

# Yellow Medicine East ISD 2190 School Board Meeting Agenda



Monday, July 16, 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.

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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 Special Meeting Minutes - June 4, 2018 4
    2. Approval of Regular Meeting Minutes - June 11, 2018 5
    3. Approval of Special Meeting Minutes - June 13, 2018 9
    4. Approval of Special Meeting Minutes - June 14, 2018 10
    5. Approval of Special Meeting Minutes - June 18, 2018 11
    6. Approval of Special Meeting Minutes - June 25, 2018 12
    7. Approval of Payment for Claims 13
    8. Approval of Finance Report 17
    9. Approval of Enrollment Report 19
  10. Award Food Service Bids for the 2018-2019 School Year
    1. Milk & Milk Products
    2. Bread & Bread Products
  11. Designate Rich Schneider, Superintendent, as an Identified Official with Authority (IOwA) for the MDE External User Access Recertification System 20
  12. Approval of Annual Membership with MN School Boards Association (MSBA)

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| 2. Board Reorganization  | 21 |
| 1. Designate Board of Education Members per Diem                             |    |
| 2. Resolution to Hold Meetings on Columbus Day - October 8, 2018             | 23 |
| 3. Authorize Financial Procedures and Personnel                              |    |
| 4. Authorize Facsimile Use of Board Signatures                               |    |
| 5. Designate School Attorney   |    |
| 6. Designate Depository  |    |
| 7. Designate Official Publication Site                                       |    |
| 8. Designate Official Newspaper  |    |
| 8. Reports   |    |
| 1. District - Rich Schneider - Superintendent                                |    |
| 2. Bert Raney Elementary Report - Lisa Hansen, Principal                     | 24 |
| 3. YME MS/HS Report - Ryan Luft, Principal                                   |    |
| 9. Written Reports Submitted   |    |
| 10. Old Business   |    |
| 1. Approval - BRE Student Handbook 2018-2019                                 | 25 |
| 2. Approval - MS/HS Student Handbook 2018-2019 - Final July 10 2018          | 41 |
| 11. New Business   |    |
| 1. Personnel Items   | 69 |
| 1. New Hires   |    |
| 1. Employment - Food Service Director - Cheryl Christensen                   |    |
| 2. Employment - English Language Teacher - 0.5 FTE - Cindy Lavin             |    |
| 3. Employment - Long-Term Substitute - 5th Grade - Pete Scheffler            |    |
| 4. Employment - Elementary Paraprofessional - Casey Finken                   |    |
| 5. Employment - Head Girls Basketball Coach - Ryan Schultz                   |    |
| 6. Employment - Junior High Football Coach - Ryan Schultz                    |    |
| 7. Volunteer - Junior High Football Coach - Evan Fagen                       |    |
| 2. Resignations & Leave Requests   |    |
| 1. Leave of Absence Request - Kristin Castiglione                            | 71 |
| 2. Resignation - MS/HS Media Specialist - Paraprofessional - Randy Haakenson | 73 |
| 3. Resignation - MS/HS Paraprofessional - Rich Sorbo                         | 74 |
| 4. Resignation - Elementary Paraprofessional - Barb Miller                   |    |
| 5. Resignation - Co-Head Girls & Boys Golf Coach - Mike Gaffaney             | 75 |
| 6. Resignation - Senior Advocate - Chris Jensen                              | 76 |

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| 3. Contract & Wage Agreements  |    |
| 1. Approval of Negotiated Settlement with Supervisory/Confidential Employees - 2018-2020                         |    |
| 2. Placement of Cassandra Suter, School Nurse, on Terms and Conditions Contained in the Teacher Master Agreement | 77 |
| 3. Drivers Education Instructor Wage Increase  | 78 |
| 2. Approval of Long-Term Facility Maintenance 10-Year Plan   | 79 |
| 3. Approval to Transfer OPEB Funds for FY 2017-2018 from the OPEB Trust Fund to the YME Board Account            | 83 |
| 4. Policy Update   |    |
| 1. First Reading - Lead in Water Testing   | 85 |
| 2. Second Reading & Adoption - Policy 503 - Student Attendance   | 89 |
| 12. Correspondence   |    |
| 1. MSBA Phase I & II Combo - August 7, 2018  | 98 |
| 13. Upcoming Events  |    |
| 1. Board Meeting - August 13, 2018 - YME Board Room - 6:00 pm  |    |
| 14. Adjourn the Meeting  |    |

**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.

**YELLOW MEDICINE EAST ISD #2190  
REGULAR SCHOOL BOARD MEETING MINUTES  
MONDAY, JUNE 11, 2018 – 6:00 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, Steve Rupp, Dr. Rick Clark

Staff/Public Present: Kaia Bergeson, LeeAnn Boushek, Lisa Hansen, Tim Knapper, Ryan Luft, Jiana Robertsdahl, Kerri Shackelford, Denise Streich, Cassie Suter

Motion by Sonja Pederson, second by Susan Bones, and carried to approve the agenda for the meeting, with the addition of item 11.8 – Approval of the Superintendent Interview Questions.

Dr. Clark read the YME Mission Statement.

The opportunity to address the Board received no response.

Motion by Sharon Rupp, second by Amanda Lecy, and carried to approve the consent agenda items as follows:

- approval of the May 14, 2018 regular meeting minutes.
- approval of the June 4, 2018 special meeting minutes.
- payment of bills in the amount of \$368,477.33 with checks numbered 20684-20812; and wire transfers in the amount of \$305,833.01 numbered 201700088-201700150.
- finance report, as submitted.
- enrollment report, as submitted.
- annual review of mandated policies:
  - 100 Series – School District
    - 102 – Equal Educational Opportunity
  - 200 Series – School Board
    - 214 – Out-of-State Travel by School Board Members
  - 400 Series – Personnel
    - 401 – Equal Employment Opportunity
    - 402 – Disability Nondiscrimination Policy
    - 406 – Public & Private Personnel Data
    - 410 – Family & Medical Leave
    - 412 – Expense Reimbursement
    - 413 – Harassment & Violence
    - 417 – Chemical Use & Abuse
    - 418 – Drug-Free Workplace
    - 419 – Tobacco-Free Workplace
    - 427 – Workload Limits for Certain Special Education Teachers
  - 500 Series – Students
    - 501 – School Weapons Policy
    - 502 – Search of Student Lockers, Desks, Personal Possessions and Student’s Person
    - 506 – Student Discipline and Notice of Suspension
    - 514 – Bullying Prohibition Policy
    - 515 – Protection and Privacy of Pupil Records
    - 516 – Student Medication
    - 520 – Student Surveys

- 521 – Student Disability Nondiscrimination
- 522 – Student Sex Nondiscrimination (Title IX)
- 524 – Internet Acceptable Use & Safety Policy
- 526 – Hazing Prohibition
- 531 – Pledge of Allegiance
- 532 – Use of Peace Officer and Crisis Teams to Remove Students with IEPs from School

Grounds

- 533 – Wellness
  - 534 – Unpaid Meal Charges
  - 600 Series – Education Program
    - 601 – Student Curriculum and Instruction Goals
    - 603 – Curriculum Development
    - 612-1 – Development of Parent and Family Engagement Policies for Title I Programs
    - 616 – School District System Accountability
    - 620 – Credit for Learning
  - 700 Series – Non-Instructional Operations
    - 709 – Student Transportation Safety Policy
    - 721 – Uniform Grant Guidance Policy Regarding Federal Revenue Sources
  - 800 Series – Buildings & Sites
    - 800 – Crisis Management Policy
  - 900 Series – School District – Community Relations
    - 903 – Visitors to School District Buildings and Sites
- First Reading – Policy 503 – Student Attendance
  - Approval of membership in the Minnesota State High School League for 2018-2019.
  - approval of district office and custodial/maintenance staff summer hours.
  - approval of insurance rates for 2018-2019.
  - approval of Minnesota Rural Educators Association membership for 2018-2019.
  - employment – Industrial Technology Teacher – Thomas Walsh.
  - employment – MS/HS Physical Education Teacher – Austin Rambow.
  - employment – 1-year Assistant Volleyball Coach – Megan Larson.
  - employment – Head Football Coach – Dave Schueler.
  - resignation – Junior High Football Coach – Barry Weidauer.
  - resignation – C-Squad Boys Basketball Coach – Barry Weidauer.
  - resignation – Co-Student Council Advisor – Andrew Baumgartner.
  - resignation – Head Track Coach – Scott Jans.

Bert Raney Elementary Principal, Lisa Hansen, thanked Pete Scheffler and Steve Koetter who are retiring from BRE for their years of dedicated service to BRE students, shared about the fun activities that took place at the end of the year, reported on summer school and Kindergarten Kickoff plans, and on projected staffing for 2018-19.

YME MS/HS Principal, Ryan Luft, thanked retiring teachers Mike Gaffaney and Barry Weidauer for their commitment to education, shared that the graduation ceremony was a success thanks to the efforts of Robin, Deb, and Krystle, and congratulated Valedictorian Saraya Burgeson and Salutatorian Bryce Schmidt.

Kaia Bergeson & Kerri Shackelford reported on behalf of the district Q-Comp committee.

Written reports submitted: Policy Committee Meeting Notes - May 22, 2018; Combination Buildings/Grounds Committee and Finance Committee meeting – May 29, 2018.

Motion by Susan Bones, second by Jeremy Corner, and carried to approve participation in the SW/WC Service Cooperative Career Technical Education director services for school year 2018-2019, to be reviewed/renewed for the 2019-2020 school year.

Motion by Sonja Pederson second by Sharon Rupp, and carried to approve the contract with Big Stone Athletic Training.

Motion by Steve Rupp, second by Susa Bones, and carried to approve budget revisions for FY2018, as presented by LeeAnn Boushek, Finance Officer.

| Yellow Medicine East School District<br>2017-2018 Revised Budgets |                       |                      |
|---|-----------------------|----------------------|
| Fund FY18   | Revised Revenues FY18 | Revised Expenditures |
| 01 – General  | \$9,683,438           | \$10,241,868         |
| 02 – Food Service   | \$441,377             | \$441,377            |
| 04 – Community Education  | \$440,270             | \$400,361            |
| 07 – Debt Service   | \$1,260,175           | \$1,191,813          |
| 25 – OPEB   | \$86,000              | \$182,603            |
| 47 – Debt Service (OPEB)  | \$192,707             | \$192,308            |
| <b>GRAND TOTAL</b>  | <b>\$12,103,967</b>   | <b>\$12,650,330</b>  |

Motion by Sharon Rupp, second by Amanda Lecy, and carried to approve the preliminary budget for FY2019, as presented by LeeAnn Boushek, Finance Officer.

| Yellow Medicine East School District<br>2018-2019 Preliminary Budgets |                     |                     |
|---|---------------------|---------------------|
| Fund FY19   | Revenues FY19       | Expenditures        |
| 01 – General  | \$9,629,262         | \$10,003,749        |
| 02 – Food Service   | \$432,671           | \$432,671           |
| 04 – Community  | \$403,384           | \$373,255           |
| 07 – Debt Service   | \$1,198,053         | \$1,167,370         |
| 25 – OPEB   | \$78,500            | \$168,008           |
| 47 – Debt Service (OPEB)  | \$189,971           | \$191,458           |
| <b>GRAND TOTAL</b>  | <b>\$11,931,841</b> | <b>\$12,336,511</b> |

Motion by Sonja Pederson, second by Susan Bones, and carried to continue to provide free breakfast for students ECFE-3<sup>rd</sup> Grade for the 2018-2019 school year.

Motion by Jeremy Corner, second by Sharon Rupp, and carried to direct administration to seek quotations on milk/milk products and bread/bread products for the 2018-2019 school year.

Motion by Jeremy Corner, second by Sharon Rupp, and carried, with Steve Rupp opposed, to set prices for student fees, activities, meals and milk as follows:

|                                |                                  |      |
|--------------------------------|----------------------------------|------|
| <b>Athletic Activities</b>     |                                  |      |
| Grades 7 & 8                   |                                  | \$60 |
|                                | If you qualify for Reduced Lunch | \$30 |
|                                | If you qualify for Free Lunch    | \$12 |
| Grades 9-12                    |                                  | \$80 |
|                                | If you qualify for Reduced Lunch | \$40 |
|                                | If you qualify for Free Lunch    | \$16 |
| <b>Non-Athletic Activities</b> |                                  |      |
| Grades 7 & 8                   |                                  | \$25 |
|                                | If you qualify for Reduced Lunch | \$13 |
|                                | If you qualify for Free Lunch    | \$5  |

|   |       |
|---|-------|
| Grades 9-12                                 | \$40  |
| If you qualify for Reduced Lunch            | \$20  |
| If you qualify for Free Lunch               | \$8   |
| <b>Family Max</b>                           |       |
| Includes Athletic & non-athletic activities | \$350 |
| <b>Activity Passes</b>                      |       |
| Student Activity Pass – Grades K-12         | \$25  |
| Adult Activity Pass                         | \$75  |
| Senior Citizen Pass (60+)                   | \$50  |
| <b>Single Game Admission</b>                |       |
| Students K-12                               | \$4   |
| Adults                                      | \$6   |

|  |        |
|--|--------|
| <b>Food Service</b>                            |        |
| Breakfast – Student – EC-3 <sup>rd</sup> Grade | \$0    |
| Breakfast – Student – Grade 4-12               | \$1.50 |
| Breakfast – Adult                              | \$2.15 |
| Lunch – Student – K – 5 <sup>th</sup> Grade    | \$2.70 |
| Lunch – Student – Grade 6-8                    | \$2.80 |
| Lunch - Student – Grade 9-12                   | \$2.90 |
| Lunch – Adult                                  | \$3.90 |
| Milk   | \$0.35 |

Motion by Sonja Pederson, second by Sharon Rupp, and carried to approve the Superintendent Interview Questions, as provided by Sandy Gundlach, MSBA consultant.

