

# Yellow Medicine East ISD 2190 School Board Meeting Agenda



Monday, May 13, 2019 at 6:00 PM  
Regular Meeting  
YME Board Room - # 113

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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 4
  1. Regular Business
    1. Approval of Meeting Minutes - April 8, 2019 5
    2. Approval of Payment for Claims 7
    3. Approval of Finance Report 25
    4. Approval of Enrollment Report 26
8. Reports
  1. Special Reports
    1. Student 1-to-1 Acceptable Use Policy 28
    2. District Report - Rich Schneider - Superintendent 35
    3. Bert Raney Elementary Report - Lisa Hansen, Principal 37
    4. YME MS/HS Report - Ryan Luft, Principal 41
    5. Written Reports Submitted
9. Old Business
  1. Resolution - Placement on Unrequested Leave of Absence - Emily Enger 44
  2. Class of 2019 Request to be Exempt from Attendance 45
10. New Business
  1. Personnel Items 46">
    1. Leave Requests & Resignations
      1. Resignation - Bert Raney Elementary Paraprofessional - Jennifer Luepke 47

2. Resignation - Vocal Music Instructor - Jeff Iverson	48
3. Resignation/Retirement - MS/HS Technology Instructor - Darlys Listul	49
2. New Hires	
1. Employment - Half-Time Assistant Track Coach - Scott Jans	
2. Employment - Preschool Teacher - Ashly Cole	
3. Reduction in Time - District Administrative Assistant - Denise Streich	50
2. Approval of Health Insurance Rates for 2019-2020	51
3. Adoption of Resolution for School Calendar Adjustment for the 2018-2019 School Year	54
4. Approval of Agreement with Hildi Inc. - Actuarial Study	56
5. Amend Minutes from the June 5, 2017 Meeting to Correct Parcel Number Declared as Surplus Property in Clarkfield, MN	63
6. Transfer Land Within the City of Clarkfield, MN, Identified as Parcel # 32-413-0210, to the City of Clarkfield, MN	64
7. Approval of Contract to Provide Payroll and Accounting Services to the Minnesota Valley Cooperative Center for the 2019-2020 School Year	67
8. Approval of Contract to Purchase Special Education Services from the Minnesota Valley Cooperative Center for the 2019-2020 School Year	70
9. Superintendent Evaluation	
10. Field Trip Request - YME Music Department - California 2020	72
11. District Office & Custodial/Maintenance Staff Summer Hours	
11. Policy Update	75
1. Minutes from May 7, 2019 Policy Committee Meeting	76
2. Second Reading and Adoption of the Following Mandated Policies	
1. Policy 604 - Instructional Curriculum	77
2. Policy 618 - Assessment of Student Achievement	82
3. Policy 619 - Staff Development for Standards	88
12. Discussion Items	
1. Bert Raney Elementary Student Handbook - 2019-2020	90
2. YME MS/HS Student Handbook - 2019-2020	105
13. Correspondence	
14. Upcoming Events	
1. Early Dismissal - Staff Development - May 15, 2019 - 2:30 pm	
2. No School - Memorial Day - May 27, 2019	
3. Last Day of the 2018-2019 School Year - May 30, 2019	
4. Commencement Ceremony - Class of 2019 - Espeland Gym - May 31, 2019 -	

7:00 pm

5. Board Meeting - June 10, 2019 - YME Board Room - 6:00 pm

15. Adjournment

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 7.1  
**MEETING DATE:** May 13, 2019  
**SUBJECT:** Consent Agenda

**BOARD ACTION:**  
Required   
Information  
Scheduled Report

### BACKGROUND/RATIONALE:

The consent agenda includes four regular items all needing no further discussion. Our attendance has not significantly changed since last month's report. We are still in the range of 40-45 kindergarten students for 2019-2020.

**PRESENTER(S):**  
None

**COMMITTEE:**  
Full Board of Education

**SUPERINTENDENT RECOMMENDATION:**  
I recommend the approval of all consent agenda items.

**YELLOW MEDICINE EAST ISD #2190  
REGULAR BOARD MEETING MINUTES  
MONDAY, APRIL 8, 2019 – 6:00 PM  
YME BOARD ROOM**

Sharon Rupp called the meeting to order.

The Pledge of Allegiance was recited.

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

Staff/Public Present: Heidi Bakkelund, Jordan Bakkelund, Taylor Bakkelund, Deb Beckler, LeeAnn Boushek, Cheryl Christensen, Ashly Cole, Lisa Hansen, Andy Holt, Tammy Isfeld, Julie Jaenish, Tim Knapper, Sarah LeBlanc, Darlys Listul, Keisha Louwagie, Ryan Luft, Noah Lusti, Louann Paslawski, Leslie Refsland, Jiana Robertsdahl, Josh Robertsdahl, Rich Schneider, Francis Staab, Jill Stark, Denise Streich, Cassie Suter, Jen Thull, Jackie Torvik

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

Sharon Rupp read the YME Mission Statement.

The opportunity for the public to address the board received no response.

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

- minutes from the March 25, 2019 special meeting.
- payment for claims in the amount of \$424,515.61 with checks numbered 21929-22055 and wire transfers in the amount of \$242,699.11 numbered 201800169-201800179.
- finance report, as submitted.
- enrollment report, as submitted.

Andy Holt presented a summary of the robotics season and gave the opportunity to view the robot.

Lisa Hansen outlined the upcoming changes for the preschool program at Bert Raney Elementary.

Rich Schneider reported on the auxiliary gym project, discussed the current plan for the remainder of the school year, shared that the staff training in June will include technology training, dyslexia training, and Top20 training. An explanation was given to the current referendum options that will expire at the end of 2020. He also shared that a summer food service program will not be offered due to our free/reduced lunch count.

Lisa Hansen highlighted kindergarten kickoff and shared that 36 students participated, she shared that reading and math corps positions were approved for Bert Raney, and that MCA testing is underway.

Ryan Luft reported that MCA testing is taking place, prom plans are coming together, and fielded questions on the middle school schedule for next year.

Written Reports Submitted:

- Finance Committee Meeting Minutes - April 2, 2019
- Buildings & Grounds Committee Meeting Minutes - April 3, 2019

Motion by Jeremy Corner, second by Sonja Pederson and carried to table the Class of 2019 request to be exempt from attendance until the May meeting.

Motion by Susan Bones, second by Jeremy Corner, and carried to approve the termination of Cindy Lavin, ELL Instructor at the close of the 2018-2019 school year due to Tier I License requirements.

Motion by Amanda Lecy, second by Jeremy Corner, and carried to accept the resignation of Tara Tongen, Preschool Instructor, at the close of the 2018-2019 school year.

Motion by Susan Bones, second by Sonja Pederson, and carried, with Jeremy LeBlanc, Ron Winter opposed, to approve the employment of Logan DeBlieck as 0.5 FTE Spanish Instructor and 0.5 FTE instructor to be assigned.

Motion by Jeremy Corner, second by Susan Bones, and carried to approve the salary adjustment of Superintendent Rich Schneider.

Motion by Sonja Pederson, second by Amanda Lecy, and carried to recognize Lisa Hansen as the Preschool Program Coordinator.

Motion by Jeremy LeBlanc, second by Sonja Pederson, and carried to approve the agreement reached regarding the grievance appeal. - reinstate benefits for three days.

The board acknowledged the request for a hearing received from Darlys Listul.

The board acknowledged the request for a hearing received from Emily Enger.

Motion by Jeremy Corner, second by Jeremy LeBlanc, and carried to approve the long-term facility maintenance budget for 2019-2020.

Motion by Sonja Pederson, second by Susan Bones, and carried to approve the capital outlay budget.

Motion by Susan Bones, second by Amanda Lecy, and carried to approve the art field trip request received from Tammy Isfeld for July 2020.

Discussion took place regarding the school nurse position.

#### Upcoming Events:

Early Dismissal - Staff Development - April 17, 2019 - 2:30 pm

No School - April 19, 2019

Early Dismissal - Staff Development - May 1, 2019 - 2:30 pm

School Board Meeting - May 13, 2019 - Board Room 6:00 pm

Finance Committee Meeting - May 14, 2019 - Board Room - 5:30 pm

The meeting was adjourned by Sharon Rupp.

CHECK NUMBER	CHECK VENDOR	CHECK DATE	AMOUNT
22056	AMERICAN FAMILY LIFE ASSURANCE	04/23/2019	485.77
22057	AMERITAS LIFE INSURANCE CORP.	04/23/2019	538.44
22058	CENTURY LINK	04/23/2019	868.20
22059	DELTA DENTAL	04/23/2019	6,234.55
22060	LISTUL, DARLYS	04/23/2019	1,000.00
22062	MADISON NATIONAL LIFE	04/23/2019	1,949.28
22063	MSEA	04/23/2019	1,026.37
22064	154200 NCPERS GROUP LIFE INS	04/23/2019	64.00
22065	RUTLEDGE DENINE	04/23/2019	750.00
22066	SCHULTE, TREVOR	04/23/2019	400.00
22067	SELECT ACCOUNT	04/23/2019	4,559.86
22068	SOUTHWEST MN STATE UNIVERSITY	04/23/2019	9,600.00
22069	EDUCATION MINNESOTA YME	04/23/2019	3,078.20
22070	GARDELLA, CHRISTOPHER	04/25/2019	497.14
22071	ACME TOOLS	05/13/2019	105.82
22072	ACT	05/13/2019	1,869.00
22073	ADVOCATE TRIBUNE	05/13/2019	613.58
22074	ALMICH'S MARKET	05/13/2019	1,662.18
22076	AMAZON CAPITAL SERVICES	05/13/2019	3,383.44
22077	AMERICAN WELDING AND GAS, INC.	05/13/2019	49.05
22078	BAKER BROS. CONSTRUCTION INC.	05/13/2019	320.00
22082	BENNETT & BENNETT INC.	05/13/2019	82,877.61
22083	BENSON LAUNDRY	05/13/2019	55.51
22084	BILL'S ELECTRIC	05/13/2019	267.87
22085	CANON FINANCIAL SERVICES	05/13/2019	682.46
22086	CARL'S BAKERY	05/13/2019	44.46
22087	CAROLINA BIOLOGICAL SUPPLY CO.	05/13/2019	98.23
22088	CARSON-DELLOSA PUBLISHING CO.	05/13/2019	59.96
22089	CENEX CREDIT CARD	05/13/2019	429.31
22092	CITIZENS ALLIANCE BANK	05/13/2019	2,211.12
22094	CITY OF GRANITE FALLS	05/13/2019	12,613.22
22095	CITY OF GRANITE FALLS	05/13/2019	4,005.86
22096	COUNTRYSIDE PUBLIC HEALTH	05/13/2019	340.00
22097	DALLAS II	05/13/2019	2,040.00
22098	DAVE'S ELECTRIC MOTOR CO.	05/13/2019	159.24
22099	DEAN FOODS NORTH CENTRAL, INC.	05/13/2019	2,340.38
22100	EMC INSURANCE COMPANIES	05/13/2019	9,007.33
22101	FARMERS COOP OIL OF ECHO	05/13/2019	2,225.01
22102	FARMERS UNION OIL CO.	05/13/2019	12.35
22103	FRENCH GLASS & SPECIALTY INC.	05/13/2019	22.00
22104	GRANITE FALLS AUTO PARTS	05/13/2019	451.04
22105	GRANITE RUN GOLF CLUB	05/13/2019	525.00
22106	GRANITE FALLS OFFICIALS ASSOC.	05/13/2019	650.00
22107	GRANITE FALLS OFFICIALS ASSOC.	05/13/2019	80.00
22108	GRANITE FALLS SUPER MOTEL	05/13/2019	299.90
22110	GRANITE HARDWARE	05/13/2019	369.19
22111	GREAT PLAINS NATURAL GAS CO	05/13/2019	4,779.95
22112	HANSEN, LISA	05/13/2019	113.47
22113	HILLYARD/HUTCHINSON	05/13/2019	1,250.56
22115	INNOVATIVE OFFICE SOLUTIONS LLC	05/13/2019	991.51
22116	ISCORP	05/13/2019	195.50
22117	JOSTEN'S	05/13/2019	450.75
22118	KILOWATT COMMUNITY CENTER	05/13/2019	365.00
22119	KNAPPER, TIMOTHY	05/13/2019	110.09
22120	LAKESHORE LEARNING MATERIALS	05/13/2019	61.95
22121	LENZEN, PEARL	05/13/2019	5.65

CHECK NUMBER	CHECK VENDOR	CHECK DATE	AMOUNT
22122	LEROHL, JAN	05/13/2019	28.15
22123	LIFETOUCH	05/13/2019	23.00
22125	LOFFLER	05/13/2019	1,113.83
22126	LUNDELL, JOAN	05/13/2019	550.00
22127	MACKIN ED RESOURCES	05/13/2019	649.47
22128	MASA	05/13/2019	329.00
22129	MCCROSSAN BOYS RANCH	05/13/2019	1,934.55
22130	MID-AMERICAN RESEARCH CHEMICAL	05/13/2019	282.10
22131	MINNESOTA ELEVATOR TOTAL ELEVATOR SOLUTIONS	05/13/2019	374.53
22132	MN RIVER VALLEY EDUCATION DIST	05/13/2019	14,429.27
22133	MONTEVIDEO SCHOOL DISTRICT 129	05/13/2019	50.00
22134	MUSIC STREET	05/13/2019	16.35
22135	MUSIC THEATRE INTERNATIONAL	05/13/2019	20.00
22136	MVCC	05/13/2019	152,241.92
22137	OLSON SANITATION INC.	05/13/2019	877.50
22138	PAAPE COMPANIES INC.	05/13/2019	2,261.50
22139	PAN-O-GOLD BAKING CO.	05/13/2019	626.35
22140	PAR PIPING & FABRICATION INC	05/13/2019	89.70
22141	PITNEY BOWES INC.	05/13/2019	113.04
22142	PLUMBING & HEATING OF WILLMAR	05/13/2019	3,258.60
22143	PRAIRIE FIRE THEATRE	05/13/2019	500.00
22144	PURCHASE POWER	05/13/2019	3,025.00
22145	REINHART INST FOODS	05/13/2019	14,455.47
22146	RENVILLE SALES INC	05/13/2019	42.80
22147	RIDDELL/ALL AMERICAN SPORTS CORP.	05/13/2019	21,624.70
22148	ROCKLER	05/13/2019	64.03
22149	RTS	05/13/2019	125.53
22150	RUPP,ANDERSON, SQUIRES & WALDSPURGER, P.A.	05/13/2019	398.00
22151	SAWMILL	05/13/2019	271.59
22152	SCHOLASTIC INC	05/13/2019	138.32
22153	SCHOLASTIC BOOK CLUBS INC.	05/13/2019	485.74
22154	SCHOOL HEALTH CORPORATION	05/13/2019	258.90
22155	SCHULTE, MELISSA	05/13/2019	271.64
22156	SIOUX FALLS SCHOOL DIST. 49-5	05/13/2019	2,593.12
22157	SKJEFTE, MARIAH	05/13/2019	419.83
22158	STENGL, AMANDA	05/13/2019	419.83
22159	SW/WC SERVICE COOP - MARSHALL	05/13/2019	7,206.80
22160	TAYLOR PUBLISHING	05/13/2019	2,671.88
22161	TEACHER CREATED RESOURCES	05/13/2019	86.89
22162	TONGEN, TARA	05/13/2019	35.70
22163	TOP 20 TRAINING LLC	05/13/2019	2,800.00
22164	XCEL ENERGY	05/13/2019	20.76
22165	YME COMMUNITY EDUCATION	05/13/2019	120.00
22166	YME SCHOOL ACTIVITY ACCOUNT	05/13/2019	479.25
22175	YME SCHOOLS-ADM	05/13/2019	6,487.32
22176	YME SCHOOL READINESS	05/13/2019	11,000.00
22177	YME-FOOD SERVICE	05/13/2019	1,556.44
201800181	FEDERAL TAX WITHHOLDING	04/22/2019	95,482.14
201800182	MN TEACHERS RETIREMENT ASSOC.	04/22/2019	41,768.18
201800183	PUBLIC EMPLOYEES RETIREMENT	04/22/2019	21,168.68
201800184	STATE TAX WITHHOLDING	04/22/2019	15,696.48
201800185	SW/WC SVC. COOP - HEALTH INS.	04/22/2019	42,967.80
201800186	MN REVENUE	04/22/2019	111.69
201800187	VOYA INSTITUTIONAL TRUST	04/22/2019	14,785.29
201800188	SW/WC SVC. COOP - HEALTH INS.	04/22/2019	1,074.50
201800189	SW/WC SVC. COOP - HEALTH INS.	04/22/2019	5,438.00

CHECK		CHECK	
NUMBER	VENDOR	DATE	AMOUNT
201800190	SW/WC SVC. COOP - HEALTH INS.	04/22/2019	16,608.70
201800191	SW/WC SVC. COOP - HEALTH INS.	04/22/2019	476.00
		Totals for BNK02	681,652.22
		Totals for checks	681,652.22

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	253,441.58	-1.94	375,106.77	628,546.41
02	FOOD SERVICE	9,445.35	0.00	18,636.56	28,081.91
04	COMMUNITY SERVICE	11,539.37	117.00	3,274.11	14,930.48
09	TRUST FUND	2,100.11	0.00	0.00	2,100.11
25	REVOCABLE TRUST (FY10)	0.00	0.00	7,993.31	7,993.31
***	Fund Summary Totals ***	276,526.41	115.06	405,010.75	681,652.22

