

Yellow Medicine East ISD 2190 School Board Meeting Agenda



Monday, June 11, 2018 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. Pledge of Allegiance
3. Roll Call of Board Members
4. Approval of Agenda
5. Reading of the YME Mission Statement
6. Public Address to the Board of Education
7. Consent Agenda - Action
 1. Regular Business
 1. Approval of Regular Meeting Minutes - May 14, 2018 5
 2. Approval of Special Meeting Minutes - June 4, 2018 7
 3. Approval of Payment for Claims 8
 4. Approval of Finance Report 26
 5. Approval of Enrollment Report 27
 6. Annual Review of Mandated Policies
 1. 100 Series - School District
 1. 102-Equal Educational Opportunity
 2. 200 Series - School Board
 1. 214-Out-of-State Travel by School Board Members
 3. 400 Series - Personnel
 1. 401-Equal Employment Opportunity
 2. 402-Disability Nondiscrimination Policy
 3. 406-Public & Private Personnel Data
 4. 410-Family & Medical Leave

5. 412-Expense Reimbursement
6. 413-Harassment & Violence
7. 417-Chemical Use & Abuse
8. 418-Drug-Free Workplace
9. 419-Tobacco-Free Environment
10. 427-Workload Limits for Certain Special Education Teachers
4. 500 Series - Students
 1. 501-School Weapons Policy
 2. 502-Search of Student Lockers, Desks, Personal Possessions and Student's Person
 3. 506-Student Discipline and Notice of Suspension
 4. 514-Bullying Prohibition Policy
 5. 515-Protection and Privacy Pupil Records
 6. 516-Student Medication
 7. 520-Student Surveys
 8. 521-Student Disability Nondiscrimination,522-Student Sex Nondiscrimination (Title IX)
 9. 524-Internet Acceptable Use & Safety Policy
 10. 526-Hazing Prohibition
 11. 531-Pledge of Allegiance
 12. 532-Use of Peace Officer and Crisis Teams to Remove Students with IEPs from School Grounds
 13. 533-Wellness
 14. 534-Unpaid Meal Charges
5. 600 Series - Education Program
 1. 601-School District Curriculum and Instruction Goals
 2. 603-Curriculum Development
 3. 612-1-Development of Parent and Family Engagement Policies for Title I Programs
 4. 616 School District System Accountability
 5. 620-Credit for Learning
6. 700 Series - Non-Instructional Operations
 1. 709-Student Transportation Safety Policy
 2. 721-Uniform Grant Guidance Policy Regarding Federal Revenue Sources
7. 800 Series - Buildings & Sites

1. 806-Crisis Management Policy	
8. 900 Series - School District - Community Relations	
1. 903-Visitors to School District Buildings and Sites	
7. First Reading - Policy 503 - Student Attendance	28
8. Approval of Membership in the Minnesota State High School League for 2018-2019	37
9. District Office & Custodial/Maintenance Staff Summer Hours	41
10. Approval of Insurance Rates for 2018-2019	42
11. Approval of Membership in Minnesota Rural Education Association for 2018-2019	43
2. Personnel Items	
1. Employment - Industrial Technology Teacher - Thomas Walsh	
2. Employment - MS/HS Physical Education Teacher - Austin Rambow	
3. Employment - 1-Year Assistant Volleyball Coach - Megan Larson	
4. Employment - Head Football Coach - Dave Schueler	
5. Resignation - Junior High Football Coach - Barry Weidauer	
6. Resignation - C-Squad Boys Basketball Coach - Barry Weidauer	44
7. Resignation - Co-Student Council Advisor - Andrew Baumgartner	45
8. Resignation - Head Track Coach - Scott Jans	46
8. Reports	
1. Bert Raney Elementary Report - Lisa Hansen, Principal	47
2. YME MS/HS Report - Ryan Luft, Principal	48
3. District Q-Comp Committee Report	
9. Written Reports Submitted	
1. Policy Committee Meeting Notes - May 22, 2018	56
2. Combination Buildings/Grounds and Finance Committee Meeting - May 29, 2018	58
10. Old Business	
1. Approval of Participation in Career Technical Education for School Year 2018-2019 and Thereafter	59
2. Approval of Big Stone Athletic Training at YME (6:30 pm)	64
3. Fiscal Year 2018 Budget Revisions	65
11. New Business	
1. Approval of Preliminary Budget for 2018-2019 (Fiscal Year 2019)	69
2. Determine if the Board will Continue Free Breakfast for ECFE-3rd Grade	70
3. Direct Administration to Seek Quotations on Milk/Milk Products and	71

Bread/Bread Products for the 2018-2019 School Year	
4. Determine Prices for Student Fees, Activities, Meals and Milk	72
5. Discussion - MS/HS Student Handbook 2018-2019	74
6. Discussion - BRE Student Handbook 2018-2019	102
7. First Reading - Lead in Water Testing Policy - Effective July 1, 2018	116
12. Correspondence	
1. Memo - Dues Payments - May 31, 2018	117
13. Upcoming Events	
1. Special Board Meeting - Superintendent Interviews - June 13, 2018 - YME Board Room - 4:30 pm	
2. Special Board Meeting - Superintendent Interviews - June 14, 2018 - YME Board Room - 4:30 pm	
3. Special Board Meeting - Second Round Superintendent Interviews - June 18, 2018 - YME Board Room - 4:30 pm	
4. Special Board Meeting - Second Round Superintendent Interviews - June 19, 2018 - YME Board Room - 4:30 pm	
5. Special Board Meeting - Superintendent Contract Approval - June 25, 2018 - YME Board Room - 4:30 pm	
6. Board Meeting - July 9, 2018 - YME Board Room - 6:00 pm	
14. Adjourn the Meeting	

**YELLOW MEDICINE EAST ISD #2190
SPECIAL SCHOOL BOARD MEETING MINUTES
MONDAY, MAY 14, 2018 – 5:00 PM
YME BOARD ROOM**

Sharon Rupp called the meeting to order.

The Pledge of Allegiance was recited.

Roll Call of Board Members Present: Susan Bones, Jeremy Corner, Amanda Lecy, Sonja Pederson, Sharon Rupp, Steve Rupp

Members Absent: Dawn Odegard, excused.

Staff/Public Present: Taylor Bakkelund, Deb Beckler, LeeAnn Boushek, Julie Butterbrodt, Leanne Carmany, Lisa Hansen, Jeff Iverson, Hannah Jessen, Alyssa Johnson, Tim Knapper, Nicolle Kotek, Jeremy LeBlanc, Sara LeBlanc, Meredith Lieser, Ryan Luft, Dustin McCaleb, Rhoda McCaleb, Jiana Robertsdaahl, Joanelle Sannerud, Melissa Schulte, Alex Sina, Denise Streich, Cassie Suter, Eric VanSickle

Motion by Susan Bones, second by Sonja Pederson, and carried to approve the agenda for the meeting.

Jeremy Corner read the YME Mission Statement.

The opportunity to address the Board received no response.

Motion by Susan Bones, second by Jeremy Corner, and carried, to approve the consent agenda items as follows:

- approval of the April 30, 2018 special meeting minutes.
- payment of bills in the amount of \$401,041.31 with checks numbered 20554-20683; and wire transfers in the amount of \$242,063.37 numbered 201700126-201700135.
- finance report, as submitted.
- enrollment report, as submitted.
- Statement of Compliance – Carl D. Perkins Career and Technical Education Statement of Assurances and Certifications.
- direct the administration to develop a request for proposals (RFP) for copiers/printers and seek bids as the current contract is set to expire.
- declare the listed technology items as surplus property and discard.
- Memorandum of Agreement with Minnesota State University Morehead for a student training experience/internship.
- resignation/retirement – Industrial Technology Instructor – Barry Weidauer.
- resignation/retirement – Elementary Instructor – Steve Koetter.
- resignation/retirement – Elementary Instructor – Pete Scheffler.
- resignation/retirement – MS/HS Physical Education – Mike Gaffaney.
- resignation/retirement – Food Service – Vicki Marthaler.
- leave of absence request – MS/HS English Instructor – Kim Hoefler.
- employment – Head Wrestling Coach – Justin Tongen.
- resignation – Head Girls Basketball Coach – Randy Haakenson.
- resignation – Food Service Director – Marlys Lacroix.
- temporary employment – Elementary Special Education Paraprofessional – Deb Posch.
- temporary employment – Elementary Special Education Paraprofessional – Tiffani Juarez.

Jeff Iverson and Taylor Bakkelund reported on the recent band and choir trip to Florida. The trip was a success and was enjoyed by the students and chaperones.

Written reports submitted: MVCC meeting minutes from April 9, 2018 & April 30, 2018.

Motion by Sonja Pederson, second by Steve Rupp and carried to allow teachers to log 6 hours of work time on a flexible schedule between Memorial Day & June 4 to make up for the school day lost due to a snow day cancellation.

Motion by Susan Bones, second by Jeremy Corner and carried to approve the second reading and adoption of Policy 534 – Unpaid Meal Charges.

Motion by Susan Bones, second by Amanda Lecy, and carried, to approve the second reading and adoption of Policy 721 – Uniform Grant Policy Regarding Federal Revenue Sources.

Motion by Jeremy Corner, second by Sonja Pederson, and carried, to approve the YME superintendent application brochure language, as presented.

Motion by Amanda Lecy, second by Susan Bones, and carried, to approve the contract to provide payroll and accounting services to the Minnesota Valley Cooperative Center for the 2018-2019 school year.

Motion by Susan Bones, second by Sonja Pederson, and carried, with Steve Rupp abstaining, to approve the contract to purchase special education services from the Minnesota Valley Cooperative Center for the 2018-2019 school year.

Motion by Jeremy Corner, second by Susan Bones, and carried, with Amanda Lecy and Steve Rupp opposed, to approve the YME Administrators Association agreement for 2017-2018 and 2018-2019 school years.

Motion by Steve Rupp, second by Susan Bones, and carried, to approve the following dates for special board meetings:

- June 4, 2018 at 5:30 pm to determine superintendent candidates.
- June 13 & 14, 2018 at 4:30 pm to conduct superintendent interviews.
- June 18, 2018 at 4:30 pm to conduct second round superintendent interviews and finalist selection.
- June 25, 2018 at 4:30 pm to approve an employment contract for the new superintendent.

Motion by Susan Bones, second by Amanda Lecy, and carried, to approve the resolution calling for the election of three (3) school board members and setting date/time in conjunction with the General Election on Tuesday, November 6, 2018.

Discussion was had regarding athletic trainer services offered at no charge through Avera, Granite Falls Health, and Big Stone Therapies. Tim Knapper fielded questions from the Board. The proposal will be acted upon in June.

Correspondence items included: Summer Food Service Schedule (which will only be offered if a qualified food service director is employed), letter received from Education Minnesota regarding fair-share fee collection, letter received from Prairie Five Senior Nutrition regarding the senior center meal site.

Upcoming Events:

Early Dismissal – Staff Development – May 16, 2018 – 2:30 pm
Policy Committee Meeting – May 22, 2018 – YME Board Room – 6:00 pm
No School – Memorial Day – May 28, 2018
Last Day of the 2017-2018 School Year – June 1, 2018 – 2-Hour Early Dismissal
Commencement Exercises – Class of 2018 – Esepland Gymnasium – June 1, 2018 – 7:00 pm
Special Board Meeting – June 4, 2018 – YME Board Room – 5:30 pm – Determine Superintendent Candidates
Special Board Meeting – June 13, 2018 – YME Board Room – 4:30 pm – Superintendent Interviews
Special Board Meeting – June 14, 2018 – YME Board Room – 4:30 pm – Superintendent Interviews
Board Meeting – June 11, 2018 – YME Board Room – 6:00 pm
Special Board Meeting – June 25, 2018 – 4:30 pm – Superintendent Contract Approval

The meeting was adjourned by Sharon Rupp.

**YELLOW MEDICINE EAST ISD #2190
SPECIAL SCHOOL BOARD MEETING MINUTES
MONDAY, JUNE 4, 2018 – 5:30 PM
YME BOARD ROOM**

Chair Dawn Odegard called the meeting to order.

The Pledge of Allegiance was recited.

Roll Call of Board Members Present: Susan Bones, Jeremy Corner, Amanda Lecy, Dawn Odegard, Sonja Pederson, Sharon Rupp

Members Absent: Steve Rupp

Staff/Public Present: LeeAnn Boushek, Liz DeBlieck, Lisa Hansen, Sandy Gundlach, Nicolle Kotek, Jenna Luepke, Ryan Luft, Jiana Robertsdahl, Joshua. Robertsdahl, Cassie Suter, Robin West

Motion by Susan Bones, second by Sharon Rupp and carried to approve the agenda for the meeting.

Jeremy Corner read the YME Mission Statement.

The opportunity to address the Board received no response.

Sandy Gundlach, MSBA Director of Board Services, reviewed the superintendent search process and shared that 12 candidates applied for the position at Yellow Medicine East. She reviewed the hiring criteria used and that the process is dictated by statute.

After discussion, the Board chose to interview the following candidates:

- Bradley Johnson, Elementary Principal, Benson School District, Benson, MN
- Kristopher Lynk, Elementary Principal, Sartell-St. Stephen Public Schools, Sartell, MN
- Michael Pagel, Elementary Principal, Fulda Public Schools, Fulda, MN
- Richard Schneider, High School Principal, Blue Earth Area Schools, Blue Earth, MN

Motion by Sharon Rupp, second by Susan Bones, and carried to provide notice to MSEA employees of the possibility of entering into an agreement with a food service contractor, in the event we cannot fill the Food Service Director position.

Upcoming Events:

- Board Meeting - June 11, 2018 - YME Board Room - 6:00 pm
- Special Board Meeting - Superintendent Interviews - June 13, 2018 - YME Board Room - 4:30 pm
- Special Board Meeting - Superintendent Interviews - June 14, 2018 - YME Board Room - 4:30 pm
- Special Board Meeting - Second Round Superintendent Interviews - June 18, 2018 - YME Board Room - 4:30 pm
- Special Board Meeting - Second Round Superintendent Interviews – If Necessary - June 19, 2018 - YME Board Room - 4:30 pm
- Special Board Meeting - Superintendent Contract Approval - June 25, 2018 - YME Board Room - 4:30 pm
- Board Meeting - July 9, 2018 - YME Board Room - 6:00 pm

The meeting was adjourned by Chair Odegard.

CHECK NUMBER	VENDOR	CHECK DATE	AMOUNT
20684	AMERICAN FAMILY LIFE ASSURANCE	05/24/2018	635.13
20685	AMERITAS LIFE INSURANCE CORP.	05/24/2018	542.09
20686	DELTA DENTAL	05/24/2018	5,993.30
20687	HIRE IMAGE LLC	05/24/2018	26.00
20688	MADISON NATIONAL LIFE	05/24/2018	1,957.90
20689	MSEA	05/24/2018	1,309.38
20690	154200 NCPERS MN	05/24/2018	64.00
20691	SCHULTE, TREVOR	05/24/2018	400.00
20692	SELECT ACCOUNT	05/24/2018	11,499.85
20693	EDUCATION MINNESOTA YME	05/24/2018	3,243.96
20694	MN TEACHERS RETIREMENT ASSOC.	05/30/2018	10,059.44
20695	STATE OF MINNESOTA	06/07/2018	3,421.50
20696	A&B BUSINESS SOLUTIONS	06/11/2018	2,339.85
20697	ADVOCATE TRIBUNE	06/11/2018	1,174.50
20698	ADVOCATE TRIBUNE	06/11/2018	469.20
20699	ALMICH'S MARKET	06/11/2018	1,409.56
20700	AMERICAN WELDING AND GAS, INC.	06/11/2018	47.97
20701	BAUMGARTNER, ANDREW	06/11/2018	95.50
20707	BENNETT & BENNETT INC.	06/11/2018	37,315.97
20708	BENSON LAUNDRY	06/11/2018	55.94
20709	BIO CORPORATION	06/11/2018	35.00
20710	BORCH'S INC.	06/11/2018	2,018.00
20711	CASTIGLIONE, KRISTEN	06/11/2018	9.73
20712	CDW GOVERNMENT, INC.	06/11/2018	465.43
20713	CENEX CREDIT CARD	06/11/2018	688.89
20714	CHASE, DAWN	06/11/2018	100.00
20718	CITIZENS ALLIANCE BANK	06/11/2018	1,290.29
20720	CITY OF GRANITE FALLS	06/11/2018	16,984.82
20721	CITY OF GRANITE FALLS	06/11/2018	3,861.10
20722	CLARK, FREDERICK	06/11/2018	120.00
20723	CONSUMERS COOPERATIVE OIL CO.	06/11/2018	74.74
20724	COUNTRYSIDE PUBLIC HEALTH	06/11/2018	105.00
20725	DEAN FOODS NORTH CENTRAL, INC.	06/11/2018	2,438.48
20726	DOUBLETREE BY HILTON	06/11/2018	1,239.22
20727	ECOLAB	06/11/2018	175.73
20728	FARMERS UNION OIL CO.	06/11/2018	132.28
20729	FORD JAMES	06/11/2018	50.00
20730	FRANK, GREG	06/11/2018	161.50
20731	GAFFANEY MIKE	06/11/2018	75.02
20732	GRAND AFFAIR	06/11/2018	648.00
20733	GRANITE FALLS AUTO PARTS	06/11/2018	55.35
20734	GRANITE FLORAL & GREENHOUSE	06/11/2018	330.00
20735	GREAT PLAINS NATURAL GAS CO	06/11/2018	1,568.69
20736	H & H CONST. INC	06/11/2018	1,682.19
20737	HANSEN, LISA	06/11/2018	120.00
20738	HDL	06/11/2018	79.52
20739	HENDERSON, ROBIN	06/11/2018	17.55
20740	HILLYARD/HUTCHINSON	06/11/2018	565.65
20741	HOEFER, KIMBERLY	06/11/2018	59.00
20742	HOERNEMANN, AMY	06/11/2018	54.73
20743	INNOVATIVE OFFICE SOLUTIONS LLC	06/11/2018	249.60
20744	INSTRUMENTALIST AWARDS	06/11/2018	302.00
20745	ISCORP	06/11/2018	195.50
20746	IVERSON, JEFFREY	06/11/2018	203.00
20747	JANS, SCOTT	06/11/2018	63.50
20748	JENSVOLD, KEVIN	06/11/2018	100.00

