achievement?

34/35 (97%) met the standard to earn performance pay in BRE. 100% at the middle and high schools met the standard. This percentage is derived from the PLC goals that were set by each PLC team.

4. What percentage of all licensed staff met the standard to earn performance pay for observation/evaluation results? 63/65 (96.9%) met the standard
5. What percentage of tenured licensed staff met the standard to earn performance pay for observation/evaluation results? 100%
6. What percentage of probationary licensed staff met the standard to earn performance pay for observation/evaluation results? 13/15 (87%)
7. Is performance pay awarded for another area (besides schoolwide goals, measures of student achievement and observation/evaluation results)?  
yes X no
8. What percentage of all licensed staff met the standard to earn movement on the salary schedule or an increase in base salary? 63/65 (96.9%)
9. What percentage of tenured licensed staff met the standard to earn movement on the salary schedule or an increase in base salary? 100%
10. What percentage of probationary licensed staff met the standard to earn movement on the salary schedule or an increase in base salary? 13/15 (87%)

### **Recommendations**

11. How will the district use the data to improve the effectiveness of this core component?

The District will rely on the recommendation of the Q Comp Council to continue to strive for improvement in the teaching practices in our schools. Recommendations from the peer observers to the Q Comp Council will be considered when reviewing and updating forms.

### **General Program Impact and Recommendations**

1. What overall impact on instruction has the district or charter school seen as a result of implementing the Q Comp program?

Our teaching has become more intentional. We are working more as departments or teams to make informed choices on curriculum, assessments, student activities and work. We are beginning to share a common language, utilizing the expertise and advice of coworkers. We are spending more time planning our lessons to make sure we are meeting the requirements of teacher observation, which directly affects student success and learning in the classroom.

2. What overall impact on student achievement has the district or charter school seen as a result of implementing the Q Comp program?

Our students did see improvement on district wide math scores. See table under number 4.

3. How will the district use the review findings to improve the overall effectiveness of the program?

The District will rely on the recommendation of the Q Comp Council to continue to strive for improvement in the teaching practices in our schools. Continued training will help the staff learn ways to properly assess reading and math gains, and also learn ways to teach math concepts across multiple content areas. Continued professional development will also allow staff to learn how to use, read and access data from student assessments more effectively.

**MINNESOTA VALLEY  
COOPERATIVE CENTER**

450 9<sup>TH</sup> AVENUE  
GRANITE FALLS, MN 56241-1144  
PHONE (320) 564-4081  
FAX (320) 564-4781

**CINDY LOE, SPECIAL EDUCATION DIRECTOR**

June 15, 2016

Dear MVCC Board Members,

Enclosed is your board agenda for our meeting scheduled for **Monday, June 20, 2016 at 5:15 p.m.** We will be meeting in the YME boardroom.

There are several personnel action items on the agenda. I will explain each briefly below and provide further information at the meeting on Monday night.

- Charlynn Dahl served as a School Social Worker for the MVCC serving the district of YME. She has submitted a letter of resignation, as she has accepted a position in Montevideo. Christopher Poyzer has been hired to replace her.
- Judy Intagliata served as a Speech Language Pathologist for the MVCC serving the districts of YME and Dawson-Boyd. She has submitted a letter of resignation, as she will be moving out of state. Jennifer DeBlicek has been hired to replace her.
- David Schueler has been hired as a Special Education teacher for Yellow Medicine East on a variance.
- Cindy Kvaal has been hired as a Speech Pathologist on a Limited license to serve the Yellow Medicine East, Dawson-Boyd, and Lac qui Parle Valley school districts.
- Erin Berg is a Deaf/Hard of Hearing special education instructor for the MVCC. She has submitted her letter of resignation. This will be a very difficult position to fill.
- Barb Buesing has resigned from her position as a MVCC paraprofessional after serving more than 30 years with the district.
- School Psychologist services have been secured with the SWWC Service Cooperative for the 2016-2017 school year.

We will also need to approve a preliminary budget for the 2016-2017 school year.

If you have any questions prior to our meeting, please contact me at (320) 564-4081. I hope to see you on **Monday, June 20th, at 5:15 p.m.** Thank you!

Sincerely,

*Cindy Loe*

Cindy Loe

cc: Dr. Rick Clark  
Michelle Mortensen

June 6, 2016

Yellow Medicine East High School  
450 9th Ave  
Granite Falls, MN 56241

Dear Superintendent,

In our endeavors to best serve our area high schools, Ridgewater College is again offering a contract option for Post Secondary Enrollment Options (PSEO) program students. Please find enclosed a copy of the Ridgewater College PSEO contract for the 2016-2017 academic year. We are offering this contract option to any high school that has PSEO students attending our college.

If you are interested in the contract option, please return the enclosed signed contract to Ridgewater College, Attn: Business Office, 2101 15<sup>th</sup> Ave NW, Willmar, MN 56201 by August 1, 2016. If we don't receive the signed contract back from you, we will assume you are not interested in this contract option and the Minnesota Department of Education (MDE) will be invoiced. Questions may be directed to me at 320-222-5638.

We look forward to working with you and your students.

Sincerely,



Cheryl Norlien  
Director of Business Services

Enclosure

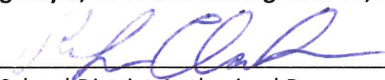
**Ridgewater College**  
**PSEO ADMINISTRATION CONTRACT**  
**Fiscal Year 2017**

Ridgewater College and School District 2190 have determined that secondary students who have attained the Sophomore, Junior or Senior rank benefit from a post-secondary educational experience and, therefore, have entered into this contract for services. It is understood that this contract in no way limits the liability of the high school as the primary educational provider.

The cost to provide this educational service will be determined as follows:

1. The School District shall be invoiced at the rate of \$210.00 per semester credit, (which includes tuition, fees, textbooks and standard course fees)
2. I.S.D. will be invoiced on a semester basis and shall remit payment within 30 days of invoice date.
3. The school district will ensure that any student taking courses that require a laptop computer will have adequate computing resources provided to them by the I.S.D. or through their own resources to meet the course requirement.
4. Students may not register for a number of credits that would cause an overload status.
5. Expenses associated with providing disability accommodations are not reflected in the above costs. The cost of providing these accommodations will be handled on a student-by-student basis via a separate agreement.
6. Students will be subject to the policies and procedures of Ridgewater College.
7. The student must complete the POST-SECONDARY ENROLLMENT OPTIONS PROGRAM FORM with the assistance of the appropriate high school staff and submit the form to the Admissions Office at the appropriate Ridgewater College Campus.

**The above named school district authorizes Ridgewater College to provide educational services for the school year beginning July 1, 2016 and ending June 30, 2017.**

  
 School District Authorized Representative

\_\_\_\_\_  
 Ridgewater College Representative

6/17/16  
 Date

\_\_\_\_\_  
 Date

School District Billing Address:  
450 7th Ave  
Granite Falls MN  
56241

RETURN TO: Ridgewater College  
 Business Services  
 2101 15<sup>th</sup> Avenue NW  
 Willmar, MN 56201

ATTN: Lee Ann Boushek, Finance

**ISD 2190 – BOARD OF DIRECTORS’  
AGENDA ANALYSIS**

**AGENDA ITEM:** 9.1  
**MEETING DATE:** July 11, 2016  
**SUBJECT:** Set Food Service Prices for 2016-2017

**BOARD ACTION**

Required X  
Information  
Scheduled Report

**BACKGROUND/RATIONALE**

This topic has been discussed previous to this meeting. The challenge before the board of education is balancing what is in the best interest of the student(s) with what is demanded of the federal/state governments as well as local taxpayers.

Federal guidelines require the cost of a Class A meal to be \$2.77. Federal subsidy for Free meals is \$ 3.13 per meal and State contributes another 12.5 cents per meal for free, reduced and paid meals. Reduced meal subsidy is \$2.73 for those who qualify and paid lunches are subsidized by \$0.35.

The federal government requires paid meals to increase to \$2.77  
Rates for 2015-2016 see attachment #3

Federal Standards require a meal cost of \$2.77 while YME prices meals based upon grade level. The average meal cost for YME students is \$2.56. Therefore,

\$2.77	Federal Minimum Requirement
\$2.56	YME Average Charge
\$0.125	State of MN pays per lunch

Federal requirements for increase is at least eight and a half (8.5) cents this year. It is unclear, but presumed by this superintendent, that the state lunch aid is permitted to reduce the local price increase.

There are two attachments used to determine the minimum amount of increase required. #1 Federal School Programs Meal, Snack and Milk Payments to States and School Food Authorities, #2 Worksheet showing three YME Cost Brackets and number of students meals in October 2015, Price Calculator (Full Price Meals Revenue).

If the board determines the price of lunch is not increased the regulations require the board to adopt a motion to PAY the lunch account, subsidize, the increase of at least eight and one half (8.5) cents per full cost meal served. The estimated monthly subsidy would be \$3,624.15 for 12 months, which would cause a 1/12 transfer on a monthly basis. This is based on 2015-16 data. Actual transfer would be based on 2016-17 of full pay meals.

<b>Meal Prices</b>	<b>Current</b>	<b>2016-17</b>
<b>Breakfast</b>		
Grades K-3	Free	Free
Grades 4-12	\$1.45	\$1.45
Adults	\$2.10	\$2.10
<b>Lunch</b>		
Grades K-5	\$2.50	\$2.60
Grades 6-8	\$2.60	\$2.70
Grades 9-12	\$2.70	\$2.80
Adults	\$3.70	\$3.80

**PRESENTER(S)** Dr. Clark and LeeAnn Boushek

**COMMITTEE**

**SUPERINTENDENT RECOMMENDATION**

Recommend increase the cost of lunch by ten (10) cents per meal per group.

