

**John Bergs**  
Activities Director  
**Margot Hansen**  
Director of Teaching & Learning  
**Jeff Heine**  
Buildings & Grounds Director



**Chuck Keller**  
Business Director  
**Angie Kahle**  
Student Support Services Director  
**Dorothy Koller**  
Community Education Director

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## REGULAR BOARD MEETING

District Office, 130 South Willow Street, Belle Plaine, MN 56011  
7:00 PM Monday, July 23, 2012

*Our mission is to pursue excellence in academics, programming, and the social and emotional development of our students. Fostering a culture of kindness, inclusion, and pride in ourselves, our school, and our community.*

### 1. Call to Order:

### 2. Acknowledgment of Visitors and Special Presentations:

#### 1. Review of BoardBook Website:

### 3. Other items as Brought before the board & Consideration of Agenda:

### 4. Consensus Items:

#### 1. Approve Board meeting minutes:

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#### 2. Personnel:

#### 3. Student Enrollment:

#### 4. Donations:

#### 5. School District Memberships:

#### 6. Activity Account Signatures:

### 5. Discussion Items:

#### 1. Superintendent Report:

#### 2. Board Member Reports:

### 6. Action Items:

1. Approve Monthly Expenditures: 6

2. Review Student Handbooks: 18

3. Approve Borrowing Amount for Aid Anticipation  
Certificates:

4. Approve Board Response to BPEA Grievance:

5. Review Data Warehouse Options:

7. Upcoming Meetings:

8. Adjourn:

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Board Clerk

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Date

INDEPENDENT SCHOOL DISTRICT 716  
REGULAR BOARD MEETING  
Minutes  
Monday, June 25, 2012

The regular monthly meeting of the Belle Plaine School Board was called to order by Chairperson Bigaouette on Monday, June 25, 2012 at 7:09 pm at the District Center Board Meeting Room with the following members present: Nagel, Steinhagen, Daly, Bigaouette, Ludvik and Supt. Smith. The following members were absent: Lenz.

Vice-Chairperson Bigaouette read the vision statement, welcomed visitors and asked if there were any requests to be on the agenda.

Motion by Daly and second by Nagel to approve the agenda as presented. Motion carried unanimously.

Motion by Ludvik and second by Daly to approve the following consensus items:

Approve the board meeting minutes of May 29, 2012.

Approve the resignation of Donna Woodard as Early Childhood Screening Coordinator effective at the end of June 2012.

Approved the resignation of Chelsey Earney as Assistant Girl's Basketball coach effective immediately.

Approve the hire of Tricia Denzer as shared Special Services Director for Belle Plaine and Jordan for the 2012-13 and 2013-14 school years.

Approve the hire of Nick Zwick, as a Chatfield Elementary Kindergarten teacher at BA0/Step 2.

Approve the hire of Jennifer Cariveau, as a Chatfield Elementary Kindergarten teacher at BA0/Step 6.

Approved the hire of Brittany Lothspeich as counselor for Chatfield Elementary at BA0/Step 1.

Approved the hire of Bernadette Loegering as a long term substitute from approximately August 27, 2012 through December 21, 2012.

Accepted with sincere thanks the donation of \$1645.70 from the Belle Plaine PTO for software purchases at Oak Crest Elementary.

Accepted with sincere thanks the donation of \$1,500 from MN Valley Electric Trust for the purchase of books for a classroom library.

Motion carried unanimously.

Superintendent Smith reported on various summer training events for staff, job description review process, BoardBook training & implementation and negotiations updates.

Director Nagel reported on the Carver Scott Education Cooperative meeting regarding Personnel and Carver County Contracts.

Motion by Nagel and second by Daly to approve the June bills totaling \$2,136,012.65. This includes hand payables of \$234,423.42 and electronic payments of \$1,815,920.20. Motion carried unanimously.

Motion by Ludvik and second by Daly to approve budgets for all funds as presented for 2012-13. Motion carried unanimously.

Motion by Nagel and second by Steinhagen to approve the resolution to participate in the cash flow borrowing pool offered by Springsted with a borrowing maximum of \$2,362,900. Approved by roll call, 5-0.

Motion by Daly and second by Ludvik to approve the final reading of the District-Wide Health & Safety Policy to be in place beginning with the 2012-13 school year. Motion carried unanimously.

Motion by Ludvik and second by Steinhagen to approve the proposed Literacy Plan for the Belle Plaine Schools in an effort to ensure that all students are reading by 3<sup>rd</sup> grade. Motion carried unanimously.

Motion by Nagel and second by Ludvik to approve strategic planning vision cards as presented for the purpose of measuring our progress toward stated goals. Motion carried unanimously.

Motion by Daly and second by Nagel to approve contracts for Building & Grounds Director, Activities Director/Dean and Curriculum & Assessment TOSA. Motion carried unanimously.

Motion by Ludvik and second by Daly to approve salary for the third and final year of the Superintendent's current contract. Motion carried unanimously.

Participation in Directional Sign Collaboration with the City of Belle Plaine has been tabled.

Motion by Ludvik and second by Daly to approve the 2012 Varsity Volleyball Pre-Season Trip to Florida. Motion carried unanimously.

Motion by Daly and second by Nagel to approve elimination of the Media/Tech Para-Professional Positions at the conclusion of the 2011-12 school year. Motion carried unanimously.

Motion by Ludvik and second by Daly to approve the termination of current Media/Tech Para-Professional employees Allison Mereness and Joe Ploetz at the conclusion of the 2011-12 school year. Motion carried unanimously.

Upcoming Meetings:

Monday, July 9	No School Board Work Session
Monday, July 23	6:30 Finance Meeting
	7:00 Regular Board Meeting, District Center Board Room

Motion by Daly and second by Nagel to adjourn at 7:58 pm. Motion carried unanimously.

INDEPENDENT SCHOOL DISTRICT 716  
SPECIAL SCHOOL BOARD MEETING  
Minutes  
Monday, June 30, 2012

The special meeting of the Belle Plaine School Board was called to order by Vice-Chairperson Bigaouette on Saturday, June 30, 2012 at 8:00 am at the District Center Board Meeting Room with the following members present: Nagel, Steinhagen, Daly, Bigaouette, Ludvik and Supt. Smith. The following members were absent: Lenz.

Motion by Daly and second by Ludvik to introduce a resolution relating to the termination and non-renewal of any teaching contracts and employment of probationary teachers in regards to Joe Ploetz and Allison Mereness effective at the end of the 2011-2012 school year. The resolution was adopted by a majority roll call vote 5-0.

Motion by Nagel and second by Ludvik to adjourn at 8:12 am. Motion carried unanimously.

## Belle Plaine Public Schools Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	3753	N	AG POWER ENTEPRISES INC	V30101	35178	450362	78.88	0.00	78.88	06/28/2012	06/28/2012	06/28/2012
							Check Amount:		\$78.88			
1	4092	N	AQUA ENGINEERING	V30101	35182	47648	70.60	0.00	70.60	07/17/2012	07/17/2012	07/17/2012
							Check Amount:		\$70.60			
1	4714	N	ASPEX SOLUTIONS	V30101	35185	37570	1,196.00	0.00	1,196.00	07/16/2012	07/16/2012	07/16/2012
							Check Amount:		\$1,196.00			
1	4589	N	BANC OF AMERICA LEASING	V30101	35186	AUGUST	8,256.74	0.00	8,256.74	07/17/2012	07/17/2012	07/17/2012
							Check Amount:		\$8,256.74			
1	3542	N	BELLE PLAINE AUTO	V30101	35193	06252012	1,092.94	0.00	1,092.94	07/17/2012	07/17/2012	07/17/2012
							Check Amount:		\$1,092.94			
1	1125	N	BELLE PLAINE HERALD	V30101	35155	12451	7,438.99	0.00	7,438.99	07/17/2012	07/17/2012	07/17/2012
							Check Amount:		\$7,438.99			
1	1227	N	CARVER-SCOTT EDUCATIONAL CO	V30101	35191	10365	40,638.00	0.00	40,638.00	07/03/2012	07/03/2012	07/03/2012
1	1227	N	CARVER-SCOTT EDUCATIONAL CO	V30101	35192	10367	17,217.83	0.00	17,217.83	07/03/2012	07/03/2012	07/03/2012
							Check Amount:		\$57,855.83			
1	5734	N	CLAIRE OTTO	V30101	35158	11908	100.00	0.00	100.00	07/17/2012	07/17/2012	07/17/2012
							Check Amount:		\$100.00			
1	1274	N	COMMUNITY EDUCATION	V30101	35157	11911	437.24	0.00	437.24	07/17/2012	07/17/2012	07/17/2012
							Check Amount:		\$437.24			
1	4565	N	DE LAGE LANDEN	V30101	35162	14364813	418.00	0.00	418.00	07/07/2012	07/07/2012	07/07/2012
							Check Amount:		\$418.00			
1	2759	N	DLR GROUP INC	V30101	35173	0092582	1,870.00	0.00	1,870.00	06/08/2012	06/08/2012	06/08/2012
							Check Amount:		\$1,870.00			
1	5579	N	EDUCATORS BENEFIT CONSULTA	V30101	35169	14424	200.00	0.00	200.00	07/01/2012	07/01/2012	07/01/2012
							Check Amount:		\$200.00			
3	4811	N	EMMA KRUMBEEES FLORAL	V30120	35200	1313	264.12	0.00	264.12	06/03/2012	06/03/2012	06/03/2012
							Check Amount:		\$264.12			
1	4712	N	FRONTLINE	V30101	35167	INVUS13764	5,950.00	0.00	5,950.00	07/01/2012	07/01/2012	07/01/2012
							Check Amount:		\$5,950.00			

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GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	4112	N	HANOVER INSURANCE GROUP	V30101	35156	11909	43.00	0.00	43.00	07/17/2012	07/17/2012	07/17/2012
							Check Amount:		\$43.00			
1	5320	N	KEY GOVERNMENT FINANCE	V30101	35174	194606001207	39,485.22	0.00	39,485.22	07/02/2012	07/02/2012	07/02/2012
							Check Amount:		\$39,485.22			
1	4843	N	KRIS ANN KRAUSE	V30101	35159	11917	952.00	0.00	952.00	07/17/2012	07/17/2012	07/17/2012
							Check Amount:		\$952.00			
1	5737	N	LIFE'S GREAT MOMENTS	V30101	35166	06292012	1,360.00	0.00	1,360.00	06/29/2012	06/29/2012	06/29/2012
							Check Amount:		\$1,360.00			
1	1784	N	MASA	V30101	35165	MEMBERSHIP	1,246.00	0.00	1,246.00	07/17/2012	07/17/2012	07/17/2012
							Check Amount:		\$1,246.00			
1	3082	N	MATT SAXE CHEVROLET	V30101	35154	21524	125.99	0.00	125.99	07/17/2012	07/17/2012	07/17/2012
							Check Amount:		\$125.99			
1	5341	N	MCDOWELL AGENCY INC	V30101	35179	34370	92.05	0.00	92.05	06/28/2012	06/28/2012	06/28/2012
							Check Amount:		\$92.05			
1	4145	N	MEDICAREBLUE RX	V30101	35199	25592067	501.00	0.00	501.00	07/14/2012	07/14/2012	07/14/2012
							Check Amount:		\$501.00			
1	2856	N	MINNESOTA BOARD OF SCH ADM	V30101	35176	07172012	37.50	0.00	37.50	07/17/2012	07/17/2012	07/17/2012
							Check Amount:		\$37.50			
1	2430	N	MRC	V30101	35184	07012012	1,400.00	0.00	1,400.00	07/01/2012	07/01/2012	07/01/2012
							Check Amount:		\$1,400.00			
1	1884	N	MRVSEC	V30101	35177	07112012	2,077.19	0.00	2,077.19	07/11/2012	07/11/2012	07/11/2012
1	1884	N	MRVSEC	V30101	35188	07092012	2,541.35	0.00	2,541.35	07/09/2012	07/09/2012	07/09/2012
							Check Amount:		\$4,618.54			
1	1885	N	MSBA	V30101	35197	02947C0T1G0	5,302.00	0.00	5,302.00	07/01/2012	07/01/2012	07/01/2012
1	1885	N	MSBA	V30101	35171	03223Y2H5Z3	2,000.00	0.00	2,000.00	07/03/2012	07/03/2012	07/03/2012
							Check Amount:		\$7,302.00			
1	1910	N	NCS PEARSON INC	V30101	35164	RENEWAL	5,220.00	0.00	5,220.00	07/17/2012	07/17/2012	07/17/2012
							Check Amount:		\$5,220.00			
1	3706	N	NW EVALUATION ASSOC	V30101	35163	05222012	15,750.00	0.00	15,750.00	05/22/2012	05/22/2012	05/22/2012
							Check Amount:		\$15,750.00			
1	2002	N	PROTECTION SYSTEMS INC	V30101	35181	18142, 18143	825.00	0.00	825.00	07/17/2012	07/17/2012	07/17/2012

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GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	2002	N	PROTECTION SYSTEMS INC	V30101	35194	18350	111.00	0.00	111.00	06/27/2012	06/27/2012	06/27/2012
							Check Amount:		\$936.00			
1	2030	N	REGION V	V30101	35172	8067	5,071.50	0.00	5,071.50	07/06/2012	07/06/2012	07/06/2012
							Check Amount:		\$5,071.50			
1	4055	N	ROTARY CLUB OF BELLE PLAINE	V30101	35170	DUES	520.00	0.00	520.00	07/01/2012	07/01/2012	07/01/2012
							Check Amount:		\$520.00			
1	2066	N	SCHINDLER ELEVATOR CORP	V30101	35127	8103215669	437.19	0.00	437.19	07/16/2012	07/16/2012	07/16/2012
							Check Amount:		\$437.19			
1	3124	N	SCHOOLFINANCES.COM	V30101	35168	4207	1,500.00	0.00	1,500.00	06/06/2012	06/06/2012	06/06/2012
							Check Amount:		\$1,500.00			
1	2348	N	SCHOOLS FOR EQUITY IN EDUC	V30101	35198	FY13 MEMBERSHIP FE	2,173.25	0.00	2,173.25	07/17/2012	07/17/2012	07/17/2012
							Check Amount:		\$2,173.25			
1	3206	N	SELECTACCOUNT	V30101	35189	891023	234.24	0.00	234.24	07/04/2012	07/04/2012	07/04/2012
							Check Amount:		\$234.24			
1	2108	N	SHAKOPEE SCHOOL	V30101	35190	07112012	9,788.33	0.00	9,788.33	07/11/2012	07/11/2012	07/11/2012
							Check Amount:		\$9,788.33			
1	2118	N	SIBLEY COUNTY	V30101	35183	06282012	40.00	0.00	40.00	06/28/2012	06/28/2012	06/28/2012
							Check Amount:		\$40.00			
1	2137	N	SOUTH CENTRAL ECSU	V30101	35128	4709	441.60	0.00	441.60	07/08/2012	07/08/2012	07/08/2012
1	2137	N	SOUTH CENTRAL ECSU	V30101	35195	13044	4,990.57	0.00	4,990.57	04/18/2012	04/18/2012	04/18/2012
							Check Amount:		\$5,432.17			
1	4105	N	TRANE	V30101	35180	3597530	3,152.38	0.00	3,152.38	07/17/2012	07/17/2012	07/17/2012
							Check Amount:		\$3,152.38			
1	5739	N	UCD/CTLT	V30101	35201	BP FY1201	4,750.00	0.00	4,750.00	06/20/2012	06/20/2012	06/20/2012
							Check Amount:		\$4,750.00			
1	2326	N	YOUTH FRONTIERS INC	V30101	35175	59339	750.00	0.00	750.00	07/17/2012	07/17/2012	07/17/2012
							Check Amount:		\$750.00			
							Report Total:		\$198,147.70			

\*Does not meet minimum amount  
\*\*Exceeds maximum amount

# Wires

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
p30102	0716	28095	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	Y	6/29/2012	C N	USD	2,134.67
p30102	0716	28096	SBC		WX	1	1486	FRONTIER	N	Y	6/29/2012	C N	USD	2,033.22
P301p2	0716	28125	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	7/20/2012	C N	USD	1,425.04
P301p2	0716	28125	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	7/20/2012	C N	USD	4,065.16
P301p2	0716	28126	SBC		WX	1	1977	PERA	N	N	7/20/2012	C N	USD	2,274.57
P301p2	0716	28126	SBC		WX	1	1977	PERA	N	N	7/20/2012	C N	USD	2,355.29
P301p2	0716	28127	SBC		WX	1	2330	FEDERAL	N	N	7/20/2012	C N	USD	1,884.09
P301p2	0716	28127	SBC		WX	1	2330	FEDERAL	N	N	7/20/2012	C N	USD	845.20
P301p2	0716	28127	SBC		WX	1	2330	FEDERAL	N	N	7/20/2012	C N	USD	3,030.74
P301p2	0716	28127	SBC		WX	1	2330	FEDERAL	N	N	7/20/2012	C N	USD	4,637.21
P301p2	0716	28127	SBC		WX	1	2330	FEDERAL	N	N	7/20/2012	C N	USD	1,352.80
P301p2	0716	28127	SBC		WX	1	2330	FEDERAL	N	N	7/20/2012	C N	USD	4,851.47
P301p2	0716	28128	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	7/20/2012	C N	USD	947.55
P301p2	0716	28128	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	7/20/2012	C N	USD	2,021.12
P301p2	0716	28129	SBC		WX	1	2581	MN CHILD SUPPORT CENTER	N	N	7/20/2012	C N	USD	102.00
P301p2	0716	28130	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	7/20/2012	C N	USD	72.50
P301p2	0716	28130	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	7/20/2012	C N	USD	195.00
P301p2	0716	28131	SBC		WX	1	4328	MINNESOTA REVENUE (C)	N	N	7/20/2012	C N	USD	53.00
P301p2	0716	28132	SBC		WX	1	5277	Preferred One	N	N	7/20/2012	C N	USD	756.04
P301p2	0716	28132	SBC		WX	1	5277	Preferred One	N	N	7/20/2012	C N	USD	22,077.26
P301p2	0716	28132	SBC		WX	1	5277	Preferred One	N	N	7/20/2012	C N	USD	756.04
P301p2	0716	28132	SBC		WX	1	5277	Preferred One	N	N	7/20/2012	C N	USD	-798.31
P301p2	0716	28132	SBC		WX	1	5277	Preferred One	N	N	7/20/2012	C N	USD	101,015.97
P301p2	0716	28133	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	7/20/2012	C N	USD	30.00
P301p2	0716	28133	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	7/20/2012	C N	USD	358.68
P301p2	0716	28133	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	7/20/2012	C N	USD	333.36
P301p2	0716	28133	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	7/20/2012	C N	USD	125.00
P301p2	0716	28133	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	7/20/2012	C N	USD	463.36
P301p1	0716	28135	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	7/18/2012	C N	USD	955.70
P301p1	0716	28135	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	7/18/2012	C N	USD	3,845.46
P301p1	0716	28136	SBC		WX	1	1977	PERA	N	N	7/18/2012	C N	USD	4,498.75
P301p1	0716	28136	SBC		WX	1	1977	PERA	N	N	7/18/2012	C N	USD	2,355.29
P301p1	0716	28137	SBC		WX	1	2330	FEDERAL	N	N	7/18/2012	C N	USD	1,927.78
P301p1	0716	28137	SBC		WX	1	2330	FEDERAL	N	N	7/18/2012	C N	USD	1,246.18
P301p1	0716	28137	SBC		WX	1	2330	FEDERAL	N	N	7/18/2012	C N	USD	4,469.60
P301p1	0716	28137	SBC		WX	1	2330	FEDERAL	N	N	7/18/2012	C N	USD	4,516.58

## Wires

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P301p1	0716	28137	SBC		WX	1	2330	FEDERAL	N	N	7/18/2012	C N	USD	1,276.04
P301p1	0716	28137	SBC		WX	1	2330	FEDERAL	N	N	7/18/2012	C N	USD	4,576.12
P301p1	0716	28138	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	7/18/2012	C N	USD	1,004.86
P301p1	0716	28138	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	7/18/2012	C N	USD	1,969.44
P301p1	0716	28139	SBC		WX	1	2581	MN CHILD SUPPORT CENTER	N	N	7/18/2012	C N	USD	102.00
P301p1	0716	28140	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	7/18/2012	C N	USD	3,480.04
P301p1	0716	28140	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	7/18/2012	C N	USD	72.50
P301p1	0716	28140	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	7/18/2012	C N	USD	139,370.04
P301p1	0716	28141	SBC		WX	1	4328	MINNESOTA REVENUE (C)	N	N	7/18/2012	C N	USD	24.00
P301p1	0716	28142	SBC		WX	1	4711	ING MN STATE RETIREMENT SYSTEM	N	N	7/18/2012	C N	USD	117,166.40
P301p1	0716	28143	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	7/18/2012	C N	USD	50.00
P301p1	0716	28143	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	7/18/2012	C N	USD	80.00
P301p1	0716	28143	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	7/18/2012	C N	USD	376.68
P301p1	0716	28143	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	7/18/2012	C N	USD	333.36
P301p1	0716	28143	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	7/18/2012	C N	USD	125.00
P301p1	0716	28143	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	7/18/2012	C N	USD	463.36
P30102	0716	28145	SBC		WX	1	2336	XCEL ENERGY	N	N	7/18/2012	C N	USD	19,304.39
P30102	0716	28146	SBC		WX	1	3414	CENTERPOINT ENGERGY	N	N	7/18/2012	C N	USD	358.84
PCARD														
Payroll 07/05/2012														
Payroll 07/20/2012														
<b>Total</b>												<b>\$ 635,272.60</b>		

