

**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, August 26, 2013

*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. Presentation on 7-12 Intervention Time:** Mr. Kreft

**3. Other Items as Brought Before the Board & Consideration of Agenda:**

**4. Consensus Items:**

**1. Previous Board Meeting Minutes:** 3

**2. Approve Monthly Expenditures:** 6

**3. Personnel:** 21

**4. Donations:**

**5. Student Enrollments:**

**5. Discussion Items:**

**1. Superintendent Update:** Dr. Smith

**2. Board Member Reports:** Board Members

**6. Action Items:**

**1. Resolution Calling the School District General Election:** Dr. Smith 22

<b><u>2. Location Equity Revenue and \$300 Board Approved Levy Approval:</u></b>	Dr. Smith/Mr. Keller	<b><u>25</u></b>
<b><u>3. Reimbursement Resolution and Authorization of Bond Sale:</u></b>	Dr. Smith/Mr. Keller	<b><u>41</u></b>
<b><u>4. Revise Aid Anticipation Certificate Borrowing Amount:</u></b>	Dr. Smith	
<b><u>5. Approve Changes to Substitute Pay Schedule:</u></b>	Dr. Smith	
<b><u>6. Approval of Proposed Grade 7-12 Intervention Time:</u></b>	Dr. Smith	<b><u>48</u></b>
<b><u>7. Approval of School and Activity Handbooks for 2013-14:</u></b>	Dr. Smith	<b><u>50</u></b>
<b><u>8. Policy Review:</u></b>	Dr. Smith	<b><u>170</u></b>
<b><u>9. Resolution Approving MSDLAF+ Trustee Appointment:</u></b>	Dr. Smith	<b><u>224</u></b>
<b><u>10. Resolution Approving Revisions to RVEC JPA:</u></b>	Dr. Smith	<b><u>225</u></b>
<b><u>11. Request Funds for School District App:</u></b>		
<b><u>7. Upcoming Meetings:</u></b>		
<b><u>8. Adjourn:</u></b>		

\_\_\_\_\_  
Board Clerk

\_\_\_\_\_  
Date

# **Preliminary Minutes of Regular Board Meeting**

## **MINUTES WILL NOT BE APPROVED UNTIL THE NEXT BOARD MEETING**

### **The School Board of Belle Plaine Public Schools**

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A Regular Board Meeting of the School Board of Belle Plaine Public Schools was held Monday, July 22, 2013, beginning at 7:00 PM in the District Center - Board Room.

1. Call to Order:

*The regular monthly meeting of the Belle Plaine School Board was called to order by Vice-Chairperson Bigaouette on Monday, July 22, 2013 at 7:15 pm at the District Center Board Room with the following members present: Nagel, Steinhagen, Daly, Bigaouette, Ludvik and Supt. Smith. The following members were absent: Lenz.*

2. Acknowledgment of Visitors and Special Presentations:

Vice-Chair Bigaouette will ask if visitors wish to be placed on the Agenda.

2. 1. Review of Strategic Area: Community Engagement & Connection

Dr. Smith presented information on the last focus area of our strategic plan documents. Information was presented on how we scored on the five areas of this plan and areas of concentration as we move into the new school year. The five goal area vision cards are posted on the school district website at the school board page.

3. Other Items as Brought Before the Board & Consideration of Agenda:

Vice-Chair Bigaouette asked if there were any items that needed to be brought before the board for consideration of the Agenda.

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

4. Consensus Items:

If any board member has concerns about the adoption of the following consensus items, please acknowledge the Chairperson prior to the final vote. If there are no concerns, these items will be voted on as a group.

*Motion by Daly and second by Steinhagen to approve all of the following consensus items. Motion carried unanimously.*

4. 1. Previous Board Meeting Minutes:

Enclosed are the June 24, 2013 Regular Board Meeting minutes for your review and adoption.

4. 2. Approve Monthly Expenditures:

At the board finance meeting, expenditures for the month of July were reviewed. Administration recommends approval of the July, 2013 disbursements totaling \$2,798,263.43. This includes hand payables of \$165,303.46 and electronic payments of \$1,811,736.36.

4. 3. Personnel:

Accept the resignation of Tricia Denzer, Special Services Director, effective July 5, 2013.

Accept with regrets the resignation of Katie Zimanske, HS special education teacher, effective July 8, 2013.

Accept with regrets the resignation of Tim Stowe, elementary teacher, effective July 9, 2013.

Approve the hire of Ashley Jans, Chatfield special education teacher, at Step 6, MA0 \$42,749

for the 2013-14 school year.

Approve the transfer of Jill Provancha from RtI to 5th grade teacher at Oak Crest.

Approve the hire of Teila Douglas for the RtI teaching position at Oak Crest at Step 1, BA for \$32,292.

Approve the hire of Joe Ploetz, HS special education teacher, at Step 3, BA30 \$36,889 for the 2013-14 school year.

Approve the hire of Chad Williams, Special Services Director for Belle Plaine and Jordan, effective July 19, 2013. His salary for 2013-14 will be \$100,000 and \$104,000 for the second year of the contract.

Approve the hire of Abbey Olson, Speech Language Pathologist, at Step 3, MA \$38,416 for the 2013-14 school year.

Approve the hire of Sabrina Sammons, HS special education teacher at Step 5, MA \$41,105 for the 2013-14 school year.

4. 4. Memberships:

Approve annual memberships with MSBA (District membership for \$5,102 and Policy membership for \$575), SEE (Schools for Equity in Education) for \$2,276.00 and the Center for Academic Excellence for \$350.

4. 5. Donations:

Accept with thanks and appreciation a donation of \$1,000 from the Kopp Family Foundation to the JH-SH. Funds from this donation are used to assist financially needy students with payment of activity fees and other fees they encounter during their school career.

5. Discussion Items:

5. 1. Superintendent Update:

Superintendent Smith will provide updates on current school activities including summer school, status of summer facilities projects, staffing updates, MSBA Summer Conference, Elementary Back to School Conferences, School Board filing period, Pay Equity Compliance and more.

5. 2. Board Member Reports:

Board members will have an opportunity to share information about meetings they have attended over the past month. Dr. Nagel reported on the organizational meeting of the new SW Metro Education Cooperative and the need to have an alternate board member listed for possible attendance at the meetings.

6. Action Items:

6. 1. Authorize Borrowing Amount for Aid Anticipation Certificates:

At our June meeting, we passed the resolutions necessary to participate in the Aid Anticipation Certificates borrowing pool. We need to finalize our application by setting the amount that we wish to borrow this year. We are currently borrowing \$1.8 million and the recommendation is to increase our borrowing to \$2.0 million for the coming year to ensure that we have adequate cash reserves throughout the year. We have seen improved cash flow from the state, but we are still in some transition as we return to a normal funding cycle and as we continue to finalize the financial structure of our land purchase.

Presenter: Dr. Smith/Mr. Keller

*Motion by Nagel and second by Steinhagen to authorize the borrowing amount for Aid Anticipation Certificates at \$2.0 million for 2013-14. Motion carried unanimously.*

6. 2. Policy Review:

Although we have not reviewed these changes at a work session, I am recommending the approval of policy revisions for Policies 413, 414, 417, 418, and 422. All policies have had minimal revisions and are being updated to reflect the most recent changes in statutes.

Presenter: Dr. Smith

*Motion by Daly and second by Ludvik to approve the revisions in Policies 413, 414, 417, 418 and 422. Motion carried unanimously.*

6. 3. Negotiations Strategy Session:

Pursuant to M.S. 13D.03, the school board, along with Dr. Smith and Mr. Keller, will go into closed session for the purposes of discussing negotiations strategy for the Belle Plaine Education Association (BPEA) and the Belle Plaine Education Support Personnel (BPESP). The regular meeting will be reconvened following the conclusion of the closed meeting at which time the regular meeting will be adjourned.

Presenter: Dr. Smith

6. 3. 1. Motion to Close the Meeting Pursuant to M.S. 13D.03.

*Motion by Daly and second by Nagel to close the meeting to the public at 8:03 pm. Motion carried unanimously.*

6. 3. 2. Motion to Reconvene Regular Meeting:

*Motion by Ludvik and second by Nagel to reopen the meeting to the public at 8:58 pm. Motion carried unanimously.*

7. Upcoming Meetings:

Monday, August 12 at 7:00 pm - School Board Work Session

Wednesday, August 14 at 7:00 pm - BPEA Negotiations Session

Monday, August 26 at 6:30 pm - Finance Committee Meeting

7:00 pm – Regular School Board Meeting

8. Adjourn:

*Motion by Daly and second by Nagel to adjourn at 8:59 pm. 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	V40201	40194	527128	101.40	0.00	101.40	08/20/2013	08/20/2013	08/20/2013
							Check Amount:		\$101.40			
1	6117	N	APPLE TEXTBOOKS	V40201	40152	SOE19391	512.26	0.00	512.26	08/14/2013	08/14/2013	08/14/2013
							Check Amount:		\$512.26			
1	4714	N	ASPEX SOLUTIONS	V40201	40028	43086	1,279.72	0.00	1,279.72	08/06/2013	08/06/2013	08/06/2013
							Check Amount:		\$1,279.72			
1	4589	N	BANC OF AMERICA LEASING	V40201	40011	51	8,256.74	0.00	8,256.74	08/06/2013	08/06/2013	08/06/2013
							Check Amount:		\$8,256.74			
1	6136	N	BEHAVIORAL HEALTH SERVICES,	V40201	40012	07012013	864.00	0.00	864.00	06/29/2013	06/29/2013	06/29/2013
							Check Amount:		\$864.00			
1	5306	N	BEN BIGAQUETTE	V40201	40042	07182013	390.00	0.00	390.00	08/08/2013	08/08/2013	08/08/2013
							Check Amount:		\$390.00			
1	6140	N	BLAYNE PROCHASKA	V40201	40162	08052013	80.00	0.00	80.00	08/14/2013	08/14/2013	08/14/2013
							Check Amount:		\$80.00			
1	1177	N	BOROUGH BOWL	V40201	40149	07312013	128.10	0.00	128.10	08/14/2013	08/14/2013	08/14/2013
							Check Amount:		\$128.10			
1	5317	N	BP BOYS BASKETBALL	V40201	40041	07182013	660.00	0.00	660.00	08/08/2013	08/08/2013	08/08/2013
							Check Amount:		\$660.00			
1	5707	N	CAMERON LARK	V40201	40165	08052013	20.00	0.00	20.00	08/14/2013	08/14/2013	08/14/2013
							Check Amount:		\$20.00			
1	1226	N	CARVER COUNTY	V40201	40021	07122013	2.50	0.00	2.50	08/06/2013	08/06/2013	08/06/2013
							Check Amount:		\$2.50			
1	1227	N	CARVER-SCOTT EDUCATIONAL CO	V40201	40013	11253	31,894.51	0.00	31,894.51	06/29/2013	06/29/2013	06/29/2013
1	1227	N	CARVER-SCOTT EDUCATIONAL CO	V40201	40148	11214	6,811.66	0.00	6,811.66	06/29/2013	06/29/2013	06/29/2013
1	1227	N	CARVER-SCOTT EDUCATIONAL CO	V40201	40020	11146	2,329.12	0.00	2,329.12	06/29/2013	06/29/2013	06/29/2013
1	1227	N	CARVER-SCOTT EDUCATIONAL CO	V40201	40018	11173	316.80	0.00	316.80	06/29/2013	06/29/2013	06/29/2013
1	1227	N	CARVER-SCOTT EDUCATIONAL CO	V40201	40030	11237	10,619.25	0.00	10,619.25	06/29/2013	06/29/2013	06/29/2013
1	1227	N	CARVER-SCOTT EDUCATIONAL CO	V40201	40029	11160	13,404.60	0.00	13,404.60	06/29/2013	06/29/2013	06/29/2013
							Check Amount:		\$65,375.94			
1	3414	N	CENTERPOINT ENERGY	V40201	40153	6024145-2	460.40	0.00	460.40	08/14/2013	08/14/2013	08/14/2013
1	3414	N	CENTERPOINT ENERGY	V40201	40205	6024226-0	66.94	0.00	66.94	08/20/2013	08/20/2013	08/20/2013