7/5/16

SCHOOL PROGRAMS							
MEAL, SNACK AND MILK PAYMENTS TO STATES AND SCHOOL FOOD AUTHORITIES							
Expressed in Dollars or Fractions Thereof							
Effective from: July 1, 2015 - June 30, 2016							
NATIONAL SCHOOL LUNCH PROGRAM <sup>1</sup>		LESS THAN 60%	LESS THAN 60% + 6 cents <sup>2</sup>	60% OR MORE	60% or MORE + 6 cents <sup>2</sup>	MAXIMUM RATE	MAXIMUM RATE + 6 cents <sup>2</sup>
CONTIGUOUS STATES	PAID	0.29	0.35	0.31	0.37	0.37	0.43
	REDUCED PRICE	2.67	2.73	2.69	2.75	2.84	2.90
	FREE	3.07	3.13	3.09	3.15	3.24	3.30
ALASKA	PAID	0.48	0.54	0.50	0.56	0.58	0.64
	REDUCED PRICE	4.59	4.65	4.61	4.67	4.83	4.89
	FREE	4.99	5.05	5.01	5.07	5.23	5.29
HAWAII	PAID	0.34	0.40	0.36	0.42	0.42	0.48
	REDUCED PRICE	3.20	3.26	3.22	3.28	3.38	3.44
	FREE	3.60	3.66	3.62	3.68	3.78	3.84
SCHOOL BREAKFAST PROGRAM				NON-SEVERE NEED		SEVERE NEED	
CONTIGUOUS STATES	PAID			0.29	0.29		
	REDUCED PRICE			1.36	1.69		
	FREE			1.66	1.99		
ALASKA	PAID			0.43	0.43		
	REDUCED PRICE			2.36	2.89		
	FREE			2.66	3.19		
HAWAII	PAID			0.33	0.33		
	REDUCED PRICE			1.64	2.02		
	FREE			1.94	2.32		
SPECIAL MILK PROGRAM				ALL MILK	PAID MILK	FREE MILK	
PRICING PROGRAMS WITHOUT FREE OPTION				0.20	N/A	N/A	
PRICING PROGRAMS WITH FREE OPTION				N/A	0.20	Average Cost Per 1/2 Pint of Milk	
NONPRICING PROGRAMS				0.20	N/A	N/A	
AFTERSCHOOL SNACKS SERVED IN AFTERSCHOOL CARE PROGRAMS							
<i>\$9035 General Fund Budgeted for deficit 2016-17 transfer</i>		PAID				0.07	
		REDUCED PRICE				0.42	
		FREE				0.84	
		PAID				0.12	
		REDUCED PRICE				0.68	
		FREE				1.37	
		PAID				0.09	
		REDUCED PRICE				0.49	
		FREE				0.99	

State

.125  
.525

.30  
.55

<sup>1</sup> Payment listed for Free and Reduced Price Lunches include both section 4 and section 11 funds

<sup>2</sup> Performance-based cash reimbursement (adjusted annually for inflation)

2.77 Federal Minimum  
 - 2.56 Oct. 2015 Average  
 - .125 State Pays  
 -----  
 8.5¢

8.5 x 42637 = \$3624.15  
 (FY16 Full pay)  
 meals

116 5¢ 3.5 x 42637 \$1492.30

SFA NAME:

**SY 2015-2016 Weighted Average Price Calculator**

Enter current prices and number of lunches sold at each price using October 2015 data.

	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2015-16 Weighted Average Price
1.	K-4 2,760	\$ 2.50	\$ 6,900.00	K-4
2.	J-8 1,286	\$ 2.60	\$ 3,343.60	J-8
3.	Q-12 826	\$ 2.70	\$ 2,230.20	Q-12
4.			\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
<b>TOTAL</b>	<b>4,872</b>		<b>\$ 12,473.80</b>	<b>\$ 2.56 is the SY2015-16 Weighted Average Price</b>

*Enter this price in Step 1 in unrounded requirement finder tab*

[Click to go back to SY 16-17 Non-Federal Calculator](#)

[Go to instructions](#)

Note: This tool is created to allow the user to only enter the number of paid lunches and the related prices. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect new average price. Users should not modify the tool's current functionality.

November 2015

2016-2018 Negotiations Proposal

Tim Knapper: 230 day contract

Responsibilities: Community Education/Activities Director, Joint Powers responsibilities with City of Granite Falls.

<u>Category:</u>	<u>Current Contract:</u>	<u>16-17 Proposal:</u>	<u>17-18 Proposal:</u>
<b>Salary</b>	\$84510	Recommended 3.5	Recommended 3.5
<b>Holidays</b>	7 non-duty days: Christmas, New Years, Memorial, Labor and Thanksgiving Day & July 4 <sup>th</sup> and Good Friday	No change	No change
<b>Disability/ Sick Days</b>	Accumulated at 15 days the first year, as per teacher contract, and at 12 additional days every year after, to a max of 90 days	Recommend 12 days each year to max at 100. No change to current	Recommend 12 days each year to max at 100
<b>Vandalism to personal property</b>	Up to \$500 per incident, for property damage caused by students as it relates to positions responsibilities	No change	No change
<b>Professional /Civic Dues</b>	\$1000 per year	Up to \$1500 year Recommend	Up to \$1500 year
<b>403B – Deferred Comp</b>	12/9ths of the provisions of the schedule provided in the Certified Staff Master Agreement	No change	No Change
<b>Health Insurance</b>	\$13,000 per year	No Change	No Change
<b>Dental</b>	Dental \$1,100/year	\$1175 per year	\$1175 per year

<b><u>Category:</u></b>	<b><u>Current Contract:</u></b>	<b><u>16-17 Proposal:</u></b>	<b><u>17-18 Proposal:</u></b>
<b>Vacation Days</b>	5 unused non-duty days may be carried over into the next fiscal year, but shall be used by January 1 <sup>st</sup> in the carry over year.	No change	No Change
<b>Cell phone</b>	A \$40 a month cell phone reimbursement for personal phone used for school business	No change	No change
<b>NIAAA Conf.</b>	Up to \$2500 to be used once in every three year rotation for attendance at the National Interscholastic Athletic Administrators Conf.	No change	No Change
<b>LTD &amp; Life Insurance</b>	12/9ths of the provisions of the schedule provided in the Certified Staff Master Agreement	No change	No change



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## Yellow Medicine East

To: YME Board of Education  
From: Dr. Rick Clark, Superintendent  
CC:  
Date: July 6, 2016

Re: Confidential and Supervisory Staff Negotiations Settlement

The Negotiations Committee and Confidential/Supervisory Staff have agreed upon the following changes in terms/conditions of employment for the period July 1,2016 through June 30,2018

Emergency Closings – When emergency closing occur, supervisory and confidential employees may leave school after busses have reported the discharge of all students. Supervisory/confidential employees shall not suffer any loss of pay or benefits. Supervisory/Confidential employees shall not be required to make up the leave time.

Personal Leave – Full time employees may be granted paid leave of absence of no more than three (3) days per year, accumulative to five (5) days.

Compensation – an increase of three and one-half (3.5) percent each year of the agreement.

And appropriate changes to the Master Agreement to be made.

Memo

**ISD 2190 – BOARD OF DIRECTORS’  
AGENDA ANALYSIS**

**AGENDA ITEM:** 9.5  
**MEETING DATE:** July 11, 2016  
**SUBJECT:** Milk and Milk Product Bid

**BOARD ACTION**

Required X  
Information  
Scheduled Report

**BACKGROUND/RATIONALE**

Food Services of America and KEMP Dairies have submitted a bid. The prices are substantially similar but Food Service of America requires the YME food service to purchase 75% of all groceries through FSA

Marlys LaCroix, Food Service Director recommends Dean Foods

**PRESENTER(S)**

**COMMITTEE**

**SUPERINTENDENT RECOMMENDATION**

Recommend Support

**ISD 2190 – BOARD OF DIRECTORS’  
AGENDA ANALYSIS**

**AGENDA ITEM:** 10.1  
**MEETING DATE:** July 11, 2016  
**SUBJECT:** Annual Review and Adoption of Specific Policies

**BOARD ACTION**

Required X  
Information  
Scheduled Report

**BACKGROUND/RATIONALE**

There are specified and listed policies that require annual review by the board of education. None of these policies have been altered, by legislative action, since their prior adoption.

- 410-Family and Medical Leave
- 413-Harassment and Violence
- 414-Mandatory Reporting Child Neglect and Abuse
- 415-Mandatory Reporting Vulnerable Adults
- 506-Student Discipline
- 514-Bully Prohibition
- 522-Sex Non-Discrimination
- 525-Violence Prevention
- 616-School District System Accountability
- 806-Crisis Management

This is a matter of formality and is entered into agenda as a Consent Agenda allowing the members to approve the required policies in a single action.

Reminder: Members may raise questions about any or all items before a motion to approve is made.

**PRESENTER(S)** Dr. Clark

**COMMITTEE** Board of Education

**SUPERINTENDENT RECOMMENDATION**

Required Support

*Adopted: April 8, 2014*  
*Reviewed:*

## **410 FAMILY AND MEDICAL LEAVE POLICY**

### **I. PURPOSE**

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

### **II. GENERAL STATEMENT OF POLICY**

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

### **III. DEFINITIONS**

#### **A. “Covered active duty” means:**

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

#### **B. “Covered servicemember” means:**

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

- C. “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee’s pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee’s fulfillment of his or her USERRA-covered service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district’s intention to rehire the employee after the break in service.
- D. “Military caregiver leave” means leave taken to care for a covered servicemember with a serious injury or illness.
- E. “Next of kin of a covered servicemember” means the nearest blood relative other than the covered servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember’s next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember’s only next of kin.
- F. “Outpatient status” means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
1. a military medical treatment facility as an outpatient; or
  2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- G. “Qualifying exigency” means a situation where the eligible employee seeks leave for one or more of the following reasons:

1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
  2. to attend military events and related activities of a covered military member;
  3. to address issues related to childcare and school activities of a covered military member's child;
  4. to address financial and legal arrangements for a covered military member;
  5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
  6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
  7. to attend post-deployment activities related to a covered military member;
  8. to address parental care needs; and
  9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
  2. continuing treatment by a health care provider.
- I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.
- J. "Veteran" has the meaning given in 38 U.S.C. § 101.

#### **IV. LEAVE ENTITLEMENT**

A. Twelve-week Leave under Federal Law

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
  - a. birth of the employee's child and to care for such child;
  - b. placement of an adopted or foster child with the employee;
  - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
  - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
  - e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.
3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
  - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
  - b. in the case of a covered veteran who was a member of the Armed

Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:

- (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
  - (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
  - (3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
  - (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or

reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who

does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.

13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed by the employer. The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer so that the total leave does not exceed 12 weeks, unless agreed by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. **SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES**

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education

assistants.

- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
  - 1. take leave for the entire period or periods of the planned medical treatment; or
  - 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
  
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
  - 1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
  - 2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
  - 3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.
  
- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

## **VI. OTHER**

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.

- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

## **VII. DISSEMINATION OF POLICY**

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

***Legal References:*** Minn. Stat. §§ 181.940-181.944 (Parenting Leave)  
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)  
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)  
38 U.S.C. § 101 (Definitions)  
29 C.F.R. Part 825 (Family and Medical Leave Act)

***Cross References:*** MSBA Service Manual, Chapter 13, School Law Bulletin “M” (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees – Family and Medical Leave Act Summary)

*Adopted: April 8, 2013*  
*Reviewed:*

## **413 HARASSMENT AND VIOLENCE**

### **I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

### **II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school district personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline

or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

### III. DEFINITIONS

- A. “Assault” is:
1. an act done with intent to cause fear in another of immediate bodily harm or death;
  2. the intentional infliction of or attempt to inflict bodily harm upon another; or
  3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. “Harassment” prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual’s or group of individuals’ race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
  2. has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance; or
  3. otherwise adversely affects an individual’s employment or academic opportunities.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
1. “Disability” means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
    - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
    - b. has a record of such an impairment; or
    - c. is regarded as having such an impairment.
  2. “Familial status” means the condition of one or more minors being domiciled with:

- a. their parent or parents or the minor’s legal guardian; or
  - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
  4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
  5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
  6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
  7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment; Definition
1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
    - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
    - b. submission to or rejection of that conduct or communication by an

individual is used as a factor in decisions affecting that individual's employment or education; or

- c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:

- a. unwelcome verbal harassment or abuse;
- b. unwelcome pressure for sexual activity;
- c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of gender.

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
  - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
  - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
  - c. coercing, forcing, or attempting to coerce or force sexual

intercourse or a sexual act on another; or

- d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

**IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully

implemented and shall serve as a primary contact on policy and procedural matters.

- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates \_\_\_\_\_ as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.<sup>1</sup>
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take

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<sup>1</sup> In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

appropriate action, and to comply with any discovery or disclosure obligations.

- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

## **V. INVESTIGATION**

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## **VI. SCHOOL DISTRICT ACTION**

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

## **VII. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who

retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

## **VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

## **IX. HARASSMENT OR VIOLENCE AS ABUSE**

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

## **X. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- F. This policy shall be reviewed at least annually for compliance with state and

federal law.

**Legal References:** Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. § 609.341 (Definitions)  
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)  
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)  
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)  
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)  
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)  
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

**Cross References:** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)  
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)  
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)  
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Adopted: April 8, 2013  
Reviewed: July 11, 2016

**414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE**

*[Note: This policy reflects the mandatory law regarding reporting of maltreatment of minors and is not discretionary in nature.]*

**I. PURPOSE**

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

**II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

**III. DEFINITIONS**

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:
  - 1. is not likely to occur and could not have been prevented by exercise of due care; and
  - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. “Child” means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (Child Protection) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).

- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Mandated reporter” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.
- E. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
  - 1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
  - 2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so;
  - 3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
  - 4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
  - 5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, or medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;
  - 6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 4, Clause (5);
  - 7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child’s basic needs and safety; or
  - 8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child’s behavior, emotional response, or cognition that is not within the normal range for the child’s age and stage of development, with due regard to the child’s culture.

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.

- F. "Nonmaltreatment mistake" means: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.
- G. "Physical abuse" means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child's care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 125A.0942 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions which are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.

- H. “Report” means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes neglect or physical or sexual abuse of a child and contains sufficient content to identify the child and any person believed to be responsible for the neglect or abuse, if known.
- I. “School personnel” means professional employee or professional’s delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- J. “Sexual abuse” means the subjection of a child by a person responsible for the child’s care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration as well as sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).
- K. “Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- L. “Person responsible for the child’s care” means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- M. “Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

#### **IV. REPORTING PROCEDURES**

- A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years, to the local welfare agency, police department, county sheriff, tribal social services, or tribal police department. The reporter will include his or her name and address in the report.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred and may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

***[Note: The Minnesota Department of Education (MDE) is responsible for assessing or investigating allegations of child maltreatment in schools. Although a report may be made to***

*any of the agencies listed in Section IV. A., above, and there is no requirement to file more than one report, if the initial report is not made to MDE, it would be helpful to MDE if schools also report to MDE.]*

## V. INVESTIGATION

- A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in

school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

## **VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE**

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

## **VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE**

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

## **VIII. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall appear in school personnel handbooks.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 121A.58 (Corporal Punishment)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)  
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)  
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)  
Minn. Stat. § 260C.007, Subd. 4, Clause (5) (Child in Need of Protection)  
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)

Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)  
Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)  
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)  
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)  
Minn. Stat. § 609.379 (Reasonable Force)  
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)  
Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

***Cross References:*** MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

## **415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS**

*[Note: This policy reflects the mandatory law regarding reporting maltreatment of vulnerable adults and is not discretionary in nature.]*

### **I. PURPOSE**

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

### **II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. A violation of this policy occurs when any school personnel fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

### **III. DEFINITIONS**

- A. “Mandated Reporters” means any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.
- B. “Maltreatment” means the neglect, abuse, or financial exploitation of a vulnerable adult.
- C. “Neglect” means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult’s physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct. Neglect also includes the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable

adult's health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 17.

- D. "Abuse" means: (a) An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. (c) Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 2.
- E. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.
- F. "Vulnerable Adult" means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minn. Stat. Ch. 245A, except as excluded under Minn. Stat. § 626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or person

or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or type of service received possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to adequately provide the person's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

- G. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- H. "School Personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.
- I. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

#### **IV. REPORTING PROCEDURES**

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The reporter shall to the extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose *not public data* as defined under Minn. Stat. § 13.02 to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.

- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.
- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

## V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

## VI. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks where appropriate.
- B. The school district will develop a method of discussing this policy with employees where appropriate.
- C. This policy shall be reviewed at least annually for compliance with state law.

**Legal References:** Minn. Stat. § 13.02 (Collection, Security, and Dissemination of Records; Definitions)  
Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)  
Minn. Stat. §§ 609.221-609.224 (Assault)  
Minn. Stat. § 609.234 (Crimes Against the Person)  
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)  
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)  
Minn. Stat. § 609.341 (Definitions)  
Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)  
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)  
Minn. Stat. § 626.5572 (Definitions)  
*In re Kleven*, 736 N.W.2d 707 (Minn. App. 2007)

**Cross References:** MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)  
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)  
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

*Adopted: May 13, 2013*

## **506 STUDENT DISCIPLINE**

### **I. PURPOSE**

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

### **II. GENERAL STATEMENT OF POLICY**

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

### III. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

#### **IV. STUDENT RIGHTS**

All students have the right to an education and the right to learn.

#### **V. STUDENT RESPONSIBILITIES**

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;

- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

## **VI. CODE OF STUDENT CONDUCT**

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
  - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
  - 2. The use of profanity or obscene language, or the possession of obscene materials;
  - 3. Gambling, including, but not limited to, playing a game of chance for stakes;
  - 4. Violation of the school district's Hazing Prohibition Policy;
  - 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
  - 6. Violation of the school district's Student Attendance Policy;
  - 7. Opposition to authority using physical force or violence;
  - 8. Using, possessing, or distributing tobacco or tobacco paraphernalia;

9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;

22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district' Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful language toward teachers or other school

district personnel;

36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
45. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

## **VII. DISCIPLINARY ACTION OPTIONS**

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules,

regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;

- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

### **VIII. REMOVAL OF STUDENTS FROM CLASS**

- A. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

*[Note: The following Sections C. - K. must be developed and inserted by each school*

*district based upon individual district practices, procedures, and preferences.]*

**C. Procedures for Removal of a Student From a Class.**

1. *Specify procedures to be followed by a teacher, administrator or other school district employee to remove a student from a class;*
2. *Specify required approvals necessary;*
3. *Specify paperwork and reporting procedures.*

**D. Responsibility for and Custody of a Student Removed From Class.**

1. *Designation of where student is to go when removed;*
2. *Designation of how student is to get to designated destination;*
3. *Whether student must be accompanied;*
4. *Statement of what student is to do when and while removed;*
5. *Designation of who has control over and responsibility for student after removal from class.*

**E. Procedures for Return of a Student to a Class From Which the Student Was Removed.**

1. *Specification of procedures;*
2. *Actions or approvals required such as notes, conferences, readmission plans.*

**F. Procedures for Notification.**

1. *Specify procedures for notifying students and parents/guardians of violations of the rules of conduct and resulting disciplinary action;*
2. *Actions or approvals required, such as notes, conferences, readmission plans.*

**G. Disabled Students; Special Provisions.**

1. *Procedures for consideration of whether there is a need for further assessment;*
2. *Procedures for consideration of whether there is a need for a review of the adequacy of the current Individualized Education Program (IEP) of a disabled student who is removed from class or disciplined; and*

3. *Any procedures determined appropriate for referring students in need of special education services to those services.*

**H. *Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.***

1. *Establishment of a chemical abuse preassessment team pursuant to Minn. Stat. § 121A.26;*
2. *Establishment of a school and community advisory team to address chemical abuse problems in the district pursuant to Minn. Stat. § 121A.27; and*
3. *Establishment of teacher reporting procedures to the chemical abuse preassessment team pursuant to Minn. Stat. § 121A.29.*

**I. *Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.***

**J. *Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.***

**K. *Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.***

**IX. DISMISSAL**

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;

2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Suspension Procedures

1. “Suspension” means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student’s total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student’s parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian’s expense. The purpose of this meeting is to attempt to determine the pupil’s need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6<sup>th</sup>) consecutive day of suspension or the tenth (10<sup>th</sup>) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
  - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
  - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
  - c. petition the juvenile court that the student is in need of services

under Minn. Stat. Ch. 260C.

8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian

personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).

6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.

13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.

21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

## **X. ADMISSION OR READMISSION PLAN**

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

## **XI. NOTIFICATION OF POLICY VIOLATIONS**

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

## **XII. STUDENT DISCIPLINE RECORDS**

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

## **XIII. DISABLED STUDENTS**

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement.

Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

#### **XIV. OPEN ENROLLED STUDENTS**

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

#### **XV. DISTRIBUTION OF POLICY**

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

#### **XVI. REVIEW OF POLICY**

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.26 (School Preassessment Teams)  
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)  
Minn. Stat. § 121A.582 (Reasonable Force)  
Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)  
Minn. Stat. § 123A.05 (Area Learning Center Organization)  
Minn. Stat. § 124D.03 (Enrollment Options Program)

Minn. Stat. § 124D.08 (Enrollment in Nonresident District)  
Minn. Stat. Ch.125A (Students With Disabilities)  
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)  
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)  
Minn. Stat. Ch. 260A (Truancy)  
Minn. Stat. Ch. 260C (Juvenile Court Act)  
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

***Cross References:*** MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 501 (School Weapons)  
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
MSBA/MASA Model Policy 503 (Student Attendance)  
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)  
MSBA/MASA Model Policy 610 (Field Trips)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 711 (Video Recording on School Buses)  
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

*Adopted: May 13, 2013*  
*Reviewed:*

## **514 BULLYING PROHIBITION POLICY**

### **I. PURPOSE**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

### **II. GENERAL STATEMENT OF POLICY**

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
  - 1. The developmental ages and maturity levels of the parties involved;
  - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
  - 3. Past incidences or past or continuing patterns of behavior;
  - 4. The relationship between the parties involved; and
  - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### **III. DEFINITIONS**

For purposes of this policy, the definitions included in this section apply.