# Hand Pays

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
	0716	18782	SBC	48417	CH	1	4208	BECKY HAAS	Y	Y	6/29/2012	CY	USD	-8.80
P00701	0716	20365	SBC	49835	CH	1	3702	BELLE PLAINE LIONS	Y	Y	6/29/2012	CY	USD	-70.95
P00901	0716	20730	SBC	50208	CH	1	3067	MATT BREYER	Y	Y	6/29/2012	CY	USD	-75.00
P01001	0716	20966	SBC	50335	CH	1	4254	CAREY PIAMPIANO	Y	Y	6/29/2012	CY	USD	-183.70
P01001	0716	20973	SBC	50462	CH	1	4523	TJ KIEWATT	Y	Y	6/29/2012	CY	USD	-30.00
P01201	0716	21343	SBC	50707	CH	1	1528	GROTH MUSIC	Y	Y	6/29/2012	CY	USD	-24.00
P10401	0716	21936	SBC	51201	CH	1	4667	MINNESOTA DEPARTMENT OF EDUCAT	Y	Y	6/29/2012	CY	USD	-288.72
P10801	0716	23329	SBC	51792	CH	1	4640	ABRAKADOODLE	Y	Y	6/29/2012	CY	USD	-538.00
P11101	0716	24057	SBC	52236	CH	1	3414	CENTERPOINT ENGERGY	Y	Y	6/29/2012	CY	USD	-2,231.42
P11101	0716	24057	SBC	52236	CH	1	3414	CENTERPOINT ENGERGY	Y	Y	6/29/2012	CY	USD	-4,250.96
P212p2	0716	27937	SBC	53991	CH	1	5721	GISLASON & HUNTER LLP	Y	Y	6/20/2012	CN	USD	124.07
P212p2	0716	27936	SBC	53992	CH	1	4924	MESSERLI & KRAMER	Y	Y	6/20/2012	CN	USD	28.14
P30102	0716	28091	SBC	54044	CH	1	4107	COMMERS	Y	N	6/29/2012	CN	USD	1,696.60
P30102	0716	28093	SBC	54045	CH	1	5237	HOCKENBERGS	Y	N	6/29/2012	CN	USD	5,987.69
P30102	0716	28087	SBC	54046	CH	1	1572	HOFFMAN LOWELL R.	Y	N	6/29/2012	CN	USD	243.09
P30102	0716	28088	SBC	54047	CH	1	3120	KENNEDY & GRAVEN	Y	N	6/29/2012	CN	USD	133.00
P30102	0716	28088	SBC	54047	CH	1	3120	KENNEDY & GRAVEN	Y	N	6/29/2012	CN	USD	247.00
P30102	0716	28088	SBC	54047	CH	1	3120	KENNEDY & GRAVEN	Y	N	6/29/2012	CN	USD	106.95
P30102	0716	28088	SBC	54047	CH	1	3120	KENNEDY & GRAVEN	Y	N	6/29/2012	CN	USD	513.00
P30102	0716	28092	SBC	54048	CH	1	4145	MEDICAREBLUE RX	Y	N	6/29/2012	CN	USD	501.00
P30102	0716	28090	SBC	54049	CH	1	3979	MRCI MANKATO	Y	N	6/29/2012	CN	USD	262.50
P30102	0716	28094	SBC	54050	CH	1	5683	OUR LADY OF THE PRAIRIE SCHOOL	Y	N	6/29/2012	CN	USD	211.27
P30102	0716	28089	SBC	54051	CH	1	3878	WILLIAM SCOTT HARE	Y	N	6/29/2012	CN	USD	693.20
P30102	0716	28098	SBC	54052	CH	1	3876	CENTERPOINT ENERGY SERVICES	Y	N	7/3/2012	OCN	USD	586.76
P30102	0716	28099	SBC	54053	CH	1	5199	TIM SIEGLE	Y	N	7/3/2012	OCN	USD	105.00
P301p1	0716	28102	SBC	54054	CH	1	1134	BELLE PLAINE SCHOOL	Y	N	7/5/2012	OCN	USD	381.59
P301p1	0716	28103	SBC	54055	CH	1	1178	BPESPA	Y	N	7/5/2012	OCN	USD	609.49
P301p1	0716	28104	SBC	54056	CH	1	1555	HEALTH PARTNERS	Y	N	7/5/2012	OCN	USD	13,842.48
P301p1	0716	28104	SBC	54056	CH	1	1555	HEALTH PARTNERS	Y	N	7/5/2012	OCN	USD	904.74
P301p1	0716	28104	SBC	54056	CH	1	1555	HEALTH PARTNERS	Y	N	7/5/2012	OCN	USD	-4,814.39
P301p1	0716	28105	SBC	54057	CH	1	1753	MADISON NATIONAL LIFE	Y	N	7/5/2012	OCN	USD	615.00
P301p1	0716	28105	SBC	54057	CH	1	1753	MADISON NATIONAL LIFE	Y	N	7/5/2012	OCN	USD	1,404.00
P301p1	0716	28105	SBC	54057	CH	1	1753	MADISON NATIONAL LIFE	Y	N	7/5/2012	OCN	USD	37.50
P301p1	0716	28105	SBC	54057	CH	1	1753	MADISON NATIONAL LIFE	Y	N	7/5/2012	OCN	USD	-270.00



June 2012 P-Card Statement

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
HEINE JEFF	286960095	5/29/2012	5/30/2012	6/27/2012	WW GRAINGER	25.96
HEINE JEFF	287047299	5/29/2012	5/31/2012	6/27/2012	CENEX CONVENIE07038920	620.68
HEINE JEFF	287595402	6/6/2012	6/6/2012	6/27/2012	SSI*SCHOOL SPECIALTY	576.54
HEINE JEFF	287839643	6/7/2012	6/8/2012	6/27/2012	HILLYARD INC HUTCHINSON	3,570.41
HEINE JEFF	288111932	6/11/2012	6/12/2012	6/27/2012	LAMPERT YARDS 1030	2,458.71
HEINE JEFF	288205820	6/12/2012	6/13/2012	6/27/2012	TRACTOR-SUPPLY-CO #012	82.91
HEINE JEFF	288205821	6/12/2012	6/13/2012	6/27/2012	MENARDS MANKATO	221.09
HEINE JEFF	288205822	6/12/2012	6/13/2012	6/27/2012	LAMPERT YARDS 1030	2,684.12
HEINE JEFF	288902700	6/20/2012	6/21/2012	6/27/2012	SHERWIN WILLIAMS #3169	842.25
HEINE JEFF	289044679	6/21/2012	6/22/2012	6/27/2012	CITYBELLE PLAINWEB	489.55
HEINE JEFF	289307615	6/25/2012	6/26/2012	6/27/2012	LAMPERT YARDS 1030	319.60
SMITH KELLY	287698003	6/6/2012	6/7/2012	6/27/2012	TARGET 00012724	7.42
SMITH KELLY	287698004	6/5/2012	6/7/2012	6/27/2012	EMMA KRUMBEE'S ORCHARD	34.15
SMITH KELLY	288018844	6/8/2012	6/11/2012	6/27/2012	EAGLE RIDGE RESTAU	125.42
SMITH KELLY	289044680	6/21/2012	6/22/2012	6/27/2012	NSBA	57.00
SMITH KELLY	289379809	6/26/2012	6/27/2012	6/27/2012	ASSOC SUPERV AND CURR	124.00
SD BELLE PLAINE	287047300	5/30/2012	5/31/2012	6/27/2012	USPS 26073001733418328	452.10
SD BELLE PLAINE	287047301	5/30/2012	5/31/2012	6/27/2012	A CHANCE TO GROW INC	900.00
SD BELLE PLAINE	287195750	6/1/2012	6/1/2012	6/27/2012	USPS 26073001733418328	8.10
SD BELLE PLAINE	287195751	6/1/2012	6/1/2012	6/27/2012	USPS 26073001733418328	6.05
SD BELLE PLAINE	287195752	5/31/2012	6/1/2012	6/27/2012	ECC*DSS-Disc Sch Suppl	83.57
SD BELLE PLAINE	287195753	5/31/2012	6/1/2012	6/27/2012	ECC*DSS-Disc Sch Suppl	30.40
SD BELLE PLAINE	287383273	6/1/2012	6/4/2012	6/27/2012	ORIENTAL TRADING CO	57.25
SD BELLE PLAINE	287501220	6/4/2012	6/5/2012	6/27/2012	ECC*DSS-Disc Sch Suppl	290.69
SD BELLE PLAINE	287595403	6/6/2012	6/6/2012	6/27/2012	TWINS BALLPARK LLC	68.00
SD BELLE PLAINE	287595404	6/6/2012	6/6/2012	6/27/2012	TWINS BALLPARK LLC	622.00
SD BELLE PLAINE	287698005	6/6/2012	6/7/2012	6/27/2012	USPS 26073001733418328	8.00
SD BELLE PLAINE	287839644	6/7/2012	6/8/2012	6/27/2012	USPS 26073001733418328	367.10
SD BELLE PLAINE	287839645	6/8/2012	6/8/2012	6/27/2012	USPS 26073001733418328	13.60
SD BELLE PLAINE	287839646	6/8/2012	6/8/2012	6/27/2012	USPS 26073001733418328	8.80
SD BELLE PLAINE	287839647	6/7/2012	6/8/2012	6/27/2012	TPC*GOPHER	331.81
SD BELLE PLAINE	288111933	6/11/2012	6/12/2012	6/27/2012	USPS 26073001733418328	8.20
SD BELLE PLAINE	288111934	6/11/2012	6/12/2012	6/27/2012	TPC*GOPHER	210.48
SD BELLE PLAINE	288306237	6/13/2012	6/14/2012	6/27/2012	USPS 26073001733418328	15.15
SD BELLE PLAINE	288453913	6/15/2012	6/15/2012	6/27/2012	USPS 26073001733418328	10.50
SD BELLE PLAINE	288453914	6/14/2012	6/15/2012	6/27/2012	MN ZOO TARS	258.25
SD BELLE PLAINE	288453915	6/13/2012	6/15/2012	6/27/2012	ORIENTAL TRADING CO	(15.00)

## June 2012 P-Card Statement

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
SD BELLE PLAINE	288799391	6/19/2012	6/20/2012	6/27/2012	COBORN S SUPERSTORE	19.74
SD BELLE PLAINE	288799392	6/19/2012	6/20/2012	6/27/2012	USPS 26073001733418328	11.20
SD BELLE PLAINE	288799393	6/19/2012	6/20/2012	6/27/2012	ECC*DSS-Disc Sch Suppl	87.83
SD BELLE PLAINE	289044681	6/21/2012	6/22/2012	6/27/2012	USPS 26073001733418328	19.65
SD BELLE PLAINE	289044682	6/21/2012	6/22/2012	6/27/2012	KWIK TRIP 33000003301	11.96
SD BELLE PLAINE	289307616	6/25/2012	6/26/2012	6/27/2012	TARGET 00002204	99.78
SD BELLE PLAINE	289307617	6/25/2012	6/26/2012	6/27/2012	LAKESHORE LEARNING #23	610.77
SD BELLE PLAINE	289379810	6/26/2012	6/27/2012	6/27/2012	COBORN S SUPERSTORE	11.76
SD BELLE PLAINE	287195754	5/31/2012	6/1/2012	6/27/2012	BIFFS INC	539.86
ELEMENTARY CHATFIELD	287047302	5/30/2012	5/31/2012	6/27/2012	OFFICEMAX CT*IN#089850	8.29
ELEMENTARY CHATFIELD	287195755	5/31/2012	6/1/2012	6/27/2012	CUB FOODS #31354	51.68
ELEMENTARY CHATFIELD	287195756	5/30/2012	6/1/2012	6/27/2012	SUBWAY 03164670	44.57
ELEMENTARY CHATFIELD	287839648	6/7/2012	6/8/2012	6/27/2012	SSI*SCHOOL SPECIALTY	76.02
ELEMENTARY CHATFIELD	287839649	6/8/2012	6/8/2012	6/27/2012	DIFFERENT ROADS TO LEA	104.70
ELEMENTARY CHATFIELD	288018845	6/9/2012	6/11/2012	6/27/2012	WALMART.COM	188.82
ELEMENTARY CHATFIELD	288111935	6/11/2012	6/12/2012	6/27/2012	USPS 26073001733418328	13.82
ELEMENTARY CHATFIELD	289044683	6/22/2012	6/22/2012	6/27/2012	SSI*SCHOOL SPECIALTY	160.47
ELEMENTARY CHATFIELD	289307618	6/26/2012	6/26/2012	6/27/2012	SSI*SCHOOL SPECIALTY	231.07
ELEMENTARY OAK CREST	286960096	5/29/2012	5/30/2012	6/27/2012	SAMS CLUB#6311	98.78
ELEMENTARY OAK CREST	287047303	5/29/2012	5/31/2012	6/27/2012	DOMINO S 7300	29.96
ELEMENTARY OAK CREST	287195757	5/31/2012	6/1/2012	6/27/2012	COBORN S SUPERSTORE	71.31
ELEMENTARY OAK CREST	287501221	6/5/2012	6/5/2012	6/27/2012	SSI*SCHOOL SPECIALTY	336.63
ELEMENTARY OAK CREST	287595405	6/5/2012	6/6/2012	6/27/2012	COBORN S SUPERSTORE	28.90
ELEMENTARY OAK CREST	287595406	6/5/2012	6/6/2012	6/27/2012	SKATEVILLE	752.00
ELEMENTARY OAK CREST	287698006	6/6/2012	6/7/2012	6/27/2012	COBORN S SUPERSTORE	27.30
ELEMENTARY OAK CREST	287839650	6/8/2012	6/8/2012	6/27/2012	USPS 26073001733418328	23.55
ELEMENTARY OAK CREST	287839651	6/6/2012	6/8/2012	6/27/2012	DOMINO S 7300	215.00
ELEMENTARY OAK CREST	287839652	6/7/2012	6/8/2012	6/27/2012	SSI*SCHOOL SPECIALTY	296.68
ELEMENTARY OAK CREST	288205823	6/12/2012	6/13/2012	6/27/2012	USPS 26073001733418328	60.85
ELEMENTARY OAK CREST	288453916	6/14/2012	6/15/2012	6/27/2012	SUBWAY 03164670	155.08
ELEMENTARY OAK CREST	288453917	6/14/2012	6/15/2012	6/27/2012	INNOVATIVE OFFICE SOLU	576.64
HIGH SCHOOL BELLE PLAINE	287047304	5/30/2012	5/31/2012	6/27/2012	MIDWEST SOLUTIONS INC	162.89
HIGH SCHOOL BELLE PLAINE	287195758	5/30/2012	6/1/2012	6/27/2012	SUBWAY 03164670	385.44
HIGH SCHOOL BELLE PLAINE	287195759	6/1/2012	6/1/2012	6/27/2012	J W PEPPER	45.78
HIGH SCHOOL BELLE PLAINE	288111936	6/9/2012	6/12/2012	6/27/2012	EBAYS HALF.COM	199.63
HIGH SCHOOL BELLE PLAINE	288111937	6/9/2012	6/12/2012	6/27/2012	EBAYS HALF.COM	304.84
HIGH SCHOOL BELLE PLAINE	288111938	6/9/2012	6/12/2012	6/27/2012	EBAYS HALF.COM	151.83

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Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
HIGH SCHOOL BELLE PLAINE	288111939	6/9/2012	6/12/2012	6/27/2012	EBAYS HALF.COM	197.91
HIGH SCHOOL BELLE PLAINE	288111940	6/9/2012	6/12/2012	6/27/2012	EBAYS HALF.COM	258.15
HIGH SCHOOL BELLE PLAINE	288111941	6/9/2012	6/12/2012	6/27/2012	EBAYS HALF.COM	167.05
HIGH SCHOOL BELLE PLAINE	288111942	6/11/2012	6/12/2012	6/27/2012	EBAYS HALF.COM	(2.89)
HIGH SCHOOL BELLE PLAINE	288111943	6/11/2012	6/12/2012	6/27/2012	EBAYS HALF.COM	(2.89)
HIGH SCHOOL BELLE PLAINE	288111944	6/11/2012	6/12/2012	6/27/2012	EBAYS HALF.COM	(2.89)
HIGH SCHOOL BELLE PLAINE	288111945	6/11/2012	6/12/2012	6/27/2012	EBAYS HALF.COM	(2.89)
HIGH SCHOOL BELLE PLAINE	288111946	6/11/2012	6/12/2012	6/27/2012	EBAYS HALF.COM	(2.89)
HIGH SCHOOL BELLE PLAINE	288111947	6/11/2012	6/12/2012	6/27/2012	EBAYS HALF.COM	(2.89)
HIGH SCHOOL BELLE PLAINE	288111948	6/11/2012	6/12/2012	6/27/2012	EBAYS HALF.COM	(2.66)
HIGH SCHOOL BELLE PLAINE	288111949	6/11/2012	6/12/2012	6/27/2012	EBAYS HALF.COM	(2.89)
HIGH SCHOOL BELLE PLAINE	288111950	6/11/2012	6/12/2012	6/27/2012	EBAYS HALF.COM	(4.49)
HIGH SCHOOL BELLE PLAINE	288111951	6/11/2012	6/12/2012	6/27/2012	EBAYS HALF.COM	(2.66)
HIGH SCHOOL BELLE PLAINE	288111952	6/11/2012	6/12/2012	6/27/2012	EBAYS HALF.COM	(2.89)
HIGH SCHOOL BELLE PLAINE	288111953	6/11/2012	6/12/2012	6/27/2012	EBAYS HALF.COM	(2.89)
HIGH SCHOOL BELLE PLAINE	288111954	6/11/2012	6/12/2012	6/27/2012	EBAYS HALF.COM	(4.49)
HIGH SCHOOL BELLE PLAINE	288111955	6/11/2012	6/12/2012	6/27/2012	EBAYS HALF.COM	(2.89)
HIGH SCHOOL BELLE PLAINE	288111956	6/11/2012	6/12/2012	6/27/2012	EBAYS HALF.COM	(2.89)
HIGH SCHOOL BELLE PLAINE	288111957	6/11/2012	6/12/2012	6/27/2012	EBAYS HALF.COM	(2.89)
HIGH SCHOOL BELLE PLAINE	288616301	6/15/2012	6/18/2012	6/27/2012	Staples Contra00710004	420.70
HIGH SCHOOL BELLE PLAINE	288707263	6/18/2012	6/19/2012	6/27/2012	OFFICEMAX CT*IN#468417	1,229.69
HIGH SCHOOL BELLE PLAINE	288707264	6/18/2012	6/19/2012	6/27/2012	OFFICEMAX CT*IN#468578	14.00
HIGH SCHOOL BELLE PLAINE	288707265	6/18/2012	6/19/2012	6/27/2012	DATA MANAGEMENT INC	53.70
HIGH SCHOOL BELLE PLAINE	288902701	6/19/2012	6/21/2012	6/27/2012	GRIZZLYS GRILL N SALOO	24.00
HIGH SCHOOL BELLE PLAINE	288902702	6/20/2012	6/21/2012	6/27/2012	A-PINE RESTAURANT	6.78
HIGH SCHOOL BELLE PLAINE	289044684	6/21/2012	6/22/2012	6/27/2012	KFC # L010003 QPS	7.51
HIGH SCHOOL BELLE PLAINE	289044685	6/21/2012	6/22/2012	6/27/2012	AMERICINN LODGING	258.68
COMM ED BELLE PLAINE	287047305	5/30/2012	5/31/2012	6/27/2012	COBORN S SUPERSTORE	13.16
COMM ED BELLE PLAINE	287047306	5/30/2012	5/31/2012	6/27/2012	COBORN S SUPERSTORE	18.66
COMM ED BELLE PLAINE	287047307	5/30/2012	5/31/2012	6/27/2012	TARGET 00012724	524.89
COMM ED BELLE PLAINE	287047308	5/30/2012	5/31/2012	6/27/2012	MICHAELS #3747	36.96
COMM ED BELLE PLAINE	287195760	5/31/2012	6/1/2012	6/27/2012	ECC*DSS-Disc Sch Suppl	1,042.65
COMM ED BELLE PLAINE	287195761	5/30/2012	6/1/2012	6/27/2012	SAMS CLUB#6311	33.40
COMM ED BELLE PLAINE	288018846	6/9/2012	6/11/2012	6/27/2012	COBORN S SUPERSTORE	27.28
COMM ED BELLE PLAINE	288018847	6/9/2012	6/11/2012	6/27/2012	PEKARNAS MEAT MARKET	45.90
COMM ED BELLE PLAINE	288306238	6/13/2012	6/14/2012	6/27/2012	KAPLAN EARLY LEARNING	344.00
COMM ED BELLE PLAINE	288453918	6/14/2012	6/15/2012	6/27/2012	COBORN S SUPERSTORE	4.52