CHECK NUMBER	VENDOR	CHECK DATE	AMOUNT
20749	JIM'S CLOTHING & SPORTING GOOD	06/11/2018	1,276.00
20750	JMC COMPUTER SERVICE INC	06/11/2018	125.00
20751	JOHNSON, ALYSSA	06/11/2018	33.38
20752	KAPLAN SCHOOL SUPPLY CORP	06/11/2018	68.88
20754	KILOWATT COMMUNITY CENTER	06/11/2018	2,293.00
20755	KNAPPER, TIMOTHY	06/11/2018	705.83
20756	KOEPKE, SHEILA	06/11/2018	92.46
20757	KORTHUIS JEWELRY	06/11/2018	170.60
20758	LAKESHORE LEARNING MATERIALS	06/11/2018	404.47
20759	LALIM, JEFF	06/11/2018	63.50
20760	LITTLE CROW TELEMEDIA NETWORK	06/11/2018	835.09
20761	LUFT, RYAN	06/11/2018	815.00
20762	MACKIN ED RESOURCES	06/11/2018	797.28
20763	MACKIN ED RESOURCES	06/11/2018	240.51
20764	MACKIN ED RESOURCES	06/11/2018	172.64
20765	MARC	06/11/2018	381.06
20766	MAXWELL MEDALS & AWARDS	06/11/2018	71.45
20767	MILLENIUM THEATRE	06/11/2018	1,265.00
20768	MN DEPARTMENT OF LABOR & IND.	06/11/2018	300.00
20769	MN DEPT. OF HEALTH	06/11/2018	40.00
20770	MINNESOTA ELEVATOR TOTAL ELEVATOR SOLUTIONS	06/11/2018	366.13
20771	MN RIVER VALLEY EDUCATION DIST	06/11/2018	13,901.43
20772	MINNESOTA SCHOOL BOARD ASSOC.	06/11/2018	3,850.00
20773	MUSIC STREET	06/11/2018	37.00
20774	MUSSER ENVIRONMENTAL INC.	06/11/2018	2,821.75
20775	MVCC	06/11/2018	40,000.00
20776	MVCC	06/11/2018	114,983.33
20777	OLSON SANITATION INC.	06/11/2018	877.50
20778	PAAPE ENERGY INC.	06/11/2018	95.00
20779	PAN-O-GOLD BAKING CO.	06/11/2018	482.49
20780	PRAIRIE FIRE THEATRE	06/11/2018	400.00
20781	REINHART INST FOODS	06/11/2018	17,954.98
20782	REINHART INST FOODS	06/11/2018	4,254.00
20783	RESZEL, AL	06/11/2018	55.61
20784	RTS	06/11/2018	133.18
20785	RUPP, ANDERSON, SQUIRES & WALDSPURGER, P.A.	06/11/2018	1,282.50
20786	SAWMILL	06/11/2018	6,010.93
20787	SCHOLASTIC BOOK CLUBS INC.	06/11/2018	254.00
20788	SCHULTE, TREVOR	06/11/2018	73.16
20789	SCHWEGGMANS CLEANERS	06/11/2018	1,125.00
20790	KERRI SHACKELFORD	06/11/2018	14.35
20791	SKYWARD INC.	06/11/2018	12,598.00
20792	STAAB, FRANCIS	06/11/2018	120.00
20793	SW/WC SERVICE COOP - MARSHALL	06/11/2018	7,420.95
20794	TANNER, ROXANNE	06/11/2018	12.91
20795	TECHNOLOGY & INNOVATION IN EDUCATION	06/11/2018	400.00
20796	THE VILLAGE INC	06/11/2018	184.00
20798	TRUE VALUE-GF/MONTE	06/11/2018	571.42
20799	WEIDAUER, BARRY	06/11/2018	67.67
20800	XCEL ENERGY	06/11/2018	20.49
20801	YME SCHOOL ACTIVITY ACCOUNT	06/11/2018	449.43
20809	YME SCHOOLS-ADM	06/11/2018	7,038.26
20810	YME BOARD ACCOUNT	06/11/2018	537.57
20812	YME-FOOD SERVICE	06/11/2018	1,552.59
201700088	SW/WC SVC. COOP - HEALTH INS.	12/22/2017	116.15
201700100	SW/WC SVC. COOP - HEALTH INS.	01/22/2018	116.15

CHECK		CHECK	
NUMBER	VENDOR	DATE	AMOUNT
201700110	SW/WC SVC. COOP - HEALTH INS.	02/22/2018	116.15
201700120	SW/WC SVC. COOP - HEALTH INS.	03/22/2018	116.15
201700130	SW/WC SVC. COOP - HEALTH INS.	04/20/2018	116.15
201700136	FEDERAL TAX WITHHOLDING	05/22/2018	120,193.58
201700137	MN TEACHERS RETIREMENT ASSOC.	05/22/2018	53,145.58
201700138	PUBLIC EMPLOYEES RETIREMENT	05/22/2018	20,450.91
201700139	STATE TAX WITHHOLDING	05/22/2018	20,563.70
201700140	SW/WC SVC. COOP - HEALTH INS.	05/22/2018	41,715.49
201700141	MN REVENUE	05/22/2018	124.26
201700142	VOYA INSTITUTIONAL TRUST	05/22/2018	15,949.74
201700143	SW/WC SVC. COOP - HEALTH INS.	05/22/2018	5,374.00
201700144	SW/WC SVC. COOP - HEALTH INS.	05/22/2018	15,617.66
201700145	SW/WC SVC. COOP - HEALTH INS.	05/22/2018	512.00
201700146	MN TEACHERS RETIREMENT ASSOC.	05/24/2018	20,168.68
	MN TEACHERS RETIREMENT ASSOC.	05/30/2018	-20,168.68
201700147	SW/WC SVC. COOP - HEALTH INS.	05/24/2018	-3,303.90
201700148	SW/WC SVC. COOP - HEALTH INS.	05/24/2018	4,500.00
201700149	VOYA INSTITUTIONAL TRUST	05/24/2018	300.00
201700150	MN TEACHERS RETIREMENT ASSOC.	05/30/2018	10,109.24
	Totals for BNK02		674,310.34
	Totals for checks		674,310.34

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	310,784.86	5,829.59	304,257.41	620,871.86
02	FOOD SERVICE	8,591.87	548.65	21,161.93	30,302.45
04	COMMUNITY SERVICE	12,658.54	40.00	2,578.17	15,276.71
09	TRUST FUND	26.60	0.00	0.00	26.60
25	REVOCABLE TRUST (FY10)	0.00	0.00	7,832.72	7,832.72
***	Fund Summary Totals ***	332,061.87	6,418.24	335,830.23	674,310.34

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20696	A&B BUSINESS SOLUTIONS	06/11/2018	511837	copier lease	0	1,492.50	2,339.85
01 E	005 020 290 302 580			SUPERINTENDENT'S OFFICE/CAPITAL OUTLAY/CAPITAL LEASE PR		200.00	
01 E	100 203 290 302 580			ELEMENTARY GENERAL ED./CAPITAL OUTLAY/CAPITAL LEASE PRI		450.00	
01 E	300 211 290 302 580			SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/CAPITAL LEAS		561.67	
01 E	350 211 290 302 580			SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/CAPITAL LEAS		280.83	
			511837-	copier maint.	0	847.35	
01 E	005 020 290 000 350			SUPERINTENDENT'S OFFICE/DISTRICT WIDE/REPAIRS AND MAINT		127.00	
01 E	100 203 290 000 350			ELEMENTARY GENERAL ED./DISTRICT WIDE/REPAIRS AND MAINT		254.00	
01 E	300 211 290 000 350			SECONDARY EDUCATION GENERAL/DISTRICT WIDE/REPAIRS AND M		286.85	
01 E	350 211 290 000 350			SECONDARY EDUCATION GENERAL/DISTRICT WIDE/REPAIRS AND M		179.50	
20697	ADVOCATE TRIBUNE	06/11/2018	1		0	1,012.70	1,174.50
01 E	005 010 000 000 380			BOARD OF EDUCATION/DISTRICT WIDE/PRINTING/ADVERTISING/D		1,012.70	
			119178-01		0	129.00	
04 E	500 505 000 321 380			COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PRINTIN		129.00	
			2	birch coulee	0	32.80	
01 L	230 86			GENERAL FUND/DEFERRED REVENUE/BIRCH COULEE (FY13)		32.80	
20698	ADVOCATE TRIBUNE	06/11/2018	100	school newspaper	0	469.20	469.20
01 E	300 298 205 000 401			EXTRACURRICULAR ACTIVITIES/DISTRICT WIDE/GENERAL SUPPLI		469.20	
20699	ALMICH'S MARKET	06/11/2018	1		0	1,190.18	1,409.56
01 E	300 331 000 830 490			FAMILY LIFE SCIENCE (VOC)/VOCATIONAL PROGRAMS/FOOD/DIST		1,190.18	
			2		0	13.23	
01 L	230 33			GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		13.23	
			3		0	50.88	
02 E	005 770 000 701 490			FOOD SERVICES/SCHOOL LUNCH/FOOD/DISTRICT WIDE		50.88	
			4		0	27.64	
01 E	350 211 379 000 430			SECONDARY EDUCATION GENERAL/DISTRICT WIDE/SUPPLIES/TARG		27.64	
			5		0	26.60	
09 L	230 27			TRUST FUND/DEFERRED REVENUE/SR. CITIZENS GEN ACTIVITY		26.60	
			6		0	101.03	
01 E	005 010 000 000 899			BOARD OF EDUCATION/DISTRICT WIDE/MISCELLANEOUS EXPENSE/		101.03	
20700	AMERICAN WELDING AND GAS, INC.	06/11/2018	1		0	47.97	47.97
01 E	300 301 501 830 433			AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		47.97	
20701	ANDREW BAUMGARTNER	06/11/2018	1	fb camp	0	95.50	95.50
04 E	500 505 000 321 450			COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		95.50	
20702	Vendor Continued Void	06/11/2018					0.00
20703	Vendor Continued Void	06/11/2018					0.00
20704	Vendor Continued Void	06/11/2018					0.00
20705	Vendor Continued Void	06/11/2018					0.00
20706	Vendor Continued Void	06/11/2018					0.00
20707	BENNETT & BENNETT INC.	06/11/2018	1	athletic shuttle	0	699.66	37,315.97
01 E	005 760 000 717 360			PUPIL TRANSPORTATION/LATE ACTIVITY BUS/TRANSPORTATION C		699.66	
			10	band rent	0	30.00	
01 E	300 258 233 000 370			MUSIC/DISTRICT WIDE/RENTALS AND LEASES/INSTRUMENTAL MUS		30.00	
			11	belveiv #2	0	1,960.00	
01 E	005 760 000 723 360			PUPIL TRANSPORTATION/HANDICAPPED/TRANSPORTATION CONTRAC		1,960.00	
			14	special run	0	103.00	
01 E	005 760 000 723 360			PUPIL TRANSPORTATION/HANDICAPPED/TRANSPORTATION CONTRAC		103.00	
			15008	SCHOOL PATROL	0	455.57	
01 E	100 203 000 733 360			ELEMENTARY GENERAL ED./TRANSPORTATION/NON-AUTHORIZED/TR		455.57	
			15193	HEAD START FT	0	334.94	
01 E	100 203 000 733 360			ELEMENTARY GENERAL ED./TRANSPORTATION/NON-AUTHORIZED/TR		334.94	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 350 294 215 733 360			15194	JH BASEBALL BOYS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/TRANSPORTA	0	957.52	957.52
01 E 300 294 224 733 360			15197	TENNIS BOYS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/TRANSPORTA	0	678.90	678.90
01 E 300 294 215 733 360			15198	BASEBALL BOYS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/TRANSPORTA	0	1,282.37	1,282.37
01 E 300 292 219 733 360			15202	TRACK BOYS/GIRLS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/TRAN	0	659.76	659.76
01 E 300 296 210 733 360			15203	SB GIRLS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/TRANSPORT	0	1,104.62	1,104.62
01 E 005 760 000 714 360			15205	PARK SQUARE THEATRE PUPIL TRANSPORTATION/INTEGRATION BUSSING/TRANSPORTATION	0	938.07	938.07
01 E 300 211 000 733 360			15206	10TH GRADE HISTORY SECONDARY EDUCATION GENERAL/TRANSPORTATION/NON-AUTHORIZ	0	34.87	34.87
01 E 300 211 000 733 360			15208	ft- JEFF L SECONDARY EDUCATION GENERAL/TRANSPORTATION/NON-AUTHORIZ	0	26.64	26.64
01 E 100 203 000 733 360			15209	2ND GRADE FT ELEMENTARY GENERAL ED./TRANSPORTATION/NON-AUTHORIZED/TR	0	150.42	150.42
01 E 100 218 000 733 360			15216	SCIENCE CONF. GIFTED & TALENTED/TRANSPORTATION/NON-AUTHORIZED/TRANSP	0	167.14	167.14
01 E 100 203 000 733 360			15218	KDGTN FT ELEMENTARY GENERAL ED./TRANSPORTATION/NON-AUTHORIZED/TR	0	192.14	192.14
01 E 300 258 233 733 360			15221	COTTONWOOD JH TRACK MUSIC/TRANSPORTATION/NON-AUTHORIZED/TRANSPORTATION CONT	0	115.90	115.90
01 E 300 292 225 733 360			15223	JV GOLF BOYS/GIRLS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/TRAN	0	164.50	164.50
01 E 300 258 233 733 360			15225	WABASSO MUSIC CONCERT MUSIC/TRANSPORTATION/NON-AUTHORIZED/TRANSPORTATION CONT	0	223.92	223.92
01 E 100 203 000 733 360			15235	1ST GRADE FT ELEMENTARY GENERAL ED./TRANSPORTATION/NON-AUTHORIZED/TR	0	192.49	192.49
01 E 100 203 000 733 360			15236	FT SPED ELEMENTARY GENERAL ED./TRANSPORTATION/NON-AUTHORIZED/TR	0	100.39	100.39
01 E 350 203 000 733 360			15240	STATE CAPITOL ELEMENTARY GENERAL ED./TRANSPORTATION/NON-AUTHORIZED/TR	0	901.26	901.26
01 E 300 258 233 733 360			15247	BAND MEM. DAY MUSIC/TRANSPORTATION/NON-AUTHORIZED/TRANSPORTATION CONT	0	150.76	150.76
01 E 350 203 000 733 360			15248	6TH GRADE ELEMENTARY GENERAL ED./TRANSPORTATION/NON-AUTHORIZED/TR	0	73.98	73.98
01 E 100 203 000 733 360			15251	MONTE MOVIE ELEMENTARY GENERAL ED./TRANSPORTATION/NON-AUTHORIZED/TR	0	550.48	550.48
01 E 005 760 000 720 360			2	fuel PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/TRANSP	0	2,959.21	2,959.21
01 E 005 760 000 720 360			3	clkfd shuttle PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/TRANSP	0	1,874.88	1,874.88

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 005 760 000 713 360		4		OUT OF DISTRICT	0	4,626.45	
				PUPIL TRANSPORTATION/OPEN ENROLLMENT/TRANSPORTATION CON			4,626.45
01 E 005 760 000 723 360		5		special needs	0	4,772.53	
				PUPIL TRANSPORTATION/HANDICAPPED/TRANSPORTATION CONTRAC			4,772.53
01 E 005 760 000 723 360		6		GF MIDDAY PS/RSL	0	123.60	
				PUPIL TRANSPORTATION/HANDICAPPED/TRANSPORTATION CONTRAC			123.60
01 E 005 760 000 723 360		7		BELVIEW	0	3,920.00	
				PUPIL TRANSPORTATION/HANDICAPPED/TRANSPORTATION CONTRAC			3,920.00
01 E 005 760 000 723 360		8		SACRED RUN	0	3,780.00	
				PUPIL TRANSPORTATION/HANDICAPPED/TRANSPORTATION CONTRAC			3,780.00
01 E 005 760 000 723 360		9		SACRED SHUTTLE 2	0	3,010.00	
				PUPIL TRANSPORTATION/HANDICAPPED/TRANSPORTATION CONTRAC			3,010.00
20708 BENSON LAUNDRY		06/11/2018	1		0	55.94	55.94
02 E 005 770 000 701 382				FOOD SERVICES/SCHOOL LUNCH/LAUNDRY AND DRY CLEANING/DIS			55.94
20709 BIO CORPORATION		06/11/2018	V529598		0	35.00	35.00
01 E 300 260 000 000 430				NATURAL SCIENCES/DISTRICT WIDE/SUPPLIES/DISTRICT WIDE			35.00
20710 BORCH'S INC.		06/11/2018	2	fb	0	1,050.00	2,018.00
01 E 300 294 227 000 401				BOYS ATHLETICS/DISTRICT WIDE/GENERAL SUPPLIES/UNIFORMS			1,050.00
01 E 300 294 211 000 401			aau003243	football	0	968.00	
				BOYS ATHLETICS/DISTRICT WIDE/GENERAL SUPPLIES/FOOTBALL			968.00
20711 KRISTEN M CASTIGLIONE		06/11/2018	1		0	9.73	9.73
01 E 300 291 233 000 401				COCURRICULAR (NON-ATHLETICS)/DISTRICT WIDE/GENERAL SUPP			9.73
20712 CDW GOVERNMENT, INC.		06/11/2018	MSN 7001		0	465.43	465.43
01 E 300 257 000 000 430				COMPUTER TECHNOLOGY/DISTRICT WIDE/SUPPLIES/DISTRICT WID			465.43
20713 CENEX CREDIT CARD		06/11/2018	1		0	349.70	688.89
01 E 005 810 191 000 442				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/GAS & OIL/OUTS			349.70
01 E 005 810 193 000 442			2		0	339.19	
				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/GAS & OIL/CAR			339.19
20714 DAWN CHASE		06/11/2018	1	ENGLISH CLASS	0	100.00	100.00
01 E 005 790 000 320 305				SHARING			
				OTHER PUPIL SUPPORT SERVICES/SUCCESS GRANT (INDIAN ED.)			100.00
20715 Vendor Continued Void		06/11/2018					0.00
20716 Vendor Continued Void		06/11/2018					0.00
20717 Vendor Continued Void		06/11/2018					0.00
20718 CITIZENS ALLIANCE BANK		06/11/2018	1	FINANCE CHARGE	0	-132.72	1,290.29
01 E 005 110 000 000 899				REVERSAL			
				ACCOUNTING OFFICE/DISTRICT WIDE/MISCELLANEOUS EXPENSE/D			-132.72
04 E 500 505 000 321 401			10	amazon	0	27.27	
				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/GENERAL			27.27
01 E 300 292 225 000 899			11	TROPHY DEPOT	0	63.55	
				BOYS/GIRLS ATHLETICS/DISTRICT WIDE/MISCELLANEOUS EXPENS			63.55
01 L 230 92			14	AMAZON	0	105.06	
				GENERAL FUND/DEFERRED REVENUE/WELLNESS \$			105.06
01 E 300 294 224 000 401			15	CROWN	0	109.52	
				BOYS ATHLETICS/DISTRICT WIDE/GENERAL SUPPLIES/TENNIS			109.52
01 E 005 010 000 000 305			17	CLEVERBRIDGE	0	89.71	
				BOARD OF EDUCATION/DISTRICT WIDE/PROFESSIONAL FEES/DIST			89.71
01 E 100 790 162 000 530			18	COLORFUL IMAGES	0	17.98	
				OTHER PUPIL SUPPORT SERVICES/DISTRICT WIDE/EQUIPMENT PU			17.98

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 100 790 162 000 530		19		AMAZON OTHER PUPIL SUPPORT SERVICES/DISTRICT WIDE/EQUIPMENT PU	0	59.94	59.94
01 E 100 216 667 401 433		2		AMAZON TITLE I - PART A/TITLE I/INDIVIDUAL INST SUPPLIES/CURRE	0	43.32	43.32
01 E 005 010 000 000 899		20		REDLIN BOARD OF EDUCATION/DISTRICT WIDE/MISCELLANEOUS EXPENSE/	0	234.75	234.75
01 E 005 020 000 000 329		21		UPS SUPERINTENDENT'S OFFICE/DISTRICT WIDE/POSTAGE AND EXPRE	0	10.72	10.72
01 E 005 020 000 000 329		22		UPS SUPERINTENDENT'S OFFICE/DISTRICT WIDE/POSTAGE AND EXPRE	0	10.72	10.72
01 E 005 010 000 000 305		24		survey monkey BOARD OF EDUCATION/DISTRICT WIDE/PROFESSIONAL FEES/DIST	0	37.00	37.00
01 E 100 216 667 401 401		25		AMAZON TITLE I - PART A/TITLE I/GENERAL SUPPLIES/CURRENT SCHL	0	28.45	28.45
01 E 300 292 000 000 899		3		AMAZON BOYS/GIRLS ATHLETICS/DISTRICT WIDE/MISCELLANEOUS EXPENS	0	149.78	149.78
01 E 100 050 000 000 401		5		AMAZON PRINCIPAL'S OFFICE/DISTRICT WIDE/GENERAL SUPPLIES/DISTR	0	11.98	11.98
01 E 100 216 667 401 433		6		AMAZON TITLE I - PART A/TITLE I/INDIVIDUAL INST SUPPLIES/CURRE	0	3.99	3.99
01 E 300 298 231 000 401		7		MUSIC IN MOTION EXTRACURRICULAR ACTIVITIES/DISTRICT WIDE/GENERAL SUPPLI	0	165.00	165.00
01 L 230 21		8		EBAY GENERAL FUND/DEFERRED REVENUE/CONCESSIONS	0	130.00	130.00
01 E 200 720 000 000 401		9		SCHOOL HEALTH CORP HEALTH SERVICES/NURSE/DISTRICT WIDE/GENERAL SUPPLIES/DI	0	124.27	124.27
20719 Vendor Continued Void		06/11/2018					0.00
20720 CITY OF GRANITE FALLS		06/11/2018 1		BR WATER OPERATIONS AND MAINTENANCE/DISTRICT WIDE/UTILITY SERVIC	0	844.43	16,984.82
01 E 005 810 183 000 330		2		BR ELECTRICITY OPERATIONS AND MAINTENANCE/DISTRICT WIDE/UTILITY SERVIC	0	4,573.52	4,573.52
01 E 005 810 184 000 330		3		HS WATER-SEWER OPERATIONS AND MAINTENANCE/DISTRICT WIDE/UTILITY SERVIC	0	867.24	867.24
01 E 005 810 184 000 330		4		HS ELECTRICITY OPERATIONS AND MAINTENANCE/DISTRICT WIDE/UTILITY SERVIC	0	10,150.54	10,150.54
01 E 005 810 184 000 330		5		TRACK OPERATIONS AND MAINTENANCE/DISTRICT WIDE/UTILITY SERVIC	0	18.62	18.62
01 E 300 361 000 000 330		6		CARPENTRY VOCATIONAL WEIDAUER/DISTRICT WIDE/UTILITY SERVICES/DIST	0	23.92	23.92
01 E 005 810 191 000 330		8		om OPERATIONS AND MAINTENANCE/DISTRICT WIDE/UTILITY SERVIC	0	506.55	506.55
20721 CITY OF GRANITE FALLS		06/11/2018 5937		SRO MAY OTHER PUPIL SUPPORT SERVICES/SAFE SCHOOLS/PROFESSIONAL	0	3,861.10	3,861.10
01 E 005 790 600 342 305				OTHER PUPIL SUPPORT SERVICES/DISTRICT WIDE/PROFESSIONAL		2,666.67	
01 E 005 790 600 000 305				OTHER PUPIL SUPPORT SERVICES/DISTRICT WIDE/PROFESSIONAL		1,194.43	
20722 FREDERICK W CLARK		06/11/2018 1		Cell phone SUPERINTENDENT'S OFFICE/DISTRICT WIDE/COMMUNICATIONAL S	0	120.00	120.00
01 E 005 020 000 000 320						120.00	
20723 CONSUMERS COOPERATIVE OIL CO.		06/11/2018 11			0	74.74	74.74

