

Yellow Medicine East ISD 2190 School Board Meeting Agenda



Monday, June 19, 2017 at 6:00 PM
Regular Meeting
YME Board Room - # 113

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

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 4
 1. Regular Business
 1. Approval of Regular Meeting Minutes - May 8, 2017 5
 2. Approval of Special Meeting Minutes - June 5, 2017 7
 3. Approval of Payment for Claims 8
 4. Approval of Finance Report 12
 5. Approval of Enrollment Report 13
 6. Approval of Indian Policies and Procedures (IPPs) 14
 7. First Reading - Policy 427 - Special Education Workload 18
 8. First Reading - Policy 612 - Development of Parent and Family Engagement Policies for Title I Programs 27
 9. First Reading - Policy 721 - Uniform Grant Policy Regarding Federal Revenue Sources 32
 10. Approval of Annual Membership with MN Rural Education Association (MREA) 50
 11. Approval of Annual Membership with MN School Boards Association (MSBA)
 12. Approval Annual Membership with MN Association for School Administrators (MASA) 55

13. Direct Administration to Seek Bids for Milk/Milk Products and Bread/Bread Products for the 2017-2018 School Year	
14. Memorandum of Understanding - Foster Grandparent Program - Lutheran Social Services	56
15. Declaration of Surplus Property - Doors from Renovation Project - Qty. 12	
16. Declaration of Surplus Property - Houghton Mifflin Math Series - Date Stamped July 2007 - Copyright 2007 Qty. 400 Student Books Qty. 54 Teacher Editions	
17. Declaration of Surplus Property - Little Theater Seats - Qty. 108	
2. Personnel Items	
1. Employment - Lego League Advisor - Beth Jahn	
2. Employment - Bert Raney Paraprofessional - Britanna Raddatz	59
3. Employment - Musical Director - Jeff Iverson	
4. Employment - Concessions Manager - Deb Beckler	
5. Employment - Summer Indian Education Services Grant - Adam Savariego	60
6. Resignation - JH Football Coach - Ben Lecy	
7. Reports	
1. District - Dr. Rick Clark, Superintendent	
2. Bert Raney Elementary - Lisa Hansen, Principal	62
1. End of Year Academic Reporting	
2. BRE Student Handbook - 2017-2018 - Working DRAFT	63
3. YME Middle/High School - Ryan Luft, Principal	78
1. End of Year Academic Reporting	
2. MS/HS Student Handbook - 2017-2018 - Working DRAFT	88
8. Written Reports Submitted	
1. Finance Committee Minutes - May 4, 2017	116
2. Policy Committee Minutes - May 16, 2017	117
3. High School Engineering/Manufacturing Meeting Summary - May 16, 2017	119
4. Granite Falls Area Chamber of Commerce Meeting Information	125
5. City of Granite Falls and A.G. Bush Conversations	129
6. MN State High School League - Region III A Meeting Minutes - May 31, 2017	131
7. Significant Education Provisions in Special Session - May 26, 2017	133
8. Minnesota Valley Cooperative Center - Regular Board Meeting Minutes - June 12, 2017	134
9. Report to the Board - Indian Policies & Procedures - Roberta Bjerkeset	135

9. Old Business	
1. Review and Comments on Mandatory School District Policies.	146
2. Discussion - Policy 534 - Unpaid Meal Charges	149
10. New Business	
1. Approval of Overnight Field Trip - Building Bridges Program - to Minneapolis in July 2017	153
2. Approval of Board of Education Calendar, Including Committee Dates, for 2017-2018 School Year	156
3. Approval of Budget Revisions for Fiscal Year 2016-2017	157
4. Adoption of Preliminary Budget Proposed Fiscal Year 2017-2018	158
5. Consideration to Offer One (1) Year of Additional Superintendent Services for the 2018-2019 School Year	
11. Correspondence	
12. Upcoming Events	
1. Board Meeting - July 10, 2017 - Board Room - 6:00 pm	
13. Closed Session for the Purpose of Discussing Negotiation Strategies	
14. Adjourn the Meeting	



Yellow Medicine East, ISD 2190

ISD 2190 – BOARD OF DIRECTORS’ AGENDA ANALYSIS

AGENDA ITEM: 6.0
MEETING DATE: June 19, 2017
SUBJECT: Consent Agenda Items

BOARD ACTION
Required
Information
Scheduled Report

X

BACKGROUND/RATIONALE

6.1.6 –Required by participation in Federal Title VII grant.

6.1.7 – Special Education Workload – Required by statute. The policy reflects the actual activities that have been in place for the 2016-2017 school year and thereafter.

6.1.8 – Required by participation in Federal Title I Grant Program

6.1.9 – Required by participation in receiving ANY type of federal funding at this time or in the future.

PRESENTER (S)

None

COMMITTEE

None

SUPERINTENDENT RECOMMENDATION

Approval is recommended, as all of these policies are required by participation in federal grant receivership.

**YELLOW MEDICINE EAST ISD #2190
REGULAR SCHOOL BOARD MEETING MINUTES
MONDAY, MAY 8, 2017 – 6:00 PM
YME BOARD ROOM**

Chair Dawn Odegard called the meeting to order.

Roll Call of Board Members Present: Susan Bones, Jeremy Corner, Amanda Lecy, Sonja Pederson, Sharon Rupp, Dr. Rick Clark

Board Members Excused: Steve Rupp

Community / Staff Members Present: LeeAnn Boushek, Leanne Carmany, Liz DeBlieck, Jeff Iverson, Kathy Koetter, Hannah Kotek, Tanner Kotek, Amanda Luepke, Jeff Lobdell, Ryan Luft, Darrel Refsland, Alex Stina, Denise Streich

Motion by Susan Bones, second by Sharon Rupp, and carried to approve the agenda for the meeting with a change to the order of business. Item 10.3 will be discussed after written reports.

Sharon Rupp read the YME Mission Statement.

The opportunity to publically address the Board received no response.

Motion by Sonja Pederson, second by Amanda Lecy, and carried to approve the following consent agenda items:

- April 10, 2017 regular meeting minutes.
- payment of bills in the amount of \$407,183.46 with checks numbered 18059-18160; and wire transfers in the amount of \$179,076.27 numbered 201600108-201600112.
- finance report, as submitted.
- enrollment report, as submitted.
- agreement with Tri-Valley Opportunity Council, Inc. – Tri-Valley Danube Head Start – May 2017-May 2018.
- Title III Notice of Intent to form a consortium for the 2017-2018 school year.
- membership in the Minnesota State High School League for the 2017-2018 school year.
- agreement with Hildi Inc. to conduct an actuarial study.
- tenure status for MaryElla Clouse, Tamara Isfeld, Louann Paslawski, Jiana Robertsdahl.
- leave of absence request received from Louann Paslawski.
- resignation – Assistant Football Coach – Trevor Schulte.
- resignation – Lego League Coach – Jeremy Corner.
- resignation – ECFE Teacher – Amber Tebben.
- rescind long-term substitute teaching contract offered to Cindy Lavin on February 13, 2017.
- long-term substitute teacher – Bert Raney Elementary Grade 4 – Shelly Gaffaney.

Superintendent Dr. Rick Clark gave a legislative funding update, and shared that the greenhouse tour will not take place after the meeting but that an open house is scheduled for next week.

Bert Raney Elementary Principal Lisa Hansen submitted a written report.

FFA Members Hannah Kotek and Tanner Kotek, as well as FFA Advisor Darrel Refsland, reported on the recent visit to California.

YME MS/HS Principal Ryan Luft reported that prom was a successful event over the weekend, that the testing season is coming to an end and students are experiencing testing fatigue, outlined end of the year events and events/activities planned for the summer.

Written reports submitted: MSHSL Region 3 Update & meeting minutes.

Amanda Luepke, Clarkfield City Administrator, Jeff Lobdel, Mayor of Clarkfield, and Kathy Koetter, Clarkfield Area Charter School Director, made a formal request for parcels # 32-413-0207 & 32-413-0210, within the City of Clarkfield,

which are owned by the Yellow Medicine East School District. The request is to purchase both parcels for \$1.00. The property will then be developed for use as a daycare facility by the City of Clarkfield. Final consideration will be made at the June 19, 2017 Board meeting.

Motion by Jeremy Corner, second by Sonja Pederson, and carried to reschedule the June Board meeting for June 19th rather than June 12, 2017.

Motion by Susan Bones, second by Sharon Rupp, and carried to approve the health insurance quotation for 2017-2018 & 2018-2019 as submitted by the SW/WC Service Cooperative.

A tentative schedule for the 2017-18 Board meetings was presented to the Board. Formal approval will take place in June.

Correspondence items included MSBAIT 2016 annual report.

Upcoming Events:

Early Out – Staff Development – May 10, 2017 – 2:30 pm

Early Out – Staff Development – May 24, 2017 – 2:30 pm

No School – Memorial Day – May 29, 2017

Last Day of School – June 1, 2017 – Dismiss at 1:00 pm

Staff Development Day – June 2, 2017

Commencement – June 2, 2017 – Espeland Gym – 7:00 pm

Board Meeting – June 19, 2017 – Board Room – 6:00 pm

The meeting was adjourned.

The Finance Committee convened for a work session after the meeting.

**YELLOW MEDICINE EAST ISD #2190
SPECIAL SCHOOL BOARD MEETING MINUTES
MONDAY, JUNE 5, 2017 – 6:00 PM
YME BOARD ROOM**

Chair Dawn Odegard called the meeting to order.

Roll Call of Board Members Present: Dawn Odegard, Sharon Rupp, Steve Rupp, Jeremy Corner, Amanda Lecy
Susan Bones attended via conference phone call.

Motion by Amanda Lecy, second by Sonja Pederson to dispense with public address to the Board and the reading of the mission statement and to adopt the agenda for the meeting. All members voted in support of the motion.

Motion by Steve Rupp, second by Amanda Lecy to declare land within the city of Clarkfield, MN, identified as parcels numbered 32-413-0207 and 32-413-0201 as surplus property. Several questions concerning the status and plans for the property were discussed. All members voted in support of the motion.

Motion by Steve Rupp, second by Sonja Pederson to direct the administration to dispose of aforementioned property via quit claim. All members voted in support of the motion.

The meeting was adjourned at 6:14 pm.

CHECK NUMBER	VENDOR	CHECK DATE	AMOUNT
18163	HOLIDAY INN MINNEAPOLIS NW-ELK RIVER	05/09/2017	617.55
18164	RESZEL, AL	05/09/2017	692.68
18176	AMERICAN FAMILY LIFE ASSURANCE	05/19/2017	546.86
18177	AMERITAS LIFE INSURANCE CORP.	05/19/2017	523.80
18178	CANBY CLASSIC CINEMA	05/19/2017	1,850.00
18179	DELTA DENTAL	05/19/2017	5,772.70
18180	ENGER, EMILY	05/19/2017	600.00
18181	GRANITE RUN GOLF CLUB	05/19/2017	294.83
18182	KOEPKE, ZACHARY	05/19/2017	500.00
18183	MADISON NATIONAL LIFE	05/19/2017	1,899.63
18184	MCDOWELL AGENCY, INC.	05/19/2017	16.00
18185	MN TEACHERS RETIREMENT ASSOC.	05/19/2017	19,992.84
18186	MSEA	05/19/2017	1,259.60
18187	154200 NCPERS MN	05/19/2017	64.00
18188	SCHULTE, TREVOR	05/19/2017	400.00
18189	SELECT ACCOUNT	05/19/2017	4,074.16
18190	SW/WC SVC. COOP - HEALTH INS.	05/19/2017	49,301.84
18191	EDUCATION MINNESOTA YME	05/19/2017	3,304.94
18193	CITY OF GRANITE FALLS	06/13/2017	15,679.90
18194	A&B BUSINESS SOLUTIONS	06/19/2017	2,470.47
18195	ABERDEEN AWARDS	06/19/2017	180.00
18196	ADVOCATE TRIBUNE	06/19/2017	755.55
18197	ALMICH'S MARKET	06/19/2017	1,985.30
18198	ALPHA WIRELESS INC.	06/19/2017	4,846.05
18199	AMERICAN WELDING AND GAS, INC.	06/19/2017	26.38
18200	AUS FLOORS & MORE INC.	06/19/2017	79.57
18201	BAKER BROS. CONSTRUCTION INC.	06/19/2017	275.00
18207	BENNETT & BENNETT INC.	06/19/2017	38,942.66
18208	BENSON LAUNDRY	06/19/2017	93.77
18209	BILL'S ELECTRIC	06/19/2017	454.53
18210	BJERKESET ROBERTA	06/19/2017	182.89
18211	BORCH'S INC.	06/19/2017	383.00
18212	BSN SPORTS	06/19/2017	44.99
18213	CARL'S BAKERY	06/19/2017	27.33
18214	CDW GOVERNMENT, INC.	06/19/2017	143.55
18215	CENEX CREDIT CARD	06/19/2017	536.29
18216	CENTURY LINK	06/19/2017	786.74
18217	CITY OF GRANITE FALLS	06/19/2017	15,415.99
18218	CITY OF GRANITE FALLS	06/19/2017	3,509.77
18219	CONSUMERS COOPERATIVE OIL CO.	06/19/2017	587.74
18220	CONTINENTAL CLAY CO	06/19/2017	303.98
18221	COUNTRYSIDE PUBLIC HEALTH	06/19/2017	630.00
18222	CROWN AWARDS	06/19/2017	75.68
18223	DAVE'S ELECTRIC MOTOR CO.	06/19/2017	25.50
18224	DEAN FOODS NORTH CENTRAL, INC.	06/19/2017	2,593.63
18225	DELTA EDUCATION	06/19/2017	2,706.03
18226	DEMCO, INC.	06/19/2017	350.58
18227	DOLLAR STOP	06/19/2017	7.00
18228	DOUG'S SERVICE & MARINE INC.	06/19/2017	2,186.55
18229	ECOLAB	06/19/2017	169.79
18230	EMC INSURANCE COMPANIES	06/19/2017	21,612.75
18231	FARM & HOME PUBLISHERS, LTD	06/19/2017	53.80
18232	FARMERS UNION OIL CO.	06/19/2017	139.64
18233	FISHER SCIENTIFIC	06/19/2017	43.89
18234	FRAN DEBAERE	06/19/2017	446.81
18235	FRY, STEPHANIE	06/19/2017	97.26

CHECK NUMBER	VENDOR	CHECK DATE	AMOUNT
18236	FUN EXPRESS	06/19/2017	61.67
18237	GOPHER SPORT	06/19/2017	1,750.57
18238	GORT, SAMANTHA	06/19/2017	84.88
18239	GRAND AFFAIR	06/19/2017	479.25
18240	GRANITE FALLS AUTO PARTS	06/19/2017	58.32
18241	GRANITE FALLS OFFICIALS ASSOC.	06/19/2017	1,190.00
18242	GRANITE FALLS BASEBALL ASSOC.	06/19/2017	2,165.00
18243	GRAPHIC EDGE	06/19/2017	51.87
18244	GREAT PLAINS NATURAL GAS CO	06/19/2017	2,471.14
18245	GREY, MARY	06/19/2017	88.11
18246	GUERTIN, DAVID	06/19/2017	15.01
18247	HAL LEONARD CORP.	06/19/2017	195.00
18248	HANSEN, LISA	06/19/2017	120.00
18249	HDL	06/19/2017	13.76
18250	HILLYARD/HUTCHINSON	06/19/2017	157.97
18251	HOERNEMANN, AMY	06/19/2017	52.90
18252	INNOVATIVE OFFICE SOLUTIONS LLC	06/19/2017	512.58
18253	INSTRUMENTALIST AWARDS	06/19/2017	159.00
18254	ISCORP	06/19/2017	195.50
18255	TAMARA ISFELD	06/19/2017	143.75
18256	IVERSON, JEFFREY	06/19/2017	461.72
18257	JAHN, ELIZABETH	06/19/2017	49.00
18258	JANS, ANGIE	06/19/2017	107.72
18259	JIM'S CLOTHING & SPORTING GOOD	06/19/2017	518.95
18260	JOHNSON, ALYSSA	06/19/2017	30.80
18261	JOSTEN'S	06/19/2017	401.09
18263	KILOWATT COMMUNITY CENTER	06/19/2017	1,626.00
18264	KNAPPER, TIMOTHY	06/19/2017	7,621.62
18265	KNAPPER, TIMOTHY	06/19/2017	8,039.96
18266	KORTHUIS JEWELRY	06/19/2017	135.60
18267	LAC QUI PARLE COUNTY AUD.	06/19/2017	53.77
18268	LEASE FINANCE GROUP	06/19/2017	40,229.62
18269	LISTUL, DARLYS	06/19/2017	55.81
18270	LITTLE CROW TELEMEDIA NETWORK	06/19/2017	664.00
18271	LUFT, RYAN	06/19/2017	2,472.00
18272	MACCRAY SCHOOLS	06/19/2017	5,439.61
18273	MACKIN LIBRARY MEDIA	06/19/2017	878.51
18274	MASA	06/19/2017	825.00
18275	MN DEPARTMENT OF LABOR & IND.	06/19/2017	300.00
18276	MN DEPT. OF HEALTH	06/19/2017	35.00
18277	MINNESOTA ELEVATOR TOTAL ELEVATOR SOLUTIONS	06/19/2017	352.28
18278	MUSIC IS ELEMENTARY	06/19/2017	55.90
18279	MUSIC STREET	06/19/2017	30.00
18280	MUSSER ENVIRONMENTAL INC.	06/19/2017	2,766.42
18281	MVCC	06/19/2017	151,637.42
18282	MYSTERY SCIENCE	06/19/2017	499.00
18283	NAEIR	06/19/2017	26.50
18284	OLSON SANITATION INC.	06/19/2017	877.50
18285	PAAPE COMPANIES INC.	06/19/2017	1,606.75
18286	PAN-O-GOLD BAKING CO.	06/19/2017	603.85
18287	J.W. PEPPER & SON INC.	06/19/2017	157.99
18288	PURCHASE POWER	06/19/2017	25.00
18289	REINHART INST FOODS	06/19/2017	17,882.29
18290	RENAISSANCE LEARNING	06/19/2017	150.00
18291	RESZEL, AL	06/19/2017	144.99
18292	RTS	06/19/2017	132.43

CHECK		CHECK	
NUMBER	VENDOR	DATE	AMOUNT
18293	SAVARIEGO, ADAM	06/19/2017	86.76
18294	SAWMILL	06/19/2017	499.59
18295	SCHULTE, MELISSA	06/19/2017	358.63
18296	SCHWICKERT'S	06/19/2017	1,298.00
18297	SCIENCE MUSEUM OF MINNESOTA	06/19/2017	500.00
18298	SEA LIFE MINNESOTA	06/19/2017	125.50
18299	SKYWARD INC.	06/19/2017	12,137.00
18300	SOUTHERN PLAINS ED. COOP	06/19/2017	935.00
18301	STAAB, FRANCIS	06/19/2017	120.00
18302	STAPLES-MOTLEY HIGH SCHOOL	06/19/2017	9,187.20
18303	SUTER, CASSANDRA	06/19/2017	129.20
18304	SW/WC SERVICE COOP - MARSHALL	06/19/2017	6,997.70
18305	TEAM LABORATORY CHEMICAL CORP.	06/19/2017	1,169.00
18306	THEMES & VARIATIONS	06/19/2017	149.95
18307	TJOSVOLD EQUIPMENT INC.	06/19/2017	52.32
18308	TOSTENSEN SEPTIC	06/19/2017	200.00
18309	TRANS-MISSISSIPPI BIOLOGICAL	06/19/2017	219.97
18311	TRUE VALUE-GF/MONTE	06/19/2017	1,639.78
18315	VISA	06/19/2017	3,008.39
18316	WEIDAUER, BARRY	06/19/2017	78.68
18317	WEST CENTRAL TAE KWON DO	06/19/2017	459.00
18318	XCEL ENERGY	06/19/2017	33.07
18319	YME COMMUNITY EDUCATION	06/19/2017	105.00
18320	YME SCHOOL ACTIVITY ACCOUNT	06/19/2017	1,052.63
18333	YME SCHOOLS-ADM	06/19/2017	17,032.79
18334	YME-FOOD SERVICE	06/19/2017	1,065.59
18335	ZEP MANUFACTURING CO	06/19/2017	2,051.54
201600113	FEDERAL TAX WITHHOLDING	05/22/2017	96,247.15
201600114	MN TEACHERS RETIREMENT ASSOC.	05/22/2017	39,251.70
201600115	PUBLIC EMPLOYEES RETIREMENT	05/22/2017	18,368.60
201600116	STATE TAX WITHHOLDING	05/22/2017	15,148.50
201600117	VOYA INSTITUTIONAL TRUST	05/22/2017	13,568.64
		Totals for BNK05	710,699.05
		Totals for checks	710,699.05

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	304,378.03	48.78	326,724.14	631,150.95
02	FOOD SERVICE	8,310.06	120.45	21,337.59	29,768.10
04	COMMUNITY SERVICE	10,935.61	300.00	26,623.60	37,859.21
09	TRUST FUND	1,460.57	0.00	0.00	1,460.57
25	REVOCABLE TRUST (FY10)	0.00	0.00	10,460.22	10,460.22
***	Fund Summary Totals ***	325,084.27	469.23	385,145.55	710,699.05

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

Yellow Medicine East #2190

**Board Report
June 19, 2017**

Ending
6/16/2017

2016-17 By Fund	Revised 2016-17	Year to Date Expenditures	Budget Balance	Percent Expended	For Comparison
					2015-16 YTD Expended
General	9,796,575	8,413,810	1,382,765	85.89%	85.44%
Food Service	429,715	391,484	38,231	91.10%	86.09%
Community Service	488,866	412,046	76,820	84.29%	82.86%
Debt Red.	1,225,730	1,224,380	1,350	99.89%	99.89%
OPEB Trust	239,017	116,904	122,113	48.91%	42.73%
OPEB Debt Service	192,620	192,070	550	99.71%	99.71%
Total	12,372,523	10,750,695	1,621,828	86.89%	86.17%