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Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
COMM ED BELLE PLAINE	288799394	6/19/2012	6/20/2012	6/27/2012	COBORN S SUPERSTORE	31.85
COMM ED BELLE PLAINE	288799395	6/19/2012	6/20/2012	6/27/2012	STEFFEN HARDWARE	17.60
COMM ED BELLE PLAINE	288902703	6/19/2012	6/21/2012	6/27/2012	THE BAKE SHOP	7.08
COMM ED BELLE PLAINE	289044686	6/21/2012	6/22/2012	6/27/2012	EMMA KRUMBEEES ORCHARD	35.81
COMM ED BELLE PLAINE	289044687	6/21/2012	6/22/2012	6/27/2012	EMMA KRUMBEEES ORCHARD	1.29
DAVIS KRIS	287595410	6/6/2012	6/6/2012	6/27/2012	NCS PEARSON	85.00
DAVIS KRIS	287595411	6/5/2012	6/6/2012	6/27/2012	WM EZPAY	655.69
DAVIS KRIS	287595412	6/5/2012	6/6/2012	6/27/2012	WM EZPAY	285.87
DAVIS KRIS	287595413	6/5/2012	6/6/2012	6/27/2012	WM EZPAY	162.02
DAVIS KRIS	287595414	6/5/2012	6/6/2012	6/27/2012	WM EZPAY	676.36
DAVIS KRIS	288111960	6/11/2012	6/12/2012	6/27/2012	OFFICEMAX CT*IN#322529	10.03
DAVIS KRIS	288111961	6/11/2012	6/12/2012	6/27/2012	OFFICEMAX CT*IN#322789	199.00
DAVIS KRIS	288616302	6/16/2012	6/18/2012	6/27/2012	COUNTRY INN & SUITES	259.59
SPARBY MINDY	288018848	6/8/2012	6/11/2012	6/27/2012	THE OLIVE GARD00012450	150.66
SPARBY MINDY	288018849	6/9/2012	6/11/2012	6/27/2012	RESIDENCE INNS-ROSEVIL	688.30
WICK KEN	287047313	5/31/2012	5/31/2012	6/27/2012	BRAINPOP.COM	1,645.70
WICK KEN	287839658	6/7/2012	6/8/2012	6/27/2012	ALSOFT INC	21.90
WICK KEN	288306240	6/14/2012	6/14/2012	6/27/2012	CDW GOVERNMENT	2,539.68
WICK KEN	288616303	6/17/2012	6/18/2012	6/27/2012	APL*APPLEONLINESTOREUS	5,395.00
WICK KEN	288616304	6/17/2012	6/18/2012	6/27/2012	APL*APPLEONLINESTOREUS	915.00
WICK KEN	288902704	6/21/2012	6/21/2012	6/27/2012	CDW GOVERNMENT	519.58
WICK KEN	288902705	6/21/2012	6/21/2012	6/27/2012	APL*APPLEONLINESTOREUS	798.00
WICK KEN	288902706	6/21/2012	6/21/2012	6/27/2012	APL*APPLEONLINESTOREUS	198.00
WICK KEN	289044692	6/22/2012	6/22/2012	6/27/2012	AMAZON MKTPLACE PMTS	35.20
WICK KEN	289044693	6/22/2012	6/22/2012	6/27/2012	AMAZON MKTPLACE PMTS	148.35
WICK KEN	289044694	6/22/2012	6/22/2012	6/27/2012	APL*APPLEONLINESTOREUS	638.00
WICK KEN	289044695	6/22/2012	6/22/2012	6/27/2012	APL*APPLEONLINESTOREUS	1,821.00
WICK KEN	289044696	6/22/2012	6/22/2012	6/27/2012	APL*APPLEONLINESTOREUS	7,339.00
MATHIOWETZ BRUCE	286960097	5/29/2012	5/30/2012	6/27/2012	COBORN S #2038	9.00
MATHIOWETZ BRUCE	287047309	5/30/2012	5/31/2012	6/27/2012	NATIONAL FFA	274.50
MATHIOWETZ BRUCE	287195762	5/31/2012	6/1/2012	6/27/2012	MENARDS DUNDAS	56.41
MATHIOWETZ BRUCE	287595407	6/5/2012	6/6/2012	6/27/2012	USPS 26073001733418328	180.00
MATHIOWETZ BRUCE	287698007	6/6/2012	6/7/2012	6/27/2012	COBORN S SUPERSTORE	27.03
MATHIOWETZ BRUCE	288111958	6/11/2012	6/12/2012	6/27/2012	NATIONAL FFA	566.00
ADAMS BILL	286960098	5/29/2012	5/30/2012	6/27/2012	GOOGLE *Fidget Man Inc	14.99
ADAMS BILL	287047310	5/30/2012	5/31/2012	6/27/2012	WM SUPERCENTER#1038	81.93
ADAMS BILL	287195763	5/31/2012	6/1/2012	6/27/2012	SQ *SCHENDEL ENTERPRIS	195.00

## June 2012 P-Card Statement

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
ADAMS BILL	287501222	6/4/2012	6/5/2012	6/27/2012	THE ORIGINS PROGRAM	695.00
ADAMS BILL	287839653	6/7/2012	6/8/2012	6/27/2012	BARNES&NOBLE*MRKTPLACE	75.89
ADAMS BILL	287839654	6/7/2012	6/8/2012	6/27/2012	BARNES&NOBLE*COM	9.69
ADAMS BILL	287839655	6/8/2012	6/8/2012	6/27/2012	BARNES&NOBLE*COM	67.35
ADAMS BILL	287839656	6/8/2012	6/8/2012	6/27/2012	TPC*GOPHER	620.10
ADAMS BILL	288111959	6/11/2012	6/12/2012	6/27/2012	THE ORIGINS PROGRAM	695.00
ADAMS BILL	288453919	6/14/2012	6/15/2012	6/27/2012	LEVENGER CATALOG&WEB	58.00
DEUTSCH JOE	286960099	5/29/2012	5/30/2012	6/27/2012	COBORN S SUPERSTORE	21.85
DEUTSCH JOE	287047311	5/29/2012	5/31/2012	6/27/2012	RUCKS MEAT PROCESSING	32.16
DEUTSCH JOE	287047312	5/29/2012	5/31/2012	6/27/2012	HARDWARE DISTRIBUTORS	79.76
DEUTSCH JOE	287195764	5/30/2012	6/1/2012	6/27/2012	HARDWARE DISTRIBUTORS	45.45
DEUTSCH JOE	287501223	6/4/2012	6/5/2012	6/27/2012	COBORN S SUPERSTORE	68.22
DEUTSCH JOE	287595408	6/4/2012	6/6/2012	6/27/2012	RUCKS MEAT PROCESSING	53.16
DEUTSCH JOE	287595409	6/5/2012	6/6/2012	6/27/2012	MENARDS BURNSVILLE	194.16
DEUTSCH JOE	287698008	6/4/2012	6/7/2012	6/27/2012	CARIBOU GUN CLUB	1,952.00
DEUTSCH JOE	287839657	6/6/2012	6/8/2012	6/27/2012	DOMINO S 7300	44.59
GROTBERG CAREN	286874037	5/28/2012	5/29/2012	6/27/2012	COBORN S SUPERSTORE	33.58
ACTIVITIES BELLE P	287595415	6/5/2012	6/6/2012	6/27/2012	COBORN S SUPERSTORE	41.65
HANSON LIANN	288205824	6/12/2012	6/13/2012	6/27/2012	COBORN S SUPERSTORE	40.90
HANSON LIANN	288306239	6/13/2012	6/14/2012	6/27/2012	THE ORIGINS PROGRAM	695.00
HANSON LIANN	288453920	6/13/2012	6/15/2012	6/27/2012	ANNIE S CATERING	63.59
HANSON LIANN	289044688	6/20/2012	6/22/2012	6/27/2012	REGISTRATIONBOSS	269.00
HANSON LIANN	289044689	6/22/2012	6/22/2012	6/27/2012	LEVENGER CATALOG&WEB	45.38
HANSON LIANN	289044690	6/22/2012	6/22/2012	6/27/2012	RUTTGENS SUGAR LAKE L	195.00
HANSON LIANN	289379811	6/26/2012	6/27/2012	6/27/2012	LEVENGER CATALOG&WEB	75.52
ORR CAROL HANNON	286772518	5/26/2012	5/28/2012	6/27/2012	COBORN S #2038	19.24
ORR CAROL HANNON	286772519	5/26/2012	5/28/2012	6/27/2012	FAIRBRIDGE INN AND SUI	145.00
ORR CAROL HANNON	286772520	5/26/2012	5/28/2012	6/27/2012	FAIRBRIDGE INN AND SUI	96.00
ORR CAROL HANNON	287195765	5/31/2012	6/1/2012	6/27/2012	FEDEXOFFICE 00006197	6.73
ORR CAROL HANNON	287383287	6/1/2012	6/4/2012	6/27/2012	KWIK TRIP 33000003301	12.81
ORR CAROL HANNON	287383288	6/1/2012	6/4/2012	6/27/2012	PIZZA PLUS	66.62
KELLER CHUCK	289044691	6/22/2012	6/22/2012	6/27/2012	NORTON *SOFTWARE	74.80
ANHALT RACHEL	287195766	5/31/2012	6/1/2012	6/27/2012	COBORN S SUPERSTORE	87.02
ANHALT RACHEL	287383291	6/1/2012	6/4/2012	6/27/2012	RUCKS MEAT PROCESSING	61.25

<b>Total</b>	<b>60,297.44</b>
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## **Chatfield Elementary School**

*Independent School District No. 716 • Belle Plaine Public Schools*



**Family Guide**



## Chatfield Elementary

330 South Market Street • Belle Plaine, MN 56011

Tel: (952) 873-2401 • Fax: (952) 873-2598 (

" <http://www.belleplaine.k12.mn.us> "

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August, 2012

Dear Families:

Summer is coming to an end and the most exciting time of the year is upon us. Our children will continue their educational journey as they enter a new grade level this fall. The staff at Chatfield Elementary is prepared to give your children rich learning experiences that will provide a solid foundation for continued success.

There are a lot of ways to keep families connected to our school. As a staff, we encourage you to stay involved by volunteering, joining our Parent Teacher Organization, attending school events and activities, or just by offering academic support to your child. Reading with your child is the most effective way to assist them in meeting educational goals. The following quote indicates how extremely valuable an extra 15 minutes of reading can be for your child.

***"15 extra minutes of reading per day can lead to three months of additional growth—enough for a considerable amount of students to catch up or exceed grade-level expectations." (Robert Marzano)***

Chatfield Elementary staff is prepared to team up with families to ensure strong support for a successful and enduring learning experience for our children. Please contact the Chatfield Elementary Office should you have any questions, concerns, or compliments about our school. We look forward to working in partnership with you and yours.

With Highest Regards,  
Mrs. Kim DeWitte, Principal

## District Mission Statement

*Expecting Excellence from Everyone, Everyday!*

## Basic Information and Services

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### School Day

School begins at 8:30 am and ends at 3:10 pm.

### Contacting Us

Chatfield Elementary School

330 South Market Street • Belle Plaine, Minnesota 56011

Important Phone Numbers	
Main Office	(952) 873-2401
Attendance Line (24 hour access)	(952) 873-2404
Community Education	(952) 873-2411
District Office	(952) 873-2400
Fax Line	(952) 873-2598
Taher (food service contractor)	(952) 873-2414
Stier Transportation (bus contractor)	(952) 873-2362

Web Site: <http://www.belleplaine.k12.mn.us/bpps/chatfield>

## Faculty and Licensed Staff

Name	Position	Email Address
Adrian, Kelly	1 <sup>st</sup> Grade	<a href="mailto:kadrian@belleplaine.k12.mn.us">kadrian@belleplaine.k12.mn.us</a>
Berg, Emily	RtI Math	<a href="mailto:eberg@belleplaine.k12.mn.us">eberg@belleplaine.k12.mn.us</a>
Bristlin, Jodi	Resource Room	<a href="mailto:jbristlin@belleplaine.k12.mn.us">jbristlin@belleplaine.k12.mn.us</a>
Brueske, Melissa	2 <sup>nd</sup> Grade	<a href="mailto:mbrueske@belleplaine.k12.mn.us">mbrueske@belleplaine.k12.mn.us</a>
Carlson, Shawn	1 <sup>st</sup> Grade	<a href="mailto:scarlson@belleplaine.k12.mn.us">scarlson@belleplaine.k12.mn.us</a>
Cariveau, Jennifer	Kindergarten	<a href="mailto:jcariveau@belleplaine.k12.mn.us">jcariveau@belleplaine.k12.mn.us</a>
Culligan, Kristine	2 <sup>nd</sup> Grade	<a href="mailto:kculligan@belleplaine.k12.mn.us">kculligan@belleplaine.k12.mn.us</a>
Donovan, Carrie	Food Service Director	<a href="mailto:cdonovan@belleplaine.k12.mn.us">cdonovan@belleplaine.k12.mn.us</a>
Earney, Chelsey	Physical Education	<a href="mailto:cearney@belleplaine.k12.mn.us">cearney@belleplaine.k12.mn.us</a>
Edberg, Patti	Secretary	<a href="mailto:pedberg@belleplaine.k12.mn.us">pedberg@belleplaine.k12.mn.us</a>
Eishens, Janel	2 <sup>nd</sup> Grade	<a href="mailto:jeischens@belleplaine.k12.mn.us">jeischens@belleplaine.k12.mn.us</a>
Fogarty, Melanie	Kindergarten	<a href="mailto:mfogarty@belleplaine.k12.mn.us">mfogarty@belleplaine.k12.mn.us</a>
Gaikowski, Brandon	1 <sup>st</sup> Grade	<a href="mailto:bgaikowski@belleplaine.k12.mn.us">bgaikowski@belleplaine.k12.mn.us</a>
Gerres, Megan	Kindergarten	<a href="mailto:mgerres@belleplaine.k12.mn.us">mgerres@belleplaine.k12.mn.us</a>
Grabow, Jennifer	ECSE	<a href="mailto:jgrabow@belleplaine.k12.mn.us">jgrabow@belleplaine.k12.mn.us</a>
Graff, Katie	Physical Education	<a href="mailto:kgraff@belleplaine.k12.mn.us">kgraff@belleplaine.k12.mn.us</a>
Grotberg, Caren	ELL	<a href="mailto:cgrotberg@belleplaine.k12.mn.us">cgrotberg@belleplaine.k12.mn.us</a>
Hartmann, Marty	LEAP	<a href="mailto:mhartmann@belleplaine.k12.mn.us">mhartmann@belleplaine.k12.mn.us</a>
Hitchen, Sara	Special Education	<a href="mailto:shitchen@belleplaine.k12.mn.us">shitchen@belleplaine.k12.mn.us</a>
Jungwirth, Jenny	Music Teacher	<a href="mailto:jjungwirth@belleplaine.k12.mn.us">jjungwirth@belleplaine.k12.mn.us</a>
Kahle, Angie	Resource Room	<a href="mailto:akahle@belleplaine.k12.mn.us">akahle@belleplaine.k12.mn.us</a>
Keller, Gwen	Speech/Language	<a href="mailto:gkeller@belleplaine.k12.mn.us">gkeller@belleplaine.k12.mn.us</a>
Kerkow, Rachelle	School Nurse	<a href="mailto:rkerkow@belleplaine.k12.mn.us">rkerkow@belleplaine.k12.mn.us</a>

Laurent, Janelle	Kindergarten	<a href="mailto:jlaurent@belleplaine.k12.mn.us">jlaurent@belleplaine.k12.mn.us</a>
Luskey, Becky	Tiger Kids	<a href="mailto:bluskey@belleplaine.k12.mn.us">bluskey@belleplaine.k12.mn.us</a>
Minor, Julie	Tiger Kids Pre-K	<a href="mailto:jminor@belleplaine.k12.mn.us">jminor@belleplaine.k12.mn.us</a>
Mollenhauer, Lynn	Computer Lab	<a href="mailto:lmollenhauer@belleplaine.k12.mn.us">lmollenhauer@belleplaine.k12.mn.us</a>
Moore, Stephanie	Kindergarten	<a href="mailto:smoore@belleplaine.k12.mn.us">smoore@belleplaine.k12.mn.us</a>
Nelson, Laura	1 <sup>st</sup> Grade	<a href="mailto:lnelson@belleplaine.k12.mn.us">lnelson@belleplaine.k12.mn.us</a>
Prokosch, Sheri	ECFE Coordinator	<a href="mailto:sprokosch@belleplaine.k12.mn.us">sprokosch@belleplaine.k12.mn.us</a>
Rahn, Jason	ECSE	<a href="mailto:jrahn@belleplaine.k12.mn.us">jrahn@belleplaine.k12.mn.us</a>
Ranweiler, Christa	1st Grade	<a href="mailto:cranweiler@belleplaine.k12.mn.us">cranweiler@belleplaine.k12.mn.us</a>
Ritter, Angela	Reading Corp	<a href="mailto:aritter@belleplaine.k12.mn.us">aritter@belleplaine.k12.mn.us</a>
Schmidt, Courtney	2 <sup>nd</sup> Grade	<a href="mailto:cschmidt@belleplaine.k12.mn.us">cschmidt@belleplaine.k12.mn.us</a>
Schultz, Carol	Title I	<a href="mailto:cschultz@belleplaine.k12.mn.us">cschultz@belleplaine.k12.mn.us</a>
Simones, Rose	2 <sup>nd</sup> Grade	<a href="mailto:rsimones@belleplaine.k12.mn.us">rsimones@belleplaine.k12.mn.us</a>
Smith, Alicia	Kindergarten	<a href="mailto:alsmith@belleplaine.k12.mn.us">alsmith@belleplaine.k12.mn.us</a>
Stowe, Tim	2nd Grade	<a href="mailto:tstowe@belleplaine.k12.mn.us">tstowe@belleplaine.k12.mn.us</a>
Swenson, Veronica	Reading Corp	<a href="mailto:vswenson@belleplaine.k12.mn.us">vswenson@belleplaine.k12.mn.us</a>
Voigt, Megan	1 <sup>st</sup> Grade	<a href="mailto:mvoigt@belleplaine.k12.mn.us">mvoigt@belleplaine.k12.mn.us</a>
Volek, Abby	1 <sup>st</sup> Grade	<a href="mailto:avolek@belleplaine.k12.mn.us">avolek@belleplaine.k12.mn.us</a>
Wallert, Jill	Rtl	<a href="mailto:jwallert@belleplaine.k12.mn.us">jwallert@belleplaine.k12.mn.us</a>
Wilmoth, Heather	School Psychologist	<a href="mailto:hwilmoth@belleplaine.k12.mn.us">hwilmoth@belleplaine.k12.mn.us</a>
Zwick, Nick	Kindergarten	<a href="mailto:nzwick@belleplaine.k12.mn.us">nzwick@belleplaine.k12.mn.us</a>

*This is a general contact list and is subject to change. A current staff directory is available on the [school web site](#).*

### **Attendance, Attendance Policy, and Procedures**

Consistent school attendance is of vital importance to a child's academic and social growth. If your child will not be at school, **it is tremendously important to notify us via our 24-hour attendance hotline at (952) 873-**

**2404. Please make sure to clearly state your name, your child's name, your child's teacher's name and reason for absence.** This assists our office staff in processing attendance.

When students arrive late to school they (or their parent) need to come into the office to sign in. They will be given a pass to get into class. When students are to be dismissed early, parents need to come into the office to sign them out. Students will not be allowed to leave during the school day unless they have been signed out.

When legal constraints are in effect for students, it is the custodial parent's/guardian's responsibility to contact the school (in writing) with the names of person(s) permitted to pick up the child(ren).

### ***Attendance Policy and Procedures***

**Excused** absences are:

Illness of the student, which causes him/her to remain home or go to the doctor  
Medical/Dental appointments  
Death of a family member or near relative  
Religious holiday (Please inform the office ahead of time)  
Family vacations on a limited basis

Some examples of absences that are **not excused**:

Parents who do not call the attendance line to report their child's absence.  
Overslept  
Missed the bus  
Car trouble  
Baby-sitting  
Needed at home

### ***Unexcused Absences Procedures***

1 day – contact by phone informing parent of policy

3 days – first letter to parent and a copy is given to the classroom teacher

5 days – letter to parent requesting a doctor's note for any further absence

6 days – conference request with parent, principal and classroom teacher

7 days – Educational Neglect Report filed with Scott County and a letter to parent informing them of the filing

### ***Excused Absences***

8 days of excused absences per trimester – a letter will be sent to the parent, on a case-by-case basis. A copy of the letter will be given to the classroom teacher.

24 days or more per school year may warrant an Educational Neglect Report to Scott County. This will be determined on a case-by-case basis.

### ***Excessive Tardies***

5 tardies – phone call to parent about our concerns

8 tardies – letter to parent

### *AM/PM Absence/Tardy*

When a student arrives after 8:30 a.m. or leaves from school before 3:10 p.m., the following guideline is used to determine if the student is counted as being tardy or absent from school:

If the student arrives before 9:00 a.m., they are counted tardy.

If they arrive after 9:00 but before 11:30, they are counted a.m. absent.

If they leave between 11:30am & 2:30 pm, they are counted as a p.m. absence.

If they leave after 2:30 p.m., they are counted as being here all day.

### *Educational Neglect*

State law mandates the attendance of all school age children unless excused for legal reasons. Attendance is the responsibility of the student and his/her parents or guardians. Students who are absent from school without acceptable reasons will be regarded as an issue of educational neglect. Please contact the principal if you need assistance with your child's attendance.

### **Bus (Transportation) Services**

The School District contracts with Stier Transportation to provide school bus transportation to eligible students. Riding the school bus is a privilege. Students are expected to show the same good conduct as required in school. Students participate in a bus safety program at the beginning of each school year. Contact Stier Transportation directly at 873-2362 with questions about our transportation program.

No elementary students in last 3 seats

Respectable language at ALL times

Students will cross road in front of bus

Students will keep hands and head inside bus

Students will not change seats when bus is moving

Students will not shout or whistle

Students causing trouble will be suspended

Students will not throw things or take caps or mitts

Students will report any damage to driver

Students will pay for any damage to bus

Students will keep the bus clean

No eating or drinking of any kind allowed

Driver has complete charge and students will obey driver at all times

No spikes of any kind can be worn on the bus

No spitting

No radios, tape players, etc. played on the bus

No loitering on the bus

Loading will be done when all squads are done (sport activities)

### **Emergency School Closing**

Emergency school closings due to severe weather or for any other reason will be announced using our Infinite Campus Instant Alert System. Should you have any problems with Infinite Campus Alert System, please contact Teri Kiewatt @ 952.873.2418. We will also attempt to place this information on radio stations WCCO 830 AM, KRBI 1310 AM, and KCHK 105.5 FM. It will be also announced via television channels KSTP 5, KARE 11 and WCCO 4. The School District also posts school closing information on our district web site and local Cable Access Channel 8.