Correspondence: Memo – Dues Payments – May 31, 2018

Upcoming Events:

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 - 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.

**YELLOW MEDICINE EAST ISD #2190**  
**SPECIAL SCHOOL BOARD MEETING MINUTES – SUPERINTENDENT INTERVIEWS**  
**WEDNESDAY, JUNE 13, 2018 – 4:30 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, Steve Rupp,

Staff/Public Present: Deb Beckler, LeeAnn Boushek, Emily Enger, Lisa Hansen, Robin Henderson, Paul Hoernemann, Beth Jahn, Ryan Luft, Darrel Refsland, Jiana Robertsdahl, Denise Streich, Cassie Suter, Jen Thull

Motion by Sharon Rupp, second by Sonja Pederson, and carried to approve the agenda for the meeting.

The following candidates were interviewed for the position of Superintendent at Yellow Medicine East: Richard Schneider, Michael Pagel, Bradley Johnson.

The meeting was adjourned by Chair Odegard.

**YELLOW MEDICINE EAST ISD #2190  
SPECIAL SCHOOL BOARD MEETING MINUTES – SUPERINTENDENT INTERVIEWS  
THURSDAY, JUNE 14, 2018 – 4:30 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, Steve Rupp,

Staff/Public Present: Deb Beckler, LeeAnn Boushek, Emily Enger, Lisa Hansen, Paul Hoernemann, Beth Jahn, Ryan Luft, Darrel Refsland, Jiana Robertsdahl, Denise Streich, Cassie Suter, Jen Thull

Motion by Jeremy Corner, second by Sharon Rupp, and carried to approve the agenda for the meeting.

The following candidate was interviewed for the position of Superintendent at Yellow Medicine East: Kristopher Lynk.

The board discussed the candidates interviewed and deliberated on who to call back for a second interview.

Motion by Susan Bones, second by Sonja Pederson, with Jeremy Corner opposed, to invite Richard Schneider, Michael Pagel, and Kristopher Lynk back for second interviews on Monday, June 18, 2018.

The meeting was adjourned by Chair Odegard.

**YELLOW MEDICINE EAST ISD #2190**  
**SPECIAL SCHOOL BOARD MEETING MINUTES – SUPERINTENDENT INTERVIEWS**  
**MONDAY, JUNE 18, 2018 – 4:00 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, Steve Rupp,

Staff/Public Present: Deb Beckler, LeeAnn Boushek, Lisa Hansen, Robin Henderson, Beth Jahn, Nicolle Kotek, Ryan Luft, Darrel Refsland, Jiana Robertsdaahl, Melissa Schulte, Denise Streich, Jen Thull, Mike Thull

Motion by Jeremy Corner, second by Sharon Rupp, and carried to approve the agenda for the meeting.

Second interviews were conducted for the following candidates: Richard Schneider, Kristopher Lynk, Michael Pagel.

The board discussed the candidates interviewed and deliberated on who to offer the Superintendent position.

Motion by Susan Bones, second by Sharon Rupp to offer the YME Superintendent position to Richard Schneider.

The Negotiations Committee will negotiate contract details with Mr. Schneider on Thursday, June 21, 2018 at 4:30 pm.

The board will meet on Monday, June 25, 2018 at 4:30 pm to approve the superintendent contract.

The meeting was adjourned by Chair Odegard.

**YELLOW MEDICINE EAST ISD #2190  
SPECIAL SCHOOL BOARD MEETING MINUTES  
MONDAY, JUNE 25, 2018 –4:30 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, Steve Rupp, Dr. Rick Clark

Staff/Public Present: LeeAnn Boushek, Denise Streich

Motion by Susan Bones, second by Sharon Rupp and carried to approve the agenda for the meeting with the addition of a discussion item.

Dawn Odegard read the YME Mission Statement.

The opportunity to address the Board received no response.

Motion by Sharon Rupp, second by Jeremy Corner, and carried to approve the employment of Richard Schneider, Superintendent of Schools. A one-time payment of up to \$2,000 for moving expenses was agreed upon and will be an addendum to the previously negotiated contract.

Motion by Sonja Pederson, second by Susan Bones and carried to approve the employment of Julie Poff, long-term substitute Activities/Community Education Administrative Assistant.

The Board discussed the date of the July 2018 board meeting.

Motion by Sharon Rupp, second by Amanda Lecy and carried to move the July 9, 2018 board meeting to July 16, 2018 at 6:00 pm in the YME Board Room.

The board discussed having staff attend ALICE training with the intent of those staff members returning to train other staff.

Motion by Susan Bones, Second by Steve Rupp and carried to allow Rich Schneider, Superintendent, and Mike Thull, School Resource Officer, to attend ALICE Training.

The Board entered into closed session to discuss negotiation strategies.

The meeting was opened.

Motion by Steve Rupp, second by Sharon Rupp and carried to add the contract of Tim Knapper, Activities & Community Education Director, to the agenda as an action item.

Motion by Sharon Rupp, second by Sonja Pederson and carried to approve the contract of Tim Knapper, Activities & Community Education Director.

The meeting was adjourned by Dawn Odegard.

| CHECK<br>NUMBER | VENDOR                           | CHECK<br>DATE | AMOUNT    |
|-----------------|----------------------------------|---------------|-----------|
| 20813           | AMERICAN FAMILY LIFE ASSURANCE   | 06/26/2018    | 635.13    |
| 20814           | AMERITAS LIFE INSURANCE CORP.    | 06/26/2018    | 529.83    |
| 20815           | DELTA DENTAL                     | 06/26/2018    | 6,102.75  |
| 20816           | LEASE FINANCE GROUP              | 06/26/2018    | 40,229.62 |
| 20817           | MADISON NATIONAL LIFE            | 06/26/2018    | 1,675.36  |
| 20818           | MONTEVIDEO SCHOOL DISTRICT 129   | 06/26/2018    | 1,086.22  |
| 20819           | MSEA                             | 06/26/2018    | 1,280.38  |
| 20820           | 154200 NCPERS MN                 | 06/26/2018    | 64.00     |
| 20821           | SCHULTE, TREVOR                  | 06/26/2018    | 400.00    |
| 20822           | SELECT ACCOUNT                   | 06/26/2018    | 6,783.19  |
| 20823           | SUSSNER CONSTRUCTION, INC.       | 06/26/2018    | 2,850.00  |
| 20824           | EDUCATION MINNESOTA YME          | 06/26/2018    | 3,406.68  |
| 20825           | FRAN'S COMMUNICATIONS            | 06/15/2018    | 809.44    |
| 20826           | CARSTENSEN, BERNADETTE L.        | 07/12/2018    | 250.00    |
| 20828           | CITY OF GRANITE FALLS            | 07/12/2018    | 20,020.60 |
| 20829           | ENNINGA, KATHRYN                 | 07/12/2018    | 250.00    |
| 20830           | MVCC                             | 07/12/2018    | 26,887.46 |
| 20831           | RASMUSSEN, KRISTY                | 07/12/2018    | 250.00    |
| 20832           | A&B BUSINESS SOLUTIONS           | 07/16/2018    | 11,651.83 |
| 20833           | ACT                              | 07/16/2018    | 2,025.00  |
| 20834           | ADVOCATE TRIBUNE                 | 07/16/2018    | 360.75    |
| 20835           | ALMICH'S MARKET                  | 07/16/2018    | 294.36    |
| 20836           | AMERICAN WELDING AND GAS, INC.   | 07/16/2018    | 46.85     |
| 20837           | AUS FLOORS & MORE INC.           | 07/16/2018    | 770.07    |
| 20838           | BALFANY, EMILY                   | 07/16/2018    | 38.69     |
| 20840           | BENNETT & BENNETT INC.           | 07/16/2018    | 7,719.26  |
| 20841           | BILL'S ELECTRIC                  | 07/16/2018    | 8,450.00  |
| 20842           | BLICK ART MATERIALS              | 07/16/2018    | 343.54    |
| 20843           | CENEX CREDIT CARD                | 07/16/2018    | 534.40    |
| 20844           | CENTURY LINK                     | 07/16/2018    | 1,237.24  |
| 20847           | CITIZENS ALLIANCE BANK           | 07/16/2018    | 3,498.38  |
| 20848           | CITY OF GRANITE FALLS            | 07/16/2018    | 3,891.54  |
| 20849           | CITY OF ORTONVILLE               | 07/16/2018    | 75.00     |
| 20850           | CONSUMERS COOPERATIVE OIL CO.    | 07/16/2018    | 82.60     |
| 20851           | CORNER, SKYLER                   | 07/16/2018    | 314.12    |
| 20852           | COUNTRYSIDE PUBLIC HEALTH        | 07/16/2018    | 210.00    |
| 20853           | DAVE'S ELECTRIC CO               | 07/16/2018    | 59.50     |
| 20854           | DAVE'S ELECTRIC MOTOR CO.        | 07/16/2018    | 186.11    |
| 20855           | DEPT OF TREASURY                 | 07/16/2018    | 332.22    |
| 20856           | DIRTY DOG PRODUCTIONS            | 07/16/2018    | 297.50    |
| 20857           | DISCOUNT SCHOOL SUPPLY           | 07/16/2018    | 189.94    |
| 20858           | EAI- ERIC ARMIN INC.             | 07/16/2018    | 104.10    |
| 20859           | FARM & HOME PUBLISHERS, LTD      | 07/16/2018    | 53.90     |
| 20860           | G-SPORTS WRESTLING               | 07/16/2018    | 49.95     |
| 20861           | GRANITE FALLS AUTO PARTS         | 07/16/2018    | 205.13    |
| 20862           | GRANITE FALLS SOCCER ASSOCIATION | 07/16/2018    | 594.00    |
| 20863           | GRAPHIC EDGE                     | 07/16/2018    | 127.77    |
| 20864           | GREAT PLAINS NATURAL GAS CO      | 07/16/2018    | 629.32    |
| 20865           | HILLYARD/HUTCHINSON              | 07/16/2018    | 108.06    |
| 20866           | INK SPOT                         | 07/16/2018    | 147.00    |
| 20867           | INNOVATIVE OFFICE SOLUTIONS LLC  | 07/16/2018    | 298.47    |
| 20868           | JAHN, ELIZABETH                  | 07/16/2018    | 197.47    |
| 20869           | JOBS HQ                          | 07/16/2018    | 721.64    |
| 20870           | JOHNSON, ALYSSA                  | 07/16/2018    | 117.95    |
| 20871           | JOSTEN'S                         | 07/16/2018    | 32.89     |
| 20872           | KILOWATT COMMUNITY CENTER        | 07/16/2018    | 340.00    |