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	91.67%
Contracted August-July	Principals/Fd Svc Director	83.33%
Contracted Sept-August	Teachers/Nurse	75.00%
12 Month Non-certified	Secretaries	91.67%
12 Month Non-certified	Custodians	88.00%
9 Month non-Certified	Assistants/Cooks	88.75%

Liquid Asset Fund

Month End Cash Invested 5/31/2017 \$3,980,419.61 General Closing Market Value

Electronic Fund Transfers/ACH Transfers/LAF Check

			From	To
5-8/9-2017	\$ 201.94	rSchool Fees	LAF	rSchool
5/10/2017	\$ 325,000.00	Board Accounts Payable	LAF	Granite Falls Bank
5/22/2017	\$ 1,000.00	Payroll (F&M Bank)	LAF	F&M Bank
5/22/2017	\$ 278,138.10	Payroll (Direct Deposit)	LAF	Granite Falls Bank
5/22/2017	\$ 100,000.00	Board Accounts Payable	LAF	Granite Falls Bank
	\$ -	Sales Tax	LAF	Mn. Dept. of Revenue
	\$ -	PERA Trust (OPEB)	OPEB Trust	LAF

Trust Fund (PERA) OPEB \$700,593.11 Ending 5/31/2017

**YELLOW MEDICINE EAST
ENROLLMENT REPORT
2016-2017**

	SEPTEMBER			OCTOBER			NOVEMBER			DECEMBER			JANUARY		
	BRE	MS/HS	ENR	BRE	MS/HS	ENR	BRE	MS/HS	ENR	BRE	MS/HS	ENR	BRE	MS/HS	ENR
Kindergarten	46			44			44			44			46		
First Grade	58			57			57			58			58		
Second Grade	51			51			51			52			54		
Third Grade	67			66			67			67			67		
Fourth Grade	54			54			54			54			56		
Fifth Grade	52			52			52			52			52		
	328			324			325			327			333		
Sixth Grade		63			61			61			63			63	
Seventh Grade		61			60			59			59			60	
Eighth Grade		59			58			58			58			59	
Ninth Grade		48			48			48			48			48	
Tenth Grade		54			54			53			54			54	
Eleventh Grade		69			67			67			65			64	
Twelfth Grade		57			56			54			53			51	
		411			404			400			400			399	
K-12 TOTAL		739			728			725			727			732	

	FEBRUARY			MARCH			APRIL			MAY			END OF THE YEAR		
	BRE	MS/HS	ENR	BRE	MS/HS	ENR	BRE	MS/HS	ENR	BRE	MS/HS	ENR	BRE	MS/HS	ENR
Kindergarten	44			44			44			44			44		
First Grade	58			58			59			59			59		
Second Grade	54			55			56			55			55		
Third Grade	66			66			66			66			66		
Fourth Grade	56			56			56			56			55		
Fifth Grade	52			53			53			53			53		
	330			332			334			333			332		
Sixth Grade		64			63			63			62			62	
Seventh Grade		60			60			60			60			60	
Eighth Grade		57			58			58			56			56	
Ninth Grade		48			48			48			47			47	
Tenth Grade		55			55			55			54			54	
Eleventh Grade		66			66			65			64			65	
Twelfth Grade		49			49			49			49			48	
		399			399			398			392			392	
K-12 TOTAL			729			731			732			725			724

(Updated 06/14/2017)

INDIAN POLICIES AND PROCEDURES (IPPs) Yellow Medicine East Independent
District 2190

It is the intent of the Yellow Medicine East Independent School District 2190 that all American Indian children of school age have equal access to all programs, services, and activities offered in the school district.

It is the intent of the Yellow Medicine East, School District 2190, to fully comply with all requirements of Title VIII (Impact Aid Program) of the Elementary and Secondary Education Act of 1965 (formerly Public Law 81-874), and to that end, the Governing Board has adopted as policy these Indian Policies and Procedures (IPPs). The IPPs by intent and by Board action supersede all previous Board action and are intended to bind the Board of Education, administration, and staff of the District.

POLICIES AND PROCEDURES:

1. POLICY Tribal officials and parents of Indian children shall be provided an opportunity to comment on the participation of Indian children on an equal basis in all programs and activities offered by the Yellow Medicine East Independent School District. 2190 [34 CFR22294 (a)(I)]

PROCEDURES 1.1 The Yellow Medicine East Independent School District Superintendent and/or principal and/or Title VII staff and/or Title VII Indian Education Parent Committee will meet two or three times annually with Tribal Officials and parents of Indian children. The purpose of these meetings shall be to inform and to address comments and concerns regarding Indian children's equal participation in the educational programs of the District. Generally, at least the following meetings will occur annually:

1. Yellow Medicine East Indian Education Parent Advisory Committee & General Membership meeting.
2. Board of Education public hearing on Indian policies and procedures,
3. Board of Education public hearing on the new or continuing Title VIII and Title VII programs,
4. Other meetings may be organized by the Parent Advisory Committee and/or requested by Tribal officials and/or parents of Indian children.

2. POLICY

The District will annually assess the extent to which Indian students are participating on an equal basis in the educational programs and activities of the District. [34 CFR 222.94(a)(2)]

PROCEDURES

2.1 The Superintendent and/or principal and/or Title VII staff, in conjunction with the Parent Advisory Committee, will review school data and comments with the Tribal officials, Indian Education Parent Committee, Indian community, and staff regarding the assessment and extent of Indian student's participation and progress in the educational programs and services of the District.

3. POLICY

The District shall seek input from the Parent Advisory Committee when necessary, in order to modify educational programs and services when progress is not being made, or there appears to be a lack of equal participation for Indian students. [34 CFR 222.94(a)(3)]

PROCEDURES

3.1 When assessment data indicate Indian students do not participate on an equal basis with non-Indian students, or make appropriate progress, the Parent Advisory Committee and/or Tribal officials will be asked to recommend a plan or suggestions to modify the educational programs or services in order to attain equal participation or appropriate progress. Recommendations will be presented to the Yellow Medicine East Independent School District Board for action.

4. POLICY

The following materials will annually be disseminated to Tribal officials and Indian parents: - Title VIII Application; - Evaluation of programs assisted with Title VIII and Title VII funds - Program plans and information related to the education programs of the School District. - Assessment data for Indian students and non-Indian students in the District.

Adequate time and opportunity will be provided Tribal officials and/or the Parent Advisory Committee and Indian parents to present views and comments regarding the disseminated documents. [34 CF R 222.94(a)(4)]

PROCEDURES

4.1 The complete Title VIII application will be sent to Tribal officials, and a summary prepared for all Indian parents in conjunction with the Title VII public hearing. Review of new or continuing programs is an on-going process of the Board of Education. Agendas will be regularly forwarded to Tribal officials. An annual summary will be provided at the Title VII public hearing. Additional information is available upon request.

4.2 A Board meeting will be held for the discussion of the disseminated material as part of a regular Board of Education agenda. Tribal officials and Indian parents and staff will be notified at least ten (10) days prior to the meeting. Notice will be posted in the school's District Office and School Offices and will be sent to the Tribal Board of Trustees.

5. POLICY

The District shall solicit information from Tribal officials and Indian parents on Indian views, including those regarding the frequency, location, and time of meetings. [34 CF R 222.94(a)(5)]

PROCEDURES

5.1 At the Board meeting described in Procedure 4.2 above, members of the Indian community will be afforded the opportunity to comment and suggest alternatives to the regularly scheduled times, locations, and frequency of pertinent meetings.

6. POLICY

The District shall notify Tribal officials and Indian parents of the locations and times of meetings. [34 CFR222.94(a)(6)]

PROCEDURES

6.1 Tribal officials, Indian parents, the Indian Parent Advisory Committee, will be notified as to the location and times of meetings in the same manner as that provided for the other Board meetings. Notice will be posted in the school's District Office, at School Offices, and will also be sent to the Tribal Board of Trustees for posting.

7. POLICY

The District shall actively consult and regularly involve the Parent Advisory Committee, as well as interested Tribal officials and Indian parents in the planning and development of educational programs assisted with Title VII funds. [34 CPR 222.94(a)(7)]

PROCEDURES

7.1 The Title VII application will be made available for review by the Parent Advisory Committee and other interested members of the Indian community prior to the public meeting. A School Board meeting to discuss equal participation of Indian students will be held. The Parent Advisory Committee and interested Indian parents and Tribal officials will review assessment data to develop or modify educational programs or services to allow participation of Indian students on an equal basis. Findings and recommendations will be presented to the Board of Education, as required by Federal guidelines. Members of the Indian community, Tribal officials, members of the Parent Advisory Committee and staff will be notified of modifications to programs or services as stipulated in Procedure 4.1.

8. POLICY

The District shall provide specific procedures for assessing the effectiveness of Indian community input regarding the participation of Indian children in the District's education programs and activities and the development and implementation of the IPPs, and for modifying the District's IPPs based on this input. [34 CFR 222.94(a)(8)]

PROCEDURES

8.1 The Parent Advisory Committee and District staff will review parent and student input prior to the preparation of the Title VII program grant. Information regarding this input will be discussed at the public hearing for the new Title VII grant and for at the public hearing in regarding Title VII.

427 WORKLOAD LIMITS for CERTAIN SPECIAL EDUCATION TEACHERS

I. PURPOSE

The Yellow Medicine East School District uses a workload analysis process to ensure that each workload assignment paid with special education funds is based on the type and duration of services identified in student IEPs. The workload analysis number should not be interpreted in isolation and should be considered along with other district data which may include daily schedules, student disability categories, behavioral needs, health needs, or other unique needs of students, supervision of paraprofessionals, etc.

II. ADVISORY STAFF DEVELOPMENT COMMITTEE AND SITE PROFESSIONAL DEVELOPMENT TEAMS

A. The School Board will establish an Advisory Staff Development Committee to develop a Staff Development Plan, assist Site Professional Development Teams in developing a site plan consistent with the goals of the Staff Development Plan, and evaluate staff development efforts at the site level.

1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The Committee also will include nonteaching staff, parents, and administrators.

2. Members of the Advisory Staff Development Committee shall be appointed by the School Board. Committee members shall serve a two-year term based upon nominations by board members, teachers, and paraprofessionals. The School Board shall appoint replacement members of the Advisory Staff Development Committee as soon as possible following the resignation, death, serious illness, or removal of a member from the Committee.

B. The School Board will establish the Site Professional Development Teams.

1. Members of the Site Professional Development Teams will be appointed by the School Board. Team members shall serve a two-year term based upon nominations by board members, teachers, and paraprofessionals. The School Board shall appoint replacement members of the Site Professional Development Teams as soon as possible following the resignation, death, serious illness, or removal of a member from the Team.

2. The majority of the Site Professional Development Teams shall be

teachers representing various grade levels, subject areas, and special education.

3. ***One Site Professional Development Team will represent Bert Raney Elementary School (PK-5) and one Site Professional Development Team will represent the Middle/High School (6-12).***

III. DUTIES OF THE ADVISORY STAFF DEVELOPMENT COMMITTEE

- A. The Advisory Staff Development Committee will develop a ***Staff Development Plan which will be reviewed and subject to approval annually by the School Board at the August Board meeting.***
- B. The Staff Development Plan must contain the following elements:
 1. Staff development outcomes which are consistent with the education outcomes as may be determined periodically by the School Board;
 2. The means to achieve the Staff Development outcomes;
 3. The procedures for evaluating progress at each school site toward meeting educational outcomes consistent with relicensure requirements under Minn. Stat. § 122A.18, Subd. 4;
 4. Ongoing staff development activities that contribute toward continuous improvement in achievement of the following goals:
 - a. Improve student achievement of state and local education standards in all areas of the curriculum by using best practices methods;
 - b. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, and gifted children, within the regular classroom and other settings;
 - c. Provide an inclusive curriculum for a racially, ethnically, and culturally diverse student population that is consistent with state education diversity rule and the district's education diversity plan;
 - d. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district;
 - e. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution; and
 - f. Provide teachers and other members of site-based management

teams with appropriate management and financial management skills.

5. The Staff Development Plan also must:
 - a. Support stable and productive professional communities achieved through ongoing and schoolwide progress and growth in teaching practice;
 - b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;
 - c. Maintain a strong subject matter focus premised on students' learning goals;
 - d. Ensure specialized preparation and learning about issues related to teaching students with special needs and limited English proficiency; and
 - e. Reinforce national and state standards of effective teaching practice.

6. Staff development activities must:
 - a. Focus on the school classroom and research-based strategies that improve student learning;
 - b. Provide opportunities for teachers to practice and improve their instructional skills over time;
 - c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;
 - d. Enhance teacher content knowledge and instructional skills;
 - e. Align with state and local academic standards;
 - f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring; and
 - g. Align with the plan, if any, of the district or site for an alternative teacher professional pay system.

7. Staff development activities may include curriculum development and curriculum training programs and activities that provide teachers and other members of site-based teams training to enhance team performance.

8. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.
- C. The Advisory Staff Development Committee will assist Site Professional Development Teams in developing a site plan consistent with the goals and outcomes of the Staff Development Plan.
- D. The Advisory Staff Development Committee will evaluate staff development efforts at the site level and will *report to the School Board in January and June* the extent to which staff at the site have met the outcomes of the Staff Development Plan.
- E. The Advisory Staff Development Committee shall assist the School District in preparing any reports required by the Department of Education relating to staff development including, but not limited to, the reports referenced in Section VII. below.

IV. DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM

- A. Each Site Professional Development Team shall develop a site plan, consistent with the goals of the Staff Development Plan. The School Board will review the site plans for consistency with the Staff Development Plan.
- B. The Site Professional Development Team must demonstrate to the School Board the extent to which staff at the site have met the outcomes of the Staff Development Plan. The actual reports to the School Board can be made by the Advisory Staff Development Committee to avoid duplication of effort.
- C. If the School Board determines that staff development outcomes are not being met, it may withhold a portion of the initial allocation of revenue referenced in Section V. below.

V. STAFF DEVELOPMENT FUNDING

- A. Unless the School District is in statutory operating debt or a majority of the School District Board and a majority of its licensed teachers vote to waive the requirement to reserve basic revenue for staff development, the School District will reserve an amount equal to at least two percent of its basic revenue for: in-service education for violence prevention programs to help students learn how to resolve conflicts within their families and communities in non-violent, effective ways; staff development plans; curriculum development and programs; other in-service education; teachers' workshops; teacher conferences; the cost of substitute teachers for staff development purposes; preservice and in-service education for special education professionals and paraprofessionals; and other related costs for staff development efforts. The school district also may use the revenue reserved for staff development for grants to the school district's teachers to pay for coursework and training leading to certification as either a college in the schools

teacher or a concurrent enrollment teacher. In order to receive a grant, the teacher must be enrolled in a program that includes coursework and training focused on teaching a core subject.

1. The School District will allocate 50 percent of the reserved revenue to each school site in the district on a per teacher basis and will retain such funds for each school site until used.
 2. The School District will allocate 25 percent of the reserved revenue to make grants to school sites for best practices methods. These grants may be used by the school sites for: any purpose authorized by Minn. Stat. § 120B.22, Subd. 2, or § 122A.60; the costs of curriculum development and programs; other in-service education; teachers' workshops; teacher conferences; substitute teachers for staff development purposes; and other staff development efforts determined by the Site Professional Development Team. Criteria used by the School District in awarding best practice staff development grants to sites include, but are not limited to, the following:
 - a. Grant application includes objectives which have a clear connection to the building/district Staff Development Plan;
 - b. Grant application includes provisions for discussion, collaborating, informing, and coaching one another on an ongoing basis;
 - c. Grant application provides for ongoing assessment of professional practice and student performance; and
 - d. Grant application specifies best practices to be addressed.
 3. The School District may retain 25 percent of the revenue to be used for district-wide staff development efforts.
- B. The School District may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs. This additional expenditure does not need to follow the allocation described in Part V.A. above.
- C. If the School District operates a career teacher program, it will reserve from its basic revenue an amount equal to five dollars (\$5) times the number of resident pupil units to provide staff development for the career teacher program.
- D. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minn. Stat. § 122A.61.

VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS

- A. *On a yearly basis, the Advisory Staff Development Committee, with the assistance of the Site Professional Development Teams, shall prepare a projected budget* setting forth proposals for allocating staff development funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.
- B. Upon approval of the budget by the School Board, the Advisory Committee shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds must meet or make progress toward the goals and objectives of the Staff Development Plan. *All costs/expenditures will be reviewed by the School Board and/or Superintendent for consistency with the Staff Development Plan on a quarterly basis.*
- C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to school district policy, staff procedures, contractual agreement, and the effect on school district operations. Failure to timely submit such requests may be cause for denial of the request.

VII. REPORTING

- A. By October 15 of each year, the School District and site staff development committee shall prepare a report of the previous fiscal year's staff development activities and expenditures and submit it to the Commissioner of the Department of Education (Commissioner).
 - 1. The report must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.
 - 2. The report will provide a breakdown of expenditures for:
 - a. curriculum development and curriculum training programs;
 - b. staff development training models, workshops, and conferences; and
 - c. the cost of releasing teachers or providing substitute teachers for staff development purposes.

The report also must indicate whether the expenditures were incurred at the district level or the school site level and whether the school site expenditures were made possible by the grants to school sites that

demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).

- B. The School District will utilize the reporting form and/or system designated by the Commissioner. The report will be signed by the superintendent and staff development chair.

YELLOW MEDICINE EAST SPECIAL EDUCATION WORKLOAD ANALYSIS

The Yellow Medicine East School District uses a workload analysis process to ensure that each workload assignment paid with special education funds is based on the type and duration of services identified in student IEPs. The workload analysis number should not be interpreted in isolation and should be considered along with other district data which may include daily schedules, student disability categories, behavioral needs, health needs, or other unique needs of students, supervision of paraprofessionals, etc.

Workload Model:

This model will be used when analyzing the workload of a special education teacher.

Areas to determine the workload will consist of:

- direct and indirect minutes on the student IEPs
- evaluations and re-evaluations that need to be completed in the school year
- preparation time as established by agreement/contract
- other due process requirements

Direct and Indirect Minutes on Student IEPs

Direct Service as defined by Minnesota Rule 3525.0200, subp.2b

...special education services provided by a teacher or a related service professional when the services are related to instruction, including cooperative teaching.

Indirect Service as defined by Minnesota Rule 3525.0200, subp.8c

...on-going progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with the student to monitor and observe. Indirect services may be provided by a teacher or related service professional to another general education teacher, special education teacher, related service professional, paraprofessional, support staff, parents, and public and non-public agencies to the extent that the services are written in a student's IEP...

To calculate this area, add up the direct and indirect minutes provided by the special education teacher as described on each student's IEP. (Direct and Indirect Service Time Worksheet)

Evaluations and Re-Evaluations

A special education evaluation and re-evaluation typically averages approximately six to eight hours per student. The hours consist of evaluations planning/meeting, testing, observations, gathering of student records, managing the outside agencies testing, report writing, and evaluation results meeting.

Calculate the number of average weekly minutes for evaluations/re-evaluations. Example: Number of

evaluations/re-evaluations times 360 minutes divided by 34 weeks equals **Average Weekly Minutes Evaluation**

Determine the number of instructional minutes available during the school day. This number should be the minutes of a school day from opening bell to closing bell, but should not include contractual lunch or prep time.

Special Education Instructional Minutes

Calculate the total number of instructional minutes available for the week.

1. Determine number of hours students are at school and multiply by 60. Example: $(7 \times 60 = 420 \text{ min})$
2. Subtract prep time minutes and lunch minutes. Example: $(30 \text{ min lunch, } 50 \text{ min prep} = 420 - 80 = 340)$
3. Multiply this total by the number of school days per week. Example: $340 \times 5 = 1700$ instructional minutes available per week.

Total number of IEPs currently case managed

Determine the number of students currently on a teacher's caseload.

Determining a Workload (Workload Analysis Summary Form)

Calculate the total contract minutes per week--ratio. This is done by taking the **Total Number Student Service Minutes** divided by the **Special Education Instruction Minutes**. Add this **Total Contract Minutes Per Week—Ratio** to the total number of **IEPs Managed** to determine the teacher **Workload**.

Special Education Workload Analysis Guidelines

Type A WORKLOADS: Appropriate Range 15 to 19

- Teachers who are based in 1 building
- Serve as an IEP manager for the majority of the students they serve
- Students are primarily Federal setting 1 or 2

Type B WORKLOADS: Appropriate Range 12 to 16

- Teachers who are itinerant
- Students are primarily Federal setting 3

Special Considerations:

- When using this information, look at direct service minutes, number of paraprofessionals supervised, instructional minutes available, AND the final workload number. The workload number in isolation should not be a single determining factor.
- If the workload analysis is used with related service providers, the numbers should be compared to like providers for consistent comparisons.

Minnesota Workload Analysis Model

Elementary Range: 12-16

Secondary Range: 17-21

Legal References: Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120B.22, Subd. 2 (Violence Prevention Education)
Minn. Stat. § 122A.18, Subd. 4 (Board to Issue Licenses; Expiration and Renewal)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination - Additional Staff Development and Salary)
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions - Additional Staff Development and Salary)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)
Minn. Stat. § 126C.10, Subds. 2 and 2b (General Education Revenue)
Minn. Stat. § 126C.13, Subd. 5 (General Education Levy and Aid)

Cross References:

Adopted: _____

MSBA/MASA Model Policy 612.1

Orig. 1996

Revised: _____

Rev. 2016

612.1 DEVELOPMENT OF PARENT AND FAMILY ENGAGEMENT POLICIES FOR TITLE I PROGRAMS

[Note: This policy reflects recent federal statutory changes made by the Every Student Succeeds Act (ESSA) which require school districts and schools to meet with parents and jointly develop parent and family engagement policies at both a district wide and school building level. This policy lists the required components of the parent and family engagement policies described herein and serves as a framework for their development. The policies and these components are mandatory in order for the school district to receive federal funds under this program.]