Parents should provide their classroom teacher with a plan for their children should we be dismissed from school early. Phones are typically very busy during such emergencies, so **advance** arrangements are important. It is not possible for the school to individually contact parents in these situations, so your cooperation in this planning is critical.

## **Food Service Program**

We contract with Taher, Inc. to provide our food service program. **Please make checks out to Taher.** You may also deposit money into your child's lunch account online. [Visit our district web site and click the Online Payments link on the left side to access the "Tiger Mall."](#)

Our food service program meets the requirements of the USDA type A program. All students are offered a main entree, vegetable, fruit and choice of milk (or soy milk). Besides the main entree on the printed menu, students have a choice of a chef salad or a cold meat sandwich everyday.

Parents and guests are welcome to come to lunch any day!

Our school utilizes a computerized account management system. Each family is given an ID Number to use when depositing money in the family account. Each student in the family is given an individual PIN (personal identification number) to use when they go through the lunch line. Each time the student enters their PIN number the family account is charged for that student's lunch or breakfast. When your family account goes below \$5.00, your child receives a hand stamp. This will be a visual reminder for you and your child that you need to send money for your family account the next day.

Daily prices for the 2012-2013 school year are as follows:

Breakfast: Students \$1.05, Adults \$1.55

Lunch: Students \$1.80, Adults \$3.25

Milk \$.45

Please contact Food Service with questions about this program at (952) 873-2414. This institution is an equal opportunity provider.

## **Health Services**

A Health Assistant or office staff member is on duty during the school day to provide first aid care for children who become ill or injured during the school day. If a child would be better off at home, a parent will be called. **Please keep the office informed of changes in phone numbers for home, work, or emergency numbers.** It is of utmost importance that we are able to reach you in times of medical necessity. It is not possible to notify a parent every time their child visits the health office. However, we will call you and ask that you pick up your child if we see:

1. an elevated temperature
2. vomiting or diarrhea
3. other suspected communicable diseases (head lice, strep throat, suspicious rashes, etc.,)
4. children that have returned too soon after an illness (see illness guidelines)

*Illness Guidelines:* Please keep your child home for the following:

- **fever greater than 100:** may return after temperature has been normal for 24 hours without the use of fever reducing medicine
- **vomiting or diarrhea:** may return after 24 hours has passed since last vomiting or diarrheal episodes
- **pink eye**(if painful and/or drainage present): may return after antibiotic treatment is started (or doctor has determined child is not contagious), and student is able to keep from touching the eye
- **strep throat:** may return after 24 hours of treatment and child is without fever
- **chicken pox:** may return after all spots are scabbed over
- **head lice:** may return after first treatment completed and no live lice are seen
- **possible impetigo/other rashes:** may return after doctor determines whether rash is/is not contagious. If treatment started, generally may return 24 hours after treatment started.

*Immunizations:* Minnesota Immunization Law requires that every child attending school have current immunizations or the necessary documentation for exemptions. We cannot allow your child to attend school if we do not have a record of current immunizations or exemptions.

*Medical/Health Procedures:* Health Services can provide medical procedures that are determined to be medically necessary during the school day. Physician orders and parent consent are required. Procedure related supplies must be provided by the student/family.

*Medications:* If a child needs medication (prescription or over-the-counter) during the school day, the school must have:

1. written parental consent
2. written physician's orders
3. medication must be provided in the original container (if you ask, the pharmacist can provide a bottle for home and one for school)
4. medication must not be expired (please check the dates before bringing)

*Participation Restrictions:* If a child is unable to participate in recess or physical education due to a health concern, they will need a note from their parent. If the restriction is for more than one day, a doctor's note may be requested.

*Screenings:* Health Services provides hearing screening (grades K, 1, 2, 3, 5), vision screening (grades 1, 3, 5) and scoliosis screening (grade 5 & 6 girls). If you do not want your child to participate in school screenings, please send a note to the health office by the end of September. In most circumstances the health office does NOT share screening results with classroom teachers until results of a medical evaluation are provided, parent permission is received, and it is determined that it is important for the classroom teacher to have the information.

**Kid's Company**

The Belle Plaine Public Schools provide a before/after school child care program for students in Grades K-6. For more information on the Kid's Company program or to register your child call the Community Education office at 873-2411. The program is open from 6:00-8:20 a.m. and from 3:00-6:00 p.m. and held at Chatfield Elementary School. The service is available during the summer as well.

### **Lost and Found**

We have a lost & found container near the front door. Parents are encouraged to check this for lost articles.

### **Newsletters and other communication techniques**

Chatfield Elementary creates a monthly newsletter published during the first week of every month. This newsletter will be send digitally to all families. If you need a paper copy, please let your child's classroom teacher know.

Chatfield Elementary also is on Facebook and Twitter. Please feel free to 'like' us on those medias. Enjoy!

### **Open House**

Chatfield Elementary School will hold an Open House on August 30. This is a time for the students to come to school with parents, to meet their teacher, see their room, deposit money in their lunch account, sign up for Parent/Teacher Conferences and put school supplies in their desk.

### **Parent-Teacher Organization**

The [Belle Plaine Elementary Parent Teacher Organization \(PTO\)](#) was formed to strengthen the connection between parents, children and our school. Objectives of this organization include providing support for the teachers, staff and administration; fundraising; organizing volunteer opportunities; offering parent interaction; and expanding outreach into our growing community.

The PTO holds a monthly meeting the third Thursday of each month at 6:30 p.m. in the elementary music room.

The PTO recognizes that time is valuable. Our lives tend to be very full with work, family and outside obligations. We realize regular meetings may not fit into everyone's schedule. This does not mean, however, that you cannot be involved with the PTO. Parent participation is ALWAYS welcome and there is no minimum time requirement! If you would like to get involved, please contact Kelly Rohan at [krohan@belleplaine.k12.mn.us](mailto:krohan@belleplaine.k12.mn.us).

### **Parties**

Occasional class parties are held throughout the year as special events. Each grade level handles these parties differently and there may be a fee charged for some.

### **Recess**

All children should be dressed properly for the weather conditions of the day. If a student is to be excused from recess, they will need a note from the parent. If the excuse is to be in effect for more than two days,

please contact the Health Office. Children stay inside on rainy days or when the wind chill temperature is below 0 degrees.

### **School Counseling Services**

The School Counselor provides a variety of services for all students. Prevention activities involve the School Counselor teaching in classrooms. Lessons may address character education, bullying, conflict resolution, self-concept and self-esteem, personal safety, problem solving, and any number of other pertinent topics.

The School Counselor can also provide individual counseling and facilitate small support groups. Support group topics are based on the needs of students and may concentrate on the following topics: family changes, friendship and peer relationships, problem solving, anger management, school issues, and self-esteem.

The School Counselor can assist families with parenting skills and in finding additional resources to address a variety of needs.

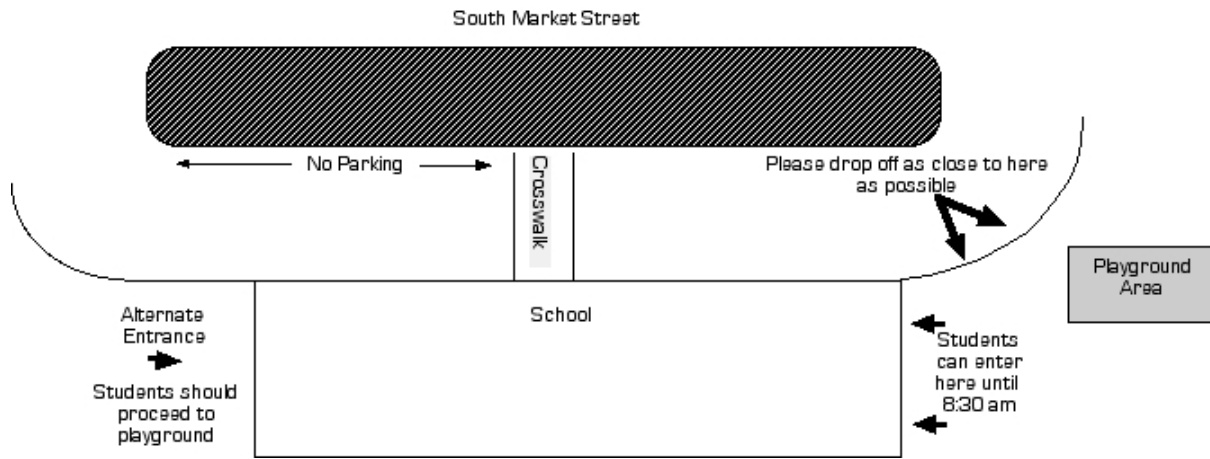
Referrals to work with the School Counselor can come from parents, school staff, and/or students. If ongoing work is deemed necessary, permission from a parent or guardian will be required. The School Counselor may be consulted and help out in crisis or other situations requiring a timely response.

### **Student Drop-Off, Pick-Up, and Parking**

#### *Drop Off*

In order to ensure the safety of our students entering the school in the morning, we ask that you observe the following morning drop-off guidelines:

1. Make sure to drop your child as close to the end of the "loop" as possible. Students should exit the vehicle via the curbside door. Hugs, kisses and goodbyes should be given prior to entering the horseshoe area to ensure efficiency. The South (playground) doors are open at this time and students can enter there. This allows them to have faster access to their lockers. This process will be followed in all types of weather.
2. Please avoid parking inside the "loop" during the morning drop-off time. This makes congestion worse!
3. Please make sure to share this information with anyone who would drop your child off in the morning.
4. Thank you for partnership.



Parents who are dropping off students at both Belle Plaine Junior-Senior High and Chatfield Elementary should consider using the Park Street entrance. Parents can drive East on Park Street and drop their elementary child off at the Park Street entrance and continue through the Junior-Senior High School drop-off loop. Students dropped off at the Park Street entrance should report to the playground until the 8:20 am bell rings.

### *Student Pick-Up*

When picking students up during the day for an appointment, parents should park in the *Visitor* parking in the drop-off loop.

Parents are advised to avoid parking in the fire lane if they are picking up their child at the end of the day. There is significant and concentrated pedestrian traffic after school. Parking in the fire lane and double parking are prohibited.

### **Visiting**

We encourage parents to participate fully in their child's education. Should you wish to visit your child's classroom, ***please*** contact the classroom teacher in advance of your intended visit, so as not to interrupt the learning environment. Each year we have special activities at which time all parents are invited to visit school. You will receive special notice of these dates. ALL visitors must sign in at the school office and wear a Visitor Badge.

Upon entering the school building all visitors will be asked to check in at the office as always. All check ins need to be accompanied by a Driver's License or Identification Card. The Chatfield Elementary and Oak Crest offices have computer stations with a scanner, label printer, and electronic check in. The scanner scans all licenses to a database, which will notify our school if any visitor has been convicted of a crime against children. If we receive notification that the person has been convicted of such a crime, we will not allow them to enter the building. This process will provide another safety net for our students.

While we realize that some parents/guests may feel this procedure infringes on their privacy, it is our duty to provide any and all measures to ensure student safety. Features of this new system include the following:

#### Raptor System Features

- Quick and easy check in process for visitors.
- Registration against national database for crimes against children.

Labels made with personalized photos for easy identification.

Curriculum, Assessment, and  
Programming

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### Core Curricula

Our core curricula consist of reading, mathematics, science, and social studies. Our school uses the following materials to foster growth and achievement in the core curricular areas:

Reading	Mathematics	Science	Social Studies	
				
<a href="#">Harcourt Trophies</a>	<a href="#">Houghton-Mifflin</a>	<a href="#">Houghton-Mifflin</a>	<a href="#">Nystrom</a>	<a href="#">Scott-Forseman</a>
Grades K-2	Grades K-2	Grades K-2	Grades K-1	Grade 2
Adopted 2005	Adopted 2011	Adopted 2007	Adopted 2008	

### Character Education

Our school promotes character education. Monthly themes highlighting various character traits will be taught to students with special lessons, posters and activities. Some of the themes will be **Citizenship, Respect, Fairness, Caring, Responsibility, and Trustworthiness**. Our "Terrific Tiger" program recognizes students in these areas.

### **Conferences**

Parent/Teacher Conferences will be held on **October 8 & 11, 2012** and **February 11 & 14, 2013**. Conferences are 15 minutes in length. Registration for conferences will be held in the fall during our Open House. Notes will be sent out to parents before conferences as a reminder of the times they signed up for.

### **Computer Lab**

A full-time computer specialist is shared between Chatfield and Oak Crest Elementary Schools to teach students in the lab and assist staff with their computer needs. Our computer lab consists of 28 eMac computers. A SMART Board is also available.

First and second graders use programs and online resources to practice reading, math skills, and problem solving skills. They also learn to use simple graphics programs and compose stories on the computer. Keyboarding is introduced in second grade.

All students have supervised access to the Internet. Parents/Guardians not wanting their child to have access to the Internet should notify, in writing, the principal's office.

### **Field Trips**

Field trips are an important part of the educational program. On the emergency forms that you sign each year is a permission form for you to sign for all field trips throughout the year. The homeroom teacher will notify parents before all field trips. If your child will not be participating, he/she must be in attendance at school and will be assigned to another classroom for that day. When needed, parent chaperones are determined by the homeroom teacher.

### **I.E.P.**

An Individual Educational Plan (I.E.P.) is in place for those students who receive special education services. These services are provided to students identified in accordance with local, state and federal standards.

### **Junior Great Books**

The Junior Great Books program is coordinated through the LEAP program and taught by parent volunteers in Grade 2 - 6 as an after school activity. The program focuses on the high level reader. Quality literature is the basis of the discussion using higher level thinking skills. This program is available for all students. However, at the first grade level, high ability readers are chosen by the first grade teachers to participate in the program, which is instructed by the LEAP teacher during the school day.

Further questions about the program can be directed to Marty Hartmann at:

[mhartmann@belleplaine.k12.mn.us](mailto:mhartmann@belleplaine.k12.mn.us)

## **Philosophy for Responsible Learning**

We believe:

Students, staff, parents, and community will work together to encourage self-motivation and responsibility for personal actions.

Students and staff will foster a sense of belonging by focusing on the learner's individual and developmental needs.

Problem-solving strategies will be used in a positive and supportive environment to foster the development of personal and mutual respect.

A respectful and safe environment will promote learning.

## **LEAP (K-6)**

Learning Enrichment Activities Program (Gifted & Talented Program)

LEAP is designed to help service the academic needs and challenges of our gifted students. Presently, our LEAP program targets students who excel in the areas of math and literature. Students entering the Math LEAP program must meet two of the following criteria:

A score of 95% or higher on Standardized Testing

A score of 120 or higher on the Structured LEAP Interview

Teacher recommendation, using the Renzulli survey.

Categories include: Academics, Leadership, Creativity, and Motivation.

Students entering the Literature LEAP program must meet two of the following criteria:

A score of 95 % or higher on Standardized Testing

Reading and writing ability that reflects two grade levels beyond current grade level

Teacher recommendation, using the Renzulli survey.

Students formally enter the LEAP program in second grade. Prior to this age, students must be recommended for testing via special request by the parent or teacher.

LEAP Opportunities include: Math Olympiads, Current Events News Bowl, Tiger Tribune Newspaper, Junior Great Books, Thinking Cap Bowl, Young Writer's Conference, Fine Arts Conference, and Science and Nature Camp.

Further questions about the program can be directed to Marty Hartmann at:

[mhartmann@belleplaine.k12.mn.us](mailto:mhartmann@belleplaine.k12.mn.us)

## **Media Center**

Chatfield Elementary has a well-established media center. The media center has a varied collection of books, videos, DVDs, teaching kits, and a selection of popular children's periodicals.

Students in kindergarten, first, and second grade have weekly checkout periods. The children have story time and are introduced to new titles and exposed to literary vocabulary. Students are expected to checkout and demonstrate proper care of materials and facilities. This includes sharing resources with others by returning them when due.

Please support your child by reading with him/her and encouraging him/her to form a life-long habit of the joys of reading.

## **Music**

Students in kindergarten through second grade attend general music classes three times a week. Students work to improve steady beat and in tune singing skills through rhyme, song, movement, instrument playing, listening, reflection, and creation. Students experience classical works, folk songs, and popular music while working to understand the connections between music and the arts, music and history, and music and the world.

## **Physical Education**

Physical Education helps meet the needs of the student by providing learning experiences that allow for instruction of fundamental motor skills and related physical, mental, social, and emotional concepts.

The basic goals of physical education are to have the students learn about movement in a safe and enjoyable environment. In the primary grades (K-2) emphasis is on movement education to develop basic skills and perceptual awareness.

Tennis shoes or shoes with a soft rubber sole are required at all time. Please purchase tennis shoes that do not leave black marks on the gym floor. Students who have a permanent or temporary disability or health condition will be provided adapted activities on the basis of medical recommendation. We also strongly encourage that dresses not being worn on days including physical education classes. When dresses are worn they provide limited activity in physical education class. If your child wears a dress to school, you may choose to send a pair of pants or shorts that your child can change into.

## **Report Cards and Student Progress**

Assessing the growth and development of our students is an important part of our school program. Our goal is to use assessments that allow students to demonstrate what they know and can do. This is achieved by using a variety of assessment methods. The reporting of progress to parent(s)/guardian(s) is accomplished by the use of parent-teacher conferences and report cards. Conferences are held twice during the year and report cards will be issued three times, coinciding with the end of each trimester.

## **Responsive Classroom**

“The Responsive Classroom is an approach to elementary teaching that emphasizes social, emotional, and academic growth in a strong and safe school community. The goal is to enable optimal student learning. Created by classroom teachers and backed by evidence from independent research, the Responsive Classroom approach is based on the premise that children learn best when they have both academic and social-emotional skills. The approach therefore consists of classroom and school-wide practices for deliberately helping children build academic and social-emotional competencies.” (<http://www.responsiveclassroom.org>)

Our school has been working towards school-wide training in the Responsive Classroom approach. Our goal in having all teachers formally trained in this approach has been reached. We are proud to call ourselves a Responsive Classroom school.

### **Stimulating Maturity Through Accelerated Readiness Training (S.M.A.R.T.)**

“The S.M.A.R.T Curriculum is a multi-sensory approach to learning, designed to develop and enhance physiological and neurological readiness skills students need to succeed in school. The curriculum consists of activities for developing and/or enhancing students’ large and fine muscle skills, visual perception and eye-hand coordination, all necessary tools for learning to read and academic success.” [Minnesota Learning Resource Center](#).

Our Early Childhood Special Education, Kindergarten, Music, and Physical Education staff members have been trained in this approach and use it regularly to solidify our youngest students learning readiness skills.

### **Speech-Language Pathology**

Speech-Language Service involves work with children who have specific problems in hearing, comprehending, and expressing themselves using language. This includes problems in sound production, voice quality, fluency, understanding language that is heard, thinking/problem solving skills, and appropriate conversational skills.

The State Department sets guidelines to qualify for entry into a Speech-Language Program. Each child must meet specific criteria on Standardized Tests to qualify for service in the area of Speech-Language Pathology.

Children may be referred for testing by their parents, teachers, or periodic screening done by the district. All programming must go through the Child Study Team before an Individual Education Plan is implemented for a child who qualifies for Speech-Language service.

### **Special Education**

Our resource program serves students with many different types of disabilities in many different levels of support. Students are assessed ethically and comprehensively and we believe in addressing student needs as individuals.

If your student has a disability and you have questions about your child’s services, please call your child’s case manager. If you believe that your child may have a disability, please contact your child’s homeroom teacher and discuss the referral process.

### **Tests and Assessments**

#### *AIMSweb*

AIMSweb is a benchmark and progress monitoring system based on direct, frequent and continuous student assessment. The results are reported to students, parents, teachers and administrators via a web-based data management and reporting system to determine response to intervention.

Students will be assessed using AIMSweb during the Fall, Winter and Spring. This information will be used to measure academic progress in the areas of reading and math. Students that received supplemental

instruction to increase skill level in those areas will be administered more frequent progress monitoring utilizing AIMSweb. We are very fortunate to have such a wonderful curriculum based management system.

### *Minnesota Comprehensive Assessment (MCA)*

Students at Chatfield Elementary School do not take any state-mandated assessments at this time. The MCA begins in Grade 3.

### *NWEA-MAP*

Students in grades K-8 take these computerized assessments three times per year. Students are assessed in reading and reading.

The results from both tests are used to evaluate each student's progress.

### **Title I**

One of the services our school offers to students is small group instruction in Reading and/or Math through the Title I Program. Title I is a Federally funded program designed especially to provide additional help to children who are having difficulty in Reading and/or Math. The program supports and supplements the Reading and Math curriculum.

This assistance is provided by the Title I Teacher and trained paraprofessionals who work under the direction of the classroom teacher and the Title I lead teacher. Students may work with a teacher or paraprofessional for 20 - 30 minutes a day in small group instruction that supplements the skills taught in the classroom.

Students are selected for the Title I program through testing, teacher observation and performance in the curriculum. Students are evaluated three times a year with the AIMSweb assessment as well as the NWEA assessment. Students are also continually evaluated through progress monitoring and can move in and out of the program at any time.

### **Special Programs**

School Wide activities available to a broader range of students includes:

Lyceums - 3 or 4 times a year, an outside resource brings us a special performance.