- A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
  2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, “bullying,” specifically includes cyberbullying as defined in this policy.

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

- C. “Immediately” means as soon as possible but in no event longer than 24 hours.

- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

- E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school

bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. "Student" means a student enrolled in a public school or a charter school.

#### **IV. REPORTING PROCEDURE**

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## **V. SCHOOL DISTRICT ACTION**

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion,

expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

## **VI. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

## **VII. TRAINING AND EDUCATION**

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur

during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
  - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  - 4. The incidence and nature of cyberbullying; and
  - 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate

and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
  2. Partner with parents and other community members to develop and implement prevention and intervention programs;
  3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
  4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
  5. Teach students to advocate for themselves and others;
  6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
  7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

## **VIII. NOTICE**

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor

who regularly interacts with students at the time of initial employment with the school district.

- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

## **IX. POLICY REVIEW**

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.69 (Hazing Policy)  
Minn. Stat. Ch. 124E (Charter School)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 423 (Employee-Student Relationships)  
MSBA/MASA Model Policy 501 (School Weapons Policy)

MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 507 (Corporal Punishment)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil  
Records)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety  
Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior  
by Students)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 711 (Video Recording on School Buses)  
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on  
Buses)

Adopted: May 13, 2013  
Reviewed:

## **522 STUDENT SEX NONDISCRIMINATION**

### **I. PURPOSE**

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

### **II. GENERAL STATEMENT OF POLICY**

- A. The school district provides equal educational opportunity for all students and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
- B. Every school district employee shall be responsible for complying with this policy.
- C. The school board hereby designates \_\_\_\_\_ *[name, office address and telephone number, and work e-mail address]* as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- D. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

### **III. REPORTING GRIEVANCE PROCEDURES**

- A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to

use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to a school district human rights officer or to the superintendent.

- B. In Each School Building. The building principal is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult school district personnel who receives a report of unlawful sex discrimination toward a student shall inform the building principal immediately.
- C. Upon receipt of a report or grievance, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. The school board hereby designates \_\_\_\_\_ *[name, office address and telephone number, and work e-mail address]* as the school district human rights officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.

*[Note: In some school districts, the Title IX coordinator and human rights officer may be the same. If so, a school district need only insert "its Title IX coordinator" in the blank without designating a name, office address and telephone number, and work e-mail address, which are provided elsewhere in the policy. If they are different, or if more than one human rights officer is designated, this information should be inserted and kept up to date. Also, in some school districts, the superintendent may be the designated human rights officer. If so, an alternative individual should be designated by the school board for complaints involving the superintendent.]*

- E. The school district shall conspicuously post the names of the Title IX coordinator and human rights officer(s), including office addresses and telephone numbers and work e-mail addresses.
- F. Submission of a good faith complaint, grievance, or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades, or work assignments.

- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

#### **IV. INVESTIGATION**

- A. By authority of the school district, the human rights officer, upon receipt of a report, complaint, or grievance alleging unlawful sex discrimination toward a student, shall promptly undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

#### **V. SCHOOL DISTRICT ACTION**

- A. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements,

Minnesota and federal law, and school district policies.

- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

## **VI. REPRISAL**

The school district will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

## **VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law, or contacting the Office of Civil Rights for the United States Department of Education.

## **VIII. DISSEMINATION OF POLICY AND EVALUATION**

- A. This policy shall be made available to all students, parents/guardians of students, staff members, employee unions, and organizations.
- B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

**Legal References:** Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
34 C.F.R. Part 106 (Implementing Regulations of Title IX)

**Cross References:** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Adopted: May 13, 2013  
Reviewed: July 11, 2016

## **525 VIOLENCE PREVENTION [APPLICABLE TO STUDENTS AND STAFF]**

### **I. PURPOSE**

The purpose of this policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior.

The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities and on school grounds, buses, or field trips while under school district supervision.

### **II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to strictly enforce its weapons policy (Policy 501).
- B. The policy of the school district is to act promptly in investigating all acts, or formal or informal complaints, of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- C. The administration will periodically review discipline policies and procedures, prepare revisions if necessary, and submit them to the school board for review and adoption.
- D. The school district will implement approved violence prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

### **III. IMPLEMENTATION OF POLICY**

- A. The school board will review and approve policies to prevent and address violence in our schools. The superintendent or designee will develop procedures to effectively implement the school weapons and violence prevention policies. It shall be incumbent on all students and staff to observe all policies and report violations to the school administration.

- B. The school board and administration will inform staff and students annually of policies and procedures related to violence prevention and weapons.
- C. The school district will act promptly to investigate all acts and formal and informal complaints of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- D. The consequences set forth in the school weapons policy (Policy 501) will be imposed upon any student or nonstudent who possesses, uses or distributes a weapon when in a school location.
- E. The consequences set forth in the school hazing policy (Policy 526) will be imposed upon any student or staff member who commits an act against a student or staff member; or coerces a student or staff member into committing an act, that creates a substantial risk of harm to a person in order for the student or staff member to be initiated into or affiliated with an organization, or for any other purpose.
- F. Students with disabilities may be expelled for behavior unrelated to their disabilities, subject to the procedural safeguards required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Pupil Fair Dismissal Act.
- G. Procedures will be developed for the referral of any person in violation of this policy or the weapons policy to the local law enforcement agency in accordance with Minn. Stat. § 121A.05.
- H. Students who wear objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or that approves, advances, or provokes any form of religious, racial, or sexual harassment or violence against other individuals as defined in the harassment and violence policy (Policy 413) will be subject to the procedures set forth in the student dress and appearance policy (Policy 504). “Gang” as used in this policy means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. A “pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.
- I. This policy is not intended to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such

messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, denote gang affiliation, advocate harassment or violence against others, are likely to disrupt the education process, or cause others to react in a violent or illegal manner (Policy 504).

#### IV. PREVENTION STRATEGIES

The school district has adopted and will implement the following prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

*[Note: The school board can adopt any of the prevention strategies that it intends to implement in its schools, including some or all of the following sample strategies.]*

- A. Adopt a district crisis management policy to address potential violent crisis situations in the district.
- B. Provide training in recognition, prevention, and safe responses to violence and development of a positive school climate.
- C. Coordinate a local school security review committee or task force comprised of school officials, law enforcement, parents, students, and other youth service providers to advise on policy implementation.
- D. In-service training for personnel in aspects of reporting, visibility, and supervision as deterrents to violence.
- E. Promote student safety responsibility by encouraging the reporting of suspicious individuals and unusual activities on school grounds.
- F. Establish a curriculum committee that explores ways of teaching students violence prevention strategies, law-related education, and character/values education (universal values, e.g., honesty, personal responsibility, self-discipline, cooperation, and respect for others).
- G. Establish clear school rules that prevent and deter violence.
- H. Develop cross-cultural awareness programs to unify students of all cultures and backgrounds, to develop mutual respect and understanding of shared experiences and values among students, and to promote the message of inclusion.
- I. Establish conflict resolution training, conflict management, or peer mediation programs for staff and students to teach conservative approaches to settling disputes.
- J. Develop curriculum that teaches social skills such as maintaining self-control, building communications skills, forming friendships, resisting peer pressure,

being appropriately assertive, forming positive relationships with adults, and resolving conflict in nonviolent ways.

- K. Develop curriculum that teaches critical viewing and listening skills in analyzing mass media to recognize stereotypes, distinguish fact from fantasy, and identify differences in behavior and values that conflict with their own.
- L. Develop student safety forums that both inform and elicit students' ideas about particular safety problems in the building.
- M. Develop a student photo or name identification system for quick identification of the student in case of emergency.
- N. Develop a staff photo or name identification system using identification badges for quick identification of unauthorized people on campus.
- O. Require all visitors to check-in the main office upon their arrival and state their business at the school. A visitor badge may be issued for easy identification that the visitor is authorized to be present in the school building.
- P. Develop curriculum on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

## **V. STUDENT SUPPORT**

- A. Students will have access to school-based student service professionals, when available, including counselors, nurses, social workers, and psychologists who are knowledgeable in methods to assist students with violence prevention and intervention.
- B. Students will be apprised of school board policies designed to protect their personal safety.
- C. Students will be provided with information as to school district and building rules regarding weapons and violence.
- D. Students will be informed of resources for violence prevention and proper reporting.

## **VI. PERSONNEL**

- A. School district personnel shall comply with the school weapons policy (Policy 501) and the school hazing policy (Policy 526).
- B. School district personnel shall be knowledgeable of violence prevention policies and report any violation to school administration immediately. School district

personnel will be informed annually as to school district and building rules regarding weapons and violence prevention.

- C. School district personnel or agents of the school district shall not engage in emotionally abusive acts including malicious shouting, ridicule, and/or threats or other forms of corporal punishment (Policy 507).

**Legal References:** Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)  
Minn. Stat. § 120B.22 (Violence Prevention Education)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.035 (Crisis Management Policy)  
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)  
Minn. Stat. § 121A.64 (Notification)  
Minn. Stat. § 121A.69 (Hazing Policy)  
Minn. Stat. § 181.967, Subd. 5 (School District Disclosure of Violence or Inappropriate Sexual Contact)  
18 U.S.C. § 921 (Definition of Firearm)  
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
*Tinker v. Des Moines Indep. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)  
*Stephenson v. Davenport Cmty. Sch. Dist.*, 110 F.3d 1303 (8<sup>th</sup> Cir. 1997)  
*McIntire v. Bethel School*, 804 F.Supp. 1415, 78 Educ. L.Rep. 828 (W.D. Okla. 1992)  
*Olesen v. Board of Educ. of Sch. Dist. No. 228*, 676 F.Supp. 820, 44 Educ. L.Rep. 205 (N.D. Ill. 1987)

**Cross References:** MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 501 (School Weapons Policy)  
MSBA/MASA Model Policy 504 (Student Dress and Appearance)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 507 (Corporal Punishment)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)

*Adopted: June 10, 2013*  
*Reviewed:*

## **616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY**

### **I. PURPOSE**

The purpose of this policy is to focus public education strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota Academic Standards and the No Child Left Behind Act.

### **II. GENERAL STATEMENT OF POLICY**

Implementation of the Minnesota Academic Standards and No Child Left Behind Act will require a new level of accountability for the school district. The school district will establish a system to transition to the graduation requirements of the Minnesota Academic Standards. The school district also will establish a system to review and improve instruction, curriculum, and assessment which will include substantial input by students, parents or guardians, and local community members. The school district will be accountable to the public and the state through annual reporting.