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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	3414	N	CENTERPOINT ENERGY	V40201	40155	6024135-3	91.93	0.00	91.93	08/14/2013	08/14/2013	08/14/2013
							Check Amount:		\$619.27			
1	1262	N	CITY OF BELLE PLAINE	V40201	40190	0002918	365.33	0.00	365.33	08/20/2013	08/20/2013	08/20/2013
							Check Amount:		\$365.33			
1	3814	N	CITY OF PRIOR LAKE	V40201	40204	13-082	95.80	0.00	95.80	08/20/2013	08/20/2013	08/20/2013
							Check Amount:		\$95.80			
1	5760	N	COMPUTER INFORMATION CONCEV	V40201	40166	PSI8884	3,886.00	0.00	3,886.00	08/14/2013	08/14/2013	08/14/2013
							Check Amount:		\$3,886.00			
1	1321	N	DANIEL SCHMIDT LIGHTING	V40201	40189	5125	940.45	0.00	940.45	08/20/2013	08/20/2013	08/20/2013
1	1321	N	DANIEL SCHMIDT LIGHTING	V40201	40188	5115	543.25	0.00	543.25	08/20/2013	08/20/2013	08/20/2013
							Check Amount:		\$1,483.70			
1	4565	N	DE LAGE LANDEN	V40201	40206	19005362	418.00	0.00	418.00	08/20/2013	08/20/2013	08/20/2013
							Check Amount:		\$418.00			
1	5860	N	DEREK DAHLKE	V40201	40167	08142013	75.00	0.00	75.00	06/29/2013	06/29/2013	06/29/2013
1	5860	N	DEREK DAHLKE	V40201	40161	08052013	60.00	0.00	60.00	08/14/2013	08/14/2013	08/14/2013
							Check Amount:		\$135.00			
1	5579	N	EDUCATORS BENEFIT CONSULTA	V40201	40151	19341	200.00	0.00	200.00	08/14/2013	08/14/2013	08/14/2013
							Check Amount:		\$200.00			
1	3553	N	EIDE BAILLY LLP	V40201	40046	EI00077762	1,000.00	0.00	1,000.00	08/09/2013	08/09/2013	08/09/2013
							Check Amount:		\$1,000.00			
1	6125	N	EMILY VINKEMEIER	V40201	40044	07222013	50.00	0.00	50.00	08/08/2013	08/08/2013	08/08/2013
							Check Amount:		\$50.00			
1	3278	N	HUMERATECH	V40201	40191	131186	7,108.48	0.00	7,108.48	08/20/2013	08/20/2013	08/20/2013
							Check Amount:		\$7,108.48			
1	3569	N	ISD 709	V40201	40154	AR259716	2,156.48	0.00	2,156.48	06/29/2013	06/29/2013	06/29/2013
							Check Amount:		\$2,156.48			
1	6141	N	KINCADE RETZER	V40201	40164	08052013	40.00	0.00	40.00	08/14/2013	08/14/2013	08/14/2013
							Check Amount:		\$40.00			
1	1725	N	LESUEUR COMM ED	V40201	40156	08012013	203.26	0.00	203.26	08/14/2013	08/14/2013	08/14/2013
							Check Amount:		\$203.26			

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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	5849	N	McQUAY INTERNATIONAL	V40201	40193	2601146	3,682.00	0.00	3,682.00	08/20/2013	08/20/2013	08/20/2013
							Check Amount:		\$3,682.00			
1	4145	N	MEDICAREBLUE RX	V40201	40203	29264050	313.50	0.00	313.50	08/20/2013	08/20/2013	08/20/2013
							Check Amount:		\$313.50			
1	1812	N	MESPA	V40201	40209	2097	600.00	0.00	600.00	08/20/2013	08/20/2013	08/20/2013
							Check Amount:		\$600.00			
1	5091	N	MINDY SPARBY	V40201	40146	08122013	2,000.00	0.00	2,000.00	08/14/2013	08/14/2013	08/14/2013
							Check Amount:		\$2,000.00			
1	5972	N	MITCHELL NELSON	V40201	40160	08052013	20.00	0.00	20.00	08/14/2013	08/14/2013	08/14/2013
							Check Amount:		\$20.00			
1	3571	N	MONTICELLO PUBLIC SCHOOLS	V40201	40016	1749	2,467.77	0.00	2,467.77	06/29/2013	06/29/2013	06/29/2013
							Check Amount:		\$2,467.77			
1	1884	N	MRVSEC	V40201	40147	158	9,816.76	0.00	9,816.76	06/29/2013	06/29/2013	06/29/2013
1	1884	N	MRVSEC	V40201	40017	135	1,115.78	0.00	1,115.78	06/29/2013	06/29/2013	06/29/2013
1	1884	N	MRVSEC	V40201	40014	160	15,701.00	0.00	15,701.00	06/29/2013	06/29/2013	06/29/2013
							Check Amount:		\$26,633.54			
1	4652	N	NARDINI FIRE EQUIP COMPANY INV	V40201	40202	438308	223.47	0.00	223.47	08/20/2013	08/20/2013	08/20/2013
							Check Amount:		\$223.47			
1	6153	N	NEXT GENERATION BENEFITS SO	V40201	40207	237	750.00	0.00	750.00	08/20/2013	08/20/2013	08/20/2013
							Check Amount:		\$750.00			
1	6137	N	NORTHEAST METRO DISTRICT 91	V40201	40019	26855	677.00	0.00	677.00	06/29/2013	06/29/2013	06/29/2013
							Check Amount:		\$677.00			
1	3706	N	NW EVALUATION ASSOC	V40201	40150	0053266	15,562.50	0.00	15,562.50	08/14/2013	08/14/2013	08/14/2013
							Check Amount:		\$15,562.50			
1	6152	N	OVERLINE & SONS, INC	V40201	40186	142	1,837.50	0.00	1,837.50	06/29/2013	06/29/2013	06/29/2013
							Check Amount:		\$1,837.50			
1	1991	N	PRAIRIE FIRE THEATRE	V40201	40040	07212013	1,930.00	0.00	1,930.00	08/08/2013	08/08/2013	08/08/2013
							Check Amount:		\$1,930.00			
1	2002	N	PROTECTION SYSTEMS INC	V40201	40196	21655	7,965.00	0.00	7,965.00	08/20/2013	08/20/2013	08/20/2013
1	2002	N	PROTECTION SYSTEMS INC	V40201	40197	21544	166.00	0.00	166.00	08/20/2013	08/20/2013	08/20/2013
							Check Amount:		\$8,131.00			

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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	5450	N	RAPTOR TECHNOLOGIES	V40201	40198	31857	960.00	0.00	960.00	08/20/2013	08/20/2013	08/20/2013
							Check Amount:		\$960.00			
1	4562	N	SARA LINQUIST	V40201	40157	156	800.00	0.00	800.00	08/14/2013	08/14/2013	08/14/2013
							Check Amount:		\$800.00			
1	2068	N	SCHOLASTIC	V40201	40210	M5079738	1,315.88	0.00	1,315.88	08/20/2013	08/20/2013	08/20/2013
							Check Amount:		\$1,315.88			
1	3124	N	SCHOOLFINANCES.COM	V40201	40022	4671	300.00	0.00	300.00	08/06/2013	08/06/2013	08/06/2013
							Check Amount:		\$300.00			
1	2108	N	SHAKOPEE SCHOOL	V40201	40031	07302013	5,776.82	0.00	5,776.82	06/29/2013	06/29/2013	06/29/2013
							Check Amount:		\$5,776.82			
1	2137	N	SOUTH CENTRAL ECSU	V40201	40195	14251	891.33	0.00	891.33	06/29/2013	06/29/2013	06/29/2013
							Check Amount:		\$891.33			
1	6138	N	SOUTHWEST METRO EDUCATION	V40201	40045	11202	49,546.00	0.00	49,546.00	08/08/2013	08/08/2013	08/08/2013
							Check Amount:		\$49,546.00			
1	2155	N	STATE CHEMICAL MFG.CO.	V40201	40192	0096310285	830.00	0.00	830.00	08/20/2013	08/20/2013	08/20/2013
							Check Amount:		\$830.00			
1	2157	N	STEFFEN HARDWARE	V40201	40187	JULY	122.34	0.00	122.34	08/20/2013	08/20/2013	08/20/2013
							Check Amount:		\$122.34			
1	2164	N	STIER TRANSPORTATION SERVIC	V40201	40015	33118	283.00	0.00	283.00	06/29/2013	06/29/2013	06/29/2013
							Check Amount:		\$283.00			
1	2188	N	TAHER INC	V40201	40208	0037763-IN	4,994.81	0.00	4,994.81	08/20/2013	08/20/2013	08/20/2013
							Check Amount:		\$4,994.81			
1	2250	N	TONY HARTMAN	V40201	40158	07232013	20.01	0.00	20.01	08/14/2013	08/14/2013	08/14/2013
							Check Amount:		\$20.01			
1	2266	N	TRUGREEN CHEMLAWN	V40201	40199	10253194	213.75	0.00	213.75	08/20/2013	08/20/2013	08/20/2013
1	2266	N	TRUGREEN CHEMLAWN	V40201	40201	10250495	200.93	0.00	200.93	08/20/2013	08/20/2013	08/20/2013
1	2266	N	TRUGREEN CHEMLAWN	V40201	40200	10242699	853.93	0.00	853.93	08/20/2013	08/20/2013	08/20/2013
							Check Amount:		\$1,268.61			
1	2272	N	US BANK	V40201	40025	3449498	425.00	0.00	425.00	08/06/2013	08/06/2013	08/06/2013
1	2272	N	US BANK	V40201	40024	3449426	425.00	0.00	425.00	08/06/2013	08/06/2013	08/06/2013
1	2272	N	US BANK	V40201	40023	3449427	425.00	0.00	425.00	08/06/2013	08/06/2013	08/06/2013