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
22071	ACME TOOLS	05/13/2019	6523631	GUARD KIT	0	105.82	105.82
01 E 005 865 000 347 530				LONG TERM FACILITY MAINT./PHYSICAL HAZARD CONTROL/EQUIP		105.82	
22072	ACT	05/13/2019	133327	42@44.50	0	1,869.00	1,869.00
01 E 300 710 000 000 461				COUNSELING/GUIDANCE/000/STANDARDZED TESTS/000		1,869.00	
22073	ADVOCATE TRIBUNE	05/13/2019	1		0	112.40	613.58
04 E 500 590 000 321 401				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/GENERAL SU		112.40	
				11	0	501.18	
01 E 005 010 000 000 380				BOARD OF EDUCATION/000/PRINTING/ADVERTISING/000		501.18	
22074	ALMICH'S MARKET	05/13/2019	1		0	277.61	1,662.18
02 E 005 770 000 701 401				FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES/000		35.76	
02 E 005 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/000		113.57	
02 E 005 770 000 701 495				FOOD SERVICES/SCHOOL LUNCH/MILK/000		22.65	
02 E 005 770 000 705 490				FOOD SERVICES/BREAKFAST/FOOD/000		11.94	
02 E 005 770 104 707 490				FOOD SERVICES/ALA CARTE/OTHER/FOOD/FOOD ORDERED ONLY/CA		93.69	
				10	0	1,384.57	
01 L 230 33				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		2.05	
04 E 500 582 000 344 490				LEARNING READINESS/LEARNING READINESS/FOOD/000		245.87	
01 E 300 331 000 830 490				FAMILY LIFE SCIENCE (VOC)/VOCATIONAL PROGRAMS/FOOD/000		701.80	
01 E 350 250 000 000 490				FAMILY CONSUMER SCIENCE/000/FOOD/000		434.85	
22075	Vendor Continued Void	05/13/2019					0.00
22076	AMAZON CAPITAL SERVICES	05/13/2019	111YKHDH7NR4		0	97.98	3,383.44
01 E 300 298 000 000 899				EXTRACURRICULAR ACTIVITIES/000/MISCELLANEOUS EXPENSE/00		97.98	
				19DJVDCD9WNG	0	1,852.27	
01 E 300 790 150 000 899				OTHER PUPIL SUPPORT SERVICES/000/MISCELLANEOUS EXPENSE/		1,852.27	
				1DHRJ4LK4MML	0	57.91	
01 E 100 201 000 000 430				KINDERGARTEN/000/SUPPLIES/000		32.97	
01 E 100 201 000 000 433				KINDERGARTEN/000/INDIVIDUAL INST SUPPLIES/000		10.99	
01 E 100 203 400 000 430				ELEMENTARY GENERAL ED./000/SUPPLIES/GRADES 1-5		13.95	
				1GLQV3LFFCD4	0	43.36	
01 E 100 216 000 401 406				TITLE I - PART A/TITLE I/INSTRUCTIONAL TECH. SFTWR/LICN		43.36	
				1JWGx4LK3RCJ	0	436.54	
01 E 100 216 000 401 406				TITLE I - PART A/TITLE I/INSTRUCTIONAL TECH. SFTWR/LICN		436.54	
				1lcm3kmncxc3	0	28.60	
01 E 100 216 000 401 401				TITLE I - PART A/TITLE I/GENERAL SUPPLIES/000		28.60	
				1LK7C3KLHQWT	0	16.99	
01 E 300 790 150 000 899				OTHER PUPIL SUPPORT SERVICES/000/MISCELLANEOUS EXPENSE/		16.99	
				1mrwjjq33pdt	0	41.75	
01 E 100 203 400 000 430				ELEMENTARY GENERAL ED./000/SUPPLIES/GRADES 1-5		41.75	
				1MRX4337CMLD	0	157.05	
01 E 100 216 000 401 401				TITLE I - PART A/TITLE I/GENERAL SUPPLIES/000		157.05	
				1VRMCFTM9D46	0	650.99	
01 E 300 790 153 000 401				OTHER PUPIL SUPPORT SERVICES/000/GENERAL SUPPLIES/MISC.		650.99	
22077	AMERICAN WELDING AND GAS, INC.	05/13/2019	1	AMERICAN WELDING	0	49.05	49.05
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		49.05	
22078	BAKER BROS. CONSTRUCTION INC.	05/13/2019	1	CRUSHED ROCK	0	320.00	320.00
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE/000/CUST/REPAIR SUPPLIES/OUT		320.00	
22079	Vendor Continued Void	05/13/2019					0.00
22080	Vendor Continued Void	05/13/2019					0.00
22081	Vendor Continued Void	05/13/2019					0.00
22082	BENNETT & BENNETT INC.	05/13/2019	01	math masters	0	170.24	82,877.61
01 E 100 218 000 733 360				GIFTED & TALENTED/TRANSPORTATION/NON-AUTHORIZED/TRANSP		170.24	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 005 760 000 720 360		1		REGULAR ROUTES PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/TRANSP	0	57,198.68	57,198.68
01 E 300 258 233 000 370		10		BAND TRAILER MUSIC/000/RENTALS AND LEASES/INSTRUMENTAL MUSIC	0	30.00	30.00
01 E 005 760 000 723 360		14		MAYNARD SHUTTLE (NEW 4-8) PUPIL TRANSPORTATION/HANDICAPPED/TRANSPORTATION CONTRAC	0	1,400.00	1,400.00
01 E 005 760 000 723 360		16		BELVIEW (4/8 TO 4/29) PUPIL TRANSPORTATION/HANDICAPPED/TRANSPORTATION CONTRAC	0	910.00	910.00
01 E 005 760 000 713 360		2		OUT OF DISTRICT PUPIL TRANSPORTATION/OPEN ENROLLMENT/TRANSPORTATION CON	0	2,415.00	2,415.00
01 E 300 292 219 733 360		20		track BOYS/GIRLS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/TRAN	0	873.48	873.48
01 E 350 292 219 733 360		21		track BOYS/GIRLS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/TRAN	0	106.13	106.13
01 E 005 760 000 720 360		3		CLKFD SHUTTLE PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/TRANSP	0	1,388.80	1,388.80
01 E 005 760 000 723 360		4		special needs route PUPIL TRANSPORTATION/HANDICAPPED/TRANSPORTATION CONTRAC	0	4,867.98	4,867.98
01 E 005 760 000 723 360		5		belview shuttle PUPIL TRANSPORTATION/HANDICAPPED/TRANSPORTATION CONTRAC	0	2,800.00	2,800.00
01 E 005 760 000 723 360		6		sacred heart shuttle PUPIL TRANSPORTATION/HANDICAPPED/TRANSPORTATION CONTRAC	0	2,800.00	2,800.00
01 E 005 760 000 723 360		7		belview shuttle -term 4/10 PUPIL TRANSPORTATION/HANDICAPPED/TRANSPORTATION CONTRAC	0	1,820.00	1,820.00
01 E 005 760 000 723 360		8		PRE SCHOOL SHUTTLE PUPIL TRANSPORTATION/HANDICAPPED/TRANSPORTATION CONTRAC	0	2,800.00	2,800.00
01 E 005 760 000 714 360		80		art integration PUPIL TRANSPORTATION/INTEGRATION BUSSING/TRANSPORTATION	0	186.80	186.80
01 E 300 298 501 733 360		82		ffa-sdsu EXTRACURRICULAR ACTIVITIES/TRANSPORTATION/NON-AUTHORIZE	0	386.59	386.59
01 E 005 760 000 714 360		83		9th grade mn west PUPIL TRANSPORTATION/INTEGRATION BUSSING/TRANSPORTATION	0	75.40	75.40
01 E 005 760 000 714 360		84		park square PUPIL TRANSPORTATION/INTEGRATION BUSSING/TRANSPORTATION	0	953.07	953.07
01 E 300 258 231 733 360		89		choir MUSIC/TRANSPORTATION/NON-AUTHORIZED/TRANSPORTATION CONT	0	146.66	146.66
01 E 005 760 000 723 360		9		MID DAY SHUTTLE PUPIL TRANSPORTATION/HANDICAPPED/TRANSPORTATION CONTRAC	0	221.13	221.13
01 E 300 294 215 733 360		93		baseball BOYS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/TRANSPORTA	0	605.62	605.62
01 E 300 296 210 733 360		94		softball GIRLS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/TRANSPORT	0	231.51	231.51
		96		band	0	241.39	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 300 258 233 733 360				MUSIC/TRANSPORTATION/NON-AUTHORIZED/TRANSPORTATION CONT		241.39	
			99	tennis	0	249.13	
01 E 300 294 224 733 360				BOYS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/TRANSPORTA		249.13	
22083 BENSON LAUNDRY		05/13/2019	1		0	55.51	55.51
02 E 005 770 000 701 382				FOOD SERVICES/SCHOOL LUNCH/LAUNDRY AND DRY CLEANING/000		55.51	
22084 BILL'S ELECTRIC		05/13/2019	3-20-19	FIXTURES & LED	0	267.87	267.87
				LAMPS			
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE/000/CUST/REPAIR SUPPLIES/000		267.87	
22085 CANON FINANCIAL SERVICES		05/13/2019	1	COPIER LEASE	0	68.25	682.46
01 E 005 020 290 302 580				SUPERINTENDENT'S OFFICE/CAPITAL OUTLAY/CAPITAL LEASE PR		68.25	
			2		0	307.11	
01 E 100 203 290 302 580				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/CAPITAL LEASE PRI		307.11	
			3	COPIER LEASE	0	175.48	
01 E 300 211 290 302 580				SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/CAPITAL LEAS		175.48	
			4	COPIER LEASE	0	131.62	
01 E 350 211 290 302 580				SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/CAPITAL LEAS		131.62	
22086 CARL'S BAKERY		05/13/2019	1	HEALTH FAIR 6	0	22.23	44.46
				DOZ. BUNS			
09 L 230 27				TRUST FUND/DEFERRED REVENUE/SR. CITIZENS GEN ACTIVITY		22.23	
			21494	sr adv.	0	22.23	
09 L 230 27				TRUST FUND/DEFERRED REVENUE/SR. CITIZENS GEN ACTIVITY		22.23	
22087 CAROLINA BIOLOGICAL SUPPLY CO.		05/13/2019	50684800RI		0	98.23	98.23
01 E 300 260 000 000 430				NATURAL SCIENCES/000/SUPPLIES/000		98.23	
22088 CARSON-DELLOSA PUBLISHING CO.		05/13/2019	218068		0	59.96	59.96
01 E 100 216 000 401 406				TITLE I - PART A/TITLE I/INSTRUCTIONAL TECH. SFTWR/LICN		59.96	
22089 CENEX CREDIT CARD		05/13/2019	1		0	208.99	429.31
01 E 005 810 193 000 442				OPERATIONS AND MAINTENANCE/000/GAS & OIL/CAR EXPENSES		208.99	
			2		0	220.32	
01 E 005 810 191 000 442				OPERATIONS AND MAINTENANCE/000/GAS & OIL/OUTSIDE MAINTEN		220.32	
22090 Vendor Continued Void		05/13/2019					0.00
22091 Vendor Continued Void		05/13/2019					0.00
22092 CITIZENS ALLIANCE BANK		05/13/2019	1	RAYMOND GEDDES	0	10.80	2,211.12
01 E 100 216 614 401 430				TITLE I - PART A/TITLE I/SUPPLIES/PARENT INVOLVEMENT		10.80	
			10	BOOMERANG	0	149.99	
01 E 300 211 000 000 430				SECONDARY EDUCATION GENERAL/000/SUPPLIES/000		149.99	
			11/12	VISTA PRINT	0	65.22	
01 E 300 211 000 000 433				SECONDARY EDUCATION GENERAL/000/INDIVIDUAL INST SUPPLIE		65.22	
			13	BUREAU OF ED	0	269.00	
01 E 100 216 000 401 366				TITLE I - PART A/TITLE I/TRAVEL-SCHOOL BUSINESS/000		269.00	
			14	AMAZON	0	77.96	
04 E 500 590 156 321 401				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/GENERAL SU		77.96	
			15		0	46.00	
01 E 300 292 219 000 401				BOYS/GIRLS ATHLETICS/000/GENERAL SUPPLIES/TRACK		46.00	
			16	AMAZON CREDIT	0	-39.99	
01 E 300 331 000 830 433				FAMILY LIFE SCIENCE (VOC)/VOCATIONAL PROGRAMS/INDIVIDUA		-39.99	
			2	UPS	0	13.15	
01 E 300 298 000 000 329				EXTRACURRICULAR ACTIVITIES/000/POSTAGE AND EXPRESS/000		13.15	
			3	MNAFEE CONF	0	220.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
04 E 500 582 000 344 366				LEARNING READINESS/LEARNING READINESS/TRAVEL-SCHOOL BUS		220.00	
			4	MICHAELS	0 273.56		
01 E 300 790 154 000 401				OTHER PUPIL SUPPORT SERVICES/000/GENERAL SUPPLIES/ART G		273.56	
			5	MENARDS	0 440.10		
01 E 100 203 000 302 530				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/EQUIPMENT PURCHAS		440.10	
			6	HELMER PRINTING	0 182.25		
04 E 500 505 548 321 401				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/GENERAL		182.25	
			7	ST DRIVER CAR MAGNET	0 27.00		
04 E 500 505 548 321 401				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/GENERAL		27.00	
			8	PERIPOLE	0 453.99		
01 L 230 36				GENERAL FUND/DEFERRED REVENUE/MUSIC-BERT RANEY		453.99	
			9	MN HIST SCTY	0 22.09		
01 E 100 203 000 320 430				ELEMENTARY GENERAL ED./SUCCESS GRANT (INDIAN ED.)/SUPPL		22.09	
22093 Vendor Continued Void		05/13/2019					0.00
22094 CITY OF GRANITE FALLS		05/13/2019 1		BR WATER	0 698.06		12,613.22
01 E 005 810 183 000 330				OPERATIONS AND MAINTENANCE/000/UTILITY SERVICES/SEWER-W		698.06	
			2	BR ELEC	0 2,837.09		
01 E 005 810 184 000 330				OPERATIONS AND MAINTENANCE/000/UTILITY SERVICES/ELECTRI		2,837.09	
			3	HS WATER-SEWER	0 696.54		
01 E 005 810 183 000 330				OPERATIONS AND MAINTENANCE/000/UTILITY SERVICES/SEWER-W		696.54	
			4	HS ELECTRICITY	0 7,913.27		
01 E 005 810 184 000 330				OPERATIONS AND MAINTENANCE/000/UTILITY SERVICES/ELECTRI		7,913.27	
			5	TRACK	0 20.66		
01 E 005 810 184 000 330				OPERATIONS AND MAINTENANCE/000/UTILITY SERVICES/ELECTRI		20.66	
			6	CARPENTRY	0 18.00		
01 E 300 361 000 000 330				VOCATIONAL WEIDAUER/000/UTILITY SERVICES/000		18.00	
			7		0 429.60		
01 E 005 810 191 000 330				OPERATIONS AND MAINTENANCE/000/UTILITY SERVICES/OUTSIDE		429.60	
22095 CITY OF GRANITE FALLS		05/13/2019 6253		SRO APRIL	0 4,005.86		4,005.86
01 E 005 790 600 342 305				OTHER PUPIL SUPPORT SERVICES/SAFE SCHOOLS/PROFESSIONAL		2,666.67	
01 E 005 790 600 000 305				OTHER PUPIL SUPPORT SERVICES/000/PROFESSIONAL FEES/SCHO		1,339.19	
22096 COUNTRYSIDE PUBLIC HEALTH		05/13/2019 1		2nd inspection	0 227.00		340.00
01 E 005 865 000 347 305				LONG TERM FACILITY MAINT./PHYSICAL HAZARD CONTROL/PROFE		227.00	
			2	2ND INSPECTION- SERVICE KITCHEN	0 113.00		
01 E 005 865 000 347 305				LONG TERM FACILITY MAINT./PHYSICAL HAZARD CONTROL/PROFE		113.00	
22097 DALLAS II		05/13/2019 1		OLDER AMERICAN BANQUET	0 1,020.00		2,040.00
09 L 230 27				TRUST FUND/DEFERRED REVENUE/SR. CITIZENS GEN ACTIVITY		1,020.00	
			89170	SR ADV BANQUET	0 1,020.00		
09 L 230 27				TRUST FUND/DEFERRED REVENUE/SR. CITIZENS GEN ACTIVITY		1,020.00	
22098 DAVE'S ELECTRIC MOTOR CO.		05/13/2019 151615		SAW BLADE DRY CUT	0 145.99		159.24
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		145.99	
			151730	WATER	0 13.25		
02 E 005 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/000		13.25	
22099 DEAN FOODS NORTH CENTRAL, INC.		05/13/2019 1			0 2,340.38		2,340.38
02 E 005 770 000 701 495				FOOD SERVICES/SCHOOL LUNCH/MILK/000		1,460.12	
02 E 005 770 000 705 495				FOOD SERVICES/BREAKFAST/MILK/000		506.60	

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02 E	005 770 000 707 495			FOOD SERVICES/ALA CARTE/OTHER/MILK/000		258.40	
02 E	005 770 000 703 495			FOOD SERVICES/SPECIAL MILK/MILK/000		115.26	
22100	EMC INSURANCE COMPANIES	05/13/2019	1	PROPERTY/WORK COMP INSURANCE	0	9,000.00	9,007.33
01 E	005 940 000 000 340			PROPERTY AND OTHER INSURANCE/000/INSURANCE/000		9,000.00	
01 E	005 940 000 000 340		2	INSURANCE PROPERTY AND OTHER INSURANCE/000/INSURANCE/000	0	7.33	7.33
22101	FARMERS COOP OIL OF ECHO	05/13/2019	1	AUDITORIUM LIGHT OPERATIONS AND MAINTENANCE/000/REPAIRS AND MAINTENANCE	0	358.00	2,225.01
01 E	005 810 000 000 350					358.00	
01 E	005 810 000 000 350		2	GREENHOUSE- REIMB. BY ACTIVITY OPERATIONS AND MAINTENANCE/000/REPAIRS AND MAINTENANCE	0	1,867.01	1,867.01
22102	FARMERS UNION OIL CO.	05/13/2019	1	LIFESAVERS	0	12.35	12.35
01 L	230 33			GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		12.35	
22103	FRENCH GLASS & SPECIALTY INC.	05/13/2019	1	MIRROR FOR ST. PROJ.	0	22.00	22.00
01 E	300 361 000 000 450			VOCATIONAL WEIDAUER/000/MATERIALS PURCH FOR RESALE/000		22.00	
22104	GRANITE FALLS AUTO PARTS	05/13/2019	1		0	168.86	451.04
01 E	005 810 193 000 401			OPERATIONS AND MAINTENANCE/000/GENERAL SUPPLIES/CAR EXP		168.86	
01 E	005 810 191 000 410		2		0	273.24	273.24
01 E	300 301 501 830 433		3	AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA	0	8.94	8.94
22105	GRANITE RUN GOLF CLUB	05/13/2019	2039	MEMBERSHIP-2019	0	525.00	525.00
01 E	300 292 225 000 370			BOYS/GIRLS ATHLETICS/000/RENTALS AND LEASES/GOLF		525.00	
22106	GRANITE FALLS OFFICIALS ASSOC.	05/13/2019	1	MS BB	0	440.00	650.00
01 E	350 294 215 000 305			BOYS ATHLETICS/000/PROFESSIONAL FEES/BASEBALL		440.00	
01 E	300 294 215 000 305		2	HS BB BOYS ATHLETICS/000/PROFESSIONAL FEES/BASEBALL	0	125.00	125.00
01 E	350 296 210 000 305		3	MS SOFTBALL GIRLS ATHLETICS/000/PROFESSIONAL FEES/SOFTBALL	0	85.00	85.00
22107	GRANITE FALLS OFFICIALS ASSOC.	05/13/2019	4	MS SOFTBALL	0	80.00	80.00
01 E	350 296 210 000 305			GIRLS ATHLETICS/000/PROFESSIONAL FEES/SOFTBALL		80.00	
22108	GRANITE FALLS SUPER MOTEL	05/13/2019	1	GRANT- FEWTER CASTING	0	299.90	299.90
01 E	300 790 154 000 366			OTHER PUPIL SUPPORT SERVICES/000/TRAVEL-SCHOOL BUSINESS		299.90	
22109	Vendor Continued Void	05/13/2019					0.00
22110	GRANITE HARDWARE	05/13/2019	1		0	32.45	369.19
01 E	005 810 000 000 410			OPERATIONS AND MAINTENANCE/000/CUST/REPAIR SUPPLIES/000		32.45	
01 E	300 361 000 830 433		111		0	-9.99	-9.99
01 E	005 810 193 000 401		2	AUTOS OPERATIONS AND MAINTENANCE/000/GENERAL SUPPLIES/CAR EXP	0	42.95	42.95
01 E	005 810 191 000 410		3	OM OPERATIONS AND MAINTENANCE/000/CUST/REPAIR SUPPLIES/OUT	0	161.62	161.62
01 E	300 292 219 000 401		4	TRACK TARPS/TOTE BOYS/GIRLS ATHLETICS/000/GENERAL SUPPLIES/TRACK	0	80.96	80.96
			410210	ACCOUNT 644083	0	6.78	

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01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE/000/CUST/REPAIR SUPPLIES/000		6.78	
			5	IT	0	4.29	
01 E 300 361 000 830 433				VOCATIONAL WEIDAUER/VOCATIONAL PROGRAMS/INDIVIDUAL INST		4.29	
			6	IT	0	0.99	
01 E 350 255 000 000 433				INDUSTRIAL EDUCATION/000/INDIVIDUAL INST SUPPLIES/000		0.99	
			8	TRACK	0	41.94	
01 E 300 292 219 000 401				BOYS/GIRLS ATHLETICS/000/GENERAL SUPPLIES/TRACK		41.94	
			9	AG	0	7.20	
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		7.20	
22111 GREAT PLAINS NATURAL GAS CO		05/13/2019	1	BRE	0	1,339.64	4,779.95
01 E 005 810 000 000 440				OPERATIONS AND MAINTENANCE/000/FUEL FOR BUILDINGS/000		1,339.64	
			2	HIGH SCHOOL	0	3,376.62	
01 E 005 810 000 000 440				OPERATIONS AND MAINTENANCE/000/FUEL FOR BUILDINGS/000		3,376.62	
			3	MAINT.	0	63.69	
01 E 005 810 191 000 440				OPERATIONS AND MAINTENANCE/000/FUEL FOR BUILDINGS/OUTSI		63.69	
22112 HANSEN, LISA		05/13/2019	1	HEALTHY SNACK	0	26.26	113.47
01 E 100 203 362 000 899				ELEMENTARY GENERAL ED./000/MISCELLANEOUS EXPENSE/HEALTH		26.26	
			10	TESTING SUPPLIES	0	22.38	
01 E 100 050 000 000 899				PRINCIPAL'S OFFICE/000/MISCELLANEOUS EXPENSE/000		22.38	
			2	SUPPLIES	0	64.83	
01 E 100 050 000 000 899				PRINCIPAL'S OFFICE/000/MISCELLANEOUS EXPENSE/000		64.83	
22113 HILLYARD/HUTCHINSON		05/13/2019	603383444		0	979.56	1,250.56
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE/000/CUST/REPAIR SUPPLIES/000		979.56	
			603399996		0	271.00	
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE/000/CUST/REPAIR SUPPLIES/000		271.00	
22114 Vendor Continued Void		05/13/2019					0.00
22115 INNOVATIVE OFFICE SOLUTIONS LL		05/13/2019	2472324		0	14.82	991.51
01 E 100 203 400 000 430				ELEMENTARY GENERAL ED./000/SUPPLIES/GRADES 1-5		14.82	
			2480777		0	151.96	
02 E 005 770 000 701 401				FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES/000		151.96	
			2482349		0	217.20	
01 E 300 211 000 000 433				SECONDARY EDUCATION GENERAL/000/INDIVIDUAL INST SUPPLIE		95.73	
01 E 005 790 000 313 430				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		25.74	
01 E 350 203 000 000 433				ELEMENTARY GENERAL ED./000/INDIVIDUAL INST SUPPLIES/000		95.73	
			2482977		0	197.48	
01 E 100 203 400 000 430				ELEMENTARY GENERAL ED./000/SUPPLIES/GRADES 1-5		197.48	
			2502094		0	60.49	
01 E 005 020 000 000 401				SUPERINTENDENT'S OFFICE/000/GENERAL SUPPLIES/000		60.49	
			2502171		0	199.50	
01 E 100 216 000 401 433				TITLE I - PART A/TITLE I/INDIVIDUAL INST SUPPLIES/000		199.50	
			2502171-		0	135.24	
01 E 100 203 400 000 430				ELEMENTARY GENERAL ED./000/SUPPLIES/GRADES 1-5		135.24	
			IN2506130		0	14.82	
04 E 500 582 000 344 430				LEARNING READINESS/LEARNING READINESS/SUPPLIES/000		14.82	
22116 ISCORP		05/13/2019	699168	SKYWARD & FINANCE	0	195.50	195.50
01 E 005 110 000 000 350				ACCOUNTING OFFICE/000/REPAIRS AND MAINTENANCE SVCS/000		195.50	
22117 JOSTEN'S		05/13/2019	22905330	DIPLOMA COVERS	0	450.75	450.75
01 E 300 211 165 000 899				SECONDARY EDUCATION GENERAL/000/MISCELLANEOUS EXPENSE/G		450.75	

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22118	KILOWATT COMMUNITY CENTER	05/13/2019	3-20	TRACK	0	100.00	365.00
01 E 300 292 000 000 370				BOYS/GIRLS ATHLETICS/000/RENTALS AND LEASES/000		100.00	
			4-16	PRE SCHOOL SCREENING	0	130.00	
04 E 500 583 000 354 370				PRE-SCHOOL SCREENING/EARLY CHILDHOOD SCREENING/RENTALS		130.00	
			4-17-19	COMM ED GYM	0	75.00	
01 E 300 298 000 000 370				EXTRACURRICULAR ACTIVITIES/000/RENTALS AND LEASES/000		75.00	
			4/17	NHS	0	60.00	
01 E 300 298 000 000 370				EXTRACURRICULAR ACTIVITIES/000/RENTALS AND LEASES/000		60.00	
22119	KNAPPER, TIMOTHY	05/13/2019	1	MILEAGE	0	16.37	110.09
01 E 300 292 000 000 366				BOYS/GIRLS ATHLETICS/000/TRAVEL-SCHOOL BUSINESS/000		16.37	
			2		0	93.72	
04 E 500 505 000 321 366				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/TRAVEL-		93.72	
22120	LAKESHORE LEARNING MATERIALS	05/13/2019	2604970519		0	61.95	61.95
01 E 100 216 000 401 406				TITLE I - PART A/TITLE I/INSTRUCTIONAL TECH. SFTWR/LICN		61.95	
22121	LENZEN, PEARL	05/13/2019	1	HEALTH FAIR	0	5.65	5.65
09 L 230 27				TRUST FUND/DEFERRED REVENUE/SR. CITIZENS GEN ACTIVITY		5.65	
22122	JAN M LEROHL	05/13/2019	1	BUNS	0	10.00	28.15
09 L 230 27				TRUST FUND/DEFERRED REVENUE/SR. CITIZENS GEN ACTIVITY		10.00	
			2	POSTAGE	0	18.15	
04 E 500 590 000 321 329				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/POSTAGE AN		18.15	
22123	LIFETOUCH	05/13/2019	194275		0	23.00	23.00
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		23.00	
22124	Vendor Continued Void	05/13/2019					0.00
22125	LOFFLER	05/13/2019	1	BRE LIB COPIES	0	16.80	1,113.83
01 E 100 203 290 000 350				ELEMENTARY GENERAL ED./000/REPAIRS AND MAINTENANCE SVCS		16.80	
			2	FD SVC COPIES PRINTERS	0	16.03	
02 E 005 770 290 000 401				FOOD SERVICES/000/GENERAL SUPPLIES/FOR COPIERS		16.03	
			3	HS LIB. COPIES PRINTERS	0	16.39	
01 E 300 211 290 000 350				SECONDARY EDUCATION GENERAL/000/REPAIRS AND MAINTENANCE		16.39	
			3099776-144		0	101.37	
01 E 100 203 290 000 350				ELEMENTARY GENERAL ED./000/REPAIRS AND MAINTENANCE SVCS		101.37	
			3099776-145	MS/HS	0	179.13	
01 E 300 211 290 000 350				SECONDARY EDUCATION GENERAL/000/REPAIRS AND MAINTENANCE		179.13	
			3099776-148	DO	0	46.97	
01 E 005 020 290 000 350				SUPERINTENDENT'S OFFICE/000/REPAIRS AND MAINTENANCE SVC		46.97	
			3099776-149		0	54.56	
01 E 300 211 290 000 350				SECONDARY EDUCATION GENERAL/000/REPAIRS AND MAINTENANCE		54.56	
			3099776-150		0	107.32	
01 E 300 211 290 000 350				SECONDARY EDUCATION GENERAL/000/REPAIRS AND MAINTENANCE		107.32	
			3099776-156	BRE OFFICE	0	497.76	
01 E 100 203 290 000 350				ELEMENTARY GENERAL ED./000/REPAIRS AND MAINTENANCE SVCS		497.76	
			4	COMP COPIES PRINTERS	0	77.50	
01 E 300 257 290 000 430				COMPUTER TECHNOLOGY/000/SUPPLIES/FOR COPIERS		77.50	
22126	JOAN LUNDELL	05/13/2019	1	ACCOMPANY CONCERTS 18-19	0	550.00	550.00