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 005 810 191 000 442				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/GAS & OIL/OUTS		74.74	
20724	COUNTRYSIDE PUBLIC HEALTH	06/11/2018	1	bre 2nd inspection	0	105.00	105.00
01 E 005 865 000 347 305				LONG TERM FACILITY MAINT./PHYSICAL HAZARD CONTROL/PROFE		105.00	
20725	DEAN FOODS NORTH CENTRAL, INC.	06/11/2018	1		0	2,527.63	2,438.48
02 E 005 770 000 701 495				FOOD SERVICES/SCHOOL LUNCH/MILK/DISTRICT WIDE		1,586.72	
02 E 005 770 000 705 495				FOOD SERVICES/BREAKFAST/MILK/DISTRICT WIDE		586.50	
02 E 005 770 104 707 495				FOOD SERVICES/ALA CARTE/OTHER/MILK/FOOD ORDERED ONLY/CA		221.61	
02 E 005 770 000 703 495				FOOD SERVICES/SPECIAL MILK/MILK/DISTRICT WIDE		132.80	
				5969863 returns	0	-89.15	
02 E 005 770 000 701 495				FOOD SERVICES/SCHOOL LUNCH/MILK/DISTRICT WIDE		-89.15	
20726	DOUBLETREE BY HILTON	06/11/2018	1		0	1,239.22	1,239.22
01 E 300 790 000 320 366				OTHER PUPIL SUPPORT SERVICES/SUCCESS GRANT (INDIAN ED.)		1,239.22	
20727	ECOLAB	06/11/2018	4807655		0	175.73	175.73
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/REPAIRS AND MA		175.73	
20728	FARMERS UNION OIL CO.	06/11/2018	1		0	132.28	132.28
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/CUST/REPAIR SU		132.28	
20729	FORD JAMES	06/11/2018	1	COACHES DUES	0	50.00	50.00
01 E 300 292 000 000 899				BOYS/GIRLS ATHLETICS/DISTRICT WIDE/MISCELLANEOUS EXPENS		50.00	
20730	GREG FRANK	06/11/2018	1	MAY TKD	0	161.50	161.50
04 E 500 505 000 321 305				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PROFESS		161.50	
20731	GAFFANEY MIKE	06/11/2018	1	GOLF	0	20.02	75.02
01 E 300 292 225 000 899				BOYS/GIRLS ATHLETICS/DISTRICT WIDE/MISCELLANEOUS EXPENS		20.02	
				COACHES DUES PER CONTRACT	0	55.00	
01 E 300 292 000 000 899				BOYS/GIRLS ATHLETICS/DISTRICT WIDE/MISCELLANEOUS EXPENS		55.00	
20732	GRAND AFFAIR	06/11/2018	641889	GRADUATION	0	648.00	648.00
01 E 300 211 165 000 899				SECONDARY EDUCATION GENERAL/DISTRICT WIDE/MISCELLANEOUS		648.00	
20733	GRANITE FALLS AUTO PARTS	06/11/2018	1		0	24.57	55.35
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/CUST/REPAIR SU		24.57	
				2	0	30.78	
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/CUST/REPAIR SU		30.78	
20734	GRANITE FLORAL & GREENHOUSE	06/11/2018	1	MULCH	0	330.00	330.00
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/CUST/REPAIR SU		330.00	
20735	GREAT PLAINS NATURAL GAS CO	06/11/2018	1	BRE	0	381.01	1,568.69
01 E 005 810 000 000 440				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/FUEL FOR BUILD		381.01	
				2 MAINT	0	27.18	
01 E 005 810 191 000 440				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/FUEL FOR BUILD		27.18	
				3 MS/HS	0	1,160.50	
01 E 005 810 000 000 440				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/FUEL FOR BUILD		1,160.50	
20736	H & H CONST. INC	06/11/2018	1	5/1 and 5/11 RED BALL DIAMOND ROCK	0	1,682.19	1,682.19
01 E 300 292 000 000 899				BOYS/GIRLS ATHLETICS/DISTRICT WIDE/MISCELLANEOUS EXPENS		1,682.19	
20737	HANSEN, LISA	06/11/2018	1	cell phone	0	120.00	120.00
01 E 100 050 000 000 320				PRINCIPAL'S OFFICE/DISTRICT WIDE/COMMUNICATIONAL SERVIC		120.00	
20738	HDL	06/11/2018	492612		0	79.52	79.52
01 E 300 255 000 000 450				INDUSTRIAL EDUCATION/DISTRICT WIDE/MATERIALS PURCH FOR		79.52	
20739	HENDERSON, ROBIN	06/11/2018	1	CARL'S CTE STUDENTS	0	17.55	17.55
01 L 230 43				GENERAL FUND/DEFERRED REVENUE/TARGET \$ MS/HS		17.55	

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20740	HILLYARD/HUTCHINSON	06/11/2018	700334838		0	194.00	565.65
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/CUST/REPAIR SU		194.00	
			700334839		0	140.90	
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/CUST/REPAIR SU		140.90	
			760334840		0	230.75	
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/CUST/REPAIR SU		230.75	
20741	KIMBERLY K HOEFER	06/11/2018	1	SURVEY	0	59.00	59.00
01 E 005 790 000 313 430				MONKEY-MEALS OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		59.00	
20742	HOERNEMANN, AMY	06/11/2018	1	TIES	0	54.73	54.73
01 E 100 640 000 316 366				STAFF DEVELOPMENT/STAFF DEVELOPMENT/TRAVEL-SCHOOL BUSIN		54.73	
20743	INNOVATIVE OFFICE SOLUTIONS LL	06/11/2018	2054065	laminating	0	139.16	249.60
02 E 005 770 000 701 401				FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES/DISTRICT WI		139.16	
			2064188	toner	0	110.44	
01 E 005 020 000 000 401				SUPERINTENDENT'S OFFICE/DISTRICT WIDE/GENERAL SUPPLIES/		110.44	
20744	INSTRUMENTALIST AWARDS	06/11/2018	1		0	151.00	302.00
01 E 300 291 233 000 401				COCURRICULAR (NON-ATHLETICS)/DISTRICT WIDE/GENERAL SUPP		151.00	
			56241y	band awards	0	151.00	
01 E 300 291 233 000 401				COCURRICULAR (NON-ATHLETICS)/DISTRICT WIDE/GENERAL SUPP		151.00	
20745	ISCORP	06/11/2018	0692622	skyward finance	0	195.50	195.50
01 E 005 110 000 000 350				ACCOUNTING OFFICE/DISTRICT WIDE/REPAIRS AND MAINTENANCE		195.50	
20746	JEFFREY IVERSON	06/11/2018	10		0	35.00	203.00
01 E 300 640 000 316 367				STAFF DEVELOPMENT/STAFF DEVELOPMENT/TRAVEL-PROFESS DEVE		35.00	
			11	dues	0	168.00	
01 E 300 298 000 000 899				EXTRACURRICULAR ACTIVITIES/DISTRICT WIDE/MISCELLANEOUS		168.00	
20747	JANS, SCOTT	06/11/2018	1	mshca	0	63.50	63.50
01 E 300 298 000 000 899				EXTRACURRICULAR ACTIVITIES/DISTRICT WIDE/MISCELLANEOUS		63.50	
20748	KEVIN JENSVOLD	06/11/2018	1	CIVICS CLASS	0	100.00	100.00
01 E 005 790 000 320 305				SHARING OTHER PUPIL SUPPORT SERVICES/SUCCESS GRANT (INDIAN ED.)		100.00	
20749	JIM'S CLOTHING & SPORTING GOOD	06/11/2018	104311	YME FB	0	536.00	1,276.00
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		536.00	
			105674	summer rec	0	740.00	
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		740.00	
20750	JMC COMPUTER SERVICE INC	06/11/2018	51916	SMTP Email	0	62.50	125.00
01 E 300 211 000 000 405				Service 17-18 SECONDARY EDUCATION GENERAL/DISTRICT WIDE/SOFTWARE ETC/		62.50	
			51916-		0	62.50	
01 E 100 203 000 000 405				ELEMENTARY GENERAL ED./DISTRICT WIDE/SOFTWARE ETC/DISTR		62.50	
20751	ALYSSA J JOHNSON	06/11/2018	1	mileage	0	33.38	33.38
01 E 005 110 000 000 366				ACCOUNTING OFFICE/DISTRICT WIDE/TRAVEL-SCHOOL BUSINESS/		33.38	
20752	KAPLAN SCHOOL SUPPLY CORP	06/11/2018	4778304		0	68.88	68.88
01 E 100 203 000 000 406				ELEMENTARY GENERAL ED./DISTRICT WIDE/INSTRUCTIONAL TECH		68.88	
20753	Vendor Continued Void	06/11/2018					0.00
20754	KILOWATT COMMUNITY CENTER	06/11/2018	1	5th grade	0	315.00	2,293.00
01 E 100 203 000 000 370				ELEMENTARY GENERAL ED./DISTRICT WIDE/RENTALS AND LEASES		315.00	
			2	lalim- pe class	0	380.00	
01 E 300 211 000 000 370				SECONDARY EDUCATION GENERAL/DISTRICT WIDE/RENTALS AND L		380.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 350 211 000 000 370		3	hinz	SECONDARY EDUCATION GENERAL/DISTRICT WIDE/RENTALS AND L	0	415.00	415.00
01 E 300 292 000 000 370		4	jh bb	BOYS/GIRLS ATHLETICS/DISTRICT WIDE/RENTALS AND LEASES/D	0	850.00	850.00
01 E 300 292 000 000 370		5	track team	BOYS/GIRLS ATHLETICS/DISTRICT WIDE/RENTALS AND LEASES/D	0	150.00	150.00
04 E 500 583 000 354 370		6	p/s screening	PRE-SCHOOL SCREENING/EARLY CHILDHOOD SCREENING/RENTALS	0	68.00	68.00
01 E 300 211 000 000 370		8	dollars for scholars	SECONDARY EDUCATION GENERAL/DISTRICT WIDE/RENTALS AND L	0	115.00	115.00
20755 KNAPPER, TIMOTHY		06/11/2018 1	cell phone	COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/COMMUNI	0	480.00	705.83
04 E 500 505 000 321 320						480.00	
01 E 300 292 000 000 366		2		BOYS/GIRLS ATHLETICS/DISTRICT WIDE/TRAVEL-SCHOOL BUSINE	0	169.42	169.42
04 E 500 505 000 321 366		4		COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/TRAVEL-	0	56.41	56.41
20756 KOEPKE, SHEILA		06/11/2018 1	SR. PICNIC	GENERAL FUND/DEFERRED REVENUE/TARGET \$ MS/HS	0	92.46	92.46
01 L 230 43						92.46	
20757 KORTHUIS JEWELRY		06/11/2018 1	awards	COCURRICULAR (NON-ATHLETICS)/DISTRICT WIDE/GENERAL SUPP	0	170.60	170.60
01 E 300 291 233 000 401						170.60	
20758 LAKESHORE LEARNING MATERIALS		06/11/2018 1139170518		TITLE I - PART A/TITLE I/INDIVIDUAL INST SUPPLIES/CURRE	0	404.47	404.47
01 E 100 216 667 401 433						404.47	
20759 LALIM, JEFF		06/11/2018 1	dues	BOYS/GIRLS ATHLETICS/DISTRICT WIDE/MISCELLANEOUS EXPENS	0	63.50	63.50
01 E 300 292 000 000 899						63.50	
20760 LITTLE CROW TELEMEDIA NETWORK		06/11/2018 17-18	bus access point	TECHNOLOGY INSTRUCTIONAL/DISTRICT WIDE/PROFESSIONAL FEE	0	835.09	835.09
01 E 005 630 129 000 305						835.09	
20761 RYAN C LUFT		06/11/2018 1	cell phone	PRINCIPAL'S OFFICE/DISTRICT WIDE/COMMUNICATIONAL SERVIC	0	120.00	815.00
01 E 300 050 000 000 320						120.00	
01 E 300 640 000 316 367		10	seminar	STAFF DEVELOPMENT/STAFF DEVELOPMENT/TRAVEL-PROFESS DEVE	0	695.00	695.00
20762 MACKIN ED RESOURCES		06/11/2018 534903		OTHER PUPIL SUPPORT SERVICES/DISTRICT WIDE/EQUIPMENT PU	0	340.84	797.28
01 E 100 790 162 000 530						340.84	
01 E 100 790 162 000 530		536151		OTHER PUPIL SUPPORT SERVICES/DISTRICT WIDE/EQUIPMENT PU	0	310.13	310.13
01 E 100 790 162 000 530		539409		OTHER PUPIL SUPPORT SERVICES/DISTRICT WIDE/EQUIPMENT PU	0	146.31	146.31
20763 MACKIN ED RESOURCES		06/11/2018 537416		OTHER PUPIL SUPPORT SERVICES/DISTRICT WIDE/EQUIPMENT PU	0	240.51	240.51
01 E 100 790 162 000 530						240.51	
20764 MACKIN ED RESOURCES		06/11/2018 538331		OTHER PUPIL SUPPORT SERVICES/DISTRICT WIDE/EQUIPMENT PU	0	172.64	172.64
01 E 100 790 162 000 530						172.64	
20765 MARC		06/11/2018 636148in	weed killer	OPERATIONS AND MAINTENANCE/DISTRICT WIDE/CUST/REPAIR SU	0	381.06	381.06
01 E 005 810 191 000 410						381.06	
20766 MAXWELL MEDALS & AWARDS		06/11/2018 3144013		BOYS/GIRLS ATHLETICS/DISTRICT WIDE/MISCELLANEOUS EXPENS	0	71.45	71.45
01 E 300 292 219 000 899						71.45	
20767 MILLENIUM THEATRE		06/11/2018 1		GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU	0	1,265.00	1,265.00
01 L 230 33						1,265.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20768	MN DEPARTMENT OF LABOR & IND.	06/11/2018	alr00843951	annual elevator	0	300.00	300.00
				operator fee			
01 E	005 810 000 000 350			OPERATIONS AND MAINTENANCE/DISTRICT WIDE/REPAIRS AND MA		300.00	
20769	MN DEPT. OF HEALTH	06/11/2018	1	state hospitality	0	40.00	40.00
				fee			
02 E	005 770 000 701 899			FOOD SERVICES/SCHOOL LUNCH/MISCELLANEOUS EXPENSE/DISTRI		40.00	
20770	MINNESOTA ELEVATOR TOTAL ELEVA	06/11/2018	753706	inspection	0	366.13	366.13
				LONG TERM FACILITY MAINT./PHYSICAL HAZARD CONTROL/PROFE		366.13	
01 E	005 865 000 347 305						
20771	MN RIVER VALLEY EDUCATION DIST	06/11/2018	2018-03		0	13,901.43	13,901.43
				ADMINISTRATIVE SUPPORT/COOPERATIVE/MN SCH DIST - REIMBU		2,337.15	
01 E	005 105 129 310 391						
01 E	610 211 129 310 370			SECONDARY EDUCATION GENERAL/COOPERATIVE/RENTALS AND LEA		2,854.43	
01 E	005 640 129 316 391			STAFF DEVELOPMENT/STAFF DEVELOPMENT/MN SCH DIST - REIMB		5,301.50	
01 E	005 630 129 310 391			TECHNOLOGY INSTRUCTIONAL/COOPERATIVE/MN SCH DIST - REIM		3,408.35	
20772	MINNESOTA SCHOOL BOARD ASSOC.	06/11/2018	19566270356	SUPT.SEARCH	0	3,850.00	3,850.00
				BOARD OF EDUCATION/DISTRICT WIDE/PROFESSIONAL FEES/DIST		3,850.00	
01 E	005 010 000 000 305						
20773	MUSIC STREET	06/11/2018	1		0	37.00	37.00
				MUSIC/DISTRICT WIDE/MATERIALS PURCH FOR RESALE/INSTRUME		37.00	
01 E	300 258 233 000 450						
20774	MUSSER ENVIRONMENTAL INC.	06/11/2018	19-1	HEALTH AND SAFETY	0	2,821.75	2,821.75
				GENERAL FUND/PREPAID EXPENSE		2,821.75	
01 A	131 00						
20775	MVCC	06/11/2018	17-18	spec ed contract	0	40,000.00	40,000.00
				SPECIAL EDUCATIONAL GENERAL/STATE FUNDED SPECIAL ED/DUE		40,000.00	
01 E	005 420 978 740 396						
20776	MVCC	06/11/2018	17-18*	sped contract	0	114,983.33	114,983.33
				SPECIAL EDUCATIONAL GENERAL/STATE FUNDED SPECIAL ED/DUE		114,983.33	
01 E	005 420 978 740 396						
20777	OLSON SANITATION INC.	06/11/2018	2097		0	877.50	877.50
				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/UTILITY SERVIC		877.50	
01 E	005 810 000 000 330						
20778	PAAPE ENERGY INC.	06/11/2018	5843		0	95.00	95.00
				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/REPAIRS AND MA		95.00	
01 E	005 810 000 000 350						
20779	PAN-O-GOLD BAKING CO.	06/11/2018	1		0	482.49	482.49
				FOOD SERVICES/SCHOOL LUNCH/FOOD/DISTRICT WIDE		482.49	
02 E	005 770 000 701 490						
20780	PRAIRIE FIRE THEATRE	06/11/2018	11	BEAUTY AND THE	0	400.00	400.00
				BEAST			
				GENERAL FUND/DEFERRED REVENUE/ARTS COUNCIL		400.00	
01 L	230 01						
20781	REINHART INST FOODS	06/11/2018	11		0	17,480.26	17,954.98
				FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES/DISTRICT WI		5,007.05	
02 E	005 770 000 701 401						
02 E	005 770 000 701 490			FOOD SERVICES/SCHOOL LUNCH/FOOD/DISTRICT WIDE		8,430.40	
02 E	005 770 000 705 490			FOOD SERVICES/BREAKFAST/FOOD/DISTRICT WIDE		2,960.02	
02 E	005 770 104 707 490			FOOD SERVICES/ALA CARTE/OTHER/FOOD/FOOD ORDERED ONLY/CA		1,082.79	
02 E	005 770 000 701 490			111 USDA COMMODITIES	0	474.72	
				FOOD SERVICES/SCHOOL LUNCH/FOOD/DISTRICT WIDE		474.72	
20782	REINHART INST FOODS	06/11/2018	853917	heated cabinet	0	4,254.00	4,254.00
				FOOD SERVICES/CAPITAL OUTLAY/EQUIPMENT PURCHASES/DISTRI		4,254.00	
01 E	005 770 000 302 530						
20783	AL RESZEL	06/11/2018	1	SUPPLIES	0	55.61	55.61
				SECONDARY EDUCATION GENERAL/DISTRICT WIDE/SUPPLIES/TARG		55.61	
01 E	350 211 379 000 430						
20784	RTS	06/11/2018	1		0	133.18	133.18
				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/COMMUNICATIONA		133.18	
01 E	005 810 000 000 320						
20785	RUPP,ANDERSON, SQUIRES & WALDS	06/11/2018	11	LEGAL	0	1,282.50	1,282.50
				ACCOUNTING OFFICE/DISTRICT WIDE/PROFESSIONAL FEES/ATTOR		1,282.50	
01 E	005 110 116 000 305						
20786	SAWMILL	06/11/2018	1	HOUSE	0	5,826.72	6,010.93
				VOCATIONAL WEIDAUER/DISTRICT WIDE/HOUSE EXPENSES-CONTRA		5,826.72	
01 R	300 361 000 000 619						
			134366	house	0	3.98	