### **III. DEFINITIONS**

- A. “Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.
- B. “Graduation Standards” means the credit requirements and locally adopted content standards or Minnesota Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.
- C. “World’s best workforce” means striving to: meet school readiness goals; have all third grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

### **IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING**

A. School District Goals

1. The school board has established school district-wide goals which provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota Academic Standards and the No Child Left Behind Act. The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals based on the recommendations of the Advisory Committee for Comprehensive Continuous Improvement of Student Achievement (Advisory Committee).
2. The improvement goals should address recommendations identified through the Advisory Committee process. The school district's goal setting process will include consideration of individual site goals. School district goals may be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.

- B. System for Reviewing All Instruction and Curriculum. Incorporated in the process will be analysis of the school district's progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5.

*[Insert Local Cycle in this space]*

C. Implementation of Graduation Requirements

1. The school board shall appoint a Graduation Standards Implementation Committee which shall advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations of this committee shall be published annually to the community. The school board shall receive public input and comment and shall adopt or update this policy at least annually. The Graduation Standards Implementation Committee *[will/will not]* be comprised of the Advisory Committee for Comprehensive Continuous Improvement of Student Achievement.

***[Note: The Graduation Standards Implementation Committee may be comprised of an existing committee such as the Advisory Committee for Comprehensive Continuous Improvement of Student Achievements. Regardless of whether a new committee or an existing committee is utilized, the committee should be comprised of representatives of the community, including equal representation from school board members,***

*students, parents, teachers, representatives of local businesses, and representatives of the community at large. Among these members should be individuals who are able to represent the needs of students throughout the district including students with special needs.]*

2. The school board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the school board determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, the Graduation Standards Implementation Committee shall work with the school site to adopt a plan to raise student achievement levels to meet federal expectations. The Graduation Standards Implementation Committee may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (Commissioner) in developing a plan which must include parental involvement components.
3. The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of achievement growth that show an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The school board will utilize models developed by the Commissioner for measuring individual student progress. The school board must coordinate with MDE in evaluating school sites and continuous improvement plans, consistent with best practices.

D. Advisory Committee for Comprehensive Continuous Improvement of Student Achievement

1. By [date] of each year, the Advisory Committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.
2. The Advisory Committee, working in cooperation with other committees of the school district [*such as the Technology, Educational Effectiveness, Grade Level, Site Instruction, Curriculum and Assessment Committees, etc.*], will provide active community participation in:
  - a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota Graduation Standards;
  - b. Identifying annual instruction and curriculum improvement goals

- for recommendation to the school board;
- c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals;
  - d. Advising the school board about development of the annual budget.
3. The Advisory Committee shall meet the following criteria:
- a. The Advisory Committee shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.
  - b. The Advisory Committee shall make recommendations to the school board on school district-wide standards, assessments, and program evaluation.
  - c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
  - d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.
4. The Advisory Committee shall, when possible, be comprised of two-thirds community representatives and shall reflect the diversity of the community. Included in its membership should be:
- a. The Director of Curriculum (or similar educational leader)
  - b. Principal
  - c. School Board Member
  - d. Student Representative
  - e. One teacher from each building or instructional level
  - f. Two parents from each building or instructional level

- g. Two residents without school-aged children, non-representative of local business or industry
- h. Two residents representative of local business or industry
- i. District Assessment Coordinator (if different from “a.” above)

***[Note: This Advisory Committee composition is a model only.]***

- 5. Translation services should be provided to the extent appropriate and practicable.
- 6. The Advisory Committee shall meet the following timeline each year:

Month: Organizational meeting of the Committee to review the authorizing legislation and the roles and responsibilities of the Committee as determined by the school board.

Month(s): Agree on the process to be used. Become familiar with the instruction and curriculum of the cycle content area.

Month(s): Review evaluation results and prepare recommendations.

Month: Present recommendations to the school board for its input and approval.

E. Evaluation of Student Progress Committee. A committee of professional staff shall develop a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the Advisory Committee to review instruction and curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. This plan shall annually be approved by the school board.

F. Reporting. Consistent with Minn. Stat. § 120B.36, Subd. 1, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world’s best workforce. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about

their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its published reports and in its summary report to the Commissioner.

**Legal References:** Minn. Stat. § 120B.02 (Educational Expectations for Minnesota’s Students)  
Minn. Stat. § 120B.018 (Definitions)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Stat. § 120B.35 (Student Achievement Levels)  
Minn. Stat. § 120B.36 (School Accountability; Appeals Process)  
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)  
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)  
Minn. Stat. § 123B.04 (Site Decision Making Agreement)  
Minn. Stat. § 123B.147, Subd. 3 (Principals)  
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
20 U.S.C. § 6301, *et seq.* (No Child Left Behind Act)

**Cross References:** MSBA/MASA Model Policy 104 (School District Mission Statement)  
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)  
MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)  
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)  
MSBA/MASA Model Policy 619 (Staff Development for Standards)  
MSBA/MASA Model Policy 620 (Credit for Learning)

Adopted: June 9, 2014  
Reviewed:

## **806 CRISIS MANAGEMENT POLICY**

### **I. PURPOSE**

The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. For purposes of this Policy, the term, “school districts,” shall include charter schools. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

### **II. GENERAL INFORMATION**

#### **A. The Policy and Plans**

The school district’s Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building’s specific situation and needs.

The school district’s administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

B. Elements of the District Crisis Management Policy

1. General Crisis Procedures. The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Comprehensive School Safety Guide (2011 Edition) to assist in the development of building-specific crisis management plans.

All general crisis procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

*[Note: More specific information on planning for children with special needs can be found in the Comprehensive School Safety Guide (2011 Edition) and United States Department of Education’s document entitled, “Practical Information on Crisis Planning, a Guide for Schools and Communities.” A website link is provided in the resource section of this Policy.]*

- a. Lock-Down Procedures. Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.

*[Note: State law requires a minimum of five school lock-down drills each school year. See Minn. Stat. § 121A.035.]*

- b. Evacuation Procedures. Evacuations of classrooms and buildings

shall be implemented at the discretion of the building administrator or his or her designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

*[Note: State law requires a minimum of five school fire drills, consistent with Minn. Stat. § 299F.30, and one school tornado drill each school year. See Minn. Stat. § 121A.035.]*

- c. Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.

*[Note: The Comprehensive School Safety Guide (2011 Edition) has sample lock-down procedures, evacuation procedures, and sheltering procedures.]*

2. Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.

*[Note: The Comprehensive School Safety Guide (2011 Edition) includes crisis-specific procedures.]*

3. School Emergency Response Teams
  - a. Composition. The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of

procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts.

*[Note: The Comprehensive School Safety Guide (2011 Edition) has a sample School Emergency Response Team list.]*

- b. Leaders. The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

### **III. PREPARATION BEFORE AN EMERGENCY**

#### **A. Communication**

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.
2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students

shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)

***[Note: Evacuation areas at least 50 feet from school buildings are recommended but not mandated by statute or rule. Evacuation areas should be selected based on safety and the individual school site's proximity to streets, traffic patterns, and other hazards.]***

2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minn. Stat. § 299F.30. See Minn. Stat. § 121A.035.

***[Note: The State Fire Marshal advises schools to defer fire drills during the winter months.]***

6. A record of fire drills conducted at the building will be maintained in the building administrator's office.

***[Note: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample fire drills schedule and log.]***

7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

***[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample fire procedure form, evacuation/relocation and student reunification/release procedures, and planning for student reunification.]***

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

***[Note: For single building school districts, such as charter schools, a secondary location for the diagrams and site plans will be included in the district's Crisis Management Policy and may include filing documents with a charter school sponsor, or compiling facility diagrams and site plans on a CD-Rom and distributing copies to first responders or sharing the documents with first responders during the crisis planning process.]***

***[Note: To the extent data contained in facility diagrams and site plans constitute security information pursuant to Minn. Stat. § 13.37, school districts are advised to consult with appropriate officials and/or legal counsel prior to dissemination of the facility diagrams or site plans to anyone other than first responders.]***

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local

police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts, and updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

*[Note: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample Emergency Phone Numbers list.]*

E. Warning and Notification Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings. The school district should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

***[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, provides universal procedures for severe weather shelter.]***

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

***[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample Media Procedures form.]***

H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

I. Long-Term Recovery Intervention Procedures

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery.
2. Fiscal recovery.
3. Academic recovery.
4. Social/emotional recovery.

*[Note: The Comprehensive School Safety Guide (2011 Edition), under the Recovery section, addresses the recovery components in more detail.]*

#### **IV. SAMPLE PROCEDURES INCLUDED IN THIS POLICY**

Sample procedures for the various hazards/emergencies listed below are attached to this Policy for use when drafting specific crisis management plans. Additional sample procedures may be found in the Response section of the Comprehensive School Safety Guide (2011 Edition). After approval by the school board, an adopted procedure will become an addendum to the Crisis Management Policy.

- A. Fire
- B. Hazardous Materials
- C. Severe Weather: Tornado/Severe Thunderstorm/Flooding
- D. Medical Emergency
- E. Fight/Disturbance
- F. Assault
- G. Intruder
- H. Weapons
- I. Shooting
- J. Hostage
- K. Bomb Threat
- L. Chemical or Biological Threat
- M. Checklist for Telephone Threats

- N. Demonstration
- O. Suicide
- P. Lock-down Procedures
- Q. Shelter-In-Place Procedures
- R. Evacuation/Relocation
- S. Media Procedures
- T. Post-Crisis Procedures
- U. School Emergency Response Team
- V. Emergency Phone Numbers
- W. Highly Contagious Serious Illness or Pandemic Flu

**V. MISCELLANEOUS PROCEDURES**

A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

*[Note: School buildings must maintain Material Safety Data Sheets (M.S.D.S.) for all chemicals on campus. State law, federal law, and OSHA require that pertinent staff have access to M.S.D.S. in the event of a chemical accident.]*

B. Visitors

The school district shall implement procedures mandating visitor sign in and visitors in school buildings. See MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

*[Note: The No Child Left Behind Act, 20 U.S.C. § 6301, et seq.; Title IX, 20*

*U.S.C. § 1681, et seq.; and the Unsafe School Choice Option, 20 U.S.C. § 7912, require school districts to establish such transfer procedures.]*

D. Radiological Emergencies at Nuclear Generating Plants [OPTIONAL]

School districts within a 10 mile radius of the Monticello or Prairie Island nuclear power plants will implement crisis plans in the event of an accident or incident at the power plant.

Questions relative to the creation or implementation of such plans will be directed to the Minnesota Department of Public Safety.