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01 E 300 258 231 000 305				MUSIC/000/PROFESSIONAL FEES/VOCAL MUSIC		550.00	
22127	MACKIN ED RESOURCES	05/13/2019	573041		0	221.26	649.47
01 E 100 790 162 000 530				OTHER PUPIL SUPPORT SERVICES/000/EQUIPMENT PURCHASES/ES		221.26	
			574340		0	103.15	
01 E 100 620 000 000 470				EDUCATIONAL MEDIA/LIBRARY/000/LIBRARY BOOKS/000		103.15	
			577285		0	142.55	
01 E 100 790 162 000 530				OTHER PUPIL SUPPORT SERVICES/000/EQUIPMENT PURCHASES/ES		142.55	
			5778445		0	182.51	
01 E 100 620 000 000 470				EDUCATIONAL MEDIA/LIBRARY/000/LIBRARY BOOKS/000		182.51	
22128	MASA	05/13/2019	21-1070	SPRING CONFERENCE - RS MARCH 7-8	0	329.00	329.00
01 E 005 020 000 000 367				SUPERINTENDENT'S OFFICE/000/TRAVEL-PROFESS DEVELOPMENT/		329.00	
22129	MCCROSSAN BOYS RANCH	05/13/2019	13389	APRIL TUITION	0	1,433.00	1,934.55
01 E 998 211 000 000 392				SECONDARY EDUCATION GENERAL/000/OUT OF STATE TUITION/00		1,433.00	
			13391	april tuition	0	250.74	
01 E 998 407 000 740 392				SPECIFIC LEARNING DISABILIT/STATE FUNDED SPECIAL ED/OUT		250.74	
			13391-	april tuition	0	250.81	
01 E 998 211 000 000 392				SECONDARY EDUCATION GENERAL/000/OUT OF STATE TUITION/00		250.81	
22130	MID-AMERICAN RESEARCH CHEMICAL	05/13/2019	662544		0	282.10	282.10
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE/000/CUST/REPAIR SUPPLIES/000		282.10	
22131	MINNESOTA ELEVATOR TOTAL ELEVA	05/13/2019	800719	INSPECTION	0	374.53	374.53
01 E 005 865 000 347 305				LONG TERM FACILITY MAINT./PHYSICAL HAZARD CONTROL/PROFE		374.53	
22132	MN RIVER VALLEY EDUCATION DIST	05/13/2019	QTR3		0	14,429.27	14,429.27
01 E 005 105 129 310 391				ADMINISTRATIVE SUPPORT/COOPERATIVE/MN SCH DIST - REIMBU		2,552.63	
01 E 610 211 129 310 370				SECONDARY EDUCATION GENERAL/COOPERATIVE/RENTALS AND LEA		2,850.76	
01 E 005 640 129 316 391				STAFF DEVELOPMENT/STAFF DEVELOPMENT/MN SCH DIST - REIMB		5,035.77	
01 E 005 630 129 310 391				TECHNOLOGY INSTRUCTIONAL/COOPERATIVE/MN SCH DIST - REIM		3,990.11	
22133	MONTEVIDEO SCHOOL DISTRICT 129	05/13/2019	DUES	BIRCH COULEE DUES	0	50.00	50.00
01 E 300 361 000 830 433				VOCATIONAL WEIDAUER/VOCATIONAL PROGRAMS/INDIVIDUAL INST		50.00	
22134	MUSIC STREET	05/13/2019	81811		0	7.00	16.35
01 E 300 258 233 000 350				MUSIC/000/REPAIRS AND MAINTENANCE SVCS/INSTRUMENTAL MUS		7.00	
			82019		0	4.56	
01 E 300 258 233 000 450				MUSIC/000/MATERIALS PURCH FOR RESALE/INSTRUMENTAL MUSIC		4.56	
			82150		0	4.79	
01 E 300 258 233 000 450				MUSIC/000/MATERIALS PURCH FOR RESALE/INSTRUMENTAL MUSIC		4.79	
22135	MUSIC THEATRE INTERNATIONAL	05/13/2019	9573528-999	PERUSAL	0	20.00	20.00
01 E 300 298 236 000 401				EXTRACURRICULAR ACTIVITIES/000/GENERAL SUPPLIES/MUSICAL		20.00	
22136	MVCC	05/13/2019	MAY	SPED CONTRACT	0	152,241.92	152,241.92
01 E 005 420 978 740 396				SPECIAL EDUCATIONAL GENERAL/STATE FUNDED SPECIAL ED/DUE		152,241.92	
22137	OLSON SANITATION INC.	05/13/2019	2097	APRIL	0	877.50	877.50
01 E 005 810 000 000 330				OPERATIONS AND MAINTENANCE/000/UTILITY SERVICES/000		877.50	
22138	PAAPE COMPANIES INC.	05/13/2019	6564	CONTROLLER REPLACED	0	2,166.50	2,261.50
01 E 005 865 000 380 522				LONG TERM FACILITY MAINT./MECHANICAL SYSTEMS/BUILDING I		2,166.50	
			6565	OUTSIDE LIGHTING	0	95.00	
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE/000/REPAIRS AND MAINTENANCE		95.00	
22139	PAN-O-GOLD BAKING CO.	05/13/2019	1		0	626.35	626.35
02 E 005 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/000		626.35	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
22140	PAR PIPING & FABRICATION INC	05/13/2019	10034	TUBES- RESALE	0	89.70	89.70
01 E 300 301 501 000 450				AG EDUCATION (VOCATIONAL)/000/MATERIALS PURCH FOR RESAL		89.70	
22141	PITNEY BOWES INC.	05/13/2019	1012307936		0	113.04	113.04
01 E 005 020 000 000 401				SUPERINTENDENT'S OFFICE/000/GENERAL SUPPLIES/000		113.04	
22142	PLUMBING & HEATING OF WILLMAR	05/13/2019	26096	FOUNTAIN- GYM	0	1,000.00	3,258.60
01 E 005 865 000 381 520				LONG TERM FACILITY MAINT./PLUMBING LTFM/BUILDING CONSTR		1,000.00	
			26097	AUGER GIRLS LOCKER ROOM	0	592.50	
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE/000/REPAIRS AND MAINTENANCE		592.50	
			26098	ELEM WATER LINE BROKEN	0	916.35	
01 E 005 865 000 381 305				LONG TERM FACILITY MAINT./PLUMBING LTFM/PROFESSIONAL FE		916.35	
			26099	CAFETERIA FOR DISHWASHER	0	524.75	
01 E 005 865 000 381 305				LONG TERM FACILITY MAINT./PLUMBING LTFM/PROFESSIONAL FE		524.75	
			26100	AUGER GIRLS LOCKER ROOM	0	225.00	
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE/000/REPAIRS AND MAINTENANCE		225.00	
22143	PRAIRIE FIRE THEATRE	05/13/2019	19-20	PETER PAN DEPOSIT	0	500.00	500.00
01 L 230 01				GENERAL FUND/DEFERRED REVENUE/ARTS COUNCIL		500.00	
22144	PURCHASE POWER	05/13/2019	1	POSTAGE	0	3,025.00	3,025.00
01 E 005 020 000 000 329				SUPERINTENDENT'S OFFICE/000/POSTAGE AND EXPRESS/000		700.00	
01 E 100 050 000 000 329				PRINCIPAL'S OFFICE/000/POSTAGE AND EXPRESS/000		200.00	
01 E 100 203 000 000 329				ELEMENTARY GENERAL ED./000/POSTAGE AND EXPRESS/000		400.00	
01 E 300 211 000 000 329				SECONDARY EDUCATION GENERAL/000/POSTAGE AND EXPRESS/000		725.00	
02 E 005 770 000 701 329				FOOD SERVICES/SCHOOL LUNCH/POSTAGE AND EXPRESS/000		700.00	
01 E 350 211 000 000 329				SECONDARY EDUCATION GENERAL/000/POSTAGE AND EXPRESS/000		300.00	
22145	REINHART INST FOODS	05/13/2019	1	FOOD	0	14,455.47	14,455.47
02 E 005 770 000 701 401				FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES/000		1,143.42	
02 E 005 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/000		9,716.30	
02 E 005 770 000 705 490				FOOD SERVICES/BREAKFAST/FOOD/000		1,864.06	
02 E 005 770 104 707 490				FOOD SERVICES/ALA CARTE/OTHER/FOOD/FOOD ORDERED ONLY/CA		1,731.69	
22146	RENVILLE SALES INC	05/13/2019	1		0	42.80	42.80
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		42.80	
22147	RIDDELL/ALL AMERICAN SPORTS CO	05/13/2019	60375858	HELMETS (DONATION\$)	0	21,624.70	21,624.70
01 E 300 294 179 000 401				BOYS ATHLETICS/000/GENERAL SUPPLIES/FAGEN \$		21,624.70	
22148	ROCKLER	05/13/2019	6115890		0	64.03	64.03
01 E 300 361 000 000 450				VOCATIONAL WEIDAUER/000/MATERIALS PURCH FOR RESALE/000		64.03	
22149	RTS	05/13/2019	1		0	125.53	125.53
01 E 005 810 000 000 320				OPERATIONS AND MAINTENANCE/000/COMMUNICATIONAL SERVICES		125.53	
22150	RUPP,ANDERSON, SQUIRES & WALDS	05/13/2019	1	gym project	0	398.00	398.00
01 E 005 110 179 000 305				ACCOUNTING OFFICE/000/PROFESSIONAL FEES/FAGEN \$		398.00	
22151	SAWMILL	05/13/2019	237252	dr	0	6.99	271.59
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		6.99	
			237509	dr	0	264.60	
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		264.60	
22152	SCHOLASTIC INC	05/13/2019	18721442		0	137.23	138.32
01 E 100 203 000 000 433				ELEMENTARY GENERAL ED./000/INDIVIDUAL INST SUPPLIES/000		137.23	
			18808667		0	1.09	
01 E 100 203 000 000 433				ELEMENTARY GENERAL ED./000/INDIVIDUAL INST SUPPLIES/000		1.09	
22153	SCHOLASTIC BOOK CLUBS INC.	05/13/2019	T53972133		0	214.28	485.74

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 100 216 000 401 406				TITLE I - PART A/TITLE I/INSTRUCTIONAL TECH. SFTWR/LICN		214.28	
				T54029763	0	271.46	
01 L 230 33				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		271.46	
22154 SCHOOL HEALTH CORPORATION		05/13/2019	3567992		0	258.90	258.90
01 E 005 720 000 000 401				HEALTH SERVICES/NURSE/000/GENERAL SUPPLIES/000		258.90	
22155 SCHULTE, MELISSA		05/13/2019	1	DRIVERS ED CONF.	0	271.64	271.64
04 E 500 505 548 321 367				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/TRAVEL-		271.64	
22156 SIOUX FALLS SCHOOL DIST. 49-5		05/13/2019	FEB/MAR	TUITION	0	2,593.12	2,593.12
01 E 998 211 000 000 392				SECONDARY EDUCATION GENERAL/000/OUT OF STATE TUITION/00		2,593.12	
22157 MARIAH SKJEFTE		05/13/2019	1	5/6 VOLLEYBALL	0	419.83	419.83
04 E 500 505 000 321 305				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PROFESS		419.83	
22158 AMANDA STENGL		05/13/2019	1	5/6 VB	0	419.83	419.83
04 E 500 505 000 321 305				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PROFESS		419.83	
22159 SW/WC SERVICE COOP - MARSHALL		05/13/2019	60713	TECH SUPPORT	0	7,206.80	7,206.80
01 E 005 108 000 000 305				TECHNOLOGY ADMINISTRATIVE/000/PROFESSIONAL FEES/000		720.68	
01 E 005 630 000 000 305				TECHNOLOGY INSTRUCTIONAL/000/PROFESSIONAL FEES/000		6,486.12	
22160 TAYLOR PUBLISHING		05/13/2019	184546	2019 yearbook	0	2,671.88	2,671.88
				deposit			
01 L 230 88				GENERAL FUND/DEFERRED REVENUE/YEARBOOK-HIGH SCHOOL		2,671.88	
22161 TEACHER CREATED RESOURCES		05/13/2019	T4116828		0	86.89	86.89
01 E 100 216 000 401 406				TITLE I - PART A/TITLE I/INSTRUCTIONAL TECH. SFTWR/LICN		86.89	
22162 TARA L TONGEN		05/13/2019	1	muffins	0	35.70	35.70
04 E 500 580 000 325 430				EARLY CHILDHOOD AND FAM ED/EARLY CHILDHOOD AND FAMILY E		35.70	
22163 TOP 20 TRAINING LLC		05/13/2019	4424	SEMINAR FEE	0	2,800.00	2,800.00
				6-5-19			
01 L 230 92				GENERAL FUND/DEFERRED REVENUE/WELLNESS \$		2,800.00	
22164 XCEL ENERGY		05/13/2019	1		0	20.76	20.76
01 E 005 810 184 000 330				OPERATIONS AND MAINTENANCE/000/UTILITY SERVICES/ELECTRI		20.76	
22165 YME COMMUNITY EDUCATION		05/13/2019	1	SOCCER FEE	0	120.00	120.00
01 E 300 790 388 000 899				OTHER PUPIL SUPPORT SERVICES/000/MISCELLANEOUS EXPENSE/		120.00	
22166 YME SCHOOL ACTIVITY ACCOUNT		05/13/2019	1	POP PROFIT	0	479.25	479.25
01 L 230 15				GENERAL FUND/DEFERRED REVENUE/STUDENT COUNCIL		479.25	
22167 Vendor Continued Void		05/13/2019					0.00
22168 Vendor Continued Void		05/13/2019					0.00
22169 Vendor Continued Void		05/13/2019					0.00
22170 Vendor Continued Void		05/13/2019					0.00
22171 Vendor Continued Void		05/13/2019					0.00
22172 Vendor Continued Void		05/13/2019					0.00
22173 Vendor Continued Void		05/13/2019					0.00
22174 Vendor Continued Void		05/13/2019					0.00
22175 YME SCHOOLS-ADM		05/13/2019	1	INTEREST	0	-1.94	6,487.32
01 R 005 000 000 000 092				DISTRICT WIDE/000/INVESTMENT EARNINGS/000		-1.94	
				7770 void JANEL	0	-300.00	
				TORGERSON			
04 R 500 505 548 321 050				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/FEES FR		-300.00	
				7777 BRITTNEY CHERVENY	0	50.00	
01 E 005 810 193 000 442				OPERATIONS AND MAINTENANCE/000/GAS & OIL/CAR EXPENSES		50.00	
				7778 SLEEPY EYE	0	100.00	
01 E 300 292 219 000 339				BOYS/GIRLS ATHLETICS/000/STATE EXPENSES/TRACK		100.00	
				7779 JANEL TORGERSON	0	117.00	
04 R 500 505 548 321 050				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/FEES FR		117.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 300 292 219 000 369			7781	REDWOOD VALLEY HS BOYS/GIRLS ATHLETICS/000/PARTICIPATION FEES/TRACK	0	50.00	50.00
01 E 300 292 219 000 369			7782	TRACY AREA HS BOYS/GIRLS ATHLETICS/000/PARTICIPATION FEES/TRACK	0	125.00	125.00
01 E 300 294 215 000 305			7784	STEVE VERKINDEN BOYS ATHLETICS/000/PROFESSIONAL FEES/BASEBALL	0	110.00	110.00
01 E 300 296 210 000 305			7785	MIKE SWAN GIRLS ATHLETICS/000/PROFESSIONAL FEES/SOFTBALL	0	110.00	110.00
01 E 300 292 225 000 369			7786	ORTONVILLE HS BOYS/GIRLS ATHLETICS/000/PARTICIPATION FEES/GOLF	0	75.00	75.00
01 E 300 296 210 000 305			7787	MIKE SWAM GIRLS ATHLETICS/000/PROFESSIONAL FEES/SOFTBALL	0	65.00	65.00
01 E 300 296 210 000 305			7788	STEVE VERKENDIN GIRLS ATHLETICS/000/PROFESSIONAL FEES/SOFTBALL	0	65.00	65.00
04 E 500 505 000 321 305			7789	KITTY TRUAX COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PROFESS	0	500.00	500.00
01 E 300 258 231 000 430			7790	AMAZON.COM MUSIC/000/SUPPLIES/VOCAL MUSIC	0	15.98	15.98
01 E 300 294 215 000 305			7791	STEVE JOHNSON BOYS ATHLETICS/000/PROFESSIONAL FEES/BASEBALL	0	110.00	110.00
01 E 300 294 215 000 305			7792	scott hindl BOYS ATHLETICS/000/PROFESSIONAL FEES/BASEBALL	0	110.00	110.00
01 E 300 292 219 000 188			7793	ZACK KOEPKE BOYS/GIRLS ATHLETICS/000/NON CERT EVENT WORKERS/TRACK	0	35.00	35.00
01 E 300 292 219 000 188			7794	colleen ford BOYS/GIRLS ATHLETICS/000/NON CERT EVENT WORKERS/TRACK	0	40.00	40.00
01 E 300 292 219 000 305			7795	RICK MCCLAIN BOYS/GIRLS ATHLETICS/000/PROFESSIONAL FEES/TRACK	0	150.00	150.00
04 E 500 505 000 321 450			7796	SUE HOLIEN COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	65.00	65.00
01 E 300 294 215 000 305			7797	ADAM FOSLIEN BOYS ATHLETICS/000/PROFESSIONAL FEES/BASEBALL	0	110.00	110.00
01 E 300 294 215 000 305			7798	CORY MARQUARDT BOYS ATHLETICS/000/PROFESSIONAL FEES/BASEBALL	0	110.00	110.00
01 E 300 294 215 000 305			7799	MARK TORGERSON BOYS ATHLETICS/000/PROFESSIONAL FEES/BASEBALL	0	110.00	110.00
01 E 300 294 215 000 305			7800	SCOTT MUNSON BOYS ATHLETICS/000/PROFESSIONAL FEES/BASEBALL	0	110.00	110.00
01 E 300 298 216 000 305			7801	GL BERG ENT. EXTRACURRICULAR ACTIVITIES/000/PROFESSIONAL FEES/FLO-TH	0	1,000.00	1,000.00
01 E 300 296 210 000 305			7802	BOB DOLAN GIRLS ATHLETICS/000/PROFESSIONAL FEES/SOFTBALL	0	175.00	175.00
01 E 300 296 210 000 305			7803	DAN DOLAN GIRLS ATHLETICS/000/PROFESSIONAL FEES/SOFTBALL	0	175.00	175.00
04 R 500 505 548 321 050			7804	TABITHA CHRISTIANS COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/FEES FR	0	300.00	300.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 300 292 219 000 369		7805		MACCRAY HS BOYS/GIRLS ATHLETICS/000/PARTICIPATION FEES/TRACK	0	100.00	100.00
01 E 350 292 219 000 369		7806		MACCRAY/RCW TRACK BOYS/GIRLS ATHLETICS/000/PARTICIPATION FEES/TRACK	0	60.00	60.00
01 E 300 292 225 000 401		7807		MARSHALL GOLF COURSE BOYS/GIRLS ATHLETICS/000/GENERAL SUPPLIES/GOLF	0	30.00	30.00
01 E 100 203 000 000 899		7808		CHIPPEWA COUNTY HIST. SOCIETY ELEMENTARY GENERAL ED./000/MISCELLANEOUS EXPENSE/000	0	240.00	240.00
01 E 300 790 388 000 899		7809		SW/WC SVCE COOP SCIENCE CONF. OTHER PUPIL SUPPORT SERVICES/000/MISCELLANEOUS EXPENSE/	0	70.00	70.00
04 E 500 505 000 321 329		7810		POSTMASTER COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/POSTAGE	0	341.28	341.28
01 E 300 296 210 000 305		7811		STEVE JOHNSON GIRLS ATHLETICS/000/PROFESSIONAL FEES/SOFTBALL	0	175.00	175.00
01 E 300 296 210 000 305		7812		SCOTT HINDL GIRLS ATHLETICS/000/PROFESSIONAL FEES/SOFTBALL	0	175.00	175.00
01 E 300 292 219 000 188		7813		ZACH KOEPKE BOYS/GIRLS ATHLETICS/000/NON CERT EVENT WORKERS/TRACK	0	35.00	35.00
01 E 300 292 219 000 188		7814		RICK MCCLAIN BOYS/GIRLS ATHLETICS/000/NON CERT EVENT WORKERS/TRACK	0	160.00	160.00
01 E 300 292 219 000 188		7815		LEANNE CARMANY BOYS/GIRLS ATHLETICS/000/NON CERT EVENT WORKERS/TRACK	0	35.00	35.00
01 E 300 292 219 000 188		7816		MARK HENDERSON BOYS/GIRLS ATHLETICS/000/NON CERT EVENT WORKERS/TRACK	0	35.00	35.00
01 E 300 292 219 000 188		7817		SHELLY GAFFANEY BOYS/GIRLS ATHLETICS/000/NON CERT EVENT WORKERS/TRACK	0	35.00	35.00
01 E 300 292 219 000 188		7818		KAREN BAKER BOYS/GIRLS ATHLETICS/000/NON CERT EVENT WORKERS/TRACK	0	30.00	30.00
01 E 300 292 219 000 188		7819		KAREN JACOBSON BOYS/GIRLS ATHLETICS/000/NON CERT EVENT WORKERS/TRACK	0	30.00	30.00
01 E 300 292 219 000 188		7820		PAUL LOWRY BOYS/GIRLS ATHLETICS/000/NON CERT EVENT WORKERS/TRACK	0	30.00	30.00
01 E 300 292 219 000 188		7821		MIKE GAFFANEY BOYS/GIRLS ATHLETICS/000/NON CERT EVENT WORKERS/TRACK	0	30.00	30.00
01 E 300 292 219 000 188		7823		SCOTT RASMUSSON BOYS/GIRLS ATHLETICS/000/NON CERT EVENT WORKERS/TRACK	0	30.00	30.00
01 E 300 292 219 000 305		7824		COLLEEN FORD BOYS/GIRLS ATHLETICS/000/PROFESSIONAL FEES/TRACK	0	40.00	40.00
01 E 300 294 215 000 305		7825		STEVE JOHNSON BOYS ATHLETICS/000/PROFESSIONAL FEES/BASEBALL	0	220.00	220.00
01 E 300 294 215 000 305		7826		CRAIG LOUWAGIE BOYS ATHLETICS/000/PROFESSIONAL FEES/BASEBALL	0	220.00	220.00
01 E 350 294 215 000 305		7827		BRETT ALMICH BOYS ATHLETICS/000/PROFESSIONAL FEES/BASEBALL	0	210.00	210.00
		7828		NICK RICHTER	0	80.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 300 294 215 000 305				BOYS ATHLETICS/000/PROFESSIONAL FEES/BASEBALL		80.00	
			7829	HAL MEYER	0	160.00	
01 E 300 296 210 000 305				GIRLS ATHLETICS/000/PROFESSIONAL FEES/SOFTBALL		160.00	
			7830	CHRIS WEBB	0	160.00	
01 E 300 296 210 000 305				GIRLS ATHLETICS/000/PROFESSIONAL FEES/SOFTBALL		160.00	
			7831	LQPV HS	0	75.00	
01 E 350 292 219 000 369				BOYS/GIRLS ATHLETICS/000/PARTICIPATION FEES/TRACK		75.00	
22176 YME SCHOOL READINESS		05/13/2019	rs1	RSL TUITION	0	11,000.00	11,000.00
01 E 100 412 000 000 898				ECSE SPEC ED/000/SCHOLARSHIPS/000		4,240.00	
01 E 100 401 000 000 898				SPEECH/000/SCHOLARSHIPS/000		440.00	
01 E 100 411 000 000 898				AUTISTIC/000/SCHOLARSHIPS/000		3,920.00	
01 E 100 408 000 000 898				EMOTION/BEHAVIORAL DISORDER/000/SCHOLARSHIPS/000		2,400.00	
22177 YME-FOOD SERVICE		05/13/2019	April	SNACKS BRE	0	806.11	1,556.44
01 E 100 203 362 000 899				ELEMENTARY GENERAL ED./000/MISCELLANEOUS EXPENSE/HEALTH		806.11	
			APRIL-	2ND CHANCE	0	559.80	
				BREAKFAST			
01 E 350 790 149 000 899				OTHER PUPIL SUPPORT SERVICES/000/MISCELLANEOUS EXPENSE/		559.80	
			APRIL--	BUZZ CLUB	0	57.75	
01 L 230 43				GENERAL FUND/DEFERRED REVENUE/TARGET \$ MS/HS		57.75	
			APRIL---	BRE TESTING	0	57.12	
01 L 230 33				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		57.12	
			APRIL2	PRESCHOOL SNACKS	0	51.22	
				MILK			
04 E 500 582 000 344 490				LEARNING READINESS/LEARNING READINESS/FOOD/000		51.22	
			JAN	PS SNACKS MILK	0	24.44	
04 E 500 582 000 344 490				LEARNING READINESS/LEARNING READINESS/FOOD/000		24.44	
			107	Computer			
				Check(s) For a Total of		395,022.95	

0	Manual	Checks For a Total of	0.00	
0	Wire Transfer	Checks For a Total of	0.00	
0	ACH	Checks For a Total of	0.00	
107	Computer	Checks For a Total of	395,022.95	
Total For 107 Manual, Wire Tran, ACH & Computer Checks			395,022.95	
Less	0	Voided	Checks For a Total of	0.00
Net Amount			395,022.95	

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	7,305.85	-1.94	363,591.26	370,895.17
02	FOOD SERVICE	0.00	0.00	18,636.56	18,636.56
04	COMMUNITY SERVICE	0.00	117.00	3,274.11	3,391.11
09	TRUST FUND	2,100.11	0.00	0.00	2,100.11