| CHECK<br>NUMBER | VENDOR                                      | CHECK<br>DATE | AMOUNT    |
|-----------------|---|---------------|-----------|
| 20873           | LAKEVIEW SCHOOL DIST. #2167                 | 07/16/2018    | 75.00     |
| 20874           | LECY, AMANDA                                | 07/16/2018    | 81.35     |
| 20875           | LITTLE CROW TELEMEDIA NETWORK               | 07/16/2018    | 4,830.53  |
| 20876           | LUFT, RYAN                                  | 07/16/2018    | 922.79    |
| 20877           | MACKIN ED RESOURCES                         | 07/16/2018    | 524.39    |
| 20878           | MARSHALL INDEPENDENT                        | 07/16/2018    | 127.80    |
| 20879           | MIDWEST MICROSCOPE SERVICE                  | 07/16/2018    | 284.07    |
| 20880           | MNAFEE                                      | 07/16/2018    | 460.00    |
| 20881           | MYSTERY SCIENCE                             | 07/16/2018    | 499.00    |
| 20882           | NASCO                                       | 07/16/2018    | 306.69    |
| 20883           | OLSON SANITATION INC.                       | 07/16/2018    | 877.50    |
| 20884           | RTS   | 07/16/2018    | 80.23     |
| 20885           | RUPP,ANDERSON, SQUIRES & WALDSPURGER, P.A.  | 07/16/2018    | 141.30    |
| 20886           | SAWMILL                                     | 07/16/2018    | 356.62    |
| 20887           | SCHOLASTIC INC                              | 07/16/2018    | 558.08    |
| 20888           | EPS- SCHOOL SPECIALTY & INTERVENTION        | 07/16/2018    | 6,466.38  |
| 20889           | SPEH, EMILEE                                | 07/16/2018    | 314.12    |
| 20890           | SPRINGSTED                                  | 07/16/2018    | 2,713.75  |
| 20891           | SUSSNER CONSTRUCTION, INC.                  | 07/16/2018    | 39,960.00 |
| 20892           | SUSSNER CONSTRUCTION, INC.                  | 07/16/2018    | 2,490.00  |
| 20893           | SW/WC SERVICE COOPERATIVES - FERGUS FALLS   | 07/16/2018    | 6,813.45  |
| 20894           | TJOSVOLD EQUIPMENT INC.                     | 07/16/2018    | 42.20     |
| 20895           | TOSTENSEN SEPTIC                            | 07/16/2018    | 200.00    |
| 20897           | TRUE VALUE-GF/MONTE                         | 07/16/2018    | 697.24    |
| 20898           | XCEL ENERGY                                 | 07/16/2018    | 20.47     |
| 20899           | YME SCHOOL ACTIVITY ACCOUNT                 | 07/16/2018    | 976.00    |
| 20900           | YME SCHOOLS-ADM                             | 07/16/2018    | 382.71    |
| 20901           | YME BOARD ACCOUNT                           | 07/16/2018    | 92.00     |
| 20902           | YME SCHOOL READINESS                        | 07/16/2018    | 16,080.00 |
| 20903           | YME-FOOD SERVICE                            | 07/16/2018    | 422.66    |
| 20904           | ZEP MANUFACTURING CO                        | 07/16/2018    | 1,969.83  |
| 20905           | A&B BUSINESS SOLUTIONS                      | 07/16/2018    | 2,424.58  |
| 20906           | ALICE TRAINING INST.                        | 07/16/2018    | 1,190.00  |
| 20907           | BOND TRUST SERVICES CORPORATION             | 07/16/2018    | 34,913.75 |
| 20908           | CARL'S BAKERY                               | 07/16/2018    | 20.10     |
| 20909           | CENTURY LINK                                | 07/16/2018    | 834.14    |
| 20912           | CITIZENS ALLIANCE BANK                      | 07/16/2018    | 2,409.87  |
| 20913           | DALLAS II                                   | 07/16/2018    | 920.00    |
| 20914           | DISCOUNT SCHOOL SUPPLY                      | 07/16/2018    | 82.68     |
| 20915           | EASTBAY RUNNING STORE INC                   | 07/16/2018    | 9,979.00  |
| 20916           | EMC INSURANCE COMPANIES                     | 07/16/2018    | 9,076.42  |
| 20917           | FIREFLY COMPUTERS                           | 07/16/2018    | 15,900.00 |
| 20918           | FRONTLINE PLACEMENT TECHNOLOGIES INC.       | 07/16/2018    | 4,885.41  |
| 20919           | H & B SPECIALIZED PRODUCTS                  | 07/16/2018    | 17,292.00 |
| 20920           | HEALY AWARDS INC.                           | 07/16/2018    | 685.83    |
| 20921           | INNOVATIVE OFFICE SOLUTIONS LLC             | 07/16/2018    | 99.47     |
| 20922           | ISCORP                                      | 07/16/2018    | 195.50    |
| 20923           | LAKESHORE LEARNING MATERIALS                | 07/16/2018    | 70.73     |
| 20924           | LUFT, RYAN                                  | 07/16/2018    | 804.04    |
| 20925           | MASA  | 07/16/2018    | 1,285.00  |
| 20926           | MESPA                                       | 07/16/2018    | 917.00    |
| 20927           | MINNESOTA ELEVATOR TOTAL ELEVATOR SOLUTIONS | 07/16/2018    | 366.13    |
| 20928           | MN RURAL EDUCATION ASSOC.                   | 07/16/2018    | 1,886.00  |
| 20929           | MINNESOTA SCHOOL BOARD ASSOC.               | 07/16/2018    | 4,464.00  |
| 20930           | MTI DISTRIBUTING INC.                       | 07/16/2018    | 67.46     |
| 20931           | MUSIC EXPRESS                               | 07/16/2018    | 195.00    |

| CHECK<br>NUMBER   | VENDOR                        | CHECK<br>DATE | AMOUNT     |
|-------------------|-------------------------------|---------------|------------|
| 20932             | MVCC                          | 07/16/2018    | 152,241.93 |
| 20933             | PITNEY BOWES                  | 07/16/2018    | 695.85     |
| 20934             | QUAVERMUSIC.COM, LLC          | 07/16/2018    | 7,350.00   |
| 20935             | RSCHOOL TODAY                 | 07/16/2018    | 785.00     |
| 20936             | SCHOOLPOINTE                  | 07/16/2018    | 3,000.00   |
| 20937             | THEMES & VARIATIONS           | 07/16/2018    | 149.95     |
| 20938             | YOUTH FRONTIERS, INC.         | 07/16/2018    | 750.00     |
| 201700151         | FEDERAL TAX WITHHOLDING       | 06/22/2018    | 112,479.18 |
| 201700152         | MN TEACHERS RETIREMENT ASSOC. | 06/22/2018    | 57,204.86  |
| 201700153         | PUBLIC EMPLOYEES RETIREMENT   | 06/22/2018    | 16,167.58  |
| 201700154         | STATE TAX WITHHOLDING         | 06/22/2018    | 18,498.05  |
| 201700156         | MN REVENUE                    | 06/22/2018    | 124.26     |
| 201700157         | VOYA INSTITUTIONAL TRUST      | 06/22/2018    | 26,669.74  |
| 201700161         | PUBLIC EMPLOYEES RETIREMENT   | 06/25/2018    | 7.00       |
| 201700163         | VOYA INSTITUTIONAL TRUST      | 06/26/2018    | -300.00    |
| 201700164         | EMPOWER RETIREMENT            | 06/26/2018    | 9,400.00   |
| 201700167         | PUBLIC EMPLOYEES RETIREMENT   | 06/29/2018    | 3,583.33   |
| 201700173         | PUBLIC EMPLOYEES RETIREMENT   | 06/30/2018    | 574.73     |
| 201800003         | UMB BANK NA                   | 07/16/2018    | 131,320.00 |
| 201800004         | UMB BANK NA                   | 07/16/2018    | 35,230.00  |
| Totals for BNK02  |                               |               | 936,508.94 |
| Totals for checks |                               |               | 936,508.94 |

FUND SUMMARY

| <u>FUND</u>                 | <u>DESCRIPTION</u>     | <u>BALANCE SHEET</u> | <u>REVENUE</u> | <u>EXPENSE</u> | <u>TOTAL</u> |
|-----------------------------|------------------------|----------------------|----------------|----------------|--------------|
| 01                          | GENERAL FUND           | 286,511.08           | 10,629.60      | 409,375.17     | 706,515.85   |
| 02                          | FOOD SERVICE           | 4,990.11             | 0.00           | 101.39         | 5,091.50     |
| 04                          | COMMUNITY SERVICE      | 4,728.28             | 1,570.00       | 4,230.19       | 10,528.47    |
| 07                          | DEBT REDEMPTION        | 0.00                 | 0.00           | 173,260.00     | 173,260.00   |
| 09                          | TRUST FUND             | 1,063.79             | 0.00           | 0.00           | 1,063.79     |
| 25                          | REVOCABLE TRUST (FY10) | 0.00                 | 0.00           | 11,845.58      | 11,845.58    |
| 47                          | OPEB DEBT SERVICE FUND | 0.00                 | 0.00           | 28,203.75      | 28,203.75    |
| *** Fund Summary Totals *** |                        | 297,293.26           | 12,199.60      | 627,016.08     | 936,508.94   |

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





**YELLOW MEDICINE EAST  
ENROLLMENT REPORT  
2018-2019**

|                | PRELIMINARY 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   | 40                    |       |     |         |       |     |          |       |     |          |       |     |         |       |     |
| First Grade    | 47                    |       |     |         |       |     |          |       |     |          |       |     |         |       |     |
| Second Grade   | 44                    |       |     |         |       |     |          |       |     |          |       |     |         |       |     |
| Third Grade    | 60                    |       |     |         |       |     |          |       |     |          |       |     |         |       |     |
| Fourth Grade   | 53                    |       |     |         |       |     |          |       |     |          |       |     |         |       |     |
| Fifth Grade    | 63                    |       |     |         |       |     |          |       |     |          |       |     |         |       |     |
|                | 307                   |       |     |         |       |     |          |       |     |          |       |     |         |       |     |
| Sixth Grade    |                       | 54    |     |         |       |     |          |       |     |          |       |     |         |       |     |
| Seventh Grade  |                       | 50    |     |         |       |     |          |       |     |          |       |     |         |       |     |
| Eighth Grade   |                       | 62    |     |         |       |     |          |       |     |          |       |     |         |       |     |
| Ninth Grade    |                       | 62    |     |         |       |     |          |       |     |          |       |     |         |       |     |
| Tenth Grade    |                       | 51    |     |         |       |     |          |       |     |          |       |     |         |       |     |
| Eleventh Grade |                       | 44    |     |         |       |     |          |       |     |          |       |     |         |       |     |
| Twelfth Grade  |                       | 55    |     |         |       |     |          |       |     |          |       |     |         |       |     |
|                |                       | 378   |     |         |       |     |          |       |     |          |       |     |         |       |     |
| K-12 TOTAL     |                       | 685   |     |         | 0     |     |          | 0     |     |          | 0     |     |         | 0     |     |

|                | FEBRUARY |       |     | MARCH |       |     | APRIL |       |     | MAY |       |     | END OF THE YEAR-17-18 |       |     |
|----------------|----------|-------|-----|-------|-------|-----|-------|-------|-----|-----|-------|-----|-----------------------|-------|-----|
|                | BRE      | MS/HS | ENR | BRE   | MS/HS | ENR | BRE   | MS/HS | ENR | BRE | MS/HS | ENR | BRE                   | MS/HS | ENR |
| Kindergarten   |          |       |     |       |       |     |       |       |     |     |       |     | 47                    |       |     |
| First Grade    |          |       |     |       |       |     |       |       |     |     |       |     | 44                    |       |     |
| Second Grade   |          |       |     |       |       |     |       |       |     |     |       |     | 59                    |       |     |
| Third Grade    |          |       |     |       |       |     |       |       |     |     |       |     | 52                    |       |     |
| Fourth Grade   |          |       |     |       |       |     |       |       |     |     |       |     | 63                    |       |     |
| Fifth Grade    |          |       |     |       |       |     |       |       |     |     |       |     | 54                    |       |     |
|                |          |       |     |       |       |     |       |       |     |     |       |     | 319                   |       |     |
| Sixth Grade    |          |       |     |       |       |     |       |       |     |     |       |     |                       | 50    |     |
| Seventh Grade  |          |       |     |       |       |     |       |       |     |     |       |     |                       | 63    |     |
| Eighth Grade   |          |       |     |       |       |     |       |       |     |     |       |     |                       | 62    |     |
| Ninth Grade    |          |       |     |       |       |     |       |       |     |     |       |     |                       | 52    |     |
| Tenth Grade    |          |       |     |       |       |     |       |       |     |     |       |     |                       | 46    |     |
| Eleventh Grade |          |       |     |       |       |     |       |       |     |     |       |     |                       | 54    |     |
| Twelfth Grade  |          |       |     |       |       |     |       |       |     |     |       |     |                       | 60    |     |
|                |          |       |     |       |       |     |       |       |     |     |       |     |                       | 387   |     |
| K-12 TOTAL     |          |       | 0   |       |       | 0   |       |       | 0   |     |       | 0   |                       |       | 706 |

(Updated July 16, 2018)

**Designation of Identified Official with Authority  
for the MDE External User Access Recertification System**

The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority (IOwA) to comply with State Access Control Security Standard 1.0 which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually.

The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA).

The Board recommends the authorization of Rich Schneider to act as the Identified Official with Authority for Yellow Medicine East 2190-01.

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Dawn Odegard, Board Chair  
Yellow Medicine East 2190-01  
July 16, 2018

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 7.2  
**MEETING DATE:** July 16, 2018  
**SUBJECT:** Consent Agenda - Board Reorganization

**BOARD ACTION:**

Required X  
Information  
Scheduled Report

**BACKGROUND/RATIONALE:**

The items on the Consent Agenda are part of the annual requirements of REORGANIZATION. The items listed are unchanged from current/past year(s). They are standard without cause for negative concerns. They can be approved without comment.

7.2.1 – Designate Board of Education per Diem

|             |                     |
|-------------|---------------------|
| All members | \$40.00 per meeting |
| Chair       | \$100.00 per year   |
| Clerk       | \$100.00 per year   |
| Treasurer   | \$25.00 per year    |

7.2.2 – Resolution to Hold Meetings on Columbus Day

The YME board does not recognize Columbus Day, October 8, 2018, as a holiday on their calendar. In order for us to have a board meeting on this day, a resolution must be adopted. The resolution is posted on BoardBook for your review.