Special Days - monthly "fun" days for kids to look forward to (i.e. Hat Day, Red Day at Homecoming, Green Day for St. Pat's Day, etc.)

### **Policies, Rules, and Procedures**

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#### **Bicycles**

Children are allowed to ride bicycles to school. An area is provided for parking, but the school does not accept any responsibility for the bicycles. As a measure of safety the following guidelines must be complied with at all times:

All bicycles must be parked in the area provided.  
All bicycles must be pushed, not ridden, whenever on school grounds.  
No bicycles may be ridden during the school day.  
No child may ride a bicycle belonging to someone else.  
Bicyclists should obey all traffic rules.  
Students may bring a lock, if desired.

### **Birthday Treats**

We love to celebrate birthdays! If you would like to send healthy treats for the class, please feel free to do so. **Please no chewing gum!** The state requires that all treats brought to school must be commercially prepared. Summer birthdays may be celebrated any time throughout the year. There is a handout of healthy treats posted on the Chatfield Elementary web-site under Important Documents/Links. Please see the District *Wellness Policy* for more information.

### **Bullying Policy**

[Available on school website.](#)

### **Cell Phones**

Cell Phones are not to be used or turned on during the school day. They must be kept at home or in the student's locker during the day. We are not responsible for lost or stolen items.

### **Chemical & Tobacco Free Environment**

The use of controlled substances, including alcohol and tobacco, is prohibited by District policies and procedures. Possession, use, or distribution of controlled substances, alcohol, or tobacco by students or staff on school premises or during any of its sponsored activities shall result in disciplinary action.

### **Data/Photo Privacy**

Student names, address, telephone number and birth date directories will be sent to educational and student institutions and companies for school related interests. Student pictures and personal data will be printed in school publications and given to the media for dissemination on occasions that warrant publication as news items. Parents not wanting this information shared with outside sources should notify the principal's office in writing.

### **Discipline**

#### *A Discipline Program that Builds Responsible Citizens*

The major focus of Responsible Learning is helping students to take responsibility for their own actions through teaching self-discipline. The staff members at Chatfield and Oak Crest Schools clearly define expectations for students. Students who meet these expectations can expect to be successful in school. Students who do not meet these standards and go below the "bottom-line" with their behavior will have appropriate consequences. Each teacher discusses and implements a discipline plan to define "bottom-line" behaviors and to foster self-discipline in students. Responsible Learning holds the beliefs that we are all

internally motivated and therefore staff members focus on helping student to learn skills to self-evaluate their own behavior.

Through implementing Responsible Learning in our school we:

- Build self-esteem
- Promote self-discipline
- Focus on internal motivation
- Promote respectful communication
- Create conditions for a respectful school

We believe students should: (These are what we call “above the line” behaviors.)

- Keep hands, feet and objects to yourself
- Listen and follow directions immediately
- Speak and act respectfully
- Walk safely and quietly
- Use materials appropriately

Severe or “bottom line” student actions:

- Willfully harming another student (fighting, hands on)
- Exhibits defiant behavior
- Behavior stops class from functioning (tantrum)
- Profanity (verbal, written, action)
- Threatening, intimidating, harassing others
- Theft (individual or school property)
- Vandalism of individual or school property
- Weapons policy violation

Possible consequences:

- Warning
- Phone call to parents explaining the situation
- Send to Principal’s Office
- Miss recess time
- Miss classroom activity
- Noon Detention
- In school or out of school suspension
- Detention before or after school with parent permission
- Restitution
- Other

### **K-6 Philosophy for Responsible Learning**

Students, staff, parents, and community will work together to encourage self-motivation and responsibility for personal actions.

Students and staff will foster a sense of belonging by focusing on the learner’s individual and developmental needs.

Problem-solving strategies will be used in a positive and supportive environment to foster the development of personal and mutual respect.

A respectful and safe environment will promote learning.

### **Conduct Reports and Noon Detention**

Students receive a completed Conduct Report, which is a communication tool that we use to inform parents about their child's behavior. If and when a student is assigned to noon detention, he/she reports to the office to meet with the Principal. They conference about the choice(s) he/she made, what he/she could do if there is a next time and complete a behavior modification form together. The number of Noon Detention days may vary due to the severity and frequency of the incidents.

### **Dress**

Appropriate attire is to be worn in order to keep the school environment purposeful, practical and meaningful. It is felt that proper dress encourages children to develop attitudes of which we can be proud.

Following is the dress code that is followed:

- A. No caps, hats, or jackets will be worn during the school day.
- B. No halter tops or short shorts.
- C. Gym shoes are required for physical education classes. Please don't purchase shoes that leave black marks.
- D. No long or dangling earrings.
- E. Pants must be worn appropriately. Under garments should not be visible.
- F. Students shall not wear clothing or hair styles that:
  1. advertise alcohol or drugs
  2. contain vulgar pictures or language
  3. may create a disruption to the learning process
  4. may create a health or safety hazard to any person
  5. may be hazardous in various school activities
  6. may prevent the student from doing their best work because of blocked vision or restricted movement.

If a student's dress is in violation to the above, the student will be asked to change clothing before being allowed to remain in the classroom. Parents, please cooperate in checking the clothing that your child wears to school. Labeling the clothing, such as jackets, is also very helpful.

## **Electronic Devices**

Please keep all personal electronic devices (iPods, Nintendo DS, etc.) at home. Students can become distraught if these items are lost, affecting their ability to learn. We are not responsible for lost or stolen items. We ask that you help us avoid this situation by keeping these types of equipment at home.

## **Expectations at Co-Curricular Events**

Attendance by elementary students and their parents at District 716 Co-Curricular events including athletics and fine arts is encouraged. Below are the expectations held for attendance at such events. Please review them with your children before they attend any sports or fine arts activity.

- It is recommended that elementary and younger students be accompanied & supervised by an adult at all events for the students' safety, as well as the safety of others.
- We welcome enthusiastic fans who come to watch the game/performance and encourage our team/performers. Good sportsmanship is our goal and our trademark.
- Please arrive at an appropriate time prior to the beginning of an auditorium event. If this is not possible, please enter quietly at an appropriate time, such as a scene change or after the first musical selection.
- Running, throwing candy, or horseplay, like grabbing hats or playing catch in crowded areas is inappropriate and dangerous. Spectators that endanger themselves or others by their behavior will be ejected from the event.
- If you need to leave a performance, wait for an appropriate time and leave quietly using extreme care to not let the auditorium door slam.
- We thank fans for supporting our concession stand. Remember that rude behavior such as cutting in line or speaking rudely to those working there is not acceptable.
- Please refrain from loud behavior that would be distracting to the performers and the other audience members at fine arts activities.
- Applause is appropriate when music groups enter and exit the stage and after each selection during a musical performance. However, songs that have more than one movement do not require applause until the end of the final movement when the conductor steps off the podium. During theatrical performances, applause is appropriate at the end of scenes and acts, after songs (musicals only), and at the end of the performance.
- Toys should be left at home. Game balls must be left at the gate.
- We expect spectators to address volunteers, supervisors and each other respectfully. Offensive language has no place at a Belle Plaine Tiger activity.
- Firecrackers, smoke bombs or weapons of any kind are strictly prohibited at any District 716 activity. Violations may be subject to state and/or federal law.
- Banners and signs are not permitted, except those done by cheerleaders or those otherwise approved by school officials. Signs are to be designed to promote positive enthusiastic support.
- Use of noisemakers, horns, whistles or other artificial "attention-getters" are not permitted.

## **Gum Chewing**

Gum chewing is not allowed in school. The cooperation of all students is requested in this matter.

**Harassment Policy: District 716 Policy Against Religious, Racial and Sexual Harassment and Violence (condensed version – full policy available on website)**

Everyone at District 716 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender.

- name calling, jokes or rumors;
- pulling on clothing;
- graffiti;
- notes or cartoons;
- unwelcome touching of a person or clothing;
- offensive or graphic posters or book covers; or
- any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
- If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer, Dan Gardner.
- You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.
- Your right to privacy will be respected as much as possible.
- We take seriously all reports of religious, racial, sexual harassment or violence and will take all appropriate actions based on your report.
- The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.

This is a summary of the School District policy against religious, racial and sexual harassment and violence. Complete policies are available in the principal's office upon request.

*Religious, Racial and Sexual Harassment and Violence is against the law. Discrimination is against the law.*

**Contact:**

Mindy Sparby, HUMAN RIGHTS OFFICER  
Belle Plaine School District 716 • 220 South Market Street • Belle Plaine, MN 56011  
Phone 952-873-2412

**Laser Pens**

Laser pens are banned from all school functions. Laser pens brought to school will be confiscated.

**Lunchroom Expectations**

Students show respectful behavior to all adults and students.  
Students walk while in the hallways or lunchroom.  
Students will not stand and wait for friends.  
Students are not to switch seats or tables once they are seated.  
Students will keep their eating area clean.  
Students will talk quietly to the students at their table.

**Student Placement**

The assigning of students to classrooms requires careful planning by the staff. A great deal of thought goes into placing children into classes, and the staff takes this very seriously. Placements for the following school year will be communicated during the first week of August through U.S. Mail.

### **Weapons Policy**

District Policy: Students and non-students, including adults and visiting youths, are forbidden to knowingly or voluntarily possess, handle, transmit, store in an area subject to one's control, or use any instrument that is considered a weapon, or any "look alike" weapon. This policy shall apply in all School District buildings, on school grounds, at school activities, at school bus stops, on school buses or school vehicles, or upon entering or departing from School District premises, property, or events. District 716 takes a position of "Zero Tolerance" on weapons. Please refer to District 716 Policy for further information.

### **Wellness Policy**

The Belle Plaine School District is committed to providing all students with nutrition education that is aligned with the Child Nutrition and WIC Reauthorization Act of 2004, a federal mandate which establishes dietary and health standards for our nation's public schools. The purpose of this policy is to assure a school environment that promotes and protects students' health, well being, and ability to learn by supporting healthy eating and physical activity. Therefore, we are promoting healthy choices as classroom and birthday snacks. A list of healthy snack choices will be made available to all staff and parents on our website.

*Welcome to  
Oak Crest  
Elementary*

*2012-2013  
Student Handbook*



# Welcome to Oak Crest Elementary School!

*Dear Oak Crest Community,*

*Welcome to Oak Crest Elementary School in the Belle Plaine School District!*

*Oak Crest's mission is to provide students with learning that meets their needs, a warm learning environment for all, and a community that supports students, parents, and staff.*

*The Student Handbook is designed to provide clear expectations of our learning community here at Oak Crest. I encourage you to read through it and get a good understanding of our expectations at Oak Crest. If at any time you have questions about the handbook or anything else, I encourage you to contact Oak Crest.*

*Again, welcome to Oak Crest where we will meet students' needs: every child, every day.*

*Sincerely,*

*Liann Hanson, PhD  
Principal  
Oak Crest Elementary  
Belle Plaine Public Schools*

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## **Mission Statement**

Expecting Excellence from Everyone, Everyday!

## **Vision Statement**

Our district, working in partnership with all families and the community, is a learning organization of engaged, motivated and high achieving lifelong learners who experience daily:

### **Academic Excellence through**

- Personalized learning and differentiated programming
- Focus moving from teaching to learning
- Alignment of rigorous, guaranteed and viable curriculum

### **Community Culture of Engagement through**

- Recognizing who we are and embracing who we may become
- Collaboration and communication

### **Sustainability from Excellence and Engagement through**

- Effective management of human, financial and physical resources
- Innovative and integrated use of technology

**Oak Crest Elementary School  
1101 West Commerce Drive  
Belle Plaine MN 56011**

**24 hr Attendance: 952-873-2404**

**Oak Crest Office: 952-873-2402**

**Chatfield Elementary 952-873-2401**

**Stier Bus Company: 952-873-2362**

**Kids Company: 952-873-2415**

**Community Education: 952-873-2411**

**Early Childhood Screening: 952-873-2417**

**Event Line: 952-873-2413**

**Taher Food Service: 952-873-2414**

**District Website: [www.belleplaine.k12.mn.us](http://www.belleplaine.k12.mn.us)**

**Office Hours: 7:15am-3:45pm**

**Grades 3-6 School Hours: 8:30am-3:00pm**

# A

## **Absences**

Please call the **24 hour/7 days a week** voice mail elementary attendance line at **873-2404 before 8:30 a.m.**, if your child will be absent from school. **Please leave a message with your name, your child's name, your child's teacher's name, and the reason for the absence.** Your cooperation helps us to ensure the safety of our students.

## **Attendance**

When students arrive after 8:40 a.m., the student, or their parent, will have to come into the office to sign in. They will be given a pass to get into class. When students are to be dismissed early, parents are to come into the office to sign them out. Students will not be allowed to leave, during the school day, unless they have been signed out.

When legal constraints are in effect for students, it is the custodial parent's/guardian's responsibility to contact the school (in writing) with the names of person(s) permitted to pick up the child(ren).

## **Attendance Policy and Procedures**

### **Excused Absences are:**

- Illness of the student, which causes him/her to remain home or go to the doctor
- Medical/Dental appointments
- Death of a family member or near relative
- Religious holiday (Please inform the office ahead of time)
- Family vacations on a limited basis

### **Some examples of absences that are **not excused:****

- Parents who do not call the attendance line to report their child's absence.
- Overslept
- Missed the bus
- Car trouble
- Baby-sitting
- Needed at home

### **Unexcused Absences:**

- 1 day - contact by phone informing parent of policy
- 3 days – first letter to parent and a copy is given to the classroom teacher
- 5 days – letter to parent requesting a doctor's note for any further absence
- 6 days – conference with parent, principal, counselor and classroom teacher to create an attendance contract
- 7 days – Educational Neglect/Truancy Report filed with Scott County and a letter to parent informing them about report filed

### **Excused Absences:**

- \*8 days of excused absences per trimester – a letter will be sent to the parent, on a case by case basis. A copy of the letter will be given to the classroom teacher.
- \*24 days or more per school year may warrant an Educational Neglect/Truancy Report to Scott County. This will be determined on a case by case basis.

### **Excessive Tardies:**

- 5 tardies – phone call to parent about our concerns

8 tardies – letter to parent

This will be determined on a case by case basis.

### **AM/PM Absence/Tardy**

When a student arrives after 8:40 a.m. or leaves from school before 3:00 p.m., the following guideline is used to determine if the student is counted as being tardy or absent from school:

1. If the student arrives before 9:00 a.m., they are counted tardy.
2. If they arrive after 9:00 but before 11:30, they are counted a.m. absent.
3. If they leave between 11:30am & 2:30 pm, they are counted as a p.m. absence.
4. If they leave after 2:30 p.m., they are counted as being here all day.

### **Truancy**

State law mandates the attendance of all school age children unless excused for legal reasons. Attendance is the responsibility of the student and his/her parents or guardians. Students who are absent from school without acceptable reasons will be regarded as truant. Please contact the principal if you need assistance with your child's attendance.

## **B**

### **Bicycles**

Children are allowed to ride bicycles to school. An area is provided for parking, but the school does not accept any responsibility for the bicycles. As a measure of safety the following guidelines must be complied with at all times:

1. All bicycles must be parked in the area provided.
2. Bicycles may be ridden on the service road to the bike racks.
3. No bicycles may be ridden during the school day.
4. No child may ride a bicycle belonging to someone else.
5. Bicyclists should obey all traffic rules.
6. Students may bring a lock, if desired.

### **Birthday Treats**

We love to celebrate birthdays, in a healthy way! If you would like to send healthy treats for the class, please feel free to do so. **Please no chewing gum!** The state requires that all treats brought to school must be commercially prepared. Summer birthdays may be celebrated any time throughout the year. Please see the Districts' Wellness Policy, on our web site [www.belleplaine.k12.mn.us](http://www.belleplaine.k12.mn.us), for more information.

### **Bullying Policy**

Available on school website - [www.belleplaine.k12.mn.us](http://www.belleplaine.k12.mn.us)

### **Bus Regulations**

Riding the school bus is a privilege. Students are expected to show the same good conduct as required in school. Every fall each student must participate in a bus safety program. The following are a list of School Bus Rules from the Stier Bus Company. Please call them at 873-2362, if you have any questions.

1. No elementary students in last 3 seats.
2. Respectable language at ALL times.
3. Student will cross road in front of bus.
4. Student will keep hands and head inside bus.

5. Student will not change seats when bus is moving.
6. Student will not shout or whistle.
7. Student causing trouble will be suspended.
8. Student will not throw things or take caps or mitts.
9. Student will report any damage to driver.
10. Student will pay for any damage to bus.
11. Student will keep bus clean.
12. No eating or drinking of any kind allowed.
13. Driver has complete charge and student will obey driver at all times.
14. No spikes of any kind can be worn on the bus.
15. No spitting.
16. No radios, tape players, etc. played on the bus.
17. No loitering on the bus.
18. Loading will be done when all squads are done (sport activities).

**Oak Crest students must ride on their assigned shuttle bus to and from Chatfield.**

## **C**

### **Calendar (See Appendix)**

#### **Cell Phones**

We prefer that all cell phones remain at home. If a student must have a cell phone at school, the phone must be turned off and placed in their locker, or given to their teacher or turned in at the Office during the school day. They are NOT to be in the classrooms or used during the school day. We are not responsible for lost, stolen or broken items. If phones are confiscated for misuse during the school day, parents will be responsible for picking the phones up from the office.

#### **Character Education**

We are continuing a character education program this year. Monthly themes highlighting various character traits will be taught to students with special lessons, posters and activities. Some of the themes will be **Citizenship, Respect, Fairness, Caring, Responsibility, and Trustworthiness.**

#### **Chemical & Tobacco Free Environment**

The use of controlled substances, including alcohol and tobacco, is prohibited by District 716 policies and procedures. Possession, use, or distribution of controlled substances, alcohol, or tobacco by students or staff on school premises or during any of its sponsored activities shall result in disciplinary action.

#### **Computer Lab**

A full time computer specialist is shared between the two elementary buildings to teach students in the lab and assist staff with their computer needs. Hardware in the labs consists of eMacs.

Word processing, Presentation, Spreadsheet, and Database programs are introduced and worked with in third grade through sixth grade. Keyboarding Technique is practiced with increasing levels of achievement. Legal and ethical uses of the computer and Internet are also presented.

All students have supervised access to the Internet. Parents/Guardians not wanting their child to have access to the Internet should notify, in writing, the principal's office each school year.

## Conferences

Parent/Teacher Conferences will be held on **October 8 & 11, 2012** and **February 11 & 14, 2013**. Sign Up for conferences will be held on August 30<sup>th</sup> during our Back to School Open House Night. Notes will be sent out to parents before conferences as a reminder of the times they signed up for.

## Core Curricula

Our core curriculum consists of reading, mathematics, science, and social studies. Our school uses the following materials to foster growth and achievement in the core curricular areas:

<b>Reading:</b>	Harcourt Trophies	Grades 3-6	Adopted 2005
<b>Mathematics:</b>	Houghton Mifflin	Grades 3-6	Adopted 2011
<b>Science:</b>	Houghton Mifflin	Grades 3-6	Adopted 2007
<b>Social Studies:</b>	Scott Foresman	Grades 3-5	Adopted 2008
<b>Social Studies:</b>	MN Hist. Soc. Press	Grade 6	Adopted 2008

## D

### D.A.R.E.

The D.A.R.E. (Drug Abuse Resistance Education) program is taught each year to our fifth grade students. The program is taught by a D.A.R.E. trained Belle Plaine police officer.

### Data/Photo Privacy

Student name, address, telephone number and birth date directories will be sent to educational and student institutions and companies for school related interests. Student pictures and personal data will be printed in school publications and given to the media for dissemination on occasions that warrant publication as news items. Parents not wanting this information shared with outside sources should notify, in writing, the principal's office each school year.

## Discipline

### A Discipline Program that Builds Responsible Citizens

The major focus of Responsible Learning is helping students to take responsibility for their own actions through teaching self-discipline. The staff members at Oak Crest clearly define expectations for students. Students who meet these expectations can expect to be successful in school. Students who do not meet these standards will have appropriate consequences. Each teacher discusses and implements a discipline plan to define behaviors and to foster self-discipline in students. Responsible Learning holds the beliefs that we are all internally motivated and therefore staff members focus on helping students to learn skills to self-evaluate their own behavior.

Through implementing Responsible Learning in our school we:

- Build self-esteem
- Promote self-discipline
- Focus on internal motivation
- Promote respectful communication
- Create conditions for a respectful school

We believe students should:

- Keep hands, feet and objects to yourself
- Listen and follow directions immediately
- Speak and act respectfully

- Walk safely and quietly
- Use materials appropriately

Students actions that merit a visit to the principal's office and consequence:

- Willfully harming another student (fighting, hands on)
- Exhibits defiant behavior
- Behavior stops class from functioning
- Profanity (verbal, written, action)
- Threatening, intimidating, harassing others
- Theft (individual or school property)
- Vandalism of individual or school property
- Weapons policy violation

Possible consequences:

- Warning
- Phone call to parents explaining the situation
- Send to Principal's Office
- Miss recess time
- Miss classroom activity
- Noon Detention
- In school or out of school suspension
- Detention before or after school with parent permission
- Restitution
- Other

### **3-6 Philosophy for Responsible Learning**

We believe:

- Students, staff, parents, and community will work together to encourage self-motivation and responsibility for personal actions.
- Students and staff will foster a sense of belonging by focusing on the learner's individual and developmental needs.
- Problem-solving strategies will be used in a positive and supportive environment to foster the development of personal and mutual respect.
- A respectful and safe environment will promote learning.