**Yellow Medicine East #2190**

**Board Report  
May 13, 2019**

Ending  
5/10/2019

2018-19 By Fund	Original 2018-19	Year to Date Expenditures	Budget Balance	Percent Expended	For Comparison	
					2017-18 YTD Exp.	2017-18 YTD %
General	10,003,749	7,839,440	2,164,309	78.37%	7,982,723	78.92%
Food Service	432,671	313,773	118,898	72.52%	338,380	75.47%
Community Service	373,255	245,387	127,868	65.74%	281,498	65.31%
Debt Red.	1,167,370	1,166,045	1,325	99.89%	1,190,453	99.89%
OPEB Trust	168,008	88,072	79,936	52.42%	97,940	43.39%
OPEB Debt Service	191,458	190,933	526	99.73%	191,758	99.71%
<b>Total</b>	<b>12,336,511</b>	<b>9,843,650</b>	<b>2,492,861</b>	<b>79.79%</b>	<b>10,082,753</b>	<b>80.00%</b>

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

Salaries % expended to date (approximately)

Contracted July-June Supt/Finance/Maintenance/Comm Ed	83.33%
Contracted August-July Principals/Food Service Director	75.00%
Contracted Sept-August Teachers/Nurse	66.67%
12 Month Non-certified Administrative Assistants	83.33%
12 Month Non-certified Custodians	78.00%
9 Month non-Certified Paraprofessionals/Food Service	75.00%

**Month End Cash Invested**

4/30/2019

MN School District Liquid Asset Fund \$3,278,144.25 General Closing Market Value

OPEB Revocable PERA Trust Fund \$460,906.61 End Balance  
("Other Post Employment Benefits" for Retirees)

**Electronic Fund Transfers/ACH Transfers/LAF Checks**

From To

4/8/2019	\$ 516.16	rSchool Fees	LAF	rSchool
4/10/2019	\$ 350,000.00	Board Accounts Payable	LAF	Citizen's Alliance Bank
4/22/2019	\$ -	Payroll (F&M Bank)	LAF	F&M Bank
4/22/2019	\$ 312,000.00	Payroll ( Direct Deposit)	LAF	Granite Falls Bank
4/23/2019	\$ -	Board Accounts Payable	LAF	Citizen's Alliance Bank
4/11/2019	\$ 268.00	Sales Tax	LAF	Mn. Dept. of Revenue
	\$ -	PERA Trust (OPEB)	OPEB Trust	LAF

	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			40			40			39			39		
First Grade	48			48			48			48			47		
Second Grade	43			43			43			41			42		
Third Grade	59			59			59			59			59		
Fourth Grade	53			53			53			53			53		
Fifth Grade	63			63			63			63			63		
	306			306			306			303			303		
Sixth Grade		57			58			55			55			55	
Seventh Grade		51			51			51			51			53	
Eighth Grade		61			62			62			63			62	
Ninth Grade		61			61			63			64			63	
Tenth Grade		52			51			55			56			55	
Eleventh Grade		44			45			45			45			42	
Twelfth Grade		53			55			55			55			55	
		379			383			386			389			385	
K-12 TOTAL			685			689			692			692			688

26

	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	39			39			39			39			47		
First Grade	46			46			46			46			44		
Second Grade	41			41			41			41			59		
Third Grade	59			59			59			59			52		
Fourth Grade	53			53			53			53			63		
Fifth Grade	63			63			61			61			54		
	301			301			299			299			319		
Sixth Grade		55			55			55			55			50	
Seventh Grade		52			52			52			53			63	
Eighth Grade		63			63			61			61			62	
Ninth Grade		63			62			60			60			52	
Tenth Grade		53			54			54			52			46	
Eleventh Grade		43			43			44			44			54	
Twelfth Grade		56			56			55			55			60	
		385			385			381			380			387	
K-12 TOTAL			686			686			680			679			706

<b>Enrollment Trends</b>	<b>17-18</b>	<b>16-17</b>	<b>15-16</b>	<b>14-15</b>	<b>13-14</b>
<b>September</b>	732	739	768	810	803
<b>October</b>	726	728	765	800	801
<b>November</b>	723	725	757	795	796
<b>December</b>	717	727	754	794	796
<b>January</b>	717	732	748	789	793
<b>February</b>	718	729	749	785	795
<b>March</b>	707	731	736	784	796
<b>April</b>	706	732	728	784	786
<b>May</b>	705	725	727	789	790



# Student 1-to-1 Acceptable Use Policy

Highlights of the 1-to-1 Chromebook Rollout for students in grades 9 ~ 12 at #TheHIVE

## 1. Receiving and Returning the Chromebook

- 1.1. Chromebooks will be distributed each fall during Chromebook Orientation. Parents and students must sign and return the “Student and Parent Agreement.”
- 1.3. Student Chromebooks, power supplies, cords, and cases must be returned to the library at the end of each school year. The return of Chromebooks will take place during the final week of school. If a student transfers out of the district or leaves the district for any reason during the school year, the Chromebook and its accessories must be returned prior to the departure sign out
- 1.4. Students shall report lost, stolen, or damaged Chromebooks to the Technology Department or Library Assistant as soon as possible. One replacement Chromebook may be provided if one is available, and the student will be responsible for repair/replacement costs as outlined later in this handbook.

# Student 1-to-1 Acceptable Use Policy

Highlights of the 1-to-1 Chromebook Rollout for students in grades 9 ~ 12 at #TheHIVE

## 3. Using the Chromebook at School and Home.

- **Chromebooks are intended for instructional use each day.** In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes unless specifically instructed not to do so by their instructor.
- 3.1. If students leave their Chromebooks at home, they are responsible for getting their course work completed as if they had their Chromebooks present. **If students repeatedly leave their Chromebooks at home (two times in a year as determined by administration), they will be required to “check in/out” their Chromebooks at the library for three weeks.**
- 3.2. Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening.
- 3.5. Students may upload personal photos and music on their Chromebooks, as long as all content complies with the school’s Acceptable Use Policy. The student Chromebooks are the property of the school district and can be inspected at any time. The student should have NO expectation of privacy of materials stored on a Chromebook.

# Student 1-to-1 Acceptable Use Policy

Highlights of the 1-to-1 Chromebook Rollout for students in grades 9 ~ 12 at #TheHIVE

- 3.6. Students are responsible for downloading documents, material, applications, and application updates deemed necessary by the teacher, building staff, or the district. Students are responsible for maintaining all stored documents, worksheets, notes and other files on their Chromebooks (back-up with a thumb drive).
- 3.7. **District policy prohibits the use of electronic recording devices in a manner that compromises the privacy and interests of other individuals. District policy also prohibits harassment and bullying.** Use of the Chromebook's audio and video recording capabilities during instructional time is at the discretion of the teacher. Any electronic recording obtained with the Chromebook may not be shared, published, or rebroadcast for any reason without the permission of the building principal or superintendent. Audio and video recording in locker rooms and restrooms are strictly prohibited and unlawful. Such recordings may be deemed a violation of specific policies of harassment, bullying, hazing, or other applicable policies of Yellow Medicine East, ISD 2190.
- 3.9. **Students may connect to home wireless networks on their Chromebook.** The school's Acceptable Use Policy needs to be adhered to when using other wireless networks.

# Student 1-to-1 Acceptable Use Policy

Highlights of the 1-to-1 Chromebook Rollout for students in grades 9 ~ 12 at #TheHIVE

## 6. Insurance and Repair Costs

- 6.1. The Insurance Protection Plan will be provided for all students who take a device off of school premises. **Families may insure their student's Chromebook with the district under the optional annual plan of \$40 per each Chromebook. Families must complete the associated forms to obtain insurance. The district will offer a family cap of \$120 for those families with multiple students. A reduced rate equal to half (50%) of this amount is available for those families that qualified for reduced lunch status. One-fourth (25%) of the family cap will apply for families who qualify for free lunch status.** This payment covers the Chromebook, battery, cords, and power adapter. The case is not covered by this insurance and replacement would be the responsibility of the student/parent/guardians.
- 6.2. Insurance provides repair and replacement coverage for parts and labor on any failure of the Chromebook, battery and power adapter. Insurance also includes **coverage for up to two incidents** of accidental damage from handling of your Chromebook. There is no coverage for lost or stolen Chromebooks.

# Student 1-to-1 Acceptable Use Policy

Highlights of the 1-to-1 Chromebook Rollout for students in grades 9 ~ 12 at #TheHIVE

- 6.3. Families are responsible for any service fees and replacement costs not covered by the insurance.
- 6.4. **Families that choose not to enroll in the district insurance plan are responsible for all replacement costs outlined in section 6.6.**
- 6.5. If the Chromebook is damaged by an act of “purposely destroying/damaging school property” it must be reported to the district staff as soon as possible. The repair will be processed as quickly as possible, but no loaner will be provided. Student discipline will be administered to the student in accordance with existing school policies. All costs associated with repairing/replacing the damaged Chromebook will be the responsibility of the student and family. Insurance policies will not be in effect or pay for costs associated with intentional damage.

# Student 1-to-1 Acceptable Use Policy

The rollout will be during Back-to-School Night in the Auditorium with a presentation by Technology Department Staff and the High School Principal. Students will be grouped ~ Grades 9 ~ 10 then Grades 11 ~ 12

Parents will then do the necessary paperwork (Agreement, Free and Reduced Application) and payment.

The student will receive the device, charging cord, and carrying case to take home that evening.

Middle School 6 ~ 8 ~ Students will not be able to take home the Chromebook at the beginning of the school year. Students will pick up and drop off a device in their Advisory during the school day.

Parents will have to fill out the Student/Parent Agreement and pay the fee.

## Student/Parent Agreement

**I understand and agree to adhere to the YME School District #2190 Chromebook Acceptable Use Policy as outlined above.**

YES, I want the available insurance policy for the Chromebook at the rate stated in the agreement.

No, I choose not to pay the fee. I understand that I/we are responsible for all repairs and the device cannot leave the YME Middle/High School building.

Student Printed Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

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

**I acknowledge that I have received the following school items:**

Chromebook

Power Supply and Cord

Chromebook Case

Chromebook Barcode # \_\_\_\_\_

**I have wireless Internet access at home for the Chromebook.**

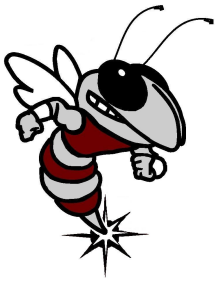
YES  NO

===== Office Use Only =====

\$40.00 insurance fee has been received (Date paid: \_\_\_\_\_ [ ] check # \_\_\_\_\_ [ ] cash )

Family/Guardians have chosen not to pay the fee and accept responsibility for all repairs. \_\_\_\_\_ (Staff initials)

Chromebook Issued on: \_\_\_\_\_



# 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

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## **Superintendent School Board Notes**

**May 13, 2019**

### **Auxiliary Gym Update:**

We have finished the borings for the area. The depth that were able to be reached varied widely from 2.5 - 22+ feet. The sample panels were delivered and can be viewed on the east side of the main gymnasium (AKA - the "new gym"). We had signed an agreement with Verizon to allow them to install and use a light pole in our parking lot. That construction process will begin this week and it will not interfere with our building project.

### **Finance Committee Meeting:**

We will conduct our May Finance Committee meeting tomorrow beginning at 5:30 pm. We will review our current budget (2018-19) and also review our upcoming budget (2019-20). Much of our funds are determined by our enrollment which has continued to decline like in year's past. It looks like we will have similar numbers (39-43 students) in kindergarten next year which warrants the use of 2 kindergarten teachers. I will recommend that we hold the line on 2 teachers until we know we will be over the 45 student threshold I have shared with Lisa. We will continue to watch it and make recommendations throughout the summer and early fall. It will be a full agenda. If we want to shift the start time to 5:00, please let me know. We will also discuss the necessity or not for a work session to provide further clarification for our budget revenues and expenditures. If we want to pursue a renewal of our budget, we would need to start doing groundwork and consultation within the next month.

### **Clarkfield Property:**

Some research was necessary to provide clarity and closure to one of our properties in Clarkfield. We will discuss the other property at the Finance Committee meeting tomorrow evening. The sale of the property crosses into the overview of both the Finance and Building & Grounds committee. I am looking for guidance on marketing and pricing the property.

### **Virtual Learning Days:**

We continue to work on this through our technology committee. [Here is a copy](#) of the virtual learning plan along with some Q/A provided by MDE. I would like our decision made in June to ensure we have all the parts in place.

### **Bully Report Form:**

We are working to consolidate and adapt a universal online bullying report form to report bullying. It will have the ability to be submitted anonymously and will be directed to the building principal of the victim and/or perpetrator. This will allow people report these issues in a timely manner and we will have a record of all reported incidents. This will also allow us to track locations of incidents.

### **Legislative Update:**

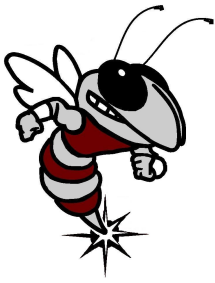
Not much headway has been made since last month with the Senate holding fast to 0.5 and 0.5 and the house sitting on 2 and 3. Obviously, the more we get the lets deep we have to cut or the less referendum we need to pursue. Or, the less further cuts we need to make. It will be a challenge either way.

### **Notice of Desire to Negotiate:**

Chairperson Sharon Rupp and I received a letter from Education Minnesota Yellow Medicine East of their notice to commence negotiations with ISD 2190. Our first meeting is slated for May 6 at 5:30. I would like a pre-meeting to begin at 5:15 before we meet. The first meeting usually covers the ground rules.

### **Student Handbooks:**

Our first reading and discussion of the student handbooks is tonight. If you have concerns, tonight is a great night to bring them up so we can gather further research for you to clarify or make changes. It will be an action item for June.



# 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

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## **Compressed Work Schedule**

Beginning June 3, our offices will begin using a compressed work schedule which amounts to 4 ten-hour days but continue to post our office hours as 8:00-4:00. Fridays our office will be closed to official business. If it is necessary for services during that time, please contact the office well in advance and we will try to make arrangements. This has been the practice in the past and is a great benefit for our office staff members.

## **Committee Meetings**

May 14, 2019, 3:15 pm - Technology Committee Meeting  
May 14, 2019, 5:30 pm - Finance Committee Meeting  
June 6, 2019, 5:15 pm - EMYME Negotiations



## Bert Raney Elementary Board Report

May 2019

Mrs. Hansen, Elementary Principal

### BRE - Current Enrollment

	8/17	8/18	9/18	10/18	11/18	12/18	1/19	2/19	3/19	4/19	5/19
<b>K</b>	47	39	40	40	40	39	39	39	39	39	39
<b>1st</b>	43	49	48	48	48	48	47	46	46	46	46
<b>2nd</b>	58	44	43	43	42	41	42	41	41	41	41
<b>3rd</b>	53	61	59	59	59	59	59	59	59	59	59
<b>4th</b>	67	54	53	53	53	53	53	53	53	53	53
<b>5th</b>	53	66	63	63	63	63	63	63	63	61	61
<b>Total</b>	321	313	306	306	305	303	303	301	301	299	299

### End of the School Year Information

State testing was completed in early May, with May 3rd being the deadline for math and reading testing and May 10th being the deadline for science testing (5th grade only). Official results will be coming in later August.

--

Kindergarten enrollment is currently at 43, however of those 43 students, 4 have variable situations that may change their enrollment status for fall.

--

Preschool registrations went out on April 10th (approximately) and to date, we have 24 signed up for Bumblebees, 13 signed up for Honey Bees and 8 are signed up for Busy Bees. We will be notifying parents later this week, which section their child will be assigned to and offer waiting lists for various options. We anticipate additional registrations to continue to come in through the summer. 15 preschool parents noted on their registration information they were interested in before and after school care for their child/children.

--

ECFE summer programming has been expanded for the summer of 2019. See the attached document for details.

--

45 BRE school patrol students will be attending the Minnesota Twins game on May 15th, vs the Los Angeles Angels. Students will be leaving BRE at 8:25AM and returning between 5:30-6:00PM. A special thank you to everyone who donated Minnesota Twins t-shirts to our school patrol students!

--

Trivia -- how many books do you think have been checked out from BRE so far this school year? \*\*

Grade level assignments for 2019-20 as of May 10, 2019 are:

**Kindergarten**

Mrs. Gort  
Mrs. Jans

**2nd Grade**

Mrs. Ims  
Mrs. Sannerud

**4th Grade**

Mrs. Jessen  
Mrs. Lightfoot  
Mrs. Tanner

**1st Grade**

Mrs. Blackwelder  
Mrs. Shackelford

**3rd Grade**

Mrs. Jensen  
Mrs. Runia

**5th Grade**

Mrs. Hoernemann  
Mrs. Paslawski

Mrs. Leiseth will serve as 1/2 time 5th grade and 1/2 reading specialist, Mrs. Clouse will be full time Title, and Mrs. Kvam will serve as part-time reading specialist and literacy coach. Mrs. Grey will be PreK-5 physical education and Mrs. Jahn will be PreK-5 music.

Special Education staff will include: Mel Schulte, Keisha Louwagie, Lyndsaе Dack, Dave Schueler, Jiana Roberts Dahl, Sadie Kluver, Danae Rupp, Leslie Refsland, June French, Jen Thull, Tammy Carruth and Amy Engesser. Special Education case workers will be assigned in late May with adjustments being made as necessary in August.

**Upcoming Events:**

- ECFE Parent Advisory Meeting - 5/13/19
- 2nd Grade Field Trip - Fagen Museum - 5/14/19
- Kdgn Field Trip - Willmar's Village Museum - 5/14/19
- School Patrol - MN Twins game - 5/15/19
- Science and Nature Conference - Marshall - 5/15/19
- Kiwanis Popcorn Stand Trip - PBIS/Sting Pride Incentive - 5/16/19
- 4th Grade Field Trip - Minnesota Science Museum/Omni Theatre - 5/20/19
- 1st Grade Field Trip - Rock Quarry/Ramsey Park - 5/22/19
- Fun Day - 5/24/19
- Rain Date - Fun Day - 5/28/19
- Possible BRE Trip - Montevideo - 5/29/19
- BRE Award's Day Program - 5/30/19
- Last Student Day - 5/30/19

**Summer Events:**

- Guided Reading Training - Benson, 6/13/19
- Guided Reading Training - Marshall, 6/17/19
- PBIS Training - Mankato, August 2019
- ECFE Summer Events, see listing

SMART Goal: The percentage of students in grades 1-5 at grade level on the Star Reading Assessment, will increase 5% from spring 2018 to spring 2019.

SMART Goal: 76% or more of students in grades 1-5 will be at or above grade level on the Star Math Assessment from spring 2018 to spring 2019.

Additional Goal: By May of 2019, Bert Raney Elementary staff will have access to resources and training relative to the needs of children in poverty, trauma and mental health, 3 or more times during the 2018-19 school year.

\*\*11,454



## YELLOW MEDICINE EAST SCHOOL DISTRICT EARLY CHILDHOOD FAMILY EDUCATION SUMMER OPPORTUNITIES

Early Childhood Family Education (ECFE) is a parenting education program for all Minnesota families with children between the ages of birth to kindergarten. ECFE is based on the idea that parents provide a child with their first, and most significant, learning environment, and parents are children's most impactful teachers.



### LIBRARY STORY HOUR & CRAFTS

Join ECFE and the Granite Falls Public Library for story time, activities, and crafts!

When: Tuesdays: June 11, 18, 25, July 9, 16, 23 & 30 - 10:00AM - 11:00AM

Where: Granite Falls Public Library

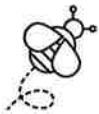
Cost: Free

Ages: 1 - 5 Years

No registration necessary.

This program is supported by Wee Read and Granite Falls Kiwanis.

Attend four story hours and earn a free popcorn at the popcorn stand.



### READ BY THE RIVER

ECFE staff will read books to children near the Minnesota River. Meet by the popcorn stand and grab a bag as we walk down to the river.

When: Thursday, June 27 - 10:00AM - 11:00AM

Where: Kiwanis Popcorn Stand

Cost: Free

Ages: 1 - 5 Years

No registration necessary.



### SPLASHING THROUGH SUMMER

When: Thursday, July 11 - 10:00AM - 11:00AM

Where: Bert Raney Elementary School Playground

Cost: Free

Ages: 1 - 5 Years

No registration necessary.



### MAKE WAVES

This is a fun-filled swimming class for parents and children and will include songs, water toys, and guided activities.

When: Thursdays: July 18, July 25, August 1 - 9:00-9:45AM

Where: Kilowatt Community Center

Cost: Free

Ages: 0 - 5 Years

Register by calling 320-564-4081 x114 or via email at [nkotek@isd2190.org](mailto:nkotek@isd2190.org) by Monday, July 15.

## SPECTACULAR SUMMER FUN

When: Wednesdays: June 12, 19, 26, July 10, 17, 24 – 10:00-11:30AM (details below)

Attend five Spectacular Summer Fun events and earn a Dairy Queen gift certificate.

Where: Bert Raney Elementary School

Cost: Free

Ages: 0 - 5 Years



### **JUNE 12: BUILD - A - BEAR**

Choose and make your own teddy bear to take home and participate in bear-related activities. No sewing skills are required.

Register by calling 320-564-4081 x114 or via email at [nkotek@isd2190.org](mailto:nkotek@isd2190.org) by Monday, June 3.



### **JUNE 19: MINI ARTISTS**

Join ECFE staff and artist Tammy Isfeld for a painting class.

Register by calling 320-564-4081 x114 or via email at [nkotek@isd2190.org](mailto:nkotek@isd2190.org) by Monday, June 10.



### **JUNE 26: STEM DAY**

The day will be filled with science, technology, engineering, and math (STEM) activities.

No registration necessary.



### **JULY 10: WHAT'S COOKIN'?**

Create and sample kid-friendly recipes.

Register by calling 320-564-4081 x114 or via email at [nkotek@isd2190.org](mailto:nkotek@isd2190.org) by Monday, July 3.



### **JULY 17: MUSIC MANIA**

Join Mrs. Beth Jahn, Bert Raney Elementary School Music Teacher, and ECFE staff for music and activities.

No registration necessary.



### **JULY 24: MOVIN' & GROOVIN' IN THE GYM**

Join Mrs. Mary Grey, Bert Raney Elementary School Physical Education Teacher, and ECFE staff for physical activity in the gymnasium.