I. PURPOSE

The purpose of this policy is to encourage and facilitate involvement by parents of students participating in Title I in the educational programs and experiences of students. The policy shall provide the framework for organized, systematic, ongoing, informed, and timely parental involvement in relation to decisions about the Title I services within the school district. The involvement of parents by the school district shall be directed toward both public and private school children whose parents are school district residents or whose children attend school within the boundaries of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to plan and implement, with meaningful consultation with parents of participating children, programs, activities, and procedures for the engagement of parents and families in its Title I programs.
- B. The policy of the school district is to fully comply with 20 U.S.C. § 6318 which requires the school district to develop jointly with, agree upon with, and distribute to parents of children participating in Title I programs written parent and family engagement policies.

III. DEVELOPMENT OF DISTRICT LEVEL POLICY

The school board will direct the administration to develop jointly with, agree upon with, and distribute to parents and family members of participating children a written parent and family engagement policy that will be incorporated into the school district's Title I plan. The policy will establish the expectations for meaningful parent and family involvement and describe how the school district will:

- A. Involve parents and family members in the joint development of the school district's Title I plan and the development of support and improvement plans;

- B. Provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the school district in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;
- C. Coordinate and integrate parent and family engagement strategies with similar strategies, to the extent feasible and appropriate, with other relevant federal, state, and local laws and programs;
- D. Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or who are of a racial or ethnic minority background); the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and strategies to support successful school and family interactions;
- E. Use the findings of such evaluations to design evidence-based strategies for more effective parental involvement and to revise, if necessary, the district-level and school-level parent and family engagement policies; and
- F. Involve parents in the activities of the schools, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the school district to adequately represent the needs of the population served by the school district for the purposes of developing, revising, and reviewing the parent and family engagement policy.

IV. DEVELOPMENT OF SCHOOL LEVEL POLICY

The school board will direct the administration of each school to develop (or amend an existing parental involvement policy) jointly with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed upon by such parents and families, that shall describe the means for carrying out the federal requirements of parent and family engagement. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

- A. The policy will describe the means by which each school with a Title I program will:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I programs, and to explain to parents of participating children the program, its requirements, and their right to be involved;
 2. Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds transportation, child care, or home visits, as such services relate to parental involvement;
 3. Involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of the parental involvement programs, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school-wide program plan, except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children;
 4. Provide parents of participating children with: timely information about Title I programs; a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards; if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible; and
 5. If the school-wide program plan is not satisfactory to the parents of participating children, submit any parent's comments on the plan when it is submitted to the school district.
- B. As a component of this policy, each school shall jointly develop with parents a school/parent compact which outlines how parents, staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The compact shall:
1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to meet state student academic achievement standards;
 2. Describe the ways each parent will be responsible for supporting his or her child's learning by volunteering in his or her child's classroom and participating, as appropriate, in decisions relating to his or her child's education and use of extracurricular time.

3. Address the importance of communication between teachers and parents on an on-going basis through the use of:
 - a. Annual parent-teacher conferences to discuss the compact and the child's achievement;
 - b. Frequent progress reports to the parents; and
 - c. Reasonable access to staff, opportunities to volunteer, participate in the child's class, and observe in the child's classroom.
 - d. Ensuring regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand.
- C. To ensure effective involvement of parents and to support a partnership among the school, parents, and community to improve student academic achievement, the policy will describe how each school and the school district will:
 1. Provide assistance to participating parents in understanding such topics as the state's academic content standards and state academic achievement standards, state and local academic assessments, Title I requirements, and how to monitor a child's progress and work with educators to improve the achievement of their children;
 2. Provide materials and training to assist parents in working with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;
 3. Educate school staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and school;
 4. Coordinate and integrate parental involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children to the extent feasible and appropriate;
 5. Ensure, to the extent practicable, that information about school and parent meetings, programs, and activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand; and
 6. Provide such other reasonable support for parental involvement activities as requested by parents.

- D. The policy will also describe the process to be taken if the school district and school choose to:
1. Involve parents in the development of training for school staff to improve the effectiveness of such training;
 2. Provide necessary literacy training with funds received under Title I programs if all other funding has been exhausted;
 3. Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
 4. Train parents to enhance the involvement of other parents;
 5. Arrange meetings at a variety of times or conduct in-home conferences between teachers or other educators, who work directly with participating children, and parents who are unable to attend such conferences at school in order to maximize parental involvement and participation in school-related activities;
 6. Adopt and implement model approaches to improving parental involvement;
 7. Develop appropriate roles for community-based organizations and business in parental involvement activities; and
 8. Establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in Title I programs.
- E. To carry out the requirements of parent and family engagement, the school district and schools, to the extent practicable, will provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports in a format and, to the extent practicable, in a language that is understandable by the parents.
- F. The school district and each school shall inform parents and parent organizations of the existence of family engagement in education programs.

The policies will be updated periodically to meet the changing needs of parents and the school.

Legal References: 20 U.S.C. § 6318 (Parent and Family Engagement)

Cross References:

Adopted: _____

MSBA/MASA Model Policy 721
Orig. 2016

Revised: _____

721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES

[Note: School districts are required by the federal Uniform Grant Guidance regulations, 2 C.F.R. Part 200, to have the policies which establish uniform administrative requirements, cost principles, and audit requirements for federal awards to non-federal entities including school districts. The United States Office of Management and Budget published the final regulations December 26, 2013. The Uniform Grant Guidance is effective for new and continuation federal grant awards issued on or after December 26, 2014. The regulations do not affect grant funds awarded prior to December 26, 2014, unless funds made available under those grants are carried forward into a new federal fiscal year or a continuation grant. 2 C.F.R. § 200.110.]

I. PURPOSE

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

II. DEFINITIONS

A. A. Grants

1. 1. “State-administered grants” are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
1. 2. “Direct grants” are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

[Note: All of the requirements outlined in this policy apply to both direct grants and state-administered grants.]

- B. “Non-federal entity” means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.
- C. “Federal award” has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:

1. 1. a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability); or
 1. b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability).
 1. 2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 C.F.R. § 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
 1. 3. “Federal award” does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.
- D. “Contract” means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 C.F.R. Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- E. Procurement Methods
1. 1. “Procurement by micro-purchase” is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$3,000, except as otherwise discussed in 48 C.F.R. Subpart 2.1 or as periodically adjusted for inflation).
 1. 2. “Procurement by small purchase procedures” are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$150,000 (periodically adjusted for inflation).
 1. 3. “Procurement by sealed bids (formal advertising)” is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
 1. 4. “Procurement by competitive proposals” is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed

bids.

1. 5. “Procurement by noncompetitive proposals” is procurement through solicitation of a proposal from only one source.
- F. “Equipment” means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.
- G. “Compensation for personal services” includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 C.F.R. § 200.431 (Compensation - Fringe Benefits).
- H. “Post-retirement health plans” refer to costs of health insurance or health services not included in a pension plan covered by 2 C.F.R. § 200.431(g) for retirees and their spouses, dependents, and survivors.
- I. “Severance pay” is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- J. “Direct costs” are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- K. “Relocation costs” are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- L. “Travel costs” are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

III. CONFLICT OF INTEREST

- A. A. Employee Conflict of Interest. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a

contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.

- A. B. Organizational Conflicts of Interest. The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.
- A. C. Disclosing Conflicts of Interest. The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policy.

IV. ACCEPTABLE METHODS OF PROCUREMENT

- A. A. General Procurement Standards. The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.
- A. B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- A. C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- A.
- B.
- C. D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- A. E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- A. F. The school district alone must be responsible, in accordance with good

administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.

- A. G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

- A. H. Methods of Procurement. The school district must use one of the following methods of procurement:
 - 1. 1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.

 - 1. 2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

 - 1. 3. Procurement by sealed bids (formal advertising).

 - 1. 4. Procurement by competitive proposals. If this method is used, the following requirements apply:
 - a. a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;

 - a. b. Proposals must be solicited from an adequate number of qualified sources;

 - b. c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;

 - c. d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

 - a. e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection

factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.

1. 5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
 - a. a. The item is available only from a single source;
 - a. b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - a. c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
 - a. d. After solicitation of a number of sources, competition is determined inadequate.
- a. I. Competition. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
 1. 1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
 1. 2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
1. J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.
1. K. Non-federal entities are prohibited from contracting with or

making subawards under “covered transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.

1. L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 C.F.R. § 180.215.

V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS

- a. A. Property Standards. The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award.

The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 C.F.R. §§ 200.311, 200.314, and 200.315.

- a. B. Equipment

Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

- a. 1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
- a. 2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
- a. 3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
- a. 4. Adequate maintenance procedures must be developed to keep property in good condition.
- a. 5. If the school district is authorized or required to sell the property,

proper sales procedures must be established to ensure the highest possible return.

VI. FINANCIAL MANAGEMENT REQUIREMENTS

A. Financial Management. The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.

a. B. Payment. The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.

a. C. Internal Controls. The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government," issued by the Comptroller General of the United States, or the "Internal Control Integrated Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The school district must comply with federal statutes, regulations, and the terms and conditions of the federal award.

The school district must also evaluate and monitor the school district's compliance with statutes, regulations, and the terms and conditions of the federal award.

The school district must also take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The school district must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

1. A. Allowable Use of Funds. The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.
1. B. Definitions
 1. 1. “Allowable cost” means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
 1. 2. “Education Department General Administrative Regulations (EDGAR)” means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.
 1. 3. “Omni Circular” or “2 C.F.R. Part 200s” or “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
 1. 4. “Advance payment” means a payment that a federal awarding agency or passthrough entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.
1. C. Allowable Costs. The following items are costs that may be allowable under the 2 C.F.R. Part 200s under specific conditions:
 1. 1. Advisory councils;
 1. 2. Audit costs and related services;
 1. 3. Bonding costs;

1. 4. Communication costs;
 1. 5. Compensation for personal services;
 1. 6. Depreciation and use allowances;
 1. 7. Employee morale, health, and welfare costs;
 1. 8. Equipment and other capital expenditures;
 1. 9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
 1. 10. Insurance and indemnification;
 1. 11. Maintenance, operations, and repairs;
 1. 12. Materials and supplies costs;
 1. 13. Meetings and conferences;
 1. 14. Memberships, subscriptions, and professional activity costs;
 1. 15. Security costs;
 1. 16. Professional service costs;
 1. 17. Proposal costs;
 1. 18. Publication and printing costs;
 1. 19. Rearrangement and alteration costs;
 1. 20. Rental costs of building and equipment;
 1. 21. Training costs; and
 1. 22. Travel costs.
1. D. Costs Forbidden by Federal Law. 2 CFR Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 CFR Part 200s; thus, the following list is not exhaustive:

1. 1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
1. 2. Alcoholic beverages;
1. 3. Bad debts;
1. 4. Contingency provisions (with limited exceptions);
1. 5. Fundraising and investment management costs (with limited exceptions);
1. 6. Donations;
1. 7. Contributions;
1. 8. Entertainment (amusement, diversion, and social activities and any associated costs);
1. 9. Fines and penalties;
1. 10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
1. 11. Goods or services for personal use;
1. 12. Interest, except interest specifically stated in 2 C.F.R. § 200.441 as allowable;
1. 13. Religious use;
1. 14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
1. 15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
1. 16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.
1. E. Program Allowability
 1. 1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.

1. 2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
1. 3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

1. F. Federal Cost Principles

1. 1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
 - a. a. Necessary for the proper and efficient performance or administration of the program.
 - a. b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
 - a. c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
 - a. d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
 - a. e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

- a. G. Program Specific Fiscal Rules. The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be

paid with federal funds.

1. 1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
1. 2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
1. 3. Auditors generally presume supplanting has occurred in three situations:
 - a. a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
 - a. b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
 - a. c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.
1. 4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

1. H. Approved Plans, Budgets, and Special Conditions

1. 1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
1. 2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district’s grants.

1. I. Training
 1. 1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
 1. 2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.
1. J. Employee Sanctions. Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

a. A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

1. 1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and
1. 2. Follows an appointment made in accordance with a school district's written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entitywide policies and practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

B. Compensation – Fringe Benefits

1. 1. During leave.

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a. a. They are provided under established written leave policies;
- a. b. The costs are equitably allocated to all related activities, including federal awards; and

- a. c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.
- 1. 2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 C.F.R. § 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.
- 1. 3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.
- 1. 4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.
- 1. 5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.
- 1. 6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.

C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.

a. D. Recruiting Costs. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:

- 1. Critical and necessary for the conduct of the project;
- 2. Allowable under the cost principles set forth in the Uniform Grant Guidance;

3. Consistent with the school district’s cost accounting practices and school district policy; and
 4. Meeting the definition of “direct cost” in the applicable cost principles of the Uniform Grant Guidance.
- E. Relocation Costs of Employees. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district’s reimbursement policy.
- F. Travel Costs. Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district’s non-federally funded activities and in accordance with the school district’s reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district’s written reimbursement and/or travel policies.

In addition, when costs are charged directly to the federal award, documentation must justify the following:

- a. 1. Participation of the individual is necessary to the federal award; and
- a. 2. The costs are reasonable and consistent with the school district’s established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

- a. 1. A direct result of the individual’s travel for the federal award;
- a. 2. Consistent with the school district’s documented travel policy for all school district travel; and
- a. 3. Only temporary during the travel period.

[Note: Noncompliance. If a school district fails to comply with federal statutes, regulations, or the terms and conditions of a federal award, the DOE or MDE may impose additional conditions, as described in 2 C.F.R. § 200.207 (Specific Conditions). If the DOE or MDE determines that noncompliance cannot be remedied by imposing additional conditions, the DOE or MDE may take one or more of the following actions, as appropriate under the circumstances: 1) Temporarily withhold cash payments

pending correction of the deficiency by the school district or more severe enforcement action by the DOE or MDE; 2) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance; 3) Wholly or partly suspend or terminate the federal award; 4) Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and DOE regulations (or, in the case of MDE, recommend such a proceeding be initiated by the DOE); 5) Withhold further federal awards for the project or program; and/or 6) Take other remedies that may be legally available.]

- Legal References:**
- 2 C.F.R. § 200.12 (Capital Assets)
 - 2 C.F.R. § 200.112 (Conflict of Interest)
 - 2 C.F.R. § 200.113 (Mandatory Disclosures)
 - 2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Risk Posed by Applicants)
 - 2 C.F.R. § 200.212 (Suspension and Debarment)
 - 2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)
 - 2 C.F.R. § 200.302 (Financial Management)
 - 2 C.F.R. § 200.303 (Internal Controls)
 - 2 C.F.R. § 200.305(b)(1) (Payment)
 - 2 C.F.R. § 200.310 (Insurance Coverage)
 - 2 C.F.R. § 200.311 (Real Property)
 - 2 C.F.R. § 200.313(d) (Equipment)
 - 2 C.F.R. § 200.314 (Supplies)
 - 2 C.F.R. § 200.315 (Intangible Property)
 - 2 C.F.R. § 200.318 (General Procurement Standards)
 - 2 C.F.R. § 200.319(c) (Competition)
 - 2 C.F.R. § 200.320 (Methods of Procurement to be Followed)
 - 2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women’s Business Enterprises, and Labor Surplus Area Firms)
 - 2 C.F.R. § 200.328 (Monitoring and Reporting Program Performance)
 - 2 C.F.R. § 200.338 (Remedies for Noncompliance)
 - 2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)
 - 2 C.F.R. § 200.430 (Compensation – Personal Services)
 - 2 C.F.R. § 200.431 (Compensation – Fringe Benefits)
 - 2 C.F.R. § 200.447 (Insurance and Indemnification)
 - 2 C.F.R. § 200.463 (Recruiting Costs)
 - 2 C.F.R. § 200.464 (Relocation Costs of Employees)
 - 2 C.F.R. § 200.473 (Transportation Costs)
 - 2 C.F.R. § 200.474 (Travel Costs)

- Cross References:**
- MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
 - MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
 - MSBA/MASA Model Policy 210.1 (Conflict of Interest – Charter School Board Members)
 - MSBA/MASA Model Policy 412 (Expense Reimbursement)

MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)

MSBA/MASA Model Policy 701.1 (Modification of School District Budget)

MSBA/MASA Model Policy 702 (Accounting)

MSBA/MASA Model Policy 703 (Annual Audit)



Voice For Greater Minnesota Education

MREA MEMBERSHIP RENEWAL FY 2017-18 INVOICE

Rick Clark
Superintendent
Yellow Medicine East Schools
450 9th Ave
Granite Falls MN 56241-1399

Email: rclark@isd2190.org
Phone: 320.564.4081

District # 2190

Invoice date: June 1, 2017

Due Date: July 15, 2017

Membership Year: July 1- June 30

MREA Membership Type: FULLISD

***Base Fee:** \$1,100.00

SHARED DISTRICT:

APU = 803

****APU Legislative Fee: +** \$803.00

Total 2017-18 MREA Dues = **\$1,903.00**

*Base Fee of \$825 applies only if districts with SHARED Membership Type both join MREA.

**\$1.00 per Adjusted Pupil Unit (APU) to \$1,400 maximum. APU based on MDE estimates for 2017-18.

Enclose a copy of this invoice with your dues payment, payable to MREA. Enclose your membership listing only if changes are needed.

MREA dues are not deductible as a charitable contribution for U.S. federal income tax purposes, but *may* be deductible as a business expense; check with your tax advisor for your situation. MREA estimates that 42.7% of your dues are not deductible because of MREA lobbying activities on behalf of our members.

"Thank you for your diligence watching for legislation that largely affects rural Minnesota schools. Without your voice at the Capitol, we would not have anywhere close to the support that is needed for rural schools throughout the state of Minnesota."

**David Fjeldheim
Superintendent, Sebeka Schools**



Voice for Greater Minnesota Education

PO BOX 107 | ST. CLOUD, MN 56302 | (320) 762-9574 | MREAINVOICE.ORG



Voice For Greater Minnesota Education

June 1, 2018

Rick Clark
Superintendent
Yellow Medicine East Schools
450 9th Ave
Granite Falls MN 56241-1399

Dear Rick,

MREA tirelessly advocated for key funding and policy issues for Yellow Medicine East Schools district this last legislative session. Our constant presence and persistence on your behalf at the Capitol are critical to our legislative advocacy and progress.

Keep Our Voice Strong

As you look forward to next year, please renew your MREA membership to keep our voice strong for Greater Minnesota education. With your support, we had many accomplishments this last session:

- Created Ag2School 40% agriculture tax credit for school facility debt taxes
- Added 2% and 2% to the general education funding formula
- Expanded Voluntary Pre-K funding with new School Readiness Plus (SR+) program
- Established tiered teacher licensure
- Expanded statewide support for concurrent enrollment teacher credentialing
- *View more accomplishments on the enclosed flyer*

Renew Your MREA Membership

We're already planning and looking forward to the 2018-19 school year. To ensure we continue to be your voice in St. Paul, **renew your MREA membership by July 15.**

Your renewal invoice and membership listing are enclosed. Contact Diane Vosen, MREA Administrative Coordinator, at info@mreavoiced.org or at (320) 762-6574 with questions.

We thank you for the privilege of representing Yellow Medicine East Schools students and schools. Together, we are the Voice for Greater Minnesota Education.

We look forward to welcoming you back for the 2017-18 membership year.

Sincerely,

Eric (Rick) Frederickson, MREA Board President
Board Chair, Windom Schools

Fred Nolan, MREA Executive Director

P.S. Plan now to attend our annual conference Nov. 12-14, "Future-Ready Students." Learn more at mreavoiced.org/annualconference.



Voice for Greater Minnesota Education

PO BOX 187 | ST. CLOUD, MN 56302 | (320) 762-6574 | MREAVOICE.ORG



Voice For Greater Minnesota Education

The only advocate exclusively for Greater Minnesota schools. Under the leadership of school board members, administrators, teachers and community members, MREA focuses on what puts first the education, growth and development of learners to bring about our best possible future.



Leading Advocacy For Greater Minnesota Students

IN 2016

- \$3 million for 18ONLINE: A Northwest Regional Partnership, a pilot program for Higher Learning Commission required content credits for concurrent enrollment teachers
- \$2 million increase in loan forgiveness for teachers
- \$900,000 for Northwest Mobile Manufacturing Lab
- \$385,000 to initiate para-to-teacher program at Southwest Minnesota State University (SMSU)
- \$35 million for rural broadband expansion grants

LONG-TERM FACILITY MAINTENANCE FUNDING

School districts continue to benefit from MREA's leadership and advocacy to establish and preserve Long-Term Maintenance Funding (LTMF) with a 3-year phased-in equalized levy.

IN 2017

Led and collaborated to gain legislative approval to:

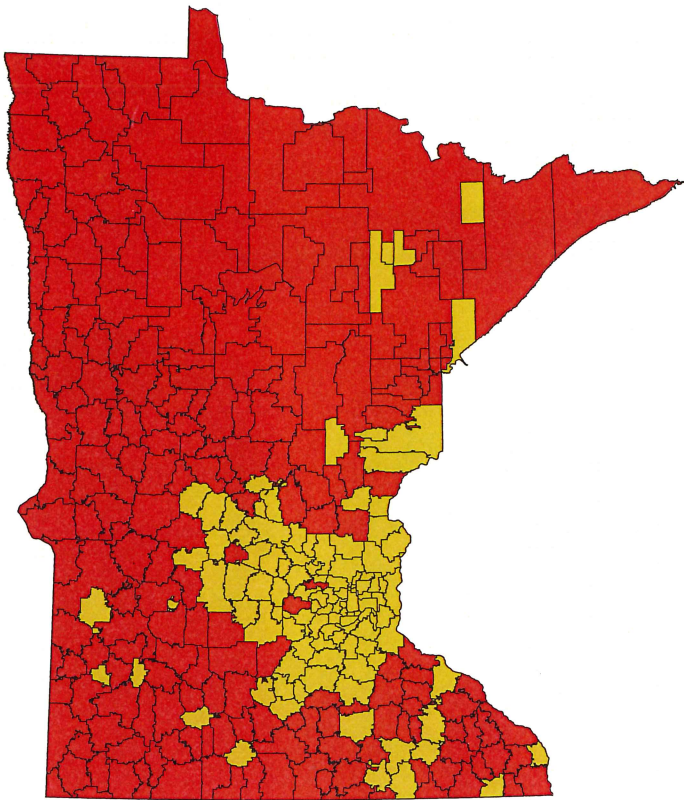
- Create Ag2School 40% Ag credit for school facility debt taxes
- Expand state-wide support for concurrent enrollment teacher credentialing with \$375,000 annually for four years
- Expand participation eligibility for para-to-teacher program at Southwest Minnesota State University (SMSU)
- Secure \$500,000 one-time funding for teacher loan forgiveness in FY 2018
- Restore some districts' eligibility for Debt Service Equalization
- Gain an additional \$15 million in broadband expansion grants

Participated in collaborative efforts to urge the legislature to:

- Add 2% and 2% to the education formula
- Fund a fix to TRA with a balanced proposal
- Establish tiered teacher licensure
- Expand Voluntary Pre-K (VPK) funding with advocacy of the Governor's proposal to add \$175 million with \$111 million for 200 rural school districts
- Provide new Teacher Development and Evaluation (TDE) funding for non-Q-Comp participating school districts
- Support young people of color to enter the teaching profession

“Thank you for your watchful eye at the Capitol and your diligence watching for legislation that largely affects rural Minnesota schools. Without your voice at the capitol, we would not have anywhere close to the support that is needed for rural schools throughout the state of Minnesota.”