7.2.3 – Authorize Financial Procedures and Personnel

Designate LeeAnn Boushek, Finance Officer and Tara Miller Payroll Officer to complete and authorize electronic fund transfers as necessary to pay board bills and payroll and to complete investments for the District in secured accounts to yield the greatest potential return on investments.

7.2.4 – Authorize Facsimile Use of Board Signatures

Facsimile use of board signatures for board bills and payroll checks.

7.2.5 – Designate School Attorney

Currently the following law firms are designated as legal counsel for the Superintendent and Board chairperson to contact on school and board related matters:

- Rupp, Anderson, Squires & Waldspurger, P.A. – Kevin Rupp
- Holmstrom & Kvam - Spencer Kvam

7.2.6 – Designate Depository

- F & M Bank of Clarkfield – payroll
- Citizen’s Alliance Bank of Granite Falls – Board account, student programs, and administrative account
- Minnesota School District Liquid Asset Fund – receiving state aid and levy revenues
- Granite Falls Bank of Granite Falls – provide electronic fund transfers to allow for payroll direct deposit services

7.2.7 – Designate Official Publication Site

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

7.2.8 – Designate Official Newspaper

Advocate Tribune (only newspaper serving the YME community)

**PRESENTER(S):**

**COMMITTEE:**

**SUPERINTENDENT RECOMMENDATION:**

Support is given for all items on the consent agenda.

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION DIRECTING SCHOOL  
TO BE HELD ON COLUMBUS DAY, OCTOBER 8, 2018**

Whereas the Board of Education does not recognize October 8, 2018, Columbus Day, as a holiday, and,

Be it resolved, by the School Board of Independent School District No. 2190, as follows:

That the School District intends to conduct school, hold regular School Board meetings,  
and other such business on these dates.

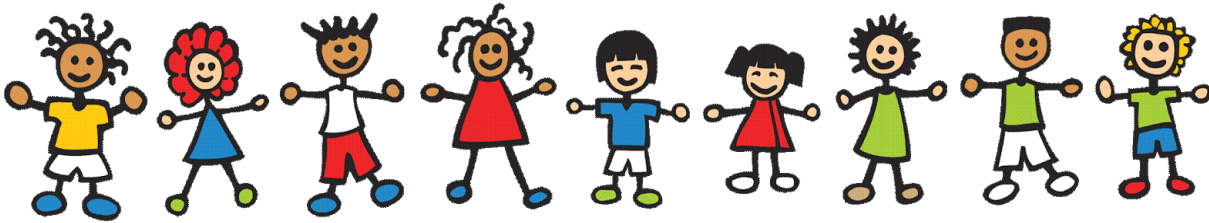
The motion for the adoption of the foregoing resolution was duly seconded by Member \_\_\_\_\_

and upon vote being taken thereon, the following voted in favor thereof: \_\_\_\_\_

and the following voted against the same: \_\_\_\_\_

Whereupon said resolution was declared duly passed and adopted.

-July 16, 2018



## Bert Raney Elementary Board Report

July 2018

Mrs. Hansen, Elementary Principal

### BRE - Current Enrollment

|              | 8/16 | 8/17 | 5/18 | 7/18 | 8/18 | 9/18 | 10/18 | 11/18 | 12/18 | 1/19 | 2/19 |
|--------------|------|------|------|------|------|------|-------|-------|-------|------|------|
| <b>K</b>     | 44   | 47   | 47   | 47   |      |      |       |       |       |      |      |
| <b>1st</b>   | 56   | 43   | 44   | 44   |      |      |       |       |       |      |      |
| <b>2nd</b>   | 51   | 58   | 59   | 59   |      |      |       |       |       |      |      |
| <b>3rd</b>   | 66   | 53   | 52   | 52   |      |      |       |       |       |      |      |
| <b>4th</b>   | 54   | 67   | 63   | 63   |      |      |       |       |       |      |      |
| <b>5th</b>   | 55   | 53   | 54   | 54   |      |      |       |       |       |      |      |
| <b>Total</b> | 326  | 321  | 319  | 319  |      |      |       |       |       |      |      |

### **BRE Happenings**

1. STAR Data\*
  - a. Spring, Reading
  - b. Spring, Math
2. Summer Events at BRE
  - a. Summer School\*
  - b. Bathroom Renovation
3. Art - 2018-19
  - a. Rotation for 4th/5th Grade
  - b. Special projects on Wednesdays for other groups of students
4. BRE Book Fair\*
  - a. Information
5. Staffing for 2018-19
  - a. K-12 ELL, Cindy Lavin, .5
  - b. Long-Term Sub for Mrs. Cole, Pete Scheffler, 1st quarter

### 6. 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
- d. BRE P/T Conferences: 10/11/18 & 10/16/18 -- 2/7/19 & 2/14/19

### **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.

\*handout

Last updated: 5/22/18 by LH as per items from Dr. Clark & Policy Committee

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April 30, 2018

TO: Dr. Clark  
FROM: L. Hansen, BRE Principal  
RE: BRE Handbook 18-19 Draft

I have attached a copy of the BRE 2018-19 Student Handbook which contains the following changes:

- Staffing updates as known or approved are noted, upcoming changes will be made as changes occur.
- Areas with red XXXs will be updated once publication occurs (example: confirming URLs).
- Removal of 5 Day per Quarter Absence Rule - this was put into the handbook for the 2017-18 school year with the intention it would reduce the number of days students were absent from school and/or offer support to families. It has not done what we hoped it would; the parents that don't call in, are still doing so, and do not respond to calls or letters from our office. This practice only created issues for the parents who respect our illness / absence rules and policies. In addition, this was a major time and expense issue that did not provide positive effects. I anticipate following the rollout of the new ESSA federal regulations, schools may have additional rules to follow, however, until the federal government shares that information, we need to proceed with what we know.
- Change the word 'will' under excused absences to: 'may'. Parents expressed frustration with the 'required doctor's note' and our intent is to return to the prior wording of 'may'. This allows administration to address the issue with individual families as needed. The 'will' wording caused issues for the parents who respect our illness / absence rules and was ignored by those who it was put into practice for.
- Conferences and Report Cards - K-5 will now be doing quarterly report cards. In the past, only grades 2-5 did quarterly report cards.
- Meal Costs - prices will be changed following board approval this summer.
- Gum Policy - removal. Outdated wording This does not need to be in our handbook and is handled in classrooms by teachers. We have many students who benefit from chewing gum for behavior and anxiety reasons.
- Health Services - Cassie Suter, K-12 nurse, changed the wording as noted.
- Spacing will be adjusted following final changes.

***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 **XXX** 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/XXX>.

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](mailto: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** XXX

## 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  
ELL      TBA  
MUSIC      BETH JAHN, KRISTEN CASTIGLIONE  
NURSE      CASSIE SUTER  
PHYSICAL EDUCATION      MARY GREY  
TECHNOLOGY      BETH JAHN, DARLYS LISTUL  
TITLE I      ROXIE TANNER, PEGGY KVAM  
SOCIAL WORKER      MARGO VANMOER  
SPECIAL NEEDS      LYNDSAE DACK, DANA JOHNSON, KEISHA LOUWAGIE, LESLIE REFLAND,  
DANAE RUPP, DAVE SCHUELER, MELISSA SCHULTE, JUSTIN TONGEN  
SPEECH CLINICIANS      JUNE FRENCH, JEN THULL  
TAG COORDINATOR      ELAINE HALVERSON  
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.

### **5-Day per Quarter Absence Rule**

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

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 ~~will~~ **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. ~~The 5-Day per Quarter Absence Rule will go into effect if the absences occurred within one quarter.~~
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  |
|-------------------------|--|---|--|---|---|---|--|
| <b>Respect Myself</b>   | Be safe<br>Be prepared<br>Do your best         | Make good choices<br>Be honest  | Walk<br>Stay in own space  | Be active<br>Be safe  | Eat own food<br>Take your time<br>Stay seated                                   | Do your business<br>Flush<br>Wash hands | Stay seated on bottom<br>Face forward            |
| <b>Respect Others</b>   | Be kind<br>Hands to self<br>Feet to self       | Be kind<br>Use appropriate voices<br>Follow directions<br>Stay in own space | Voices off<br>Hands to self<br>Feet to self<br>Walk to the right | Play safe<br>Play fair<br>Include others<br>Share equipment | Use quiet voice<br>Hands to self<br>Feet to self<br>Practice good table manners | Use quiet voice<br>Give others privacy  | Use quiet voice<br>Hands to self<br>Feet to self |
| <b>Respect Property</b> | Keep it clean<br>Keep school in good condition | Keep it clean<br>Keep classroom in good condition                           | Keep it clean<br>Hands to self<br>Feet to self                   | Keep it clean<br>Use equipment properly                     | Keep it clean<br>Keep your food on your tray                                    | Keep it clean<br>Turn water off         | Keep it clean<br>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 2 through 5 ~~K-5~~ at the end of each quarter. ~~Kindergarten and grade 1 report cards are issued at the end of each semester.~~ This report reflects the student's performance in terms of his or her maturity and ability. Students are assessed in subject areas as well as in student habits and social growth areas. The following will apply to reporting students' progress:

1. Grades 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 PreK-3
- Breakfast cost for grades 4-12 is ~~\$1.45~~ **\$1.50** - Adult cost is ~~\$2.10~~ **\$2.15**
- Lunch cost is ~~\$2.60~~ **\$2.70** for grades K-5
- Adult meals cost ~~\$3.80~~ **\$3.90**

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.

## **GUM POLICY**

Our school is a gum free school. Gum is only allowed if given to students by their teacher or other adult.

## **GYM SHOES/PHY. ED.**

It is school policy that children should have tennis shoes for physical education. Shoes should be clean and should not have black soles that mark the floor. We recommend mid-weight shoes with arch supports and cushioned soles. All students will need a swimsuit and towel for the fall swimming units. If a child is not going to participate in physical education classes, he or she must bring a note from home and/or your doctor.

## **HARASSMENT**

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

## **HEALTH SERVICES**

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

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 ~~will~~ **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 midyear as needed.

## **MONEY**

Except for small amounts, payment by check made out to the school or school district would be appreciated. Checks eliminate the problem of money being lost on the way to school. Payments for activity fees/passes and lunch may be made by credit card through the "Sting Store - Online Payment" link under the "For Parents" section of the school district Web site. When cash is sent with younger children, please put it in an envelope with the child's name, room number (or teacher's name), and reason for payment (Ex. field trip, lunch, milk, etc.) written on the outside. Please emphasize with your children the danger of leaving valuables in their desk, locker or other places at school.

## **OUTSIDE ACTIVITY AND RECESS**

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

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

Please ensure your child is dressed 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

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

# Yellow Medicine East Middle/High School



## Student Handbook

2018 ~ 2019

# Yellow Medicine East Middle/High School

450 9th Ave.  
Granite Falls, MN 56241  
(320) 564-4081 ext. 100  
www.isd2190.org

Mr. Rich Schneider, Superintendent  
Mr. Ryan Luft, Principal  
Ms. Teresa Hunt, 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

Mr. Rich Schneider, Human Rights Officer

Mr. Rich Schneider, 504 Coordinator

Mr. Ryan Luft, 504 Building Coordinator

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**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)**

| <b>Daily Class Schedule</b> |               | <b>Wednesday Ramp-Up Schedule</b> |           |               |
|-----------------------------|---------------|-----------------------------------|-----------|---------------|
| 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   |

| <b>2 Hour Late Schedule</b> |               | <b>PLC Early Out Schedule</b> |           |               |
|-----------------------------|---------------|-------------------------------|-----------|---------------|
| 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 student. 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                       |                                      |
|          |          | <b>CREDITS EARNED</b>                             |                                      |
| 1st sem. | 2nd sem. | MATH-3.0 credits (Alg. I, II, Geometry or higher) |                                      |
| +        | =        | 9-  |                                      |
| +        | =        | 10-   |                                      |
| +        | =        | 11-   |                                      |
|          |          | <b>CREDITS EARNED</b>                             |                                      |
| 1st sem. | 2nd sem. | SOCIAL STUDIES-4.0 Credits                        |                                      |
| +        | =        | Civics 9/U.S. History [1.00 cr]                   |                                      |
| +        | =        | US History 10                                     |                                      |
| +        | =        | World History/Geog. 11                            |                                      |
| +        | =        | Economics   |                                      |
|          |          | Social Elective Course: _____                     |                                      |
|          |          | <b>CREDITS EARNED</b>                             |                                      |
| 1st sem. | 2nd sem. | SCIENCE - 3.0 Credits                             |                                      |
| +        | =        | Physical Science                                  |                                      |
| +        | =        | Biology   |                                      |
| +        | =        | Env. Sci./Ag. Sci./CPC or                         |                                      |
|          |          | <b>CREDITS EARNED</b>                             |                                      |
|          |          | PE/Health-1.0 Credit PE-0.50 Health               |                                      |
| +        | =        | 9 - PE  |                                      |
| +        | =        | 10-PE   |                                      |
| +        | =        | 10-Health   |                                      |
|          |          | <b>CREDITS EARNED</b>                             |                                      |
|          |          | COMPUTER APP - .50 Credit                         |                                      |
|          |          | Computer Applications                             |                                      |
|          |          | <b>CREDITS EARNED</b>                             |                                      |
|          |          | ART - 1.0 Credit                                  |                                      |
|          |          |   |                                      |
|          |          | <b>CREDITS EARNED</b>                             |                                      |
|          |          | 17.0 Required Credits                             |                                      |
|          |          | <b>STATE TESTS</b>                                |                                      |
|          |          | Written Comp - 11th Gr _____ 12th Gr _____        |                                      |
|          |          | Reading - 10th Gr. Test _____                     |                                      |
|          |          | Science - 10th Gr. Test _____                     |                                      |
|          |          | Math - 11th Gr. Test Class of 2016 & beyond _____ |                                      |
|          |          | ACT - 11th Gr. Test Class of 2016 & beyond _____  |                                      |
|          |          |   | <b>TALLY OF TOTAL CREDITS EARNED</b> |
|          |          |   | Language Arts _____                  |
|          |          |   | Math _____                           |
|          |          |   | Social Studies _____                 |
|          |          |   | Science _____                        |
|          |          |   | Phy Ed _____                         |
|          |          |   | Health _____                         |
|          |          |   | Computers _____                      |
|          |          |   | Art _____                            |
|          |          |   | Electives _____                      |
|          |          |   | <b>Total Credits [24.00]</b>         |

**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. ( $\geq 3.0$  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 maybe 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

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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

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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

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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: EXTRACURRICULARS 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 extracurricular and co-curricular, an academic ineligibility list will be generated. Grades will be monitored every four weeks in all classes.