# YME Middle/High School Board Report

## May 2018 2019

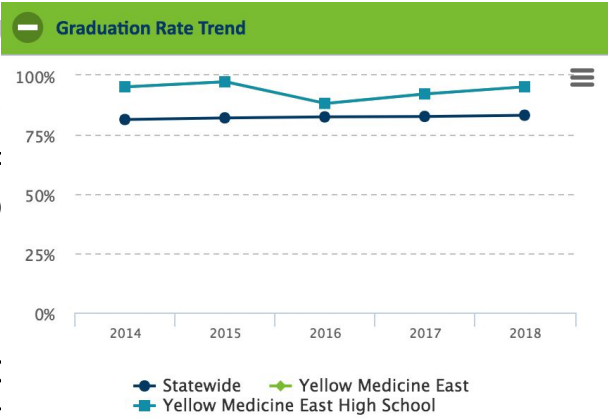
### Goals for the MS/HS for 2018/2019

- *SMART Goal: The percentage of students in grades 6-10 at grade level on the Star Reading assessment, will increase 5% from spring 2018 to spring 2019.*
- *SMART Goal: The percentage of students in grades 6-10 at grade level on the Star Math assessment, will increase 5% from spring 2018 to spring 2019.*

### Areas of Focus

- *Best Practice Instruction: Reading and writing strategies used across the curriculum/content area*
- *Safe Schools: Emergency Crisis Plan*
- *Mental Health: Working with students of trauma*
- *Staff will complete one curriculum map for one class by the end of the school year*

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 WKLV VSULQJ 2YHU WKH SDVW FRXSOH R+ZHHN  
 KDYH EHHQ LQ WKH FODVVURRPV ZDWFKLQJ WK  
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 DQG 5HDGLQJ LQ -XQH EXW WKH 0&\$ GDWD LV  
 HPEDUJRHG XQWLO \$XJXVW

Organization	Year	Graduated count	Graduated %
Statewide	2014	53,424	81.4%
	2015	54,143	82.1%
	2016	54,069	82.5%
	2017	54,843	82.7%
	2018	55,869	83.2%
Yellow Medicine East	2014	60	95.2%
	2015	72	97.3%
	2016	45	88.2%
	2017	47	92.2%
	2018	59	95.2%

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 DQG \$ZDUGV &HUHPRQ\ RQ 0D\ WK DW D P :H ZLOO EH UHFRJQLJLQJ WKH  
 JUDGXDWLQJ FODVV ZLWK +RQRU &RUGV DQG ZLOO XQYHLO WKH 9DOHGLFWRULDQ-DQG 6DC  
 ZHOOD DV WKH 3HUIHFW \$WWHQGDQFH DQG 0RVW 2XWVWDQGLQJ 6WXGHQW \$ZDUGV IRU VWX  
 JUDGHV , LQYLWH \RX WR DWWHQG WKLV ZRQGHU\XO HYHQW

\*UDGXDWLRQ &HUHPRQ\$OO %RDUG PHPEHUV DUH FRUGLDOO\ LQYLWHG WR DWWHQG WKH I  
WKHUH ZLOO EH FKDLUV RQ WKH IORRU IRU DOO RI \RX , ZLOO QHHG RU %RDUG PHPEHUV  
GLSORPDV RQ )ULGD\ OD\ VW GXULQJ WKH FRPPHQFHPHQW SURJUDP ZKLFK VWDUWV DV  
S P 3OHDVH EH DW WKH VFKRRO EHWZHHQ S P WR JHW D IORZHU EHIRUH WKH VWDUW  
WKH SURJUDP PHHW LQ WKH ROG KLJK VFKRRO RIILFH E\ WKH GLWWOH WKHDWHU

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\$GYLVRU\ ZLWK VRPH SK\VLFDQ DFWLYLW\ %HORZ LV WKH VFKHG\XOH RI HYHQWV IRU VWXGH  
SDUWLFLSDWHG LQ IRU JUDGHV a 6SRUWVPDQV\GLVPLVHG

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RXWOLQH KRZ WKLV \HDU LV JRLQJ WR FRQFOXGH , DP SURSRVLQJ WR WKH 6FKRRO %RDUG  
VHQLRUV DWWHQG VFKRRO RQ 7XHVGD\ :HGQHVGD\ DQG 7KXUVGD\ RI WKH ODVW ZHHN LQ 0  
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7XHVGD\ WKH\ ZLOO EH DWWHQGLQJ DOO FODVVHV DQG DOVR EH FOHDQLQJ RXW WKH  
ORUH GHWDLOV WR FRPH  
, ZLOO EH WHOOLQJ WKHP WKDW LI WKH\ DUH LQ JRRG DFDGHPLF DQG DWWHQGBQFH V  
SDUHQWV FDQ H\FXVH WKHP IRU WKH GD\ :HGQHVGD\  
7KXUVGD\ WKH\ ZLOO EH EDFN IRU JUDGXDWLRQ SUDFWLFH DQG DZDUGV GD\ 7KH\ ZLOO  
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RSSRUWXQLWLHV IRU VWXGHQWV LQ FXUUHQW JUDGHV a GXULQJ -XQH DQG -XØ\ 6WXGHQ  
JUDGHV a ZLOO ZRUN RQ FUHGLW UHFRYHU\ KHUH DW <0( 6WXGHQWV LQ JUDGHV a ZKR  
DVVLVWDQFH ZLOO EH ZRUNLQJ RQ 0DWK DQG 5HDGLQJ GXULQJ -XQH #5&: DQG WUBQVLWL  
67(0 \$FDGHP\ LQ -XØ\ 7KH -XQH DQG -XØ\ VHVVLQJ ZLOO EH DQ ,QWHJUDWLRQ FROØDERUD  
ZLWK &DQE\ /DNHYLHZ 5&: 01 :HVW DQG <0( )XQLQJ IRU WKHVH SURJUDPV FRPHV  
WKURXJK ,QWHJUDWLRQ DQG 7DUJHWHG 6HUFLFHV , KDYH DGGHG WKH GHVFULSWLRQV EH  
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DQG PDNLQJ WKLQJV EHWWHU 6R ZKDW GRHV LW WDNH WR EH DQ HQJLQHUU" ,I \RX OLNH PD  
VFLHQFH \RX DUH RII WR D JUHDW VWDUW ,I \RX HQMR\ GLVFRYHULQJ QHZ WKLQJV VROYLQJ  
DQG OHDUQLQJ KRZ WKLQJV ZRUN HYHQ EHWWHU &UHDWLYLW\ SHUPLVWHQFH DQG WKH  
WKH ZRUOG D EHWWHU SODFH DUH DOVR LPSRUWDQW TXDOLWLHV 2XU VXPPHU SURJUDP Z  
VWDUW WR \RXU FDUHHU LQ VFLHQFH DQG HQJLQHULQJ

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

**RESOLUTION PLACING EMILY ENGER ON UNREQUESTED LEAVE OF ABSENCE**

WHEREAS, the School Board of Independent School District No. 2190 adopted a resolution proposing the placement of Emily Enger on unrequested leave of absence on March 25, 2019, on the grounds of declining enrollment and financial reductions; and

WHEREAS, said written notice of the proposed placement on unrequested leave was received by Emily Enger, by personal service, on March 26, 2019 and

WHEREAS, said written notice of the proposed placement on unrequested leave contained a statement setting forth the reasons for the proposed placement as well as a statement that she was entitled to a hearing before the School Board provided she make a request in writing within fourteen days of receipt of said notice and that if no hearing was requested within said fourteen day period it constituted acquiescence by Emily Enger to the School Board's proposed action, and

WHEREAS, written request was received by the School Board or Superintendent of Schools from Emily Enger for a hearing on April 5, 2019, and

WHEREAS, the request for a hearing was rescinded by Emily Enger on May 2, 2019 and constitutes acquiescence by Emily Enger to her placement on unrequested leave.

BE IT HEREBY RESOLVED, by the School Board of Independent School District No. 2190 that Emily Enger be and hereby is placed on unrequested leave of absence as a teacher of Independent School District No. 2190 on the grounds of declining enrollment and financial reductions effective at the end of the 2018-2019 school year on June 30, 2019 pursuant to Minnesota Statutes, Section 122A.40, Subdivision 11 and Article X, section 3 of the current Master Agreement between the School District and the exclusive representative, without pay or fringe benefits.

BE IT FURTHER RESOLVED that said placement on unrequested leave of absence is not the result of the implementation of an education district agreement.

BE IT FURTHER RESOLVED, that a notice of placement on unrequested leave, together with a copy of this resolution be forwarded to said teacher personally and that an affidavit of same be placed in her file, together with a copy of the notice and resolution.

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.

-May 13, 2019

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 9.2  
**MEETING DATE:** May 13, 2019  
**SUBJECT:** Class of 2019 Request to be Exempt from Attendance

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

### BACKGROUND/RATIONALE:

Later in the agenda, I am asking for you to make changes to our calendar for the staff, including passing a resolution. We will stay the course of allowing administration to use their discretion to excuse seniors from classes on May 29 (at the approval of the parents). Seniors that are not in good standing (based upon attendance and grades), will be required to be in attendance.

**PRESENTER(S):**  
None

**COMMITTEE:**  
Full Board of Education

**SUPERINTENDENT RECOMMENDATION:**  
I recommend the your direct the administration to utilize their discretion in the senior's attendance.

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 10.1  
**MEETING DATE:** May 13, 2019  
**SUBJECT:** Personnel Items

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

### BACKGROUND/RATIONALE:

- 10.1.1.1. Jennifer Luepke, BRE Paraprofessional has submitted a letter of resignation. Jennifer accepted a position outside of education and last worked on May 1.
- 10.1.1.2. Jeff Iverson, Vocal Music Instructor has submitted a letter of resignation. Jeff is accepting a similar position with Glencoe Silver Lake Schools.
- 10.1.1.3. Darlys Listul, Business and Technology Instructor has submitted a letter of retirement. Darlys began her career at Clarkfield in 1988 and transitioned with the closure of that school. I recommend doing a resolution to recognize her for her 31 years of dedicated service to our schools.
- 10.1.2.1. Scott Jans performed some duties with our track program and shared those duties with another coach. I recommend that you officially recognize him as a half-time assistant track coach. Being the former head coach, his qualifications seem apparent.
- Ashly Cole was offered the position of Preschool Teacher at BRE. Ashly is currently our 5th grade teacher and is certified in early childhood education which is required for this position.
- 10.1.3. Denise Streich would like to reduce her hours during the summer to 4 8-hour days (32 hours per week), not working on 13 Fridays during the summer. Not only will this benefit her, this will also benefit our district financially (approximately \$3,000). I recommend that we do not reduce her benefits accordingly. I do not see this negatively impacting our district office.

**PRESENTER(S):**  
None

**COMMITTEE:**  
Full Board of Education

**SUPERINTENDENT RECOMMENDATION:**  
I recommend approval of all personnel changes.

Jennifer Luepke  
740 8<sup>th</sup> St  
Granite Falls, MN 56241  
320-262-0023  
[jenniferluepke@isd2190.org](mailto:jenniferluepke@isd2190.org)

April 18, 2017

Lisa Hanson  
Yellow Medicine East  
450 9th Ave  
(320) 564-4081

Dear Lisa,

Please accept this letter as formal notification that I will be leaving my position as a Paraprofessional with YME to accept another opportunity.

Sincerely,

Jennifer Luepke

April 29, 2019

Sharon Rupp, School Board Chair  
Yellow Medicine East Schools ISD 2190  
450 9th Ave  
Granite Falls, MN 56241

Dear Ms. Rupp,

Please consider this letter as my resignation from my position as vocal music teacher at Yellow Medicine East Schools effective at the end of the 2018-2019 school year. I would like to thank the district for your employment, especially since this was my first teaching job straight out of college. I have learned a lot at YME, and I am appreciative of this opportunity.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Iverson". The signature is fluid and cursive, with a long horizontal flourish at the end.

Jeffrey Iverson

CC: Rich Schneider, Superintendent  
Ryan Luft, Principal  
Andrew Holt, YME-Education Minnesota President

- Received May 1 - 2019 -

P. O. Box 75  
Granite Falls, MN 56241  
April 30, 2019

Sharon Rupp, Board Member  
Board of Education  
Independent School District No. 2190  
450 9<sup>th</sup> Ave.  
Granite Falls, MN 56241

Dear Mrs. Rupp:

Due to the circumstances which have resulted in a reduction of my position, this is my notice to the board that contingent upon receiving the deferred compensation in Article XI of the Master Agreement I am retiring effective June 7, 2019.

I had intended to teach another year or two. I stand firm in my opinion that the students of YME would be best served by maintaining their technology skills classes. Surrounding schools that have gone 1:1 with devices still have their technology classes. Therefore, with deep sadness, I will retire at the end of the current school year.

I will also be completing the yearbook which requires work over the summer. Please send me information regarding the insurance in Article XI of the Master Agreement.

Sincerely,



Darlys Listul

cc: ~~Rich~~ Schneider, Superintendent  
Tammy Barnes, Education Minnesota Field Staff  
Andy Holt, Local President

Denise Streich  
2630 480<sup>th</sup> Street  
Hazel Run, MN 56241

April 15, 2018

Rich Schneider, Superintendent  
450 9<sup>th</sup> Avenue  
Granite Falls, MN 56241

Mr. Schneider,

I am offering to take a voluntary reduction in days for the months of June, July and August 2019.

I would work 4-8 hour days per week and would not work on the following 13 Fridays:

June 7, 14, 21, 28      July 5, 12, 19, 26      August 2, 9, 16, 23, 30

This would be a savings to the district of approximately \$3,000.

I am willing to do this as long as my benefits are not affected.

Thank you for your consideration.

Sincerely,



Denise Streich

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 10.2  
**MEETING DATE:** May 13, 2019  
**SUBJECT:** Approve Health Insurance Rates for 2019-2020

**BOARD ACTION:**  
Required   
Information  
Scheduled Report

### BACKGROUND/RATIONALE:

We conducted bids for health insurance. Tara Miller analyzed and compared the bids (PEIP, Blue Cross/Blue Shield Independent, and SWWC Blue Cross Blue Shield) and provided information to our insurance committee. The committee compared them and chose to continue to with the SWWC Blue Cross Blue Shield. The rate hike is about 18.5%, but could have seen a 26.5% increase. We made some changes to our prescription network to lower our rates from 26.5%. The rationale is also attached.

**PRESENTER(S):**  
None

**COMMITTEE:**  
Full Board of Education

**SUPERINTENDENT RECOMMENDATION:**  
I recommend approval of the Health Insurance Rates for 2019-2020.

TO: YME Insurance Committee  
FROM: Tara Miller  
RE: Written rationale for health insurance selection  
DATE: 04-15-19

After opening the health insurance bids on March 25<sup>th</sup> in the presence of LeeAnn Boushek, Rich Schneider, Andy Holt, Kaia Bergeson, Tara Miller and Deb Beckler we reviewed the bids.

We received three bids: SW/WC Service Cooperative, Blue Cross Blue Shield of Minnesota, and PEIP. We briefly compared the bids for rates, benefit levels, networks, pharmacy, and wellness benefits and agreed to let the business office further analyze the bids.

The Blue Cross and PEIP bid did not offer similar plans. PEIP plans are structured differently in comparison to the current plans. With PEIP you need to select a primary clinic in which Granite Falls Health is in a level 2/3 benefit schedule, a lower benefit level. With PEIP, you need referrals to in-network specialist and no coverage is offered if you go outside of the network, unless it's an emergency. The SW/WC Service Cooperative bid came in with an 18.5% increase. The premiums from PEIP were less than the SW/WC Service Cooperative bid but not comparable in benefit level.

In looking into the SW/WC Service Cooperative bid, it was determined that based on usage we deserved a 26.5% increase but with the benefits of pooling we were given an 18.5% instead. In inquiring on ways we could reduce such increase a few options were discussed. They requested us with a significantly lower rate if we switched to the High Value Network. This network did not allow access to our local clinic so it was not a viable option. They also gave us a quote tweaking our prescription coverage. The cost of the majority of scripts in ClassicRx and KeyRx will cost the patron less but six prescriptions that are currently being filled will be disrupted. They will receive a timely notification from BC and will have access to a drug in the same therapeutic class. Changing to this network will take Target/CVS out of our pick up places but that did not affect us with the closest Target being in Willmar and there being other local options. Making the prescription changes lowers our renewal to 16%. The wellness incentive program, along with the service and support that we receive from the Service Cooperative is very valuable. They negotiated a provider discount averaging 35%. With all the ACA and HITA compliance requirements, it is important to have the resources available that we currently receive from them. Over the past 6 renewals our average increase has been .7%.

On April 15<sup>th</sup> we met with our insurance committee. In attendance was Rich Schneider, Cindy Loe, Tara Miller, Deb Beckler, Ryan Luft, Andy Holt, and Kaia Bergeson. A motion was made by Deb Beckler and second by Kaia Bergeson to accept the 16 % increase bid from the SW/WC Service Cooperative along with renew all other insurance plans with no change. We will remain on our Blue Cross Blue Shield of MN health insurance plans. Following board approval, the new rates and open enrollment information will be shared with all staff and retirees.

Please have the board approve the following insurance rates. Our health insurance increased but all other rates remained the same.

**2019-2020 Insurance Rates**

<b>HEALTH Coverage</b>	<b>2000 Ded.</b>	<b>3375 HSA</b>	<b>6350 HSA</b>
<b>SINGLE</b>	583.00	558.50	434.50
<b>FAMILY</b>	1658.00	1587.50	1230.00

**DENTAL Coverage**

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

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

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

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

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 10.3  
**MEETING DATE:** May 13, 2019  
**SUBJECT:** Calendar Resolution & Changes

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

### BACKGROUND/RATIONALE:

Due to the April 11 and 12 closing of schools, we need additional contact time and would like to ask you to approve a resolution to count the following days in the calculation of the average daily membership - January 28-30, 2019.

There have been 9 snow days accessed this year and several early outs and late starts. The teacher agreement excuses teachers from making up the first snow day of each year. This does not relieve the district of the responsibility of 1020 hours (grade 7-12), 935 hours (grade 1-6), 850 hours (kindergarten) and 165 student contact days. Our original calendar had 171 student contact days and 184 staff days. We have made up three days (March 25, April 18, and April 22) and added minutes to our calendar to meet the minimum hours. I propose that we add five days to the teacher's contract to be used in the following manners:

1. June 3 & 4 - technology training
2. June 5:
  - All staff Top 20 (4 hours)
  - MS/HS building level technology training and preparation for virtual learning (4 hours)
  - BRE classroom moves (4 hours)
3. June 6:
  - 4 hours of dyslexia training for each building level
  - 4 hours of building level virtual learning work

Teachers have already made up one virtual learning day and one day used for PLC work that had been affected by the snow days. I recommend that staff be allowed to make up one day arranged with and approved by their building principal.

Paraprofessionals would be invited to the technology training on June 3 & 4, Top 20 training on June 5 (4 hours), and dyslexia training on June 6 (4 hours at the building level).

Food service workers will help prepare a grab and go breakfast and lunch for June 3, 4, and 5 at the district's expense.

**PRESENTER(S):**  
None

**COMMITTEE:**  
Full Board of Education

**SUPERINTENDENT RECOMMENDATION:**  
I recommend approval of the calendar changes (1 resolution and 1 calendar change approval).

The following resolution was moved by Jeremy Corner and seconded by Amanda Lecy:

RESOLUTION FOR SCHOOL CALENDAR ADJUSTMENT FOR THE 2018-2019 SCHOOL YEAR

WHEREAS, the Independent School District No. 2190 (School District) canceled instructional days on January 28,29, & 30 during the 2018-2019 school year due to health and safety concerns; and

WHEREAS, the Minnesota Legislature enacted Laws of Minnesota 2019, Chapter 5—Senate File 1743, which permits Minnesota school districts and charter schools to count these dates as instructional days for purposes of calculating the number of hours and days in the school year pursuant to Minnesota law and the calculation of average daily membership pursuant to Minnesota law for students enrolled both before and after those school closure dates; and

WHEREAS, the School District wishes to count the dates identified above for the purposes set forth in Laws of Minnesota 2018, Chapter 5—Senate File 1743;

NOW THEREFORE BE IT RESOLVED by the School Board of Independent School District No.2190, State of Minnesota, as follows:

Pursuant to Laws of Minnesota 2019, Chapter 5—Senate File 1743, the canceled instructional days of January 28,29, & 30 will be counted in the calculation of the number of hours and days in the school year and the calculation of the average daily membership for the 2018-2019 school year; and

The School District will comply with all other requirements set forth in Laws of Minnesota 2019, Chapter 5—Senate File 1743.

The vote on adoption of the Resolution was as follows:

Aye: Susan Bones, Jeremy Corner, Jeremy LeBlanc, Amanda Lecy, Sonja Pederson, Sharon Rupp, Ron Winter

Nay: None

Absent: None

Whereupon, the Resolution was declared duly adopted.

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 10.4  
**MEETING DATE:** May 13, 2019  
**SUBJECT:** Agreement with Hildi, Inc. for Actuarial Study

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

### BACKGROUND/RATIONALE:

Every 2 years, we are required to have conducted an actuarial study to analyze the fitness of our other post-employment benefits (OPEB) fund. Due to sunseting certain benefits, this is decreasing every time we complete the study. LeeAnn Boushek will be present to provide further details and explanation.

### PRESENTER(S):

None

### COMMITTEE:

Full Board of Education

### SUPERINTENDENT RECOMMENDATION:

I recommend approval of the use of Hildi Inc. for our Actuarial Study.

## AGREEMENT FOR CONSULTING SERVICES

This Agreement for Consulting Services ("Agreement") is entered into and dated April 12, 2019 by and between Hildi Inc. with offices located at 14852 Scenic Heights Road, Suite 205, Minneapolis, MN 55344 (hereinafter referred to as the "Consultant") and Yellow Medicine East Schools with offices located at 450 9th Avenue, Granite Falls, MN 56241 (hereinafter referred to as the "Company"). Company and Consultant are jointly referred to as the "parties."

IN CONSIDERATION OF THE MUTUAL PROMISES CONTAINED HEREIN, AND FOR OTHER GOOD AND VALUABLE CONSIDERATION, THE SUFFICIENCY OF WHICH IS HEREBY ACCEPTED, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. Description of Services. Consultant will perform certain services for Company upon terms and conditions specified herein and as such services are more particularly described in Exhibit(s), which are attached hereto and incorporated by this reference.
2. Prices and Payment. Company agrees to pay Consultant the fees set forth in the applicable Exhibit(s). Consultant anticipates invoicing the Company monthly for services provided. Payment will be due in full within fifteen (15) days of receipt of Consultant's invoice. Company agrees to pay interest on all overdue amounts at a rate of twelve percent (12%) per annum or the rate allowed by law, which ever is less, plus costs of collection, court costs, and reasonable attorney fees on all such amounts.
3. Travel Expenses. Company agrees to reimburse Consultant for its reasonable and necessary out-of-pocket lodging, transportation, and food incurred at the Company's request. Consultant agrees to provide reasonable expense documentation. Whenever possible, Consultant agrees to take advantage of travel discounts. All air travel by Consultant shall be on major national or regional airlines, and Consultant and its representatives may keep their frequent flier miles earned for their personal usage.
4. Ownership of Work Product. Ownership of, and all rights in, the work product which is the subject matter of this Agreement (the "Work"), including trademarks, patents and copyrights applicable to same, shall belong exclusively to Company. The parties expressly agree to consider as a "work made for hire" any Work ordered or commissioned by the Company which qualifies as such under the United States copyright laws. To the extent that the Work cannot be a "work made for hire" or where necessary for any other reason, Consultant will provide Company with all such assignments of rights, covenants and other assistance which may be required for Company, through trademark, patent or copyright applications or otherwise, to obtain the full benefit of the rights provided for herein. If the Work contains materials previously developed or copyrighted by Consultant or others, Consultant grants and agrees to grant to Company, or

obtain for Company, an unrestricted, royalty-free license to use and copy such materials. Any license so granted or obtained shall include the right for Company to grant an unrestricted, royalty-free license to any affiliate of Company. Consultant is allowed to retain one copy of the Work for archival purposes. Consultant shall place a copyright notice on the Work at Company's request. The Work shall be considered "Information" under the Section entitled "Nondisclosure."

5. Nondisclosure. Any technical or business information, including, but not limited to, computer programs, files, specifications, drawings, sketches, models, samples, tools, cost data, customer information, financial data, business or marketing plans or other data, whether oral, written or otherwise ("Information"), furnished or disclosed to Consultant hereunder or in contemplation hereof, shall remain Company's property. No license, express or implied, under any trademark, patent or copyright is granted by Company to Consultant by virtue of such disclosure. All such information in written, graphic or other tangible form shall be returned to the Company immediately upon request and copies shall be returned to the Company or, at Company's option, certified by Consultant as having been located and destroyed. Consultant shall be allowed to retain one copy of the Information for archival purposes. Unless such Information was previously known to Consultant free of any obligation to keep it confidential, is lawfully obtained by Consultant from any source other than Company or has been or is subsequently made public by Company or a nonparty to this Agreement, is approved for release by written authorization of the Company, or is required by law to be disclosed in response to a valid order of a court of competent jurisdiction or authorized governmental agency, provided the Company receives adequate notice to allow it to request a protective order and the Consultant reasonably cooperates with the Company's efforts to receive a protective order, it shall be kept confidential by Consultant for the benefit of Company, shall be used only in performing under this Agreement and shall not be used for other purposes except upon such terms as may be agreed upon by Company in writing. Consultant shall take reasonable steps to protect such Information to a similar extent that Consultant protects its own Information.
6. Liability. Consultant shall indemnify Company and its affiliates against, and shall hold Company and its affiliates harmless from, any loss, damage, expense or liability that may in any way arise out of or result from the performance of Consultant hereunder and caused by or resulting from the gross negligence or intentional misconduct of Consultant, including but not limited to any knowing infringement, or claim of infringement, of any patent, trademark, copyright, trade secret or other proprietary right of a third party or of Consultant or anyone claiming through Consultant who may be eligible to terminate any assignment or transfer made hereunder pursuant to the terms of the copyright laws up to the amount paid by the Company to the Consultant under a given applicable Exhibit(s). Consultant shall defend or settle, at its own expense, any action or suit against Company or its affiliates for which it is responsible hereunder. Company shall notify Consultant of any such claim, action or suit and shall

reasonably cooperate with the Consultant (at Consultant's expense) to facilitate the defense of any such claim.