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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	2272	N	US BANK	V40201	40185	200072000	1,803,248.82	0.00	1,803,248.82	08/20/2013	08/20/2013	08/20/2013
1	2272	N	US BANK	V40201	40027	3449499	425.00	0.00	425.00	08/06/2013	08/06/2013	08/06/2013
1	2272	N	US BANK	V40201	40026	3449425	425.00	0.00	425.00	08/06/2013	08/06/2013	08/06/2013
							Check Amount:		\$1,805,373.82			
1	2290	N	WASECA PUBLIC SCHOOLS	V40201	40214	53596	75.00	0.00	75.00	08/20/2013	08/20/2013	08/20/2013
							Check Amount:		\$75.00			
1	5192	N	Youth Enrichment League	V40201	40159	1656	760.00	0.00	760.00	08/14/2013	08/14/2013	08/14/2013
							Check Amount:		\$760.00			
							Report Total:		\$2,033,577.88			

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

# Hand Pays

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P401p1	0716	31210	SBC		CH	1	5360	Reliance Standard Life	Y	N	7/17/2013	CY	USD	-1,561.96
P401p1	0716	31211	SBC		CH	1	5360	Reliance Standard Life	Y	N	7/17/2013	CY	USD	471.95
p40102	0716	31213	SBC	55418	CH	1	2329	BLUE CROSS BLUE SHIELD of MN	Y	N	7/17/2013	CN	USD	285.00
p40102	0716	31212	SBC	55419	CH	1	1262	CITY OF BELLE PLAINE	Y	N	7/17/2013	CN	USD	350.00
P401p2	0716	31217	SBC	55422	CH	1	1134	BELLE PLAINE SCHOOL	Y	N	7/19/2013	CN	USD	150.00
P401p2	0716	31217	SBC	55422	CH	1	1134	BELLE PLAINE SCHOOL	Y	N	7/19/2013	CN	USD	208.34
P40202	0716	31262	SBC	55452	CH	1	4539	Dana Otto	Y	N	7/26/2013	CN	USD	836.00
P40202	0716	31271	SBC	55453	CH	1	3753	AG POWER ENTEPRISES INC	Y	N	7/29/2013	CN	USD	54.78
P40202	0716	31271	SBC	55453	CH	1	3753	AG POWER ENTEPRISES INC	Y	N	7/29/2013	CN	USD	215.02
P40202	0716	31263	SBC	55454	CH	1	1125	BELLE PLAINE HERALD	Y	N	7/29/2013	CN	USD	115.01
P40202	0716	31264	SBC	55455	CH	1	1262	CITY OF BELLE PLAINE	Y	N	7/29/2013	CN	USD	115.00
P40202	0716	31270	SBC	55456	CH	1	3278	HUMERATECH	Y	N	7/29/2013	CN	USD	3,631.20
P40202	0716	31278	SBC	55457	CH	1	5921	INSTITUTIONS SERVICES, INC	Y	N	7/29/2013	CN	USD	20,228.11
P40202	0716	31275	SBC	55458	CH	1	4418	JAMI KRUSCHKE	Y	N	7/29/2013	CN	USD	225.00
P40202	0716	31276	SBC	55459	CH	1	4843	KRIS ANN KRAUSE	Y	N	7/29/2013	CN	USD	367.50
P40202	0716	31265	SBC	55460	CH	1	1707	LANGE'S PLUMBING & HEATING	Y	N	7/29/2013	CN	USD	20.00
P40202	0716	31281	SBC	55461	CH	1	6129	LORI CANTRELL	Y	N	7/29/2013	CN	USD	73.45
P40202	0716	31272	SBC	55462	CH	1	3859	MASE	Y	N	7/29/2013	CN	USD	410.00
P40202	0716	31274	SBC	55463	CH	1	4145	MEDICAREBLUE RX	Y	N	7/29/2013	CN	USD	313.50
P40202	0716	31279	SBC	55464	CH	1	6127	PIONEER ENVIRONMENTAL GROUP INC	Y	N	7/29/2013	CN	USD	1,680.00
P40202	0716	31273	SBC	55465	CH	1	4069	RIVERS EDGE CONCRETE	Y	N	7/29/2013	CN	USD	288.71
P40202	0716	31266	SBC	55466	CH	1	2115	SHERWIN WILLIAMS	Y	N	7/29/2013	CN	USD	1,675.85
P40202	0716	31267	SBC	55467	CH	1	2155	STATE CHEMICAL MFG.CO.	Y	N	7/29/2013	CN	USD	830.00
P40202	0716	31268	SBC	55468	CH	1	2157	STEFFEN HARDWARE	Y	N	7/29/2013	CN	USD	64.22
P40202	0716	31280	SBC	55469	CH	1	6128	STIER TRUCKING LLC	Y	N	7/29/2013	CN	USD	450.00
P40202	0716	31277	SBC	55470	CH	1	5016	SVL SERVICE COORPORATION	Y	N	7/29/2013	CN	USD	1,252.50
P40202	0716	31269	SBC	55471	CH	1	2266	TRUGREEN CHEMLAWN	Y	N	7/29/2013	CN	USD	200.93
P40202	0716	31269	SBC	55471	CH	1	2266	TRUGREEN CHEMLAWN	Y	N	7/29/2013	CN	USD	1,907.72
P40202	0716	31269	SBC	55471	CH	1	2266	TRUGREEN CHEMLAWN	Y	N	7/29/2013	CN	USD	213.75
P40202	0716	31269	SBC	55471	CH	1	2266	TRUGREEN CHEMLAWN	Y	N	7/29/2013	CN	USD	853.93
P40202	0716	31339	SBC	55472	CH	1	4112	HANOVER INSURANCE GROUP	Y	N	7/30/2013	CN	USD	41.00
P40202	0716	31340	SBC	55473	CH	1	4802	USPS	Y	N	7/30/2013	CN	USD	344.54
P402P1	0716	31349	SBC	55474	CH	1	1134	BELLE PLAINE SCHOOL	Y	N	8/5/2013	0CN	USD	283.34
P402P1	0716	31351	SBC	55475	CH	1	6122	NATIONAL INSURANCE SERVICE	Y	N	8/5/2013	0CN	USD	600.00
P402P1	0716	31351	SBC	55475	CH	1	6122	NATIONAL INSURANCE SERVICE	Y	N	8/5/2013	0CN	USD	1,456.00



## Electronic

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P401p2	0716	31218	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	7/19/2013	N	USD	2,059.24
P401p2	0716	31218	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	7/19/2013	N	USD	-580.42
P401p2	0716	31218	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	7/19/2013	N	USD	4,265.34
P401p2	0716	31219	SBC		WX	1	1977	PERA	N	N	7/19/2013	N	USD	2,160.06
P401p2	0716	31219	SBC		WX	1	1977	PERA	N	N	7/19/2013	N	USD	2,570.86
P401p2	0716	31220	SBC		WX	1	2329	BLUE CROSS BLUE SHIELD of MN	N	N	7/19/2013	N	USD	196,051.44
P401p2	0716	31220	SBC		WX	1	2329	BLUE CROSS BLUE SHIELD of MN	N	N	7/19/2013	N	USD	-63,356.22
P401p2	0716	31220	SBC		WX	1	2329	BLUE CROSS BLUE SHIELD of MN	N	N	7/19/2013	N	USD	1,252.00
P401p2	0716	31220	SBC		WX	1	2329	BLUE CROSS BLUE SHIELD of MN	N	N	7/19/2013	N	USD	711.28
P401p2	0716	31220	SBC		WX	1	2329	BLUE CROSS BLUE SHIELD of MN	N	N	7/19/2013	N	USD	-1,068.92
P401p2	0716	31220	SBC		WX	1	2329	BLUE CROSS BLUE SHIELD of MN	N	N	7/19/2013	N	USD	3,516.42
P401p2	0716	31221	SBC		WX	1	2330	FEDERAL	N	N	7/19/2013	N	USD	2,042.31
P401p2	0716	31221	SBC		WX	1	2330	FEDERAL	N	N	7/19/2013	N	USD	931.94
P401p2	0716	31221	SBC		WX	1	2330	FEDERAL	N	N	7/19/2013	N	USD	3,984.76
P401p2	0716	31221	SBC		WX	1	2330	FEDERAL	N	N	7/19/2013	N	USD	-708.20
P401p2	0716	31221	SBC		WX	1	2330	FEDERAL	N	N	7/19/2013	N	USD	-112.90
P401p2	0716	31221	SBC		WX	1	2330	FEDERAL	N	N	7/19/2013	N	USD	-482.76
P401p2	0716	31221	SBC		WX	1	2330	FEDERAL	N	N	7/19/2013	N	USD	4,086.79
P401p2	0716	31221	SBC		WX	1	2330	FEDERAL	N	N	7/19/2013	N	USD	1,361.30
P401p2	0716	31221	SBC		WX	1	2330	FEDERAL	N	N	7/19/2013	N	USD	5,820.48
P401p2	0716	31222	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	7/19/2013	N	USD	948.34
P401p2	0716	31222	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	7/19/2013	N	USD	-231.87
P401p2	0716	31222	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	7/19/2013	N	USD	1,830.54
P401p2	0716	31223	SBC		WX	1	2581	MN CHILD SUPPORT CENTER	N	N	7/19/2013	N	USD	102.00
P401p2	0716	31224	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	7/19/2013	N	USD	120.00
P401p2	0716	31224	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	7/19/2013	N	USD	350.00
P401p2	0716	31224	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	7/19/2013	N	USD	566.68
P401p2	0716	31224	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	7/19/2013	N	USD	125.00
P401p2	0716	31224	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	7/19/2013	N	USD	886.68
P401p2	0716	31225	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	7/19/2013	N	USD	220.00
P401p2	0716	31226	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	7/19/2013	N	USD	202.30
P40102	0716	31256	SBC		WX	1	2336	XCEL ENERGY	N	N	7/20/2013	N	USD	8,190.29
P40102	0716	31256	SBC		WX	1	2336	XCEL ENERGY	N	N	7/20/2013	N	USD	7,276.94
P40102	0716	31256	SBC		WX	1	2336	XCEL ENERGY	N	N	7/20/2013	N	USD	5,357.53
P40102	0716	31256	SBC		WX	1	2336	XCEL ENERGY	N	N	7/20/2013	N	USD	282.96
P40102	0716	31257	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	7/20/2013	N	USD	392.19