### **Conduct Reports and Noon Detention**

If a student is sent to the office, a phone call to the parents will be made in which behaviors and consequences will be explained to the parent. If and when a student is assigned to noon detention, he/she reports to the office to meet with the Principal. They conference about the choice(s) he/she made, what he/she could do if there is a next time and complete a behavior modification form together. The number of Noon Detention days may vary due to the severity and frequency of the incidents.

### **Dress**

Appropriate attire is to be worn in order to keep the school environment purposeful, practical and meaningful. It is felt that proper dress encourages children to develop attitudes of which we can be proud.

Following is the dress code that is followed:

- A. The No 'B' Rule (No boobs, no butts, no bellies). Keep the shirts covering the appropriate places and pants pulled up.

- B. No bra straps showing
- C. No tank tops with straps less than 2 fingers wide (tank tops can be worn with skinny straps if covered)
- D. No boy Hanes white tank tops worn alone (again, they can be worn under shirts...which is what they are, an undershirt)
- E. No shirts/clothing with offensive language or derogatory sayings
- F. Shorts, skirts, dresses need to be the length down to the student's middle finger when the arms are at their side
- G. No hats, scarves or bandannas will be worn on the head during the school day.
- H. Gym shoes are required for physical education classes.
- I. Students shall not wear clothing that:
  - advertise alcohol or drugs
  - contain vulgar pictures or language
  - may create a disruption to the learning process
  - may create a health or safety hazard to any person
  - may be hazardous in various school activities
  - may prevent the student from doing their best work because
  - of blocked vision or restricted movement.

If a student's dress is in violation to the above, the student will be asked to change clothing before being allowed to remain in the classroom. Parents, please cooperate in checking the clothing that your child wears to school. Labeling the clothing, such as jackets, is also very helpful.

## E

### Electronic Devices

**No iPods, Game Boys, DS Players, Cell Phones, etc.** are allowed at school or on the school grounds.. The school is not responsible for broken, lost or stolen items. If these items are seen at school, they will be brought to the office. Parents will be responsible for picking them up from the office.

### Emergency School Closing

Emergency school closings due to severe weather or for any other reason will be announced over the school district's School Alert System, WCCO 830 AM, KRBI 1310 AM or 105.5 FM, KCHK in New Prague and television channels KSTP Ch. 5, KARE Ch. 11 and WCCO Ch. 4.

Parents should instruct their children where to go if they are sent home from school early. Phones are typically very busy during such emergencies, so **advance** arrangements are important.

### Expectations at Co-Curricular Events

Attendance by elementary students and their parents at District 716 Co-Curricular events including athletics and fine arts is encouraged. Below are the expectations held for attendance at such events. Please review them with your children before they attend any sports or fine arts activity.

- It is recommended that elementary and younger students be accompanied & supervised by an adult at all events for the students' safety, as well as the safety of others.
- We welcome enthusiastic fans who come to watch the game/performance and encourage our team/performers. Good sportsmanship is our goal and our trademark.

- Please arrive at an appropriate time prior to the beginning of an auditorium event. If this is not possible, please enter quietly at an appropriate time, such as a scene change or after the first musical selection.
- Running, throwing candy, or horseplay, like grabbing hats or playing catch in crowded areas is inappropriate and dangerous. Spectators that endanger themselves or others by their behavior will be ejected from the event.
- If you need to leave a performance, wait for an appropriate time and leave quietly using extreme care to not let the auditorium door slam.
- We thank fans for supporting our concession stand. Remember that rude behavior such as cutting in line or speaking rudely to those working there is not acceptable.
- Please refrain from loud behavior that would be distracting to the performers and the other audience members at fine arts activities.
- Applause is appropriate when music groups enter and exit the stage and after each selection during a musical performance. However, songs that have more than one movement do not require applause until the end of the final movement when the conductor steps off the podium. During theatrical performances, applause is appropriate at the end of scenes and acts, after songs (musicals only), and at the end of the performance.
- Toys should be left at home. Game balls must be left at the gate.
- We expect spectators to address volunteers, supervisors and each other respectfully. Offensive language has no place at a Belle Plaine Tiger activity.
- Firecrackers, smoke bombs or weapons of any kind are strictly prohibited at any District 716 activity. Violations may be subject to state and/or federal law.
- Banners and signs are not permitted, except those done by cheerleaders or those otherwise approved by school officials. Signs are to be designed to promote positive enthusiastic support.
- Use of noisemakers, horns, whistles or other artificial attention-getter's are not permitted.

## F

### Field Trips

Field trips are an important part of the educational program. On the student information form that you sign each year is a permission form for you to sign for all field trips throughout the year. You will still be notified, by the classroom teacher, before all field trips regarding the day, place going, and items needed. If your child will not be participating, he/she must be in attendance at school and will be assigned to another classroom for that day. If needed, parent chaperones are determined by the homeroom teacher. Parents may be asked to help cover transportation and admission expenses.

### Food Service Program

We contract with the Taher Company. **Please make checks out to Taher.** You may also deposit money into your child's lunch account online. Visit our district web site and click the "Pay a school activity or lunch account fee" link on the left side of the Home Page.

Our food service program meets all of the requirements of the USDA Type A program. All students are offered a main entree, vegetable, fruit and choice of milk (or soy milk). Besides the main entree on the printed menu, the students have a choice of a chef salad, cold meat or cheese sandwich everyday.

Parents and guests are welcome to come to lunch any day!

The computerized lunch program is in effect again this school year. Each family is given an ID Number to use when depositing money in the family account. Each student in the family is given an individual PIN (personal identification number) to use when they go through the lunch line. Each time the student punches in their PIN number the family account is credited for that

student's lunch or breakfast. When your family account goes below \$5.00, your child receives a hand stamp. This will be a visual reminder for you and your child that you need to send money for your family account the next day.

Daily prices for the 2012- 2013 school year are as follows:

Breakfast \$1.10

Elementary Lunch \$1.80

Adult Lunch \$3.25

Milk \$.50

## G

### **Gum Chewing**

Gum chewing is NOT allowed at Oak Crest at any time, either in school, on the playground, or on the campus.

## H

### **Harassment Policy District 716 Policy Against Religious, Racial and Sexual Harassment and Violence (condensed version – full policy available on website)**

1. Everyone at District 716 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender.
  - a. name calling, jokes or rumors;
  - b. pulling on clothing;
  - c. graffiti;
  - d. notes or cartoons;
  - e. unwelcome touching of a person or clothing;
  - f. offensive or graphic posters or book covers; or
  - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer, Mindy Sparby.
4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.
5. Your right to privacy will be respected as much as possible.
6. We take seriously all reports of religious, racial, sexual harassment or violence and will take all appropriate actions based on your report.
7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.

8. This is a summary of the School District policy against religious, racial and sexual harassment and violence. Complete policies are available in the principal's office upon request.

**Religious, Racial and Sexual Harassment and Violence and Discrimination are against the law.**

**Contact:**

Mindy Sparby, Human Rights Officer  
Belle Plaine School District 716, 220 South Market Street, Belle Plaine MN 56011  
Phone 952-873-2412

**Health Services**

A Health Assistant or office staff member is on duty during the school day to provide first aid care for children who become ill or injured during the school day. If a child would be better off at home, a parent will be called. Please keep the office informed of changes in phone numbers for home, work or emergency numbers. It is of utmost importance that we are able to reach you in times of medical necessity. It is not possible to notify a parent every time their child visits the health office. However, we will call you and ask that you pick up your child if we see:

1. an elevated temperature
2. vomiting or diarrhea
3. other suspected communicable diseases (head lice, strep throat, suspicious rashes, etc.,)
4. children that have returned too soon after an illness (see illness guidelines)

**Illness Guidelines:** Please keep your child home for the following:

- fever greater than 100:** may return after temperature has been normal for 24 hours without the use of fever reducing medicine
- vomiting or diarrhea:** may return after 24 hours has passed since last vomiting or diarrheal episodes
- pink eye**(if painful and/or drainage present): may return after antibiotic treatment is started (or doctor has determined child is not contagious), and student is able to keep from touching the eye
- strep throat:** may return after 24 hours of treatment and child is without fever
- chicken pox:** may return after all spots are scabbed over
- head lice:** may return after first treatment completed and no live lice are seen
- possible impetigo/other rashes:** may return after doctor determines whether rash is/is not contagious. If treatment started, generally may return 24 hours after treatment started.

**Immunizations:** Minnesota Immunization Law requires that every child attending school have current immunizations or the necessary documentation for exemptions. We cannot allow your child to attend school if we do not have a record of current immunizations or exemptions.

**Medical/Health Procedures:** Health Services can provide medical procedures that are determined to be medically necessary during the school day. Physician orders and parent consent are required. Procedure related supplies must be provided by the student/family.

**Medications:** If a child needs medication (prescription or over-the-counter) during the school day, the school must have:

1. written parental consent (see appendix)

2. written physician's orders
3. medication must be provided in the original container (if you ask, the pharmacist can provide a bottle for home and one for school)
4. medication must not be expired (please check the dates before bringing)

**Participation Restrictions:** If a child is unable to participate in recess or physical education due to a health concern, they will need a note from their parent. If the restriction is for more than one day, a doctor's note may be requested.

**Screenings:** Health Services provides hearing screening (grades K, 1, 2, 3, 5), vision screening (grades 1, 3, 5) and scoliosis screening (grade 5 & 6 girls). If you do not want your child to participate in school screenings, please send a note to the health office by the end of September. In most circumstances the health office does NOT share screening results with classroom teachers until results of a medical evaluation are provided, parent permission is received, and it is determined that it is important for the classroom teacher to have the information.

### **Head Lice**

If a child is found to have head lice during the school day, a parent will be contacted and asked to transport the student home.

After the child has been treated, a parent must bring the child to the school health office the next day to be checked **before** the student is allowed to return to class.

At subsequent rechecks, if more nits are found than when the student was readmitted, the parent will be called and asked to transport the student home for additional care.

## **I**

### **I.E.P.**

An Individual Educational Plan (I.E.P.) is in place for those students who receive special education services. These services are provided to students identified in accordance with local, state and federal standards.

## **J**

### **JUNIOR GREAT BOOKS**

The Junior Great Books program is coordinated through the LEAP program and taught by parent volunteers in Grade 3-6 as an after school activity. The program focuses on the high level reader. Quality literature is the basis of the discussion using higher level thinking skills. This program is available for all students.

Further questions about the program can be directed to Marty Hartmann at [mhartmann@belleplaine.k12.mn.us](mailto:mhartmann@belleplaine.k12.mn.us)

## **K**

### **Kid's Company**

District 716 provides a Community Education Program known as Kid's Company, for students in grades K-6. It is a before and after school daycare program for students at school. It also runs during the summer months. For more information on the program or to register your child call the Community Ed. Office at 873-2411. The program is open from 6:00-8:20 a.m. and from 3:00-6:00 p.m. and held at Chatfield Elementary School.

# L

## LEAP

Learning Enrichment Activities Program (Gifted & Talented Program): LEAP is designed to help service the academic needs and challenges of our gifted students. Presently, our LEAP program targets students who excel in the areas of math and literature. Students entering the Math

LEAP program must meet two of the following criteria:

- \*A score of 95 % or higher on NWEA Testing
- \*A score of 120 or higher on the Structured LEAP Interview
- \*Teacher recommendation, using the Renzulli survey.

Categories include: Academics, Leadership, Creativity, and Motivation.

Students entering the Literature LEAP program must meet two of the following criteria:

- \*A score of 95 % or higher on NWEA Testing
- \*Reading and writing ability that reflects two grade levels beyond current grade level
- \*Teacher recommendation, using the Renzulli survey.

Student's scores will be reviewed in the fall and spring.

Students formally enter the LEAP program in second grade. Prior to this age, students must be recommended for testing via special request by the parent or teacher.

LEAP Opportunities include: Math Olympiads, Current Events News Bowl, Tiger Tribune Newspaper, Junior Great Books, Thinking Cap Bowl, Young Writer's Conference, Fine Arts Conference, and Science and Nature Camp.

Further questions about the program can be directed to Marty Hartmann at [mhartmann@belleplaine.k12.mn.us](mailto:mhartmann@belleplaine.k12.mn.us)

## Lost and Found

Our lost & found items are kept in the Oak Crest Commons area. Items such as jewelry and watches are brought to the office. Parents are encouraged to check these places for lost articles at any time.

# M

## Map of School

(see appendix)

## Media Center

Our Media Center has a varied collection of books, videos, DVD's, teaching kits, and a selection of popular children's periodicals.

The students have weekly checkout periods. Students are expected to checkout and demonstrate proper care of materials and facilities. This includes sharing resources with others by returning them when due.

Please support your child by reading with him/her and encouraging him/her to form a life-long habit of the joys of reading.

## Music

Students will participate in general music classes weekly, learning folk dancing, music history, playing a recorder and guitar and singing.

Students may begin a band instrument in 5<sup>th</sup> & 6<sup>th</sup> grade.

## **N**

### **Newsletters**

Our monthly newsletters are posted on our web site the beginning of each month. Our web address is [www.belleplaine.k12.mn.us](http://www.belleplaine.k12.mn.us)

## **O**

### **Open House Back to School Night**

Oak Crest Elementary School will hold an Open House Back to School Night the Thursday before school starts. This is a time for the student to come to school with a parent, to meet their teacher, see their room, deposit money in their lunch account, sign up for Parent/Teacher Conferences and put school supplies in their desk.

## **P**

### **Parties**

Occasional class parties are held throughout the year as special events. Each grade level handles these parties differently and there may be a fee charged for some.

### **Physical Education**

Physical Education helps meet the needs of the student by providing learning experiences that allow for instruction of fundamental motor skills and related physical, mental, social, and emotional concepts.

The basic goals of physical education are to have the students learn about movement in a safe and enjoyable environment. In the intermediate grades (3-6) many team sports and individual sports are introduced with concentration on basic skills.

Tennis shoes or shoes with a soft rubber sole are required at all time. Please try to purchase tennis shoes that do not leave black marks on the gym floor.

Students who have a permanent or temporary disability or health condition will be provided adapted activities on the basis of medical recommendation.

## **R**

### **Report Cards and Student Progress**

Assessing the growth and development of our students is an important part of our school program. Our goal is to use assessments that allow students to demonstrate what they know and can do. This is achieved by using a variety of assessment methods. The reporting of progress to parent(s)/guardian(s) is accomplished by the use of parent-teacher conferences and report cards. Conferences are held twice during the year and report cards will be issued three times at the end of each trimester.

### **Recess**

All children should be dressed properly for the weather conditions of the day. If a student is to be excused from recess, they will need a note from the parent. Children stay inside on rainy days and if the air temperature is below 0 degrees.

# S

## **School Counselor Services**

The School Counselor provides a variety of services for ALL students. Prevention activities involve the School Counselor teaching in classrooms. Lessons may address character education, bullying, conflict resolution, self-concept and self-esteem, personal safety, problem solving, and any number of other pertinent topics.

The School Counselor can also provide individual counseling and facilitate small support groups. Support group topics are based on the needs of students and may concentrate on the following topics: family changes, friendship and peer relationships, problem solving, anger management, school issues, and self-esteem.

The School Counselor can assist families with parenting skills and assist families in finding additional resources to address a variety of needs.

Referrals to work with the School Counselor can come from parents, school staff, or students. If ongoing work is deemed necessary, permission from a parent or guardian will be required. The School Counselor may be consulted and help out in crisis or other situations requiring a timely response.

## **Special Education**

Our K-6 Resource program serves students with many different types of disabilities in many different levels of support. Students are assessed ethically and comprehensively and we believe in addressing student needs as individuals. If your student has a disability and you have questions about your child's services, please call your child's case manager. If you believe that your child may have a disability, please contact your child's homeroom teacher and discuss the referral process.

## **Speech-Language Pathology**

Speech-Language Service involves work with children who have specific problems in hearing, comprehending, and expressing themselves using language. This includes problems in sound production, voice quality, fluency, understanding language that is heard, thinking/problem solving skills, and appropriate conversational skills.

The State Department sets guidelines to qualify for entry into a Speech-Language Program. Each child must meet specific criteria on Standardized Tests to qualify for service in the area of Speech-Language Pathology.

Children may be referred for testing by their parents, teachers, or periodic screening done by the district. All programming must go through the Child Study Team before an Individual Education Plan is implemented for a child who qualifies for Speech-Language service.

## **Staff**

(see appendix)

## **Student Placement**

The assigning of students to classrooms requires careful planning by the staff. A great deal of thought goes into placing children into classes, and the staff takes this very seriously.

# T

## Tests

### 1. Minnesota Comprehensive Assessment (MCA II's)

The state wide Minnesota Comprehensive Assessments (MCA's) for Reading and Math are given each spring to students in grades 3-6. Students in 5th grade are also assessed in Science. Assessment results are shared with parents.

### 2. NWEA/MAP and AIMS WEB

These computerized tests for Reading and/or Math are given in Sept., Jan., & May to our students in grades 3-6. The results from these tests are used to evaluate each student's progress.

# V

## Visiting

We encourage parents to participate fully in their child's education. Should you wish to visit your child's classroom, please contact the classroom teacher in advance of your intended visit. ALL visitors must sign in at the school office and wear a Visitor Badge.

# W

## Weapons Policy

District Policy: Students and non-students, including adults and visiting youths, are forbidden to knowingly or voluntarily possess, handle, transmit, store in an area subject to one's control, or use any instrument that is considered a weapon, or any "look alike" weapon. This policy shall apply in all School District buildings, on school grounds, at school activities, at school bus stops, on school buses or school vehicles, or upon entering or departing from School District premises, property, or events. District 716 takes a position of "Zero Tolerance" on weapons. Please refer to District 716 Policy for further information.

## Wellness Policy

The Belle Plaine School District is committed to providing all students with nutrition education that is aligned with the Child Nutrition and WIC Reauthorization Act of 2004, a federal mandate which establishes dietary and health standards for our nation's public schools. The purpose of this policy is to assure a school environment that promotes and protects students' health, well being, and ability to learn by supporting healthy eating and physical activity. Therefore, we are promoting healthy choices as classroom and birthday snacks.

**Note:** District Policies, School Board agendas/minutes, and a wealth of other information about the Belle Plaine Public Schools are available on our web site.

We hope that this parent handbook will answer some of your questions. If, however, you still have a question on this booklet or any other area pertaining to the school, please feel free to call the school at 873-2402.

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint, write:  
USDA, Director,

Office of Civil Rights  
Room 326-W, Whitten Building  
1400 Independence Avenue, SW  
Washington DC 20250-9410  
or call 800-794-3272 (voice) or 202-720-6382 (TDD).

USDA is an equal opportunity provider and employer.

# APPENDIX

**2012-13**

## **Parent and Student Guide**



### ***ISD 716 Vision Statement***

***We will work together as a united community with mutual respect to provide opportunities for academic & co-curricular excellence, progressive thinking & productive citizens, in a safe & supportive environment.***

## **Belle Plaine Junior High**

**Independent School District No. 716**

220 S. Market Street • Belle Plaine, Minnesota 56011

✧ <http://www.belleplaine.k12.mn.us> ✧

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## **WELCOME TO BELLE PLAINE JUNIOR HIGH SCHOOL!**

This guide has been designed to provide you with information about policies and procedures for Belle Plaine junior high students/parents. Please review its contents and keep it as a reference throughout the school year. We are very excited as we enter a new school year. There are lots of positive changes happening in the Belle Plaine Schools. Have a great year.

Mindy Sparby, JH Dean of Students

### **DISTRICT VISION STATEMENT**

The school district adopted the following vision statement in July, 2008:

*“We will work together as a united community with mutual respect to provide opportunities for academic & co-curricular excellence, progressive thinking & productive citizens, in a safe & supportive environment.*”

### **DISTRICT STRATEGIC GOALS**

- **Enhance K-12 curricular offerings & continue development of curriculum review process**
- **Continue to upgrade current facility plan & plan for future growth**
- **Quality instruction (RTI) supplemental intensive intervention**
- **Proactively engage & inform community to maintain trust & integrity**
- **Maintain the district’s short-term & long-term financial health**

### **JUNIOR HIGH PHILOSOPHY**

The purpose and functions of a junior high school center on the intellectual, social, emotional, moral, and physical developmental needs of young adolescents. It is at this level that the lifelong developmental tasks of forming a personal identity or self-concept, acquiring social skills, gaining autonomy, and developing character and a set of values are begun. Exemplary junior high programs foster appropriate programs, policies, and practices that foster the development of these tasks.

## CONTACTING US

There are several ways to contact us:

In person: 220 S. Market St. Belle Plaine MN 56011

By phone: (952) 873-2403

The web: <http://www.belleplaine.k12.mn.us>

*Click the link for Schools and select Junior High*

Please contact us at any time if you have questions or concerns regarding your child. Words of encouragement are also welcome!