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01 R 300 361 000 000 619				VOCATIONAL WEIDAUER/DISTRICT WIDE/HOUSE EXPENSES-CONTRA		3.98	
			2	IT	0	62.43	
01 E 300 255 000 000 430				INDUSTRIAL EDUCATION/DISTRICT WIDE/SUPPLIES/DISTRICT WI		62.43	
			3	DARRELS SHOP	0	117.80	
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		117.80	
20787 SCHOLASTIC BOOK CLUBS INC.		06/11/2018	1		0	254.00	254.00
01 L 230 33				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		254.00	
20788 SCHULTE, TREVOR		06/11/2018	1	BASEBALL AWARDS	0	73.16	73.16
01 E 300 294 215 000 899				BOYS ATHLETICS/DISTRICT WIDE/MISCELLANEOUS EXPENSE/BASE		73.16	
20789 SCHWEGGMANS CLEANERS		06/11/2018	565117		0	216.00	1,125.00
01 E 300 258 233 000 382				MUSIC/DISTRICT WIDE/LAUNDRY AND DRY CLEANING/INSTRUMENT		216.00	
			565117-		0	909.00	
01 E 300 258 231 000 382				MUSIC/DISTRICT WIDE/LAUNDRY AND DRY CLEANING/VOCAL MUSI		909.00	
20790 KERRI SHACKELFORD		06/11/2018	1		0	14.35	14.35
01 L 230 33				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		14.35	
20791 SKYWARD INC.		06/11/2018	190144	2018-19	0	12,598.00	12,598.00
				FINANCE/PAYROLL			
01 A 131 00				GENERAL FUND/PREPAID EXPENSE		12,598.00	
20792 STAAB, FRANCIS		06/11/2018	1	CELL PHONE	0	120.00	120.00
01 E 005 810 810 000 320				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/COMMUNICATIONA		120.00	
20793 SW/WC SERVICE COOP - MARSHALL		06/11/2018	57514	PROJECT DISCOVERY	0	237.50	7,420.95
01 E 300 211 000 000 899				SECONDARY EDUCATION GENERAL/DISTRICT WIDE/MISCELLANEOUS		237.50	
			57608	SCIENCE AND	0	370.00	
				NATURE			
01 E 100 218 000 388 369				GIFTED & TALENTED/TAG (06)/PARTICIPATION FEES/DISTRICT		370.00	
			57673	TECH	0	681.35	
01 E 005 108 000 000 305				TECHNOLOGY ADMINISTRATIVE/DISTRICT WIDE/PROFESSIONAL FE		681.35	
			57673-	TECH	0	6,132.10	
01 E 005 630 000 000 305				TECHNOLOGY INSTRUCTIONAL/DISTRICT WIDE/PROFESSIONAL FEE		6,132.10	
20794 ROXANNE TANNER		06/11/2018	1		0	12.91	12.91
01 E 100 216 667 401 433				TITLE I - PART A/TITLE I/INDIVIDUAL INST SUPPLIES/CURRE		12.91	
20795 TECHNOLOGY & INNOVATION IN EDU		06/11/2018	TC-18-320		0	400.00	400.00
01 E 100 640 000 316 366				STAFF DEVELOPMENT/STAFF DEVELOPMENT/TRAVEL-SCHOOL BUSIN		400.00	
20796 THE VILLAGE INC		06/11/2018	1		0	184.00	184.00
01 E 100 203 000 000 369				ELEMENTARY GENERAL ED./DISTRICT WIDE/PARTICIPATION FEES		184.00	
20797 Vendor Continued Void		06/11/2018					0.00
20798 TRUE VALUE-GF/MONTE		06/11/2018	1	TRACK	0	5.49	571.42
01 E 300 292 219 000 401				BOYS/GIRLS ATHLETICS/DISTRICT WIDE/GENERAL SUPPLIES/TRA		5.49	
			10		0	56.41	
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/CUST/REPAIR SU		56.41	
			2	AG	0	24.26	
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		24.26	
			3	KEYS	0	8.87	
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/CUST/REPAIR SU		8.87	
			4	AUTO SHOP	0	56.73	
01 E 005 810 193 000 401				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/GENERAL SUPPLI		56.73	
			5	OM	0	152.72	
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/CUST/REPAIR SU		152.72	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 350 255 000 000 433		6		INDUSTRIAL EDUCATION/DISTRICT WIDE/INDIVIDUAL INST SUPP	0	4.58	4.58
01 E 005 810 000 000 410		7		OPERATIONS AND MAINTENANCE/DISTRICT WIDE/CUST/REPAIR SU	0	59.96	59.96
01 E 300 301 501 830 433		9		AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA	0	202.40	202.40
20799 WEIDAUER, BARRY		06/11/2018	1	JUDGES MEALS- BIRCH COULEE	0	67.67	67.67
01 L 230 86				GENERAL FUND/DEFERRED REVENUE/BIRCH COULEE (FY13)		67.67	
20800 XCEL ENERGY		06/11/2018	1	RECREATION-SWIM POOL/COMMUNITY EDUCATION/UTILITY SERVIC	0	8.40	20.49
04 E 500 560 000 321 330						8.40	8.40
04 E 500 560 000 321 330		2		RECREATION-SWIM POOL/COMMUNITY EDUCATION/UTILITY SERVIC	0	12.09	12.09
20801 YME SCHOOL ACTIVITY ACCOUNT		06/11/2018	1	STUDENT COUNCIL POP PROFIT	0	56.09	449.43
01 L 230 15				GENERAL FUND/DEFERRED REVENUE/STUDENT COUNCIL		56.09	
01 L 230 15		2		SC POP PROFIT	0	393.34	393.34
01 L 230 15				GENERAL FUND/DEFERRED REVENUE/STUDENT COUNCIL		393.34	
20802 Vendor Continued Void		06/11/2018					0.00
20803 Vendor Continued Void		06/11/2018					0.00
20804 Vendor Continued Void		06/11/2018					0.00
20805 Vendor Continued Void		06/11/2018					0.00
20806 Vendor Continued Void		06/11/2018					0.00
20807 Vendor Continued Void		06/11/2018					0.00
20808 Vendor Continued Void		06/11/2018					0.00
20809 YME SCHOOLS-ADM		06/11/2018	1	INTEREST	0	-1.11	7,038.26
01 R 005 000 000 000 092				DISTRICT WIDE/DISTRICT WIDE/INVESTMENT EARNINGS/DISTRIC		-1.11	
01 E 300 294 215 000 305		7486		TIM GROVE	0	105.00	105.00
01 E 300 294 215 000 305				BOYS ATHLETICS/DISTRICT WIDE/PROFESSIONAL FEES/BASEBALL			
01 E 300 294 215 000 305		7487		CORY MARQUARDT	0	105.00	105.00
01 E 300 294 215 000 305				BOYS ATHLETICS/DISTRICT WIDE/PROFESSIONAL FEES/BASEBALL			
01 E 300 294 215 000 305		7488		MARK GRUSSING	0	175.00	175.00
01 E 300 294 215 000 305				BOYS ATHLETICS/DISTRICT WIDE/PROFESSIONAL FEES/BASEBALL			
01 E 300 294 215 000 305		7489		TIM BESEMAN	0	175.00	175.00
01 E 300 294 215 000 305				BOYS ATHLETICS/DISTRICT WIDE/PROFESSIONAL FEES/BASEBALL			
01 E 300 298 216 000 899		7490		MN WEST	0	180.00	180.00
01 E 300 298 216 000 899				EXTRACURRICULAR ACTIVITIES/DISTRICT WIDE/MISCELLANEOUS			
01 E 300 298 216 000 187		7491		RICK MCLAIN	0	160.00	160.00
01 E 300 298 216 000 187				EXTRACURRICULAR ACTIVITIES/DISTRICT WIDE/CERTIFIED EVEN			
01 E 300 298 216 000 187		7492		MARK HENDERSON	0	35.00	35.00
01 E 300 298 216 000 187				EXTRACURRICULAR ACTIVITIES/DISTRICT WIDE/CERTIFIED EVEN			
01 E 300 298 216 000 187		7493		DAN HOFFMAN	0	100.00	100.00
01 E 300 298 216 000 187				EXTRACURRICULAR ACTIVITIES/DISTRICT WIDE/CERTIFIED EVEN			
01 E 300 298 216 000 187		7494		CHYANNE SAND	0	30.00	30.00
01 E 300 298 216 000 187				EXTRACURRICULAR ACTIVITIES/DISTRICT WIDE/CERTIFIED EVEN			
01 E 300 298 216 000 187		7495		MAGGIE SCHEFFLER	0	30.00	30.00
01 E 300 298 216 000 187				EXTRACURRICULAR ACTIVITIES/DISTRICT WIDE/CERTIFIED EVEN			
01 E 300 298 216 000 187		7496		BETTY LECY	0	30.00	30.00
01 E 300 298 216 000 187				EXTRACURRICULAR ACTIVITIES/DISTRICT WIDE/CERTIFIED EVEN			
		7497		SCOTT RASMUSSEN	0	30.00	

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01 E 300 298 216 000 187				EXTRACURRICULAR ACTIVITIES/DISTRICT WIDE/CERTIFIED EVEN		30.00	
			7498	MARK JENSEN	0	30.00	
01 E 300 298 216 000 187				EXTRACURRICULAR ACTIVITIES/DISTRICT WIDE/CERTIFIED EVEN		30.00	
			7499	KAITLYN LADWIG	0	30.00	
01 E 300 298 216 000 187				EXTRACURRICULAR ACTIVITIES/DISTRICT WIDE/CERTIFIED EVEN		30.00	
			7500	KARI BAKER	0	30.00	
01 E 300 298 216 000 187				EXTRACURRICULAR ACTIVITIES/DISTRICT WIDE/CERTIFIED EVEN		30.00	
			7501	AMY ENGESSER	0	35.00	
01 E 300 298 216 000 187				EXTRACURRICULAR ACTIVITIES/DISTRICT WIDE/CERTIFIED EVEN		35.00	
			7502	TOMMY LINDSTROM	0	70.00	
01 E 300 294 215 000 305				BOYS ATHLETICS/DISTRICT WIDE/PROFESSIONAL FEES/BASEBALL		70.00	
			7503	LAKEVIEW SCHOOL	0	300.00	
01 E 300 298 216 000 899				EXTRACURRICULAR ACTIVITIES/DISTRICT WIDE/MISCELLANEOUS		300.00	
			7504	AMANDA BECKLER	0	28.07	
01 E 005 790 000 313 430				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		28.07	
			7505	DYLAN LINDSTROM	0	100.00	
01 E 300 294 215 000 305				BOYS ATHLETICS/DISTRICT WIDE/PROFESSIONAL FEES/BASEBALL		100.00	
			7506	REDWOOD VALLEY HS	0	50.00	
01 E 300 292 219 000 369				BOYS/GIRLS ATHLETICS/DISTRICT WIDE/PARTICIPATION FEES/T		50.00	
			7507	MIKE THULL	0	50.00	
01 E 300 298 216 000 187				EXTRACURRICULAR ACTIVITIES/DISTRICT WIDE/CERTIFIED EVEN		50.00	
			7508	CAMDEN CONFERENCE	0	871.00	
01 E 300 298 216 000 899				EXTRACURRICULAR ACTIVITIES/DISTRICT WIDE/MISCELLANEOUS		871.00	
			7509	TARA STAAB	0	80.00	
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		80.00	
			7510	MARK GRUSSING	0	105.00	
01 E 300 294 215 000 305				BOYS ATHLETICS/DISTRICT WIDE/PROFESSIONAL FEES/BASEBALL		105.00	
			7511	PAUL HAMRE	0	105.00	
01 E 300 294 215 000 305				BOYS ATHLETICS/DISTRICT WIDE/PROFESSIONAL FEES/BASEBALL		105.00	
			7512	TERESA HILDAHL (SUMMER REC)	0	40.00	
04 R 500 000 000 321 050				DISTRICT WIDE/COMMUNITY EDUCATION/FEES FROM PATRONS/DIS		40.00	
			7513	CATHEDRAL ST JOHNS THE DEVINE	0	184.00	
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		184.00	
			7514	CASEYS	0	81.88	
01 E 300 361 000 830 433				VOCATIONAL WEIDAUER/VOCATIONAL PROGRAMS/INDIVIDUAL INST		81.88	
			7515	CASEYS	0	34.77	
01 L 230 33				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		34.77	
			7516	BRYCE SCHMIDT	0	100.00	
01 L 230 43				GENERAL FUND/DEFERRED REVENUE/TARGET \$ MS/HS		100.00	
			7517	MARK ANDERSON	0	8.40	
02 R 005 000 000 701 601				DISTRICT WIDE/SCHOOL LUNCH/SALES TO PUPILS/DISTRICT WID		8.40	
			7518	BRAD BURGESSON	0	8.45	
02 R 005 000 000 701 601				DISTRICT WIDE/SCHOOL LUNCH/SALES TO PUPILS/DISTRICT WID		8.45	
			7519	TANYA JESSERITZ	0	4.40	
02 R 005 000 000 701 601				DISTRICT WIDE/SCHOOL LUNCH/SALES TO PUPILS/DISTRICT WID		4.40	

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02 R 005 000 000 701 601			7520	CORY LINDSTROM DISTRICT WIDE/SCHOOL LUNCH/SALES TO PUPILS/DISTRICT WID	0	18.20	18.20
02 R 005 000 000 701 601			7521	ROBERT ALCORN DISTRICT WIDE/SCHOOL LUNCH/SALES TO PUPILS/DISTRICT WID	0	35.80	35.80
02 R 005 000 000 701 601			7522	ELLIS OLSON DISTRICT WIDE/SCHOOL LUNCH/SALES TO PUPILS/DISTRICT WID	0	7.45	7.45
02 R 005 000 000 701 601			7523	DOUG RAMIREZ DISTRICT WIDE/SCHOOL LUNCH/SALES TO PUPILS/DISTRICT WID	0	8.40	8.40
02 R 005 000 000 701 601			7524	ELIZABETH RANEY DISTRICT WIDE/SCHOOL LUNCH/SALES TO PUPILS/DISTRICT WID	0	21.35	21.35
02 R 005 000 000 701 601			7525	MIKE RICHTER DISTRICT WIDE/SCHOOL LUNCH/SALES TO PUPILS/DISTRICT WID	0	3.00	3.00
02 R 005 000 000 701 601			7526	DEVEN SCHMIDT DISTRICT WIDE/SCHOOL LUNCH/SALES TO PUPILS/DISTRICT WID	0	24.25	24.25
02 R 005 000 000 701 601			7527	JIM SKJEFTE DISTRICT WIDE/SCHOOL LUNCH/SALES TO PUPILS/DISTRICT WID	0	14.90	14.90
02 R 005 000 000 701 601			7528	LEIF PAULSON DISTRICT WIDE/SCHOOL LUNCH/SALES TO PUPILS/DISTRICT WID	0	21.65	21.65
02 R 005 000 000 701 601			7529	BRAD WERNER DISTRICT WIDE/SCHOOL LUNCH/SALES TO PUPILS/DISTRICT WID	0	372.40	372.40
01 E 100 203 000 302 530			7530	JEREMY LANDBY ELEMENTARY GENERAL ED./CAPITAL OUTLAY/EQUIPMENT PURCHAS	0	750.00	750.00
01 E 300 790 388 000 899			7531	SCSU WRESTLING OTHER PUPIL SUPPORT SERVICES/DISTRICT WIDE/MISCELLANEOU	0	120.00	120.00
01 E 300 298 216 000 899			7533	REGION 3A EXTRACURRICULAR ACTIVITIES/DISTRICT WIDE/MISCELLANEOUS	0	1,996.00	1,996.00
01 E 100 790 388 000 899			7534	GF SOCCER ASSOC. OTHER PUPIL SUPPORT SERVICES/DISTRICT WIDE/MISCELLANEOU	0	85.00	85.00
01 E 100 790 388 000 899			7535	YME YOUTH FOOTBALL OTHER PUPIL SUPPORT SERVICES/DISTRICT WIDE/MISCELLANEOU	0	60.00	60.00
20810 YME BOARD ACCOUNT 01 L 230 33		06/11/2018	1	MOVIE FT GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU	0	455.57	537.57 455.57
01 E 300 255 000 000 430			10	BIRCH COULEE INDUSTRIAL EDUCATION/DISTRICT WIDE/SUPPLIES/DISTRICT WI	0	50.00	50.00
01 L 230 43			2	SR CLASS PICNIC GENERAL FUND/DEFERRED REVENUE/TARGET \$ MS/HS	0	32.00	32.00
20811 Vendor Continued Void 20812 YME-FOOD SERVICE 01 L 230 33		06/11/2018	1	birthday treat GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU	0	19.35	0.00 1,552.59 19.35
01 L 230 43			15	sr grill out GENERAL FUND/DEFERRED REVENUE/TARGET \$ MS/HS	0	48.29	48.29
01 E 100 203 362 000 899			2	may ELEMENTARY GENERAL ED./DISTRICT WIDE/MISCELLANEOUS EXPE	0	10.53	10.53
01 L 230 43			22	ms/hs testing GENERAL FUND/DEFERRED REVENUE/TARGET \$ MS/HS	0	43.85	43.85
01 E 100 203 000 000 899			5/17	NL ELEMENTARY GENERAL ED./DISTRICT WIDE/MISCELLANEOUS EXPE	0	3.80	3.80

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E	350 790 362 000 899	may3		ms/hs after school snacks	0	40.36	
				OTHER PUPIL SUPPORT SERVICES/DISTRICT WIDE/MISCELLANEOU			40.36
01 E	350 790 149 000 899	may4		2nd chance breakfast	0	196.16	
				OTHER PUPIL SUPPORT SERVICES/DISTRICT WIDE/MISCELLANEOU			196.16
01 L	230 33	may5		Fun Day BRE	0	63.65	
				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU			63.65
01 E	100 203 362 000 899	may6		bre snacks	0	1,126.60	
				ELEMENTARY GENERAL ED./DISTRICT WIDE/MISCELLANEOUS EXPE			1,126.60
			117	Computer		Check(s) For a Total of	329,324.78

0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
0	ACH	Checks For a Total of	0.00
117	Computer	Checks For a Total of	329,324.78
Total For 117 Manual, Wire Tran, ACH & Computer Checks			329,324.78
Less	0	Voided Checks For a Total of	0.00
Net Amount			329,324.78

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	19,058.78	5,829.59	280,081.06	304,969.43
02	FOOD SERVICE	0.00	548.65	21,161.93	21,710.58
04	COMMUNITY SERVICE	0.00	40.00	2,578.17	2,618.17
09	TRUST FUND	26.60	0.00	0.00	26.60