## Electronic

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P40102	0716	31257	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	7/20/2013	N	USD	235.07
P40102	0716	31257	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	7/20/2013	N	USD	222.10
P40102	0716	31257	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	7/20/2013	N	USD	140.47
P40102	0716	31258	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	7/22/2013	N	USD	454.39
P40102	0716	31258	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	7/22/2013	N	USD	440.95
P40102	0716	31258	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	7/22/2013	N	USD	250.66
P40102	0716	31258	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	7/22/2013	N	USD	118.12
P40102	0716	31258	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	7/22/2013	N	USD	27.40
P40102	0716	31258	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	7/22/2013	N	USD	3.00
P40102	0716	31259	SBC		WX	1	2336	XCEL ENERGY	N	N	7/22/2013	N	USD	855.10
P40102	0716	31260	SBC		WX	1	1486	FRONTIER	N	N	7/24/2013	N	USD	1,770.67
P40102	0716	31260	SBC		WX	1	1486	FRONTIER	N	N	7/24/2013	N	USD	98.90
P40102	0716	31260	SBC		WX	1	1486	FRONTIER	N	N	7/24/2013	N	USD	96.22
P40102	0716	31260	SBC		WX	1	1486	FRONTIER	N	N	7/24/2013	N	USD	90.09
P40102	0716	31261	SBC		WX	1	2800	MII LIFE - SELECT ACCOUNT	N	N	7/24/2013	N	USD	248.88
P402P1	0716	31341	SBC		WX	1	1555	HEALTH PARTNERS	N	N	8/5/2013	0 N	USD	0.00
P402P1	0716	31341	SBC		WX	1	1555	HEALTH PARTNERS	N	N	8/5/2013	0 N	USD	10,943.10
P402P1	0716	31342	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	8/5/2013	0 N	USD	155.62
P402P1	0716	31342	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	8/5/2013	0 N	USD	5,328.66
P402P1	0716	31343	SBC		WX	1	1977	PERA	N	N	8/5/2013	0 N	USD	4,577.21
P402P1	0716	31344	SBC		WX	1	2330	FEDERAL	N	N	8/5/2013	0 N	USD	98.08
P402P1	0716	31344	SBC		WX	1	2330	FEDERAL	N	N	8/5/2013	0 N	USD	32.24
P402P1	0716	31344	SBC		WX	1	2330	FEDERAL	N	N	8/5/2013	0 N	USD	137.82
P402P1	0716	31344	SBC		WX	1	2330	FEDERAL	N	N	8/5/2013	0 N	USD	5,768.04
P402P1	0716	31344	SBC		WX	1	2330	FEDERAL	N	N	8/5/2013	0 N	USD	2,033.22
P402P1	0716	31344	SBC		WX	1	2330	FEDERAL	N	N	8/5/2013	0 N	USD	8,694.04
P402P1	0716	31345	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	8/5/2013	0 N	USD	41.64
P402P1	0716	31345	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	8/5/2013	0 N	USD	2,583.79
P402P1	0716	31346	SBC		WX	1	2581	MN CHILD SUPPORT CENTER	N	N	8/5/2013	0 N	USD	102.00
P402P1	0716	31347	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	8/5/2013	0 N	USD	1,106.50
P402P1	0716	31348	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	8/5/2013	0 N	USD	350.00
P402P1	0716	31348	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	8/5/2013	0 N	USD	566.68
P402P1	0716	31348	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	8/5/2013	0 N	USD	150.00
P402P1	0716	31348	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	8/5/2013	0 N	USD	1,106.68
P40202	0716	31383	SBC		WX	1	2336	XCEL ENERGY	N	N	8/5/2013	0 N	USD	9,385.68
P40202	0716	31384	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	8/6/2013	0 N	USD	163.23

## Electronic

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P40202	0716	31385	SBC		WX	1	2336	XCEL ENERGY	N	N	8/8/2013	0 N	USD	417.58
P40202	0716	31386	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	8/8/2013	0 N	USD	164.65
P40202	0716	31386	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	8/8/2013	0 N	USD	53.03
P40202	0716	31386	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	8/8/2013	0 N	USD	52.39
P40202	0716	31387	SBC		WX	1	2336	XCEL ENERGY	N	N	8/12/2013	N	USD	7,724.89
P40202	0716	31403	SBC		WX	1	6149	ROBERT ENGSTROM COMPANIES	N	N	8/14/2013	N	USD	656,680.72
P40202	0716	31392	SBC		WX	1	2336	XCEL ENERGY	N	N	8/19/2013	N	USD	7,568.18
P40202	0716	31392	SBC		WX	1	2336	XCEL ENERGY	N	N	8/19/2013	N	USD	760.03
P402P2	0716	31393	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	8/20/2013	N	USD	7,135.74
P402P2	0716	31394	SBC		WX	1	1977	PERA	N	N	8/20/2013	N	USD	5,270.00
P402P2	0716	31395	SBC		WX	1	2329	BLUE CROSS BLUE SHIELD of MN	N	N	8/20/2013	N	USD	27,520.08
P402P2	0716	31395	SBC		WX	1	2329	BLUE CROSS BLUE SHIELD of MN	N	N	8/20/2013	N	USD	110,572.42
P402P2	0716	31396	SBC		WX	1	2330	FEDERAL	N	N	8/20/2013	N	USD	7,854.33
P402P2	0716	31396	SBC		WX	1	2330	FEDERAL	N	N	8/20/2013	N	USD	2,685.06
P402P2	0716	31396	SBC		WX	1	2330	FEDERAL	N	N	8/20/2013	N	USD	11,480.44
P402P2	0716	31397	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	8/20/2013	N	USD	3,530.37
P402P2	0716	31398	SBC		WX	1	2581	MN CHILD SUPPORT CENTER	N	N	8/20/2013	N	USD	102.00
P402P2	0716	31399	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	8/20/2013	N	USD	292.50
P402P2	0716	31400	SBC		WX	1	3319	DEPARTMENT OF EMPLOYMENT AND	N	N	8/20/2013	N	USD	758.99
P402P2	0716	31401	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	8/20/2013	N	USD	350.00
P402P2	0716	31401	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	8/20/2013	N	USD	566.68
P402P2	0716	31401	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	8/20/2013	N	USD	150.00
P402P2	0716	31401	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	8/20/2013	N	USD	956.68
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PCARD														
Payroll 7/20/2013														
Payroll 8/5/2013														
Payroll 8/20/2013														
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<b>Total</b>													<b>\$ 1,463,019.90</b>	

July 2013 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
KREFT DAVID	321141118	6/26/2013	6/28/2013	7/27/2013	UNITED	25.00
KREFT DAVID	321339169	6/30/2013	7/2/2013	7/27/2013	UNITED	25.00
KREFT DAVID	321339170	7/1/2013	7/2/2013	7/27/2013	GAYLORD NATIONAL F/D	508.08
KREFT DAVID	321464510	7/1/2013	7/3/2013	7/27/2013	PARK N FLY- MINNEAPQPS	47.20
KREFT DAVID	321960379	7/8/2013	7/9/2013	7/27/2013	ALLIED PARKING 228	5.00
KREFT DAVID	322060798	7/9/2013	7/10/2013	7/27/2013	ALLIED PARKING 228	5.00
KREFT DAVID	322179643	7/10/2013	7/11/2013	7/27/2013	ALLIED PARKING 228	10.00
KREFT DAVID	322332752	7/10/2013	7/12/2013	7/27/2013	SHAKOPEE PIZZA RANCH	39.97
KREFT DAVID	322332753	7/12/2013	7/12/2013	7/27/2013	BB *FRIENDS OF HCL	400.00
KREFT DAVID	322962884	7/17/2013	7/19/2013	7/27/2013	KWIK TRIP 3300003301	5.08
DEWITTE KIMBERLY	322060799	7/8/2013	7/10/2013	7/27/2013	PLZA MPLSPARKING	12.00
DEWITTE KIMBERLY	322179644	7/9/2013	7/11/2013	7/27/2013	PLZA MPLSPARKING	12.00
DEWITTE KIMBERLY	322332754	7/10/2013	7/12/2013	7/27/2013	PLZA MPLSPARKING	9.00
DEWITTE KIMBERLY	322808860	7/17/2013	7/18/2013	7/27/2013	SOLUTION TREE INC	145.75
DEWITTE KIMBERLY	323437365	7/24/2013	7/25/2013	7/27/2013	OTIS BAR AND GRILL	51.41
DEWITTE KIMBERLY	323555285	7/25/2013	7/26/2013	7/27/2013	LODGE DINING BAR	13.70
DENZER TRICIA	322179645	7/10/2013	7/11/2013	7/27/2013	WALMART.COM	(6.87)
HIGH SCHOOL BELLE PLAINE	321757924	7/5/2013	7/5/2013	7/27/2013	TPC*GOPHER	935.96
HIGH SCHOOL BELLE PLAINE	321875809	7/6/2013	7/8/2013	7/27/2013	AMAZON MKTPLACE PMTS	314.18
DAVIS KRIS	321584906	7/3/2013	7/4/2013	7/27/2013	USPS 26073001733418328	9.78
DAVIS KRIS	321757925	7/5/2013	7/5/2013	7/27/2013	OFFICEMAX CT*IN#659108	78.67
DAVIS KRIS	322688930	7/16/2013	7/17/2013	7/27/2013	BIFFS INC	(242.18)
DAVIS KRIS	322962892	7/18/2013	7/19/2013	7/27/2013	COBORN S SUPERSTORE	7.98
DAVIS KRIS	323555289	7/25/2013	7/26/2013	7/27/2013	BIFFS INC	167.29
HEINE JEFF	321141120	6/28/2013	6/28/2013	7/27/2013	MAINTENANCE ENGINEERIN	1,145.85
HEINE JEFF	321464511	7/1/2013	7/3/2013	7/27/2013	PLUNKETTS PEST CONTROL	182.25
HEINE JEFF	321464512	7/1/2013	7/3/2013	7/27/2013	PLUNKETTS PEST CONTROL	209.83
HEINE JEFF	321464513	7/1/2013	7/3/2013	7/27/2013	PLUNKETTS PEST CONTROL	233.63
HEINE JEFF	321464514	7/1/2013	7/3/2013	7/27/2013	PLUNKETTS PEST CONTROL	151.96
HEINE JEFF	321464515	7/2/2013	7/3/2013	7/27/2013	HILLYARD INC HUTCHINSO	2,363.45
HEINE JEFF	321464516	7/2/2013	7/3/2013	7/27/2013	HILLYARD INC HUTCHINSO	88.19
HEINE JEFF	321464517	7/2/2013	7/3/2013	7/27/2013	HILLYARD INC HUTCHINSO	355.89
HEINE JEFF	321464518	7/2/2013	7/3/2013	7/27/2013	HILLYARD INC HUTCHINSO	493.47
HEINE JEFF	321464519	7/2/2013	7/3/2013	7/27/2013	HILLYARD INC HUTCHINSO	16,050.50
HEINE JEFF	321464520	7/2/2013	7/3/2013	7/27/2013	HILLYARD INC HUTCHINSO	222.16
HEINE JEFF	321584908	7/3/2013	7/4/2013	7/27/2013	MENARDS MANKATO	195.79