**Legal References:** Minn. Stat. Ch. 12 (Emergency Management)  
Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)  
Minn. Stat. § 121A.035 (Crisis Management Policy)  
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)  
Minn. Stat. § 299F.30 (Fire Drill in School)  
Minn. Stat. § 326B.02, Subd. 6 (Powers)  
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)  
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)  
Minn. Rules Ch. 7511 (Fire Safety)  
20 U.S.C. § 1681, *et seq.* (Title IX)  
20 U.S.C. § 6301, *et seq.* (No Child Left Behind)  
20 U.S.C. § 7912 (Unsafe School Choice Option)  
42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

**Cross References:** MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 501 (School Weapons Policy)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)  
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)  
<https://dps.mn.gov/divisions/sfm/documents/2011comprehensiveschoolsafetyguide.pdf>

**ISD 2190 – BOARD OF DIRECTORS’  
AGENDA ANALYSIS**

**AGENDA ITEM:** 10.2  
**MEETING DATE:** July 11, 2016  
**SUBJECT:** Approval of Q Comp Annual Report to MDE

**BOARD ACTION**

Required X  
Information  
Scheduled Report

**BACKGROUND/RATIONALE**

Members of the Q Comp Council will present the MDE annual report and answer questions the board members may have concerning the progress of Q Comp and student performance indicators.

**PRESENTER(S)** Q Comp Council Members

**COMMITTEE**

**SUPERINTENDENT RECOMMENDATION**

Recommend support of this action with directions to send to MDE and publish on YME Website.

**ISD 2190 – BOARD OF DIRECTORS’  
AGENDA ANALYSIS**

**AGENDA ITEM:** 10.5  
**MEETING DATE:** July 11, 2016  
**SUBJECT:** Authorization of Facsimile Use of Board signatures for 2016-2017

**BOARD ACTION**

Required X  
Information  
Scheduled Report

**BACKGROUND/RATIONALE**

Authorization of facsimile board signatures for board bills and payroll checks

**PRESENTER(S)**

**COMMITTEE**

**SUPERINTENDENT RECOMMENDATION**

Recommend Support

**ISD 2190 – BOARD OF DIRECTORS’  
AGENDA ANALYSIS**

**AGENDA ITEM:** 10.6  
**MEETING DATE:** July 11, 2016  
**SUBJECT:** Authorize Financial Procedures and Personnel for 2016-2017

**BOARD ACTION**

Required X  
Information  
Scheduled Report

**BACKGROUND/RATIONALE**

Designate LeeAnn Boushek, Finance Officer and Tara Miller Payroll Officer to complete and authorize electronic fund transfers as necessary to pay board bills and payroll and to completed investment for the District in secured accounts to yield the greatest potential return on investment(s).

**PRESENTER(S)**

**COMMITTEE**

**SUPERINTENDENT RECOMMENDATION**

Recommend Support

**ISD 2190 – BOARD OF DIRECTORS’  
AGENDA ANALYSIS**

**AGENDA ITEM:** 10.7  
**MEETING DATE:** July 11, 2016  
**SUBJECT:** Designate legal Counsel for 2016-2017

**BOARD ACTION**

Required X  
Information  
Scheduled Report

**BACKGROUND/RATIONALE**

Currently, the lawfirms of Rupp, Anderson, Squires & Waldspurger, P.A. - Kevin Rupp; and Holmstrom & Kvam – Spencer Kvam, are designated as legal counsel. The Superintendent and Board chairperson are authorized to contact them as needed.

**PRESENTER(S)**

**COMMITTEE**

**SUPERINTENDENT RECOMMENDATION**

Recommend Support

**ISD 2190 – BOARD OF DIRECTORS’  
AGENDA ANALYSIS**

**AGENDA ITEM:** 10.8  
**MEETING DATE:** July 11, 2016  
**SUBJECT:** Designation of Official Newspaper and Website for 2016-2017

**BOARD ACTION**

Required X  
Information  
Scheduled Report

**BACKGROUND/RATIONALE**

Designate the Advocate Tribune and ISD2910.org as newspaper and publication sites.

**PRESENTER(S)**

**COMMITTEE**

**SUPERINTENDENT RECOMMENDATION**

Recommend Support

**ISD 2190 – BOARD OF DIRECTORS’  
AGENDA ANALYSIS**

**AGENDA ITEM:** 10.9  
**MEETING DATE:** July 11, 2016  
**SUBJECT:** Designation School Depositories for 2016-2017

**BOARD ACTION**

Required X  
Information  
Scheduled Report

**BACKGROUND/RATIONALE**

Designating the official school depositories for the 2016-2017 fiscal year as follows: F & M Bank of Clarkfield for payroll; Granite Falls Bank of Granite Falls for the Board account, student programs, and administrative account; Minnesota School District Liquid Asset Fund for receiving state-aid and levy revenues; and to authorize the Granite Falls Bank of Granite Falls to provide electronic fund transfers to allow for payroll direct deposit services.

**PRESENTER(S)**

**COMMITTEE**

**SUPERINTENDENT RECOMMENDATION**

Recommend Support – no changes from last year.

**ISD 2190 – BOARD OF DIRECTORS’  
AGENDA ANALYSIS**

**AGENDA ITEM:** 10.10  
**MEETING DATE:** July 11, 2016  
**SUBJECT:** Resolution to Hold Meeting on Columbus Day, October 10,  
2016

**BOARD ACTION**

Required X  
Information  
Scheduled Report

**BACKGROUND/RATIONALE**

The YME Board/School District does not consider Columbus Day a holiday. In order to conduct business on this day, a resolution must be adopted. The resolution is posted on BoardBook for your review.

**PRESENTER(S)**

**COMMITTEE**

**SUPERINTENDENT RECOMMENDATION**

Recommend Support

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION DIRECTING SCHOOL  
TO BE HELD ON COLUMBUS DAY, OCTOBER 10, 2016**

Whereas the Board of Education does not recognize October 10, 2016, Columbus Day, as a holiday, and,

Be it resolved, by the School Board of Independent School District No. 2190, as follows:

That the School District intends to conduct school, hold regular School Board meetings,  
and other such business on this date.

The motion for the adoption of the foregoing resolution was duly seconded by Member \_\_\_\_\_

and upon vote being taken thereon, the following voted in favor thereof: \_\_\_\_\_

and the following voted against the same: \_\_\_\_\_

Whereupon said resolution was declared duly passed and adopted.

Date: July 11, 2016

**CONTRACT FOR SCHOOL DISTRICT USE IN CONTRACTING WITH THE  
MINNESOTA VALLEY COOPERATIVE CENTER FOR THE PURCHASE OF  
SERVICES**

**THIS CONTRACT, entered into this 1st day of August, 2016, by and between School District #2190, Yellow Medicine East, Granite Falls, Minnesota, (hereinafter referred to as the SCHOOL DISTRICT) and Minnesota Valley Cooperative Center, 450 9<sup>th</sup> Avenue, Granite Falls, Minnesota, 56241 (hereinafter referred to as the MVCC) witnesses that:**

**WHEREAS, the Board of Education of Yellow Medicine East, District #2190 is concerned with providing Special Education for youth and adults, and**

**WHEREAS, cooperation with neighboring districts will result in the greatest efficiency in providing a variety of Special Education programs,**

**THEREFORE, BE IT RESOLVED: that the Board of Education of Yellow Medicine East, District #2190, desires to purchase Special Education services from the Minnesota Valley Cooperative Center for the 2016-2017 school year.**

**1. The MVCC shall provide the following services:**

**A licensed Director of Special Education/Administrative Assistant to work for the Yellow Medicine East School. The Director/Administrative Assistant will provide services in the areas of fiscal management, third party billing, completing applications for State and Federal laws regarding the provision of Special Education services, to insure that Due Process Laws are followed in order to meet compliance with the Office of Monitoring & Compliance, to comply with legal mandates in regard to the Early Intervention Interagency Committee and the Interagency Transition Committee, and to complete other responsibilities as outlined in the Director's Job Description.**

**Licensed Special Education Instructors/therapists to provide services as determined by identified student needs.**

**Non-certified paraprofessional staff to provide services as determined by identified student needs.**

- 2. The MVCC shall perform these services at the Yellow Medicine East Schools and out of the MVCC offices housed in Granite Falls.**
- 3. The date the service will begin is August 2016, and shall continue until June 2017, for an estimated cost of \$1,819,649.04. This cost is a budget estimate and may be adjusted at the end of the school year if necessary.**
- 4. The Yellow Medicine East School District shall make payments for the services rendered to MVCC as follows:**

The Yellow Medicine East School District will be billed for the cost of Special Education programs through invoices, with total payments equaling no more than \$2,409,355.59.

5. The SCHOOL DISTRICT shall monitor the services which the MVCC provides as follows:

To insure that services are being provided on a regular weekly and timely basis. The MVCC will be notified of any deviations in the time allotment.

6. Either party may terminate this Agreement as follows:

Notice must be given to the MVCC and visa versa by March 15<sup>th</sup> to terminate such service provision.

Signed

YELLOW MEDICINE EAST #2190

By: \_\_\_\_\_, Chairman

Date: \_\_\_\_\_, 2016

MINNESOTA VALLEY COOPERATIVE CENTER  
450 9<sup>TH</sup> AVENUE  
GRANITE FALLS, MN 56241

By: \_\_\_\_\_, Chairman

Date: \_\_\_\_\_, 2016

**2016-2017  
CONTRACT FOR PURCHASE OF  
ACCOUNTING AND PAYROLL SERVICES**

THIS CONTRACT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2015, between the Minnesota Valley Cooperative Center, District #978, and the Yellow Medicine East Schools, District #2190, located at Granite Falls, Minnesota:

WITNESSETH:

That for a good and valuable consideration of the premises, mutual terms, covenants, provisions and conditions hereinafter set forth, it is agreed by and between the parties as follows:

- 1) The Yellow Medicine East Public Schools (District #2190) shall provide, to the Minnesota Valley Cooperative Center (District #978) expertise and technical assistance to perform the required payroll and accounting functions of the Minnesota Valley Cooperative Center. Such assistance shall be in the form of personnel services of the accountant and finance officer as well as the use of the district hardware to perform the needed accounting and payroll functions.
- 2) That the Minnesota Valley Cooperative Center (District #978) furnish all necessary forms, checks and other such materials which may be required. In addition, the Minnesota Valley Cooperative Center shall be responsible for state required audits and the cost of such audits, except that the accountant and/or finance officer shall assist the auditors in securing and compiling such data as shall be required by the auditors to perform their work.

For these services the Minnesota Valley Cooperative Center (District #978) shall pay the Yellow Medicine East School District (District #2190) a sum of   \$30,000   for the 2016-2017 school year. Payment may be made in any way except that all payments due to the Yellow Medicine East School (District #2190), shall be paid prior to June 30, 2017.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day, month, and year indicated.