7. Limitation. In no event shall company or consultant be liable, one to the other, for indirect, special, incidental, or consequential damages arising out of or in connection with the furnishing, performance or use of any products or services provided pursuant to this agreement.
8. Limited Warranties. Consultant warrants and represents that it has full authority to enter into this Agreement and to consummate the transactions contemplated hereby and that this Agreement is not in conflict with any other agreement to which Consultant is a party or by which it may be bound.

Consultant warrants and represents that Consultant has the proper skill, training and background so as to be able to perform in a competent and professional manner and that all work will be performed in accordance with professional standards in the industry and/or field.

9. Headings. Section headings used in this Agreement are for convenience only, have no legal significance, and in no way change the construction or meaning of the terms hereof.
10. Insurance. Upon request by Company, Consultant shall provide to Company, copies of certificates of insurance evidencing the workers compensation, general liability and automobile insurance coverage that Consultant has in effect and Consultant shall maintain such insurance in effect through the duration of the Agreement.
11. Amendment and Waiver. No provision of this Agreement may be modified, waived, terminated or amended except by a written instrument executed by the parties. No waiver of a material breach of any provision of this Agreement shall constitute a waiver of any subsequent breach of the same or other provisions hereof.
12. Relationship. The Consultant shall be and act as an independent contractor hereunder, and neither Consultant nor any employee, agent, associate, representative or subcontractor shall be deemed to be employees of the Company for any purpose whatsoever.
13. Force Majeure. Neither party will be liable for any failure or delay in performance due to any cause beyond its reasonable control, including, but not limited to acts of nature, strikes, fire, flood, explosion, riots, or wars, provided that personnel changes, including unanticipated employee departures, shall not be considered to be an event or condition of force majeure.

14. Notices. All notices and other communications required or permitted under this Agreement shall be in writing, and hand delivered or sent by registered or certified mail, return-receipt requested, postage prepaid, or by overnight delivery service and shall be effective upon receipt at the following addresses or as either party shall have notified the other party:

If to Company: Ms. LeeAnn Boushek  
Finance Officer  
Yellow Medicine East Schools  
450 9th Avenue  
Granite Falls, MN 56241

If to Consultant: Hildi Inc.  
14852 Scenic Heights Road  
Suite 205  
Minneapolis, MN 55344  
Attn: Jill Urdahl, FSA  
President/Consulting Actuary

15. Assignment. Consultant shall not assign this Agreement or delegate the services to be performed hereunder, in whole or in part, or any of its rights, interest, or obligations hereunder without Company's express written consent.
16. Law Government. This Agreement shall be governed by the laws of the State of Minnesota, without regard to or application of conflicts of law rules or principles.
17. Taxes. Consultant shall assume full responsibility for the payment of all taxes imposed by any federal, state, local taxes or foreign taxing authority and all contributions imposed or required under unemployment insurance, social security and income tax laws, with respect to performance of services for Company hereunder.
18. Termination. Any Exhibit(s) to this Agreement may be terminated by either party upon thirty (30) days written notice to the other party. This Agreement may be terminated by either party upon ninety (90) days written notice to the other party. Company agrees to pay for all services provided by Consultant and related travel expenses incurred by Consultant through the date of termination of the Exhibit(s) and/or the Agreement as applicable.
19. Entire Agreement. This constitutes the entire agreement between the parties regarding the subject matter hereof. This Agreement shall be binding on the affiliates, administrators, executors, heirs, successors in interest, or assigns of Consultant.

IN WITNESS WHEREOF, authorized representatives of the Company and the Consultant have executed this Agreement in duplicate.

**Company: Yellow Medicine East Schools      Consultant: Hildi Inc.**

By: \_\_\_\_\_  
(Authorized Signature)

By: \_\_\_\_\_  
(Authorized Signature)

Name: \_\_\_\_\_  
(Print or Type)

Name: Jill Urdahl

Title: \_\_\_\_\_  
(Print or Type)

Title: President

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

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

(Please Note: A signature is required on both page 5 and Exhibit 1. Thank you.)

**Exhibit 1 to  
AGREEMENT FOR CONSULTING SERVICES  
Consultant and Rate Schedule**

<b>Consultant Representative's Name</b>	<b>Title</b>	<b>Effective Start Date</b>	<b>Expected End Date</b>
Hildi Inc. Actuaries and Consultants	Consulting Actuaries	July 1, 2019	June 30, 2021
<b>Base Fees</b>			
The approximate budget for Hildi Inc. consulting services is as follows:			
	<b>2019-2020 Fiscal Year</b>	<b>2020-2021 Fiscal Year</b>	
GASB 75	\$5,600	July 1, 2019 actuarial valuation to be used as base results. GASB 75 disclosures to be developed for the year ending June 30, 2021. Approximately \$500 - \$800	
<p>These Base Actuarial Fees include the following:</p> <ul style="list-style-type: none"> <li>• An Actuarial Report including all information required by the GASB Statements. Hildi Inc. will provide an electronic copy and three hard copies.</li> <li>• A results meeting by conference call to discuss the results.</li> <li>• Teleconferencing with the actuaries on pending or anticipated issues which may affect the actuarial valuation/report. If any work is needed based on one of the outcomes of a teleconference, a fee will be agreed upon before any work is initiated.</li> <li>• Periodic memos and telephone calls to provide updates on developments that may affect future actuarial reports.</li> </ul>			
<p>All quotes assume the plan provisions and assumptions remain unchanged from the last actuarial valuation or year-end disclosure. Additional charges may occur if there is out of scope work due to an OPEB Trust, changes in funding or investment policy for the OPEBs, changes in plan provisions or assumptions, or changes in the GASB disclosure requirements.</p>			

**SERVICES OR REQUIREMENTS:**

The Agreement for Consulting Services is dated April 12, 2019.

**Company: Yellow Medicine East Schools    Consultant: Hildi Inc.**

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

(Please Note: A signature is required on both page 5 and Exhibit 1. Thank you.)

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 10.5  
**MEETING DATE:** May 13, 2019  
**SUBJECT:** June 5, 2017 board meeting minutes change

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

### BACKGROUND/RATIONALE:

On the June 5, 2017 board meeting minutes, our records show a motion was made to transfer a property from YME to the city of Clarkfield. Clarkfield then transferred the property to Cardinal Kids for a daycare. The motion should have included the property identified as 32-413-0210, not 32-413-0201 according to the Quit Claim Deed. I recommend making those changes.

**PRESENTER(S):**  
None

**COMMITTEE:**  
Full Board of Education

**SUPERINTENDENT RECOMMENDATION:**  
I recommend making this change.

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 10.6  
**MEETING DATE:** May 13, 2019  
**SUBJECT:** Transfer Land to City of Clarkfield

**BOARD ACTION:**  
Required   
Information  
Scheduled Report

### BACKGROUND/RATIONALE:

There being some confusion as mentioned earlier, we now need to officially recognize and authorize the transfer of 32-413-0210 to the city of Clarkfield through a Quit Claim deed.

**PRESENTER(S):**  
None

**COMMITTEE:**  
Full Board of Education

**SUPERINTENDENT RECOMMENDATION:**  
I recommend approving this transfer.

(Top 3 inches reserved for recording data)

**QUIT CLAIM DEED  
Business Entity to Business Entity**

**Minnesota Uniform Conveyancing Blanks  
Form 10.3.5 (2013)**

eCRV number: \_\_\_\_\_

DEED TAX DUE: \$ 1.65

DATE: May 13, 2019  
(month/day/year)

FOR VALUABLE CONSIDERATION, Independent School District No. 2190, aka Yellow Medicine East School District, fka  
(insert name of Grantor)

Independent School District No. 892, fka Independent School District No. 43

a public school corporation under the laws of Minnesota ("Grantor"),  
hereby conveys and quitclaims to City of Clarkfield, Minnesota

(insert name of Grantee)

a municipal corporation under the laws of Minnesota ("Grantee"),  
real property in Yellow Medicine County, Minnesota, legally described as follows:

Lot 10, Block 2, Monson's 4th Addition, Yellow Medicine County, Minnesota.

The property is being conveyed where-is, as-is, and with all faults.

Consideration for this transaction was less than \$500.

Check here if all or part of the described real property is Registered (Torrens)

together with all hereditaments and appurtenances belonging thereto.

Check applicable box:

- The Seller certifies that the Seller does not know of any wells on the described real property.
- A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number: \_\_\_\_\_.)
- I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Grantor

Independent School District No. 2190  
(name of Grantor)

By: \_\_\_\_\_  
(signature)

Its: \_\_\_\_\_  
(type of authority)

By: \_\_\_\_\_  
(signature)

Its: \_\_\_\_\_  
(type of authority)

State of Minnesota, County of Yellow Medicine

This instrument was acknowledged before me on \_\_\_\_\_, by \_\_\_\_\_  
*(month/day/year)* *(name of authorized signer)*

\_\_\_\_\_ as \_\_\_\_\_  
*(type of authority)*

and by \_\_\_\_\_  
*(name of authorized signer)*

as \_\_\_\_\_ of Independent School District No. 2190  
*(type of authority)* *(name of Grantor)*

(Stamp)

\_\_\_\_\_  
*(signature of notarial officer)*

Title (and Rank): \_\_\_\_\_

My commission expires: \_\_\_\_\_  
*(month/day/year)*

THIS INSTRUMENT WAS DRAFTED BY:  
*(insert name and address)*

Rupp Anderson Squires & Waldspurger  
333 South Seventh Street  
Suite 2800  
Minneapolis, MN 55402

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS  
INSTRUMENT SHOULD BE SENT TO:  
*(insert legal name and residential or business address of Grantee)*

City of Clarkfield  
812 10th Ave Ste 1  
Clarkfield, MN 56223

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 10.7  
**MEETING DATE:** May 13, 2019  
**SUBJECT:** Approval to provide payroll and accounting services to MVCC

**BOARD ACTION:**  
Required   
Information  
Scheduled Report

### BACKGROUND/RATIONALE:

YME provides payroll and accounting services to MVCC. This cost is then passed on to the MVCC member schools (including YME). This is an annual process and helps us offset the expense of our district's payroll and accounting services.

**PRESENTER(S):**  
None

**COMMITTEE:**  
Full Board of Education

**SUPERINTENDENT RECOMMENDATION:**  
I recommend approving these services.

**2019-2020  
CONTRACT FOR PURCHASE OF  
ACCOUNTING AND PAYROLL SERVICES**

THIS CONTRACT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2019, between the Minnesota Valley Cooperative Center, District #978, and the Yellow Medicine East Schools, District #2190, located at Granite Falls, Minnesota:

WITNESSETH:

That for a good and valuable consideration of the premises, mutual terms, covenants, provisions and conditions hereinafter set forth, it is agreed by and between the parties as follows:

- 1) The Yellow Medicine East Public Schools (District #2190) shall provide, to the Minnesota Valley Cooperative Center (District #978) expertise and technical assistance to perform the required payroll and accounting functions of the Minnesota Valley Cooperative Center. Such assistance shall be in the form of personnel services of the accountant and finance officer as well as the use of the district hardware to perform the needed accounting and payroll functions.
- 2) That the Minnesota Valley Cooperative Center (District #978) furnish all necessary forms, checks and other such materials which may be required. In addition, the Minnesota Valley Cooperative Center shall be responsible for state required audits and the cost of such audits, except that the accountant and/or finance officer shall assist the auditors in securing and compiling such data as shall be required by the auditors to perform their work.

For these services the Minnesota Valley Cooperative Center (District #978) shall pay the Yellow Medicine East School District (District #2190) a sum of \$30,000 for the 2019-2020 school year. Payment may be made in any way except that all payments due to the Yellow Medicine East School (District #2190), shall be paid prior to June 30, 2020.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day, month, and year indicated.

**SCHOOL DISTRICT #978  
MINNESOTA VALLEY COOPERATIVE CENTER  
Granite Falls, MN 56241**

**SCHOOL DISTRICT #2190  
YELLOW MEDICINE EAST SCHOOLS  
Granite Falls, MN 56241**

By Sharon Rupp  
Chairperson

By \_\_\_\_\_  
Chairperson

By Amanda Cleary  
Clerk

By \_\_\_\_\_  
Clerk

April 8, 2019  
Date

May 13-2019  
Date

2020-2021

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 10.8  
**MEETING DATE:** May 13, 2019  
**SUBJECT:** Approval to purchase special education services from MVCC

**BOARD ACTION:**  
Required   
Information  
Scheduled Report

### BACKGROUND/RATIONALE:

YME receives special education services through a cooperative - Minnesota Valley Cooperative Center. By being a member of this coop, we can share the cost of a director and assistant. Cindy Loe and Katie Roiger provide great service and I believe that we benefit (students and school) from their presence in our building. I believe this is a great relationship.

**PRESENTER(S):**  
None

**COMMITTEE:**  
Full Board of Education

**SUPERINTENDENT RECOMMENDATION:**  
I recommend approving the ongoing purchase of these services.

**CONTRACT FOR SCHOOL DISTRICT USE IN CONTRACTING WITH THE  
MINNESOTA VALLEY COOPERATIVE CENTER FOR THE PURCHASE OF  
SERVICES**

**THIS CONTRACT, entered into this 15th day of August, 2019, by and between School District #2190, Yellow Medicine East, Granite Falls, Minnesota, (hereinafter referred to as the SCHOOL DISTRICT) and Minnesota Valley Cooperative Center, 450 9<sup>th</sup> Avenue, Granite Falls, Minnesota, 56241 (hereinafter referred to as the MVCC) witnesses that:**

**WHEREAS, the Board of Education of Yellow Medicine East, District #2190 is concerned with providing Special Education for youth and adults, and**

**WHEREAS, cooperation with neighboring districts will result in the greatest efficiency in providing a variety of Special Education programs,**

**THEREFORE, BE IT RESOLVED: that the Board of Education of Yellow Medicine East, District #2190, desires to purchase Special Education services from the Minnesota Valley Cooperative Center for the 2019-2020 school year.**

**1. The MVCC shall provide the following services:**

**A licensed Director of Special Education/Administrative Assistant to work for the Yellow Medicine East School. The Director/Administrative Assistant will provide services in the areas of fiscal management, third party billing, completing applications for State and Federal laws regarding the provision of Special Education services, to insure that Due Process Laws are followed in order to meet compliance with the Office of Monitoring & Compliance, to comply with legal mandates in regard to the Early Intervention Interagency Committee and the Interagency Transition Committee, and to complete other responsibilities as outlined in the Director's Job Description.**

**Licensed Special Education Instructors/therapists to provide services as determined by identified student needs.**

**Non-certified paraprofessional staff to provide services as determined by identified student needs.**

- 2. The MVCC shall perform these services at the Yellow Medicine East Schools and out of the MVCC offices housed in Granite Falls.**
- 3. The date the service will begin is August 2019, and shall continue until June 2020, for an estimated cost of \$1,647,962.49. This cost is a budget estimate and may be adjusted at the end of the school year if necessary.**
- 4. The Yellow Medicine East School District shall make payments for the services rendered to MVCC as follows:**

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 10.10  
**MEETING DATE:** May 13, 2019  
**SUBJECT:** Approval of Music Trip for 2019-2020

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

### BACKGROUND/RATIONALE:

The music department is requesting a trip to California for their biennial trip. The trip is estimated to cost each student \$1600 but also includes fundraising by individual students. Students were given options for trips and chose a trip to California as their first choice and a trip to Florida as their second choice.

Here are a few advantages that I see:

- The trip is a great motivation tool for students to keep them involved in music
- A trip of this nature helps students see and experience other parts of the United States.
- Showcasing student talent on a larger stage can be a moving experience and reinforce the importance of arts, especially performance arts.

I have a few concerns that were discussed with the current music teachers:

- missing 4 days of instruction during a critical time in preparation for MCA testing.
- the approximate cost being \$1600 per student.
- limited parental involvement in the development of this trip.
- onboarding a new music teacher during this trip development process.

It is not possible to develop a greater itinerary unless we use a travel company and the hopes is to avoid that additional expense. The music teacher's experience has been paramount to the development of this proposal and lower cost.

In the future, I would like greater consideration given to summer trips and keeping the cost lower.

### PRESENTER(S):

None

### COMMITTEE:

Full Board of Education

### SUPERINTENDENT RECOMMENDATION:

I recommend approving the trip as proposed.

## **REQUEST TO HAVE A FIELD TRIP**

**Date Submitted:**

**Submitted by: Mr. Iverson & Mrs. Castiglione**

**Name of event: YME Music Trip 2020**

**For (class/group): Concert Band & Concert Choir**

**Date of Trip: March 20-29**                      **# of Students Attending: approx. 50**

**Being held where (location, City/State)? Los Angeles, CA**

**Leave time: March 20 (after school)**                      **Return time: March 29**  
**(these times are tentative depending on tour company itineraries)**

**Is this a single day or an overnight trip? Overnight (5 nights in California)**

**Chaperones: TBD (via application process)**

**Cell phone/contact person in case of emergency: on file**

**Estimated costs of trip: \$1,600 per student (max) Transportation by bus, van or ? Coach bus or flight (depending on cost)**

**Budget Code for expenses: Student Account #261**

**Summary of trip intent & how it ties into your program:**

The YME music department goes on a tour every other year. This year the students voted on California. Besides sightseeing and cultural activities, the educational objectives are:

1. Perform at Disneyland (similar to our past Disney World performances)
2. High school exchange (this went over well in Florida)
3. Attend a musical (schedule is not out yet - this will be a touring Broadway musical).
4. Students immersed in a different part of the country, surviving on their own, budgeting, etc.

A detailed itinerary will follow once the days are approved. Our tour priorities are:

1. Safety
2. Education

### Missing 4 days of school rationale:

- \* Spring sports would conflict more in April (fewer students mean less opportunity)
- \* Concert schedule (preparing the same music for the March concert)
- \* Holding students accountable for their grades works in a positive manner. Backed up by data.
- ...During tour years, NO tour participants fail Semester 1 classes.
- ...During non-tour years, more students fail Semester 1 classes.
- \* Past practice (4 school days approved last trip)
- \* Nurturing success at YME: elective music classes involve 50% of the student body. Having a tour where students experience other parts of the planet is a great educational opportunity for them.
- \*Going during holy week (April) might increase the cost of the tour (less days in the "window" and traveling during a holiday = holiday flights)

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 11.0  
**MEETING DATE:** May 13, 2019  
**SUBJECT:** Policy Update

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

### BACKGROUND/RATIONALE:

Attached, please find a copy of the minutes from our policy committee meeting held on May 7, 2019.

We also need to have a second reading on the following policies which were not in our current policy handbook:

- Policy 604 - Instructional Curriculum
- Policy 618 - Assessment of Student Achievement
- Policy 619 - Staff Development for Standards

### PRESENTER(S):

None

### COMMITTEE:

Full Board of Education

### SUPERINTENDENT RECOMMENDATION:

I recommend approving these policies.

May 7, 2019 (4:00 pm)

Members: Sue Bones, Sonja Pedersen

Staff/Others present: Rich Schneider,

1. Student Handbooks:
  - a. [MS/HS](#) (Mr. Luft will review)
  - b. [BRE](#) (Mrs. Hansen will review)
    - i. Dropped meal costs from handbook
    - ii. Approved all changes as written
2. Digital Learning Days Information
  - a. [One-to-one handbook](#)
    - i. Insurance discussion
      1. Family maximum
      2. Incentive for paying in full
      3. 40 per device or 120 per family
      4. Sliding scale fees for F/R qualifying families
      5. MS fees if they do not immediately take them home (eventually the plan)
  - b. [Parent Information about YME's Digital Learning Program](#)
  - c. Rollout plan (Luft)
3. Attendance discussion:
  - a. Number of absences as threshold for unexcused absences?
  - b. Is the current policy working?
  - c. Will continue to develop by involving school nurse
4. Food Service:
  - a. Methods to encourage applications and paperwork completion.
  - b. Overdue balances are about 30,000
5. Check on 2nd readings:
  - a. Check February policy committee meetings:
  - b. Email to committee members about which ones need a second reading

Name	Old Policy	Redline	1st Rdg	2nd Rdg	Appd
601- School District Curriculum and Instruction Goals	<a href="#">YME 601</a>	<a href="#">601</a>			Feb 19
604 - Instructional Curriculum	YME - None	<a href="#">604</a>	Feb 2019	May 2019	
613 - Graduation Requirements	<a href="#">YME 613</a>	<a href="#">613</a> Building principals will be the DACs			Feb 19
614 - School District Testing Plan and Procedure	<a href="#">YME 614</a>	<a href="#">614</a>			Feb 19
615 - Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students	<a href="#">YME 615</a>	<a href="#">615</a>			Feb 19
618 - Assessment of Student Achievement	YME - none	<a href="#">618</a>	Feb 2019	May 2019	
619 - Staff Development for Standards	YME - none	<a href="#">619</a>	Feb 2019	May 2019	
802 - Disposition of Obsolete Equipment and Material	<a href="#">YME 802</a>	<a href="#">802</a>			Feb 19
Policies with Non-Substantive Changes					
603 - Curriculum Development	<a href="#">YME 603</a>	<a href="#">603</a>	Not needed		
616 - School District System Accountability	<a href="#">YME 616</a>	<a href="#">616</a>	Not needed		

## 604 INSTRUCTIONAL CURRICULUM

### I. PURPOSE

The purpose of this policy is to provide for the development of course offerings for students.

### II. GENERAL STATEMENT OF POLICY

A. Instruction must be provided in at least the following subject areas:

1. Language arts and basic communication skills including reading and writing, literature, and fine arts;
2. Mathematics and science;
3. Social studies, including history, geography, economics, government, and citizenship that includes civics (see II.I.);
4. Health and physical education;

*[Note: Health curriculum may include child sexual abuse prevention in consultation with other federal, state, or local agencies and community-based organizations to identify research-based tools, curricula, and programs.]*

5. The arts;
6. Career and technical education; and
7. World languages.

*[Note: World languages programs should be developed and implemented to acknowledge and reinforce the language proficiency and cultural awareness that non-English language speakers already possess and encourage students' proficiency in multiple world languages. Programs also must encompass indigenous American Indian languages and cultures, among other world languages and cultures. School districts may award Minnesota World Language Proficiency Certificates or Minnesota World Language High Achievement Certificates consistent with Minn. Stat. § 120B.022, Subd. 1.]*

B. The basic instructional program shall include all courses required for each grade

level by the Minnesota Department of Education (MDE) and all courses required in all elective subject areas. The instructional approach will be nonsexist and multicultural.

- C. Elementary and middle schools shall offer at least three, and require at least two, of the following four art areas: dance, music, theater, and visual arts. High schools shall offer at least three, and require at least one, of the following five art areas: media arts, dance, music, theater, and visual arts.
- D. The school board, at its discretion, may offer additional courses in the instructional program at any grade level.
- E. Each instructional program shall be planned for optimal benefit taking into consideration the financial condition of the school district and other relevant factors. Each program plan should contain goals and objectives, materials, minimum student competency levels, and methods for student evaluation.
- F. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to instructional curriculum.
- G. The school district will provide onetime cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) instruction as part of its grade 7 to 12 curriculum for all students in that grade beginning in the 2014-2015 school year and later.
  - 1. In the school district's discretion, training and instruction may result in CPR certification.
  - 2. CPR and AED instruction must include CPR and AED training that have been developed:
    - a. by the American Heart Association or the American Red Cross and incorporate psychomotor skills to support the instruction; or
    - b. using nationally recognized, evidence-based guidelines for CPR and incorporate psychomotor skills to support the instruction. "Psychomotor skills" means hands-on practice to support cognitive learning; it does not mean cognitive-only instruction and training.
  - 3. The school district may use community members such as emergency medical technicians, paramedics, police officers, firefighters, and representatives of the Minnesota Resuscitation Consortium, the American Heart Association, or the American Red Cross, among others, to provide instruction and training.
  - 4. A school administrator may waive this curriculum requirement for a high school transfer student regardless of whether or not the student previously received instruction under this section, an enrolled student absent on the

day the instruction occurred under this section, or an eligible student who has a disability.