David Fjeldheim, Superintendent, Sebeka School District



■ MREA Member School Districts

98%

of members rate MREA's communications as effective.

Ways We Connect with Members

- Weekly insider briefings on key issues and news
- Action alerts to help you effect change on issues
- Email alerts detailing impact when key legislation is passed
- Interactive maps and analysis that illustrate the impact of a change on district, regional and state levels
- Lobbyists focused on key issues impacting schools
- Website sharing news on what's happening in our schools and at the Capitol
- Professional development and networking at Annual Conference
- Regional meetings to discuss issues and connect with other school leaders
- Reduced ACT prep costs for districts through partnership with John Baylor Test Prep
- Social Media Partnership Project on using social media to connect with parents and the communities

In addition to Greater Minnesota school districts, MREA members include:

- Service Cooperatives
- Minnesota Education Districts Association
- Special Education Cooperatives
- Colleges & Universities
- Businesses & Nonprofits
- Individuals

"I am very happy that we became a member of MREA. It is apparent we have a great lobbyist. I appreciate your responsiveness to concerns that I have had."

Bob Indihar, Superintendent, Moose Lake Schools





MASA Membership

Minnesota Association of School Administrators

July 1, 2017-June 30, 2018

Membership Form

Please look over your form and make any changes or corrections so we have accurate information. Thank you.

Salutation Mr. Mrs. Dr. Ms.

FName Rick

LName Clark

Title Superintendent

District Name Yellow Medicine East Schools

District Address 450 9th Avenue

District City/State Granite Falls MN

District Zip 56241

Business County Yellow Medicine

District Phone 320-564-4081

District Fax 320-564-4782

Email Address rclark@isd2190.org

Cell Phone 320-522-2553

Ass't. Name Denise Streich

Ass't. Email dstreich@isd2190.org

Congressional Dist. District 7

Legislative Dist. 16A, 17A

Please check appropriate button(s)

Membership Status New
 Renewing
 Title Chg
 Dist Chg

For MASA members:

We **MUST** have all personal information to obtain insurance and legal benefits on your behalf

Your Gender M
 Partner Name Lynnette Clark
 Home Address 608 South Clearbrook
 City, State, Zip Sioux Falls SD 57106
 Home Phone 320-522-2553
 Beneficiary Lynnette Clark

Your Membership Categories Are:

(you have the option of changing these categories)

MASA Membership Categories:

- Only MASA \$ 825.00
- Service MASA Membership \$ 532.00
- Student MASA Membership \$ 59.00
- Person On Leave MASA Membership \$ 171.00
- Subscription MASA Membership \$ 59.00

AASA Membership Categories:

- Administrator-AASA \$ 450.00
- College Professor-AASA \$ 200.00

MASE non-voting \$ 156.00

You must be an MASA member to have the MASE option

Your Chosen **MASA** Component Group

- Superintendent
- Special Education
- Central Office
- Service Provider
- Curriculum
- Technology

MASA Region 03

MASE Area _____

Please submit a copy with your payment

Make your check payable to:

MASA
 1884 Como Avenue
 St. Paul, MN 55108

MASA Federal Tax ID # 41-0880260

Total Amount Due \$825.00

Office Use Only

Date _____

Check # _____

Amount _____



**Foster Grandparent Program
Lutheran Social Service of Minnesota**

1605 Eustis Street, #406
Saint Paul, MN 55108

MEMORANDUM

May, 2017

From: Mark Cullen, Director

Re: Renewal of Memorandum of Understanding

Enclosed are two copies of the Foster Grandparent Program Memorandum of Understanding, effective July 1, 2017. We value this partnership with you and appreciate your support of the volunteers. The modest cost share that we receive from you allows us to meet the required local "match" for our grant dollars. Our shared investment in this work amounts to approximately \$5,200 per volunteer per year. The value these volunteers create in classrooms across Minnesota is truly a bargain.

Please sign, title and date the agreements and return one copy to our office and keep one for your records. Please note item III, and check the appropriate box. We ask that you complete and return a copy of the memorandum no later than the renewal date of July 1st.

If you have any questions, please feel free to call me at 888-205-3770, or your local program coordinator at their number listed on the Memorandum.

Thank you for your continued support of the Foster Grandparent Program. We look forward to continuing to work with you in serving the children and seniors in your community.

**LUTHERAN SOCIAL SERVICE OF MINNESOTA
FOSTER GRANDPARENT PROGRAM
MEMORANDUM OF UNDERSTANDING**

BETWEEN SPONSOR:

Lutheran Social Service of Minnesota
1605 Eustis Street, Suite 406
St. Paul, MN 55108

Telephone: 888-205-3770
651-310-9449 FAX

Program Coordinator: Gail Sumerfelt
Gail.sumerfelt@lssmn.org
507-530-2295

AND VOLUNTEER STATION: # 208

Yellow Medicine East Schools
555 Seventh Avenue
Granite Falls, MN 56241

Telephone: 320-564-4081, ext. 114

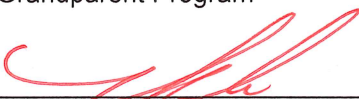
Station Contact: Lisa Hansen, Principal
e-mail: lhansen@isd2190.org

- I. Lutheran Social Service of Minnesota Foster Grandparent Program will place up to (2) Foster Grandparent(s) to serve special and exceptional needs children at the above named volunteer station.
- II. The volunteer station agrees to provide the following benefits for each Foster Grandparent placed with them:
 - A. Provide a meal each day, if available, at the normal adult meal rate, currently \$ 4.25.
 - B. Provide an annual contribution of **\$300.00** per volunteer, to offset the cost of transportation, recognition, and other volunteer benefits. (The average annual cost is approximately \$ 5,200 per Foster Grandparent.)
- III. The volunteer station self-certifies that it is one of the following:
 Public Non-Profit Private Non-Profit Proprietary Health Care Agency Governmental Agency
- IV. This agreement may be amended with thirty (30) days notice for a major alteration of terms and immediately for minor changes by mutual written agreement.

The signatures below signify agreement to the information contained on the front and back of this memorandum.

SPONSOR SIGNATURE:

Lutheran Social Service of Minnesota
Foster Grandparent Program

By: 
(Mark Cullen, Director)

Date: 4/28/17

VOLUNTEER STATION SIGNATURE:

Yellow Medicine East Schools

By: 
(Authorized Signature)

Title: Supt

Date: 5/17/17

Memorandum Dates Effective: July 1, 2017 to June 30, 2020

MEMORANDUM OF UNDERSTANDING (continued) BASIC PROVISIONS AND OBLIGATIONS

Lutheran Social Service will:

1. Place the agreed upon number of Foster Grandparents to serve the agreed upon number of children in accord with the Foster Grandparent Program guidelines.
2. Refer any potential volunteer to the volunteer station for consideration for placement. Provide orientation to volunteer station staff prior to placement of volunteers and at other times as appropriate.
3. Furnish adequate accident and liability insurance coverage as required by Foster Grandparent Program guidelines.
4. Retain full responsibility for the management and fiscal control of the project.
5. Specify appropriate activities to be performed by the volunteers under the direction of the volunteer station in cooperation with the Foster Grandparent Program staff.
6. Coordinate with volunteer station to see that volunteers meet at least monthly with station staff for in-service training.
7. Monitor client's files to assure that a written Letter of Agreement is signed authorizing a specific Foster Grandparent to provide in-home services for all in-home clients. (in-home placements only)
8. Provide a background check of potential volunteers.
9. In cooperation with the Advisory Council, arrange for appeal procedures to resolve problems arising between the volunteer, the volunteer station and/or the sponsor.
10. Provide technical assistance and regularly visit the volunteer station to assure the program is running correctly.

The Volunteer Station will:

1. Provide supervision of the volunteers on assignment in coordination with the Foster Grandparent Program staff. Provide volunteers assignments which utilize their skills and training.
2. Provide training for all volunteers both initially as volunteers are enrolled and then monthly as they continue their assignments.
3. Have the right to request the sponsor to reassign a volunteer.
4. Collect and validate appropriate volunteer reports for submission to the sponsor.
5. In consultation with the sponsor, make investigations and reports regarding accidents and injuries involving volunteers. Provide for adequate health and safety protection of volunteers on assignment.
6. Identify children with special needs to be served by Foster Grandparents. Develop a child care plan, including assessment of the child's needs, goals to be achieved, Foster Grandparent tasks and desired results. Obtain a written Letter of Agreement prior to assignment of a Foster Grandparent serving in homes of clients, specifying volunteer activities to be performed. The Letter of Agreement will be signed by the volunteer station and the client or family to be served in the home, or his or her legal representative.
7. Will maintain activities to which volunteers are assigned accessible to persons with disabilities (including mobility, hearing, vision, mental, cognitive impairments or addictions and diseases) and/or limited English language proficiency and provide reasonable accommodation to allow persons with disabilities to participate.
8. Will not discriminate against volunteers or in the operation of its program on the basis of race; color; national origin, gender; sexual orientation; religion; age; disability; political affiliation; marital or parental status; or military service.
9. Comply with Corporation for National and Community Service (CNCS) regulations and comply with Federal and other laws, including applicable Civil Rights laws, Executive Orders, policies and regulations applicable to and concerning the program. Comply with regulations in regard to the Americans with Disabilities Act.
10. Neither the grantee nor any volunteer station requests or receives compensation from the beneficiaries of Foster Grandparent volunteers. Additionally, Foster Grandparents do not receive a fee for service from service recipients, their legal guardians, or members of their family, or friends.
11. Will not request or assign FGP volunteers to conduct or engage in religious, sectarian, or political activities.

Employee Payroll Authorization Form

Yellow Medicine East or MN Valley Coop. Center

This form is to be used for all employment and employment revisions and must be submitted before the employment begins. Failure to comply will prevent a payroll check from being processed.
Please fill out COMPLETELY.

ADMINISTRATION TO COMPLETE:

Employee's Name Britanna Raddatz Start Date 9/5/17

Requested by Lisa Hansen Date 5-22-17

Check appropriate description:

New Employment Resignation Extracurricular
 Extended Employment Termination Leave of Absence
 Increased Assignment Unrequested Leave Other _____

Description of Request: Britanna was hired as a temp para
Justification for Request: and due to continued need, should
be moved to a permanent para
at BRE. M-F. 8AM-3PM for 17-18 school year.
SPEP student need

Actual Work Days per Year: _____ (enter 260 for 12 month employment) Hours per Day: _____
Permanent Assignment? yes (yes or no)
If no, describe limitations _____

Payroll Information:

1st Year Rate: _____ 2nd Year Rate _____

Regular Rate: _____

Dates of Probation: _____
(90 calendar days)

Date request to Superintendent/Director 5/22/17

Salary:

Placement on Salary Step: _____ Lane: _____

Extra Curricular Salary Step: _____ Lane: _____

Sport/Activity _____

Extra Curricular Salary Step: _____ Lane: _____

Sport/Activity _____

Superintendent/Director Signature _____

Board Approval Date _____

BUSINESS OFFICE ONLY:

Admin. EM Union MSEA Union Supv./Conf. MVCC Para No group
Work Days per Year _____ Eligible for the following insurances: (circle)
Holidays paid per Year _____ Health Dental Life LTD Vision Annuity
Vacation days per Year _____
Personal days per Year _____ Probation Review completed: _____
Sick days per year _____ Date
Total Budgeted Days and Hours _____

Budget Code(s):

_____% or _____ hrs./day
_____% or _____ hrs./day

Final Comments: _____

Independent Contractor Agreement

This Agreement is made between Yellow Medicine East ISD #2190 ("Client") with a principal place of business at Granite Falls, Minnesota and Adam Savariego ("Contractor"), home address (147 Washington St. Granite Falls, MN 56241)

1. Services to Be Performed

Contractor agrees to perform the following services: Facilitate a summer program revolving around Dakota History in Minnesota. Adam, will organize day-to-day activities for youth in the grades 6-12 participating. He shall report Monday-Thursday. Monday-Wednesday will serve as the main program days with Thursdays being organization days for the following week.

2. Payment

In consideration for the services to be performed by Contractor, Client agrees to pay Contractor at the following rates: 20\$ per hour.

Contractor shall submit an invoice for hours worked by the 3rd of each month to the Client. The invoice will include the dates covered by the invoice, and a summary of the work performed. Invoices need to be approved by the client's designated program supervisor.

Checks to the contractor will be issued at the Client's regular monthly school board meeting. Checks are available to the contractor the day following the school board meeting.

3. Expenses

Client shall reimburse Contractor for expenses per district policy that are attributable directly to work performed under this Agreement. Contractor shall submit an itemized statement of Contractor's expenses. Client shall pay Contractor within 30 days after receipt of each statement.

4. Vehicles and Equipment

Client will not require Contractor to rent or purchase any equipment, product, or service as a condition of entering into this Agreement.

5. Independent Contractor Status

Contractor is an independent contractor and shall not be deemed an employee of the Client.

6. Business Licenses, Permits, and Certificates

Contractor represents and warrants that Contractor will comply with all federal, state, and local laws requiring drivers and other licenses, business permits, and certificates required to carry out the services to be performed under this Agreement.

7. State and Federal Taxes

Client will not:

- withhold FICA (Social Security and Medicare taxes) from Contractor's payments or make FICA payments on Contractor's behalf.
- make state or federal unemployment compensation contributions on Contractor's behalf, or
- withhold state or federal income tax from Contractor's payments.

17. Modifying the Agreement

This Agreement may be modified only by a writing signed by both parties.

18. No Partnership

This Agreement does not create a partnership relationship. Contractor does not have authority to enter into contracts on Client's behalf.

19. Assignment and Delegation

Contractor may not assign or subcontract any rights or delegate any of its duties under this Agreement without Client's prior written approval.

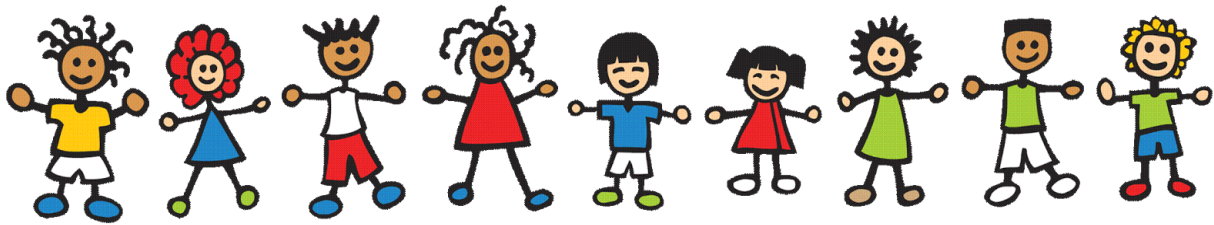
21. Applicable Law

This Agreement will be governed by Minnesota and Federal laws, without giving effect to conflict of laws principles.

Signatures

Client/Owner: Rick Clark
Printed Name
[Signature]
Signature
2/16/17
Date

Contractor: Adam Savariego
Printed Name
[Signature]
Signature
6/05/17
Date



Bert Raney Elementary Board Report

June 2017

Mrs. Hansen, Elementary Principal

BRE - Current Enrollment

	8/16	9/16	10/16	11/16	12/16	1/17	2/17	3/17	4/17	5/17	6/17	7/17
K	44	46	44	43	44	46	44	44	44	44	X	
1st	56	57	57	57	58	58	58	59	59	59	X	
2nd	51	51	51	51	53	54	54	55	56	55	X	
3rd	66	67	66	67	67	67	66	66	66	66	X	
4th	54	54	54	54	54	56	56	56	56	56	X	
5th	55	52	52	52	52	52	52	53	53	53	X	
Total	326	327	324	324	328	333	330	333	334	333	X	

BRE Happenings

Data Review

- BRE 2016-17
- Data
- Goals
- What now?

Science Update

- FOSS boxes
- Inventory
- Mapping
- Planning for 17-18 & 18-19

Handbook Information

- Changes

End of the Year Activities to Date

- Sting Pride Trip
- Fun Day

Fun in the Sun at BRE

- Information

BRE Goals for 2016-17:

SMART Goal: The percentage of students in grades 2-5 at grade level on the Star Reading assessment, will increase 5% from spring 2016 to spring 2017.

SMART Goal: The percentage of students in grades 1-5 at grade level on the Star Math assessment, will increase 5% from spring 2016 to spring 2017.

Additional Goal: By May of 2017, Bert Raney Elementary staff will have access to resources and training relative to the needs of children in poverty and or of trauma, 3 or more times during the 2016-17 school year.

Handbook 2017-18 Updates/Changes BRE

- Updated staff listings and dates
- Added to cell phone area - or other storage as provided by their teacher
- Removed field trip information that was outdated
- Added needles under forbidden items
- Cell phones - added 'may' be left in
- Phone use - removed student use of the school telephone is discouraged
- Removed - visiting by children from other schools is discouraged
- Health Services changes:
 - The school district reserves the right to request a note from a physician at anytime if restrictions from physical activity are requested.
 - Documentation of exemption from immunizations needs to be notarized.
 - If we are unable to reach the parent/guardian or they are unable to arrive within a reasonable time, we will contact the designated emergency contact. Please make sure to provide accurate contact numbers that allow the school to reach you or the emergency contact at all times.
- Updated attendance policy - major changes:
 - Added 5 Day per Quarter Absence Rule
5 Day per Quarter Absence Rule
If a student is absent (excused or unexcused) from school more than five times per quarter, parents will be required to meet with administration to determine if additional support and resources are required for the student to improve his/her attendance in the future. Doctor excused absences do not count toward the 5 Days per Quarter Absence Rule.
 - 3 days absent due to illness will require a doctor's note
 - If the student leaves before 2:30PM for the remainder of the day, the student will be marked absent ½ day

Bert Raney Elementary School
Student Handbook
2017-18



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 2017-18 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 XXX 2017 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, or stop in to visit!

Sincerely,

Mrs. Hansen, Principal
Bert Raney Elementary School

QUICK FACTS

SCHOOL	BERT RANEY ELEMENTARY
PHONE NUMBER	320-564-4082 ext. 3
FAX NUMBER	320-564-4427
ADDRESS	555 7TH AVE
INTERNET WEB SITE	http://www.isd2190.org
MISSION	TO PROVIDE A CARING ENVIRONMENT OF HIGH EXPECTATIONS THAT PREPARES EVER STUDENT FOR A SUCCESSFUL FUTURE AND INSTILLS THE VALUE OF LEARNING.
ELEMENTARY PRINCIPAL	MRS. HANSEN
ELEMENTARY SECRETARIES	LIZ DEBLIECK, NICOLLE KOTEK
OFFICE HOURS	7:00 AM TO 3:45 PM
SCHOOL HOURS	8:15 AM TO 3:00 PM
SUPERINTENDENT OF SCHOOLS	DR. RICK CLARK

YELLOW MEDICINE EAST SCHOOL BOARD MEMBERS:

CHAIR..... DAWN ODEGARD	VICE CHAIR..... SHARON RUPP
CLERK..... STEVE RUPP	TREAS..... JEREMY CORNER

MEMBERS: SUSAN BONES, AMANDA LECY, SONJA PEDERSON

BERT RANEY ELEMENTARY STAFF:

KINDERGARTEN	KRISTINA BLACKWELDER, ANGIE JANS, SAMANTHA GORT
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, JAMES POOR THUNDER
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, DANA RUPP, DAVE SCHUELER, MELISSA SCHULTE
SPEECH CLINICIANS	JUNE FRENCH, JEN THULL
TAG COORDINATOR	ELAINE HALVERSON
YME/MVCC PARAPROFESSIONALS	JULIE AMMERMANN, MISSY ARNESON, KELLY BARAGAR, NAOMI BARBER, BERNADETTE CARSTENSEN, KATHY ENNINGA, JILL FRY, DAWN HALVORSON, CARRIE KNUDSON, DONNA KOSAK, KATIE LAVIN, JENNIFER LUEPKE, CHAR MIDTHUN, JULIE NORDAUNE, ANGIE OLSON, CAROLYN OLSON, PAULA PANITZKE, LORI SCHINDELE, TAMI SMITH, TIFFANY TENNIS, 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 students 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 2:55PM.

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, ext 244 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.

5 Day per Quarter Absence Rule

If a student is absent (excused or unexcused) from school more than five times per quarter, parents will be required to meet with administration to determine if additional support and resources are required for the student to improve his/her attendance in the future. Doctor excused absences do not count toward the 5 Days per Quarter Absence Rule.

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 2:30PM for the remainder of the day, the student 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 following reasons constitute excused absences:

- Illness. A physician's statement will be required after three consecutive days of illness.
- Family leave (emergency, funerals, serious family illness)
- Religious observances
- School sponsored events
- Suspension

An absence must be excused within 2 days or the absence will remain unexcused.