Yellow Medicine East #2190

**Board Report
June 11, 2018**

Ending
6/7/2018

2017-18 By Fund	Original 2017-18	Year to Date Expenditures	Budget Balance	Percent Expended	For Comparison
					2016-17 YTD Expended
General	10,114,437	8,869,630	1,244,807	87.69%	85.89%
Food Service	448,378	381,464	66,914	85.08%	91.10%
Community Service	431,010	314,667	116,343	73.01%	84.29%
Debt Red.	1,191,813	1,190,453	1,361	99.89%	99.89%
OPEB Trust	225,729	105,773	119,956	46.86%	48.91%
OPEB Debt Service	192,308	191,758	551	99.71%	99.71%
Total	12,603,675	11,053,744	1,549,931	87.70%	86.89%

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	Administrative Assistants	91.67%
12 Month Non-certified	Custodians	85.00%
9 Month non-Certified	Assistants/Cooks	92.00%

Liquid Asset Fund

Month End Cash Invested \$3,861,944.07 General Closing Market Value
5/31/2018

Electronic Fund Transfers/ACH Transfers/LAF Checks

From To

5-8 & 5-4-18	\$ 291.13	rSchool Fees	LAF	rSchool
5/16/2018	\$ 300,000.00	Board Accounts Payable	LAF	Citizen's Alliance Bai
	\$ -	Board Accounts Payable	LAF	Citizen's Alliance Bai
5/22/2018	\$ -	Payroll (F&M Bank)	LAF	F&M Bank
5/22/2018	\$ 376,070.92	Payroll (Direct Deposit)	LAF	Granite Falls Bank
5/22/2018	\$ 300,000.00	Board Accounts Payable	LAF	Citizen's Alliance Bai
	\$ -	Sales Tax	LAF	Mn. Dept. of Revenu
	\$ -	PERA Trust (OPEB)	OPEB Trust	LAF

Trust Fund (PERA) OPEB \$555,111.21 Ending **5/31/2018**

YELLOW MEDICINE EAST ENROLLMENT REPORT 2017-2018

	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	48			46			47			47			46		
First Grade	43			43			43			43			42		
Second Grade	57			58			59			58			58		
Third Grade	53			53			54			53			53		
Fourth Grade	65			64			65			65			63		
Fifth Grade	51			52			53			53			53		
	317			316			321			319			315		
Sixth Grade		52			54			54			54			54	
Seventh Grade		69			65			63			63			64	
Eighth Grade		64			63			62			62			63	
Ninth Grade		56			59			60			60			60	
Tenth Grade		48			49			48			46			47	
Eleventh Grade		58			57			53			51			52	
Twelfth Grade		68			63			62			62			62	
		415			410			402			398			402	
K-12 TOTAL		732			726			723			717			717	

	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	46			47			47			47			47		
First Grade	42			42			43			44			44		
Second Grade	59			59			59			59			59		
Third Grade	52			52			53			52			52		
Fourth Grade	63			63			63			62			63		
Fifth Grade	54			54			54			54			54		
	316			317			319			318			319		
Sixth Grade		53			50			49			50			50	
Seventh Grade		64			63			62			63			63	
Eighth Grade		64			63			62			62			62	
Ninth Grade		60			53			53			53			52	
Tenth Grade		47			47			47			46			46	
Eleventh Grade		54			55			55			54			54	
Twelfth Grade		60			59			59			59			60	
		402			390			387			387			387	
K-12 TOTAL			718			707			706			705			706

(Updated May 8, 2018)

MSBA/MASA Reviewed: 2009

Previous Adoption: May 2012

Reviewed by YME Administrators and Policy Committee: May 2018

First Reading: April 8, 2013

Second Reading: May 13, 2013

Adopted: May 13, 2013

503 STUDENT ATTENDANCE

I. PURPOSE

- A. 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.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

b. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

c. **Administrators shall determine whether an absence is excused or unexcused.**

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be

included as an addendum to this policy.

1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- b. The following reasons shall be sufficient to constitute excused absences:
 - (1) Illness.
 - (2) Serious illness in the student's immediate family.
 - (3) A death or funeral in the student's immediate family or of a close friend or relative.
 - (4) Medical, dental, or orthodontic treatment, or a counseling appointment.
 - (5) Court appearances occasioned by family or personal action.
 - (6) Religious instruction not to exceed three hours in any week.
 - (7) Physical emergency conditions such as fire, flood, storm, etc.
 - (8) Official school field trip or other school-sponsored outing.
 - (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
 - (10) Family emergencies.
 - (11) Active duty in any military branch of the United States.

- (12) A student's condition that requires ongoing treatment for a mental health diagnosis.
- (13) *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.*
- (14) *Family Vacations*

c. Consequences of 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.
- (2) ~~Work missed because of absence must be made up within 2 days from the date of the student's return to school.~~ *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. 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.

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.

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- (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.

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
2. Procedures for Reporting Tardiness
 - a. Students tardy at the start of school must report to the school office for an admission slip.
 - b. Tardiness between periods will be handled by the teacher.

3. Excused Tardiness

Valid excuses for tardiness are:

- a. Illness.
- b. Serious illness in the student's immediate family.
- c. A death or funeral in the student's immediate family or of a close friend or relative.
- d. Medical, dental, orthodontic, or mental health treatment.
- e. Court appearances occasioned by family or personal action.
- f. Physical emergency conditions such as fire, flood, storm, etc.
- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. Consequences of tardiness will be detention after 3 unexcused tardies. In addition 3 unexcused tardies are equivalent to one unexcused absence.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
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 the activity or program.

III. DISSEMINATION OF POLICY

Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

IV. REQUIRED REPORTING

A. Continuing Truant

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;

2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
4. That this notification serves as the notification required by Minn. Stat. § 120A.34;
5. That alternative educational programs and services may be available in the district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant

1. A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures,

under Minn. Stat. Ch. 260A.

- Legal References:**
- Minn. Stat. § 120A.05 (Definitions)
 - Minn. Stat. § 120A.22 (Compulsory Instruction)
 - Minn. Stat. § 120A.24 (Reporting)
 - Minn. Stat. § 120A.26 (Enforcement and Prosecution)
 - Minn. Stat. § 120A.28 (School Boards and Teachers, Duties)
 - Minn. Stat. § 120A.30 (Attendance Officers)
 - Minn. Stat. § 120A.34 (Violations; Penalties)
 - Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
 - Minn. Stat. § 260A.02 (Definitions)
 - Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is Continuing Truant)
 - Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
 - Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
 - Goss v. Lopez*, 419 U.S. 565, 95 S.Ct. 729 (1975)
 - Slocum v. Holton Board of Education*, 429 N.W.2d 607 (Mich. App. Ct. 1988)
 - Campbell v. Board of Education of New Milford*, 475 A.2d 289 (Conn. 1984)
 - Hamer v. Board of Education of Township High School District No. 113*, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)
 - Gutierrez v. School District R-1*, 585 P.2d 935 (Co. Ct. App. 1978)
 - Knight v. Board of Education*, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
 - Dorsey v. Bale*, 521 S.W.2d 76 (Ky. 1975)
- Cross References:**
- MSBA/MASA Model Policy 506 (Student Discipline)



Education and Leadership for a Lifetime

2100 Freeway Boulevard, Brooklyn Center, Minnesota 55430-1735 | (763) 560-2262, FAX (763) 569-0499 | www.mshsl.org

May 2018

Dear Superintendent:

Minnesota Statutes, Section 128C.01, requires individual school boards to authorize membership in the Minnesota State High School League. The Resolution for Membership (Resolution) affirms (1) that your school board delegates the control, supervision and regulation of League-sponsored athletic and fine arts activities to the Minnesota State High School League; (2) that your school board adopts the MSHSL Constitution, Bylaws and Rules and Regulations; and, (3) that the administration and responsibility for supervising your registered activities is assigned to your official school representative(s).

Section 208.00 of the MSHSL Constitution found in the Official Handbook and online at mshsl.org provides that each member school shall identify a **Designated School Representative** and **Designated School Board Member**. In addition, each school must identify individuals to represent boys' sports, girls' sports, speech and music; schools are also urged to form a **Local Advisory Committee** to address MSHSL matters. Page 2 of the Resolution provides language from the Constitution and space for your school to identify those persons who will represent your school.

Please return one copy of pages 1 and 2 of the 2018-2019 Resolution for Membership for each high school to the Minnesota State High School League and retain one copy of each for your school files. The deadline for returning the Resolution Form(s) is as soon as possible but not later than August 31, 2018. If your Designated School Board Member, Designated School Representative, Activity Representatives or Mailing Representative has changed from the previous year, please have your school's activity director make the change on your school's page on the MSHSL website database. If the Resolution is not received by the above date, a \$250 late fee will be assessed. No school is eligible to compete in regular or post-season tournaments unless the completed Resolution is on file in the League office.

A billing for services, rule books, and other supplies ordered for your school will be mailed in mid-August.

Please be reminded of the following:

1. August 1 begins the MSHSL fiscal year and the Resolution for Membership for the 2018-2019 school year must be approved by your local school board.
2. **Auguts 31, 2018 is the due date for return of the Resolution Form.** A late fee will be assessed if the Resolution is not returned by that date; **your students WILL NOT BE COVERED** by the catastrophic insurance plan; your school district must assume that responsibility; and your students will not be allowed to participate in League-sponsored events.
3. **The Resolution must be completed in full**, including viewing of the *WHY WE PLAY* training video and a review of the Code of Conduct Statement. Signatures of the superintendent and clerk/secretary of the school board affirm such compliance. The video is available on the homepage of the MSHSL website or you may contact League staff.

(over)

This mailing has been sent to all current member schools. If your school chooses *not* to become a member for the 2018-2019 school year, please email Lynne Johnson at ljohnson@mshsl.org. This does not prevent you from re-establishing your membership with the League in the future.

The focus of the Minnesota State High School League is “Education and Leadership for a Lifetime” and membership in the MSHSL will provide your students with rewarding benefits as they participate in the education-based athletics and fine arts activities sponsored by your school.

The League staff looks forward to an on-going partnership with your school, your school personnel, and the students in your school community.

Sincerely,

A handwritten signature in black ink that reads "Erich Martens". The signature is written in a cursive style with a large, sweeping initial "E".

Erich Martens
Executive Director

Enclosure

Minnesota State High School League
2100 Freeway Boulevard
Brooklyn Center, MN 55430-1735
763-560-2262 Fax: 763.569.0499 www.mshsl.org

**2018-2019 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

RESOLVED, that the Governing Board of School District Number _____, County of _____, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the high school(s) listed below (name all high schools in the district):

is/are authorized by this, the Governing Board of said school district or school to:

1. _____ Make new application for membership in the Minnesota State High School League;
School Enrollment (9-12): _____

OR;

- _____ Renew its membership in the Minnesota State High School League; and,
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representatives identified by this Governing Board.

Signing the Resolution for Membership affirms that this Governing Board has reviewed the WHY WE PLAY training video which defines the purpose of education-based athletic and activity programs and will assist school communities in communicating a shared common language as it relates to the value of these said programs.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed: _____
Clerk/Secretary - Local Governing Board

Signed: _____
Superintendent or Head of School

Date: _____

Date: _____

District Office Address, City, Zip: _____

School Superintendent's Phone: _____ School Superintendent's Email: _____

RETURN ONE COPY TO THE MSHSL NOT LATER THAN AUGUST 31, 2018
Retain one copy for the school files.

(over)

**2018-2019 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and mail ballots.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the schools membership in the MSHSL.

Please complete and return this form with your school's 2018-2019 Resolution for Membership. If the school board is responsible for more than one (1) high school, please complete a form for EACH high school.

Name of School (Please Print)

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

Designated School Board Member
(Please Print)

Designated School Representative
(Please Print)

Email Address

Email Address

208.02 ACTIVITY REPRESENTATIVES

Boys' Sports
(Please Print)

Girls' Sports
(Please Print)

Speech
(Please Print)

Music
(Please Print)

*Mailing Representative (Please Print)

* The Mailing Representative is the person to whom all mailings from the League office will be sent. Schools usually name the activity director as the primary recipient of the mailings or email messages.

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

Board Member (Please Print)

Student (Please Print)

Parent (Please Print)

Faculty Member (Please Print)



Yellow Medicine East, ISD 2190

ISD 2190 – BOARD OF DIRECTORS’ AGENDA ANALYSIS

AGENDA ITEM: 7.9
MEETING DATE: June 11, 2018
SUBJECT: Summer Hours

BOARD ACTION

Required
Information X
Scheduled Report

BACKGROUND/RATIONALE

Summer hours are traditionally set as scheduled four (4) days per week with eight hours of reported as open. Hours of operation will be Monday through Thursday with clerical, business and district office open from 8:00 am to 4:00 pm. The staff will work slightly different hours but the office will be open during business hours.

The summer custodial hours are set for Monday through Thursday with a 10 hour work day. Specific hours will be set by Francis Staab

PRESENTER (S)

COMMITTEE

SUPERINTENDENT RECOMMENDATION

Please have the board approve the following insurance rates. Our health insurance went down 7% and we were forced to drop the 1000 deductible due to low participation. All other insurance rates and options remained the same.

2018-2019 Insurance Information

HEALTH Coverage	2000 Ded.	3375 HSA	6350 HSA
SINGLE	511.50	476.00	378.00
FAMILY	1458.50	1354.50	1074.50

DENTAL Coverage

Employee Only	31.05
Employee & Spouse	63.60
Employee & Children	64.50
Employee, Spouse & Children	102.50

LIFE Insurance \$25,000 Basic insurance along with \$25,000 AD&D and the cost is \$5.20 per month. The dependent insurance is 5,000 on each dependent, including their spouse and the cost is \$1.37. Up to \$125,000 of additional insurance can be purchased at the employee's expense for \$4.00 per 25,000.

LONG TERM DISABILITY The rate is figured at .34% of your salary

VISION Insurance	Low Plan	High Plan
Employee Only	5.68	9.88
Employee +1	10.32	17.20
Employee +2 or more	14.68	23.48



Voice For Greater Minnesota Education

RENEWAL INVOICE

2018-19 MEMBERSHIP YEAR

BILL TO:

Rick Clark, Superintendent
Yellow Medicine East Schools
450 9th Ave
Granite Falls MN 56241-1326

INVOICE #: 2019-1604

INVOICE DATE: June 1, 2018

DUE DATE: July 15, 2018

Membership expiration: June 30, 2018
New membership year: July 1, 2018-June 30, 2019
2018 Membership type: Full ISD Membership
2019 Membership type: Full ISD Membership
APU = 786
Shared district: NA

Base Fee:	\$1100.00
*Legislative Fee:	\$786.00
**Discount:	-\$0.00
Total 2018-19 Dues:	\$1886.00

**\$1.00 per Adjusted Pupil Unit (APU) to \$1,400 maximum, based on MDE APU estimates for 2018-19.*

***Districts with Shared Superintendents must BOTH join MREA to qualify for discount.*

Please verify the information below and correct as needed:

Organization Phone: 320 - 564-4081
Website: www.isd2190.org
County: Yellow Medicine
Service Coop: SWWC
MASA Region: 3
State House District: 16A,17A
State Senate District: 016,017
Federal District: 07

Return payment and copy of invoice to:

MINNESOTA RURAL EDUCATION ASSOCIATION
PO Box 187, St. Cloud MN 56302-0187

Questions?

Diane Vosen, Administrative Coordinator
(320) 762.6574 or Toll-Free (833)-MNVOICE
diane@mreavoiced.org



Voice for Greater Minnesota Education

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



Denise Streich <dstreich@isd2190.org>

Fwd: Coaching

Tim Knapper <knapper@isd2190.org>
To: Denise Streich <dstreich@isd2190.org>

Tue, May 22, 2018 at 11:44 AM

Please add the two coaching resignations to the June agenda as well. Anticipating more and will get them to you soon.

Tim

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

From: **Barry Weidauer** <bweidauer@isd2190.org>

Date: Tue, May 22, 2018 at 8:58 AM

Subject: Coaching

To: Tim Knapper <knapper@isd2190.org>

Tim;

I am letting you know that I will not be returning to coach Junior High Football or C team basketball. I have enjoyed the opportunity to coach at YME. I wish the very best for YME Athletics in the future.

Thank you,

--

Barry Weidauer
Industrial Technology
Yellow Medicine East
Phone 320-564-4083 ext. 147

--

Tim Knapper
Director of Activities/Community Ed
YME Schools
320-564-4081 ext. 110

Andrew Baumgartner

103 E. Depue Ave.

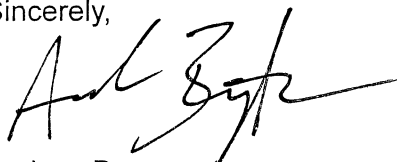
Olivia, MN 56277

May 18th, 2018

To Whom It May Concern:

Effective at the end of this school year I am resigning from the Co-Student Council Advisor position here at Y.M.E. Schools. My last day as the Co-Student Council Advisor will be the last student day on June 1st, 2018.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew Baumgartner". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Andrew Baumgartner

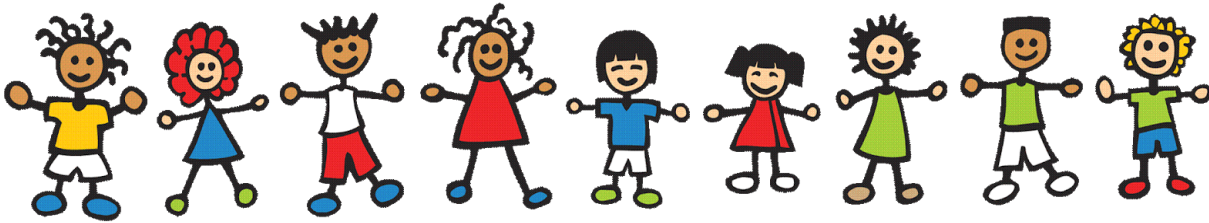
6/7/2018

YME School Board,

The purpose of this letter is to submit my resignation as head Yellow Medicine East track and field coach. I have had an incredible experience working with hundreds of student athletes in track and field. For the past 26 years, I have been responsible for our program. Along with that, I have also had the opportunity to be a father, and my tenure of having a child in my home is coming to an end. I take great pride in being the best dad that I can be, and want to be able to commit my time to my son, during his last 3 years with us. He is a baseball player, and absolutely loves the sport. It has become harder and harder for me to accept missing his games, due to my duties with track and field. So, I ask that you accept my resignation so I can pursue being a father and a baseball fan. Thank you for the many years of support that you have given to YME track and field.

Sincerely,

Scott Jans



Bert Raney Elementary Board Report

June 2018

Mrs. Hansen, Elementary Principal

BRE - Current Enrollment

	8/16	8/17	5/18	8/18	9/18	10/18	11/18	12/18	1/19	2/19	3/19
K	44	47	47								
1st	56	43	44								
2nd	51	58	59								
3rd	66	53	52								
4th	54	67	63								
5th	55	53	54								
Total	326	321	319								

End of the Year

1. Thank You!
 - a. Mr. Koetter
 - b. Mr. Scheffler
2. Minnesota Twins Trip
3. BRE Fun Day
4. Sting Pride Trip - Millennium Theater, Montevideo
5. Sting Pride Trip - Kiwanis Popcorn Stand
6. Summer Activities at BRE
7. Staffing for 2018-19
8. Looking Ahead...
 - a. Back to School Workshop, 8/28-8/30
 - b. K-12 Open House, 8/28, 5PM-7PM
 - c. BRE Book Fair, 8/28, BRE Gym, 5PM-7PM

BRE Goals for 2017-18:

SMART Goal: The percentage of students in grades 1-5 at grade level on the Star Reading assessment, will increase 5% from spring 2017 to spring 2018.

SMART Goal: The percentage of students in grades 1-5 at grade level on the Star Math assessment, will increase 3% from spring 2017 to spring 2018.

Additional Goal:

By May of 2018, Bert Raney Elementary staff will have access to resources and training relative to the integration of technology in the areas of math and reading, 3 or more times during the 2017-18 school year.