***[Note: If a school district requests resources, the Minnesota Resuscitation Consortium must provide them to the school district for instruction and training provided to students under this section.]***

- H. The school district shall assist all students by no later than grade 9 to explore their educational college and career interests, aptitudes, and aspirations and develop a plan for a smooth and successful transition to postsecondary education or employment. All students' plans must:
1. provide a comprehensive plan to prepare for and complete career and college-ready curriculum by meeting state and local academic standards and developing career and employment-related skills such as team work, collaboration, creativity, communication, critical thinking, and good work habits;
  2. emphasize academic rigor and high expectations and inform the student and the student's parent or guardian, if the student is a minor, of the student's achievement level score on the Minnesota Comprehensive Assessments that are administered during high school;
  3. help students identify interests, aptitudes, aspirations, and personal learning styles that may affect their career and college-ready goals and postsecondary education and employment choices;
  4. set appropriate career and college-ready goals with timelines that identify effective means for achieving those goals;
  5. help students access education and career options;
  6. integrate strong academic content into career-focused courses and applied and experiential learning opportunities and integrate relevant career-focused courses and applied and experiential learning opportunities into strong academic content;
  7. help identify and access appropriate counseling and other supports and assistance that enable students to complete required coursework, prepare for postsecondary education and careers, and obtain information about postsecondary education costs and eligibility for financial aid and scholarship;
  8. help identify collaborative partnerships among pre-kindergarten through grade 12 schools, postsecondary institutions, economic development agencies, and local and regional employers that support students' transitions to postsecondary education and employment and provide students with applied and experiential learning opportunities; and

9. be reviewed and revised at least annually by the student, the student’s parent or guardian, and the school district to ensure that the student’s course-taking schedule keeps the student making adequate progress to meet state and local academic standards and high school graduation requirements and with a reasonable chance to succeed with employment or postsecondary education without the need to first complete remedial course work.

The school district may develop grade-level curricula or provide instruction that introduces students to various careers, but must not require any curriculum, instruction, or employment-related activity that obligates an elementary or secondary student to involuntarily select or pursue a career, career interest, employment goals, or related job training.

Educators must possess the knowledge and skills to effectively teach all English learners in their classrooms. School districts must provide appropriate curriculum, targeted materials, professional development opportunities for educators, and sufficient resources to enable English learners to become career and college-ready.

When assisting students in developing a plan for a smooth and successful transition to postsecondary education and employment, school districts must recognize the unique possibilities of each student and ensure that the contents of each student’s plan reflect the student’s unique talents, skills, and abilities as the student grows, develops, and learns.

If a student with a disability has an Individualized Education Program (IEP) or standardized written plan that meets the plan components herein, the IEP satisfies the requirement, and no additional transition plan is needed.

Students who do not meet or exceed the Minnesota Academic Standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of the compulsory attendance law. A student’s plan under this provision shall continue while a student is enrolled.

***[Note: Minn. Stat. § 120B.125 requires school districts to provide the services set forth in Section II.H. beginning in the 2013-2014 school year.]***

- I. A student enrolled in a public school must correctly answer at least 30 of 50 civics test questions. A school or district may record on a student’s transcript that the student answered at least 30 of 50 civics test questions correctly.
  1. “Civics test questions” means 50 of the 100 questions that, as of January 1, 2015, United States citizenship and immigration services officers use to select the questions they pose to applicants for naturalization so the

applicants can demonstrate their knowledge and understanding of the fundamentals of United States history and government, as required by federal law. The Learning Law and Democracy Foundation, in consultation with Minnesota civics teachers, must select by July 1 each year 50 of the 100 questions under this paragraph to serve as the state's civics test questions for the proximate school year and immediately transmit the 50 selected civics test questions to MDE and to the Legislative Coordinating Commission, which must post the 50 questions it receives on the Minnesota's Legacy website by August 1 of that year.

2. A school or district may exempt a student with disabilities from this requirement if the student's IEP team determines the requirement is inappropriate and establishes an alternative requirement.
3. A school or district may administer the civics test questions in a language other than English to students who qualify for English learner services.
4. Schools and districts may administer civics test questions as part of the social studies curriculum.
5. A district must not prevent a student from graduating or deny a student a high school diploma for failing to correctly answer at least 30 of 50 civics test questions.
6. The school district cannot charge a fee related to this requirement.

***[Note: This requirement is effective for students enrolling in grade 9 in the 2017-2018 school year and later.]***

***Legal References:*** Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. § 120B.021 (Required Academic Standards)  
Minn. Stat. § 120B.022 (Elective Standards)  
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Involuntary Career Tracking Prohibited)  
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)  
Minn. Stat. § 120B.236 (Cardiopulmonary Resuscitation and Automatic External Defibrillator Instruction)

***Cross References:*** MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 605 (Alternative Programs)

## **618 ASSESSMENT OF STUDENT ACHIEVEMENT**

### **I. PURPOSE**

The purpose of this policy is to institute a process for the establishment and revision of assessments to measure achievement toward meeting the Minnesota Academic Standards, track academic progress over time, and provide Minnesota graduates information related to career and college readiness.

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

The school district has established a procedure by which students shall complete Graduation Requirements. This procedure includes the adoption of performance assessment methods to be used in measuring student performance. The school district strives to continually enhance student achievement of Graduation Requirements.

### **III. DEFINITIONS**

- A. “Above-grade level” test items contain subject area content that is above the grade level of the student taking the assessment and is considered aligned with state academic standards to the extent it is aligned with content represented in state academic standards above the grade level of the student taking the assessment. Notwithstanding the student’s grade level, administering above-grade level test items to a student does not violate the requirement that state assessments must be aligned with state standards.
- B. “Academic standard” means a summary description of student learning in a required content area or elective content area.
- C. “Below-grade level” test items contain subject area content that is below the grade level of the student taking the test and is considered aligned with state academic standards to the extent it is aligned with content represented in state academic standards below the student’s current grade level. Notwithstanding the student’s grade level, administering below-grade level test items to a student does not violate the requirement that state assessments must be aligned with state standards.
- D. “Benchmark” means the specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.

- E. “Career and college ready,” for purposes of statewide accountability, means a high school graduate has the knowledge, skills, and competencies to successfully pursue a career pathway, including postsecondary credit leading to a degree, diploma, certificate, or industry-recognized credential and employment. Students who are career and college ready are able to successfully complete credit-bearing coursework at a two- or four-year college or university or other credit-bearing postsecondary program without need for remediation.
- F. “Computer-adaptive assessments” means fully adaptive assessments.
- G. “Cultural competence,” for purposes of statewide accountability, means the ability and will to interact effectively with people of different cultures, native languages, and socioeconomic backgrounds.
- H. “Elective standards” means a locally adopted expectation for student learning in career and technical education and world languages.
- I. “Experiential learning” means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, or other cooperative work experience, youth apprenticeship, or employment.
- J. “Fully adaptive assessments” include on-grade level test items and items that may be above or below a student’s grade level. *[Note: Fully adaptive mathematics and reading assessments must be used for grades 3 through 7 beginning in the 2015-2016 school year and later.]*
- K. “On-grade level” test items contain subject area content that is aligned to state academic standards for the grade level of the student taking the assessment.
- L. “Required standard” means a statewide adopted expectation for student learning in the content areas of English language arts, mathematics, science, social studies, physical education, and the arts, or a locally adopted expectation for student learning in health or the arts.

#### IV. ESTABLISHMENT OF CRITERIA FOR ASSESSMENT

- A. The *[school board/superintendent/director of instruction]* shall establish criteria by which student performance of local academic standards and elective standards are to be evaluated and approved. The criteria will be submitted to the school board for approval. Upon approval by the school board, the criteria shall be deemed part of this policy.
- B. The superintendent shall ensure that students and parents or guardians are provided with notice of the process by which academic standards will be assessed.
- C. Staff members will be expected to utilize staff development opportunities to the

extent necessary to ensure effective implementation and continued improvement of the implementation of assessments under the Minnesota Academic Standards.

## V. STANDARDS FOR MINNESOTA ACADEMIC STANDARDS PERFORMANCE ASSESSMENTS

### A. Benchmarks

The school district will offer and students must achieve all benchmarks for an academic standard to satisfactorily complete that state standard. These benchmarks will be used by the school district and its staff in developing tests to measure student academic knowledge and skills.

*[School districts are required to formally establish a periodic review cycle for academic standards and related benchmarks in health, world languages, and career and technical education.]*

### B. Statewide Academic Standards Testing

1. The school district will utilize statewide assessments developed from and aligned with the state's required academic standards as these tests become available to evaluate student progress toward career and college readiness in the context of the state's academic standards.
2. The school district will administer annually, in accordance with the process determined by the Minnesota Department of Education, the state-constructed tests aligned with state standards to all students in grades 3 through 8 and at the high school level as follows:
  - a. computer-adaptive reading and mathematics assessments in grades 3 through 8;
  - b. high school reading in grade 10, mathematics in grade 11, and a high school writing test, when it becomes available; and
  - c. science assessments in one grade in the grades 3 through 5 span, the grades 6 through 8 span, and a life science assessment in the grades 9 through 12 span (a passing score on high school science assessments is not a condition of receiving a diploma).
3. The school district will develop and administer locally constructed tests in social studies, health and physical education, and the arts to determine if a student has met the required academic standards in these areas.
4. The school district may use a student's performance on a statewide assessment as one of the multiple criteria to determine grade promotion or retention. The school district also may use a high school student's performance on a statewide assessment as a percentage of the student's

final grade in a course, or place a student's assessment score on the student's transcript.

5. For students in grade 8 in the 2012-2013 school year and later, the school district must record on the high school transcript a student's progress toward career and college readiness. For other students, this record of progress must be made as soon as practicable. In addition, the school district may include a notation of high achievement on the high school diplomas of those graduating seniors who, according to established school board criteria, demonstrate exemplary academic achievement during high school.
6. Students who do not meet or exceed the Minnesota Academic Standards, as measured by the Minnesota Comprehensive Assessments administered in high school, must be informed that admission to a public school is free and available to any resident under 21 years of age. The school district will determine how this notice is given.

C. Rigorous Course of Study Waiver

1. Upon receiving a student's application signed by the student's parent or guardian, the school district must declare that a student meets or exceeds a specific academic standard required for graduation if the school board determines that the student:
  - a. is participating in a course of study, including an advanced placement or international baccalaureate course or program; a learning opportunity outside the curriculum of the school district; or an approved preparatory program for employment or post-secondary education that is equally or more rigorous than the corresponding state or local academic standard required by the school district;
  - b. would be precluded from participating in the rigorous course of study, learning opportunity, or preparatory employment or post-secondary education program if the student were required to achieve the academic standard to be waived; and
  - c. satisfactorily completes the requirements for the rigorous course of study, learning opportunity, or preparatory employment or post-secondary education program.
2. The school board also may formally determine other circumstances in which to declare that a student meets or exceeds a specific academic standard that the site requires for graduation under this section.
3. A student who satisfactorily completes a post-secondary enrollment options course or program or an advanced placement or international

baccalaureate course or program is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.

## **VI. CAREER EXPLORATION ASSESSMENT**

- A. Student assessments, in alignment with state academic standards, shall include clearly defined career and college readiness benchmarks and satisfy Minnesota's postsecondary admissions requirements. Achievement and career and college readiness in mathematics, reading, and writing must also be assessed. When administering formative or summative assessments used to measure the academic progress, including the oral academic development, of English learners and inform their instruction, schools must ensure that the assessments are accessible to the students and students have the modifications and supports they need to sufficiently understand the assessments.
- B. On an annual basis, the school district must use the career exploration elements in these assessments, beginning no later than grade 9, to help students and their families explore and plan for postsecondary education or careers based on the students' interests, aptitudes, and aspirations. The school district must use timely regional labor market information and partnerships, among other resources, to help students and their families successfully develop, pursue, review, and revise an individualized plan for postsecondary education or a career. This process must help increase students' engagement in and connection to school, improve students' knowledge and skills, and deepen students' understanding of career pathways as a sequence of academic and career courses that lead to an industry-recognized credential, an associate's degree, or a bachelor's degree and are available to all students, whatever their interests and career goals.
- C. All students, except those eligible for alternative assessments, will be encouraged to participate on a nationally normed college entrance exam in grade 11 or 12. A student under this paragraph who demonstrates attainment of required state academic standards on these assessments, which include career and college readiness benchmarks, is academically ready for a career or college and is encouraged to participate in courses awarding college credit to high school students. Such courses and programs may include sequential courses of study within broad career areas and technical skill assessments that extend beyond course grades.

To the extent state funding for college entrance exam fees is available, the school district will pay the cost, one time, for an interested student in grade 11 or 12, who is eligible for a free or reduced-priced meal, to take a nationally recognized college entrance exam before graduating. The school district may require a student who is not eligible for a free or reduced-priced meal to pay the cost of taking a nationally recognized college entrance exam. The school district will waive the cost for a student who is unable to pay.

- D. As appropriate, students through grade 12 must continue to participate in targeted

instruction, intervention, or remediation and be encouraged to participate in courses awarding college credit to high school students.

- E. In developing, supporting, and improving students' academic readiness for a career or college, the school district must have a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without need for postsecondary remediation.

**Legal References:** Minn. Stat. § 120B.018 (Definitions)  
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)  
Minn. Stat. § 120B.021 (Required Academic Standards)  
Minn. Stat. § 120B.022 (Elective Standards)  
Minn. Stat. § 120B.023 (Benchmarks)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)  
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

**Cross References:** MSBA/MASA Model Policy 104 (School District Mission Statement)  
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)  
MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
MSBA/MASA Model Policy 616 (School District System Accountability)

## **619 STAFF DEVELOPMENT FOR STANDARDS**

### **I. PURPOSE**

The purpose of this policy is to establish opportunities for staff development which advance the staff's ability to work effectively with the Graduation Assessment Requirements and with students as they progress to achievement of those Graduation Assessment Requirements and meet the requirements of federal law.

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

The school district is committed to developing staff policies and processes for continuous improvement of curriculum, instruction, and assessment to ensure effective implementation of the Graduation Assessment Requirements and federal law at all levels.

### **III. STANDARDS FOR STAFF DEVELOPMENT**

- A. The Advisory Committee for Comprehensive Continuous Improvement of Student Achievement (Committee) shall address the needs of all staff in prioritizing staff development which will ensure effective implementation of the Graduation Assessment Requirements and federal law at all levels. The Committee will advise the school board on the planning of staff development opportunities.
- B. The school district shall place a high priority on staff development including activities, programs, and other efforts to implement the Graduation Assessment Requirements effectively and to upgrade that implementation continuously.
- C. Staff development plans for the school district shall address identified needs for Graduation Assessment Requirements implementation throughout all levels of the school district programs.
- D. In service, staff meeting, and district and building level staff development plans and programs shall focus on improving implementation of the Graduation Assessment Requirements at all levels for all students, including those with special needs.

### **IV. TRAINING AND PROFESSIONAL DEVELOPMENT**

- A. Paraprofessionals. The school district will provide each paraprofessional who

assists a licensed teacher in providing student instruction with initial training. Such training will include training in emergency procedures, confidentiality, vulnerability, reporting obligations, discipline, policies, roles and responsibilities, and building orientation. Training will be provided within the first 60 days a paraprofessional begins supervising or working with students.

Additionally, with regard to paraprofessionals providing support to special education students, the school district will ensure that annual training opportunities are required to enable the paraprofessional to further develop the knowledge and skills that are specific to the students with whom the paraprofessional works, including understanding disabilities, the unique and individual needs of each student according to the student's disability and how the disability affects the student's education and behavior, following lesson plans, and implementing follow-up instructional procedures and activities.

- B. Teachers/Administrators. The school district will provide high quality and ongoing professional development activities as required by state and federal laws.

**Legal References:** Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Stat. § 120B.363 (Credential for Education Paraprofessionals)  
Minn. Stat. § 122A.16 (Qualified Teacher Defined)  
Minn. Stat. § 122A.60 (Staff Development Program)  
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)  
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

**Cross References:** MSBA/MASA Model Policy 104 (School District Mission Statement)  
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)  
MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 616 (School District System Accountability)

**Bert Raney Elementary School**  
**Student Handbook**  
**2019-2020**



**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 and staff who will be joining us for the 2019-20 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>.

If you have questions or concerns, please 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** NICOLLE KOTEK, TBD  
**OFFICE HOURS** 7:00AM TO 3:45PM  
**SCHOOL HOURS** 8:15AM TO **XXXXPM**  
**SUPERINTENDENT OF SCHOOLS** MR. RICH SCHNEIDER

## YELLOW MEDICINE EAST SCHOOL BOARD MEMBERS:

CHAIR..... SHARON RUPP                      VICE CHAIR..... SONJA PEDERSON  
CLERK..... SUE BONES                        TREAS..... JEREMY CORNER

MEMBERS: AMANDA LECY, JEREMY LEBLANC, RON WINTER

## BERT RANEY ELEMENTARY STAFF:

KINDERGARTEN ANGIE JANS, SAMANTHA GORT  
FIRST GRADE KRISTINA BLACKWELDER, KERRI SHACKELFORD  
SECOND GRADE BEV IMS, JOANELLE SANNERUD  
THIRD GRADE MARY JENSEN, JULIE RUNIA  
FOURTH GRADE TRISH JESSEN, THERESA LIGHTFOOT, ROXIE TANNER  
FIFTH GRADE AMY HOERNEMANN, BECKY LEISETH, 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  
**TBD**  
ELL BETH JAHN  
MUSIC CASSIE SUTER  
NURSE MARY GREY  
PHYSICAL EDUCATION BECKY LEISETH  
READING SPECIALIST MARYELLA CLOUSE, PEGGY KVAM  
TITLE I TAMMY CARRUTH, AMY ENGESSER  
SOCIAL WORKER LYNDSAE DACK, SADIE KLUVER, KEISHA LOUWAGIE, LESLIE REFSLAND  
SPECIAL NEEDS JIANA ROBERTSDAHL, DANAE RUPP, DAVE SCHUELER, MELISSA SCHULTE  
SPEECH CLINICIANS JUNE FRENCH, JEN THULL  
TAG COORDINATOR ELAINE HALVERSON  
YME/MVCC PARAPROFESSIONALS  
JULIE AMMERMANN, MISSY ARNESON, NAOMI BARBER  
BERNADETTE CARSTENSEN, KATHY ENNINGA, CASEY FINKEN  
JILL FRY, KAYLA GRUSSING, DESIRAE GONZALEZ, DAWN HALVORSON  
CARRIE KNUDSON, DONNA KOSAK, CHAR MIDTHUN, JULIE NORDAUNE  
ANGIE OLSON, CAROLYN OLSON, PAULA PANITZKE, ALEXIS PETERS, LORI SCHINDELE  
TAMI SMITH, MOLLY SPARKS, CONNIE TIMM, NANCY TRUDEL, TAMMY ZIESKE  
PRESCHOOL COORDINATOR KEISHA LOUWAGIE  
PRESCHOOL TEACHERS JILL STARK, ASHLY COLE  
PRESCHOOL PARAPROFESSIONALS JULIE JAENISCH, JACKIE TORVIK

## **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-aware" 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 XXX.** 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 XXXPM.

### **ATTENDANCE**

We believe:

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

School attendance laws of Minnesota require that children must attend school regularly. Children are required to be in school every day unless they are ill or there is an emergency in the family. If your child is absent from school, please call 320 564-4081, ext 244 before 9:30AM and leave a message or give the secretary the following information: name of student, grade, teacher, length and reason for absence and note whether or not you will be picking up homework.

A student will be marked tardy if he/she arrives after school starts and within one hour of the start of the school day, between 8:15AM and 9:15AM. If arrival is after 9:15AM a student will be marked absent ½ day. If the student leaves before 2:30PM for the remainder of the day, the student will be marked absent ½ day.

### **Excused Absence**

Excused absences are for all legitimate reasons. Administration will determine the legitimacy of all absences. A student has the right and obligation to make up any work missed. The student will be required to make arrangements with the teacher to make up any school work missed.

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

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

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

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

### **Unexcused Absence**

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

1. Three unexcused absences in a school year will result in parent notification.
2. Five unexcused absences in a school year will result in parent notification and a notification will be sent to the school district's social worker.
3. Seven unexcused absences in a school year will result in a report to County Child Protective Services.

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

### **Tardy**

A student will be considered tardy if he/she is not in their classroom by 8:15AM. Students who are late should report to the office to receive a tardy slip before going to their classroom. Tardiness is unfair to the child who misses instruction and also interrupts the classroom learning for the other students.

1. Excessive tardies may require a parent/student meeting with school personnel.

### **Truancy/Educational Neglect**

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

**BEHAVIOR EXPECTATIONS/POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS/STING PRIDE - “Practicing Respect in all I Do Everyday!”**

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

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

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

**BIKE SAFETY**

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

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

**BIRTHDAY TREATS**

You may send treats with your child to help celebrate their birthday. All treats must be commercially made. **BERT RANEY ELEMENTARY IS A PEANUT/TREE NUT SAFE BUILDING. PLEASE REMEMBER THIS WHEN YOU PURCHASE SNACKS.** Suggestions for optional treats would be: fresh fruit, pencils, stickers, small notepads, etc. It is strongly encouraged that you check with the school nurse prior to purchasing birthday treats for a classroom to ensure allergy guidelines are met. 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.

**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. (320) 564-4081 ext 111.

## **CONFERENCES AND REPORT CARDS**

Parent-teacher conferences are scheduled in the fall and spring. If needed or desired, parents or teachers may request special conferences at any other time of the year.

Report cards are issued to students in grades K-5 at the end of each quarter. This report reflects the student's performance in terms of his or her maturity and ability. Students are assessed in subject areas as well as in student habits and social growth areas. The following will apply to reporting students' progress:

1. Grades reflect students' daily work, class participation, and test/quiz results.
2. No "F" will be issued unless parent(s) have been informed of academic concerns prior to the end of the grading period.
3. Special needs students shall be graded in a manner determined by the special needs instructor and noted in their Individualized Education Plan.

Individual teachers may also correspond with parents in other ways during the course of the school year.

## **CYBERBULLYING**

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

## **DISCIPLINE**

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

## **DRESS CODE**

We believe that there is a positive relationship between dress and attitude. Students are expected to show good judgment in dress and grooming at all times. We encourage students to dress in a neat and attractive manner that reflects pride in themselves and their school. Any appearance that causes adverse comment or undue attention when it detracts from the educational program of the school will not be allowed. When grooming and/or appearance is detrimental to student safety or of questionable taste, this will necessitate a change in appearance and/or grooming. Students will be required to change these items. Students may not wear clothing that advertises tobacco or alcohol companies or that is sexually suggestive or offensive. Exposed undergarments will not be allowed. No gang related clothing, colors, or symbols will be tolerated. A simple rule is neatness and decency. The atmosphere and general quality of the school is often judged by the action and appearance of students.

Be sure that your children are dressed appropriately for the weather. Children do go out for play and should be dressed each day with this in mind.

## **DRUG-FREE SCHOOL**

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

## **EMERGENCY INFORMATION**

We request that we have on file the name, address and phone number of a relative or friend in case we cannot reach you in an emergency. If you have a regular schedule of activities, please let us know your schedule along with the phone numbers where you can be reached. Cell phone numbers and email addresses are also useful if you have them. It is essential that this record be kept current. A new form should be completed at the beginning of each school year. This form will be distributed with other back to school information. Please let the office know if there are any changes or additions during the year.

## **EMERGENCY SCHOOL CLOSINGS**

In case of emergency or inclement weather, school may be dismissed early. Buses will leave soon enough to enable them to make their route. However, if this is impossible, children will be housed where the parents desire them to be. Emergency care slips are provided for parents to designate this information. If we have your phone number on file, you will receive an automated call or text through the "JMC Messaging" system. Radio stations and TV stations will carry announcements of school schedule changes.

If your child is to go somewhere other than their normal destination on an early dismissal day, please notify the school in the fall.

## **ENGLISH LANGUAGE LEARNER PROGRAM**

The ELL/ESL program is available to assist students whose first language is one other than English. Students qualify for services based on test scores as well as parent and teacher recommendations. Students who meet the qualifications receive help from an English as a Second Language instructor.