## SCHOOL DAY

Students are allowed to enter the Jr.-Sr. high building at 7:30 a.m. The daily schedule runs from 8:30 am until 3:13 pm. The period schedule is as follows:

Period 1	8:30 – 9:19	Lunch	11:11 – 11:36	Period 5	12:36 – 1:25
Period 2	9:24 – 10:13			Period 6	1:30 – 2:19
Period 3	10:18 – 11:11	Period 4	11:41 – 12:30	Period 7	2:24 – 3:13

## STUDENT SUCCESS

The educational team for Belle Plaine junior high students will make every effort to help students have a successful school year. It is important that students realize their success will be directly proportional to their efforts. In order to be successful:

- ❖ Strive for excellence
- ❖ Be courteous and polite at all times
- ❖ Respect each other
- ❖ Take pride in representing Belle Plaine Junior High

## CURRICULUM

### Grade 7

Full Year Classes  
English  
Science  
Social Studies  
Math 7 or Advanced Math  
Semester Class  
Physical Education  
Quarter Classes  
Art  
Industrial Arts  
Teen Issues  
Family and Consumer Science 7 (FACS)  
General Music  
Tech Skills 7  
Electives \*  
Band  
Choir

### Grade 8

Full Year Classes  
English  
Science  
Social Studies  
Math 8 or Advanced Math  
Semester Class  
Physical Education  
Quarter Classes  
Art  
Industrial Arts  
Family & Consumer Science 8 (FACS)  
Ag Ed 8  
World Languages 8  
Health  
Electives \*  
Band  
Choir

\* Students who register for band or choir make a commitment for a minimum of a semester unless there are extenuating circumstances. In those cases, the administrator will have final approval prerogative. 11-24-08

## INFINITE CAMPUS ACCESS

Belle Plaine Junior High provides student and parent access to Infinite Campus (formerly SiPS), our student information and performance system. The system provides the majority of information about school events and activities. In addition, the system provides student grades, upcoming assignments, and classroom announcements. An integrated message center provides an efficient way to communicate with teachers. Students will be trained to use the system and be provided with their passwords at the beginning of the school year. Parents can request their user name and password by contacting the junior high-senior high office at (952) 873-2403. Additional information regarding IC, including a parent guide, is located on our district web site at <http://www.belleplaine.k12.mn.us>.

## ACADEMIC ASSISTANCE

Teachers are available before or after school to assist students. In addition, a study group with a para-professional is held 5 days a week before school.

## TEACHER-PARENT COMMUNICATION

Belle Plaine junior high faculty, staff, and administration believe a strong partnership with parents is essential for student success. Open, respectful, and honest communication is a critical pillar of this partnership. Our staff will respond to requests for information and assistance in a timely and professional manner. Similarly, every staff member should be treated with respect and dignity by parents and members of the public.

Some tips for communicating effectively with our faculty and staff include:

- ❖ Utilize voice mail, mail, or the Infinite Campus Message Center whenever possible to contact teachers. You can expect a timely and professional response.
- ❖ Telephone the teacher in advance to schedule a meeting if you would like to discuss something with the teacher face-to-face.
- ❖ Strive to resolve a conflict directly with a teacher first; you are welcome to contact the administration if you are dissatisfied with the resolution.
- ❖ Make sure your requests are reasonable.
- ❖ Make sure your attitude and words are respectful.
- ❖ Recognize that we strive to build responsibility in students. Please keep this in mind, as we will come from that perspective in our communication with you.

Because we expect everyone at Belle Plaine Junior High to be treated with respect, the following behaviors will not be tolerated:

- ❖ Inappropriately raised voices, shouting or yelling.
- ❖ Threats, the intimidation of violence or behavior that can reasonably be expected to intimidate.
- ❖ Obscene or foul language.
- ❖ Unpermitted or unwelcome touching of any nature, regardless of the degree of force used.
- ❖ Insulting a person's intelligence, judgment, or professionalism.

Persons who engage in these behaviors will be asked to stop; should they continue the behavior they will be asked to leave the building.

## TELEPHONE

The student phone is located in the commons area. Office phones are offered for emergency purposes. Students need permission from office secretaries or principal/dean to use the phones in the office.

## ACTIVITY AND SPECTATOR BUSES

All students who ride buses to any school activity must return on the bus. A student will be allowed to ride home with a parent if it is cleared through the principal/dean, activities director, coach, or the supervising teacher.

## STUDENT SERVICES

The school has personnel available (social worker, student support specialist) to assist students who may be having difficulty with some aspect of their lives that may be interfering with their learning. Students can arrange appointments with school personnel through the office or on their own.

## ATTENDANCE REGULATIONS

Admission Slips: Parents should call the junior high attendance line at **(952) 873-2404** before 8:00 a.m. to excuse students from classes. Written excuses are discouraged except in cases where there is no phone in the home.

Compulsory Attendance Law: Minnesota State Law provides that every child between seven and sixteen years of age shall attend a public school, or a private school, for a period of not less than nine months during any school year. (Sec, 120.10, School Laws of 1961)

Daily Attendance: Students are expected to be in school every day that school is in session. Regular attendance plays an important part in determining success in school. Students are excused from school when they are sick, when there is a serious illness or death in the immediate family, when roads are impassable, or when an exceptionally urgent situation arises. On rare occasions students may wish to be excused from school for a special trip. The school is obligated to discourage such trips because they usually result in the student missing important work. If, however, it is necessary for parents to take a student from school with full knowledge of possible results, the student should inform the office at least one week before leaving. The office reserves the right to mark a make-up slip "excused" or "unexcused" after evaluating individual circumstances. Students who have excessive or extended absences will be expected to complete assigned work.

## ATTENDANCE POLICY FOR EXTRA-CURRICULAR PARTICIPATION

In order for a student to participate in an extra-curricular practice, game, or contest, she/he must be in classes all day. Any exception must be approved by the activities director or building principal. (Any student whose parents have called in to excuse a student for a doctor or dental appointment will not be affected by this policy.)

## LEAVING SCHOOL DURING THE DAY

If a student needs to leave the building during the school day, for illness or any other reason, he/she should ask permission from the principal's office. **DO NOT LEAVE THE BUILDING WITHOUT WRITTEN PERMISSION.** A blue-colored pass will be extended to the student if permission is granted. Failure to comply with this rule will result in an unexcused absence and other consequences as appropriate.

## TARDIES AND TRUANCY

Tardies: Tardies are recorded by individual teachers. Students are expected to be on time for all classes. Excessive tardies will result in detention and a report home by the principal/dean. Students who are habitually tardy may be escorted from class to class for a period of time by one of our staff members to ensure timely arrival to class.

Truancy: A student whose parents expect him/her to be in school but who does not attend for other than lawful reasons is truant. Violations of this regulation may result in a referral to juvenile authorities.

Late To School: Any student who arrives late to school at any time during the school day needs to report to the office for a pass to class.

## BAND/CHOIR LESSONS

Students will miss class from time to time for band/choir lessons. Our music instructors and regular classroom instructors will work together to facilitate music lessons that will not interfere with tests or critically important classroom lessons. In all cases, students must have a pass from the choir or band instructor, which the student will show to the teacher before leaving a regular classroom for a band/choir lesson.

## ACADEMIC ELIGIBILITY POLICY

A student participating in M.S.H.S.L. or Belle Plaine extra-curricular activities must pass all classes or credits. A student who receives a failing quarter grade and/or semester grade may regain eligibility at mid-quarter of the next grading period if he/she is passing all classes at that time.

A student failing a class at mid-quarter will be ineligible until the grade is raised to a passing grade. The Activities/Academic Committee may review the cases of students not meeting academic requirements on an individual basis. Requirements for eligibility may be waived for those students determined to be working to their capacity. Extenuating circumstances will be reviewed and acted upon by the Committee. (The Committee will consist of the building Principal/Dean, Activities Director, the Coach of the student and the Teacher(s) of the student in concern.)

## STANDARDIZED TESTING

7<sup>th</sup> and 8<sup>th</sup> grade students are required to take the Minnesota Comprehensive Assessments (MCA-II) in reading and math (and some years, science to 8<sup>th</sup> graders). These tests help districts measure student progress toward Minnesota academic standards and meet the requirements of federal *No Child Left Behind*. These tests are preparation for the Graduation-Required Assessments for Diploma (GRAD) Tests. (Writing-9<sup>th</sup> grade, Reading-10<sup>th</sup> grade, Math-11<sup>th</sup> grade). This started with 8<sup>th</sup> graders in the 2005-06 school year. MCA-II examinations do not impact graduation at the 7<sup>th</sup> and 8<sup>th</sup> grade level.

## **DISCIPLINE**

The school district has a comprehensive student discipline policy. The purpose of the policy is to provide for a safe and healthful educational environment. Effective school discipline combines the efforts of parents, staff, and students. Students are expected to follow school rules at all times. Each teacher has a discipline plan, which includes classroom expectations and consequences. Students will be expected to respect and comply with individual teacher guidelines.

## **BULLYING**

Bullying behavior of any type will not be tolerated. Bullying behavior can take many forms, including pushing, hitting, verbal threats, racial/ethnic/gender-based comments, harassment, teasing etc. The district has a Bullying Policy of which copies are available in the office. Please talk to your child about the harmful affects bullying can have on a person.

## **DETENTION**

Detention is a before or after-school study time assigned to students as a consequence for violating school regulations. The time assigned must be made up as specified by the principal/dean (in most cases within five days of assignment), even though this may not be convenient for the student. An unexcused absence from detention results in further consequences. The principal/dean or designee will determine detention time on a case-by-case basis. The school assumes no responsibility for transportation. Morning detention is generally 7:45 – 8:25 am. If after school (3:20-4:00), students will leave school immediately after detention. Teachers can assign classroom detention if necessary.

## **IN SCHOOL SUSPENSION**

Students may be assigned In School Suspension (ISS) by the principal or designee for certain (or multiple) violations of our school district's discipline policy. In School Suspension consists of a student studying in one room for the duration of the school day under the supervision of a licensed teacher. Assignments and class materials are provided by teachers for the student to complete during the day. Students are provided a short break in the morning and afternoon. Students are provided a lunch period outside the ISS room as well.

## **PUBLIC DISPLAYS OF AFFECTION**

Inappropriate displays of affection will not be allowed. Examples include kissing, petting, or groping. Such displays will not be allowed while the student is at school, on school grounds, or at a school sponsored activity. Consequences will be determined by the school administration.

## **RIGHT OF APPEAL**

If students feel their rights have been violated they should first bring the matter to the attention of the building principal/dean, unless the alleged violation involves this person. If the principal/dean is involved or an appeal of the administrator's decision is desired, the case may be brought to the Superintendent of Schools, and a further appeal may be made to the Board of Education. Students may appeal their case in court without going through the administrative process outlined above, but the court may require the student to first exhaust those channels within the local system. The local Board of Education also has the right of appeal.

## **POP, JUICE, AND CANDY**

Pop and juice may be opened in the Commons during noon hour and after school. No food or beverage (other than water) will be allowed in classrooms.

## **DANGEROUS, HARMFUL, AND NUISANCE SUBSTANCES AND ARTICLES**

Alcohol: Students are prohibited from possessing or being under the influence of alcoholic beverages at school, on school grounds, at school sponsored activities, or during the school day.

Drugs: Students are prohibited from using, possessing or being under the influence of illegal drugs or narcotics at school, school sponsored activities, on school grounds, or during the school day.

Tobacco: Students are prohibited from using or possessing tobacco in any form at school, school sponsored activities, on school grounds, or during the school day.

Harmful or Nuisance Articles: The possession or use of articles that are a nuisance, illegal or that may cause harm to persons or property is prohibited at school and school sponsored activities.

Weapons: All weapons or instruments which have the appearance of a weapon are prohibited within all school environments and school zones, except for educational purposes as authorized in advance by the school building principal or designee (i.e. firearms safety training.) This prohibition specifically applies to all school sponsored activities. Weapons are defined as a firearm or device designed as a weapon capable of causing death or bodily harm or one that results in the fear of death or bodily harm.

## GENERAL STATEMENT OF POLICY PROHIBITING SEXUAL HARASSMENT

Independent School District No. 716 maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment and sexual violence against students or employees is sex discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of personal harassment by any person, male or female, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances. Any student who believes he or she has been the victim of sexual harassment should immediately report the alleged acts to a teacher or the building principal. A copy of the district's Sexual Harassment Policy is available at the Junior High office.

## STUDY HALL RULES

The purpose of study hall is to help students get their homework done. It also provides the opportunity to receive assistance from the study hall teacher. The following rules will help students use their study hall time efficiently:

1. Students must be working/reading during the entire study hall period.
2. The first 20 minutes of the hour will be spent reading; be sure to have something to read.
3. Students with media center passes may go to the media center after the twenty-minute reading session.
4. A pass is required in order to leave study hall. Only one student may leave at a time for short-term destinations (rest room, drinking fountain, etc.)
5. No food or pop is allowed.

Note: Students **MUST** secure a media center/computer lab pass before school begins. Library and computer lab passes are not issued during passing times.

## MEDIA CENTER AND COMPUTER LAB PROCEDURES

Our school is fortunate to have access to excellent technology and quality printed and electronic reference materials. These resources are available upon request before and after school as well as during the school day. Students **must** secure a pass to the media center or computer lab prior to the start of the school day from the media specialist or the media assistant, except in special situations arranged by a teacher/media specialist or assistant. Students who use our technology are expected to abide by the district's acceptable use policy.

## THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA provides that school districts may not have a policy or practice of denying parents the right to:

1. Inspect and review education records.
2. Seek to amend education records.
3. Consent to the disclosure of personally identifiable information from education records except as specified by law.

## PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding the district’s conduct of survey, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the “protected areas” if the survey is funded in whole or in part by a program of the U.S. Department of Education.
2. Receive notice and an opportunity to opt a student out of certain surveys or exams.
3. Inspect, upon request and before administration or use of certain survey of materials or information collection.

## THREATS AND DISRUPTIONS

Threats: Threats to normal school operations and activities or to individuals at school will not be allowed.

Disruptions: Behavior which disturbs or interrupts the peace and good of the school or school-sponsored activities will not be allowed.

## LOCKERS

Lockers are assigned at the beginning of the school year and **will be yours for grades seven and eight**. Your locker is the property of the school and should be kept neat and clean at all times. Damage to any school locker will result in the student being charged for damages. Although your locker has a built-in lock, you are reminded to never leave money or valuables in your locker. A lock for your physical education locker is not provided by the school, but is highly recommended.

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. School authorities, for any reason at any time, may conduct inspection of the interior of lockers, 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 rules. School authorities must provide notice to students whose lockers were searched as soon as possible after the search unless such disclosure would impede an ongoing investigation.

## **SCHOOL DRESS**

The school feels that common sense and personal restraint must guide the student in determining school dress. Students will dress in a neat and clean manner. The school also realizes that the responsibility for the student dress rests with the home. The type of apparel and grooming are not to be disruptive to the educational process, or present a safety hazard or a health hazard.

Students are expected to exercise good judgment and taste in this regard. Clothing and accessories with improper or objectionable (especially sexual) pictures, sayings, gestures, or language may not be worn in school. Any accessories or clothing displaying controlled substances (tobacco, drugs, alcohol) may not be worn in school.

There is a special concern about revealing clothing including backless, strapless and low-cut tops. Bare midriffs are not acceptable. Skirts and shorts should not be of a length that may be considered inappropriate. Hats or bandannas worn on the head will not be allowed in the halls and classrooms.

The school reserves the right to send a student home for dressing in a manner that is disruptive to the educational process. This may also include providing the student with clothes to wear. The administration reserves the right to have discretion and flexibility in dealing with each case of inappropriate dress.

## **CLOSED LUNCH HOUR**

Students must eat in the designated Commons area during our lunch period, whether they purchase school lunch or bring theirs from home. In special situations, students will be allowed to eat at home if they are within walking distance. Any student wishing to do so must bring a note from her/his parents or guardians.

## **PERSONAL ELECTRONICS**

Students are strongly discouraged from bringing non-educational personal electronics to school. These include, but are not limited to, iPods, MP3 players, CD players, and cellular phones. If a student must bring a personal electronic device to school, it should remain in the student's (locked) locker. The only exception would be a special assignment by an instructor. **CELL PHONES ARE NEVER ALLOWED IN CLASSROOMS OR OTHER EDUCATIONAL AREAS.**

Noncompliance will be considered insubordination and these items will be confiscated by the administration.

## **TENNESSEN WARNING**

Students may be questioned by administration about incidents that may have severe legal and/or educational consequences. Students will have a due process right provided to them as per Minnesota statute. The Minnesota Government Data Practices Act requires school districts and other political subdivisions, when asking a person to supply private or confidential information about the individual, to inform the person of:

1. The purpose and intended use of the requested data within the school district.
2. Whether the individual may refuse or is legally required to supply the requested data.
3. Any known consequences arising from supplying or refusing to supply private data.
4. The identity of other persons or entities authorized by a state or federal law to receive the data.

## **LOST OR DESTROYED TEXTBOOKS OR OTHER SCHOOL OWNED EQUIPMENT**

The school will charge an appropriate replacement fee for textbooks, workbooks, library books lost or destroyed, or other equipment that is destroyed or damaged by students.

## **STUDENT COUNCIL ACTIVITIES NIGHTS**

JH Activities Nights will be from 6:30 to 9:30 p.m. Students will not be allowed to enter the festivities after 8:00 p.m. unless there are extenuating circumstances. Once a student leaves, she/he will not be allowed to reenter. The events are for Belle Plaine Public School students in grades seven and eight. Guests will not be allowed to attend.

## **HONOR ROLL**

Students can qualify for the High Honor Roll by achieving a 3.67 or higher GPA on a 4.0 scale. Students can qualify for the Honor Roll by achieving a 3.0-3.66 GPA on a 4.0 scale. Students who have a grade of Incomplete are not eligible for either of these honor rolls.

## **INCOMPLETES**

Students with incompletes will finish their work within two weeks after the end of the quarter. An incomplete that is not finished by the start of the next school year will be counted as no credit. The class may be retaken if a core class.

## **FIRE DRILLS**

The signal for the fire drill shall be one long continuous note of the horn. At this signal everyone will vacate the building in an orderly manner using the exits designated. Please leave as quickly as possible without running or causing confusion.

## **TORNADO DRILLS**

The signal for a tornado shall be one long continuous ring. At the signal students will proceed to areas designated in the school.

## **LOCK DOWN DRILLS**

The building administrator or designee will announce a lock down drill over the public address system. Students will follow lock down procedures by sitting below window level and remaining quiet. Teachers shall lock their doors, draw the shades, and turn off the lights in their classrooms.

## **EMERGENCY EVACUATION PROCEDURES**

Emergency evacuation procedures are posted in each classroom. It is the student's responsibility to know the procedure. The district has developed an Emergency Action Plan to deal with a multitude of emergencies that may arise.

## **SNOW DAYS**

There are times where it is necessary to cancel school due to inclement weather. Please listen to the radio (WCCO 830 AM, KRBI 1310 AM/101.5 FM, watch television (KARE 11, WCCO 4, KSTP 5, local CATV Channel 8), or access our school district web site.

## **TITLE IX**

The Belle Plaine School District #716 prohibits discrimination in educational programs and activities on the grounds of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, or disability.

### JUNIOR HIGH EDUCATIONAL TEAM

<u>Name</u>	<u>Position</u>	<u>Email Address</u>
Audette, Luke	Math	laudette@belleplaine.k12.mn.us
Beardsley, David	Special Education	dbeardsley@belleplaine.k12.mn.us
Bergs, John	Physical Education	jbergs@belleplaine.k12.mn.us
O'Connor, Heather	Student Support	hoconnor@belleplaine.k12.mn.us
Deutsch, Joe	Industrial Arts	jdeutsch@belleplaine.k12.mn.us
Eaton, Carmen	Special Education	ceaton@belleplaine.k12.mn.us
Fjelde, Sandy	Technology Specialist	sfjelde@belleplaine.k12.mn.us
Foust, Richard	Science	rwfoust@belleplaine.k12.mn.us
Garvey John	Social Studies	jgarvey@belleplaine.k12.mn.us
Geller, Sara	Physical Education	sgeller@belleplaine.k12.mn.us
Becky Perkins	English	bperkins@belleplaine.k12.mn.us
Goulson, Daryl	Science	dgoulson@belleplaine.k12.mn.us
Grotberg, Caren	FACS/ESL	cgrotberg@belleplaine.k12.mn.us
Gorton, Cheryl	Choir	cgorton@belleplaine.k12.mn.us
Hannon-Orr, Carol	Art	corr@belleplaine.k12.mn.us
Hennen, Matt	English	mhennen@belleplaine.k12.mn.us
Kruschke, Jeanine	Instrumental Music	jkruschke@belleplaine.k12.mn.us
Leonard, Jill	Adm. Assistant	jleonard@belleplaine.k12.mn.us
Mathiowitz, Bruce	Agriculture	bmathiowitz@belleplaine.k12.mn.us
Miller, Mitch	World Languages	mmiller@belleplaine.k12.mn.us
Moylan Annette	Media Center	amoylan@belleplaine.k12.mn.us
Nelson, Ross	Social Studies	rnelson@belleplaine.k12.mn.us
Otto, Bethany	Science	botto@belleplaine.k12.mn.us
Otto, Josh	Technology	jotto@belleplaine.k12.mn.us
Parks, Jennifer	Paraprofessional	jparks@belleplaine.k12.mn.us
Piampiano, Carey	Special Education	cpiampiano@belleplaine.k12.mn.us
Schultz, Pat	Health	pschultz@belleplaine.k12.mn.us
Selly, Shelly	Paraprofessional	sselly@belleplaine.k12.mn.us
Smith, Adam	Math	asmith@belleplaine.k12.mn.us
Sparby, Mindy	Dean of Students/AD	msparby@belleplaine.k12.mn.us
Stier, Susan	Math	sstier@belleplaine.k12.mn.us
Vourlos, Kelly	Counselor	kvourlos@belleplaine.k12.mn.us
Valencour, Victoria	RTI Specialist	vvalencour@belleplaine.k12.mn.us

#### OTHER DISTRICT RESOURCES:

Carrie Donovan	Food Services	873-2414	Rachelle Kerkow	District Nurse	873-2401
Jeff Heine	Building/Grounds	873-2406	Nelson Ladd	Community Ed	873-2411
Dr. Kelly Smith	Superintendent	873-2400	Dave Kreft	HS Principal	873-2403
Laurie Green	HS Counselor	873-2418	Mindy Sparby	Activities/JH Dean	873-2412

# Minnesota River Conference Middle School/Junior High Model Retention Policy

Authored by the administrators of the conference

amended by BPJHS faculty 2-5-08  
approved by School Board, May 2008

Junior high/middle school educational goals should always help students to achieve and progress towards graduation. Social promotion is not supported. Skills to ensure future success must be acquired before advancement to high school (grades 9-12).