YME Middle/High School Board Report

June 2017 ~ 2018

Goals for the MS/HS for 2017/2018

- SMART Goal: The percentage of students in grades 6-10 at grade level on the Star Reading assessment, will increase 5% from spring 2017 to spring 2018.
- SMART Goal: The percentage of students in grades 6-10 at grade level on the Star Math assessment, will increase 3% from spring 2017 to spring 2018.

Areas of Focus

- Best Practice Instruction: Effective use of technology in your classroom or subject area
 - “By the start of the 2018-19, all K-12 YME students will have access to appropriate technology.”
 - “By the start of the 2018-19, all 6-12 YME students will have a 1-to-1 device for all coursework.”
- Reading and Writing Strategies: Reading and writing strategies used across the curriculum/content area
- SMART Goal ~ 100 percent of staff will complete one curriculum map for one class by the end of the school year

Graduation of the Class of 2018 ~ Thank you very much for attending and participating in the Graduation Ceremony for the Class of 2018 on June 1st 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 to attend. Congrats to all of the 2018 Graduates!

Scholarship YME ~ Last month the local Scholarship YME gave away over \$63,000 to students who completed the application process. 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 recognize the Scholarship YME Board and the many donors who support our students.

Inaugural Archie Bush Legacy Foundation Scholarship ~ Class of 2018 Recipients ~ This was the first graduating class from YME to be eligible for the Archie Bush Legacy Foundation Scholarship. This year there were five award winners. The award recipients from this year's graduating class were Tori Ims, Anna McCosh, Rebecca Leiser, Chelsey Niemeyer, and Kaitlyn Mathiowetz. Each student must be going to a four-year college or university post-high school. Students will be assigned an academic advisor from the Wallin Foundation that will stay with them throughout their college years. Each award winner will receive up to \$20,000 towards their books and tuition. Congrats and Good Luck!

2018 ~ 2019 Student Handbook Changes ~ I have submitted the MS/HS Student Handbook for you to review. There are no significant changes proposed for next year.

Q-Comp Building Goals ~ Lead

Q-Comp/Teacher Evaluation 2017 ~ 18

The students at YME will increase Reading assessment scores by an average of 5% as measured by STAR spring 2017 to spring 2018 assessments.

Reading	GE	Goal	44.71%	Number	Benchmark May	
May 2017						
Grade	Proficient	Total	%	Goal		
6	26	53	49.06%	54.06%	19 48 40%	
7	27	62	43.55%	48.55%	29 63 46%	
8	20	57	35.09%	40.09%	20 58 34%	
9	19	58	32.76%	37.36%	23 51 45%	
10	18	47	38.30%	43.30%	18 44 41%	
		Goal (5%)				
		110	277	39.71%	44.71	109 264 41%
Math	GE	Goal	64.59%	Number	Benchmark May	
May 2017						
Grade	Proficient	Total	%	Goal		
6	36	52	69.23%	72.23%	28 47 60%	
7	37	62	59.68%	62.68%	40 62 65%	
8	34	57	59.65%	62.65%	34 54 63%	
9	28	58	48.28%	51.28%	29 50 58%	
10	35	47	74.47%	77.47%	28 40 70%	
		Goal (3%)				
		170	276	61.59%	64.59%	159 253 63%

YME K-12 QComp Report

May 2018 Reading Scores

% of Students at or Above Grade Level

	2016-17 Tested	2016-17 at or Above Grade Level	Percentage at or Above Grade Level	2017-18 Tested	2017-18 at or Above Grade Level	Percentage at or Above Grade Level		
BRE	254	119	46.85%	247	140	56.68%	9.83%	Increase of 9.83%
MS/HS	277	110	39.71%	264	109	41.29%	1.58%	Increase of 1.58%
K-12 Percentage at or Above Grade Level	531	229	43.13%	511	249	48.73%		
K-12 % Increase from 2016-17 to 2017-18			5.60%					

QComp 2017-2018 Reading Goal:

The students at YME will increase reading assessment scores by an average of 5% as measured by STAR spring 2017 to spring 2018 assessments.

Class of 2018 College and Career Choices ~ Below I have included a list of the students of the Class of 2018 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 2018 had an outstanding last run at YME, and I am looking forward to hearing how they will be changing the world. Good Luck!

<u>Student</u>		<u>Post Secondary Plans</u>	
<u>Last Name</u>	<u>First Name</u>	<u>College</u>	<u>Major</u>
Jagger	Anderson	Alexandria Technical & Community College	Law Enforcement
Ty	Anderson	North Dakota State College of Science - Wahpeton, ND	Electrician
Amanda	Balfany	South Dakota State University, Brookings, SD	Psychology
Andrew	Beyer	Work	
Jedd	Blue	Ridgewater College- Willmar	Auto Body
Haley	Brovold	Minnesota West- Granite Falls Campus	Nursing
Saraya	Burgeson	St. Cloud Technical & Community College	Pre-Dental Hygiene
Anne	Clarke	North Central University	Sports Management
Hailey	Cobb	Minnesota West- Granite Falls Campus	Child Development
Kolin	Eckstrom	Minnesota West- Granite Falls Campus	Precision Machining
Shyann	Enney	(ALC Student No Information)	
Angel	Filzen	Mankato State University	Liberal Arts
Dylan	Firle	Work	
Cesia	Gaitan	Work	Certified Nursing Assistant
Esai	Garcia	Marine Corps	
Janel	Guertin	Ridgewater College- Willmar	Vet Tech
Craig	Gutzkow	(ALC Student No Information)	
Bret	Haar	Lake Area Technical Institute Watertown, SD	Welding
Emily	Halvorson	St. Cloud Technical Community College	Dental Assistant
Victoria	Ims	Southwest Minnesota State University	Social Work
Lilly	Irvine	Southeast Technical Institute, Sioux Falls, SD	LPN/RN
Madison	Jeseritz	Minnesota West- Granite Falls Campus	Nursing
Kole	Johnson	South Dakota State University, Brookings, SD	Wildlife & Fisheries Science
Tyson	Knollenberg	South Dakota State University, Brookings, SD	Engineering
Eric	Kosak	Lake Area Technical Institute Watertown, SD	Heavy Equipment Operator
Natalie	LeBlanc	University of North Dakota - Grand Forks, ND	Chemistry
Hannah	Lecy	Mitchell Technical Institute - Mitchell, SD	Radiologic Technology
Rebecca	Lieser	U of M Twin Cities- Carlson School of Management	Human Resources
Dylan	Lindblom	Alexandria Technical & Community College	Welding
Nicholas	Lindstrom	Minnesota West- Canby Campus	Electrician
Charlynn	Lund	Minnesota West- Granite Falls Campus	Child Development
Noah	Lusti	Travel	
Kaitlyn	Mathiowetz	University of Minnesota Duluth	Theater/Business
Anna	McCosh	University of Wisconsin - River Falls Campus	Elementary Education or Agribusiness

Kaitlyn	Mortenson	Bethany Lutheran Mankato	Elementary Education & Math
Chelsey	Niemeyer	Minnesota State University Moorhead	Psychology
Garrett	Nordang	Minnesota West- Canby Campus	Electrician
Joshua	Nordaune	Lake Area Technical Institute Watertown, SD	Energy Operations
Britta	O'Brien	North Dakota State College of Science - Fargo Campus	Generals
Tyler	Olson	(ALC Student No Information)	
Brandon	Olson-Merrill	Minnesota West- Granite Falls Campus	Precision Machining
Tangela	Panitzke	Southeast Technical Institute, Sioux Falls, SD	Nursing
Isaiah	Perry	Minnesota West- Granite Falls Campus	Liberal Arts
Jakob	Pringle	North Dakota State College of Science - Wahpeton, ND	HVAC & Plumbing
Kylie	Ramirez	Work	
Cathy	Raney	Minnesota West- Granite Falls Campus	Liberal Arts
Cole	Richter	Ridgewater College- Willmar	Carpentry
Chandler	Rillo	Southwest Minnesota State University	Liberal Arts
Keria	Ross	Minnesota State University Moorhead	Studio Photography

End of the Year Awards Ceremony

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

Senior 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:

Tyson Knollenberg
Dylan Lindblom

Joshua Nordaune
Keria Ross

Matthew Virnig

Senior 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:

Saraya Burgeson
Rebecca Lieser
Kaitlyn Mathiowetz

Anna McCosh
Kaitlyn Mortenson
Chelsey Niemeyer

Bryce Schmidt
Maya Shebala
Asa Ulferts

Lions Club Honor Students: This past month the Lion's Club Organizations for Granite Falls and Clarkfield held an awards ceremony recognizing senior students who have achieved a 3.5 GPA during their high school career here at Yellow Medicine East. These students have already received their awards at the banquet.

Saraya Burgeson
Rebecca Lieser
Kaitlyn Mathiowetz
Anna McCosh

Kaitlyn Mortenson
Chelsey Niemeyer
Keria Ross
Bryce Schmidt

Maya Shebala
Asa Ulferts
Matthew Virnig

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 2017 ~ 2018 Honor Society Inductees are:

Sophomores:

Taylor Bakkelund	Marley Lara	Megan Nordaune
Madison Hinz	Lauren McCosh	Kelsey Rhode
		Tiana Rupp

Juniors:

Samantha Anderson	Chelsea Hoernemann	Emilee Speh
Skyler Corner	Rory Shackelford	Whitney Tennis
Mackenzie Dyrdaahl		

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

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

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: Nicole Rillo and Kaylee Luepke

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.

Sting Mentors:

Ethan Fagen (9)	Dalton Anderson (11)	Bennett Knapper (11)
Brienna Gustafson (9)	Samantha Anderson (11)	Dylan Firle (12)
Courtney Winter (9)	Bryant Bestland (11)	Emily Halvorson (12)
Julian Flores (10)	Mackenzie Dyrdaahl (11)	Kaitlyn Mortenson (12)
Madison Hinz (10)	Ayden Friese (11)	Chelsey Niemeyer (12)
Lauren McCosh (10)	David Hidalgo (11)	Bryce Schmidt (12)

Yellow Medicine East Most Outstanding Male and Female Students for each grade in the Middle and High School for the 2017- 2018 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: Moises Hidalgo and Riley Streich

The 7th Grade winners are: Tarrick Rupp and Ruby Bones

The 8th Grade winners are: Isaac Jimenez and Emily Pederson

The Freshman class winners are: Oscar Galvan and Sophia Poff

The Sophomore class winners are: Marley Lara and Taylor Bakkelund

The Junior class winners are: David Hidalgo and Whitney Tennis

The Senior class winners are: Bryce Schmidt and Maya Shebala

Perfect Attendance for the Class of 2018

Perfect attendance can be attained by missing no more than 1 class period per quarter here at Yellow Medicine East.

There are two seniors who have maintained perfection when it comes to attendance during their entire senior year. The first senior to obtain High School Perfect Attendance for the entire school year is:

Dylan Lindblom (12) Honor Pin

The second senior who has earned perfect attendance for his senior year, has also earned perfect attendance for ALL FOUR YEARS of his high school career, meaning in four years, he has missed NO MORE than one class period each quarter! Congratulations...

Bryce Schmidt (12) Honor Pin + \$100

Seniors who have been on the honor roll all four quarters for the 2017 ~ 2018 school year.

Amanda Balfany
Saraya Burgeson
Emily Halvorson
Tyson Knollenberg
Rebecca Lieser

Charlynn Lund
Kaitlyn Mortenson
Chelsey Niemeyer
Garrett Nordang
Kylie Ramirez

Keria Ross
Bryce Schmidt
Maya Shebala
Asa Ulferts
Paytan Vonderharr

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

Saraya Burgeson
Tyson Knollenberg

Chelsey Niemeyer
Keria Ross

Bryce Schmidt
Asa Ulferts

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

CLASS OF 2021 (9)

5. Alli Steffen
3. Sophia Poff (Tied)
3. Abel Chaparro (Tied)
2. Tyler Nordaune
1. Samone Farris

CLASS OF 2020 (10)

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

The Class of 2019 Top 5 (11)

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

Class of 2018 Honor Cord recipients: These students have shown dedication to their academics and have persevered to achieve at a high level.

WHITE ACHIEVEMENT CORDS for a GPA 3.00-3.39 ~ Achievement

Anne Clarke
Kolin Eckstrom
Dylan Firlle
Cesia Gaitan
Bret Haar
Emily Halvorson

Lilly Irvine
Kole Johnson
Eric Kosak
Natalie LeBlanc
Hannah Lecy
Nicholas Lindstrom

Charlynn Lund
Garrett Nordang
Trent Skjefte
Paytan Vonderharr
Cassandra Weir

The Class of 2018 Achievement Cord Recipients.

SILVER HONOR CORDS for GPA 3.40-3.69 ~ Honors

Tyson Knollenberg
Dylan Lindblom

Joshua Nordaune
Keria Ross

Matthew Virnig

GOLD HIGHEST HONORS CORDS for a GPA 3.70-4.00 ~ Highest Honors

Saraya Burgeson
Rebecca Lieser
Kaitlyn Mathiowetz

Anna McCosh
Kaitlyn Mortenson
Chelsey Niemeyer

Bryce Schmidt
Maya Shebala
Asa Ulferts

Yellow Medicine East Class of 2018 Top 5 Students, including the Salutatorian and Valedictorian.

Class of 2018 Top 5 GPA's

- 5 . Chelsey Niemeyer
4. Maya Shebala
3. Kaitlyn Mathiowetz

This year's Yellow Medicine East Salutatorian maintained a GPA of 3.925 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 2018 Salutatorian ~ Bryce Schmidt

This student has maintained a 3.945 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 2018 Valedictorian ~ Saraya Bergeson

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



Policy Committee Meeting
May 22, 2018
6:00 pm in the Board Room

Present: Sharon Rupp, Susan Bones, Lisa Hansen and Rick Clark

The members had been given a list of required policies:

102	214	401
402	406	410
413	417	418
419	427	501
502	506	514
515	516	520
521	524	526
531	532	533
534	601	603
612-1	616	
620	709	721
806	903	

All of these policies are required by MN statute and are templates of MSBA/MASA legal resources. The committee recommends the board approval of the above cited policies for its annual

In other business it was discovered, after the issuance of the student handbooks, that School District Policy 503 – Attendance had not been updated on the school website. The issue of concern was the number of days a student has to make up work after their absences.

The handbook and practice was based upon the recommendations of the Policy Committee in the 2016-2017 school year. The change of policy provides for greater opportunity for students to make up their work and for teachers to have a specific due date for that make up work.

The language in policy 503 Section B, subsection 1 reads” Work missed because of absence must be made up within 2 days from the date of the student’s return to school”.

The language in policy 503 should read “Work missed because of absence must be made up within a period of the number of days absent plus one day”.

Additional change was to move Family Vacation and College visitation from unexcused to excused absence classification.

Since the policy was not updated the committee feels that the policy should receive two readings prior to publication.

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

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



The policy committee reviewed the 2018-2019 student handbooks and will forward to the board for reading at the June 11th meeting.

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
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Fax: 320-564-4427

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Fax: 320-564-4781

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

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Combination Building and Grounds with Finance Committee Meeting May 29, 2018

Board Room at 5:30

Present: Dawn Odegard, Jeremy Corner, Steve Rupp, LeeAnn Boushek, Francis Staab, Ryan Luft, Lisa Hansen, Jeff Iverson and Rick Clark

The superintendent requested the invitation of Dawn Odegard to the Building and Grounds Committee.

The committee reviewed the Capital Expenditure List and the Long Term Facilities Management List.

The definition of Capital is any item or group of items that exceed \$1,000 and have a life expectancy of greater than two (2) years.

The principals, AD, custodial/grounds and food services directors submit their ideas for inclusion in the budget process. The original list is composed of items submitted as "The Wish List". Each year these lists are submitted to the superintendent and Business Manager for consideration while the budget is prepared for the June board meeting.

The goal for the 2018-2019 school year or Fiscal Year 2019 was to provide budgets for Capital and LTFM was to present these list at or near Zero Budget or Slightly revenue greater than expenditures.

After review of the two list the committee considered one additional item for the Capital list. This item was the additional cost of putting irrigation (sprinklers) on the outside of the football field. This addition would reduce the time and cost of keeping the entire football field watered with raintrain hose sprinklers. As the football field is used by the varsity, jv, middle school and junior football program as well as soccer the committee felt this would be a good investment with payback due to elimination of over-time to grounds worker(s).

The members also discussed Door 16, main entry in the north alley, which is showing severe rust and erosion due to wear and salt damage. The condition and cost will be reviewed in the future.

YME MIDDLE/HIGH SCHOOL
Ryan Luft, Principal
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Granite Falls, MN 56241
Phone: 320-564-4083
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BERT RANEY ELEMENTARY
Lisa Hansen, Principal
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ACTIVITIES & COMMUNITY EDUCATION
Tim Knapper, Director
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MVCC - SPECIAL EDUCATION
Cindy Loe, Director
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Yellow Medicine East, ISD 2190

ISD 2190 – BOARD OF DIRECTORS' AGENDA ANALYSIS

AGENDA ITEM: 10.1
MEETING DATE: June 11, 2018
SUBJECT: Participation in the Career Technical Education (CTE)

BOARD ACTION

Required X
Information
Scheduled Report

BACKGROUND/RATIONALE

From time to time, the members have received information concerning the pilot project known as CTE and the partnership with SWWC Service Cooperative with the point person Tom Hoff, Career and Technical Project Coordinator.

Yellow Medicine East, ISD 2190 and up to five additional schools have participated in the program, known as CTE, for the past two years. The program began with the Certified Nursing Assistant instruction and continues grow and will need a person dedicated to the needs and development which will require the additional position of Director.

Up to this point, Tom Hoff of the SWWC Service Cooperative has organized and implemented this innovative program. As a pilot program there has been success to the point that SWWC has been requested to expand the program to other members of the Service Cooperative membership.

In order for the program be maintained and grow, the superintendents, as members of the steering committee, have agreed to propose the employment of a Director of Operations at a half time (.5 FTE) basis.

Montevideo School will act as the fiduciary agent of record and will provide office space.

A possible job description is attached for your review. The cost potential is also attached for your information. The membership cost estimate for the position is \$65,225 dollars with a division of cost for each of the five schools at \$13,045. The steering committee has recommended the LYFT Pathway (state) grant which has been paying for the work of Tom Hoff to be used to buy down the first year cost at a 50/50 percentage rate. This first year would be a district cost of \$6,522.00.

A goal of the director would be to solicit fund contributions that would further reduce or eliminate cost to school districts in the future.

PRESENTER (S)

Dr. Clark

COMMITTEE

Board of Education

SUPERINTENDENT RECOMMENDATION

Recommend support of participation of Yellow Medicine East, ISD 2190 and authorize the payment of \$6,522 for the 2018-2019 school year with a matching contribution of LYFT funds held by the SWWC Service Cooperative for this purpose.

**CTE Collaborative
Director Position Description**

Position Summary: This position exists to provide leadership for a Career and Technical Education (CTE) Collaborative of public and private partners working together to grow high school CTE opportunities that are aligned with local/regional workforce needs. A critical responsibility of this half-time position is to facilitate collaboration with secondary and postsecondary teachers, faculty, advisors and administrators, as well as business and industry representatives, to promote regional and sector partnerships for the development of career and technical education pathways, courses, and experiential opportunities. The position will be supported by the CTE Collaborative partners but must be able to work independently while building and maintaining relationships to advance CTE opportunities within the geographic area for 5 school districts: Lakeview, MACCRAY (Maynard, Clara City, and Raymond), Montevideo, Renville County West (Sacred Heart, Renville and Danube), and Yellow Medicine East (Clarkfield, Echo, Granite Falls, Hanley Falls, Hazel Run, and surrounding areas). Position requires extensive travel within this geographic area and the 18 counties of southwestern Minnesota.

This position will be fiscally hosted by the Minnesota River Valley Education District (MRVED) in Montevideo. The Director will be an employee of MRVED with the sole responsibility of managing the CTE Collaborative.