Unexcused Absence

Unexcused absences are for reasons not acceptable by school officials. The following are examples of unexcused absences: oversleeping, running late, refusal by student, missing the bus, running errands, shopping, babysitting, haircuts, etc.

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. The 5 Day per Quarter Absence Rule may go into effect if the absences occurred within one quarter.
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 as 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
Respect Myself	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
Respect Others	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
Respect Property	Keep it clean Keep school in good condition	Keep it clean Keep classroom in good condition	Keep it clean Hands to self Feet to self	Keep it clean Use equipment properly	Keep it clean Keep your food on your tray	Keep it clean Turn water off	Keep it clean Keep bus in good condition

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

BIKE SAFETY

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

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

BIRTHDAY TREATS

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

- Unless all the boys and girls in your child's homeroom are invited to a party, birthday invitations should not be distributed at school. Please send them through the mail or contact the parents directly.
- We celebrate each student's birthday with a monthly birthday treat given at lunchtime.

BOOKS AND EQUIPMENT

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

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

BULLYING

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

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

BUS TRANSPORTATION

Students who ride buses should assemble at the bus stops not earlier than 5 minutes before the scheduled arrival of the bus. If your child is to ride a bus other than their regular bus, please notify the office in writing or by phone. Students will not be permitted to ride on any other than their assigned bus without permission. Students need a written note from the office before riding a bus other than their regular bus. Instruct your child in the procedure he/she should use if they should miss their bus after school. They should report to the office or their classroom teacher so that transportation arrangements can be made.

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

The responsibility of a school bus driver is great. They cannot do a good job if there is distraction and confusion. The cooperation of bus students and their parents is needed for good bus behavior. Children whose behavior jeopardizes their safety and the safety of others by distracting the driver may lose the privilege of riding. Loss of riding privileges also means that students will not be able to be transported during the school day for field trips. Student misconduct will be reported to the parent by the transportation department. Eating, chewing gum, and/or drinking beverages is prohibited on regular bus routes.

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 may be left in their lockers, backpacks or other storage as provided by their teacher. If there is an emergency, please call the office and we will make sure the 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.

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 online 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 \$X - Adult cost is \$X
- Lunch cost is \$X for grades K-5
- Adult meals cost \$X

The cost for extra milk with a meal is \$.X per day or approximately \$X 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, needles, water guns, baseballs (hard balls), bats, or pornography. These items, plus anything else which causes problems of control at school, will be taken from students. 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 or notarized documentation of exemption.

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 school district reserves the right to request a note from a physician at anytime if restrictions from physical activity are requested.

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 that appear to require professional medical attention.

Communicable Disease Guidelines for School

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. A physician's statement will be required after three consecutive days of illness for the days to be excused absences.

Children should be kept home when they have:

- Fever 100° or higher
- Vomiting
- Diarrhea
- Extreme congestion or nasal drainage
- Persistent cough
- Student is not feeling healthy enough to perform routine activities in the classroom.

Reasons student may be sent home from school:

- Fever of 100° or higher
- Vomiting
- Diarrhea
- Persistent cough that is interfering with normal daily activities.
- Student is displaying symptoms of a potentially contagious disease (ex: rashes, sore throat, pink eye, etc.).
- Pediculosis - live lice found in student's hair
- Student is not feeling healthy enough to perform routine activities in the classroom.

Children can return to school when:

- They are fever free for 24 hours without use of fever reducing medication.
- They have been on an antibiotic 24 hours for treatment of a bacterial infection.
- 24 hours after vomiting/diarrhea has subsided and fluids have been replenished.
- Head lice: Readmitted after hair has been treated and clothing has been laundered. The nurse will check student's hair before readmission to school.
- Student is feeling health enough to perform routine activities in the classroom.
- The school reserves the right to request a doctor's note to clear any student for return to school if there is concern of the student being contagious.

The nurse or other trained staff members provide basic first aid and care for minor illnesses and injuries for students at school. To ensure a healthy environment we will dismiss ill students to parents/guardians. If we are unable to reach the parent/guardian or they are unable to arrive within a reasonable time, we will contact the designated emergency contact. Please make sure to provide accurate contact numbers that allow the school to reach you or the emergency contact at all times. It is the parent's responsibility to provide transportation home for the child. The child should be picked up as soon as possible.

If an injury or illness is of a serious or life threatening nature, emergency services will be contacted, followed by the parent or legal guardian. The designated emergency contact will be notified in the event the parent or legal guardian cannot be reached.

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 a medication administration consent form completed and signed by the parent/guardian and a licensed healthcare provider. Medication must be sent in its original container, which is labeled with the child's name.

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 Web site.

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 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. 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 ACCESS for ELLs 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 2017-18 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.

WEAPONS

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

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

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

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

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

YME Middle/High School Board Report

June 2016 ~ 2017

Goals for the MS/HS for 2016/2017

- All Students will increase their Math Proficiency by 6% on the MCA
 - Integration/WBWF
- All Students will increase their Reading Proficiency by 6% on the MCA
 - Integration/WBWF

Areas of Focus

- 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 one curriculum map for one class by the end of the school year
- PBIS (Safe and Supportive Schools Act)
- Ramp UP for Readiness (College and Career Statue)

Graduation of the Class of 2017 ~ Thank you very much for attending and participating in the Class of 2017 Graduation Ceremony on June 2nd at Espeland Gymnasium. It truly is a capstone moment for students, staff, families, friends and alumni. I want to recognize Deb Beckler and Krystle Enninga who organized the ceremony and the Honor Staff for taking the time out of their busy schedules attend. Congrats to all of the 2017 Graduates!

Scholarship YME ~ Last month the local Scholarship YME gave away over \$63,000 to 39 students in the class of 2017. We are very fortunate to have this local organization working so close with our students. The selection process for the students scholarships is centered on application and awarded on merit. I would like to recognized the Scholarship YME board and the many donors who support our students.

2017 ~ 2018 Student Handbook Changes ~ In reviewing the attendance sections of the student handbooks, Lisa and I began looking over the attendance practice vs. school board policies for the upcoming school year. We noticed there were some differences in what is our practice and what is in school board policy. I am looking to the school board for some direction on what you want to see in our buildings for our families and students. The three main differences between the handbook/current practice and what is in Board policy is how we code family vacations, the number of days we allow students to make up work due to an excused absence, and allowing students to take college visits (2) during the school year.

Current Practice/handbook:

Family Vacations ~ Currently we are excusing families (excused/parent verified) to take vacations without consequences; the total number of days gone does count towards the 10 day maximum absence rule. According to board policy, we need to be coding them unexcused and filing truancy with the county. I recommend we table the attendance portion of the student handbooks as presented until we receive further direction from the school board.

Board Policy states:

- 3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

Current Practice/handbook:

College Visits ~ Page 8 ~ Excused Absences ~ 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.

Board Policy states:

2. Unexcused Absences

- a. The following are examples of absences which will not be excused:
 - (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.

-
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
 - (3) Work at home.
 - (4) Work at a business, except under a school-sponsored work release program.
 - (5) Vacations with family.
 - (6) Personal trips to schools or colleges.
 - (7) Absences resulting from cumulated unexcused tardies (3 tardies equal one unexcused absence).
 - (8) Any other absence not included under the attendance procedures set out in this policy.

Current Practice/handbook:

Number of days to make up missed work ~ Page 8 ~ 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.

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.

Board Policy states:

- (2) Work missed because of absence must be made up within 2 days from the date of the student’s return to school. Any work not completed within this period shall result in “no credit” for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

Mr. Knapper and myself are proposing to modify our activities Penalties for Failing Quarter Grades included below. We have researched area schools and the adjustments below fall in line with what are schools are enforcing. Schools who provide feedback were: RCW, LQPV, Morris, Minneota, Montevideo, BOLD, Dawson-Boyd, and Lakeview

- Page 10 ~ 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.~~

Q-Comp Building Goals ~ Lead

Q-Comp/Teacher Evaluation 2016 ~ 2017

The students at YME will increase math assessment scores by an average of 4% as measured by STAR spring 2016 to spring 2017 assessments.

Reading Grade	GE Proficient	Goal Total	37.00% %	Benchmark May Goal				
6	23	63	36.51%	27	62	43.55%	M	
7	27	55	49.09%	20	57	35.09%	D	
8	20	56	35.71%	19	58	32.76%	D	
9	10	45	22.22%	18	47	38.30%	M	
10	17	53	32.08%	District	22	54	40.74%	M
11	15	64	23.44%	Goal (4%)	24	63		M
	112	336	33.33%	124	130	Goal		37.33%
			Plus	12	13	Actual		38.09%
Math Grade	GE Proficient	Goal Total	57% %					
6	31	62	50.00%	37	62	59.68%	M	
7	36	56	64.29%	34	57	59.65%	D	
8	26	58	44.83%	28	58	48.28%	D	
9	17	45	37.78%	35	47	74.47%	M	
10	30	54	55.56%	District	40	54	74.07%	M
11	40	63	63.49%	Goal (4%)	42	62		M
	180	338	53.25%	192	216	Goal		57.25%
			Plus	12	18	Actual		63.23%

Class of 2017 College and Career Choices ~ Below I have included a list of the students of the class of 2017 and what their future paths are. I want to recognize Robin Henderson, YME Success Coach, and the YME Middle and High School Staff for their efforts with these students. We really feel the implementation of Ramp UP for Readiness curriculum two years ago in collaboration with YMIC Integration Collaborative events gives the students of YME an advantage when they leave our hallways. The Class of 2017 had an outstanding last run at YME and I am looking forward to hearing how they will be changing the world. Good Luck!

Student	Post Secondary Plans	
	College	Major
Anderson	Minnesota West Canby	Wind Energy Technology
Antonson	Minnesota West Canby	Electrician
Arneson	Minnesota West Granite Falls	Precision Machining
Ator	University of North Dakota	Nursing
Bartels	Minnesota West Canby	Diesel Mechanics
Beckler	Minnesota West Granite Falls	Welding
Bennett	Brigham Young University	Undecided
Christensen	Minnesota West Granite Falls	Accounting
Dyrdahl	University of North Dakota	Psychology
Enstad	Lake Area Technical	Physical Therapy Assistant

<u>Formo</u>	<u>Alyssa</u>	<u>North Dakota State University</u>	<u>Exercise Science</u>
<u>Friese</u>	<u>Austin</u>	<u>South Dakota State University</u>	<u>Mechanical Engineering</u>
<u>Grimes</u>	<u>Serena</u>	<u>St. Cloud Technical & Community College</u>	<u>Science</u>
<u>Halvorson</u>	<u>Samantha</u>	<u>St. Cloud State University</u>	<u>Elementary Education</u>
<u>Hatch</u>	<u>Cole</u>	<u>MN West Jackson Campus</u>	<u>Powerline Technician</u>
<u>Irvine</u>	<u>Jennifer</u>	<u>Ridgewater College</u>	<u>Nursing</u>
<u>Jeseritz</u>	<u>Will</u>	<u>South Dakota State University</u>	<u>Mathematics</u>
<u>Johnson</u>	<u>Maddie</u>	<u>MN West Granite Falls</u>	<u>Generals</u>
<u>Kattevold</u>	<u>Miles</u>	<u>Lake Area Technical</u>	<u>Diesel Technology</u>
<u>Keener</u>	<u>Taylor</u>	<u>Normandale Community College</u>	<u>Theatre</u>
<u>Keezer</u>	<u>Hallie</u>	<u>University of Minnesota Morris</u>	<u>Pre-Med</u>
<u>Kotek</u>	<u>Tanner</u>	<u>Black Hills State University</u>	<u>Business</u>
<u>Ladwig</u>	<u>Kaitlyn</u>	<u>University of Minnesota Morris</u>	<u>Mathematics</u>
<u>Lara</u>	<u>Maxwell</u>	<u>Southwest Minnesota State University</u>	<u>Accounting</u>
<u>Larson</u>	<u>Megan</u>	<u>University of MN Rochester</u>	<u>Medical Field</u>
<u>Lecy</u>	<u>Laiken</u>		
<u>Lindstrom</u>	<u>Thomas</u>	<u>South Dakota State University</u>	<u>Civil Engineering</u>
<u>Louwagie</u>	<u>Koltyn</u>	<u>South Dakota State University</u>	<u>Animal Science</u>
<u>Lubrant</u>	<u>Andrew</u>	<u>Minnesota West Granite Falls</u>	<u>Computer Support Technician</u>
<u>Luepke</u>	<u>Aaron</u>	<u>Work</u>	
<u>Marquart</u>	<u>Duncan</u>	<u>MN West Jackson Campus</u>	<u>Powerline Technician</u>
<u>Miller</u>	<u>Alexandra</u>	<u>University of Wisconsin-River Falls</u>	<u>Agriculture Education</u>
<u>Mortenson</u>	<u>Wade</u>	<u>Work</u>	
<u>Odegard</u>	<u>Jordan</u>	<u>South Dakota State University</u>	<u>Mechanical Engineering</u>
<u>Odegard</u>	<u>Jace</u>	<u>Southeast Technical Institute</u>	<u>Electrician</u>
<u>Parsons</u>	<u>Mason</u>	<u>Air force</u>	
<u>Peterson</u>	<u>Nicholas</u>	<u>Alexandria Technical College</u>	<u>Law Enforcement</u>
<u>Rodriquez</u>	<u>Ariele</u>		
<u>Roiger</u>	<u>Jacob</u>	<u>Lake Area Technical</u>	<u>Building Trades Technology</u>
<u>Rupp</u>	<u>Bethany</u>	<u>University of Minnesota Morris</u>	<u>Pre-Veterinary Medicine</u>
<u>Rupp</u>	<u>Tori</u>	<u>South Dakota State University</u>	<u>Ag Science</u>
<u>Schmidt</u>	<u>Brandon</u>	<u>Lake Area Technical</u>	<u>Welding Technology</u>
<u>Schmidt</u>	<u>Madison</u>	<u>M-State Moorhead Technical</u>	<u>Dental Assisting</u>
<u>Smith</u>	<u>Skylar</u>		
<u>Speh</u>	<u>Cody</u>	<u>Dordt College</u>	<u>Mechanical Engineering</u>
<u>Trudel</u>	<u>Rachel</u>	<u>North Dakota State University</u>	<u>Radiologic Sciences</u>
<u>Van Sickle</u>	<u>Sophia</u>	<u>Concordia University St. Paul</u>	<u>Director of Christian Outreach</u>
<u>Velde</u>	<u>Rebecca</u>	<u>University of Minnesota - Duluth</u>	<u>Undecided</u>
<u>Zimmer</u>	<u>Cody</u>	<u>Ridgewater College- Hutchinson</u>	<u>Computer Support Technician</u>

End of the Year Awards Ceremony

The criteria for the Presidential Award for Academic Excellence is as follows:

Students who earned Silver Level recognition have a cumulative GPA between 3.40 and 3.69 through the end of their senior year. The Silver Level Presidential Award for Academic Excellence Award recipients are:

Noah Christensen	Hallie Keezer	Bethany Rupp
Makayla Dyrdaahl	Koltyn Louwagie	Brandon Schmidt
Alyssa Formo	Alexandra Miller	Madison Schmidt
Austin Friese	Tori Rupp	Rachel Trudel

Students who earned a Gold Level recognition have a cumulative G.P.A of 3.70 and above through the end of their senior year. The Gold Level Presidential Award for Academic Excellence Award recipients are:

Alison Ator	Thomas Lindstrom	Cody Speh
Kaitlyn Ladwig	Jordan Odegard	Rebecca Velde

Lions Club Honor Students: This past month the Lion's Club Organizations for Granite Falls and Clarkfield held an awards ceremony recognizing students who have achieve a 3.5 GPA during their high school career here at Yellow Medicine East. These students have already received their awards at the banquet. We will take this time to recognize their accomplishments for the student body. This year's recipients are:

Alison Ator	Kaitlyn Ladwig	Tori Rupp
Noah Christensen	Thomas Lindstrom	Brandon Schmidt
Makayla Dyrdaahl	Koltyn Louwagie	Madison Schmidt
Alyssa Formo	Alexandra Miller	Cody Speh
Austin Friese	Jordan Odegard	Rachel Trudel
Hallie Keezer	Bethany Rupp	Rebecca Velde

YME Honor Society ~ Students qualify in terms of scholarship, leadership, service and character. Students must have a cumulative Grade Point Average of 3.7 or above and receive a high character ranking from the staff. The character ranking is based on a student's demonstration of respect, honesty, responsibility, courtesy and kindness. Students must also document volunteer service experiences and participation in school activities. It truly is an honor to be a member of YME Honor Society.

The 2016 ~ 2017 Honor Society Inductees are:

Juniors:

Saraya Burgeson	Anna McCosh	Maya Shebala
Becky Lieser	Kaitlyn Mortenson	Matthew Virnig
Kaitlyn Mathiowetz	Chelsey Niemeyer	

Senior YME Honor Society Cord Recipients which will be worn during the graduation ceremony:

Ali Ator	Makayla Dyrdaahl	Ali Miller
Noah Christensen ~ New inductee	Kaitlyn Ladwig	Jordan Odegard
	Tommy Lindstrom	Cody Speh
		Rachel Trudel

May is National Older American Month ~ This award was started to honor and recognize our area senior citizens. Our very own Granite Falls Senior Advocacy Organization hosts a banquet every year. For many years, the 6th grade class is asked to take part by writing an essay on their most admired senior citizen. Two winners and five honorable mentions are chosen based on their ability to share their relationship with a senior citizen through writing. The local Senior Advisory Board and Senior Advocate review all essays and choose the top ones. The two winners are invited to attend the Older American Honors Banquet in May where their essays are read aloud. This has been a highlight of the banquet for years.

Winners: Tarrick Rupp & Amoreena Petrich

Honorable Mentions:

Ruby Bones, Tiana Wright, Evan Reinke, Kayla Nordaune, Hailey Pederson, Hannah Stark and James Peterson

Sting Mentorship Recognition: Last year the High School started a new program called Sting Mentorship. These students take one day out of their study hall periods to volunteer with young student in Bert Raney Elementary. These students are paired with individual students to make a positive impact on a little guy or gal who really needs someone to look up to. I would like to recognize these students who went above and beyond for their fellow Sting. This program has grown from 3 to 28 students in one year.

Sting Mentors:

Madison Hinz (9)	Whitney Tennis (10)	Samantha Halvorson (12)
Marley Lara (9)	Saraya Burgeson (11)	Will Jeseritz (12)
Tiana Rupp (9)	Dylan Firlle (11)	Miles Kattevold (12)
Samantha Anderson (10)	Hannah Lecy (11)	Hallie Keezer (12)
Brynn Cherveney (10)	Anna McCosh (11)	Thomas Lindstrom (12)
Meeghen Dahlager (10)	Kaitlyn Mortenson (11)	Alexandra Miller (12)
Mackenzie Dyrdaahl (10)	Tangela Paninzke (11)	Jordan Odegard (12)
David Hidalgo (10)	Keria Ross (11)	Madison Schmidt (12)
Chelsea Hoernemann (10)	Noah Christensen (12)	Rachel Trudel (12)
		Sophia Van Sickle (12)

Yellow Medicine East Most Outstanding Male and Female Students for each grade in the Middle and High School for the 2016- 2017 school year. The voting was done by the YME staff and the selection criteria was the following: A YME student must possess 1) quality grades, 2) good attendance, 3) respectful behavior, and 4) active membership in co-curricular and extracurricular activities. There will be one male and one female for each grade level.

The 6th Grade winners are: Nahum Tarin and Kayla Nordaune

The 7th Grade winners are: Austin Canatsey and a tie Kiersten Luepke and Aurora Keller

The 8th Grade winners are: Ty Schulte and Sophia Poff

The Freshman class winners are: A tie of Taylor Bakkland and Alex Formo and Marley Lara

The Sophomore class winners are: Gabi VanSickle and Rory Shackelford

The Junior class winners are: Bryce Schmidt and Saraya Burgeson

The Senior class winners are: Cody Speh and Ali Miller

Perfect Attendance for the Middle and High School. Perfect attendance can be attained by missing no more than 1 class period per quarter here at Yellow Medicine East.

Middle School Perfect Attendance: Through the Middle Level Principals Association, they have sponsored a program to recognize students in the Middle who have perfect attendance during the 2016 ~ 2017 school year. This years winners are:

Logan Hoff (6) Patch
Autumn Ladwig (7) Patch
Violet Anderson (7) Patch
Sophia Poff (8) Patch

High School Perfect Attendance for the entire school year are:

Quinton Staab (9) Pin
Cole Mathiowetz (9) Pin
Alex Formo (9) Pin
Aaron Lubrant (11) Pin
Bryce Schmidt (11) Pin
Daniel Bartels (12) Pin

Seniors who have been on the honor roll all four quarters for the 2016 ~ 2017 school year.

Anderson, Jack	Ladwig, Kaitlyn	Rupp, Bethany
Ator, Alison	Lindstrom, Thomas	Rupp, Tori
Christensen, Noah	Louwagie, Koltyn	Schmidt, Brandon
Dyrdahl, Makayla	Miller, Alexandra	Schmidt, Madison
Formo, Alyssa	Odegard, Jordan	Speh, Cody
Kattevold, Miles	Roiger, Jacob	Trudel, Rachel
		Velde, Rebecca

Seniors on the honor roll for all four quarters, since 7th grade:

Alison Ator	Thomas Lindstrom	Tori Rupp
Noah Christensen	Koltyn Louwagie	Brandon Schmidt
Makayla Dyrdahl	Alexandra Miller	Madison Schmidt
Kaitlyn Ladwig	Jordan Odegard	Rachel Trudel
		Rebecca Velde

Top 5 GPAs per class in the high school. The scores are accumulated through the 3rd quarter of this year.