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

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

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

**CHEMICAL/TOBACCO/DRUG ELIGIBILITY:**

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

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

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

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

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

**Category I Penalties:**

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

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

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

**Category III Penalties:**

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

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

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

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

**\*Activity advisors, coaches, and Fine Art directors maintain the right to establish penalties that exceed 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 extracurricular or co-curricular event until all detentions are made up.
3. Work and extracurricular activities are not a valid excuse to miss detention.
4. Students who do not serve their detention within this frame will be considered insubordinate and further disciplinary action will be taken
5. Any student that refuses to serve their assigned detention **will be suspended**. At this time, a parent meeting with administration will be set up **by the student** to review this policy.
6. Any student suspended for three days (for any combination of reasons) in one school year may be scheduled for a meeting with the Principal.

**6. STUDENT DISCIPLINE CLASSIFICATIONS**

**ACADEMIC DISHONESTY**

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

**Plagiarism:**

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

**Cheating:**

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

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

**FIRST OFFENSE:**

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

**SECOND OFFENSE:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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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:

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

*2<sup>nd</sup> Offense and Beyond:* Confiscate electronic device and 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 extracurricular programs. Ignorance of these regulations does not excuse students from adhering to them.

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

- Be careful with how much and what kind of identifying information you post on social networking sites. Virtually anyone with an email address can access your personal page. It is unwise to make available information such as full date of birth, social security number, address, phone number, cell phone numbers, class schedules, bank account information, or details about your daily routine. All of these can facilitate identity theft or stalking. Social Media sites provide numerous privacy settings for information contained in its pages. Use these settings to protect private information. However, once posted, remember the information becomes property of the website and public record.
- Be aware that community members, family and potential current and future employers and college admissions offices often access information you place on online social networking sites. You should think about any information you post on sites or similar directories that potentially portrays an image of you to a prospective employer or school. The information is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.
- Be careful in responding to unsolicited e-mails asking for passwords or PIN numbers. Reputable businesses do not ask for this information in emails.
- Don't have a false sense of security about your rights to freedom of speech when using Social Media. Understand that freedom of speech is not unlimited. The 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 site's server become their property and public record. You may delete the photo from your profile but it still stays on their server. Internet search engines like "Google" or "Yahoo" may still find that image long after you have deleted it from your profile. Think long and hard about what type of photo you want to represent you.
- Whoever is the "adult" (over 18) responsible for the contracts, computers, phone lines, etc. is liable for your actions as a minor as well.

#### Things students should refrain from:

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

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- 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.

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**Deleted:** These devices may include but are not limited to the following: matches, lighters etc. Explosives and Incendiary Devices, Possession and/or use: Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat.

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.

**USE, POSSESSION, DISTRIBUTION OR SALE OF ILLEGAL DRUGS, ALCOHOL, INHALANTS, HARMFUL CHEMICALS, ELECTRONIC CIGARETTES AND/OR CONTROLLED SUBSTANCES – INCLUDING PRESCRIPTION MEDICATIONS/NOT PRESCRIBED TO THE STUDENT AND/OR NOT APPROVED**

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

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

\*\*Please see the Student Medication Board Policy

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

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

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

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

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

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**Deleted: or Narcotics or Related Paraphernalia:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### Discipline Plan Rules: Consequences:

Follow directions the first time they are given by driver;

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

\*\*Progressive Student Discipline will be used

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

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

## III. MISCELLANEOUS ITEMS

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

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

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

### Classrooms:

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

- 4) Proper hand washing technique by adults and students should be taught at the beginning of the school year and required before and after the handling/consumption of food.
- 5) Eating in the classroom is prohibited unless part of an organized classroom activity or classroom curriculum (e.g.- scheduled snack times in the elementary school, classroom celebrations or rewards, holiday or birthday parties, FACS class, etc.).
  - a) Teachers are to notify the school nurse and school principal if a classroom activity where food will be served or shared is taking place.
  - b) No homemade treats or food items, for students, will be brought into our schools either by parents or staff unless preapproved by the school nurse and school principal. All treats must be commercially prepared and packaged for distribution with intact ingredient labels.  
*\*Classrooms with students who have life-threatening allergies may have more specific guidelines depending on the type(s) of allergy.*
- 6) Food preparation and the use of food manipulatives will be allowed in academic curriculum with the principals' and school nurses pre-approval.
- 7) No items in the classroom will be stored in previously used food containers (peanut butter, jelly, or any other kind of jar).

#### **Food Services/Cafeteria**

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

#### **School Field Trips**

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

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

**ANNOUNCEMENTS:** Announcements are 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.

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**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

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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.

**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**

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**Deleted: 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.**

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

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- A. The administration of prescription and non-prescription medication or drugs at school requires a completed and signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. The form will include or have attached written orders from a licensed health care provider. The forms are available through the nurse's office.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label. Over the counter medications to be administered by the school district must arrive at school in the original container sealed by the manufacturer. Over the counter medications will be administered according to manufacturer's instruction unless otherwise expressed in writing by a licensed health care provider.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. Parents will notify the school if a medication is to be sent on a field trip. Teachers/designated school personnel may carry and administer the medication on a field trip according to school policy and procedures.
- K. Specific Exceptions:
1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine. An "Administration of Treatment" form must be completed annually (once per school year) and/or when a change in treatment occurs;
  2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
  3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
  4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
  5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if: a. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication; b. the inhaler is properly labeled for that student; and c. the parent has not requested school personnel to administer the medication to the student. The parent must submit written authorization for the student to self administer the medication each school year. The student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed. If the School District employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;
  6. Any student in grades 6-12 may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written

authorization for the student to self administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients.

7. Prescription non-syringe injectors of epinephrine, consistent with state law, if the parent and prescribing medical professional annually inform the pupil's school in writing that: a. the pupil may possess the epinephrine; or b. the pupil is unable to possess the epinephrine (ex. EpiPen) and requires An "Allergy Action Plan" must be completed and signed by a licensed health care provider. The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering non-syringe injectors of epinephrine when required, consistent with state law.

8. Medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individualized health plan).

9. Medications: a. that are used off school grounds; b. that are used in connection with athletics or extracurricular activities; or c. that are used in connection with activities that occur before or after the regular school day are not governed by this policy.

L. "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.

Deb Beckler 7/9/2018 6:40 PM

Comment [2]: \_Accepted suggestion\_

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

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

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

**RIGHTS:**

**The Right To Free Speech and Expression**

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

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

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

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

**The Right to be Informed of Rules**

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

**The Right to Privacy**

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

**The Right to Personal Property**

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

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

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

**STUDENT PASSES:** All students leaving a class must receive teacher permission and request the teacher issue them a student pass. All students in the hallway during scheduled classes must have a pass and the pass needs to be visible to staff. Unless it is an emergency, students needing to see the social worker, nurse, other staff member or administration, must have permission and a pass. Violation of this procedure/policy will subject the student progressive discipline. Students are not to

leave the building between classes without permission. Exception to this is a senior with a free hour or a sophomore/junior/senior during scheduled lunch time. Students are required to sign-in and out of class. Students are not allowed to go to the parking lot or run errands without the permission of the Principal's Office.

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

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

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

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

## **TECHNOLOGY & INTERNET USE**

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

### **I. PURPOSE**

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

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

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

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

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

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

**TRESPASSERS:** The principal or his designee has the right to remove any person from the Yellow Medicine East Middle/High School campus as they deems necessary. The school campus includes the Middle/High school buildings and surrounding grounds and other sites 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".

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 11.1  
**MEETING DATE:** July 16, 2018  
**SUBJECT:** Personnel Items

**BOARD ACTION:**  
Required X  
Information  
Scheduled Report

### **BACKGROUND/RATIONALE:**

I recommend the following staffing items:

#### 11.1.1. - New Hires

11.1.1.1. - Hire Cheryl Christensen – comes to us after years in food service at the GF hospital. New to school setting and will need training.

11.1.1.2. - Hire Cindy Lavin as ½ time ELL Teacher at BA Step 9\*.

11.1.1.3. - Hire Pete Scheffler as long term substitute at BA Step 9\*.

\*Both Pete & Cindy are recent retirees and their familiarity with our school and students will be an asset in providing continuity for the students.

11.1.1.4. - Hire Casey Finken as PT paraprofessional to share a job with Pam Weber.

11.1.1.5. & 11.1.1.6. - Hire Ryan Schultz – works outside of our school and will be our head GBB coach and JH FB coach.

11.1.1.7. - Evan Fagen – recognize as a volunteer JH FB coach.

#### 11.1.2. - Resignations & Leave Requests

11.1.2.1. - Kristin Castiglione – requested a medical leave for child care similar to what she did 2 years ago We will be looking for a long term substitute for her.

11.1.2.2. - Randy Haakenson - resigned his position as MS/HS media specialist & paraprofessional.

11.1.2.3. - Rich Sorbo – resigned to take position in Lakeview where he lives and his children attend.

11.1.2.4. - Barb Miller – resigned but will continue to substitute.

11.1.2.5. - Mike Gaffaney – retired from teaching and is also resigning his coaching position.

11.1.2.6. - Chris Jensen – resigned from Senior Citizens Advocate to pursue another career.

#### 11.1.3. Contract & Wage Agreements

11.1.3.1. – Approval of Negotiated settlement with Supervisory Confidential Employees – 2018-2020

Dr. Clark left a file that showed an email conversation approving a 3% increase for each of the 2 years of the contract. Nor further language changes were approved.

11.1.3.2. - Placing Casandra Suter, School Nurse on conditions contained in the teacher master agreement.

The attached document explains the overall plan (BA step 8 which is commensurate with her experience).

11.1.3.3. - Proposed hourly rate increase for drivers education instructors. The proposal calls for an increase of 2.00 per hour for driving (from 18.00 to 20.00) and classroom (from 20.00 to 22.00). Information from Mr. Knapper is on BoardBook.

**PRESENTER(S):**

**COMMITTEE:**

**SUPERINTENDENT RECOMMENDATION:**

I recommend approval of all 11.1 items.

July 2, 2018

Mr. Ryan Luft  
Principal, YME Middle/ High Schools  
450 9th Ave.  
Granite Falls, MN 56241

Dear Mr. Luft,

I am writing to request a leave of absence from my position as Band Director at YME Schools during the 2018-2019 school year. I am pregnant with my second child and am due on December 2, 2018 (see attached doctor's note for verification). I am requesting a leave of absence to begin with the birth of my child and to last for the duration of the 2018-19 school year, utilizing childcare leave and any other available leave. According to the Teacher Contract, teachers may request up to a one-year leave of absence to take care of their child full-time, which is what I will be doing. I hope that you will consider my request as I thoroughly enjoy teaching at YME and hope to be able to return to my position next school year. Thank you for your consideration.

Respectfully,

Kristen Castiglione

# ACMC HEALTH

101 Willmar Ave SW | Willmar, MN 56201  
(320) 231-5000

KRISTEN CASTIGLIONE is a patient of Dr. Staska. Kristen's due date is December 2, 2018

Please call the number above if you have any questions.