July 2013 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
HEINE JEFF	321584909	7/3/2013	7/4/2013	7/27/2013	MENARDS MANKATO	59.95
HEINE JEFF	321584910	7/3/2013	7/4/2013	7/27/2013	HERMANS LANDSCAPE SUPP	140.00
HEINE JEFF	321584911	7/3/2013	7/4/2013	7/27/2013	SHERWIN WILLIAMS #3169	373.90
HEINE JEFF	321960380	7/8/2013	7/9/2013	7/27/2013	FREMONT INDUSTRIES	511.51
HEINE JEFF	322179649	7/10/2013	7/11/2013	7/27/2013	LAMPERT YARDS 1030	1,376.09
HEINE JEFF	322496400	7/14/2013	7/15/2013	7/27/2013	MENARDS BURNSVILLE	145.41
HEINE JEFF	322688931	7/16/2013	7/17/2013	7/27/2013	LAMPERT YARDS 1030	220.28
HEINE JEFF	322962893	7/19/2013	7/19/2013	7/27/2013	CBI*PARALLELS	39.99
HEINE JEFF	322962894	7/18/2013	7/19/2013	7/27/2013	WW GRAINGER	866.75
HEINE JEFF	323330134	7/22/2013	7/24/2013	7/27/2013	AUCTION MASTERS	189.13
HEINE JEFF	323437368	7/23/2013	7/25/2013	7/27/2013	CENEX CONVENIE07038920	398.69
HEINE JEFF	323555290	7/25/2013	7/26/2013	7/27/2013	RADIOSHACK COR00161489	8.98
HEINE JEFF	323555291	7/25/2013	7/26/2013	7/27/2013	MENARDS BURNSVILLE	619.66
HEINE JEFF	323555292	7/24/2013	7/26/2013	7/27/2013	ALL FOR CABINETS	360.00
HEINE JEFF	323555293	7/25/2013	7/26/2013	7/27/2013	ROC*ROCKLER WDWK HDWE	60.90
HEINE JEFF	323555294	7/25/2013	7/26/2013	7/27/2013	SHERWIN WILLIAMS #3169	249.95
KELLER CHUCK	321584913	7/2/2013	7/4/2013	7/27/2013	VZWRLSS*MY VZ VB P	554.05
KELLER CHUCK	322962895	7/18/2013	7/19/2013	7/27/2013	OFFICE MAX	30.26
KELLER CHUCK	323437369	7/25/2013	7/25/2013	7/27/2013	DOMINO S 7300	20.64
KELLER CHUCK	323555295	7/25/2013	7/26/2013	7/27/2013	USPS 26073001733418328	138.00
SMITH KELLY	322332742	7/11/2013	7/12/2013	7/27/2013	COBORN S SUPERSTORE	13.22
SMITH KELLY	323123616	7/19/2013	7/22/2013	7/27/2013	RIDGES AT SAND CREEK	36.75
SMITH KELLY	323437359	7/24/2013	7/25/2013	7/27/2013	ACT*MN Association of	299.00
WICK KEN	321141117	6/28/2013	6/28/2013	7/27/2013	APL*APPLEONLINESTOREUS	2,178.00
WICK KEN	321464508	7/1/2013	7/3/2013	7/27/2013	PCMG800-6255468	66.50
WICK KEN	321464509	7/2/2013	7/3/2013	7/27/2013	APL*APPLE ITUNES STORE	49.80
WICK KEN	322179642	7/9/2013	7/11/2013	7/27/2013	PAYPAL *LUSTRECALNA	490.00
WICK KEN	322332751	7/12/2013	7/12/2013	7/27/2013	APL*APPLE ITUNES STORE	49.80
WICK KEN	322688923	7/16/2013	7/17/2013	7/27/2013	APL*APPLEONLINESTOREUS	399.60
WICK KEN	322808859	7/17/2013	7/18/2013	7/27/2013	AMZ*Super Warehouse	441.99
WICK KEN	323330128	7/23/2013	7/24/2013	7/27/2013	APL*APPLEONLINESTOREUS	39.98
WICK KEN	323330129	7/24/2013	7/24/2013	7/27/2013	DMI* DELL K-12 PTR	10,500.00
WICK KEN	323437361	7/24/2013	7/25/2013	7/27/2013	B & H PHOTO-VIDEO.COM	1,889.97
WICK KEN	323437362	7/24/2013	7/25/2013	7/27/2013	APL*APPLEONLINESTOREUS	1,419.00
WICK KEN	323437363	7/24/2013	7/25/2013	7/27/2013	APL*APPLEONLINESTOREUS	43,077.90
WICK KEN	323437364	7/24/2013	7/25/2013	7/27/2013	APL*APPLEONLINESTOREUS	79,338.00

July 2013 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
WICK KEN	323555279	7/24/2013	7/26/2013	7/27/2013	PCMG800-6255468	2,380.00
WICK KEN	323555280	7/24/2013	7/26/2013	7/27/2013	PCMG800-6255468	1,350.00
WICK KEN	323555281	7/25/2013	7/26/2013	7/27/2013	APL*APPLEONLINESTOREUS	575.40
WICK KEN	323555282	7/25/2013	7/26/2013	7/27/2013	APL*APPLEONLINESTOREUS	9,202.30
WICK KEN	323555283	7/26/2013	7/26/2013	7/27/2013	DMI* DELL K-12 PTR	918.88
WICK KEN	323555284	7/24/2013	7/26/2013	7/27/2013	SHOPBLT.COM	189.83
MATHIOWETZ BRUCE	322332749	7/11/2013	7/12/2013	7/27/2013	CABELAS RETAIL ROGERS	31.75
MATHIOWETZ BRUCE	322496398	7/12/2013	7/15/2013	7/27/2013	HOLIDAY INN ALEXANDRIA	250.35
MATHIOWETZ BRUCE	323555278	7/26/2013	7/26/2013	7/27/2013	TARGET 00023408	39.35
GROTBERG CAREN	322060797	7/9/2013	7/10/2013	7/27/2013	TARGET 00024497	9.90
GROTBERG CAREN	323330127	7/23/2013	7/24/2013	7/27/2013	WAL-MART #3513	11.91
ACTIVITIES BELLE P	322962885	7/19/2013	7/19/2013	7/27/2013	COBORN S SUPERSTORE	15.98
ACTIVITIES BELLE P	323123618	7/20/2013	7/22/2013	7/27/2013	COBORN S SUPERSTORE	8.96
ACTIVITIES BELLE P	323218473	7/22/2013	7/23/2013	7/27/2013	COBORN S SUPERSTORE	64.19
ACTIVITIES BELLE P	323330130	7/22/2013	7/24/2013	7/27/2013	RUCKS MEATS MARKET	64.58
SPARBY MINDY	323330126	7/22/2013	7/24/2013	7/27/2013	UNIVERSAL ATHLETIC ADM	1,214.78
SD BELLE PLAINE	323123619	7/19/2013	7/22/2013	7/27/2013	CENEX CONVENIE07038920	(255.33)
COMM ED BELLE PLAINE	321141116	6/27/2013	6/28/2013	7/27/2013	USPS 26073001733418328	1.52
COMM ED BELLE PLAINE	321339166	6/30/2013	7/2/2013	7/27/2013	COBORN S SUPERSTORE	14.95
COMM ED BELLE PLAINE	321339167	6/30/2013	7/2/2013	7/27/2013	TARGET 00024497	14.97
COMM ED BELLE PLAINE	321339168	7/1/2013	7/2/2013	7/27/2013	USPS 26073001733418328	2.72
COMM ED BELLE PLAINE	321464507	7/2/2013	7/3/2013	7/27/2013	WAL-MART #2882	31.34
COMM ED BELLE PLAINE	322179640	7/10/2013	7/11/2013	7/27/2013	USPS 26073001733418328	9.00
COMM ED BELLE PLAINE	322179641	7/10/2013	7/11/2013	7/27/2013	MATT SAXE CHEVROLET BU	48.85
COMM ED BELLE PLAINE	322332743	7/10/2013	7/12/2013	7/27/2013	CENEX CONVENIE07038920	738.66
COMM ED BELLE PLAINE	322332744	7/10/2013	7/12/2013	7/27/2013	THE GRAPHIC EDGE INC	719.01
COMM ED BELLE PLAINE	322332745	7/10/2013	7/12/2013	7/27/2013	THE GRAPHIC EDGE INC	19.92
COMM ED BELLE PLAINE	322332746	7/10/2013	7/12/2013	7/27/2013	THE GRAPHIC EDGE INC	62.92
COMM ED BELLE PLAINE	322332747	7/10/2013	7/12/2013	7/27/2013	THE GRAPHIC EDGE INC	354.39
COMM ED BELLE PLAINE	322332748	7/10/2013	7/12/2013	7/27/2013	THE GRAPHIC EDGE INC	913.54
COMM ED BELLE PLAINE	322592664	7/15/2013	7/16/2013	7/27/2013	USPS 26073001733418328	3.64
COMM ED BELLE PLAINE	322592665	7/15/2013	7/16/2013	7/27/2013	WAL-MART #3513	48.14
COMM ED BELLE PLAINE	322808858	7/17/2013	7/18/2013	7/27/2013	USPS 26073001733418328	5.63
COMM ED BELLE PLAINE	322962883	7/18/2013	7/19/2013	7/27/2013	CTY OF EAGAN-CASCADE B	279.00
COMM ED BELLE PLAINE	323123617	7/19/2013	7/22/2013	7/27/2013	CENEX CONVENIE07038920	255.33
COMM ED BELLE PLAINE	323218471	7/22/2013	7/23/2013	7/27/2013	COBORN S SUPERSTORE	14.96