CLASS OF 2020 (9)

5. Marley Lara
4. Megan Nordaune
3. Abby Jaenisch
1. Tiana Rupp (Tied)
1. Madison Hinz (Tied)

CLASS OF 2019 (10)

5. Rory Shackelford
4. Whitney Tennis
3. Samantha Anderson
1. Chelsea Hoernemann (Tied)
1. Mackenzie Dyr Dahl (Tied)

The Class of 2018 Top 5 (11)

5. Asa Ulferts
4. Bryce Schmidt
3. Maya Shebala
2. Saraya Burgeson
1. Kaitlyn Mathiowetz

Class of 2017 Honor Cord recipients: These students have shown dedication to their academics and have persevered to achieve at a high level.

WHITE CORDS for a GPA 3.00-3.39 ~ Achievement

Jacob Roiger	Miles Kattevold	Jennifer Irvine
Serena Grimes	Raelin Enstad	Ammon Bennett
Megan Larson	Jack Anderson	Maxwell Lara
Will Jeseritz	Tanner Kotek	Sophia Van Sickle
		Andrew Lubrant

The Class of 2017 White Cord Recipients.

SILVER CORDS for GPA 3.40-3.69 ~ Honors

Makayla Dyr Dahl	Alexandra Miller	Hallie Keezer
Rachel Trudel	Austin Friese	Brandon Schmidt
Tori Rupp	Alyssa Formo	Koltyn Louwagie
Noah Christensen	Bethany Rupp	Madison Schmidt

The Class of 2017 Silver Cord Recipients.

GOLD CORDS for a GPA 3.70-4.00 ~ Highest Honors

Rebecca Velde
Cody Speh

Jordan Odegard
Thomas Lindstrom

Kaitlyn Ladwig
Alison Ator

Yellow Medicine East Class of 2017 Top 5 and Salutatorian and Valedictorian.

Class of 2017 Top 5 GPA's

5. Kaitlyn Ladwig
4. Tommy Lindstrom
3. Jordan Odegard

This year's Yellow Medicine East Salutatorian maintained a GPA of 3.901 for their four year academic career. The Salutatorian will receive the YME Salutatorian Medal that will be worn during the graduation ceremony.

The Class of 2017 Salutatorian ~ Cody Speh

This student has maintained a 3.924 GPA throughout their academic careers in grades 9-12. The Valedictorian will receive the YME Valedictorian Medal that will be worn during the graduation ceremony. Please welcome:

The Class of 2017 Valedictorian ~ Rebecca Velde

Yellow Medicine East Middle/High School



Student Handbook

2017 ~ 2018

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.

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

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			
		CREDITS EARNED			
1st sem.	2nd sem.	MATH~3.0 credits[Alg. I, II, Geometry or higher]			
+	=	9-			
+	=	10-			
+	=	11-			
		CREDITS EARNED			
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:			
		CREDITS EARNED			
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
+	=			___ MCIS	___ MCIS
		CREDITS EARNED			
		PE/Health~1.0 Credit PE~0.50 Health	12th grade		
+	=	9 - PE	___ ACT	___ MCIS	___ SAT
+	=	10-PE	___ Accuplacer	___ SAT	
+	=	10-Health			
		CREDITS EARNED			
		COMPUTER APP ~ .50 Credit	TALLY OF TOTAL CREDITS EARNED		
		Computer Applications	___ Language Arts		
		CREDITS EARNED	___ Math		
		ART ~ 1.0 Credit	___ Social Studies		
+	=		___ Science		
		CREDITS EARNED	___ Phy Ed		
		STATE TESTS	___ Health		
		Written Comp - 11th Gr ___ 12th Gr ___	___ Computers		
		Reading - 10th Gr. Test	___ Art		
		Science - 10th Gr. Test	___ Electives		
		Math - 11th Gr. Test Class of 2016 & beyond	___ Total Credits [24.00]		
		ACT - 11th Gr. Test Class of 2016 & beyond			

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. If there are multiple (more than one) students eligible for honor of Valedictorian, no Salutatorian will be awarded. 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. (≥ 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.

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.

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.

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 office notifies the student and teachers. 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. Student’s 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 factors 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, vacations, 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- Any 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. A parent/guardian, student, and the building administrator will sign this contract. 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. The MSHSL Bylaws can be found online at 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:

- 1st Violation - Student will not be allowed to participate in 2 events or 2 weeks (whichever is longer).
- 2nd Violation - Student will not be allowed to participate in 6 events or 3 weeks (whichever is longer).
- 3rd + 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:

- 1st Violation - Student is ineligible for the next Category II activity.
- 2nd Violation - Student is ineligible for the next two Category II activities.
- 3rd + 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:

- 1st Violation - Student is ineligible for 14 calendar days from notification.
- 2nd Violation - Student is ineligible for 21 calendar days from notification.
- 3rd + 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 be considered insubordinate and further disciplinary action will be taken
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 cyber bullying. (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:

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

2nd 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 Minnesota statutes and school district policies will govern possession of any type of tobacco products by any student, regardless of age. 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, nun chucks, 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 manipulative 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. Purses and other smaller handbags must be able to be stored underneath the student's desk. Discretion is left up to the teacher. 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 judgment, 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 the Success Coach and/or the Building Principal will give final approval. 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, KSAX, 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. School authorities for any reason may conduct inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school 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. An entire class or an individual from a class by way of a pass can use the media center. 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 lunchtime. 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, 3rd 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 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".

YELLOW MEDICINE EAST – ISD 2190

Serving the communities of Clarkfield, Echo, Granite Falls, Hanley Falls, Hazel Run & Upper Sioux

Rick Clark, Ed.D., Superintendent
450 9th Avenue - Granite Falls, MN 56241
Phone: 320-564-4081 - Fax: 320-564-4781



Finance Committee

Meeting date: May 8, 2017

Agenda

You will be provided access (in Google Files) to a spreadsheets, with three (3) tabs, that has been used to prepare recommendations for the Fiscal Year 2018 budget in the areas of Capital Outlay (CO) and Long Term Facilities Maintenance Levy (LTFM). Both category revenue calculations are based on the state General Education Revenue Formula and the number of students attending.

At this time the preliminary revenue calculations indicated:

Capital Outlay Revenue	\$171,926.00
LTFM Revenue	\$240,549.00 and YME has a reserve in capital fund of
Capital Outlay Fund Balance	\$171,624.00 (Currently unspent and undesignated)

*Capital Outlay is defined as an item or group of items that cost more than \$1,000 and will last two (2) or more years.

*General Funds can be transferred to the Capital Fund – 05 but Capital Funds are not transferable to General Fund – 01

In the Spreadsheet there are three tabs: 1) Combined Accounts, 2) Capital Account and 3) LTFM. Tab 2 and Tab 3 are not exactly like the Combined Accounts as I have placed these line items into: A) Approved, C) Considered and have removed Denied items. If you wish to do comparison work the lines are in the same order but numbered differently in the transfer of data.

The spreadsheet is an active account and individual changes will change the view for all viewers as you all have editing rights. I have saved a second copy for reference purposes.

We will review these line items on May 8th as well as make decisions/recommendations for the Board Approval at the June 19th meeting. (Presuming the June date change will be approved on May 8th)

As Jeremy Corner and Steve Rupp are on the Finance Committee AND the Buildings and Grounds Committee there will be sufficient representation and ability to explain points of interest during our May 8th meeting.

It is planned to have Steve Rupp, Dawn Odegard, Jeremy Corner, LeeAnn Boushek and Rick Clark at the Committee Meeting after the board meeting. Based upon the decision(s) reached on May 8th I will instruct Francis Stabb to plan a calendar for summer construction.

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BERT RANEY ELEMENTARY
Lisa Hansen, Principal
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ACTIVITIES & COMMUNITY EDUCATION
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Granite Falls, MN 56241
Phone: 320-564-4084
Fax: 320-564-4781

Policy Committee Meeting
Tuesday, May 16, 2017
Members: Sharon Rupp, Susan Bones and Rick Clark

Agenda:

Discussion - Mandatory Policies

Series 100
102

Series 200
214

Series 400
401, 402, 406, 410, 412, 413, 417, 418, 419 and 427

Series 500
501, 502, 506, 514, 515, 516, 520, 521, 522, 524, 526, 531, 532 and 533

Series 600
601, 603, 612-1 and 616

Series 700
709 and 721

Series 800
806

Need to add:
427 - Special Education Workload

612 - Development of Parent and Family Engagement Policies for Title I Programs.

721 - Uniform grant policy regarding federal revenue sources.

The list of items above were reviewed by title and a brief overview of each item was presented. All items listed above are already in adopted policy and this meeting served to provide "annual" review as required by statute. The three items: 427 - Special Education Workload, 61-1- Development of Parent and Family Engagement Policies for Title I Programs, and 72` - Uniform Grant Policy Regarding Federal Revenue Sources; will be presented at the June 19th board meeting for 1st Reading, July for 2nd Reading and Adoption/Implementation at the August meeting.

A meeting was scheduled for Monday, June 12, 2017 at 6:00 pm in the board meeting room to discuss and propose final language concerning the following item of discussion: Athletic Eligibility Rules.

**Consideration of the following athletic eligibility rule and change(s).

Current ~ 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.

Proposed ~ Athletics Penalties for Failing Quarter Grades :

For Activities with 11 or more scheduled events:

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

For Activities with 10 or less scheduled events:

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

Penalties for Failing *Quarter Grades for Fine Arts:*

- 1 or more failing grade (F) - Student is ineligible to perform in the next Fine Art Activity.

Make presentation to Policy Committee - Meeting date and time to be determined (May or early June)

Recorded by,

Rick Clark



Denise Streich <dstreich@isd2190.org>

Fwd: High School Engineering/Manufacturing 5/16 Meeting Summary

Denise Streich <dstreich@isd2190.org>
Draft

Thu, May 18, 2017 at 10:31 AM

Please include this email from Tom Hoff in the Written Reports for June 19th

Dr. Rick Clark
Superintendent of Schools
ISD #2190
Phone - 320-564-4081
Fax - 320-564-4781
email - rclark@isd2190.org
cell-320-522-2553

From: **Tom Hoff** <Tom.Hoff@swsc.org>
Date: Thu, May 18, 2017 at 9:54 AM
Subject: High School Engineering/Manufacturing 5/16 Meeting Summary

Good Morning,

Thank you everyone for a great year of working to rebuild CTE in our region! I appreciate this groups ability to provide constructive comments and suggestions about how we are moving forward; always keeping the students' best interest in mind. These programs would not be moving forward without your patience, willingness to take some risks, and the honest feedback you provide to the group. President Gaalswyk, you have the group's appreciation for your support of these high school initiatives, and thank you for proving lunch for this last meeting.

Before the meeting began I gave the group a brief update on the CTE Legislation for our region that is still in the State budget. We are hopeful, but know that the Legislature and the Governor agreeing on a budget in the next few weeks is going to be a challenge. I also mentioned that we are still working on the CNA high school course with Minnesota West and will provide a proposal to the schools for a Spring Semester class as soon as possible. The biggest challenge for the class will be having students fulfil the 24 hour clinical experience under the supervision of the instructor. Look for more information about that course proposal in June.

Manufacturing and Engineering Meeting Summary

- * The purpose of the meeting was to determine how a high school collaborative engineering/manufacturing program could developed, which courses might be offered, and the timelines for program development and delivery.
- * Chris Fenske provided an overview of the Project Lead the Way (PLTW) Engineering program. This is a nationally recognized program by both industry and education for growing engineers. Right now Lakeview has very small class sizes and could accommodate more students.
- * The group also reviewed the Minnesota West Precision Machining, Welding, and Mechatronics program classes to see if any of these courses might be a good fit as introductory classes for high school students.
- * The pros and cons of various course possibilities were discussed at length. For this first course the group agreed that we want to be sure we are appealing to a wide range of students; those that may have a goal of a short-term certificate and those that might want a 2 or 4 year degree in the manufacturing or engineering fields.
- * It was determined that the 2 credit Maintenance Awareness (CMAE 1526) class (with some modifications) would be the best starting place for Spring Semester 2017-18. Here are some details about the class:

COURSE INFORMATION

High School Course: Introduction to Manufacturing and Engineering

High School Credits: 1 Credit

College Credits: 2 (through contract with Minnesota West)

Semester: Spring Semester 2017-18

Maximum Class Size: 15 Students

Content Covered: Introductory experiences in Welding, Fluid Power, Automation Controls, Electronics, Mechanical Systems, and Precision Machining

Class Structure: Much of this is going to be determined in conversations between Minnesota West and the SWWC. It is likely that students will meet at Minnesota West 2-3 days a week (Tuesday, Wednesday, Thursday??) from 8 a.m. to 9:30 a.m.. The other days they would be engaged in coursework via ITV or other distance learning options; and completing job shadowing experiences in their home communities.

Instructor: It would likely be a contracted arrangement between the high schools and SWWC with Minnesota West.

Cost: This will be determined by Minnesota West on a contracted per credit cost.

* Next Steps: Staff from SWWC and Minnesota West will meet to discuss course delivery, instructor and cost options. Once we have completed those discussions we will provide a DRAFT proposal back to the high school administrators for consideration. We will try and get that information to you as early as possible in June.

* If schools have an interest in students participating in Project Lead the Way courses they should talk directly with Chris Fenske to see if Lakeview's classes can accommodate additional students.

Thank you and have a great summer!

Thomas Hoff | Career and Technical Project Coordinator
 SWWC Service Cooperative
 1420 East College Drive, Marshall MN 56258
 P: 507-537-2271
www.swsc.org<<http://www.swsc.org>>

We Help Students Discover Their Passion In Life!

From: Tom Hoff

Sent: Monday, May 15, 2017 8:09 AM

Subject: High School Engineering/Manufacturing 5/16 meeting

Good Morning,

Just a reminder that we are meeting to discuss the development of a collaborative high school Engineering/Manufacturing program on Tuesday, May 16th from 9 a.m. to 11 a.m. at Minnesota West -Granite Falls Campus. If you have any resources relating to this career area please bring them along. The purpose of the meeting is to determine how a collaborative engineering/manufacturing program could developed, which courses might be offered, and the timelines for program development and delivery.

Terry Gaalswyk, Minnesota West President, has offered to provide lunch to the group right after the meeting at 11:00 a.m. Here is who I have for the meeting and lunch list. If this does not look accurate for you please let me know as soon as possible.

1. Thomas Hoff
2. Gail Polejewski
3. Eriann Faris
4. Becky Weber
5. Melissa Sparks
6. Brandon Raymo
7. Robin Henderson
8. Chris Fenske
9. Michelle Mortensen
10. Scott Hickey
11. Ryan Luft
12. Robin Henderson
13. Les Kvam

Thank you,

Thomas Hoff | Career and Technical Project Coordinator

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1420 East College Drive, Marshall MN 56258
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We Help Students Discover Their Passion In Life!

From: Tom Hoff

Sent: Thursday, April 27, 2017 3:53 PM

Subject: High School Engineering/Manufacturing

Good Afternoon,

According to your responses the best time to meet to discuss the development of a collaborative high school Engineering/Manufacturing program is Tuesday, May 16th from 9 a.m. to 11 a.m. We will meet at Minnesota West - Granite Falls Campus again. Mary, can you help us secure a room?

Terry Gaalswyk, Minnesota West President has offered to provide lunch to the group right after the meeting at 11:00 a.m. He is very thankful for the work that all of you have done to grow CTE in our region. This is the list I have of people that indicated they could attend the meeting. If your name is not on the list please let me know so we have an accurate lunch count. If you cannot attend please let me know if you are sending someone else to represent your school.

1. Thomas Hoff
2. Gail Polejewski
3. Eriann Faris
4. Becky Weber
5. Melissa Sparks
6. Brandon Raymo
7. Robin Henderson
8. Chris Fenske
9. Michelle Mortensen

Thank you,

Thomas Hoff | Career and Technical Project Coordinator
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We Help Students Discover Their Passion In Life!

From: Tom Hoff

Sent: Friday, April 21, 2017 8:48 AM

Subject: High School Engineering/Manufacturing

Good Morning,

A meeting will be scheduled to discuss the development of an Engineering/Manufacturing program for high school students. Please click on this Doodle Scheduler link by April 25th to indicate which dates and times you are available to meet: <https://doodle.com/poll/p8x2u4m994ms4ims>

Thank you and have a great weekend!

Thomas Hoff | Career and Technical Project Coordinator

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We Help Students Discover Their Passion In Life!

From: Tom Hoff

Sent: Wednesday, April 12, 2017 10:45 AM
Subject: MN West - Granite Falls April Medical/CTE Meeting Notes

Good Morning,

Thank you for all of your input yesterday at our meeting. Your guidance and support through this process has been critical to the success of this initiative. Below you will find a brief summary of the meeting.

Meeting Notes:

* Because students are registering for classes that are part of each school's course offerings, we did not think we needed additional release forms to use of students' pictures or comments for articles or presentations by the SWWC or other partnering organizations. That said, when partners are writing articles or featuring this program it would be a good idea to alert the schools that are involved.

* The Montevideo paper featured an article about the Medical Careers class, one is in the works for the Granite Falls paper, and the Marshall Independent is also going to provide coverage.

* Lisa Gregoire briefly reviewed the pending CTE funding legislation for southwest and west central Minnesota and the new legislation for a remodel of teacher licensing in Minnesota.

* Shanda reported that the students are doing very well for this semesters Introduction to Medical Careers class. They are currently completing their job shadowing and working on their end of the semester project. A field trip will be held, for those students that are interested, to the cadaver lab at SDSU later this month.

* The current Introduction to Medical Careers course will have a budget shortfall of about \$3,200 (based on tuition revenue of \$6,750 and projected course expenses of \$10,900). A Carl Perkins Leadership Grant will supplement the costs this first year to balance the budget. Additional funding is being sought to support expansion of CTE programs for this cohort of schools and others around the region.

* An Introduction to Medical Careers Course will be held Fall Semester of 2017-18 beginning on September 5th and ending on December 22nd. The class will be limited to 25 students and will have the same format as this years. There will be limited access to the nursing lab until late October, so the class activities will also need to adjust accordingly. Here are the registration numbers we have from each school to date:

- o Lakeview 7
- o YME 9 (4 guaranteed)
- o MACCRAY 5
- o Montevideo 10
- o RCW (Registration still in process. RCW will report numbers by 4/21)

* We had intended to offer a Medical Terminology class during Spring Semester of 2017-18, but we only have 5 students registered at this point. There is strong student interest, but many of the students from participating schools are taking Medical Terminology via PSEO. Human Anatomy is also covered by many of the schools' science departments, so the group decided that we would pursue a CNA course for second semester. SWWC staff will meet with Minnesota West staff to develop a proposal for how the class might be offered next year. Tom will also follow up with the High Step group from the Mankato area to see how they approached the Medical Terminology, Human Anatomy, and CNA courses and how they addressed PSEO and Concurrent Enrollment.

* An Introduction to Diesel Mechanics meeting will be held at Minnesota West - Canby Campus on April 24th at 12:30 p.m. Many of the schools involved in the Medical Careers project are outside the 30 mile radius from Canby, but were very interested in the meeting and possible participation. Tom has forwarded the invitation to the Diesel meeting to

schools included in this email.

* A meeting will be scheduled to discuss the development of an Engineering/Manufacturing program for high school students. Please click on this Doodle Scheduler link by April 20th to indicate which dates and times you are available to meet: <https://doodle.com/poll/p8x2u4m994ms4ims>

Thank you again for all your work and I hope you have a relaxing Easter weekend!

Thomas Hoff | Career and Technical Project Coordinator
SWWC Service Cooperative
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Granite Falls Area Chamber of Commerce Meeting Agenda, June 14, 2017

Call to order

Roll call

The following persons were present:

The following persons were not present:

Approval of documents from last meeting

May meeting minutes -

Director's report

Financial reports - Kelly here for questions

Open issues/ Old Business.

a) Riverside Market and Muse

b) Next year's community celebration

c) Ag Open Aug 18, new idea - golf triathlon with Disc Golf, scratch off golf and regular tournament, discussion was held on the topic, will at least do the scratch off as an additional fundraiser, details on discs on the table. The disc golf tournament will be held the evening of August 17 with an entry fee of \$10, free for under 15. An entry fee including the Ag Open, Disc tournament and a scratch off ticket will be available as well as prices for each individual event. Need approval to order the scratch off games.

d) Explore Minnesota new events grant opportunity to use for a 1919 celebration, 50-50 match - keep this on the agenda for future discussions.

New Business

a) Repeal Day Dec. 5, 2017 event , Legion is holding the space, Gatsby band is available

b) Sod House Theater Performances , August 18, 19, 20

Announcements -

Adjournment

Granite Falls Area Chamber of Commerce Meeting Minutes , May 10, 2017

Call to order

Roll call

The following persons were present: Sherry Mathiowetz, Greg Holmstrom, John Schultz, Pam Rosenau, Mark Sannerud, Carolyn Lindquist, Mary Gillespie

The following persons were not present: Debbie Eakes, Bobby Kiefert, *Rick Clark*

Approval of documents from last meeting

March meeting minutes - approved, Dave S., Greg HI

Financial Reports - approved, John S., Pam R. discussion was held about the need for a yearly comparison. Mary will invite Kelly to the June meeting to discuss which type of documents we would like to see.

Director's report - Dave S., John S. Discussion was held about the chamber's stance on the whitewater park. It was decided that we support tourism and support the idea. No official vote was taken on the topic.

Guest Speakers - Brittany VanDerBill spoke about her consulting firm's opportunity for Granite Falls businesses to attend a leadership and social media marketing seminar here in town. Some discussion was held about a chamber member discount but it was decided that the chamber wouldn't actually sponsor the event. However this business is free to hold their seminars here and advertise it themselves.

Open issues/ Old Business.