Sincerely,  
Dr. Staska MD

*Shuly Staska MD*

Pt Name: KRISTEN M. CASTIGLIONE  
DOB: 03/17/1981  
MRN: 9082561  
DOS: Jun 26 2018 7:44AM

I, Randy Haakenson, tender my Resignation as a Media Specialist/Para Professional at the YME School District effective immediately.

Randy Haakenson 07/01/18



Denise Streich <dstreich@isd2190.org>

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## Fwd: 2018/2019 Year

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**Ryan Luft** <rluft@isd2190.org>  
To: Denise Streich <dstreich@isd2190.org>

Tue, Jul 10, 2018 at 9:05 AM

Here you go!

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

From: **Rich Sorbo** <rsorbo@isd2190.org>  
Date: Thu, Jul 5, 2018 at 8:28 PM  
Subject: 2018/2019 Year  
To: <rluft@isd2190.org>, Patty Maryott <pmaryott@isd2190.org>

I am sending this email to inform you that after long consideration I have decided to accept employment elsewhere. I appreciate all the help and experience you have given me. I will always look back positively at my time at Yellow Medicine East.

Thank you  
Rich Sorbo

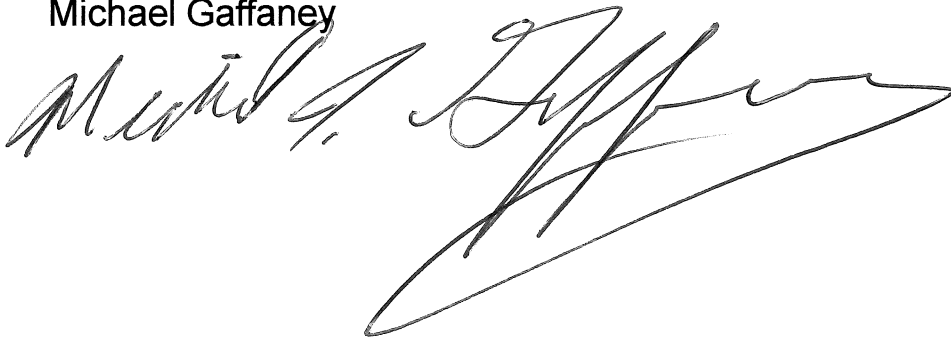
--  
Thank you, Ryan Luft

DATE: 6-13-18

TO: Mr Knapper  
YELLOW MEDICINE EAST School Board Members

Please consider this letter my resignation from the Co-Head Coach of the Girls & Boys Golf program at Yellow Medicine East High School. I have enjoyed the last 27 years as a junior high and varsity coach in the golf program. Thanks you for the opportunity to work in this manner.

Michael Gaffaney

A handwritten signature in black ink, appearing to read "Michael Gaffaney". The signature is written in a cursive style with a large, sweeping flourish at the end.



Denise Streich <dstreich@isd2190.org>

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## Fwd: Resignation

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Denise Streich <dstreich@isd2190.org>  
Draft

Tue, Jun 26, 2018 at 9:29 AM

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

From: **Chris Jensen** <cjensen@isd2190.org>  
Date: Mon, Jun 25, 2018 at 8:25 AM  
Subject: Resignation  
To: Tim Knapper <knapper@isd2190.org>

Mr. Knapper --

I just realized I forgot to send you this last week; many apologies.

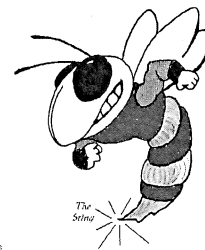
I hereby tender my resignation from the position of Senior Advocate for Yellow Medicine East Community Education, effective July 1st, 2018.

--  
Regards,

Chris Jensen  
Senior Citizen Advocate & Coordinator  
Saint John's University Class of 2017

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

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



**Employment Agreement with Cassandra Suter  
Health Services and Coordination**

The Yellow Medicine East Board of Education agrees to employ Cassandra Suter as the District Health Service Coordinator for the 2018-2019 school year with the following provisions:

- The position is a combination of Health Services and Health Services Coordination
- The terms/conditions of employment shall be consistent with the terms of employment detailed in the Agreement between Yellow Medicine East, ISD 2190 and Education Minnesota-Yellow Medicine East.
- The district agrees to send the Coordinator to training as deemed appropriate and agreed upon by the nurse and the Superintendent.
- Due to the classification of this licensure the position will not be included on the Teacher Seniority List.
- The position shall be placed on the current Salary Schedule at BA Step 8 with annual improvements based upon the master agreement step and lanes as well as any improvements to the schedule that might be agreed upon by Mrs. Suter and the board of education.

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

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

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

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



# YELLOW MEDICINE EAST

## COMMUNITY EDUCATION DEPARTMENT

450 9<sup>th</sup> Avenue - Granite Falls, MN 56241

Phone: 320-564-4083

Tim Knapper, Director --- Ext. 110

Alvssa Johnson, Assistant --- Ext. 111

June 4, 2018

To: Superintendent Schneider & YME Negotiations Committee

From: Tim Knapper, YME Community Education Director

Re: Proposed hourly rate increase for drivers education instructors

We currently pay \$18/hour for behind the wheel instruction and \$20/hour for classroom instruction. We have been trying to raise those amounts to area averages over the past four years, which were between \$20 and \$24 in 2016. The State average is just north of \$28 per hour. Our last increase was in 2016.

I would like to increase the hourly wage for both classroom instruction and behind the wheel by \$2/hour to remain competitive with the programs offered in our area.

Driver's education would remain separate from the EMYME contract. The proposed increase would be retroactive to this year's class and behind the wheel hours with any hours worked on or after June 1, 2018 paid at the \$20 or \$22 per hour.

### Financial Impact:

|                        |                           |   |                 |
|------------------------|---------------------------|---|-----------------|
| Classroom Instruction: | 60 hours @ \$2 increase   | = | \$120.00        |
|                        | Payroll taxes             | = | \$ 18.18        |
|                        | <b>Classroom increase</b> | = | <b>\$138.18</b> |

|                   |                                  |   |                 |
|-------------------|----------------------------------|---|-----------------|
| Behind the Wheel: | 300 hours @ \$2 increase         | = | \$600.00        |
|                   | Payroll taxes                    | = | \$ 90.90        |
|                   | <b>Behind the wheel increase</b> | = | <b>\$690.90</b> |

**Total increase to Driver's Ed Budget = \$829.08**



Division of School Finance  
1500 Highway 36 West  
Roseville, MN 55113-4266

### Long-Term Facilities Maintenance Ten-Year Expenditure Application

ED - 02478-04

**Instructions:** Enter estimated expenditures that are allowable uses of Long-Term Facilities Maintenance Revenue under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code by fiscal year in the space provided.

District Name: Yellow Medicine East District # 2190  
Date: 7-16-18

District Contact for Questions on this Spreadsheet: LeeAnn Boushek Email: lboushek@isd2190.org  
Name: LeeAnn Boushek Phone #: ( 320 ) 564 -4081

Fiscal Year, Ending June 30th --> 2018 2019 2020 2021 2022 2023 2024 2025 2026 2027 2028

**Estimated Expenditures:**  
**Health and Safety - this section excludes project costs of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.**

| Finance Code | Category  | 2018            | 2019            | 2020            | 2021            | 2022            | 2023            | 2024            | 2025            | 2026            | 2027            | 2028            |
|--------------|---|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| 347          | Physical Hazards                                | \$4,899         | \$5,450         | \$5,500         | \$5,600         | \$5,700         | \$5,800         | \$6,000         | \$6,100         | \$6,200         | \$6,300         | \$6,400         |
| 349          | Other Hazardous Materials                       | \$0             | \$700           | \$700           | \$700           | \$700           | \$700           | \$700           | \$700           | \$700           | \$700           | \$700           |
| 352          | Environmental Health and Safety Management      | \$16,311        | \$18,500        | \$19,000        | \$19,600        | \$20,200        | \$20,800        | \$21,500        | \$22,000        | \$22,700        | \$23,400        | \$24,000        |
| 358          | Asbestos Removal and Encapsulation              | \$37,901        | \$15,000        | \$15,000        | \$15,000        | \$15,000        | \$15,000        | \$15,000        | \$15,000        | \$15,000        | \$15,000        | \$15,000        |
| 363          | Fire Safety                                     | \$7,046         | \$6,000         | \$7,000         | \$7,100         | \$7,200         | \$7,300         | \$7,400         | \$7,500         | \$7,600         | \$7,700         | \$7,800         |
| 366          | Indoor Air Quality                              | \$0             | \$0             | \$2,000         | \$0             | \$0             | \$0             | \$0             | \$2,000         | \$0             | \$0             | \$0             |
|              | <b>Total Health and Safety Capital Projects</b> | <b>\$66,157</b> | <b>\$45,650</b> | <b>\$49,200</b> | <b>\$48,000</b> | <b>\$48,800</b> | <b>\$49,600</b> | <b>\$50,600</b> | <b>\$53,300</b> | <b>\$52,200</b> | <b>\$53,100</b> | <b>\$53,900</b> |

**Health and Safety - Projects Costing \$100,000 or more per Site/Year**

| Finance Code | Category  | 2018       | 2019       | 2020       | 2021       | 2022       | 2023       | 2024       | 2025       | 2026       | 2027       | 2028       |
|--------------|---|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| 358          | Asbestos Removal and Encapsulation                                | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |
| 363          | Fire Safety   | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |
| 366          | Indoor Air Quality  | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |
|              | <b>Total Health and Safety Capital Projects \$100,000 or More</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |

**Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151**

| Finance Code | Category  | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
|--------------|---|------|------|------|------|------|------|------|------|------|------|------|
| 355          | Remodeling for prekindergarten (Pre-K) instruction approved by the Commissioner | \$0  | \$0  | \$0  | \$0  | \$0  | \$0  | \$0  | \$0  | \$0  | \$0  | \$0  |

**Accessibility**

| Finance Code | Category      | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
|--------------|---------------|------|------|------|------|------|------|------|------|------|------|------|
| 367          | Accessibility | \$0  | \$0  | \$0  | \$0  | \$0  | \$0  | \$0  | \$0  | \$0  | \$0  | \$0  |

**Deferred Capital Expenditures and Maintenance Projects**

| Finance Code | Category  | 2018             | 2019             | 2020             | 2021             | 2022             | 2023             | 2024             | 2025             | 2026             | 2027             | 2028             |
|--------------|---|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| 368          | Building Envelope                                     | \$0              | \$0              | \$6,000          | \$0              | \$0              | \$0              | \$0              | \$0              | \$0              | \$6,000          | \$0              |
| 369          | Building Hardware and Equipment                       | \$7,027          | \$21,500         | \$20,000         | \$20,000         | \$20,000         | \$20,000         | \$115,000        | \$220,000        | \$20,000         | \$20,000         | \$20,000         |
| 370          | Electrical  | \$4,127          | \$2,000          | \$4,000          | \$4,000          | \$4,000          | \$4,000          | \$20,000         | \$4,000          | \$4,000          | \$4,000          | \$4,000          |
| 379          | Interior Surfaces                                     | \$93,900         | \$66,464         | \$75,000         | \$75,000         | \$75,000         | \$75,000         | \$75,000         | \$75,000         | \$80,000         | \$80,000         | \$80,000         |
| 380          | Mechanical Systems                                    | \$1,910          | \$2,000          | \$2,000          | \$2,000          | \$2,000          | \$2,000          | \$3,000          | \$2,000          | \$2,000          | \$2,000          | \$2,000          |
| 381          | Plumbing  | \$5,654          | \$10,000         | \$15,000         | \$15,000         | \$15,000         | \$15,000         | \$15,000         | \$15,000         | \$15,000         | \$15,000         | \$15,000         |
| 382          | Professional Services and Salary                      |                  | \$2,000          | \$4,000          | \$4,000          | \$4,000          | \$4,000          | \$4,000          | \$4,000          | \$4,000          | \$4,000          | \$4,000          |
| 383          | Roof Systems  | \$1,503          | \$95,000         | \$4,000          | \$150,000        | \$4,000          | \$4,000          | \$4,000          | \$4,000          | \$4,000          | \$4,000          | \$204,000        |
| 384          | Site Projects   | \$11,218         | \$12,800         | \$40,000         | \$45,000         | \$15,000         | \$15,000         | \$15,000         | \$15,000         | \$15,000         | \$15,000         | \$15,000         |
|              | <b>Total Deferred Capital Expense and Maintenance</b> | <b>\$125,339</b> | <b>\$211,764</b> | <b>\$170,000</b> | <b>\$315,000</b> | <b>\$139,000</b> | <b>\$139,000</b> | <b>\$251,000</b> | <b>\$339,000</b> | <b>\$144,000</b> | <b>\$350,000</b> | <b>\$144,000</b> |

|   |  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
|---|--|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| <b>Total Annual 10 Year Plan Expenditures</b> |  | <b>\$191,496</b> | <b>\$257,414</b> | <b>\$219,200</b> | <b>\$363,000</b> | <b>\$187,800</b> | <b>\$188,600</b> | <b>\$301,600</b> | <b>\$392,300</b> | <b>\$196,200</b> | <b>\$403,100</b> | <b>\$197,900</b> |
|---|--|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|