July 2013 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
COMM ED BELLE PLAINE	323218472	7/22/2013	7/23/2013	7/27/2013	USPS 26073001733418328	2.12
COMM ED BELLE PLAINE	323330121	7/23/2013	7/24/2013	7/27/2013	USPS 26073001733418328	15.64
COMM ED BELLE PLAINE	323330122	7/23/2013	7/24/2013	7/27/2013	USPS 26073001733418328	1.92
COMM ED BELLE PLAINE	323330123	7/22/2013	7/24/2013	7/27/2013	HOMETOWN INN & SUITES	508.43
COMM ED BELLE PLAINE	323330124	7/22/2013	7/24/2013	7/27/2013	HOMETOWN INN & SUITES	508.43
COMM ED BELLE PLAINE	323330125	7/24/2013	7/24/2013	7/27/2013	TWINS BALLPARK LLC	550.00
COMM ED BELLE PLAINE	323437360	7/23/2013	7/25/2013	7/27/2013	STAGES THEATRE COMPANY	422.50
COMM ED BELLE PLAINE	323555277	7/25/2013	7/26/2013	7/27/2013	USPS 26073001733418328	9.84
ELEMENTARY CHATFIELD	321141119	6/28/2013	6/28/2013	7/27/2013	OFFICEMAX CT*IN#484908	26.78
ELEMENTARY CHATFIELD	321339172	6/29/2013	7/2/2013	7/27/2013	AMAZON MKTPLACE PMTS	85.98
ELEMENTARY CHATFIELD	322179646	7/10/2013	7/11/2013	7/27/2013	Amazon Prime	(6.32)
ELEMENTARY CHATFIELD	322179647	7/10/2013	7/11/2013	7/27/2013	Amazon Prime	(72.68)
ELEMENTARY CHATFIELD	322179648	7/10/2013	7/11/2013	7/27/2013	REI*GREENWOODHEINEMANN	1,798.50
ELEMENTARY CHATFIELD	322332755	7/11/2013	7/12/2013	7/27/2013	OFFICEMAX CT*IN#746213	119.15
ELEMENTARY CHATFIELD	322332756	7/11/2013	7/12/2013	7/27/2013	OFFICEMAX CT*IN#746887	103.80
ELEMENTARY CHATFIELD	322332757	7/12/2013	7/12/2013	7/27/2013	OFFICEMAX CT*IN#784476	470.90
ELEMENTARY CHATFIELD	322332758	7/12/2013	7/12/2013	7/27/2013	OFFICEMAX CT*IN#784844	19.07
ELEMENTARY CHATFIELD	322332759	7/12/2013	7/12/2013	7/27/2013	OFFICEMAX CT*IN#784887	13.74
ELEMENTARY CHATFIELD	322332760	7/10/2013	7/12/2013	7/27/2013	READ NATURALLY INC	399.00
ELEMENTARY CHATFIELD	322332761	7/11/2013	7/12/2013	7/27/2013	WEST MUSIC	3,790.00
ELEMENTARY CHATFIELD	322332762	7/11/2013	7/12/2013	7/27/2013	RGS Pay*	64.40
ELEMENTARY CHATFIELD	322332763	7/11/2013	7/12/2013	7/27/2013	RGS Pay*	97.16
ELEMENTARY CHATFIELD	322332764	7/11/2013	7/12/2013	7/27/2013	RGS Pay*	92.17
ELEMENTARY CHATFIELD	322332765	7/12/2013	7/12/2013	7/27/2013	NCS PEARSON	2,520.00
ELEMENTARY CHATFIELD	322332766	7/12/2013	7/12/2013	7/27/2013	RGS Pay*	102.20
ELEMENTARY CHATFIELD	322332767	7/12/2013	7/12/2013	7/27/2013	RGS Pay*	51.64
ELEMENTARY CHATFIELD	322332768	7/12/2013	7/12/2013	7/27/2013	RGS Pay*	119.69
ELEMENTARY CHATFIELD	322332769	7/12/2013	7/12/2013	7/27/2013	RGS Pay*	37.68
ELEMENTARY CHATFIELD	322332770	7/11/2013	7/12/2013	7/27/2013	SUPREME GRAPHICS & SCH	222.69
ELEMENTARY CHATFIELD	322496399	7/12/2013	7/15/2013	7/27/2013	ORIENTAL TRADING CO	142.94
ELEMENTARY CHATFIELD	322592666	7/15/2013	7/16/2013	7/27/2013	USPS 26073001733418328	49.50
ELEMENTARY CHATFIELD	322592667	7/15/2013	7/16/2013	7/27/2013	SSI*SCHOOL SPECIALTY	98.55
ELEMENTARY CHATFIELD	322592668	7/15/2013	7/16/2013	7/27/2013	SSI*SCHOOL SPECIALTY	105.72
ELEMENTARY CHATFIELD	322592669	7/15/2013	7/16/2013	7/27/2013	SSI*CLASSROOM DIRECT	66.42
ELEMENTARY CHATFIELD	322592670	7/15/2013	7/16/2013	7/27/2013	RGS Pay*	192.53
ELEMENTARY CHATFIELD	322688925	7/16/2013	7/17/2013	7/27/2013	THE ORIGINS PROGRAM	729.00

July 2013 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
ELEMENTARY CHATFIELD	322688926	7/16/2013	7/17/2013	7/27/2013	TREND ENTERPRISES INC	63.91
ELEMENTARY CHATFIELD	322688927	7/16/2013	7/17/2013	7/27/2013	CURRIC ASSOC*BOOKS	236.60
ELEMENTARY CHATFIELD	322688928	7/16/2013	7/17/2013	7/27/2013	SSI*SCHOOL SPECIALTY	1,014.32
ELEMENTARY CHATFIELD	322688929	7/15/2013	7/17/2013	7/27/2013	ORIENTAL TRADING CO	(9.20)
ELEMENTARY CHATFIELD	322808861	7/17/2013	7/18/2013	7/27/2013	ZANER-BLOSER	236.91
ELEMENTARY CHATFIELD	322962886	7/19/2013	7/19/2013	7/27/2013	SSI*SCHOOL SPECIALTY	264.64
ELEMENTARY CHATFIELD	322962887	7/19/2013	7/19/2013	7/27/2013	SSI*SCHOOL SPECIALTY	163.03
ELEMENTARY CHATFIELD	322962888	7/19/2013	7/19/2013	7/27/2013	SSI*SCHOOL SPECIALTY	163.71
ELEMENTARY CHATFIELD	322962889	7/19/2013	7/19/2013	7/27/2013	SSI*SCHOOL SPECIALTY	184.25
ELEMENTARY CHATFIELD	322962890	7/18/2013	7/19/2013	7/27/2013	ABC ZONE BURNSVILLE	89.19
ELEMENTARY CHATFIELD	322962891	7/19/2013	7/19/2013	7/27/2013	ABC ZONE BURNSVILLE	110.22
ELEMENTARY CHATFIELD	323330131	7/22/2013	7/24/2013	7/27/2013	ORIENTAL TRADING CO	66.35
ELEMENTARY CHATFIELD	323330132	7/23/2013	7/24/2013	7/27/2013	SSI*SCHOOL SPECIALTY	291.90
ELEMENTARY CHATFIELD	323330133	7/23/2013	7/24/2013	7/27/2013	LAKESHORE LEARNING #23	95.90
ELEMENTARY CHATFIELD	323437366	7/24/2013	7/25/2013	7/27/2013	SSI*SCHOOL SPECIALTY	269.16
ELEMENTARY CHATFIELD	323437367	7/24/2013	7/25/2013	7/27/2013	SSI*SCHOOL SPECIALTY	151.15
ELEMENTARY CHATFIELD	323555286	7/25/2013	7/26/2013	7/27/2013	SSI*SCHOOL SPECIALTY	169.55
ELEMENTARY CHATFIELD	323555287	7/25/2013	7/26/2013	7/27/2013	SSI*SCHOOL SPECIALTY	165.35
ELEMENTARY CHATFIELD	323555288	7/26/2013	7/26/2013	7/27/2013	SSI*SCHOOL SPECIALTY	48.18
ELEMENTARY OAK CREST	321339171	7/1/2013	7/2/2013	7/27/2013	THE ORIGINS PROGRAM	729.00
ELEMENTARY OAK CREST	322688924	7/16/2013	7/17/2013	7/27/2013	THE ORIGINS PROGRAM	1,458.00
HANSON LIANN	322332750	7/10/2013	7/12/2013	7/27/2013	LODGE AT SUGAR LAKE	260.00

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<b>Total</b>	<b>210,218.15</b>
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## **FALL 2013 COACHES**

### **Football**

Justin Johnston	Head
Adam Smith	1st ast
Pat Schultz	1st ast
Brad Narveson	Vol - Var
Jerold Stauffacher	B
Josh Otto	9
John Ristvedt	Vol-9/B
Joe Ploetz	Vol-9/B
Randy Carlson	JH-8
Doug Anderson	JH-8
Jarod Werner	JH-7
John Wellner	JH-7

### **Volleyball**

Cassie Koch	Head
Chelsea Buesgens	V
Chelsey Earney	B
Lyle Noah	9
Rich Foust	8
Janene Meyer	7

### **Cross Country**

Steve Schroeder	Head
Brad Pederson	1st asst
Lisa Jaimison	Adjunct

### **Tennis**

Annette Moylan	Head
Melissa Hanson	JV
Michael Hanson	JH
Maura Flaherty	V

RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS  
AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION

BE IT RESOLVED by the School Board of Independent School District No. 716, State of Minnesota as follows:

1. (a) It is necessary for the school district to hold its general election for the purpose of electing THREE school board members for terms of four (4) years each.

(b) The clerk shall include on the ballot the names of the individuals who file or have filed affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. Odd Year: The general election is hereby called and directed to be held on Tuesday, the 5<sup>th</sup> day of November, 2013, between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

3. Odd Year: Pursuant to Minnesota Statutes, Section 205A.11, the school district combined polling places and the precincts served by those polling places, as previously established and designated by school board resolution for school district elections not held on the day of a statewide election, are hereby designated for said general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on election day.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots,

election administration and cost sharing.

6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.


GENERAL ELECTION BALLOT

INDEPENDENT SCHOOL DISTRICT NO. 716  
BELLE PLAINE PUBLIC SCHOOLS

NOVEMBER 5, 2013

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**INSTRUCTIONS TO VOTERS**

To vote, completely fill in the oval(s) next to your choice(s) like this: 

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**SCHOOL BOARD MEMBER  
VOTE FOR UP TO THREE**

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- CANDIDATE U
  - CANDIDATE V
  - CANDIDATE W
  - CANDIDATE X
  - \_\_\_\_\_  
write-in, if any
  - \_\_\_\_\_  
write-in, if any
  - \_\_\_\_\_  
write-in, if any
- 

Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

7. The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

8. If the school district will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified

check in an amount equal to the value of the purchase.

9. Odd Year: The clerk is hereby authorized and directed to provide for testing of the optical scan voting system within fourteen (14) days prior to the general election date. The clerk shall cause notice of the time and place of the test to be given at least two (2) days in advance of publication once in the official newspaper, by posting a notice, and by notifying the county or legislative district chair of each major political party.

10. Odd Year: The clerk is hereby authorized and directed to cause notice of the location of the counting center or the place where the ballots will be counted to be published in the official newspaper at least once during the week preceding the week of the general election and in the newspaper of widest circulation once on the day preceding the general election, or once the week preceding the general election if the newspaper is a weekly.

11. Odd Year: As required by Minnesota Statutes, Section 203B.121, the Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the school district and generally to carry out the duties of a ballot board as provided by Minnesota Statutes, Section 203B.127 and other applicable laws. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include **deputy county auditors or deputy city clerks who have received training in the processing and counting of absentee ballots**. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the Board from time to time as to its status. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day.

12. Odd Year: The following individuals, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election, to act as such at the respective polling places listed below:

Polling Place	Election Judges	TBD
	Head Election Judge - _____	TBD _____
		_____
		_____

The election judges shall act as clerks of election, count the ballots cast and submit the results to the school board for canvass in the manner provided for other school district elections. The general election must be canvassed between the third and the tenth day following the general election.

## REFERENDUM REVENUE LOCATION EQUITY REVENUE

### MSBA “Board-Approved Levy” Seminars

Presented by: Tom Melcher, Director  
Division of School Finance  
July 2013

#### E-12 Education Act (Chapter 116, Article 1)

#### Pupil Accounting Changes – Effective FY 2015

- Pupil unit weights simplified.
  - Weights are 1.0 for kindergarten through grade 6 and 1.2 for grades 7-12 for districts with free all day K (.55 for part-time K).
  - Formula rates increased to offset reduction in weighted student count
- Marginal cost pupil units eliminated.
  - Replaced with new declining enrollment revenue @ 28% of basic revenue.

#### Operating Referendum Revenue – Effective FY 2015 (Pay 2014 Levy)

- Referendum allowance converted from \$/Resident Marginal Cost Pupil Unit to \$/Adjusted Pupil Unit (APU).
- Separate alternative attendance adjustment eliminated/rolled into allowance per APU.
- New Allowance/APU calculated so that total FY 2015 revenue prior to caps is the same as under old law.
- Districts guaranteed to receive at least as much aid for FY 2015 as under old law.