- a) Riverside Market and Muse - first event May 13, how to get the shops more involved? Mary placed an ad for the first event with specials in each shop as a way to get the idea going. Funding is through the grant from the SW Area arts council which included some money for ads.
- b) Next year's community celebration, theme - Greg made reservation at Rustlers, casino cancel? Some discussion was held about having a comedian this time and to make sure the Legion isn't doing anything that same night. Mary will speak to the casino and leave the date reserved for a while until we're sure Rustlers will be open. The SMTA meeting will also be held at the casino in September, 2018.
- c) Sports commission - spoke to Jim Ford and he will talk to some of the other people involved, Brett Almich, Tim Knapper, Mike Richter. Spoke to Jim again and he suggested trying to get a Little League Tournament here which would involve a 2 or 3 day stay for participants.
- d) Ag Open Aug 18, new idea - golf triathlon with Disc Golf, scratch off golf and regular tournament, discussion was held on the topic, will at least do the scratch off as an additional

Granite Falls Area Chamber of Commerce Meeting Minutes, April 12 , 2017

Call to order 12:01

Roll call

The following persons were present: Dave Smiglewski, John Schultz, Sherry Mathiowetz, Rick Clark, Carolyn Lindquist, Greg Holmstrom

The following persons were not present: Bobby Kiefert, Debbie Eakes, Mark Sannerud, Pam Rosenau

Approval of documents from last meeting

March meeting minutes - Rick, 2nd Sherry

Financial Reports - Rick, 2nd Sherry

Director's report - Mary visited many of the chamber members and invited them to the April 11 event.

Open issues/ Old Business.

- a) Strategic plan - this year's goal is to visit all chamber members, no more meetings scheduled until next year when we update the plan
- b) Shop Hop May 19 and 20 , wine and paint by Tammy Montgomery on the 19th
- c) . Next year's community celebration, theme? Casino? - Discussion was held about possibly changing the idea for the event, no decision made - Greg will contact the new owners of Bootleggers and also attend the Berg event this week to get information on possible entertainment. Casino prices are too high to keep ticket prices the same. Another event may be held at the casino.

New Business

- a) Meander Opening Night, Musical Chairs, \$250 sponsorship? \$250 approved by a motion by Greg, 2nd Rick , motion passed
- b) Sports commission/committee to coordinate events with restaurants, motels and arranged new sporting events - Mary will contact the Richters, Tim Knapper, the bowling alley. Dave S. will bring up the idea at the May 8 community ed board meeting, this could be a benefit for members
- c) 100th anniversaries of Prohibition in 2018 and 2019 , 1919 anniversary committee? Discussion was held about the idea, no firm plans made
- d) Western Fest Kid's Night, budget? Motion to spend \$250 on inflatables by Greg, 2nd Rick
- e) Additional area guides printed for the Mall of America, financial contribution by the chamber, also need more copies printed of Our Prohibition Story for this summer's tours \$750

for 1,000 copies. - Mary will contact the sponsors on the back for an additional \$50 sponsorship, the chamber will pay the difference to print.

f) Ag Open, new idea - golf triathlon with Disc Golf, scratch off golf and regular tournament, discussion was held on the topic, nothing decided.

**Announcements - Act on Alzheimer's event, April 25, 3:30-6, UCC church basement,
Grant submitted for the Rural Arts and Culture Summit that pays all expenses and my salary for 2 days , June 6 and 7**

Adjournment 1:30



Rick Clark <rclark@isd2190.org>

Fwd: Summary and follow-up to Granite Falls area advisory committee to the Bush Foundation

Ryan Luft <rluft@isd2190.org>
 To: "Dr. Rick Clark" <rclark@isd2190.org>

Tue, Jun 13, 2017 at 9:24 AM

FYI

Thank you,

Ryan Luft
 Principal
 YME Middle and High School



----- Forwarded message -----

From: **Dave Smiglewski** <smiglewski@mchsi.com>

Date: Mon, Jun 12, 2017 at 6:18 PM

Subject: Summary and follow-up to Granite Falls area advisory committee to the Bush Foundation

To: "Keane, Gregory" <gkeane@bushfound.org>, "Patel, Anita" <apatel@bushfound.org>, patkubly@hotmail.com, molly.hoff@granitefallshealthcare.com, lhansen@isd2190.org, rluft@isd2190.org, dfagen@fageninc.com, Peg Heglund <Peg.Heglund@co.ym.mn.gov>, Jeffrey Vetsch <jeffreyv@swifoundation.org>, "Christy, Justin" <jchristy@bushfound.org>, Robin Henderson <rhenderson@isd2190.org>

Cc: "Barmann, Allison" <abarmann@bushfound.org>, Dave Smiglewski <smiglewski@mchsi.com>, cathy.anderson@granitefalls.com, Crystal Johnson <crystal.johnson@granitefalls.com>, Rebecca Weber <Rebecca.Weber@mnwest.edu>

Hello all,

Thanks you to the members of the Granite Falls advisory committee to the Bush Foundation who were able to meet on Monday June 12th at 1 pm. We also welcomed YME Senior High success coach Robin Henderson to the meeting.

During our meeting, we reviewed information received at the May 22nd meeting with Greg Keane and Justin Christy of the Bush Foundation. This included a proposed grant which builds on the legacy of Archie Bush here in Granite Falls that might work through the Southwest Initiative Foundation and the Granite Falls Area Community Foundation. We also reviewed the bush Foundations proposal to establish a multi-year scholarship program for local students in the YME school district and the possibility of working with the Wallin Education Partnership to administer those scholarship funds

We began our discussion about the scholarship proposal and the need to learn a bit more about the Wallin organization and we all agreed that we need to find time for a possible conference call. A quick polling of those present identified **Tuesday, June 20** any time after 12 noon as the best possible date and time with **Wednesday, June 21** any time after 10 a.m. as a backup date and time. The Granite Falls group will arrange to meet for the conference call at the YME school

board room on the date and time that works best. Greg Keane, can you check into those dates as possible times for a conference call about the Wallin organization?

The discussion moved on the possible Archi Bush legacy grants:

· It was decided that one priority should be to pursue some possible solutions to the complicated daycare shortage situation that has evolved here in Granite Falls. The immediate and long-term need for more daycare providers and daycare options as well as pre-school and after-school options for young children should be the focus of one of our recommendations for the Bush Foundation's Archie Bush legacy community involvement. We decided that we needed to include a number of other community members in this discussion to help focus on this multi-faceted issue. In this regard, it was decided to invite Minnesota West Community and Technical College campus Dean Becky Weber, Granite Falls EDA Director Cathy Anderson, Granite Falls City Manager Crystal Johnson, YME Superintendent Rick Clark into the discussion as well as representatives from Prairie Five Community Action Council, the University of Minn. Extension Service, the Upper Minnesota Regional Development Commission and Luke Greiner of the St. Cloud office of the Minn. Department of Employment and Economic Development (DEED). We agreed to tentatively schedule an informal discussion about day care needs, ideas and solutions at the Minn. West CTC cafeteria on Wed. June 21 at 1 p.m., (which is near to the Bush Foundation's Office Hours location, on that same date.) It is the committee's hope that, as a result of this meeting and perhaps another follow-up meeting, we will be able to craft a proposal to the Bush Foundation that leads to a solution to Granite Falls daycare needs and possible needs for pre-school and after-school programs.

We also discussed and agreed with advancing two additional community needs:

· One need would involve the establishment and growth of vocational and trade training academies that involve a collaboration of a handful of local high schools that is focused at the Minnesota West Campus here in Granite Falls. YME High School Principal Ryan Luft volunteered to write up this proposal and will bring it back to the committee for inclusion in a final package that will be forwarded to the Bush Foundation.

· The third community effort involves additional funding for the Granite Falls Area Community Foundation for assisting that organization with meeting community needs that are often unmet. Peg Heglund volunteered to write up this proposal and will bring it back to the committee for inclusion in a final package that will be forwarded to the Bush Foundation.

The committee meeting adjourned at 2:40 p.m.

I hope I got most of this correct. Committee members, please look over and let me know if there should be any corrections and/or additions.

We'll plan to see you all on Wed. June 21 at 1 pm!

Thank you!

Dave Smiglewski



Minnesota State High School League Region III-A

Jim Lasley, Executive Secretary
215 Aspenwood • Redwood Falls, MN 56283 • 507-637-8058

MINUTES OF THE REGION 3A COMMITTEE MEETING

WEDNESDAY, MAY 31, 2017

Wooden Nickel - Marshall

Members present were: William Rogotzke, Bruce Olson, Keith Buckridge, Ryan Johnson, Tim Knapper, Dan Bettin, Ryan Giles, Clay Anderson, Paul Berggren, Lisa Letcher. Also present were Jim Lasley, John Weir, Steve Wiertzema, Bill Tauer, Bob Grey, Steve Beals, Shelley Hotzler, Troy Bouman & James Wager.

The meeting was called to order at 10:00 AM by Dan Bettin, Region 3A Chairman.

A motion was made by Lisa Letcher, seconded by William Rogotzke, to approve the agenda as presented. Motion carried.

A motion was made by Bruce Olson, seconded by Ryan Giles, to approve the minutes of the April 19, 2017 region committee meeting as presented. Motion carried.

FINANCES

A motion was made by Keith Buckridge, seconded by Tim Knapper, to approve the payment of bills as presented. Motion carried.

A motion was made by Lisa Letcher, seconded by Keith Buckridge, to approve the Region 3A financial report as presented. Motion carried.

A motion was made by Paul Berggren, seconded by William Rogotzke, to approve the 2016-2017 fine arts financial reports. The reports include 3A One Act Play, 3A Speech, 3A Music & 3A Visual Arts. Motion carried.

A motion was made by Tim Knapper, seconded by Ryan Johnson, to have Tom Statesbery of Redwood Falls do the 2016-2017 Region 3A audit report. Motion carried

ACTIVITIES

A motion was made by Lisa Letcher, seconded by Paul Berggren to approve the request from BOLD High School to Participate in the Sub Section 11 Large Group Music Contest to be held at Lakeview High School. Motion carried.

2017-2018 HANDBOOK

A motion was made by Bruce Olson, seconded by Lisa Letcher, to approve the following dates for Region 3A Committee meetings for the 2017-2018 school year: September 20, December 6, February 7, April 18, & May 23. Motion carried.

A motion was made by Paul Berggren, seconded by Ryan Johnson, to pay \$450 plus mileage for 5 football officials. Motion carried.

EXECUTIVE COMMITTEE REPORT: Administrative Salaries for 2017-2018

A motion was made by William Rogotzke, seconded by Lisa Letcher to approve the following administrative salaries for the 2017-2018 school year: Jim Lasley, Region Executive Secretary, \$37,000; Ann LeBrun, administrative assistant, \$5,000; Vicki Kletcher, bookkeeper, \$4,500; Each Sub region coordinator, \$7,000. Motion carried.

REGION 3A COMMITTEE

A motion was made by Keith Buckridge, seconded by Ryan Giles, to approve the resignation of Mike Dammann, MACCRAY athletic director, from the region committee effective May 31, 2017. The region committee wants to thank him for his time on the committee. Motion carried.

A motion was made by Clay Anderson, seconded by Bruce Olson, to approve the appointment of Tony Smith, athletic director from Lac Qui Parle Valley, as a representative to the Region 3A committee effective June 1, 2017. (Term to expire July 31, 2019) Motion carried.

A motion was made by Tim Knapper, seconded by Lisa Letcher, to have Bruce Olson and Tony Smith serve as a Region 3A MSHSL Representative Assembly delegates for two years. Motion carried.

DISCUSSION: Discussion was held on the following with no action taken:

- Formats for Wrestling, Baseball & Softball for 2018
- MSHSL Update/Steve Beals
- MSHSL Representative Assembly Update

ANNOUNCEMENTS:

The first Region 3A Committee Meeting for the next school year will be held at the Wooden Nickel on Wednesday, September 20, 2017 starting at 10:00 AM. Region 3A activities committees for speech, wrestling, baseball, softball, track, golf, and cross country will be meeting at Tracy Area High School on Wednesday, September 27 starting at 7:00 PM.

A motion was made by Lisa Letcher, seconded by William Rogotzke, to adjourn the meeting at 12:10 PM. Motion carried.

Jim Lasley

Region 3A Executive Secretary

One-Minute Summary: Significant Education Provisions in Special Session
MREA: Special Session Report as of 7:00 am on May 26, 2017

TOTALS FOR 18-19 BIENNIUM

- Education (HF2): \$483 million
- Taxes (HF1): \$650 million

FUNDING:

- Adds 2% and 2% to the education formula: \$274 million in biennium
 - \$121 in FY '18 and \$124 in FY '19
 - \$6,188 in FY '18, \$6,312 in FY '19
- Continues increases in Long Term Facility Maintenance Funding (LTFM): \$131.3 million in biennium

TAXES:

- Creates Ag2School 40% Ag credit for school facility debt taxes: \$35.5 million in FY '19
- NO new tax credit for donations to 501c3s for scholarships (vouchers) to private schools
- NO expansion of existing tax credit to tuition
- NO changes to Debt Service Equalization

TEACHER RECRUITMENT AND RETENTION:

- Establishes new Professional Educator Licensure Board
- Establishes a new tiered teacher licensure system
- Requires each district to negotiate a ULA plan and strikes statutory language for placing teachers on ULA
- Increases loan forgiveness \$500,000 one time
- Tax credits for college loan payments over 10% of adjusted gross income and other calculations max \$500 (\$27 million annually)
- NO changes to TRA in these bills

EARLY LEARNING:

- Voluntary Pre-K (VPK) remains for districts currently in the program
- Increases Pathway I scholarships \$10 million (annually)
- Freezes Pathway II scholarships
- Postpones by 4 years (until 2020) requirement for 3- or 4-star rating to receive Pathway I scholarships
- Establishes a new School Readiness Plus (SR+) program with \$50 million in '18-19 biennium only for 4-year olds
 - Districts can apply whether or not they have VPK
 - Selection will be on VPK selection criteria
 - Sliding fees may be charged
 - Funding must supplement, not supplant, current local, state or federal pre-school funding at site with SR+

CONCURRENT ENROLLMENT:

- Expands statewide support for concurrent enrollment teacher credentialing with \$375,000 annually for 4 years
- Credit in tax bill for teachers pursuing masters in core content areas (\$30,000)

BROADBAND: Adds an additional \$20 million in broadband expansion grants for FY '18 only

ELECTIONS:

- NO changes in ballot language
- Restricts special elections to five dates: Feb., April, May, Aug., Nov.
- Districts can consolidate polling places if done by 12/31 for following year, effective 1/1/18

**MINNESOTA VALLEY COOPERATIVE CENTER
REGULAR BOARD MEETING
MONDAY, JUNE 12, 2017
TIME 5:15 P.M.**

MINUTES

The meeting was called to order with the following members present: Rupp, Lecy, Alex, Fagen.

Motion by Fagen, second by Rupp, and carried to approve the minutes of the February 13, 2017 regular board meeting.

Motion by Alex, second by Fagen, and carried to approve monthly bills for payment for 2/14/17 – 6/12/17 in the amount of \$534,769.13 with checks numbered 19365 through 19478 and payroll wire transfers 201600092 through 201600111.

Motion by Rupp, second by Alex, and carried to approve the resignation of Amy Stewart, MVCC Special Education Teacher.

Motion by Alex, second by Fagen, and carried to approve the employment of David Schueler, MVCC Special Education Teacher.

Motion by Rupp, second by Fagen, and carried to approve the employment of Zachary Koepke, MVCC Special Education Teacher.

Motion by Fagen, second by Alex, and carried to approve the employment of Jill Przybilla, MVCC School Psychologist.

Motion by Rupp, second by Fagen, and carried to approve the employment of Amy Engesser, MVCC School Psychologist.

Motion by Alex, second by Rupp, and carried to approve the 2017-2018 MVCC Preliminary Revenue & Expenditure Budget.

Discussion items included: Monitoring Update.

Board report 2016-2017

Population

When I filed the Title VI grant I used the following numbers.

There are 828 total students at Yellow Medicine East, 135 of those are of Native American descent. **16%**

Honor Roll 6-12th grade

Quarter 1

Of the 238 students attaining the honor roll, 18 were of Native American descent **8%**

Quarter 2

Of the 199 students attaining the honor roll, 9 were of Native American descent **5%**

Quarter 3

Of the 211 students attaining the honor roll, 13 were of Native American descent **6%**

Quarter 4

Of the 202 students attaining the honor roll, 10 were of Native American descent **5%**

Other Opportunities

Student Council-0

National Honor Society- 0

Yearbook Sr. High- 0

Prom Committee-0

Robotics-2

Musical/plays-

Knowledge Bowl- 0

Red Cross Youth- 0

FFA-0

ROOTS-4

Academy

English: 4 out of 13 **31%**

Math: 1 out of 12 **8%**

Science: 3 out of 10 **30%**

Social: 1 out of 9 **11%**

Special Education

Currently **26.6%** of the special education population at YME is Native American.

PSEO

There are currently 35 students taking a PSEO class; there are 3 Native American students taking PSEO classes. **9%**

Athletics

7-12 grade sports

There are 229 students participating in a sport at YME. There are 26 students that are of Native American descent. **11%**

Of those 16 Native students,

7th grade 8 students

8th grade 10 students

9th grade 5

10th grade 1

11th 2

12th 0

Elementary Athletics

Flag Football- 30 students participated in Flag Football, 9 of those students are of Native American descent **30%**

Volleyball (5th and 6th grade)- 15 students participated in volleyball, 1 student is of Native American descent. **6%**

Dance Explosion Fall (K- 6) 4 out of 27 participants were of Native American descent **15%**

Dance Explosion Winter (K-6) 1 out of 20 participants were of Native American descent **6%**

Area Learning Center

There are 4 Yellow Medicine East students attending the ALC. 3 of those are Native American students. **75%**

Attendance contracts

There are 19 students on an attendance contract. Of those, 12 are of Native American descent. **63%**

Truancy/RARB referrals

In 6th-12th grade of the 9 students referred for truancy/RARB 6 were of Native American descent. **67%**

Out of school Suspensions K-5

7 of the 11 students receiving out of school suspension were of Native American descent **64%**

Out of school suspensions 6-12

In the 6th through 12th grade, of the 25 students receiving out of school suspension, 13 were Native American students. **52%**

Dakota Language

Dakota Language I 14 participants, 13 are of Native American descent 1 is a non Native student

Dakota Language II 4 participants, all are of Native American descent

Next year preliminary numbers: Dakota Language I 9 students have registered
Dakota Language II 4 students have registered

High School Reading

MCA	Reading	Grade 10						
All Students	Exceeds count	Exceeds %	Meets count	Meets %	Partially Meets count	Partially Meets %	Does not meet count	Does not Meet %
67	5	7.5%	31	46.3%	13	19.4%	18	26.9%
Native American Students								
10	1	10%	4	40.0%	2	20.0%	3	30.0%
Native American Students	Statewide Mean Score	1044.02				YME Mean Score	1046.70	

High School Science

MCA	Science	Grade 10						
All Students	Exceeds count	Exceeds %	Meets count	Meets %	Partially Meets count	Partially Meets %	Does not meet count	Does not Meet %
78	7	9.0%	20	25.6%	31	39.7%	20	25.6%
Native American Students								
11	0	0%	2	18.2%	4	36.4%	5	45.5%

High School Math

MCA	Math	Grade 11						
All Students	Exceeds count	Exceeds %	Meets count	Meets %	Partially Meets count	Partially Meets %	Does not meet count	Does not Meet %
51	7	13.7%	11	21.6%	16	31.4%	17	33.3%
Native American Students								
2	0	0%	0	0%	1	50.0%	1	50.0%
Native American Students	Statewide Mean Score	1136.91				YME Mean Score	1139.50	

Middle School

Math

MCA	Math	Grade 5						
All Students	Exceeds count	Exceeds %	Meets count	Meets %	Partially Meets count	Partially Meets %	Does not meet count	Does not Meet %
59	6	10.2%	20	33.9%	17	28.8%	16	27.1%
Native American Students								
12	0	0%	3	25.0%	2	16.7%	7	58.3%

MCA	Math	Grade 6						
All Students	Exceeds count	Exceeds %	Meets count	Meets %	Partially Meets count	Partially Meets %	Does not meet count	Does not Meet %
58	3	5.2%	23	39.7%	15	25.9%	17	29.3%
Native American Students								
11	0	0%	2	18.2%	2	18.2%	7	63.6%
Native American Students	Statewide Mean Score	639.7				YME Mean Score	635.55	

Middle school math continued..