**SCHOOL DISTRICT #978  
MINNESOTA VALLEY COOPERATIVE CENTER  
Granite Falls, MN 56241**

**SCHOOL DISTRICT #2190  
YELLOW MEDICINE EAST SHOOOLS  
Granite Falls, MN 56241**

By \_\_\_\_\_  
Chairperson

By \_\_\_\_\_  
Chairperson

By \_\_\_\_\_  
Clerk

By \_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**ISD 2190 – BOARD OF DIRECTORS’  
AGENDA ANALYSIS**

**AGENDA ITEM:** 10.14  
**MEETING DATE:** July 11, 2016  
**SUBJECT:** Fees and Rates, except Lunch, for 2016-2017

**BOARD ACTION**

Required X  
Information  
Scheduled Report

**BACKGROUND/RATIONALE**

All fees and rates, except lunch, are to remain the same as last year. Rates/fees are as follows:

<b>Athletic Fees</b>	
Grades 7 & 8	\$60
If you qualify for Reduced Lunch	\$30
If you qualify for Free Lunch	\$12
Grades 9-12	\$80
If you qualify for Reduced Lunch	\$40
If you qualify for Free Lunch	\$16
<b>Activity Tickets</b>	
Student Activity Pass – Grades K-12	\$25
Adult Activity Pass	\$75
Senior Citizen Pass (Age 60+)	\$50
<b>Single Game Admission</b>	
Students K-12	\$4
Adults	\$6

**PRESENTER(S)**

**COMMITTEE**

**SUPERINTENDENT RECOMMENDATION**

Recommend Support

**807 HEALTH AND SAFETY POLICY (Mandatory Policy)**

**I. PURPOSE**

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

**II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.
  
- B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district may form a health and safety advisory committee to be appointed by the superintendent. The health and safety advisory committee will be composed of employees and other individuals with specific knowledge of related issues. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The superintendent may request that the safety committee established under Minn. Stat. § 182.676 carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under Minn. Stat § 182.676.

**III. PROCEDURES**

- A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.
- B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.
- C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

#### **IV. PROGRAM AND PLANS**

- A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:
  - 1. Asbestos
  - 2. Fire and Life Safety
  - 3. Employee Right to Know
  - 4. Emergency Action Planning
  - 5. Combustible and Hazardous Materials Storage
  - 6. Indoor Air Quality
  - 7. Mechanical Ventilation
  - 8. Mold Cleanup and Abatement
  - 9. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools
  - 10. Infectious Waste/Bloodborne Pathogens
  - 11. Community Right to Know
  - 12. Compressed Gas Safety
  - 13. Confined Space Standard
  - 14. Electrical Safety
  - 15. First Aid/CPR/AED
  - 16. Food Safety Inspection
  - 17. Forklift Safety
  - 18. Hazardous Waste

19. Hearing Conservation
20. Hoist/Lift/Elevator Safety
21. Integrated Pest Management
22. Laboratory Safety Standard/Chemical Hygiene Plan
23. Lead
24. Control of Hazardous Energy Sources (Lockout/Tagout)
25. Machine Guarding
26. Safety Committee
27. Personal Protection Equipment (PPE)
28. Playground Safety
29. Radon
30. Respiratory Protection
31. Underground and Above Ground Storage Tanks
32. Welding/Cutting/Brazing
33. Fall Protection
34. Other areas determined to be appropriate by the health and safety advisory committee.

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.
- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.
- F. In the event of an accident or a near miss, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

## **V. BUDGET**

The superintendent shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including

current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent, or such other school official as designated by the superintendent, each year shall prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

## **VI. ENFORCEMENT**

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

***Legal References:*** Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)  
Minn. Stat. § 123B.57 (Capital Expenditure; Health and Safety)  
Minn. Stat. § 182.676 (Safety Committees)  
Minn. Rules Part 5208.0010 (Applicability)  
Minn. Rules Part 5208.0070 (Alternative Forms of Committee)

***Cross References:*** MSBA/MASA Model Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)  
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)  
MSBA/MASA Model Policy 806 (Crisis Management Policy)

7/11/2016

**OPEB (Other Post Employment Benefits) Transfer  
to be made in July for 2015-16 Expenses**

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From OPEB Revocable Trust Account:

To:	General Fund	\$ 116,095.00	Implicit Expense
	Food Service Fund	\$ 2,055.00	Implicit Expense
	Community Service	\$ 1,956.00	Implicit Expense
	OPEB Fund	\$ 54,951.11	Retiree Expense
<hr/>			
Total		\$ 175,057.11	

Long-Term Facilities Maintenance (LTFM) Ten Year Revenue Projection			Revised 6/24/2016											
2190	=< Type in School District Number													
	YELLOW MEDICINE EAST													
Calculations for Ten Year Projection			Pay 16	Payable 2016	Current Estimate									
	LLC #	FY 2017	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
1	Type your district number in cell A2 (Minneapolis = 1.2)													
2	Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 16 to 18, 20, 21, 26, 27 and 50													
3	Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33													
4	Look-up data from following tabs													
5	Initial Formula Revenue													
6	Current year APU	55	853.40	819.80	825.00	810.20	814.40	827.40	817.40	809.20	799.60	794.80	791.20	
6a	Additional Pre-K Pupil Units ( line 19 of Pre-K application)													
6b	Total Adjusted Pupil Units = (6) + (6a)			819.80	825.00	810.20	814.40	827.40	817.40	809.20	799.60	794.80	791.20	
7	District average building age (uncapped)	401	65.81	65.81	66.81	67.81	68.81	69.81	70.81	71.81	72.81	73.81	74.81	
8	Formula allowance		\$ 193.00	\$ 193.00	\$ 292.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	
9	Building age factor = (Lesser of (7) / 35 or 1)	402		1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	
10	Initial revenue = (6) * (8) * (9)	403	164,706.20	158,221	240,900	307,876	309,472	314,412	310,612	307,496	303,848	302,024	300,656	
11	Added revenue for Eligible H&S Projects > \$100,000 / site													
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess	702		697,968	698,581	704,503	704,892	704,853	704,506	703,864	708,173	612,264	802,848	
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)	756		-	-	55,679	-	11,417	77,843	-	456	115,906	-	
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)	701		-	-	-	-	-	-	-	-	-	-	
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)	755		-	-	-	-	-	-	-	-	-	-	
16	Pay as you go levy for FY 2016 and earlier Alt Facilities H&S projects financed over more than one year (1B)	405		-	-	-	-	-	-	-	-	-	-	
17	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue	703		-	-	-	-	-	-	-	-	-	-	
18	Pay as you go revenue for eligible new H&S projects > \$100,000 / site	406		-	-	-	-	-	-	-	-	-	-	
19	Total FY 17 revenue for eligible H&S projects >\$100,000 / site (12) - (13) + (14) -(15) + (16) + (17) + (18)	407	697,967.55	697,968	698,581	648,825	704,892	693,436	626,663	703,864	707,717	496,359	802,848	
Added revenue for Pre-K remodeling for approved programs														
20a	Net debt service for bonds approved for Pre-K remodeling													
20b	Pay as you go for projects approved for Pre-K remodeling													
20c	Total Pre-K revenue													
20d	Total New Law Revenue (10) + (19) + (20c)		408	856,189	939,481	956,701	1,014,364	1,007,848	937,275	1,011,360	1,011,565	798,383	1,103,504	

Long-Term Facilities Maintenance (LTFM) Ten Year Revenue Projection			Revised 6/24/2016												
2190	<= Type in School District Number														
	YELLOW MEDICINE EAST														
Calculations for Ten Year Projection			Pay 16	Payable 2016	Current Estimate										
	LLC #	FY 2017	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026			
<b>Old Formula revenue</b>															
21	409	41,300.00	33,891	39,700	40,100	40,300	40,600	40,800	41,100	41,200	41,500	41,600			
22															
Old formula alt facilities debt revenue (1A) - gross before debt excess															
23			-	-	-	-	-	-	-	-	-	-			
Debt Excess allocated to line 22															
24	763		-	-	-	-	-	-	-	-	-	-			
25	764		697,968	698,581	648,825	704,892	693,436	626,663	703,864	707,717	496,359	802,848			
26	412														
27	415														
28															
Old formula deferred maintenance revenue = (if (22) + (26) = 0, (10) * (\$64 / \$193))			420	52,467	52,800	51,853	52,122	52,954	52,314	51,789	51,174	50,867	50,637		
29	421	793,885.15	784,326	791,081	740,777	797,314	786,990	719,777	796,753	800,092	588,726	895,085			
30	422	862,673.75	856,189	939,481	956,701	1,014,364	1,007,848	937,275	1,011,360	1,011,565	798,383	1,103,504			
Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]															
31	423	-	-	-	-	-	-	-	-	-	-	-			
District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System. Stated as positive number															
32	424	862,673.75	856,189	939,481	956,701	1,014,364	1,007,848	937,275	1,011,360	1,011,565	798,383	1,103,504			
District LTFM Revenue (30) - (31)															
33	425	4,961.00	4,961	-	-	-	-	-	-	-	-	-			
LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)															
34	426	867,634.75	861,150	939,481	956,701	1,014,364	1,007,848	937,275	1,011,360	1,011,565	798,383	1,103,504			
Grand Total LTFM Revenue (32) + (33)															
<b>Aid and Levy Shares of Total Revenue</b>															
35		2014	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023			
36	31	11,399,350	11,399,350	9,560,878	9,943,313	10,341,046	10,754,687	11,184,875	11,632,270	12,097,561	12,581,463	13,084,722			
37	54	876.41	876.42	865.06	835.60	842.40	847.60	847.60	847.60	847.60	847.60	847.60			
38	428	13,006.81	13,006.72	11,052.27	11,899.61	12,275.70	12,688.40	13,195.94	13,723.77	14,272.72	14,843.63	15,437.38			
39	429	7,153.78	7,153.78	7,388.38	7,657.52	7,958.71	8,267.76	8,598.00	8,942.00	9,300.00	9,672.00	10,059.00			
40	430	8,799.15	8,799.15	9,087.71	9,418.75	9,789.21	10,169.34	10,575.54	10,998.66	11,439.00	11,896.56	12,372.57			
41	431	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%			
42	432	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
43	427	164,706.20	158,221	240,900	307,876	309,472	314,412	310,612	307,496	303,848	302,024	300,656			
44	433	-	-	-	-	-	-	-	-	-	-	-			
45	435	-	-	-	-	-	-	-	-	-	-	-			
46	436	-	-	-	-	-	-	-	-	-	-	-			
47	439	867,634.75	861,150	939,481	956,701	1,014,364	1,007,848	937,275	1,011,360	1,011,565	798,383	1,103,504			
Total LTFM State Aid (Greater of (44) or (45))															
Total LTFM Levy (34) - (46) (including coop/intermediate)															
48	<b>Debt Service Portion of Revenue (non-grandfather districts)</b>														
49	763+764+703		697,968	698,581	648,825	704,892	693,436	626,663	703,864	707,717	496,359	802,848			
Subtotal Debt Service Revenue from above = (12) - (13) + (17) + (24)															
50	704		-	-	-	-	-	-	-	-	-	-			
New LTFM bonds excluding bonds on line 17 (principal + interest)*1.05															
51	765		697,968	698,581	648,825	704,892	693,436	626,663	703,864	707,717	496,359	802,848			
Total Debt Service Revenue = (49) + (50)															
52	440		158,221	240,900	307,876	309,472	314,412	310,612	307,496	303,848	302,024	300,656			
Equalized debt Service Revenue (lesser of (43) or (51))															
53	441		-	-	-	-	-	-	-	-	-	-			
Debt Service Aid = (52) * (42)															
54	443		158,221	240,900	307,876	309,472	314,412	310,612	307,496	303,848	302,024	300,656			
Equalized Debt Service Levy = (52) - (53)															
55	444		539,747	457,681	340,949	395,420	379,024	316,051	396,368	403,869	194,335	502,192			
Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))															
56	445		163,182	240,900	307,876	309,472	314,412	310,612	307,496	303,848	302,024	300,656			
Total General Fund Revenue = (34) - (51)															
57	446		-	-	-	-	-	-	-	-	-	-			
General Fund Equalized Revenue = (43) - (52)															
58	447		-	-	-	-	-	-	-	-	-	-			
Total General Fund Aid = (46) - (53)															
59	448		-	-	-	-	-	-	-	-	-	-			
General Fund Equalized Levy = (58) * (41)															