#### Referendum Allowance Conversion for New Pupil Units Example

Old Allowance per RMCPU:	\$1,000
Old RMCPU:	2,000
Old Alternative Attendance Adjustment:	(\$100,000)

Old Revenue = (\$1,000 per RMCPU x 2,000 RMCPU)  
- \$100,000 Alt Attendance Adjustment  
= \$2,000,000 - \$100,000  
= \$1,900,000

Old Revenue = \$1,900,000  
New APU = 1,800

New Allowance per APU = (\$1,900,000 / 1,800) = \$1,055

Total operating referendum revenue for FY 2015 under new formula is the same as it would have been for FY 2015 under old formula, after taking alternative attendance adjustment into account.

**Report #1**, Columns A – E, shows the conversion for each district in the state.

- Note that these calculations are based on estimated pupil units for FY 2015. The allowance conversion won't be finalized until we have final pupil units for FY 2015 in the fall of 2015.
- For FY 2016 and later, the initial referendum revenue equals the product of the converted allowance per APU and the APU for the current year, as adjusted for new referendum elections and expiration of existing authorizations.
- Referendum revenue will grow or decline in relation to future growth or decline of Adjusted Pupil Units.
- Inflation adjustment continues for referendums approved with an inflation adjustment included in ballot language.

## **Referendum Cap**

- Standard Referendum Cap set at \$1,845/APU for FY 2015.
- Standard Cap is inflated based on Consumer Price Index (CPI) for FY 2016 and later.
- If a district would have received more referendum revenue for FY 2015 per new APU under old law than the standard cap, the district will receive a new grandfather cap to ensure that the new cap does not preclude the district from receiving the same referendum revenue as under old law.
  - (Intended to protect districts that were close to the cap under old law and have a significant loss of students to open enrollment, which raises their allowance per pupil unit).

## **Omnibus Tax Act (Chapter 143, Article 3)**

### **Conversion of Existing Referendum to Board-Approved – Effective FY 2015 (Pay 2014 Levy)**

- School boards are allowed to convert up to \$300 / APU of existing authority from voter-approved to board-approved:
  - Board action to convert must be taken before proposed property tax levy is finalized (September 30 deadline).
  - Best to take board action and notify MDE by September 1 so that MDE can include the conversion in initial levy limitation reports to be issued on September 8.
  - Converted amounts will appear on truth in taxation notices as “Other” rather than “Voter Approved.”
  - Board resolution must identify which referendum authorities are being converted to board-approved (based on expiration date).
  - Board resolution must specify the duration of the board-approved authority (not to exceed 5 years).
  - Converted allowances may be subsequently reauthorized by the board in increments of up to five years.
- Inflation adjustments:
  - There is no authority for inflation adjustments on board-approved referendum allowances. A district cannot convert \$300 to board-approved and have that amount grow to a higher level with inflation.
  - For districts with voter-approved inflation-adjusted referendum allowances that are converted to board approved, MDE will first calculate the inflation-adjusted referendum allowance based on the original ballot language and pupil unit conversion, and then deduct the amount converted to board-approved as a flat amount per APU. Total revenue will be the same as if the levy had remained voter-approved.
  - The inflation adjustment will continue for the number of years the inflation adjustment was approved by the voters.
  - When the existing voter-approved inflation adjustment expires, the inflation adjustment will apply only to the allowance approved by the voters in the election to replace the expiring authority.

### **New Board-Approved Referendum Revenue – Effective FY 2015 (Pay 2014 Levy)**

- Districts with less than \$300/APU of referendum authority are permitted to authorize additional new referendum revenue up to the difference between \$300 per APU and the district’s existing referendum authority.

- After consulting with legislative leaders and the Governor, MDE has determined that this calculation will be done after the initial referendum allowance is reduced for the location equity revenue subtraction (described in a subsequent slide).
- Therefore, districts with less than \$300/APU of referendum revenue remaining after the location equity subtraction are eligible for a board-approved increase in referendum authority.
- Estimated new referendum allowances that may be approved by board action are shown in Column G of Report #1.
- Additional new allowances are a flat amount per APU; there is no authority for an inflation adjustment.
- Board resolution must specify the duration of the new board-approved authority (not to exceed 5 years).
- New board-approved allowances may be subsequently reauthorized by the board in increments of up to five years.

### **Referendum Equalization – Effective FY 2015 (Pay 2014 Levy)**

- Equalization increased with new 3 tiered formula:
  - **Tier 1** – 1st \$300 / APU, equalized at \$880,000 of Referendum Market Value (RMV) per Resident Pupil Unit (RPU).
  - **Tier 2** – next \$460 / APU, equalized at \$510,000.
  - **Tier 3** – Balance of referendum up to 25% of Formula Allowance (\$1,451 in FY 15), equalized at \$290,000.

For districts eligible for sparsity revenue, Tier 3 equalization applies to all referendum revenue over \$760 / APU.

**Report #2** provides district by district analysis of:

- Referendum Market Value (RMV) per Pupil Unit under old law versus new law.
- State share of Tier 1 and Tier 2 referendum revenue under old law.
- State share of Tier 1, 2 and 3 referendum revenue under new law.

### **Location Equity Revenue – Effective FY 2015 (Pay 2014 Levy)**

- Location equity revenue is a new component of General Education Revenue, beginning in FY 2015.
- Location equity revenue is intended to adjust for higher cost of school operations in the metro area and larger nonmetro districts by providing access to revenue without voter approval.
- Since most metro and larger nonmetro districts have already passed referendums to fund portions of these higher costs, location equity revenue is deducted from referendum revenue.

- School districts with any land area in 7 county metro area qualify for \$424/APU location equity levy, equalized at \$510,000 of RMV/RPU.
- School districts not eligible as metro districts and with > 2,000 Adjusted ADM in 3rd prior FY qualify for \$212 location equity levy, equalized at \$510,000 of RMV/RPU.
- **See Report #1**, column F for Location Equity Allowances by district.
- A district eligible for location equity revenue will automatically receive it unless it elects not to participate by a board vote taken prior to September 1 of the fiscal year before the fiscal year when the revenue takes effect (Sept 2013 for FY 2015 revenue).
  - The board resolution must state which fiscal year(s) the district will not participate.
  - A copy of the board resolution must be submitted to the commissioner.

## Referendum + Location Equity Revenue, Levy and Aid – FY 2015 (Pay 2014 Levy)

**Report #3** provides district by district analysis of:

- Referendum Revenue, Aid and Levy under old law including Options Adjustment, versus Referendum plus Location Equity Revenue, Aid and Levy under new law, assuming:
  - All districts with less than \$300 of net referendum revenue per APU pass a board resolution to add the maximum amount of new referendum they are eligible for, and
  - All districts eligible for location equity revenue do not pass a board resolution to opt out.
  - Amounts shown are before any new elections.

## FY 2015 State Totals: Old Law vs. New Law (Assuming Districts with Expiring Levy Would Have Renewed Under Old Law)

	Revenue	Levy	State Aid
Old Law	864,301,463	760,401,374	103,900,088
New Law	901,660,902	700,148,618	201,512,284
Change	37,359,440	-60,252,757	97,612,196

## FY 2015 Changes per Pupil Unit by Strata

	REVENUE			LEVY			STATE AID		
	OLD	NEW	CHANGE	OLD	NEW	CHANGE	OLD	NEW	CHANGE
TOTAL	1,012	1,055	44	890	819	(71)	122	236	114
MPLS AND ST. PAUL	1,405	1,405	0	1,292	1,160	(132)	113	245	132
OTHER METRO, INNER	1,360	1,395	35	1,306	1,249	(56)	54	146	91
OTHER METRO, OUTER	1,264	1,288	25	1,184	1,084	(100)	80	205	125
NONMET > = 2K	628	704	77	510	463	(47)	117	241	124
NONMET 1K-2K	597	659	62	409	373	(36)	189	286	98
NONMET < 1K	830	888	58	569	538	(31)	260	349	89

## Opting Out of Location Equity Revenue

- The decision to opt out of Location Equity Revenue is all or nothing. A district cannot opt out of part of the revenue.
- Districts should use great caution in opting out of equity revenue:
  - For districts with an initial referendum allowance of more than \$760 and RMV / RPU below \$510,000, opting out of location equity revenue will increase property taxes and reduce state equalization aid, because the district will have less revenue equalized at \$510,000 (Location equity equalizing factor) and more revenue equalized at \$290,000 (Tier 3 referendum equalizing factor).
- Districts should use great caution in opting out of equity revenue (continued):
  - For most districts, equity revenue will go down if a district opts out of location equity revenue because equity revenue is driven by a district's referendum allowance compared with the regional 5th and 95th percentiles, and opting out of location equity revenue will make the district's referendum revenue relatively high compared with other districts that have opted out.
  - Districts that opt out of location equity revenue will have less room under the referendum cap for new elections.

**Report #4** shows the impact for each district of rejecting location equity revenue.

- First two columns: impact on referendum + location equity revenue and levy.
  - Revenue is reduced for:
    - Metro districts where the current referendum allowance is less than \$724.
    - Large nonmetro districts where the current referendum allowance is less than \$512.
    - Districts at the referendum cap.
  - No change in revenue, but levy increases (state aid decreases) for other districts eligible for location equity revenue that have RMV/RPU < \$510,000 and referendum + location equity allowance > \$760/APU.
  - No change in revenue or levy for other districts eligible for location equity revenue that have RMV/RPU > \$510,000 or < \$760 combined allowance, and are not at the referendum cap.
- Next two columns --impact on equity revenue & levy.
  - Most districts eligible for location equity revenue would receive less equity revenue and levy if they reject location equity revenue because it would increase their referendum revenue per APU relative to the regional 95th percentile.
- Next two columns: add up combined impact on referendum location equity, and equity revenue.
- Four columns at right: - impact on referendum allowance and room under referendum cap.

- The location equity subtraction reduces the net referendum allowance, creating more room under the cap for districts that receive location equity revenue.
- The grandfather cap is reduced for location equity revenue, but the standard cap is not reduced. This effectively eliminates the grandfather cap.