ESSENTIAL FUNCTIONS *(Typical tasks but not all inclusive – major duties of the position.)*

- **Creating and Maintaining Partnerships** – Developing networks of mutually beneficial public and private partnerships that can be leveraged to improve and develop Career and Technical Education opportunities. This includes developing school and student connections, engaging area employers, building community and parent relationships, and overall convening and orchestrating the collaborative efforts required to advance the mission of the Collaborative.
- **Program Leadership/Management** – Provide leadership and oversight to this effort including financial oversight (budgets and grants management/reporting), development of policies, procedures and processes related to the Collaborative, developing human resource documentation such as agreements, licensing requirement related to CTE opportunities, and evaluating program outcomes.
- **Communications** –Serve as the primary promoter of the CTE Collaborative, representing the Collaborative at local and regional conferences and events. Serve as the key communications liaison between students, parents, school districts, employers, and higher education institutions. Create promotional/communication strategies using varied approaches to market the programs and services.

KNOWLEDGE, SKILLS AND ABILITIES: *(Minimum competencies for job performance.)*

- Passion for career and technical education;
- Knowledge of MN Teaching Licensure requirements and concurrent enrollment;
- Ability to facilitate meetings and forge partnerships with regional high schools, colleges, agencies and businesses;
- Ability to communicate effectively, both verbal and written;
- Have excellent planning skills and organization with the ability to work independently;
- Team and detail oriented

EDUCATION AND EXPERIENCE: *(Minimum level of education and experience required.)*

- Bachelor's Degree in education or related fields; or experience in workforce development or post-secondary CTE.
- Superb working relationships with a variety of external and internal constituencies in which the incumbent represents the collaborative.
- Three to five years of experience in secondary or postsecondary career and technical education or related workforce-education programing at the local, state or federal level.
- Three (3) years of experience in teaching, curriculum, instructional design, or academic administrative experience in career and technical education.
- Experience in academic project management at the secondary, postsecondary level or federal level
- Experience developing and sustaining collaborative relationships with multiple stakeholders with diverse needs
- Experience using data and information to analyze situations and develop strategies to improve performance and quality.
- Experience in the implementation or administration of federal laws and regulations at the state or local level.
- Ability to clearly communicate information, orally, with technology, and in writing.
- Ability to travel with a valid driver's license, reliable personal transportation and insurance.

Preferred Qualifications *(desired but not expected to have to enter job)*

- Master's Degree
- Experience in leading teams and committees and facilitating groups with multiple stakeholders with diverse needs addressing complex topics.
- Experience in problem solving to resolve conflicts with multiple perspectives.
- Experience conducting research and policy analysis and evaluating initiatives.
- Experiencing utilizing a variety of group and organizational principles and techniques (i.e. strategic planning, total quality management, consensus building) to manage work processes and to produce identified outcomes

Status: Half-time; 12 month; Field Office Eligible

Reports To: MRVED Director; CTE Collaborative Steering Committee

Direct Reports: None

Line Item	Amount	Description					
Salary	\$ 50,000.00	.5 FTE Position for 12 months of year					
Benefits	\$ 10,000.00	20% of salary					
Travel	\$ 2,725.00	5000 miles at \$.545/mile federal reimbursement	5000	miles	\$ 0.55	per mile	
Communications	\$ 500.00	Estimated phone and postage costs					
Supplies	\$ 1,000.00	Estimated supply costs					
Printing	\$ 1,000.00	Estimated printing costs					
TOTAL	\$ 65,225.00						
In-Kind Contributions??:							
Office Space							
Access to Office Equipment							
Phone							
Access to Internet							
Cost for school participation in CTE Partnership							
If divided equally between 5 schools?	\$	13,045.00					
Prorated based on school enrollment?							
Sources of Funds							
School District Participation							
LYFT Pathways							
Carl Perkins							
Minnesota West							
Private Industry Council							

63

50% LYFT + 50% Yme
\$ 6523.00 UME
\$ 6522 LYFT grant

CTE Leadership



Yellow Medicine East, ISD 2190

ISD 2190 – BOARD OF DIRECTORS' AGENDA ANALYSIS

AGENDA ITEM: 9.2
MEETING DATE: June 11, 2018
SUBJECT: Big Stone Athletic Training

BOARD ACTION

Required	X
Information	
Scheduled Report	

BACKGROUND/RATIONALE

The board was informed of the potential of having a certified athletic trainer at “most” home events as well as several times weekly. The services would be provided by Big Stone Services and would have no cost to the district associated with the program.

The district would provide a training area, access to phone(s) and training supplies.

This type of programming is common place in many high schools in MN and SD.

PRESENTER (S)

Tim Knapper and representation from Big Stone Training Services.

COMMITTEE

Board of Education

SUPERINTENDENT RECOMMENDATION

Recommend support of the program as it is in the best interest of service to our students and coaches.



Yellow Medicine East, ISD 2190

ISD 2190 – BOARD OF DIRECTORS' AGENDA ANALYSIS

AGENDA ITEM: 10.3
MEETING DATE: June 11, 2018
SUBJECT: Review/Revision of Fiscal Year 2018 Budget

BOARD ACTION

Required
Information X
Scheduled Report

BACKGROUND/RATIONALE

Annual review of the current year fiscal plan (budget)

PRESENTER (S)

LeeAnn Boushek

COMMITTEE

Board of Education

SUPERINTENDENT RECOMMENDATION

**Yellow Medicine East District
2018-19 Preliminary Budgets**

6-11-18

Fund	Description	Revised Budgets 2017-18				Peliminary Budgets 2018-19			
		Audited Fund Balance 6-30-17	FY 18 Projected Revenues	FY 18 Projected Expenditures	Projected Fund Balance 6-30-18	FY 19 Projected Revenues	FY 19 Projected Expenditures	FY19 Difference (Rev minus Exp)	Projected Fund Balance 6-30-2019
**	Health & Safety	1,563	(26,016)	-	(24,453)	24,453	One Time Unreserved Transfer	24,453	0
	Deferred Maint/LTFM	(1,411)	240,695	213,741	25,543	288,965	255,514	33,451	58,994
	Safe Schools	5,656	31,794	34,100	3,350	27,087	27,500	-413	2,937
	Capital	237,258	261,927	331,175	168,010	177,027	185,150	-8,123	159,887
	Severance/Health (Assigned)	33,161			33,161			0	33,161
	Basic Skills	49,073			49,073			0	49,073
	Unresrvd/Assigned/Nonspendable/Staff Dev.	2,592,970	9,175,038	9,468,472	2,105,156	9,111,730	9,535,585	-423,855	1,681,301
	Capital paid from Unreserved			194,380					
01 General	Total	2,918,270	9,683,438	10,241,868	2,359,840	9,629,262	10,003,749	-374,487	1,985,353
02	Food Svc. Assigned	(0)	414,700	441,377	-	403,900	432,671	-	0
	Transfer in from Gen. Fund for Deficit	-	26,677	-	-	28,771	-	-	0
	Inventory (Non-Spendable)	9,453			9,453			0	9,453
02 Food Service	Total	9,453	441,377	441,377	9,453	432,671	432,671	0	9,453
04	ECFE/Learn. Readiness	79,754	163,940	139,818	103,876	171,847	145,557	26,290	130,166
	Pool	(59,308)	64,245	50,850	(45,913)	59,518	50,850	8,668	-37,245
	Comm Ed Gen.	136,302	212,085	209,693	138,694	172,019	176,848	-4,829	133,865
04 Comm. Ed.	Total	156,749	440,270	400,361	196,658	403,384	373,255	30,129	226,787
07 Debt Svc	Total	110,252	1,260,175	1,191,813	178,614	1,198,053	1,167,370	30,683	209,297
25 OPEB	Total	548,110	86,000	182,603	451,507	78,500	168,008	-89,508	361,999
47 Dt Svc (OPEB)	Total	39,478	192,707	192,308	39,877	189,971	191,458	-1,487	38,390
Grand Total		3,782,311	12,103,967	12,650,330	3,235,948	11,931,841	12,336,511	(404,670)	2,831,278

** General Fund expenditures include transfers to Food Service (revenues) for FY18 projected deficits \$26,667 and FY19 28,771).

Yellow Medicine East

43,256

Fund	Description	Revised Budgets 2017-18					Preliminary Budgets 2017-18				Difference Between Revised Budgets and Preliminary Budgets			
		Audited Fund Balance 6-30-17	FY 18 Projected Revenues	FY 18 Projected Expenditures	FY18 Difference (Rev minus Exp)	Projected Fund Balance 6-30-2018	FY 18 Projected Revenues	FY 18 Projected Expenditures	FY18 Difference (Rev minus Exp)	Projected Fund Balance 6-30-2018	FY 18 Projected Revenues	FY 18 Projected Expenditures	FY18 Difference (Rev minus Exp)	Projected Fund Balance 6-30-2018
	<i>Health & Safety</i>	1,563	(26,016)	-	(26,016)	(24,453)	(26,012)	-	(26,012)	(24,449)	(4)	-	(4)	(4)
	<i>Deferred Maint/LTFM</i>	(1,411)	240,695	213,741	26,954	25,543	240,695	287,741	(47,046)	(48,457)	-	(74,000)	74,000	74,000
	Safe Schools	5,656	31,794	34,100	(2,306)	3,350	31,794	31,000	794	6,450	-	3,100	(3,100)	(3,100)
	Capital	237,258	261,927	331,175	(69,248)	168,010	171,927	264,720	(92,793)	144,465	90,000	66,455	23,545	23,545
	Severance/Health (Assigned)	33,161			-	33,161			-	33,161	-	-	-	-
	Basic Skills	49,073			-	49,073			-	49,073	-	-	-	-
**	Unresrvd/Assigned/Nonspe ndable/Staff Dev.	2,592,970	9,175,038	9,468,472	(293,434)	2,105,156	9,155,846	9,264,239	(108,393)	2,217,840	19,192	204,233	(185,041)	(112,684)
	Capital paid from Unreserved			194,380	(194,380)			266,737	(266,737)		-	(72,357)	72,357	-
01 General	Total	2,918,270	9,683,438	10,241,868	(558,430)	2,359,840	9,574,250	10,114,437	(540,187)	2,378,083	109,188	127,431	(18,243)	(18,243)
	Food Svc. Assigned	(0)	412,606	441,377	(28,771)	(28,771)	415,600	448,378	(32,778)	(32,778)	(2,994)	(7,001)	4,007	4,007
	Transfer in from Gen. Fund for Deficit	-	28,771	-	28,771	28,771	32,778	-	32,778	32,778	(4,007)	-	(4,007)	(4,007)
	Inventory (Non-Spendable)	9,453			-	9,453			-	9,453	-	-	-	-
02 Food Service	Total	9,453	441,377	441,377	-	9,453	448,378	448,378	-	9,453	(7,001)	(7,001)	-	-
	ECFE/Learn. Readiness	79,754	163,940	139,818	24,122	103,876	163,940	139,430	24,510	104,264	-	388	(388)	(388)
	Pool	(59,308)	64,245	50,850	13,395	(45,913)	64,245	50,850	13,395	(45,913)	-	-	-	-
	Comm Ed Gen.	136,302	212,085	209,693	2,392	138,694	239,719	240,730	(1,011)	135,291	(27,634)	(31,037)	3,403	3,403
04 Comm. Ed.	Total	156,749	440,270	400,361	39,909	196,658	467,904	431,010	36,894	193,643	(27,634)	(30,649)	3,015	3,015
07 Debt Svc	Total	110,252	1,260,175	1,191,813	68,362	178,614	1,247,011	1,191,813	55,198	165,450	13,164	-	13,164	13,164
25 OPEB	Total	548,110	86,000	182,603	(96,603)	451,507	81,500	225,729	(144,229)	403,881	4,500	(43,126)	47,626	47,626
47 Dt Svc (OPEB)	Total	39,478	192,707	192,308	399	39,877	201,774	192,308	9,466	48,944	(9,067)	-	(9,067)	(9,067)
Grand Total		3,782,311	12,103,967	12,650,330	(546,363)	3,235,948	12,020,817	12,603,675	(582,858)	3,199,453	83,150	46,655	36,495	36,495

Yellow Medicine East

43,256

Fund	Description	Revised Budgets 2017-18					Preliminary Budgets 2017-18				Difference Between Revised Budgets and Preliminary Budgets			
		Audited Fund Balance 6- 30-17	FY 18 Projected Revenues	FY 18 Projected Expenditures	FY18 Difference (Rev minus Exp)	Projected Fund Balance 6-30-2018	FY 18 Projected Revenues	FY 18 Projected Expenditures	FY18 Difference (Rev minus Exp)	Projected Fund Balance 6-30-2018	FY 18 Projected Revenues	FY 18 Projected Expenditures	FY18 Difference (Rev minus Exp)	Projected Fund Balance 6-30-2018
	<i>Health & Safety</i>	1,563	(26,012)	-	(26,012)	(24,449)	(26,012)	-	(26,012)	(24,449)	-	-	-	-
	<i>Deferred Maint/LTFM</i>	(1,411)	240,695	213,741	26,954	25,543	240,695	287,741	(47,046)	(48,457)	-	(74,000)	74,000	74,000
	<i>Safe Schools</i>	5,656	31,794	34,100	(2,306)	3,350	31,794	31,000	794	6,450	-	3,100	(3,100)	(3,100)
	<i>Capital</i>	237,258	261,927	331,175	(69,248)	168,010	171,927	264,720	(92,793)	144,465	90,000	66,455	23,545	23,545
	<i>Severance/Health (Assigned)</i>	33,161			-	33,161			-	33,161	-	-	-	-
	<i>Basic Skills</i>	49,073			-	49,073			-	49,073	-	-	-	-
**	<i>Unresrvd/Assigned/Nonspe ndable/Staff Dev.</i>	2,592,970	9,175,038	9,468,472	(293,434)	2,105,156	9,155,846	9,264,239	(108,393)	2,217,840	19,192	204,233	(185,041)	(112,684)
	<i>Capital paid from Unreserved</i>			194,380	(194,380)			266,737	(266,737)		-	(72,357)	72,357	-
01 General	Total	2,918,270	9,683,442	10,241,868	(558,426)	2,359,844	9,574,250	10,114,437	(540,187)	2,378,083	109,192	127,431	(18,239)	(18,239)
	<i>Food Svc. Assigned</i>	(0)	412,606	441,377	(28,771)	(28,771)	415,600	448,378	(32,778)	(32,778)	(2,994)	(7,001)	4,007	4,007
	<i>Transfer in from Gen. Fund for Deficit</i>	-	28,771	-	28,771	28,771	32,778	-	32,778	32,778	(4,007)	-	(4,007)	(4,007)
	<i>Inventory (Non-Spendable)</i>	9,453			-	9,453			-	9,453	-	-	-	-
02 Food Service	Total	9,453	441,377	441,377	-	9,453	448,378	448,378	-	9,453	(7,001)	(7,001)	-	-
	<i>ECFE/Learn. Readiness</i>	79,754	163,940	139,818	24,122	103,876	163,940	139,430	24,510	104,264	-	388	(388)	(388)
	<i>Pool</i>	(59,308)	64,245	50,850	13,395	(45,913)	64,245	50,850	13,395	(45,913)	-	-	-	-
	<i>Comm Ed Gen.</i>	136,302	212,085	209,693	2,392	138,694	239,719	240,730	(1,011)	135,291	(27,634)	(31,037)	3,403	3,403
04 Comm. Ed.	Total	156,749	440,270	400,361	39,909	196,658	467,904	431,010	36,894	193,643	(27,634)	(30,649)	3,015	3,015
07 Debt Svc	Total	110,252	1,260,175	1,191,813	68,362	178,614	1,247,011	1,191,813	55,198	165,450	13,164	-	13,164	13,164
25 OPEB	Total	548,110	86,000	182,603	(96,603)	451,507	81,500	225,729	(144,229)	403,881	4,500	(43,126)	47,626	47,626
47 Dt Svc (OPEB)	Total	39,478	192,707	192,308	399	39,877	201,774	192,308	9,466	48,944	(9,067)	-	(9,067)	(9,067)
Grand Total		3,782,311	12,103,971	12,650,330	(546,359)	3,235,952	12,020,817	12,603,675	(582,858)	3,199,453	83,154	46,655	36,499	36,499



Yellow Medicine East, ISD 2190

ISD 2190 – BOARD OF DIRECTORS' AGENDA ANALYSIS

AGENDA ITEM: 11.1
MEETING DATE: June 11, 2018
SUBJECT: Adoption of Fiscal Year 2019 Budget

BOARD ACTION
Required
Information
Scheduled Report

X

BACKGROUND/RATIONALE
Annual review of the current year fiscal plan (budget).

PRESENTER (S)
LeeAnn Boushek

COMMITTEE
Board of Education

SUPERINTENDENT RECOMMENDATION
Recommend support of the budget adoption.



Yellow Medicine East, ISD 2190

ISD 2190 – BOARD OF DIRECTORS' AGENDA ANALYSIS

AGENDA ITEM: 11.2
MEETING DATE: June 11, 2018
SUBJECT: Continuation of Free Breakfast for ECFE through Grade 3

BOARD ACTION
Required X
Information
Scheduled Report

BACKGROUND/RATIONALE
Annual review of the practice of feeding ECFE students through grade 3 free breakfast.

This practice has been in place for about three years.

PRESENTER (S)
Dr. Clark

COMMITTEE
Board of Education

SUPERINTENDENT RECOMMENDATION
Recommend support of the continuation of this practice.



Yellow Medicine East, ISD 2190

ISD 2190 – BOARD OF DIRECTORS’ AGENDA ANALYSIS

AGENDA ITEM: 11.2
MEETING DATE: June 11, 2018
SUBJECT: Annual practice of seeking quotations for Milk, Milk products, Bread and Bread products.

BOARD ACTION
Required X
Information
Scheduled Report

BACKGROUND/RATIONALE
Meets the requirement of state statute for annual quotation acquisition.

PRESENTER (S)
Dr. Clark

COMMITTEE
Board of Education

SUPERINTENDENT RECOMMENDATION
Recommend support.



Yellow Medicine East, ISD 2190

ISD 2190 – BOARD OF DIRECTORS' AGENDA ANALYSIS

AGENDA ITEM: 11.4
MEETING DATE: June 11, 2018
SUBJECT: Determine Prices for Student Fees, Activities, Meals, & Milk

BOARD ACTION

Required X
 Information
 Scheduled Report

BACKGROUND/RATIONALE

Set annual fees/rates for the 2018-19 school year. Recommend increasing lunch prices by \$0.10 and breakfast by \$0.05. Athletic fees will remain the same.

Food Service (2017-18 Rates)

Breakfast – Student – EC-3 rd Grade	\$0
Breakfast – Student – Grade 4-12	\$1.45
Breakfast – Adult	\$2.10
Lunch – Student – K – 5 th Grade	\$2.60
Lunch – Student – Grade 6-8	\$2.70
Lunch - Student – Grade 9-12	\$2.80
Lunch – Adult	\$3.80
Milk	\$0.35

Athletic Activities (2017-18 Fees)

Grade	Full Pay Lunch	Reduced Lunch	Free Lunch
7-8	\$60	\$30	\$12
9-12	\$80	\$40	\$16

Non-Athletic Activities (2017-18 Fees)

Grade	Full Pay Lunch	Reduced Lunch	Free Lunch
7-8	\$25	\$13	\$5
9-12	\$40	\$20	\$8



Family Max - \$350. Includes athletic and non-athletic activities.

Activity Passes (2017-18 Rates)

Student – Grade K-12	\$25
Adult	\$75
Senior Citizen 60+	\$50

Single Game Admission

Student - Grade K-12	\$4
Adult	\$6

PRESENTER (S)

None

COMMITTEE

None

SUPERINTENDENT RECOMMENDATION

Recommend support for items as presented.

Yellow Medicine East Middle/High School



Student Handbook 2018 - 2019

Yellow Medicine East Middle/High School

450 9th Ave.