MCA	Math	Grade 7						
All Students	Exceeds count	Exceeds %	Meets count	Meets %	Partially Meets count	Partially Meets %	Does not meet count	Does not Meet %
60	1	1.7%	13	21.7%	24	40.0%	22	36.7%
Native American Students								
11	0	0%	1	9.1%	5	45.5%	5	45.5%
Native American Students	Statewide Mean Score	740.22				YME Mean Score	737.55	

MCA	Math	Grade 8						
All Students	Exceeds count	Exceeds %	Meets count	Meets %	Partially Meets count	Partially Meets %	Does not meet count	Does not Meet %
44	4	9.1%	11	25.0%	15	34.1%	14	31.8%
Native American Students								
6	0	0%	2	33.3%	2	33.3%	2	33.3%
Native American Students	Statewide Mean Score	839.92				YME Mean Score	841.83	

Middle School

Reading

MCA	Reading	Grade 6						
All Students	Exceeds count	Exceeds %	Meets count	Meets %	Partially Meets count	Partially Meets %	Does not meet count	Does not Meet %
58	11	19%	18	31%	14	24.1%	15	25.9%
Native American Students								
11	1	9.1%	1	9.1%	4	36.4%	5	45.5%
Native American Students	Statewide Mean Score	643.19				YME Mean Score	637.91	

MCA	Reading	Grade 7						
All Students	Exceeds count	Exceeds %	Meets count	Meets %	Partially Meets count	Partially Meets %	Does not meet count	Does not Meet %
60	3	5.0%	21	35.0%	11	18.3%	25	41.7%
Native American Students								
11	0	0%	3	27.3%	1	9.1%	7	63.6%
Native American Students	Statewide Mean Score	739.5				YME Mean Score	735.55	

Middle school reading continued

MCA	Reading	Grade 8						
All Students	Exceeds count	Exceeds %	Meets count	Meets %	Partially Meets count	Partially Meets %	Does not meet count	Does not Meet %
44	4	9.1%	14	31.8%	9	20.5%	17	38.6%
Native American Students								
6	0	0%	2	33.3%	0	0%	4	66.7%
Native American Students	Statewide Mean Score	840.42				YME Mean Score	838.00	

Elementary Reading

MCA	Reading	Grade 3						
All Students	Exceeds count	Exceeds %	Meets count	Meets %	Partially Meets count	Partially Meets %	Does not meet count	Does not Meet %
53	5	9.4%	20	37.7%	10	18.9%	18	34%
Native American Students								
9	0	0%	2	22.2%	2	22.2%	5	55.6%
Native American Students	Statewide Mean Score	339.18				YME Mean Score	339.4	

Elementary reading continued

MCA	Reading	Grade 4						
All Students	Exceeds count	Exceeds %	Meets count	Meets %	Partially Meets count	Partially Meets %	Does not meet count	Does not Meet %
56	5	8.9%	21	37.5%	10	17.9%	20	35.7%
Native American Students								
14	1	7.1%	4	28.6%	2	14.3%	7	50%
Native American Students	Statewide Mean Score	443.37				YME Mean Score	441.64	

MCA	Reading	Grade 5						
All Students	Exceeds count	Exceeds %	Meets count	Meets %	Partially Meets count	Partially Meets %	Does not meet count	Does not Meet %
60	4	6.7%	28	46.7%	17	28.3%	11	18.3%
Native American Students								
10	1	10%	2	20.0%	5	50.0%	2	20.0%
Native American Students	Statewide Mean Score	545.85				YME Mean Score	546.5	

Elementary

Math

MCA	Math	Grade 5						
All Students	Exceeds count	Exceeds %	Meets count	Meets %	Partially Meets count	Partially Meets %	Does not meet count	Does not Meet %
59	1	1.7%	19	32.2%	21	35.6%	18	30.5%
Native American Students								
9	0	0%	1	11.1%	3	33.3%	5	55.6%
Native American Students	Statewide Mean Score	541.86				YME Mean Score	540.67	



Yellow Medicine East, ISD 2190

ISD 2190 – BOARD OF DIRECTORS' AGENDA ANALYSIS

AGENDA ITEM: 9.1
MEETING DATE: June 19, 2017
SUBJECT: Review and Comment of Mandatory Policies

BOARD ACTION

Required
Information
Scheduled Report X

BACKGROUND/RATIONALE

The board of education has adopted the following Policies: 102 – Equal Educational Opportunity, 214 – Out of State Travel by School Board Members, 401-Equal Employment Opportunity, 402 – Disability Nondiscrimination Policy, 405- Public & Private Personnel Data, 410 – Family & Medical Leave Policy, 412 – Expense Reimbursement, 413 – Harassment & Violence, 417 – Chemical Use & Abuse, 418 – Drug-Free Work Place & Drug Free School, 419 – Tobacco-Free Environment, 427 – Workload Limits for Certain Special Education Teachers (1st Reading tonight), 501 – School Weapons Policy, 502 Search of Student Lockers, Desks, Personal Possessions an Student’s Person, 506 – Student Discipline and Notice of Suspension, 514 – Bully Prohibitions Policy, 515 – Protections and Privacy of Pupil Records, 516 – Student Medication, 520 Student Surveys, 521 – Student Disability Nondiscrimination, 522 – Student Sex Nondiscrimination (Title IX), 524 – Internet Acceptable Use & Safety Policy, 526 – Hazing Prohibition, 531 – The Pledge of Allegiance, 532 – Use of Pease Officers and Crisis Teams to Remove Students with IEP’s from School, Grounds, 533 – Wellness, 534 – Unpaid Meal Charges, 601 – School District Curriculum and Instruction Goals, 603 – Curriculum Development, 612.1 – Development of Parent and Family Engagement Policies for Title I Programs (1st Reading), 616 – School District System Accountability, 709 – Student Transportation Safety Policy, 721 – Uniform Grant Guidance Policy Regarding Federal Revenue Sources (1st Reading) and 806 – Crisis Management Policy

PRESENTER (S)

Rick Clark, Sharon Rupp and Susan Bones

COMMITTEE

Policy

SUPERINTENDENT RECOMMENDATION

None required as this is meets the requirements of annual review.

A number of school board policies are mandatory and are necessary to meet the requirements of state or federal law. State and federal agencies look for the mandatory school board policies during accreditation visits, financial audits, investigations and as contingencies prior to the release of funds. Such policies include (click on the links below to access these policies):

100 Series — School District

- **102 — Equal Educational Opportunity — (Inclusive Education)**

200 Series — School Board

- **214 — Out-of-State Travel by School Board Members**

400 Series — Employees/Personnel

- **401 — Equal Employment Opportunity**
- **402 — Disability Nondiscrimination Policy**
- **406 — Public & Private Personnel Data and Form: Employee Authorization for Release of Information**
- **410 — Family & Medical Leave Policy**
- **412 — Expense Reimbursement**
- **413 — Harassment & Violence and Harassment & Violence Report Form**
- **417 — Chemical Use & Abuse**
- **418 — Drug-Free Workplace/Drug-Free School and Acknowledgement of Drug-Free Workplace/Drug-Free School Policy**
- **419 — Tobacco-Free Environment**
- **427 — Workload Limits for Certain Special Education Teachers**

500 Series — Students

- **501 — School Weapons Policy**
- **502 — Search of Student Lockers, Desks, Personal Possessions, and Student's Person**
- **506 — Student Discipline and Notice of Suspension**
- **514 — Bullying Prohibition Policy**
- **515 — Protection and Privacy of Pupil Records and Public Notice & Juvenile Justice System Request for Information**
- **516 — Student Medication**
- **520 — Student Surveys and Public Notice Form**
- **521 — Student Disability Nondiscrimination**

- 522 — Student Sex Nondiscrimination (Title IX) and Unlawful Sex Discrimination Towards a Student Report Form
 - 524 — Internet Acceptable Use & Safety Policy and Internet Use Agreement — Student Form/Employee Form
 - 526 — Hazing Prohibition
 - 531 — The Pledge of Allegiance
 - 532 — Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds
 - 533 — Wellness
 - 534 — Unpaid Meal Charges
- 600 Series — Education Programs**
- 601 — School District Curriculum and Instruction Goals
 - 603 — Curriculum Development
 - 612-1 — Development of Parent and Family Engagement Policies for Title I Programs
 - 616 — School District System Accountability
- 700 Series — Non-Instructional Operations**
- 709 — Student Transportation Safety Policy and Notification Forms
 - 721 — Uniform Grant Guidance Policy Regarding Federal Revenue Sources
- 800 Series — Buildings and Sites**
- 806 — Crisis Management Policy and F1: Assistance in Drafting a Crisis Management Plan. F-2: Other Resources/Publications. F-3: Emergency Planning and Procedures Guide for Schools.

Charter Schools

In addition, the Minnesota Department of Education requires charter schools to have policies in place addressing the following issues:

- 504 — Student Dress and Appearance
- 609 — Religion
- 801 — Equal Access to School Facilities and Application for Use of Facilities Form — Equal Access Act Meeting

Adopted: _____

MSBA/MASA Model Policy 534
Orig. 2017

Revised: _____

534 UNPAID MEAL CHARGES

[Note: United States Department of Agriculture (USDA) Policy Memorandum SP 46-2016 requires all School Food Authorities (i.e., school districts) operating federal school meal programs to have a written and clearly communicated system to address unpaid meal charges by July 1, 2017. USDA Policy Memorandum SP 23-2017 clarified that school districts could adopt a “policy” or “standard practice.” Although this document is styled as a “policy,” school districts may establish and implement a set of written procedures instead of a policy, provided that the written document explains how the school district will handle situations where students eligible to receive reduced-price or paid meals do not have money in their account or in hand to cover the cost of their meals at the time of service. The policy or standard practice must be implemented throughout the school district.]

[Note: This MSBA/MASA model policy is drafted to be consistent for all grade levels. However, local school districts may vary the meal charge policy for elementary, middle, and high schools.]

[Note: School districts must follow appropriate debt collection practices when attempting to recover unpaid meal charges.]

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district’s nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

[Note: Payment systems and procedures will likely vary from school district to school district. The school district should select one of the following options and delete the remaining options.]

- A. [OPTION 1: *All meal purchases are to be prepaid before meal service begins. [Insert description for how families may add money to students’ accounts (e.g., electronic payment options, pay at the school office, etc.).] A student who does not have sufficient funds will not be allowed to charge meals or a la carte items*

until additional money is deposited in the student's account.]

[OPTION 2: Students have use of a meal account. When the balance reaches zero, a student may charge no more than \$[insert amount] or [insert number of meals] to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. [Insert description for how families may add money to students' accounts (e.g., electronic payment options, pay at the school office, etc.).]]

[OPTION 3: Insert a school district-specific process for payment of meals.]

- B. If the school district receives school lunch aid under Minn. Stat. § 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.
- C. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.
- D. The school district may provide an alternate meal that meets federal and state requirements to a student who does not have sufficient funds in the student's account or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to alternate meals. The cost of the alternative meal (*\$[insert amount]*) will be charged to the student's account or otherwise charged to the student.
- E. When a student has a negative account balance, the student will not be allowed to charge a snack item.
- F. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Families will be notified of an outstanding negative balance once the negative balance reaches *\$[insert amount]* or *[insert number of meals]*. Families will be notified by *[insert the method used to notify families (e.g., automated calling system, email, letters sent home)]*.
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program.

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances of more than \$*[insert amount]*, not paid prior to *[enter time period (e.g., end of the month, end of the semester, end of the school year)]*, will be turned over to the superintendent or superintendent's designee for collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
 - 1. all households at or before the start of each school year;
 - 2. students and families who transfer into the school district, at the time of enrollment; and
 - 3. all school district personnel who are responsible for enforcing this policy.
- B. The school district may post the policy on the school district's website, in addition to providing the required written notification described above.

Legal References: Minn. Stat. § 124D.111, Subd. 4
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
USDA Policy Memorandum SP 23-2017, Unpaid Meal

Advantage Collection Professionals, Inc.

Accounts | Contacts | Financials | Miscellaneous | Search |

Signed in: 3705



Active | Closed | Status | Judgement |

(Active)

Listed: Today and Past

Acct #	Listed	Original	Balance	Status
	07/22/14	\$258.95	\$258.95	FWR
	07/22/14	\$367.50	\$367.50	FWE
	07/22/14	\$843.40	\$843.40	FWR
	07/21/14	\$94.85	\$94.85	FWR
	07/22/14	\$193.75	\$193.75	FWR
	06/26/13	\$54.50	\$54.50	FWR
	07/21/14	\$52.80	\$52.80	FWR
	06/26/13	\$70.15	\$70.15	FWR
	07/21/14	\$101.20	\$101.20	FWR
	07/21/14	\$748.75	\$748.75	FWE
	07/21/14	\$73.50	\$73.50	FWR
	06/18/15	\$51.70	\$51.70	FWR
	06/18/15	\$279.65	\$279.65	FWR
	06/18/15	\$316.55	\$316.55	FWR
	07/21/14	\$724.40	\$724.40	FWR
	07/21/14	\$150.90	\$150.90	FWR
	06/18/15	\$165.90	\$165.90	FWR
	06/18/15	\$72.85	\$72.85	FWR
	07/21/14	\$365.40	\$365.40	FWR
	07/21/14	\$151.25	\$151.25	FWR
	06/18/15	\$153.30	\$153.30	FWR

21 Accounts Totaling: \$5,291.25 \$5,291.25

Refreshed: June 1, 2017 10:14:07

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Yellow Medicine East, ISD 2190

ISD 2190 – BOARD OF DIRECTORS' AGENDA ANALYSIS

AGENDA ITEM: 10.1
MEETING DATE: June 19, 2017
SUBJECT: Building Bridges Overnight Trip to Minneapolis – July 2017

BOARD ACTION

Required x
Information
Scheduled Report

BACKGROUND/RATIONALE

The trip details are provided in the submission by Mr. Al Rezel, Coordinator. The standard procedure is to present the details to the board of education for their approval which provides sponsorship and applies schools rules and other support mechanism

PRESENTER (S)

Mr. Al Rezel, Coordinator or Mr. Ryan Luft

COMMITTEE

None

SUPERINTENDENT RECOMMENDATION

Support is recommended

YME FIELD TRIP OVERVIEW & ITINERARY

Date: May 9th, 2017

To: Yellow Medicine East School Board

From: Al Reszel - Site Coordinator - 21st Century Learning Centers
Community Grant

Re: Approval - Overnight Trip - Students who met the
qualified/participating attendance in Building Bridges Program in School
Year 2016-2017.

For (class/group): Building Bridges - 21st CCLC Grant

Date of Trip: July 12 & 13, 2017 **# of Students Attending:** Approx 10
students, 6 girls, 4 boys.

Trip Coordinator: Al Reszel

Chaperones: Al Reszel, Andy Holt, Terry Reszel, Kristy Rasmussen

Cell phone/contact person in case of emergency: Al Reszel
612-385-1556 Cell

**YME Field Trip Overnight Policy form prepared for student/parent
signature:** Form will be signed by all participant Parents.

**Summary of trip intent & how it ties into your program: Program
goals** - Academic Improvement, Community Involvement and Life Skills
development.

Our trip will involve activities, discussions and presentations to expose
the students to all areas of our program goals.

Sites to see: MN Sea Life Aquarium - Personalized Tour / Academic
Program

Imax Theatre - Sea Life & Personalized Tour

Trip Itinerary:

Tuesday: July 12th

Travel to Minneapolis/Elk River

Sea Life Aquarium Tour & Program
Wednesday:
IMax Adventure
Travel to Granite Falls/YME

YELLOW MEDICINE EAST – ISD 2190

Serving the communities of Clarkfield, Echo, Granite Falls, Hanley Falls, Hazel Run & Upper Sioux

Dr. Rick Clark, Superintendent

450 9th Avenue - Granite Falls, MN 56241

Phone: 320-564-4081 - Fax: 320-564-4781



2017-2018 **School Board Meeting Dates**

July 10, 2017
August 14, 2017
September 11, 2017
October 9, 2017
November 13, 2017
December 11, 2017 – Truth in Taxation Hearing at 6:00 pm – Regular Meeting to Follow
January 8, 2018
February 12, 2018
March 12, 2018
April 9, 2018
May 14, 2018
June 11, 2018

The second Monday of the month will be designated for Board meetings.
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.

Meeting time and location are subject to change at the discretion of the Board.

Committee Meeting Dates

Buildings & Grounds Committee – August 1, 2017; December 5, 2017; March 6, 2018; June 5, 2018

Policy Committee – October 10, 2017; December 12, 2017; March 13, 2018; May 8, 2018

Finance Committee – September 19, 2017; November 21, 2017; January 16, 2018; March 20, 2018

Committee Membership

Negotiation Committee – Dawn Odegard, Sharon Rupp, Sonja Pederson
Finance Committee – Steve Rupp, Dawn Odegard, Jeremy Corner, LeeAnn Boushek
Policy Committee – Sharon Rupp, Susan Bones
Buildings & Grounds Committee: Steve Rupp, Jeremy Corner, Francis Staab
MVCC Board – Dawn Odegard, Sharon Rupp, Amanda Lecy
MRVED Board – Susan Bones
MSHSL Representative – Steve Rupp
MSBA Liaison – Sharon Rupp

YME MIDDLE/HIGH SCHOOL
Ryan Luft, Principal
450 9th Avenue
Granite Falls, MN 56241
Phone: 320-564-4083
Fax: 320-564-4782

BERT RANEY ELEMENTARY
Lisa Hansen, Principal
555 7th Avenue
Granite Falls, MN 56241
Phone: 320-564-4082
Fax: 320-564-4427

ACTIVITIES & COMMUNITY EDUCATION
Tim Knapper, Director
450 9th Avenue
Granite Falls, MN 56241
Phone: 320-564-4084
Fax: 320-564-4781

MVCC - SPECIAL EDUCATION
Cindy Loe, Director
450 9th Avenue
Granite Falls, MN 56241
Phone: 320-564-4084
Fax: 320-564-4781

Yellow Medicine East District 2016-17 Revised Budgets

Fund	Description	Preliminary Budgets 2016-17 (June 2016)				Revised Budgets 2016-17 (June 2017)				
	Appropriation	Actual Fund Balance 6-30-16	FY 17 Projected Revenues	FY 17 Projected Expenditures	Projected Fund Balance 6-30-2017	FY 17 Projected Revenues (Revised June 2017)	FY 17 Projected Expenditures (Revised June 2017)	FY17 Difference (Rev minus Exp)	Projected Fund Balance 6-30-2017 (Revised)	Fund Balance Difference
	Health & Safety	3,867	-2,304	0	1,563	-2,304	0	-2,304	1,563	0
	Deferred Maint/LTFM	0	170,814	250,941	-80,127	170,814	218,741	-47,927	-47,927	32,200
	Safe Schools	3,206	31,296	31,300	3,202	31,296	31,300	-4	3,202	0
	Capital	258,108	202,538	242,775	217,871	362,038	411,886	-49,848	208,260	-9,611
	Severance/Health (Assigned)	35,776			35,776			0	35,776	0
	Staff Development	8,607			8,607				8,607	0
	Basic Skills	49,072			49,072			0	49,072	0
**	Unresrvd/Assigned/Nonspendable	2,243,697	9,307,047	9,155,287	2,395,457	9,408,198	9,134,648	273,550	2,517,247	121,790
01 General	Total	2,602,333	9,709,391	9,680,303	2,631,421	9,970,042	9,796,575	173,467	2,775,800	144,379
										0
157	Food Svc. Assigned	103	400,400	413,830	-13,327	394,400	429,715	-35,315	-35,212	-21,885
	Transfer in from Gen. Fund for Deficit	0	13,430	0	13,430	35,212	0	35,212	35,212	21,782
	Inventory (Non-Spendable)	10,571			10,571			0	10,571	0
02 Food Service	Total	10,674	413,830	413,830	10,674	429,612	429,715	-103	10,571	-103
	ECFE/Learn. Readiness	41,955	165,151	161,315	45,791	158,486	156,304	2,182	44,137	-1,654
	Pool	(64,739)	47,536	48,750	-65,953	47,536	48,750	-1,214	-65,953	0
	Comm Ed Gen./Sr. Citizen	142,153	223,143	226,542	138,754	282,619	283,812	-1,193	140,960	2,206
04 Comm. Ed.	Total	119,369	435,830	436,607	118,592	488,641	488,866	-225	119,144	552
07 Debt Svc	Total	61,280	1,264,594	1,225,730	100,144	1,271,174	1,225,730	45,444	106,724	6,580
										0
25 OPEB	Total	696,997	76,500	242,417	531,080	85,500	239,017	-153,517	543,480	12,400
47 Dt Svc (OPEB)	Total	41,847	188,741	192,620	37,968	188,741	192,620	-3,879	37,968	0
Grand Total		3,532,500	12,088,886	12,191,507	3,429,879	12,433,710	12,372,523	61,187	3,593,687	163,808

** General Fund expenditures include transfer to Food Service (revenues) for FY17 projected deficit (\$35,212).

Yellow Medicine East District 2017-18 Preliminary Budgets

Fund	Description	Revised Budgets 2016-17 (June 2017)				Preliminary Budgets 2017-18			
	Appropriation	Actual Fund Balance 6-30-16	FY 17 Projected Revenues (Revised June 2017)	FY 17 Projected Expenditures (Revised June 2017)	Projected Fund Balance 6-30-2017	FY 18 Projected Revenues	FY 18 Projected Expenditures	FY18 Difference (Rev minus Exp)	Projected Fund Balance 6-30-2018
	<i>Health & Safety</i>	3,867	-2,304	0	1,563	-26,012	0	-26,012	-24,449
	<i>Deferred Maint/LTFM</i>	0	170,814	218,741	-47,927	240,695	287,741	-47,046	-94,973
	Safe Schools	3,206	31,296	31,300	3,202	31,794	31,000	794	3,996
	Capital	258,108	362,038	411,886	208,260	171,927	264,720	-92,793	115,467
	Severance/Health (Assign)	35,776			35,776			0	35,776
	Staff Development	8,607			8,607				8,607
	Basic Skills	49,072			49,072			0	49,072
**	Unresrvd/Assigned/Nonspend	2,243,697	9,408,198	9,134,648	2,517,247	9,155,846	9,264,239	-375,130	2,142,117
	Capital paid from Unreserved						266,737		
01 General	Total	2,602,333	9,970,042	9,796,575	2,775,800	9,574,250	10,114,437	-540,187	2,235,613
158	Food Svc. Assigned	103	394,400	429,715	-35,212	415,600	448,378	-32,778	-67,990
	Transfer in from Gen. Fund for Deficit	0	35,212	0	35,212	32,778	0	32,778	67,990
	Inventory (Non-Spendable)	10,571			10,571			0	10,571
02 Food Service	Total	10,674	429,612	429,715	10,571	448,378	448,378	0	10,571
	ECFE/Learn. Readiness	41,955	158,486	156,304	44,137	163,940	139,430	24,510	68,647
	Pool	(64,739)	47,536	48,750	-65,953	64,245	50,850	13,395	-52,558
	Comm Ed Gen.	142,153	282,619	283,812	140,960	239,719	240,730	-1,011	139,949
04 Comm. Ed.	Total	119,369	488,641	488,866	119,144	467,904	431,010	36,894	156,038
07 Debt Svc	Total	61,280	1,271,174	1,225,730	106,724	1,247,011	1,191,813	55,198	161,922
25 OPEB	Total	696,997	85,500	239,017	543,480	81,500	225,729	-144,229	399,251
47 Dt Svc (OPEB)	Total	41,847	188,741	192,620	37,968	201,774	192,308	9,466	47,434
Grand Total		3,532,500	12,433,710	12,372,523	3,593,687	12,020,817	12,603,675	-582,858	3,010,829

** General Fund expenditures include transfer to Food Service (revenues) for FY18 projected deficit (\$32,778).