## **FIELD TRIPS**

Field trips are planned for grade levels throughout the course of the school year. They are intended to extend the learning that has occurred in the classroom. We believe that it is a privilege that students earn by demonstrating responsible behavior at school on a daily basis. Simply put, this means that the students are responsible for completing their assignments in a timely fashion and have school work up to date at the time of the field trip. It also means that they have demonstrated appropriate behavior both in the classroom and around the school.

Specific information about field trips for individual grade levels will be shared with parents. A blanket field trip permission form is to be signed by the parent.

## **FOOD SERVICE PROGRAMS**

Each family has a food service account and all family members eating in school utilize the same account. The account is intended to be a prepaid 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 questions or need assistance, please contact the Food Service Office @ 320-564-4081 ext 174.

The cost for extra milk with a meal is **\$.35 per day**, which will be taken directly from your food service account. Even if your child is on the free meal plan, you will be responsible for the cost of the extra milk. If you do NOT want your child to have extra milk with a meal or during the snack break, please notify the elementary office or your child's teacher.

## **FORBIDDEN ITEMS**

Forbidden items that have no place in school include but are not limited to: trading cards, heelys, knives, weapons of any kind, cigarettes, drugs, laser lights, needles, water guns, baseballs (hard balls), bats, or pornography. These items, plus anything else which causes problems of control at school, will be taken from students. Students may be suspended or expelled for knowingly or unknowingly violating the school district's weapon policy. It is very important that you review the weapon policy with your child/children. <http://www.isd2190.org/Content2/96> - Policy 501.

## **GANG RELATED ITEMS**

Our school has a zero tolerance policy relating to gang related paraphernalia. Gang related clothing, colors, or symbols will not be tolerated. Collectible material will be confiscated. Clothing will need to be changed or removed. Students who are not cooperative or continue to wear gang-related clothing or put gang related symbols on clothing, notebooks, and other materials will be removed from school until a conference with parents or guardian occurs to resolve the issue.

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

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

## **HARASSMENT**

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

## **HEALTH SERVICES**

The health office is staffed each school day to provide health and educational services. The school nurse is

available for consultation with parents, if needed. Please alert the school nurse or teacher if your child has a particular health problem that may affect the child's learning or functioning at school. If your child is on medication that is administered at home and may affect their attention or behavior at school, please let the school nurse and/or teacher know. Please note that the school nurse is not in the building at all times - when the school nurse is not in the building other staff such as building administrative assistants may/will be covering the health office.

Pupils are required to have a certification of their immunizations or the appropriate waiver certificate on file. Students will not be allowed to attend school without proper immunizations or notarized documentation of exemption.

If your child needs to be excused from physical education, please send a note. If it is to be a long-term excuse from physical education activities (over one week), the child must bring an excuse from a physician. The school district reserves the right to request a note from a physician at anytime if restrictions from physical activity are requested.

The hearing and vision of all children are screened annually. Both can be tested any time by request of the parent or teacher. Health Services will draw the parent's attention to any matters that appear to require professional medical attention.

### **Communicable Disease Guidelines for School**

Communicable illnesses should be reported to health services as soon as possible. If a child is hospitalized or has a lengthy illness, parents should also call the school nurse so plans for continuing the child's education can be made - perhaps through homebound or hospital instruction. A physician's statement may be required after three consecutive days of illness for the days to be excused absences.

Children should be kept home when they have:

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

Reasons student may be sent home from school:

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

Children may return to school when:

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

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

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

Medication will be given at school only when failure to take medication could jeopardize a student's health. Administration of the medication must be supervised by health services or an appointed staff member. No medication will be given without a medication administration consent form completed and signed by the parent/guardian and a licensed healthcare provider. Medication must be sent in its original container, which is labeled with the child's name.

### **HOMEBOUND OR HOSPITAL INSTRUCTION**

Homebound or hospital instruction is available for children who are absent from school due to prolonged illness or disability. A request to the school must be made by the child's physician. After we have that, instruction may be provided by the pupil's regular classroom teacher or other licensed staff. Part-time instruction in the school with part-time instruction in the home is also available to the child who cannot participate in a full time program.

### **HOMEWORK**

Homework policies vary from grade to grade, teacher to teacher, and from subject to subject. Students are usually given study time during the school day to complete assignments. As the child progresses through the grades, the amount of homework increases. The general rule is 10 minutes for each grade in school (4th grade = 40 minutes). The amount may vary from day to day. Students who do not use class work time wisely, may find that they need additional time to complete their assignments at home. Occasionally, a student may have a special project which might take several hours of work at home. However, work for these projects may be spread over several days.

### **INSURANCE**

The school does not carry insurance for accidents that may occur on the playground or elsewhere. You need to have your own policy in force.

### **INTERNET ACCEPTABLE USE POLICY**

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

All School District systems equipment and electronic resources must be used for educational 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 kindergarten kickoff event for the next year's kindergarten-age classes. Children whose fifth birthdays occur on or before September 1st are eligible for entrance into Kindergarten. You will need to present a birth certificate at the time of registration. Contact the elementary school office to fill out registration data.

### **LOCKERS**

Lockers are assigned for storing clothing, books, and lunch boxes. Lockers should not be used to store articles of

value such as purses, tickets, or money. We request that valuables be left at home. School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when we have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as is practical after the search of a student's personal possessions, we will provide notice of the search to the students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

## **LOST AND FOUND**

All lost articles found at school are kept in a special depository where students or parents may claim them.

- It is a good idea to put your child's name on articles of clothing.
- Encourage your child to check the collection if they are missing something.
- When an article is lost, don't let time lapse before trying to locate it.
- Use caution in allowing articles of sentimental or monetary value to be brought to school.

Please call the office with questions. Lost and found articles are usually given to charity prior to the start of a new school year and mid-year as needed.

## **MONEY**

Except for small amounts, payment by check made out to the school or school district would be appreciated. Checks eliminate the problem of money being lost on the way to school. Payments for activity fees/passes and lunch may be made by credit card through the "Sting Store - Online Payment" link under the "For Parents" section of the school district Web site. When cash is sent with younger children, please put it in an envelope with the child's name, room number (or teacher's name), and reason for payment (example: 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.

## **PRESCHOOL - LITTLE STINGERS**

Bert Raney Elementary School is home to the Little Stingers Preschool programs. Children who are ages 3, 4 & 5 are eligible for preschool and should contact Preschool Coordinator, Keisha Louwagie at [klouwagie@isd2190.org](mailto:klouwagie@isd2190.org) for registration and program information.

## **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/or the use of tobacco in any form is 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 320-564-4081 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. Bert Raney is a Title I school for the 2019-20 school year. Parents of students in Title I schools may request, and the school will provide to 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/XXXX>

## **May 2019 BRE Handbook Changes**

Cover - Changed 2018-19 to 2019-20

Page 2 - Added 'and staff' after 'our new students' / changed 2018-19 to 2019-20 / changed July board meeting to XXX / removed "feel free to"

Page 3 - Updated all staff names / XXX end of day time

Page 4 - Changed Elementary Principal to elementary principal

Page 4 - Changed "latex-free" to "latex-aware" as per school nurse

Page 4 - Need to change ARRIVAL/DISMISSAL TIME once school board decides on cafeteria status and end time of school day

Page 6 - Birthday Treats - removed "ice cream treats"

Page 6 - Birthday Treats - added: "It is strongly encouraged that you check with the School Nurse prior to purchasing birthday treats for a classroom to ensure allergy guidelines are met".

Page 7 - Bus Transportation - changed State Bus Training to state bus training

Page 7 - Bus Transportation - changed Transportation to transportation

Page 7 - Added area code to Community Education Office phone number and changed Community Education office to Community Education Office

Page 9 - Food Service Programs - areas in red need to be confirmed by the school board / added 's' to question

Page 9 - Meal Costs - as per YME Policy Committee, removed specific amounts from this section as the amounts are published monthly on the menus and in other documents/information the district publishes

Page 9 - Gym Shoes/Phy. Ed - removed: "shoes should be clean and should not have black soles that mark the floor." Removed "s" from units.

Page 12 - Kindergarten Registration/Orientation - changed "registration drive" to Kindergarten Kickoff. Changed "eligible for entrance into school" to "eligible for entrance into Kindergarten".

Page 13 - Added information on Preschool - Little Stingers

Page 13 - School Pictures/Memory Book - changed Memory Book to memory book twice

Page 13 - Smoke Free Environment - reworded to focus on YME being tobacco free

Page 14 - Title I - Removed: Any student may qualify for service on test scores and parent and teacher judgments (unclear).

Page 15 - Need to add in full Web site URL once uploaded

# Yellow Medicine East Middle/High School



## Student Handbook

2019 ~ 2020

# Yellow Medicine East Middle/High School

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

Mr. Richard Schneider, Superintendent  
Mr. Ryan Luft, Principal  
Ms. Teresa Hunt, School Counselor  
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. Richard Schneider, Human Rights Officer

Mr. Richard Schneider, 504 Coordinator

Mr. Ryan Luft, 504 Building Coordinator

**SCHOOL HOURS**

School is in session from 8:15 a.m. until 3:10 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 3:15 p.m. Students are expected to leave the building by 3:15 each day, unless directly supervised by a staff member or a coach. Those students are to report promptly to their designated areas.

**DAILY SCHEDULE FOR CLASSES  
(Seven Period Day)**

**Daily Class Schedule**

Period 1	8:15 - 9:03
Period 2	9:07 - 9:55
Advisory	9:59 - 10:14
Period 4	10:18 - 11:06
Period 5	11:10- 11:58
Lunch A-MS	11:58 - 12:34
Period 6B - MS	12:38 - 1:26
Period 6A- HS	12:02 - 12:50
Lunch B-HS	12:50 - 1:26
Period 7	1:30 - 2:18
Period 8	2:22 - 3:10

<b>2 Hour Late Schedule</b>		<b>PLC Early Out Schedule</b>		
Period 1	10:15 - 10:49		Period 1	8:15 - 8:55
Period 2	10:53 - 11:27		Period 2	8:59 - 9:39
Period 4	11:31 - 12:05		Advisory	9:43 - 10:13
Lunch A- MS	12:05 - 12:39		Period 4	10:17 - 10:57
Period 5B- MS	12:43 - 1:17		Period 5	11:01-11:41
Period 5A - HS	12:09 - 12:43		Period 6A	11:45-12:25
Lunch B- HS	12:43 - 1:17		Lunch A	11:41-12:17
Period 6	1:21 - 1:55		Period 6B	12:21-1:01
Period 7	1:59 - 2:33		Lunch B	12:25-1:01
Period 8	2:37 - 3:10		Period 7	1:05-1:45
			Period 8	1:49-2:30

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

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

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

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

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

**HONOR ROLL**

The Superior Honor Roll is to 4.00

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

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

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

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

*YME High School - Graduation Requirements Checklist*

Student Name \_\_\_\_\_ Address \_\_\_\_\_

1st sem.	2nd sem.	LANGUAGE ARTS-4.0 credits (8 sem.)	ELECTIVES - 7.5 Credits
		English 9 - I	
		English 10 - II	
		English 11 - III	
		English 12- English IV or PSEO	
		<b>CREDITS EARNED</b>	
1st sem.	2nd sem.	MATH-3.0 credits (6q, U.S. 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 (50 credit/1 Sem.)	
		Social Elective Course: (.50 cr)	
		<b>CREDITS EARNED</b>	
1st sem.	2nd sem.	SCIENCE - 3.0 Credits (8 sem.)	
		Physical Science	
		Biology	
		Ag. Sci./CPC or	
		<b>CREDITS EARNED</b>	
1st sem.	2nd sem.	PE/Health-1.0 Credit PE-0.50 Health	
		9-PE	
		10-PE	
		10-Health	
		<b>CREDITS EARNED</b>	
		ART - 1.0 Credit	
		<b>CREDITS EARNED</b>	
		<b>16.5 Required Credits</b>	
<b>TALLY OF TOTAL CREDITS EARNED</b>			
Language Arts			
Math			
Social Studies			
Science			
Phy Ed			
Health			
Art			
Electives			
<b>Total Credits (24.00)</b>			
<b>STATE TESTS</b>			
Reading - 10th Gr. Test			
Science - After Biology			
Math - 11th Gr. Test			
ACT - 11th Gr. Test			
Notes:			

Updated April 2013

**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 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

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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. If a student withdraws from a college level course and receives a "W" on their college transcript, an "F" will be placed on the high school transcript. 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

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services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

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

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

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

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

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

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

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

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

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

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

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

All Yellow Medicine East Students are expected to follow School Board Policy 506. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

## **1. ATTENDANCE POLICY**

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

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

**PARENT/GUARDIAN RESPONSIBILITY:** It is the responsibility of the parent/guardian to **CALL THE PRINCIPAL'S OFFICE** on the day of absence explaining why the student will be absent. The parent/guardian should call between 7:30 a.m. and 9:30 a.m. each day of absence. The attendance school phone number is 320-564-4081 ext. 100 and is available 24 hours per day. If calling outside of school hours please leave a message on the automated machine. If no such call is made, a written excuse from the parent/guardian must accompany the student within two days of the return to school. Parent/Guardian attitude toward excellent school attendance is shown to be one of the most significant factors in the student's attendance. An attempt should be made to limit student absences and avoid absences such as (i.e. hair appointments, tanning, shopping, prom preparation, vacations, etc.)

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

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

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

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

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

Once a student exceeds the TEN DAY MAXIMUM EXCUSED/UNEXCUSED ABSENCE RULE, he/she will have their credit held for the remainder of the semester for the course(s) affected. Students have the right to appeal to the principal after notification of credit being held. The said credits will be reinstated through one of the following methods: seat time, credit recovery, summer school or alternative education. Credit will be reinstated when the student is in good standing.

## **3. CLASSIFICATION OF ABSENCES**

**EXCUSED ABSENCES-** the following reasons shall be sufficient to constitute excused absences. These types of excused absences will be counted toward the Ten (10) Day Maximum Absence Rule unless pre-excused. Dental, legal

and other professional appointments. A signed slip from the dental, legal or other professional person is required no later than two (2) days after the last absence to be coded as such.

1. Illness. A physician's statement may be required after three consecutive days of illness if attendance is a concern;
2. Family leave (emergency, funerals, illness of other family members);
3. Religious observances;
4. School sponsored activities;
5. College visits two (2) days per year. Student has to be in good academic standing or at administrative discretion and these must be pre-arranged and documented with the office.
6. Administration strongly encourages family vacations to not occur during the school year and requests notification of vacations two weeks prior to the anticipated absence to allow for academic planning. Failure to notify the district may result in the time being unexcused.

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

**UNEXCUSED ABSENCES-** The following are examples of unacceptable reasons for absence: oversleeping, missing the bus, running errands for a family member, personal appearance appointments, shopping, and work either inside (chores/babysitting) or outside the home, prom or school activities preparation, forgot something at home, etc.

Habitual truancy is referred to the appropriate County Collaborative Services.

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

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

#### **Skipping**

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

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

#### **CONSEQUENCES OF UNEXCUSED ABSENCES**

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

#### **TRUANCY AND UNAUTHORIZED ABSENCES**

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

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

## ATTENDANCE CONTRACT

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

## MAKE-UP WORK

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

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

School Board Policy States:

Any work not completed within this period shall result in "no credit" for the missed assignment. Teachers are allowed limited discretion in the application of this policy, however, administration may extend the time allowed for completion of make-up work contingent on specific circumstances which will be determined in cooperation with staff, parents and the student affected.

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

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

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

### ACADEMIC ELIGIBILITY:

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

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

### Athletics Penalties for Failing Quarter Grades

- Students participating in activities with 12 or more scheduled events will be ineligible for the next 2 events.
- Students participating in activities with 11 or fewer scheduled events will be ineligible for the next 1 event.

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.

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

**ATTENDANCE ELIGIBILITY:**

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

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

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

**6. STUDENT DISCIPLINE CLASSIFICATIONS**

**ACADEMIC DISHONESTY**

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

**Plagiarism:**

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

**Cheating:**

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

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

**FIRST OFFENSE:**

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

**SECOND OFFENSE:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Any electronic devices deemed to be inconsistent with the educational mission of the school are not permitted.

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

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

**Electronic Device Discipline Procedures:**

- 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.

Ryan Luft 4/8/2019 2:35 PM

**Deleted:** They will be confiscated and held in the office until a parent picks them up.

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

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

- Be careful with how much and what kind of identifying information you post on social networking sites. Virtually anyone with an email address can access your personal page. It is unwise to make available information such as full date of birth, social security number, address, phone number, cell phone numbers, class schedules, bank account information, or details about your daily routine. All of these can facilitate identity theft or stalking. Social Media sites provide numerous privacy settings for information contained in its pages. Use these settings to protect private information. However, once posted the information becomes property of the website and public record.
- Be aware that community members, family current and future employers and college admissions offices often access information you place on online social networking sites. You should think about any information you post on sites or similar directories that potentially portrays an image of you to a prospective employer or school. The information is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.
- Be careful in responding to unsolicited emails asking for passwords or PIN numbers. Reputable businesses do not ask for this information in emails.
- Don't have a false sense of security about your rights to freedom of speech when using Social Media. Understand that freedom of speech is not unlimited. The online social network sites are NOT a place where you can say and do whatever you want without repercussions or personal accountability.
- Remember photos once put on the social network sites server become their property and public record. You may delete the photo from your profile but, it still stays on their server. Internet search engines like "Google" or "Yahoo" may even find that image long after you have deleted it from your profile. Think long and hard about what type of photo you want to represent you.
- Whoever is the "adult" (over 18) responsible for the contracts, computers, phone lines, etc. is liable for your actions as a minor.

**Things students should refrain from:**

- Derogatory language or remarks about our students, teammates, school personnel and our community at-large; as well as, teachers or coaches; student-athletes, administrators or representatives of other schools.
- Demeaning statements about or threats to any third party (including support of demeaning statements and threats); Don't respond to these.
- Distribution and possession of unauthorized videos and photos or statements depicting violence, hazing, sexual harassment and content, vandalism, stalking; underage drinking, selling, possessing, or using controlled substances, or any other inappropriate behaviors.
- Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
- Indicating knowledge of unreported felonies, crimes, thefts or damage to property or unethical behavior.
- Indicating knowledge of an unreported school or team violation regardless if the violation was unintentional or intentional.
- One of the biggest lessons social network users can learn is that anything you post online enters the public record. You never know who may be looking and when.
- Students, parents and guardians let it be known that any students in violation of said conduct is subject to consequences to be determined by the Administration, Principal and/or Activities Director.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Discipline Plan Rules: Consequences:**

Follow directions the first time they are given by driver;

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

\*\*Progressive Student Discipline will be used

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

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

## **III. MISCELLANEOUS ITEMS**

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

**ADVERTISING AND PROMOTIONS:** Neither the facilities, the name, the staff, nor the children of the school system, nor any part thereof shall be employed in any manner for the advertising or otherwise promoting the interests of any

commercial or other non-school agency or organization. The Yellow Medicine East School District employees must not recommend any commercial product, service or aid in the distribution of literature or publicity endorsing or recommending such product or service.

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

**Classrooms:**

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

**Food Services/Cafeteria**

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

**School Field Trips**

- 1) The principal, in consultation with the school nurse, will be responsible for determining the appropriateness of each field trip and consideration of safety of the student with life-threatening allergies.
- 2) The field trip organizer is to notify the school nurse in a timely manner of all field trips.
- 3) Medications including epinephrine auto-injector and a copy of the student’s “Allergy Action Plan” must accompany the student. The name and phone number of the nearest hospital will be a part of the student’s emergency plan.
- 4) A cell phone must be available on the trip for emergency calls.

- 5) Parents of a student at risk for anaphylaxis should be invited to accompany their child on school trips, in addition to the chaperone.
  - a) In the absence of accompanying parents/guardian or nurse, another adult must be trained and assigned the task of watching out for the student's welfare and for handling any emergency. The adult carrying the epinephrine should be identified and introduced to the student as well as the other chaperones.

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

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

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

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

**BOOKS AND MATERIALS:** MN Statute 123.37, subd.1(b) requires the school board to notify parents about its policy to charge fees for lost, damaged, or destroyed books. Teachers issue books at the beginning of the year/semester. A fine will be assessed for a damaged or lost text.

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

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

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

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

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

Students leaving the campus for any reason other than the above circumstances, must have permission from their parent/guardian and be issued an out-of-building pass from the Principal's Office in order to leave the campus. You are

to arrive at a specified time and you are not to leave at any time without the written permission of the Principal. Should it become necessary for you to leave school, you must report to the Principal's office for a pass. **Written permission from your parent or legal guardian must be presented in order to leave the building.** A violation of the policy may result in detention or suspension

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

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

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

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

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

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

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

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

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

- Parents and students have a right to inspect and review the student's education records. A written request is necessary stating as precisely as possible the records to be reviewed,
- The parent or student has the right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights,

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder,
- The right to file a complaint with the U.S. Dept. of Education concerning alleged failures by the school district to comply with the federal law and regulations promulgated thereunder,
- The right to be informed about rights under the federal law, and
- The right to obtain a copy of this policy.

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

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

**EMERGENCY SCHOOL CLOSINGS:** If it is necessary to close school due to severe weather or emergency conditions, please listen to the local radio (WCCO-830 AM, KMHL-1400 AM, KLGR-1490 AM, KKRC-93.9 FM, Q102-102.5 FM, KKCK-99.7 FM, KLGR 97.7 FM, KDJS-1590 AM, KWLM-1340 AM, KARL-105.1 FM, KMGM-105.5 FM, K95.3 – 95.3 FM, K100-100.1 FM, KARZ-107.5 FM, KDMA-1460 AM, The River-97.3 FM.), TV stations (WCCO, KSTP, KMSP FOX 9, KARE 11), social media, school website and JMC Messenger.

**ENTRANCES / EXITS:** All doors on campus will be locked for student safety from 8:30 am till 3:00 pm. Students riding the school bus should enter/exit the building through **Door 16**. Students driving to school should enter the building through Door 16. Morning drop-offs should happen on the North side of 9th Avenue for student safety. Parents, visitors and guests should enter the building at the main entrance doors, Door 6. At the main entrance there will be a notification for all visitors to be identified prior to entering into the building after 8:30 am. Upon notifying the secretary of your intent, the visitor will register in the Principal's Office where you will receive a Visitor's Badge. Propping, rigging or disabling a secure door: any action which causes a door to be unsecured in order to facilitate subsequent re-entry is against the school rules.

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

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

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

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

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

#### **STUDENT MEDICATIONS:**

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

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

#### **III. REQUIREMENTS**

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

5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if: a. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication; b. the inhaler is properly labeled for that student; and c. the parent has not requested school personnel to administer the medication to the student. The parent must submit written authorization for the student to self-administer the medication each school year. The student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed. If the School District employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;
  6. Any student in grades 6-12 may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients.
  7. Prescription non-syringe injectors of epinephrine, consistent with state law, if the parent and prescribing medical professional annually inform the pupil's school in writing that: a. the pupil may possess the epinephrine; or b. the pupil is unable to possess the epinephrine (ex. EpiPen) and requires An "Allergy Action Plan" must be completed and signed by a licensed health care provider. The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering non-syringe injectors of epinephrine when required, consistent with state law.
  8. Medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individualized health plan).
  9. Medications: a. that are used off school grounds; b. that are used in connection with athletics or extra-curricular activities; or c. that are used in connection with activities that occur before or after the regular school day are not governed by this policy.
- K. "Parent" for students 18 years old or older is the student.

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

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

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

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

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

from 7:45 a.m. until 3:45 p.m. Lost and/or damage to books or technology equipment are the personal and financial responsibility of the student.

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

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

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

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

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

#### **RIGHTS:**

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

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

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

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

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

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

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

##### **The Right to Privacy**

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

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

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

- Students must refrain from bringing onto school property or to the school-sponsored events any material or item that would cause, or tend to cause, a disruptive activity or endanger the health and safety of students or other persons.

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

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

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

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

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

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

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

**TECHNOLOGY & INTERNET USE**

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

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

**Consequences:** 1st Violation: 4 weeks suspended privileges, 2nd Violation: 8 weeks suspended privileges, 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".