Granite Falls, MN 56241

(320) 564-4083 ext. 100

www.isd2190.org

To Be Determined, Superintendent

Mr. Ryan Luft, Principal

To Be Determined, 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

To Be Determined, Human Rights Officer

To Be Determined, 504 Coordinator

Mr. Ryan Luft, 504 Building Coordinator

SCHOOL HOURS

School is 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 - 10:47		Period 1	8:15 - 8:55
Period 2	10:51 - 11:23		Period 2	8:59 - 9:39
Period 4	11:27 - 11:59		Advisory	9:43 - 10:13
Period 5A	12:03 - 12:35		Period 4	10:17 - 10:57
Lunch A	11:59 - 12:31		Period 5	11:01-11:41
Period 5B	12:35 - 1:07		Period 6A	11:45-12:25
Lunch B	12:35 - 1:07		Lunch A	11:41-12:17
Period 6	1:11 - 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	CREDITS EARNED		
1st sem.	2nd sem.	SCIENCE ~3.0 Credits	9th gr	10th gr	11th grade
+ _____ = _____		Physical Science	_____ MCIS	_____ ACT	_____ ACT
+ _____ = _____		Biology	_____ PLAN	_____ PSAT	_____ ASVAB
+ _____ = _____		Env. Sci./Ag. Sci./CPC or	_____ PSAT	_____ MCIS	_____ PSAT
+ _____ = _____		CREDITS EARNED	_____ MCIS	_____ MCIS	_____ MCIS
		PE/Health~1.0 Credit PE~0.50 Health	12th grade _____ SAT		
+ _____ = _____		9 - PE	_____ ACT	_____ MCIS	_____ SAT
+ _____ = _____		10-PE	_____ Accuplacer	_____ SAT	
+ _____ = _____		10-Health			
		CREDITS EARNED			
		COMPUTER APP ~.50 Credit			
		Computer Applications			
		CREDITS EARNED			
		ART ~ 1.0 Credit			

		CREDITS EARNED			
		17.0 Required Credits			
		STATE TESTS			
		Written Comp - 11th Gr _____ 12th Gr _____			
		Reading - 10th Gr. Test			
		Science - 10th Gr. Test			
		Math - 11th Gr. Test Class of 2016 & beyond			
		ACT - 11th Gr. Test Class of 2016 & beyond			
		TALLY OF TOTAL CREDITS EARNED			
		_____ Language Arts			
		_____ Math			
		_____ Social Studies			
		_____ Science			
		_____ Phy Ed			
		_____ Health			
		_____ Computers			
		_____ Art			
		_____ Electives			
		_____ Total Credits [24.00]			

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

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

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

**See School Board Policy 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, and attendance requirements 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. Students 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 to students in grades 9 ~11 during the following school year.

HOME SCHOOL INSTRUCTION: Home school instruction will follow the education policy of Yellow Medicine East Public Schools and Minnesota State Law.

INCOMPLETES: Students receiving an Incomplete for a letter 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 order to receive credit for the course.

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 may be eligible to participate in post secondary options programs. Check with the Success Coach 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 50% for Seniors and 33% for Juniors of their class, have a minimum of 3.0 GPA, a minimum of 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 college credits having taken advantage of these on-site academic courses. Please refer to the YME Student Registration Guide for a complete listing.

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

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

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

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

STUDENT SCHEDULING: All students will be scheduled into 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..

**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. 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 grade in any class from the previous year or during their senior year. Students eligibility shall be revoked if students have any missing assignments or grades of zeros. 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 any time 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

All Yellow Medicine East Students are expected to follow School Board Policy 506. 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 320-564-4081 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 and 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 believes good attendance is a part of being in "Good Standing" as a MSHSL participant. Failure to attend classes will result in a loss of 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 have their credit held for the remainder of the semester for the course(s) affected. Students have the right to appeal to the principal after notification of credit being held. The said credits will be reinstated through one of the following methods: seat time, credit recovery, summer school or alternative education. Credit will be reinstated when the student is in good standing.

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.
6. Administration strongly encourages family vacations to not occur during the school year and requests notification of vacations two weeks prior to the anticipated absence to allow for academic planning. Failure to notify the district may result in the time being unexcused.

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.

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

CONSEQUENCES OF UNEXCUSED ABSENCES

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

TRUANCY AND UNAUTHORIZED ABSENCES

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

*Note that the State law regarding truancy provides that school officials are mandated reporters and must report patterns of absence that indicate issues of neglect and/or abuse. Minnesota has compulsory attendance, meaning students are to be in school on a regular basis.

ATTENDANCE CONTRACT

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

MAKE-UP WORK

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

Work missed due to an unplanned absence or illness must be made up by the student in a timely manner. The amount of time students will have to make up work will be the number of days absent plus one. For **example**, a student absent for three days would have four days to make up his/her work.

School Board Policy States:

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: EXTRA-CURRICULARS AND CO-CURRICULARS ARE PRIVILEGES

Yellow Medicine East Schools considers all of its extra curricular 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 under the Activities and Athletics page.

***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:

In order to ensure our students remain in good standing for their activities, both extra-curricular 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 :

- 1 failing grade (F) - Student will not be allowed to participate in 2 events or for 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 MSHSL Fine Arts Activity.

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 extra-curricular 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 on the Yellow Medicine East Schools Webpage. 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 events 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 these listed above.**

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 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 extra-curricular or co-curricular event until all detentions are made up.
3. Work and extra-curricular 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 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 extra-curricular or co-curricular activities. Time-out will be determined by the seriousness of the offense.

SECOND OFFENSE:

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

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

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

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

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

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

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

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

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

DISRESPECTFUL LANGUAGE will not be tolerated on campus, at school sponsored events, or on busses. (i.e., swearing, cursing, 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 removed 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; Inappropriate 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 rests 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 the 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.

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 the 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 extra-curricular 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 the information becomes property of the website and public record.

Be aware that community members, family 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 emails 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 online 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 sites 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 even 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.

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 is a violation of rules.

FIREWORKS: Fireworks, possession 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 monetary gain 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 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 illegal substances at any time on the school grounds, including all school-sponsored events or at

other sites which are school-sponsored activities/events. This includes all prescription medicines unless specifically approved by legislated/school district policies. A student who uses an illegal substance at school or has in their 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 during an investigation.

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

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

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

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

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

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

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

USE OR POSSESSION OF TOBACCO AND/OR TOBACCO PRODUCTS: Use of and/or possession of any type of tobacco products by any student, regardless of age, will be governed by Minnesota statutes and school district policies. It is against the law for students to possess or use tobacco products. Students will be referred to the police via a written "police tag" if observed using. (Note School Staff are mandated reporters and must report violations to the police-tags will be issued.) If caught in possession or using on school grounds students will be suspended, items will be confiscated and turned over to the police along with a written citation/tag. (Use of tobacco is a MSHSL violation and students in activities will forfeit their eligibility if caught using or in possession.)

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

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.) "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.

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 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 extra-curricular 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**

7. YELLOW MEDICINE EAST SCHOOL BOARD SPECIFIC POLICIES:

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

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

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

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

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

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

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

HAZING POLICY 526:Hazing means doing something, or making another student do something, that creates a risk of harm to a student in order for the student to be initiated into, or affiliated, with a student organization/group. Engaging in any

behavior which constitutes hazing is a violation of school discipline policy and may subject the student to discipline including suspension and expulsion.

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

SCHOOL BUS - APPLICATION OF THE STUDENT CODE OF CONDUCT

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

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

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

Discipline Plan Rules: Consequences:

Follow directions the first time they are given by driver;

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

**Progressive Student Discipline will be used

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

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

III. MISCELLANEOUS ITEMS

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

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

ALLERGY PROCEDURE: Yellow Medicine East School District is “nut safe”. Our schools are NOT completely peanut/tree nut free, but measures are put in place to provide a safe environment for students with known peanut/tree nut allergies. Yellow Medicine East School District is a “Latex-free” environment. Visiting pets/animals are prohibited in YME schools. An exception will be made for service animals and approved classroom curriculum units involving animals as part of a lesson or lessons.

Classrooms:

- 1) For classrooms with student(s) with life-threatening allergies, a notification will be sent out prior to the students first day of school notifying families of the allergy and precautions that will be taken to prevent a reaction.
- 2) Information should be kept about students’ life-threatening allergies in the classroom. These foods/items should not be used for class projects, parties, holidays and celebrations, arts, crafts, science experiments, cooking, snacks, or other purposes in the classroom of a student with life-threatening allergies.

- 3) Tables should be washed with soap and water in the morning if an event has been held in the classroom the night before.
- 4) Proper hand washing technique by adults and students should be taught at the beginning of the school year and required before and after the handling/consumption of food.
- 5) Eating in the classroom is prohibited unless part of an organized classroom activity or classroom curriculum (e.g.- scheduled snack times in the elementary school, classroom celebrations or rewards, holiday or birthday parties, FACS class, etc.).
 - a) Teachers are to notify the school nurse and school principal if a classroom activity where food will be served or shared is taking place.
 - b) No homemade treats or food items, for students, will be brought into our schools either by parents or staff unless preapproved by the school nurse and school principal. All treats must be commercially prepared and packaged for distribution with intact ingredient labels.

****Classrooms with students who have life-threatening allergies may have more specific guidelines depending on the type(s) of allergy.***
- 6) Food preparation and the use of food manipulatives will be allowed in academic curriculum with the principals' and school nurses pre-approval.
- 7) No items in the classroom will be stored in previously used food containers (peanut butter, jelly, or any other kind of jar).

Food Services/Cafeteria

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

School Field Trips

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

ANIMALS IN SCHOOL: Students who bring animals to school must have prior, written approval from the building principal. All domesticated animals brought to school must be properly vaccinated. Non-domesticated animals are not allowed in the classrooms because of health concerns. Animals in the classroom will be used for educational purposes only and are not to be in the area indefinitely. Every effort will be made to determine if there are any sensitive occupants with allergies. Teachers will inform parents when an animal will be used in the classroom. When there are concerns about allergies, asthma or other health related issues, animals will not be allowed in school.

ANNOUNCEMENTS: Announcements are read 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 fine will be assessed for a damaged or lost text.

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

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

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

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

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

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

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

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

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

DELIVERIES: We strongly recommend that deliveries of items to students (balloons [latex free], 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 thereunder,
- 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 thereunder,
- 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 agencies/groups 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 (WCCO-830 AM, KMHL-1400 AM, KLGR-1490 AM, KKRC-93.9 FM, Q102-102.5 FM, KKCK-99.7 FM, KLGR 97.7 FM, KDJS-1590 AM, KWLM-1340 AM, KARL-105.1 FM, KMGM-105.5 FM, K95.3 – 95.3 FM, K100-100.1 FM, KARZ-107.5 FM, KDMA-1460 AM, The River-97.3 FM.), TV stations (WCCO, KSTP, KMSP 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, Door 6. 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 extra-curricular activities; or c. that are used in connection with activities that occur before or after the regular school day are not governed by this policy.

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

LOCKERS: Student lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school policies. As soon as practical after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. Items of a dangerous nature are not to be stored in lockers (i.e. Gun Safety class, knives, weapons, etc.). Students will be responsible for keeping their lockers clean and for any damage done to lockers.

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

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

LUNCH/CAFETERIA: ALL FOOD AND DRINK ARE TO BE CONSUMED IN THE CAFETERIA. Food or drink cannot be carried into any part of the building without prior approval from the school nurse or administration. Open Campus and lunchroom privileges will be restricted if necessary. Students are to clean up after themselves and practice good manners while using the lunch services. A "debit card" system is used for payment of lunch. Students/parents can deposit in their accounts by leaving checks in the high school office, giving them directly to the cashier in the lunchroom or paying online through the STING Store. Students on free/reduced lunch must pay for additional milk, seconds, and/or ala Carte items.

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

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

PESTICIDES: The school district periodically must use pesticides in order to maintain proper health and safety conditions. Notification will occur to students and staff when pesticides and certain chemicals are used in and around the school building and grounds. An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at the district office. A similar estimated schedule is available for application of herbicides and other materials to

school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

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

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

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

RIGHTS:

The Right To Free Speech and Expression

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

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

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

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

The Right to be Informed of Rules

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

The Right to Privacy

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

The Right to Personal Property

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

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

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

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

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

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

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

STUDY HALLS: The purpose of study hall is to provide a supervised, structured atmosphere for students to study. Students may access the resource room for assistance but must secure prior permission to leave the study hall area. Students are expected to bring all study materials with them. Permission to use the library or computer labs must be secured before reporting to study hall. All electronic devices follow the Electronic Device Procedure.

TECHNOLOGY & INTERNET USE

****See School Board Policy 524**

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system, electronic resources, and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system, electronic resources, and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system, electronic resources, and the Internet throughout the curriculum and will provide guidance and instruction to students in their use. This policy shall apply to all users of the School District's computer system, electronic resources, and Internet, including but not limited to students, faculty, administrators, support staff, agents and board members. This policy shall apply to the use of the School District's electronic resources provided by any means, including but not limited to: desktop computers, laptop computers, PDAs, Smart Devices, printers, mobile devices (wireless), network servers.

Consequences: 1st Violation: 4 weeks suspended privileges, 2nd Violation: 8 weeks suspended privileges, 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 that are located in the school and on the school buses are for safety purposes and assist in protecting the rights of all students to come to a safe school environment. Cameras are recording images 24 hours a day, seven days a week. The images obtained are for school and law enforcement. They are not for "public viewing".

***Bert Raney Elementary School
Student Handbook
2018-19***



***Bert Raney Elementary School
555 7th Avenue
Granite Falls, MN 56241
Phone: 320.564.4081 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 who will be joining us for the 2018-19 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.

The Yellow Medicine East School Board approved this handbook and its contents at their June 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 320.564.4081 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 320-564-4081 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 EVERY 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 TBA

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, JOANELLE SANNERUD
THIRD GRADE MARY JENSEN, THERESA LIGHTFOOT, JULIE RUNIA
FOURTH GRADE EMILY ENGER, TRICIA JESSEN, JIANA ROBERTSDAHL
FIFTH GRADE ASHLY COLE, AMY HOERNEMANN, LOUANN PASLAWSKI
AMERICAN INDIAN FAMILY LIAISON LAURIE BLUE- POOLER
ART TAMARA ISFELD
CUSTODIANS/MAINTENANCE FRANCIS STAAB, TIM KNUTSON, TERRY PAULSON,
RON POOLER, TODD REISHUS, TONY BERINGER
TBA
ELL BETH JAHN, KRISTEN CASTIGLIONE
MUSIC CASSIE SUTER
NURSE MARY GREY
PHYSICAL EDUCATION BETH JAHN, DARLYS LISTUL
TECHNOLOGY ROXIE TANNER, PEGGY KVAM
TITLE I MARGO VANMOER
SOCIAL WORKER LYNDSAE DACK, DANA JOHNSON, KEISHA LOUWAGIE, LESLIE REFLAND,
DANAE RUPP, DAVE SCHUELER, MELISSA SCHULTE, JUSTIN TONGEN
SPECIAL NEEDS JUNE FRENCH, JEN THULL
SPEECH CLINICIANS ELAINE HALVERSON
TAG COORDINATOR
YME/MVCC PARAPROFESSIONALS JULIE AMMERMANN, MISSY ARNESON, NAOMI BARBER,
BERNADETTE CARSTENSEN, KATHY ENNINGA, JILL FRY,
DESIRAE GONZALEZ, DAWN HALVORSON, CARRIE KNUDSON,
DONNA KOSAK, JENNIFER LUEPKE, CHAR MIDTHUN,
BARB MILLER, JULIE NORDAUNE, ANGIE OLSON,
CAROLYN OLSON, PAULA PANITZKE, BRITANNA RADDATZ,
LORI SCHINDELE, TAMI SMITH, TIFFANY TENNIS,
CONNIE TIMM, NANCY TRUDEL, PAM WEBER, TAMMY ZIESKE

PROCEDURES

This handbook reflects Yellow Medicine East School District policies, which can be viewed at <http://www.isd2190.org/Content2/96>.

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 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
- 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 320 564-4081, 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.

A student will be marked tardy if he/she arrives after school starts and 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.

The following reasons include, but are not limited to, approved excused absences:

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

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

*Administration retains the right to determine whether an absence is excused.

Unexcused Absence

Unexcused absences are for reasons not accepted 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.
3. Seven unexcused absences in a school year will result in a report to County Child Protective Services.

*Administration retains the right to determine whether an absence is excused or unexcused.

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 parent/student 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 a 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/POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS/STING PRIDE - “Practicing Respect in all I Do Everyday!”

Positive Behavioral Interventions and Supports set 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.

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/Content2/96> - 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 an unassigned 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 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. 564-4081 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 K-5 at the end of each quarter. This report reflects the student's performance in terms of his or her maturity and ability. Students are assessed in subject areas as well as in student habits and social growth areas. The following will apply to reporting students' progress:

1. Grades 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 shall 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 attitude. 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 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 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 announcements of school schedule changes.

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 \$1.45 - Adult cost is \$2.10
- Lunch cost is \$2.60 for grades K-5
- Adult meals cost \$3.80

The cost for extra milk with a meal is \$.35 per day, 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. <http://www.isd2190.org/Content2/96> - Policy 501.

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.

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

The health office is staffed each school 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 that is administered at home and may affect their attention or behavior at school, please let the school nurse and/or teacher know. Please note that the school nurse is not in the building at all times - when the school nurse is not in the building other staff such as building administrative assistants may/will be covering the health office.

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 may 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 may 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 healthy 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 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, teacher to teacher, 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 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/Content2/96> - Policy 524.

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 claim them.

- It is a good idea to put your child's name on articles of clothing.
- 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 mid-year 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 appropriately 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 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. In addition, our district has security cameras installed throughout the building and school grounds to assist with student and staff safety.

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. 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 564-4081 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 take the 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 2018-19 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, 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.

The full policy can be viewed at <http://www.isd2190.org/Content2/96> - Policy 501.

This handbook reflects Yellow Medicine East School District policies, which can be viewed at



Yellow Medicine East, ISD 2190

ISD 2190 – BOARD OF DIRECTORS' AGENDA ANALYSIS

AGENDA ITEM: 11.7
MEETING DATE: June 11, 2018
SUBJECT: Lead in School Drinking Water – Testing and Remediation

BOARD ACTION

Required X
Information
Scheduled Report

BACKGROUND/RATIONALE

The 2018 legislature has implemented an immediate placement of Minnesota Statute 121A.334 LEAD IN SCHOOL DRINKING WATER.

The policy committee did not review this document as it was not prepared in time for the May 22, 2018 meeting.

The policy will provide legal citation on page 1 and on page 2 the 3 Ts: Train, Test and Tell document provide the practices to be implemented.

At this time the price for testing potable water will be \$17.00 per test with a minimum of 10 potable water sites and potential potable water sites tested annually.

PRESENTER (S)

Dr. Clark

COMMITTEE

Board of Education

SUPERINTENDENT RECOMMENDATION

Required by Statute – The practices of the 3 Ts are implemented immediately by administrative directive.



Yellow Medicine East, ISD 2190

Superintendent of Schools

To: Education Minnesota Yellow Medicine East – Sheila Koepke and Steve Petrich - Lead Negotiators
From: Dr. Rick Clark
CC: Jeff Iverson, Andy Holt, Tara Miller, LeeAnn Boushek, Tim Knapper, Board Negotiators and File
Date: May 30, 2018

Re: Request for music association dues and clarification

This memo contains information concerning the request by Mr. Jeff Iverson for a payment of membership dues to the MN Music Educators Association, State ACDA and National ACDA.

I thank the members for their conversation and recollections of the bargaining conversations and intention of the dues provision. As the three of us recall the intention of the language was to allow our students to participate in state level honors and distinctions. At no time did the conversation entail payment of dues for national alliances or affiliations.

As I have read the email from Jeff Iverson to Bruce W. Becker, Executive Director of ACDA of Minnesota, it is understood that some of the national dues are returned to Minnesota, which allows for students to participate in a Minnesota Honor Program. To this portion of the national dues it is reasonable to make payment for state dues at \$36.00 for ACDA which will be returned to Minnesota and allow for student participation in Honors Program(s).

Dues payment of \$132.00 for membership in MN Music Educators Association are approved in full.

Therefore, the total reimbursement of \$168.00 is approved, or an amount to be equally pro-rated among coaches and directors should the sum total of dues payment reimbursement exceed the \$1,000 maximum limit set by the Master Agreement.

The same conditions shall apply to all coaches and directors should they make application for reimbursement for national affiliations.

Memo