Long-Term Facilities Maintenance (LTFM) Ten Year Revenue Projection				Revised 6/24/2016										
2190 <= Type in School District Number														
YELLOW MEDICINE EAST														
Calculations for Ten Year Projection		Pay 16	Payable 2016 LLC Certification	Current Estimate										
		LLC #	FY 2017	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	
61	General Fund Unequalized levy = (57) - (58)	449		163,182	240,900	307,876	309,472	314,412	310,612	307,496	303,848	302,024	300,656	
62	Total General Fund Levy = (60) + (61)	450		163,182	240,900	307,876	309,472	314,412	310,612	307,496	303,848	302,024	300,656	
Notes:														
1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid.														
2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan.														
3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.														



Division of School Finance  
1500 Highway 36 West  
Roseville, MN 55113-4266

## Long-Term Facility Maintenance Revenue Application Ten Year Expenditure

ED - 02478-01

**INSTRUCTIONS:** Enter estimated expenditures that are allowable uses of Long-term Facilities Maintenance Revenue under MS 123B.595, Subd. 10, by UFARS Finance Code by fiscal year in the space provided. Finance codes shown for accessibility and deferred capital expenditures and maintenance

District Name: Yellow Medicine East

District # 2190

Date: 7/11/2016

District Contact for Questions on this Spreadsheet:

E-mail: [lboushek@isd2190.org](mailto:lboushek@isd2190.org)

Name: LeeAnn Boushek

Phone #: ( 320 ) 564 4081

Fiscal Year, Ending June 30th -->

2017

2018

2019

2020

2021

2022

2023

2024

2025

2026

**ESTIMATED EXPENDITURES:**

**Health and Safety, Excluding Projects in Finance codes 358, 363 and 366 Costing > \$100,000 per**

Finance	Category	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
347	Physical Hazards	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
349	Other Hazardous Materials	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600
352	Environmental Health & Safety Management	\$17,600	\$17,800	\$18,200	\$18,400	\$18,700	\$18,900	\$19,200	\$19,300	\$19,600	\$19,700
358	Asbestos Removal and Encapsulation	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
363	Fire Safety	\$10,691	\$6,300	\$6,300	\$6,300	\$6,300	\$6,300	\$6,300	\$6,300	\$6,300	\$6,300
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total Health and Safety Capital Projects</b>	<b>\$33,891</b>	<b>\$39,700</b>	<b>\$40,100</b>	<b>\$40,300</b>	<b>\$40,600</b>	<b>\$40,800</b>	<b>\$41,100</b>	<b>\$41,200</b>	<b>\$41,500</b>	<b>\$41,600</b>

**Health and Safety, Projects Costing > \$100,000 per**

358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total Health and Safety Capital Projects \$100,000 or more</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Accessibility**

Finance	Category	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
367	Accessibility	\$2,500	\$3,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**Deferred Capital Expenditures and Maintenance Projects**

Finance	Category	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
368	Building Envelope	\$8,350	\$2,000	\$0	\$3,000	\$22,000	\$0	\$0	\$0	\$10,000	\$0
369	Building Hardware and Equipment	\$117,200	\$54,300	\$59,022	\$149,162	\$59,636	\$59,047	\$53,471	\$52,780	\$52,319	\$51,935
370	Electrical	\$3,000	\$7,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
379	Interior Surfaces	\$17,000	\$12,500	\$64,000	\$12,500	\$54,000	\$4,000	\$4,000	\$4,500	\$4,000	\$4,000
380	Mechanical Systems	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
381	Plumbing	\$8,000	\$3,600	\$3,000	\$3,600	\$3,000	\$3,600	\$3,000	\$3,800	\$3,000	\$3,800
382	Professional Services and Salary	\$4,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
383	Roof Systems	\$0	\$5,280	\$94,330	\$364,670	\$252,705	\$69,860	\$173,370	\$184,316	\$17,930	\$0
384	Site Projects	\$52,000	\$7,000	\$20,000	\$72,000	\$34,000	\$20,000	\$5,000	\$0	\$0	\$0
	<b>Total Deferred Capital Expense and Maintenance</b>	<b>\$209,550</b>	<b>\$97,680</b>	<b>\$249,352</b>	<b>\$613,932</b>	<b>\$434,341</b>	<b>\$165,507</b>	<b>\$247,841</b>	<b>\$254,396</b>	<b>\$96,249</b>	<b>\$68,735</b>

**Total Annual 10 Year Plan Expenditures**

\$245,941

\$140,380

\$289,452

\$654,232

\$474,941

\$206,307

\$288,941

\$295,596

\$137,749

\$110,335

end of worksheet

JUL 05 2016




Upper Minnesota Valley  
**REGIONAL DEVELOPMENT COMMISSION**  
Helping Communities Prosper

323 W. Schlieman Ave. Appleton, MN 56208 320.289.1981 www.umvrdc.org

June 29, 2016

TO: School Board Superintendents in Region 6W

FROM: Dawn Hegland, Executive Director 

RE: School Board Representation on the Upper Minnesota Valley Regional Development Commission

The Upper Minnesota Valley Regional Development Commission (UMVRDC) currently has one vacancy for a school board representative.

Per our governing statutes we have two positions available for school board elected officials. One position is currently filled by Brett Buer from the Dawson-Boyd Schools. Kathi Thymian from the Ortonville Schools recently resigned from the board, creating a vacancy. I would request that you consider nominating a member of your board to represent school districts within the region. If multiple nominations are submitted, a ballot of all nominees will be mailed and the school board chairperson will be asked to vote for one candidate to represent school district interests on the UMVRDC. Listed below are some points of interest related to our board membership and meeting schedule.

- The term of office on the UMVRDC will run concurrent with the individual's elected term. If re-elected, a member may continue on the Commission without a term limit.
- Board members receive a \$50 per diem per meeting and are reimbursed for expenses such as mileage and meals.
- If board members have three (3) consecutive absences or more than four (4) absences in any fiscal year, the position shall be considered vacant and the vacancy shall be filled in accordance with UMVRDC bylaws.
- The UMVRDC holds its regular scheduled meetings on the fourth Tuesday of each month at 6:30 p.m. in Appleton.
- Each member of the UMVRDC board is named to a committee. Committees meet 3 times a year. Committee meetings begin at 5:00 p.m. and include a light supper, with the full board meeting following at 6:30 p.m.

**I have included a School Board Representative Nomination form and would ask that you return it to my attention by July 15<sup>th</sup>.**

As additional background, I also have enclosed a Regional Development Commission Board Member Commitment that outlines the agency's expectations for board members.



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## **Board Member Commitment**

### **Roles and Responsibilities**

- Know the goals, mission and programs/services of the organization
- Provide constructive and timely feedback
- Respect and value diversity of thought and opinion
- Develop trust and fight fair with other board members, management and staff
- Pitch in to help advance the mission of the organization
- Know how to solve problems and work toward solving problems and issues
- Focus on achieving positive results for the region and the commission
- Define and oversee the mission of the commission and keep it relevant to the needs of the region and its individual local governments and communities
- Approve programs and services and monitor their effectiveness and usefulness
- Provide strategic guidance to the organization and the chief executive officer
- Ensure financial solvency, integrity and soundness, including through fundraising assistance
- Select, support and evaluate the chief executive officer
- Ensure continuous board improvement and engagement

### **As a member of the commission board, I commit to:**

- Attend a board orientation meeting with the executive director
- Attend each meeting of the board
- Participate in all board retreats
- Participate in statewide and regional activities of the organization, as needed and requested
- Serve on at least one board committee
- Hold the commission to a high standard of performance and integrity
- Conduct my homework for board meetings and board member assignments, including developing a basic understanding of each program and service of the commission
- Read the materials sent to the board and membership, and be prepared to ask timely and informed questions and to provide honest and constructive feedback
- Listen carefully to other board members and staff with an open mind and an objective perspective
- Promote decisions and solutions that are in the best interest of the region and the organization
- Respect the confidentiality of the board's business

### **I agree to be informed about and to observe the following board policies in our manual:**

- Avoidance of conflict of interest
- Equal opportunity and avoidance of discrimination
- Enrollment in board liability insurance program



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## SCHOOL BOARD REPRESENTATIVE NOMINATION

**DATE:** \_\_\_\_\_

**NOMINEE NAME:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**PHONE:** Home \_\_\_\_\_

Business or Cell \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**ELECTED TERM OF OFFICE:**

Year elected \_\_\_\_\_ to Year term ends \_\_\_\_\_

**SCHOOL BOARD REPRESENTATIVE NOMINATED BY:**

School District Name: \_\_\_\_\_

Signature of School Superintendent: \_\_\_\_\_

Signature of Nominee: \_\_\_\_\_

Dear Dr. Clark and YME Board,

Thank you for the beautiful Terry Redlin School plate. I would also like to thank you for allowing me to be a part of the "YME family." There are lots of good things happening here!

Peggy Kvam