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**Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection**

Revised 7/16/2018

Acronyms: Prekindergarten (Pre-K) Voluntary Pre-K (VPK) Health and Safety (H&S) Adjusted Net Tax Capacity (ANTC) Levy Limitation Certification (LLC) Adjusted Public Unit (APU) Alternative (Alt)

2190 <= Type in School District Number

Yellow Medicine East

Calculations for Ten Year Projection

- 1 Type your district number in cell A2 (Minneapolis = 1.2)
- 2 Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 17 to 18, 20, 21, 26, 27 and 50
- 3 Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33
- 4 Look-up data from following tabs

5 Initial Formula Revenue

| Pay 18 LLC # | Change only if requiring levy adjustments | Payable 2018 LLC Certification | Current Estimate | FY 2018   | FY 2019   | FY 2019   | FY 2020   | FY 2021   | FY 2022   | FY 2023   | FY 2024   | FY 2025   | FY 2026   | FY 2027   | FY 2028   |
|--------------|---|--------------------------------|------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 6            |   | 785.80                         | 775.00           | 765.00    | 763.00    | 755.00    | 755.00    | 755.00    | 755.00    | 755.00    | 755.00    | 755.00    | 755.00    | 755.00    | 755.00    |
| 6a           |   |                                |                  |           |           |           |           |           |           |           |           |           |           |           |           |
| 6b           |   |                                | 775.00           | 765.00    | 763.00    | 755.00    | 755.00    | 755.00    | 755.00    | 755.00    | 755.00    | 755.00    | 755.00    | 755.00    | 755.00    |
| 7            |   | 67.81                          | 66.64            | 67.64     | 68.64     | 69.64     | 70.64     | 71.64     | 72.64     | 73.64     | 74.64     | 75.64     |           |           |           |
| 8            |   | \$ 380.00                      | \$ 380.00        | \$ 380.00 | \$ 380.00 | \$ 380.00 | \$ 380.00 | \$ 380.00 | \$ 380.00 | \$ 380.00 | \$ 380.00 | \$ 380.00 | \$ 380.00 | \$ 380.00 | \$ 380.00 |
| 9            |   |                                | 1.00000          | 1.00000   | 1.00000   | 1.00000   | 1.00000   | 1.00000   | 1.00000   | 1.00000   | 1.00000   | 1.00000   | 1.00000   | 1.00000   | 1.00000   |
| 10           |   | 298,604                        | 294,500          | 290,700   | 289,940   | 286,900   | 286,900   | 286,900   | 286,900   | 286,900   | 286,900   | 286,900   | 286,900   | 286,900   | 286,900   |

11 Added revenue for Eligible H&S Projects > \$100,000 / site

|    |  |  |         |         |         |         |         |         |         |         |   |   |   |   |   |
|----|--|--|---------|---------|---------|---------|---------|---------|---------|---------|---|---|---|---|---|
| 12 |  |  | 703,164 | 714,484 | 713,219 | 711,581 | 709,631 | 712,621 | 615,381 | 804,621 | - | - |   |   |   |
| 13 |  |  | -       | -       | -       | -       | -       | -       | -       | -       | - | - | - | - | - |
| 14 |  |  | -       | -       | -       | -       | -       | -       | -       | -       | - | - | - | - | - |
| 15 |  |  | -       | -       | -       | -       | -       | -       | -       | -       | - | - | - | - | - |

17 Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)\*1.05 - portion of bond paid by initial revenue

|     |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |
|-----|--|--|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 703 |  |  | - | - | - | - | - | - | - | - | - | - | - | - | - |
|-----|--|--|---|---|---|---|---|---|---|---|---|---|---|---|---|

18 Pay as you go revenue for eligible new H&S projects > \$100,000 / site

|     |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |
|-----|--|--|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 406 |  |  | - | - | - | - | - | - | - | - | - | - | - | - | - |
|-----|--|--|---|---|---|---|---|---|---|---|---|---|---|---|---|

Added revenue for Pre-K remodeling (for VPK approvals only)

|     |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |
|-----|--|--|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 20a |  |  | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 20b |  |  | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 20c |  |  | - | - | - | - | - | - | - | - | - | - | - | - | - |

20d Total New Law Revenue (10) + (19) + (20c)

|     |  |  |         |           |           |         |         |         |         |           |         |         |  |  |  |
|-----|--|--|---------|-----------|-----------|---------|---------|---------|---------|-----------|---------|---------|--|--|--|
| 409 |  |  | 997,664 | 1,005,184 | 1,003,159 | 998,481 | 996,531 | 999,521 | 902,281 | 1,091,521 | 286,900 | 286,900 |  |  |  |
|-----|--|--|---------|-----------|-----------|---------|---------|---------|---------|-----------|---------|---------|--|--|--|

Old Formula revenue

|    |  |        |   |   |   |   |   |   |   |   |   |   |   |   |   |
|----|--|--------|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 21 |  | 39,900 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 22 |  |        | - | - | - | - | - | - | - | - | - | - | - | - | - |

Old formula alt facilities debt revenue (1A) - gross before debt excess

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|   |     |         |         |           |           |         |         |         |         |           |         |
|---|-----|---------|---------|-----------|-----------|---------|---------|---------|---------|-----------|---------|
| 23 Debt Excess allocated to line 22   |     | -       | -       | -         | -         | -       | -       | -       | -       | -         | -       |
| 24 Old formula alt facilities debt revenue (1A) - debt excess   | 762 | -       | -       | -         | -         | -       | -       | -       | -       | -         | -       |
| 25 Old formula alt facilities debt revenue (1B) = (12) - (13)   | 763 | 703,164 | 714,484 | 713,219   | 711,581   | 709,631 | 712,621 | 615,381 | 804,621 | -         | -       |
| 26 Old formula alt facilities pay as you go revenue (1A) (these should match the pay as you go amounts calculated on the Alt Facilities Page 8 worksheet through FY 2020)                   | 411 | 0       | -       | -         | -         | -       | -       | -       | -       | -         | -       |
| 27 Old formula alt facilities pay as you go revenue (1B) > \$500,000 (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2020) | 414 | -       | -       | -         | -         | -       | -       | -       | -       | -         | -       |
| 27a LTFM "H&S >100K per site" bonds   | 703 | -       | -       | -         | -         | -       | -       | -       | -       | -         | -       |
| 27b LTFM "other" bonds for 1A hold harmless   | 705 | -       | -       | -         | -         | -       | -       | -       | -       | -         | -       |
| 28 Old formula deferred maintenance revenue = (if (22) + (26) = 0, (10) * (\$64 / formula allowance))   | 417 | 49,600  | 48,960  | 48,832    | 48,320    | 48,320  | 48,320  | 48,320  | 48,320  | 48,320    | 48,320  |
| 29 Total old formula revenue = (21)+(24)+(25)+(26)+(27)+(27a)+(27b)+(28)  | 418 | 781,610 | 752,764 | 763,444   | 762,051   | 759,901 | 757,951 | 760,941 | 663,701 | 852,941   | 48,320  |
| 30 Total LTFM Revenue for Individual District Projects = Greater of (20d) or ((29) + (20c))   | 419 | 990,023 | 997,664 | 1,005,184 | 1,003,159 | 998,481 | 996,531 | 999,521 | 902,281 | 1,091,521 | 286,900 |
| 31 District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System. Stated as positive number                 | 420 | -       | -       | -         | -         | -       | -       | -       | -       | -         | -       |
| 32 District LTFM Revenue (30) - (31)  | 421 | 990,023 | 997,664 | 1,005,184 | 1,003,159 | 998,481 | 996,531 | 999,521 | 902,281 | 1,091,521 | 286,900 |
| 33 LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)  | 422 | -       | -       | -         | -         | -       | -       | -       | -       | -         | -       |
| 34 Grand Total LTFM Revenue (32) + (33)   | 423 | 990,023 | 997,664 | 1,005,184 | 1,003,159 | 998,481 | 996,531 | 999,521 | 902,281 | 1,091,521 | 286,900 |

**Aid and Levy Shares of Total Revenue**

|   |     | 2016      | 2016      | 2017      | 2018       | 2019       | 2020       | 2021       | 2022       | 2023       | 2024       | 2025       |
|---|-----|-----------|-----------|-----------|------------|------------|------------|------------|------------|------------|------------|------------|
| 35 For ANTC & APU, three year prior date                                |     | 9,772,732 | 9,772,732 | 9,893,796 | 10,289,548 | 10,701,130 | 11,129,175 | 11,574,342 | 12,037,316 | 12,518,808 | 13,019,561 | 13,540,343 |
| 36 Three year prior Ag Modified ANTC                                    | 33  | 822.80    | 822.81    | 809.90    | 807.73     | 794.07     | 790.15     | 790.15     | 790.15     | 790.15     | 790.15     | 790.15     |
| 37 Three year prior Adjusted PU (New Weights)                           | 54  | 11,877.41 | 11,877.29 | 12,216.04 | 12,738.91  | 13,476.24  | 14,084.82  | 14,648.21  | 15,234.14  | 15,843.50  | 16,477.24  | 17,136.33  |
| 38 ANTC / APU = (36) / (37)   | 425 | 7,718.42  | 7,718.42  | 8,186.09  | 8,535.56   | 8,895.20   | 9,251.00   | 9,621.00   | 10,006.00  | 10,406.00  | 10,822.00  | 11,255.00  |
| 39 State average ANTC / APU with ag value adjustment                    | 426 | 9,493.66  | 9,493.66  | 10,068.89 | 10,498.74  | 10,941.10  | 11,378.73  | 11,833.83  | 12,307.38  | 12,799.38  | 13,311.06  | 13,843.65  |
| 40 Equalizing Factor = 123% of (39)                                     | 427 | 100.00%   | 100.00%   | 100.00%   | 100.00%    | 100.00%    | 100.00%    | 100.00%    | 100.00%    | 100.00%    | 100.00%    | 100.00%    |
| 41 Local (levy) share of Equalized Revenue (lesser of 1 or (38) / (40)) | 428 | 0.00%     | 0.00%     | 0.00%     | 0.00%      | 0.00%      | 0.00%      | 0.00%      | 0.00%      | 0.00%      | 0.00%      | 0.00%      |
| 42 State (aid) share of Equalized Revenue (1 - (41))                    | 429 | 298,604   | 294,500   | 290,700   | 289,940    | 286,900    | 286,900    | 286,900    | 286,900    | 286,900    | 286,900    | 286,900    |
| 43 Equalized Revenue (lesser of (34) or (6) * (8))                      | 424 | -         | -         | -         | -          | -          | -          | -          | -          | -          | -          | -          |
| 44 Initial LTFM State Aid (42) * (43)                                   | 430 | -         | -         | -         | -          | -          | -          | -          | -          | -          | -          | -          |
| 45 Old formula Grandfathered Alternative Facilities Aid                 | 432 | -         | -         | -         | -          | -          | -          | -          | -          | -          | -          | -          |
| 46 Total LTFM State Aid (Greater of (44) or (45))                       | 433 | -         | -         | -         | -          | -          | -          | -          | -          | -          | -          | -          |
| 47 Total LTFM Levy (34) - (46) (including coop/intermediate)            | 436 | 990,023   | 997,664   | 1,005,184 | 1,003,159  | 998,481    | 996,531    | 999,521    | 902,281    | 1,091,521  | 286,900    | 286,900    |

**48 Debt Service Portion of Revenue (non-grandfather districts)**

|   |         |         |         |         |         |         |         |         |         |   |   |
|---|---------|---------|---------|---------|---------|---------|---------|---------|---------|---|---|
| 49 Subtotal Debt Service Revenue from above = (12) - (13) + (17) + (24)         | 762+763 | 703,164 | 714,484 | 713,219 | 711,581 | 709,631 | 712,621 | 615,381 | 804,621 | - | - |
| 50 New LTFM bonds excluding bonds on line 17 (principal + interest)*1.05        | 705     | -       | -       | -       | -       | -       | -       | -       | -       | - | - |
| 51 Total Debt Service Revenue = (49) + (50)                                     | 764     | 703,164 | 714,484 | 713,219 | 711,581 | 709,631 | 712,621 | 615,381 | 804,621 | - | - |
| 52 Equalized debt Service Revenue (lesser of (43) or (51))                      | 437     | 294,500 | 290,700 | 289,940 | 286,900 | 286,900 | 286,900 | 286,900 | 286,900 | - | - |
| 53 Debt Service Aid = (52) * (42)   | 438     | -       | -       | -       | -       | -       | -       | -       | -       | - | - |
| 54 Equalized Debt Service Levy = (52) - (53)                                    | 440     | 294,500 | 290,700 | 289,940 | 286,900 | 286,900 | 286,900 | 286,900 | 286,900 | - | - |
| 55 Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50)) | 441     | 408,664 | 423,784 | 423,279 | 424,681 | 422,731 | 425,721 | 328,481 | 517,721 | - | - |

**56 General Fund Portion of Revenue (non-grandfather districts)**

|   |     |         |         |         |         |         |         |         |         |         |         |
|---|-----|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| 57 Total General Fund Revenue = (34) - (51)     | 442 | 294,500 | 290,700 | 289,940 | 286,900 | 286,900 | 286,900 | 286,900 | 286,900 | 286,900 | 286,900 |
| 58 General Fund Equalized Revenue = (43) - (52) | 443 | -       | -       | -       | -       | -       | -       | -       | -       | 286,900 | 286,900 |
| 59 Total General Fund Aid = (46) - (53)         | 444 | -       | -       | -       | -       | -       | -       | -       | -       | -       | -       |
| 60 General Fund Equalized Levy = (58) * (41)    | 445 | -       | -       | -       | -       | -       | -       | -       | -       | 286,900 | 286,900 |

|  |     |         |         |         |         |         |         |         |         |         |         |         |
|--|-----|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| 61 General Fund Unequalized levy = (57) - (58) | 446 | 294,500 | 290,700 | 289,940 | 286,900 | 286,900 | 286,900 | 286,900 | 286,900 | 286,900 | -       | -       |
| 62 Total General Fund Levy = (60) + (61)       | 447 | 294,500 | 290,700 | 289,940 | 286,900 | 286,900 | 286,900 | 286,900 | 286,900 | 286,900 | 286,900 | 286,900 |

**Notes:**

1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid.
2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan.
3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.