This policy is meant to meet basic standards. Individual districts will certainly amend this document as necessary.

**Part I: STANDARD** Students in grades 7 & 8 will demonstrate a core set of knowledge before moving on to the next grade level. Students who fail two or more core (English, Science, Social Studies, Mathematics) classes \* will be retained at grade level in all classes for the following school year. Students may attend summer school to finish work to earn credit. The specific department and administration will approve this work. Successful completion of this work will determine advancement to the next grade level.

**Part II: Preventive Measures** Retention is one of many intervention options in our effort to prepare students for the next level of school. Criteria for promotion will include attendance, passing grades (credits earned), NWEA Testing, social skills, teacher recommendations, IEP, parental input. As a general rule, the following guidelines will assist the student in making progress to the next grade level:

- At the beginning of the 3<sup>rd</sup> quarter, students at risk for failing two or more yearlong core classes will attend a mandatory meeting (arranged by the junior high administrator) with teachers, student, and parents. A learning contract will be written, signed and agreed upon for the remainder of the year. That contract will likely include attendance at summer school. If the student successfully completes the contract, he/she will be eligible to move on to the next grade.  
If the learning contract is not completed, summer school will be required.
- Summer School offerings and learning goals will be specific for each student. Teachers will identify the objectives for each student. All material will be distributed to the summer school teacher.
- Summer school will be performance based. When objectives are met, student will be promoted.
- Student will be retained at the current grade level if they do not successfully complete the objectives set up by the classroom teacher in the summer school program.
- Students may be exempted from this policy due to an IEP or 504 Plan.
- Students are responsible for their own transportation to summer school.
- Summer School programs, including specific dates, curriculum, etc. will be determined by each district.

## Part III: Miscellaneous Information

Generally, a student in grades 7 or 8 will be retained only one time in those two school years (i.e. if a student is retained in 7<sup>th</sup> grade, they will not be retained in 8<sup>th</sup> grade).

Administration can supercede any part of the retention policy due to mitigating circumstances.

Parental involvement in the entire process is critical. In any retention decision, parental input will be a major component. The final decision will be made by the school district.

A single core class with a failing grade can mean summer school, but will not affect retention.

\* = Three quarter grades of "F"

Belle Plaine  
Senior High School  
"Home of the Tigers"



Administration:  
Superintendent: Kelly Smith  
Secondary School Principal: David Kreft  
Activities Director/Dean of Students: Mindy Sparby

*This agenda belongs to:*

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/TOWN: \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE: \_\_\_\_\_

STUDENT NUMBER: \_\_\_\_\_

## **WELCOME**

Welcome to Belle Plaine Senior High School. This handbook has been prepared to answer many of the questions you may have about the policies and procedures at Belle Plaine Senior High School.

## **STUDENT SUCCESS**

It is very important to realize that achieving success and having a successful school year takes cooperation from students, parents, and staff members. To help achieve this, here are some basic guidelines to follow:

1. Treat all people with respect.
2. Have respect for property.
3. Strive to be the best students you can be by coming to class and being prepared every day.
4. Take pride in representing Belle Plaine Senior High School.

## **ATTENDANCE REGULATIONS**

### **Daily Attendance:**

Students are expected to be in school every day that school is in session. Regular attendance plays an important role in determining success in school.

Students are excused from school when they are sick, when there is a serious illness or death in the immediate family, when roads are impassable, or when an extremely urgent situation arises. Parents should call the Senior High office at (952) 873-2404 before 8 a.m. to excuse students. The use of written excuses is discouraged.

On rare occasions students may wish to be excused from school for a special trip. The school is obligated to discourage such trips because they usually result in the student missing important work. If, however, it is necessary for parents to take a student from school with full knowledge of possible results, the student should notify the Principal's office a week before leaving. The Principal reserves the right to decide if the absence is "excused" or "unexcused." Students who have excessive or extended absences will be expected to complete assigned make-up work. This can be done before or after school or during our summer school program.

**Leaving School During the Day:**

If a student is ill or for any other reason needs to leave the building during the school day, he/she should ask permission from the Principal's Office. **DO NOT LEAVE THE BUILDING WITHOUT WRITTEN PERMISSION.** Failure to comply with this rule will result in an unexcused absence and will be handled accordingly.

**Tardies:**

Students are expected to be on time for all classes. Any student receiving three or more tardies to a class will earn one hour of detention. Additional tardies will result in further consequences. Tardies will be enforced by individual teachers.

**Truancy:**

A student whose parents expect him/her to be in school but who does not attend for other than lawful reasons is truant. Violations of this regulation may result in a referral to juvenile authorities, suspension, or expulsion from school.

**ATTENDANCE POLICY FOR  
EXTRA-CURRICULAR PARTICIPATION**

In order for a student to participate in an extra-curricular practice, game, or contest, he/she must be in classes all day. Any exception must be approved by the athletic director or building principal. Students whose parents have called in to excuse them for a doctor or dentist appointment will not be affected by this policy.

**SAFETY REGULATIONS**

Student safety is a high priority. Teaching and learning can proceed at maximum efficiency only when the school climate is positive and all people feel safe.

## **DISCIPLINE**

The school district has a comprehensive Student Discipline Policy. The purpose of the policy is to provide for a safe and healthful educational environment. This policy can be reviewed or obtained in the Senior High School office.

Effective school discipline combines the efforts of parents, staff, and students. Students are expected to follow school rules at all times.

Each teacher has a discipline plan which includes classroom rules, rewards, and consequences. Students are expected to respect and comply with individual teachers' guidelines.

The consequences for severe violations are designed to be firm, fair and consistent for all students.

Since it is not possible to list every violation that occurs, classroom teachers, counselors, administrators, and support personnel may respond to students discipline violations in a variety of ways including but not limited to:

- Detention
- Suspension (in or out of school)
- Parent conferences
- Mediation
- Restitution
- Reports to probation services or police
- Community service
- Chemical evaluation
- Loss of privileges
- Expulsion

There will be a logical relationship between the severity of the offense and the administrative action. As a result, administrators will have broad discretion to impose consequences either more or less severe than indicated in the discipline policy.

## **FOOD, GUM, AND BEVERAGES**

Food and beverages may only be consumed in the cafeteria/commons area. Students are allowed to have bottled water throughout the building. Gum is not allowed in the building.

## **DANGEROUS, HARMFUL, AND NUISANCE SUBSTANCES AND ARTICLES**

The following is a summary based on our district disciplinary policy. Please refer to district policy for more complete details.

- A. Alcohol: Students are prohibited from possessing or being under the influence of alcoholic beverages at school, on/off school grounds during the school day, or at sponsored activities.
- B. Drugs: Students are prohibited from using, possessing, or being under the influence of illegal drugs or narcotics at school, on/off school grounds during the school day, or at school sponsored activities.
- C. Use of Tobacco: Students are prohibited from using or possessing tobacco in any form at school, on/off school grounds during the school day, or at school sponsored activities.
- D. Harmful or Nuisance Articles: The possession or use of articles that are a nuisance, illegal or that may cause harm to persons is prohibited at school, on/off school grounds during the school day, or at school sponsored activities.

## **THREATS AND DISRUPTIONS**

Threats to normal school operation and activity and/or behavior, which disrupt the peace and good of the school, will not be tolerated.

## **DETENTION**

Detention is a before or after school study time assigned to students as a penalty for violating school regulations. The time assigned must be made up as specified by the principal, even though this may not be convenient for the offender. An unexcused absence from detention results in an increased penalty. Students who obey school rules will eliminate any problem of having to serve detention.

### **LOCKERS**

Lockers will be assigned at the beginning of the school year. Your locker is the property of the school and should be kept clean and neat at all times. The school is not responsible for lost or stolen articles.

### **SCHOOL DRESS**

The school feels that common sense and personal restraint must guide the student in determining school dress. Students will dress in a neat and clean manner. The school also realizes that the responsibility of the student dress rests with the home.

The apparel and grooming are not to be disruptive to the educational process, present a safety hazard or a health hazard.

Clothing and accessories with improper or objectionable (especially sexual) pictures, gestures, or language may not be worn in school. Any accessories or clothing which depict illegal substances (tobacco, drugs, alcohol) may not be worn in school. There is a special concern including, but not limited to excessively revealing clothing including backless, strapless halter-tops and/or low cut shirts. Shorts and skirts should be appropriate in length. Hats, bandannas, and hoods may not be worn in the building. **Students who come to school or attend any school activity dressed inappropriately will be sent home for appropriate dress or they will be asked to change into school provided clothing.** In addition, state regulations must be followed regarding shoes, shirts, etc.

### **DISPLAYS OF AFFECTION**

Inappropriate displays of affection will not be allowed. Examples include: kissing, necking, petting, and groping. Such displays will not be allowed while the student is at school, on school grounds, at a school sponsored activity, or during the school day. Consequences of inappropriate displays will be determined by the administrator.

### **CLOSED LUNCH HOUR**

A lunch program is provided for your convenience. All students in grades 9 or 10 are required to eat lunch at school or bring their own lunch. Juniors and Seniors will have open lunch privileges. Students in grades 9 and 10 will be allowed to eat at home if they are within walking distance and have parental permission on file with the school office. Any student caught off school property during lunch without proper authorization will earn consequences.

### **CELL PHONES AND ELECTRONIC DEVICES**

Students are strongly encouraged to leave all personal electronic devices at home. In order to minimize disruptions and distractions, cell phones and pagers are to be kept in the student's locker during the school day. They may be used before school, between class periods, during lunch, and after school. Students are encouraged to keep phones and pagers in a safe place and have them turned off. Electronic games and devices will not be allowed in the classrooms. iPods and MP3 players are allowed with teacher permission only.

### **TITLE IX**

The Belle Plaine School District #716 prohibits discrimination in educational programs and activities on the grounds of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, or disability.

### **ACTIVITY AND SPECTATOR BUSES**

All students who ride busses to any school activity must return on the bus. A student will be allowed to ride home with a parent if it is cleared through the principal, activities director, or the supervising teacher.

### GRADUATION REQUIREMENTS

Subject	Number of Credits
Math	6
English	8
Science	6
Social Studies	8
Physical Education	2
Fine Arts	2
Health	1
Electives	13
<b>Total Credits</b>	<b>46</b>

**All required classes must be taken for a letter grade in order for them to be counted towards graduation.**

### ACADEMIC ELIGIBILITY POLICY

1. A student participating in M.S.H.S.L. or Belle Plaine extra-curricular activities must pass all classes or credits.
2. A student who receives a failing quarter/semester grade may regain eligibility at mid-quarter of the next grading period if he/she is passing the class at that time.
3. A student failing a class at mid-quarter will be ineligible until the grade is raised to a passing grade.
4. The cases of students not meeting academic requirements may be reviewed on an individual basis by a committee consisting of the building Principal, Activities Director, the coach of the activity and the teacher of the student in concern to determine whether the student is working to their capacity, or if there are any extenuating circumstances.

### CHEATING

We value academic integrity very highly and do not permit any form of dishonesty or deception that unfairly, improperly, or illegally enhances the grade on an individual/group assignment or a final grade. We urge students to conduct themselves ethically and honorable and expect that the grade a student earns is based upon the work that the student has performed. Cheating in any form (i.e. copying, plagiarizing, providing or receiving answers to exams, quizzes, papers, assignments, or projects) will result in the student receiving a grade of zero.

Parent(s)/Guardians(s) will be notified by the teacher and additional consequences may be assigned.

### **HONOR ROLL, HIGH HONORS, AND HONORS**

Belle Plaine Senior High School uses a 4-point G.P.A. scale. Anyone with a grade of incomplete will be excluded. Point system is as follows:

A	4.0	B	3.0	C	2.0
A-	3.67	B-	2.67	D+	1.33
B+	3.33	C+	2.33	D	1.0

A Honor Roll= Grade Point Average of 3.67 or above

B Honor Roll= Grade Point Average of 3.0 or above

Students graduating with a cumulative G.P.A. of 3.85 or above will be recognized as a "High Honors" graduate. Students graduating with a cumulative G.P.A. of 3.5 will be recognized as an "Honors" graduate.

### **INCOMPLETES**

Students with incompletes will finish their work within two weeks after the end of the quarter. An incomplete that is not finished by the start of the next school year will be counted as no credit and the class will have to be retaken.

### **FIRE DRILLS**

Fire alarms are located throughout the building. At the signal everyone will vacate the building in an orderly fashion using the designated exits. Leave as rapidly as possible without running or causing confusion.

### **TORNADO/SEVERE WEATHER DRILLS**

The signal for a tornado/severe weather warning will be an announcement from the office over the public address system. At the signal students will proceed to designated areas.

### **LOCK DOWN DRILLS**

The building administrator or designee will announce a lock down drill over the public address system. Students will follow lock down procedures by sitting below window level and remaining quiet. Teachers shall lock their doors, draw the shades, and turn off the lights in their classrooms.

### **SNOW DAYS**

There are times where it is necessary to cancel school due to inclement weather. Please listen to the radio (WCCO 830 AM, KRBI 1310 AM/101.5 FM, watch television (KARE 11, WCCO 4, KSTP 5, local CATV Channel 8), or access our school district website. Also, an automated phone call will be sent by the school district.

### **GENERAL STATEMENT OF POLICY PROHIBITING SEXUAL HARASSMENT**

Independent School District #716 maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual discrimination and sexual violence against students or employees is sex discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other form of personal harassment by any person, male or female, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

Any student who believes he or she has been the victim of sexual harassment should immediately report the alleged acts to a teacher or building principal.

### **LOST OR DESTROYED TEXTBOOKS**

The school will charge an appropriate replacement fee for textbooks, workbooks or library books lost or destroyed by students.

**2012-2013  
CLASS TIME SCHEDULE**

Warning Bell	8:25
Period 1	8:30-9:19
Period 2	9:24-10:13
Period 3	10:18-11:11
Period 4	11:16-12:05
Lunch	12:05-12:36
Period 5	12:36-1:25
Period 6	1:30-2:19
Period 7	2:24-3:13

## SCHOOL DISTRICT PHONE NUMBERS

Attendance Line (Report Student Absences 24 HRS/DAY)	(952) 873-2413
Events/Special Notices	(952) 873-2413
District Office	(952) 873-2400
Belle Plaine Junior/Senior High	(952) 873-2403

## DISTRICT DIRECT DIAL BY DEPARTMENTS

Activities Director (Mindy Sparby)	(952) 873-2412
Attendance (24 hour automated line)	(952) 873-2404
Building and Grounds Supervisor (Jeff Heine)	(952) 873-2406
Community Services (Nelson Ladd)	(952) 873-2411
Food Service Director (Carrie Donovan)	(952) 873-2414
High School Career Guidance (Laurie Green)	(952) 873-2410
Student Support Specialist (Heather O'Connor)	(952) 873- 2403
Learning and Career Dev. Lab (Scott Hallgren)	(952) 873- 2407

**Please note: It is district policy not to interrupt classroom teachers with phone calls during the regular school day unless an emergency exists. However, all staff can be left a voicemail message that will notify the individual.**

## SCHOOL WEBSITE AND STUDENT INFORMATION SYSTEM:

### Check Out Our School District Website:

[www.belleplaine.k12.mn.us](http://www.belleplaine.k12.mn.us)

### Student Information System:

The Belle Plaine Public Schools are using Infinite Campus during the 2011-2012 school year. Infinite Campus replaced SiPS and has many of the same features, including online access to grades, food service, and attendance information for parents and students. Password information will be distributed to parents and teachers at the beginning of the school year. If you need additional assistance with Infinite Campus, contact Teri Kiewatt at (952) 873-2418

## Activities Schedule

### Belle Plaine High School Activities

#### 2012-13

6-Aug	Fall Eligibility Meeting Gr. 7-12 6:00/7:00
13-Aug	Fall Athletic Practices Start – Tennis, Football, Cross Country, Volleyball
24-Aug	New Teacher Workshop
Aug 27-30	Teacher Workshop
Aug 30	New Student and 9 <sup>th</sup> Grade Orientation;
Aug 30-	7 <sup>th</sup> Grade and new 8 <sup>th</sup> Grade Orientation 5:30/6:30 South Gym
3-Sept	Labor Day – No School
4-Sept	School Starts
19-Sept	FFA Blood Drive
Oct 1-5	Homecoming Week-Coronation 10/1 at 8:00pm Dance 10/5 at 9:00pm
2-Oct	Mid Quarter
3-Oct	Academic Letter Breakfast – 7:00 am PAC
3-Oct	Early Dismissal – Teacher workshop K-12 12:15pm
Oct 8, 11	K-6 Parent Teacher Conferences 3:30-7:30 Elementary Schools
Oct 18-19	No School – Education Minnesota Conference
Oct 24-27	FFA National Convention
Oct 23-24	Youth Frontiers – 7 <sup>th</sup> Grade (Tues); 9 <sup>th</sup> Grade (Wed)

2-Nov	End of 1 <sup>st</sup> Quarter
5-Nov	No School – Teacher Workshop
16-Nov	Early Dismissal – Teacher workshop K-12 12:15pm
Nov 19-20	7-12 Parent Teacher Conferences 3:30-7:30
Nov 21-23	Thanksgiving Break
30-Nov	End of 1 <sup>st</sup> Trimester
10-Dec	Mid Quarter
Dec 24-Jan 1	No School Winter Break
18-Jan	End of 2 <sup>nd</sup> Qtr/1 <sup>st</sup> Semester
21-Jan	No School – Teacher workshop/Martin Luther King Day
6-Feb	Early Dismissal – Teacher workshop K-12 12:15pm
Feb 11, 14	K-6 Parent Teacher Conferences 3:30-7:30 Elementary Schools
18-Feb	No School – President’s Day
Feb 18-15	National FFA Week
Feb 21, 25	7-12 Parent Teacher Conferences 3:30-7:30
21-Feb	Mid Quarter
24-Feb	FFA Pancake Breakfast
1-Mar	Early Dismissal – Teacher workshop K-12 12:15pm
1-Mar	End of 2 <sup>nd</sup> Trimester
22-Mar	End of 3 <sup>rd</sup> Quarter
Mar 25-29	Spring Break
1-Apr	No School – Teacher workshop
3-May	Mid Quarter
4-May	Prom – Grand March 5:00 South Gym
7-May	FFA Blood Drive
May 10-11	Pops Concert and Art Show – 6:30pm North Gym
15-May	FFA Banquet 6:15 Social – Chatfield
22-May 7:30pm	Awards Night – Junior High 6:30/High School
27-May	No School – Memorial Day
2-June	Graduation – 2pm South Gym
4-June	Last student day
5-June	No School – Teacher workshop



Independent School District No. 716  
<http://www.belleplaine.k12.mn.us>  
 District Calendar 2012-2013 Draft  
 Revised May 20, 2012

District Contact Information  
 District Office: (952) 873-2400  
 Chatfield Elementary: (952) 873-2401  
 Oak Crest Elementary: (952) 873-2402  
 Junior-Senior High: (952) 873-2403

**Jul-12**

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

**Jan-13**

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

**Aug-12**

M	T	W	T	F
			1	2
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

**Feb-13**

M	T	W	T	F
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

**Sept. 2012**

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

**Mar-13**

M	T	W	T	F
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**Oct. 2012**

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

**Apr-13**

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

**Nov-12**

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**May-13**

M	T	W	T	F
			1	2
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

**Dec-12**

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

**Jun-13**

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

- No School (Holiday)
- No School (Teacher Workshop Day)
- Inservice Early Dismissal - School ends at 12:15
- Parent-Teacher Conferences
- End of Quarter or Trimester

- August**  
24,27-30 8-24 New Teachers; 8:27-30 Workshop
- September**  
3 No School - Labor Day  
4 School Begins
- October**  
3 Students released at 12:15 pm - Teacher workshop  
8,11 K-6 Parent Teacher Conferences  
18,19 No School - Education MN Conference
- November**  
2 End 1st Quarter  
5 No School - Teacher Workshop  
16 Students released at 12:15 pm - Teacher workshop  
19,20 7-12 Parent Teacher Conferences  
21-23 No School - Thanksgiving Break  
30 End 1st Trimester
- December**  
24-31 No School - Holiday Break
- January**  
1 No School - Holiday Break  
2 School Resumes  
18 End 2nd Q/1st Semester  
21 No School - Martin Luther King Jr. Day - Teacher Workshop
- February**  
6 Students released at 12:15 pm - Teacher workshop  
11,14 K-6 Parent Teacher Conferences  
18 No School - President's Day  
21,25 7-12 Parent Teacher Conferences
- March**  
1 Students released at 12:15 pm - Teacher workshop  
1 End 2nd trimester  
22 End 3rd Quarter  
25-29 No School - Spring Break
- April**  
1 Teacher Workshop
- May**  
27 No School - Memorial Day
- June**  
2 Graduation  
4 Last student day, end of 4th Quarter/3rd trimester  
5 Teacher workshop

**Student Contact Day Summary**

Quarter Summary	Trimester Summary
1st Quarter 42	1st Trimester 58
2nd Quarter 45	2nd Trimester 56
3rd Quarter 43	3rd Trimester 60
4th Quarter 45	
Total 174	Total 174

8 teacher workshop days  
 2 days allotted for parent-teacher conferences  
 Total teacher days: 184