End of Worksheet

# YELLOW MEDICINE EAST – ISD 2190

Serving Clarkfield, Echo, Granite Falls, Hanley Falls, Hazel Run, Upper Sioux Community

Rich Schneider, Superintendent  
450 9<sup>th</sup> Avenue - Granite Falls, MN 56241  
Phone: 320-564-4081 - Fax: 320-564-4781



MS CARRIE DITTMER  
PUBLIC EMPLOYEES RETIREMENT ASSOCIATION  
60 EMPIRE DRIVE, SUITE 200  
ST PAUL, MN 55103  
[Carrie.Dittmer@mnpera.org](mailto:Carrie.Dittmer@mnpera.org)

The Yellow Medicine East School District #2190 requests a withdrawal of funds invested in the Post-Employment Benefits Trust Fund in the following manner:

Cash Management Fund: \$ 103,668.73 **ASSOCIATION WIRE INSTRUCTIONS**

The Public Employees Retirement Association (PERA) requests that you provide the wire instruction for withdrawals from the Post-Employment Benefit Trust Fund (PEBTF). All withdrawals made from the PEBTF by your Association will be sent to the named financial institution via the wire instructions listed below.

This withdrawal should occur via wire transfer on 7-30-18 and wired to the following account:

Bank Name: US Bank, Minneapolis MN  
Bank Account Name: MSDLAF+ Liquid Class  
Bank Account #: 160233437807  
FC: Yellow Medicine East School District #2190 Account #170225033902  
Bank Routing # (ABA #): 091000022  
Bank Telephone Number: (888)467-3523 Ext. 2

I certify that the withdrawal of these funds is in accordance with requirements set forth in Minnesota Statutes §471.6175. The undersigned certify that the bank account listed above is an authorized account of the unit.

Name: Richard Schneider  
Title: Superintendent  
Phone Number: (320) 564-4081

Name: LeeAnn Boushek  
Title: Finance Officer  
Phone Number: (320) 564-4081

Date: July 11, 2018

Date: July 11, 2018

Signature:

Signature:

State of Minnesota  
County of Yellow Medicine

State of Minnesota  
County of Yellow Medicine

Signed before me on July 12, 2018

Signed before me on July 12, 2018

Signature of Notary

Signature of Notary

My commission expires: 01-31-2022

My commission expires: 01-31-2022



YM ENGLISH HIGH SCHOOL  
Ryan Luft, Principal  
450 9<sup>th</sup> Avenue  
Granite Falls, MN 56241  
Phone: 320-564-4083  
Fax: 320-564-4782

ELEMENTARY  
Lisa Hendon, Principal  
555 7<sup>th</sup> Avenue  
Granite Falls, MN 56241  
Phone: 320-564-4082  
Fax: 320-564-4427

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

SPECIAL EDUCATION  
Cindy Loc, Director  
450 9<sup>th</sup> Avenue  
Granite Falls, MN 56241  
Phone: 320-564-4084  
Fax: 320-564-4781

**Other Post Employment Benefits (OPEB) Transfers for 2017-18**

| Implicit Fund Transfer Between Funds From Trust Fund 25 (OPEB) to: |              |
|--|--------------|
| 01 General Fund  | \$ 61,788.00 |
| 02 Food Service  | \$ 1,453.00  |
| 04 Community Education   | \$ 2,312.00  |
| Total  | \$ 65,553.00 |

*Transfer based on current actuary study from Hilde Inc.*

| Wire Transfer from OPEB Trust Fund to School Board Account: |               |
|---|---------------|
| Implicit Expense  | \$ 65,553.00  |
| * Retiree Net Expenses                                      | \$ 38,115.73  |
| Total   | \$ 103,668.73 |

*\* Transfer based on actual Fund 25 revenue and expenses 2017-18.*

Minnesota State Legislature  
Minnesota House of Representatives

New Minnesota Legislation States:

A bill for an act relating to health; requiring lead testing of water in public school buildings; amending Minnesota Statutes 2016, section 123B.595, subdivision 4; proposing coding for new law in Minnesota Statutes, chapter 121A.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1. **[121A.335] LEAD IN SCHOOL DRINKING WATER**

Subdivision 1. **Model plan.** The commissioners of health and education shall jointly develop a model plan to require school districts to accurately and efficiently test for the presence of lead in water in public school buildings serving students in kindergarten through grade 12. To the extent possible, the commissioners shall base the plan on the standards established by the United States Environmental Protection Agency. The plan may be based on the technical guidance in the Department of Health's document, "Reducing Lead in Drinking Water: A Technical Guidance for Minnesota's School and Child Care Facilities."

Subd. 2. **School plans.** By July 1, 2018, the board of each school district or charter school must adopt the commissioners' model plan or develop and adopt an alternative plan to accurately and efficiently test for the presence of lead in water in school buildings serving prekindergarten students and students in kindergarten through grade 12.

Subd. 3. **Frequency of testing.** The plan must include a testing schedule that requires testing for the presence of lead in water in all buildings serving school districts and charter school students where there is a source of water that may be consumed by students. The testing must be conducted annually in calendar years 2018 and 2019. The testing must be conducted at least once every five years thereafter.

Subd. 4. **Ten-year facilities plan.** A school district may include lead testing and remediation as part of its ten-year facilities plan under section 123B.595.

Subd. 5. **Report placed on its Web site.** Each school district and charter school must post its most recent test results showing the presence of lead in its drinking water on its Web site.

**EFFECTIVE DATE.** This section is effective July 1, 2017.

Sec. 2. Minnesota Statutes 2016, section 123B.595, subdivision 4, is amended to read:

Subd. 4. Facilities plans. (a) To qualify for revenue under this section, a school district or intermediate district, not including a charter school, must have a ten-year facility plan adopted by the school board and approved by the commissioner. The plan must include provisions for implementing a health and safety program that complies with health, safety, and environmental regulations and best practices, including indoor air quality management and remediation of lead hazards.

(b) The district must annually update the plan, submit the plan to the commissioner for approval by July 31, and indicate whether the district will issue bonds to finance the plan or levy for the costs.

(c) For school districts issuing bonds to finance the plan, the plan must include a debt service schedule demonstrating that the debt service revenue required to pay the principal and interest on the bonds each year will not exceed the projected long-term facilities revenue for that year.

**EFFECTIVE DATE.** This section is effective for revenue for fiscal years 2018 and later.

## **Lead-In-Water Management**

### **Purpose**

Lead is a highly toxic metal that was used for many years in products in and around our schools. Exposure to lead may cause a range of health effects, from behavioral problems and learning disabilities, to, in cases of high level exposure, seizures and death. The school district has implemented a Lead-in-Water Management program to reduce the potential for exposure in district buildings.

### **Background**

Since the 1980's, EPA and it's federal and state partners have phased out lead in gasoline, reduced lead in drinking water, reduced lead in industrial air pollution, and banned or limited lead used in consumer products, including paint.

Parents, too, have greatly helped to reduce lead exposures to their children by cleaning and maintaining homes, having their children's blood levels checked, and promoting proper nutrition. The EPA's Lead Awareness Program continues to work to protect human health and the environment against the dangers of lead by developing regulations, conducting research, and designing educational outreach efforts and materials. Other agencies including OSHA, CDC, and the Minnesota Department of Health have all been active in the ongoing attempt to reduce lead exposure in this country.

### **Introduction-Lead**

Medical research shows lead to be a toxic metal which can be harmful to human health even at low exposure levels. Young children, infants, and fetuses are particularly vulnerable to lead because of the physical and behavioral effects of lead occur at lower exposure levels in children than in adults. A dose of lead that would have little effect on an adult can have a big effect on a child. Overexposure to lead can permanently impair a child's mental and physical development. Comparatively low levels of exposure have been linked to damage to the central and peripheral nervous system, learning disabilities, shorter stature, impaired hearing, and impaired formation and function of blood cells.

The degree of harm depends upon the total exposure to lead from all sources. In recent years, government initiatives such as federal controls on lead in gasoline have significantly reduced our overall exposure to lead. However, children as well as adults are still exposed to lead from sources like air, soil, dust, food (which may contain lead absorbed from air or food containers), paint, and water. Lead from paint dust and fragments and from drinking water can be a significant contributor to overall exposure to lead.

Born and unborn children are more at risk than adults to exposure to lead. Not only are children particularly susceptible to the toxic effects of lead, but their cumulative exposure to lead from various sources is likely to be greater. This is partly because play activities may bring children in contact with many potential sources of lead contamination such as dirt or soil. In addition, growing children tend to absorb more of the lead they consume than adults.

The only way to be sure of the amount of lead in the drinking water supply at your school is to have the water tested by a competent-state-specified laboratory using EPA-approved methods. Before making specific arrangements to have the school's drinking water tested, a profile of its plumbing and potential for lead contamination should be developed.

Factors contributing to elevated lead levels include lead in water coolers, drinking fountains, potable water fixtures, building water distribution pipes and water entering the building. Lead may be found in fixtures and pipes, but is also found in solder used to attach components. Water which is unbalanced in terms of its acid/alkaline proportion will dissolve the lead at a faster rate than water which is not. And, as indicated before, the length of time water can work to dissolve the lead affects the overall lead content.

### 3 Ts: Train, Test, Tell

- District will ask and maintain records of water tests conducted by the city
- District will test where the water main enters the school
- District will test all potable water sources
- District will test all potable sources deemed as “reasonably used” for drinking and cooking
- District will conduct first draws (where water has been stagnant for 6+ hours). Overnight, but not over the weekend
- District will test all potable, reasonably used water sources every five years
- District will test in this order: 1. Pre-school 2. ECFE 3. Elementary 4. Junior high 5. Senior high
  - Drinking fountains
  - Teachers’ work room
  - Kitchen
  - Nurses’ office
- Start date of July 1, 2018
- Flushing protocols for fixtures that test above the 15 ppb
- Removing drinking fountain fixtures testing above the 15 ppb
- Replacing drinking fountain with water fill stations that include filters to remove lead and other particles
- Re-testing fixtures district wide that test above the threshold of 15 ppb
- District has already begun this testing
- District will publish results on their district website.
- District will test \_\_\_\_ sites annually

*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)



**MINNESOTA SCHOOL BOARDS ASSOCIATION**

*Where School Boards Learn to Lead*

**PHASE I - II COMBO  
Learning to Lead - School Board Basics  
and  
Leadership Foundations – School Finance and Management  
August 7, 2018  
Minneapolis Marriott Northwest  
Brooklyn Park**

*Registration starts at 7:30 a.m. The workshop will be from 8:00 a.m. to 4:30 p.m.*

**LEARNING TO LEAD – SCHOOL BOARD BASICS: PHASE I**

Registration & Coffee

Welcome to School Boarding ..... MSBA Staff

- The Role of the School Board
- Working with the Superintendent
- Leadership Team Skills
- Common Situations Faced by New Board Members

**LEADERSHIP FOUNDATIONS – SCHOOL FINANCE AND MANAGEMENT: PHASE II**

Minnesota School District Financing ..... Jon VanOeveren  
General Education Funding Supervisor, MDE

Local Levies and Policies ..... Tiffany Gustin  
Business Manager, Aitkin School District

Lunch

The School District Budget ..... Donn Hanson  
Managing Director, PFM Asset Management, LLC

Significant Laws Affecting School Boards ..... Cathy Miller  
MSBA Staff

Collective Bargaining and Related Personnel Issues ..... Amy Fullenkamp-Taylor  
MSBA Staff

\* 3 credits will be awarded for the Phase I program  
 \* 10 credits will be awarded for the Phase II program