## Four Options Tab on Spreadsheet

### Summarizes Fiscal Impact of Board Decisions

FY 2015 Operating Referendum Board Options		Option 1	Option 2	Option 3	Option 4
<b>BELLE PLAINE #716</b>					
	Location equity	Accepted	Accepted	Rejected	Rejected
	Board action to increase referendum	None	Est. Max	None	Est. Max
1	Location equity allowance	424.00	424.00	0.00	0.00
2	Referendum increase from board action	0.00	300.00	0.00	300.00
3	Referendum revenue	0	535,680	632,192	632,192
4	Location equity revenue	757,094	757,094	0	0
5	Equity revenue	220,528	299,088	290,708	290,708
6	Combined revenue = (3)+(4)+(5) =	977,622	1,591,862	922,900	922,900
7	Referendum levy	0	212,829	278,993	278,993
8	Location equity levy	519,025	519,025	0	0
9	Equity levy	151,183	205,039	199,295	199,295
10	Combined levy = (7)+(8)+(9) =	670,208	936,894	478,288	478,288
11	Referendum aid = (3)-(7) =	0	322,851	353,199	353,199
12	Location equity aid = (4)-(8) =	238,069	238,069	0	0
13	Equity aid = (5)-(9) =	69,345	94,049	91,414	91,414
14	Combined aid = (6)-(10) =	307,415	654,969	444,613	444,613

FY 2015 Operating Referendum Board Options		Option 1	Option 2	Option 3	Option 4
<b>BELLE PLAINE #716</b>					
	Location equity	Accepted	Accepted	Rejected	Rejected
	Board action to increase referendum	None	Est. Max	None	Est. Max
15	Uncapped referendum authority	0.00	300.00	354.05	354.05
16	Cap on total referendum revenue per APU	1,845.00	1,845.00	1,845.00	1,845.00
17	Room under the cap, revenue per APU = greater of zero or [(16)-(15)] =	1,845.00	1,545.00	1,490.95	1,490.95
18	Adjusted pupil units (APU), new law	1,786	1,786	1,786	1,786
19	Room under the cap, revenue = (17) x (18) =	3,294,432	2,758,752	2,662,240	2,662,240

## **Simulation Tab on Spreadsheet**

- Shows detailed calculations of referendum location equity and equity revenue, aid and levy for any district selected by the user.
- Districts can change the inputs section to reflect board decisions and/or ballot questions to see detailed calculation of the impact on revenue, aid and levy.

## **Omnibus Tax Act (Chapter 143, Article 3)**

### **Calculation Order for Referendum and Location Equity Revenue**

MDE will implement the calculation of Operating Referendum and Location Equity revenue in the following order:

1. For districts that do not opt out of location equity revenue, MDE will first calculate a district's net voter approved referendum allowance by subtracting the location equity allowance from the voter approved referendum allowance (including amounts converted from voter approved to board approved).
2. Eligibility for a board-approved referendum increase (up to \$300/APU) is determined after the referendum allowance is reduced for location equity revenue.
3. The maximum amount of new additional board approved referendum revenue is \$300 minus the net referendum allowance after the location equity subtraction.
4. Under this calculation order, the increases in board-approved revenue from the two provisions are additive (stackable), with the maximum board approved allowances being \$724 for metro districts and \$512 for nonmetro districts with more than 2,000 ADM.
5. The new additional board approved referendum allowance is not subject to the location equity subtraction for the current year or in future years.

### **Future Calculations**

1. For FY 2016 and later, the location equity subtraction is recalculated each year.
2. The starting point each year is the initial voter-approved referendum allowance as converted for pupil unit change in FY 2015, plus any new voter-approved referendum allowances, minus any allowances that expire. Allowances that have been converted from voter - approved to board-approved are still included in this calculation.
3. New additional allowances created by board action are exempt from the location equity subtraction for FY 2015 and in later years.

## Impact of Location Equity Subtraction on New Operating Referendum Elections

- For most districts, the amount requested in a new referendum election will not affect the location equity subtraction, so a dollar on the ballot will create a dollar of new referendum authority.
- As in the past, districts that pass a new referendum will generally see a reduction in equity revenue, because equity revenue varies inversely with referendum revenue. Generally, the loss of equity revenue is small compared to the gain in referendum revenue from the new election.

Because the location equity subtraction is recalculated each year as the lesser of:

1. the location equity allowance, or
2. the district's referendum allowance that was initially voter approved (even if later converted to board approved).

A “**new election gap**” is created for districts that:

1. Qualify for location equity revenue, and
  2. Have a voter-approved (or board-approved converted from voter-approved) referendum allowance that is the less than the location equity allowance.
- For districts with a “new election gap”, the increase in revenue generated by a new referendum election is less than the amount on the ballot because new voter approved authority goes first to increase the location equity subtraction.
  - New referendum revenue is generated only for the portion of the increase on the ballot that puts the district's initially voter-approved referendum allowance over \$424 for metro districts or over \$212 for large non-metro districts.
  - The “**new election gap**” currently affects 15 districts in the state, shown in Column H of Report 1:

94 Cloquet	108 Central
112 Eastern Carver	138 North Branch
252 Cannon Falls	286 Brooklyn Center
318 Grand Rapids	423 Hutchinson
623 Roseville	700 Hermantown
701 Hibbing	709 Duluth
716 Belle Plaine	834 Stillwater
911 Cambridge- Isanti	

Example: North Branch, Grand Rapids, Cambridge

- Nonmetro districts with > 2,000 ADM that currently have no voter approved referendum.
- Qualify for \$212 of location equity revenue/APU.

- Also qualify for \$300 of board approved referendum / APU, for a total of \$512 / APU without voter approval. (“Stacking”).
- Location equity subtraction is currently \$0 because there is no voter approved referendum to subtract the \$212 from.

Example continued: North Branch, Grand Rapids, Cambridge

- Because the location equity subtraction is recalculated annually, the first \$212 of any new voter approved referendum will go to increase the location equity subtraction and will not produce any new revenue for the district.
- To get a \$1 increase in revenue, the district would have to ask for \$213 on the ballot. To get a \$100 increase in revenue, the district would have to ask for \$312 on the ballot.

Example: Belle Plaine #716

- Metro district that currently has a \$354 / APU voter-approved referendum (after pupil unit weighting change conversion).
- Qualifies for \$424 of location equity revenue/ APU.
- Also qualifies for \$300 of board approved referendum / APU, because net referendum allowance per APU is \$0 after location equity subtraction, for a total of \$724 / APU without voter approval. (“Stacking”).

Example continued: Belle Plaine

- Location equity subtraction is currently \$354 or \$70 less than the location equity allowance.
- Because the location equity subtraction is recalculated annually, the first \$70 of any new voter approved referendum will go to increase the location equity subtraction and will not produce any new revenue for the district.
- To get a \$1 increase in revenue, the district would have to ask for \$71 on the ballot; to get a \$100 increase in revenue, the district would have to put a \$170 increase on the ballot.

## **Use Caution When Converting Existing Referendum Allowances to Board-Approved**

- Some districts do not qualify for \$300 of new additional board-approved referendum allowances for FY 2015, but will qualify in later years after an existing voter approved referendum expires.
- Because of the order of referendum calculations and the “new election gap,” these districts should use caution in converting existing voter-approved levies to board-approved because it may work to their advantage to wait until the existing levy expires and then add a new additional board-approved allowance.
- Since the board-approved allowance is limited to \$300 / APU, conversion of an existing authority to board-approved may preclude a district from adding a new additional board approved allowance later.

Example: Metro district with \$624 voter-approved allowance, including a \$424 allowance that expires in FY 2016 and a \$200 allowance that expires in FY 2021.

- For FY 2015, the district is eligible to add a new additional board-approved referendum allowance of \$100, because its net referendum allowance after the location equity subtraction is \$200.
- This will generate \$724 / APU in combined referendum plus location equity revenue for FY 2014:
  - \$424 location equity
  - \$200 net voter-approved levy
  - \$100 new board-approved additional levy.
- The board could also convert \$200 / APU to board-approved. Given the impending expiration of their \$424 /APU levy, this might be viewed as a way to reduce the amount that needs to be renewed in the subsequent year.
- But, because the location equity subtraction is recalculated each year and includes amounts converted from voter-approved to board-approved, the \$424 location equity subtraction for FY 2016 will zero out both the \$200 remaining voter approved levy and the \$200 converted from voter approved to board approved.
- In effect, the district has fallen into the “new election gap,” since the board-approved authority serves only to increase the location equity subtraction and doesn’t result in new revenue.
- Since the board already has \$300 of board-approved referendum, it cannot add another \$200 new additional board-approved referendum, even though it has only \$100 of net referendum revenue after the location equity subtraction. To make this work, it would have to undo the conversion of \$200 from voter-approved to board-approved.
- If the board did not convert the \$200 from voter approved to board approved for FY 2015, it still has a \$0 net referendum levy after the location equity subtraction for FY 2016. Since it has the \$100 of new additional board-approved authority added for FY 2015, it can add another \$200 of new additional board-approved authority beginning in FY 2016 to stay at a total of \$724 / APU.

## Questions?

More detailed summaries and spreadsheets are available on the MDE website (<http://education.state.mn.us>).

### For general questions, please contact:

Tom Melcher, Director  
 School Finance Division  
 651-582-8828  
[tom.melcher@state.mn.us](mailto:tom.melcher@state.mn.us)

**Location Equity Revenue and  
Board Approved Levy Options**

	<b>2013-2014</b>	<b>2014-2015 Option 1</b>	<b>2014-2015 Option 2</b>	<b>2014-2015 Option 3</b>
	<b>\$324</b>	<b>\$324</b>	<b>\$424</b>	<b>\$724</b>
		<b>Reject LE</b>	<b>Accept LE + No Op. Levy</b>	<b>Accept LE \$300 Op. Levy</b>
Total Revenue	919,997	922,900	977,622	1,591,862
Local Levy	665,777	478,288	670,208	936,894
State Aid	254,220	444,613	307,415	654,969
Local Levy %	72.4%	51.8%	68.6%	58.9%
State Aid %	27.6%	48.2%	31.4%	41.1%
Increase in Revenue (from Option 1 to 3)			54,722	668,962

LE = Location Equity Revenue

	Total Levy	% Increase
Pay 09 Levy	4,406,077	
Pay 10 Levy	4,707,110	6.83%
Pay 11 Levy	4,764,563	1.22%
Pay 12 Levy	4,429,794	-7.03%
Pay 13 Levy	4,449,120	0.44%
Pay 14 Levy	?	?
Increase from Pay 09 to Pay 13		0.98%

**Location Equity Revenue and  
Board Approved Levy Options**

**LE = Location Equity Revenue**

[Under \$300 in Current Authority]

EXTRACT OF MINUTES OF MEETING  
OF SCHOOL BOARD  
OF INDEPENDENT SCHOOL DISTRICT NO. 716  
(BELLE PLAINE)  
STATE OF MINNESOTA  
HELD: August 26, 2013

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No.716 (Belle Plaine), State of Minnesota, was held in said school district on Monday, August 26, 2013, at 7 o'clock p.m.

The following members were present:

and the following were absent:

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

**RESOLUTION CONVERTING VOTER APPROVED REFERENDUM AUTHORITY  
TO A BOARD APPROVED REFERENDUM AUTHORITY AND  
AUTHORIZING A NEW BOARD APPROVED REFERENDUM AUTHORITY**

BE IT RESOLVED by the School Board of Independent School District No. 716, State of Minnesota, as follows:

1. Current Authority. The District has either no current voter approved referendum authority or a current voter approved referendum authority of less than \$300 per adjusted pupil unit for fiscal year 2015, after preliminary adjustment by the Minnesota Department of Education in compliance with Minnesota Statutes, Section 126C.17, as amended.

2. Conversion and Approval of New Authority. Pursuant to Minnesota Statutes, Section 126C.17, subdivision 9a, the Board hereby determines to convert its voter approved referendum authority to a Board approved referendum authority of approximately \$0 per adjusted pupil unit. The Board also determines to authorize an additional new Board approved referendum authority in the amount of approximately \$\_\_ per adjusted pupil unit, which authority equals the difference between \$300 per adjusted pupil unit and the District's estimated current referendum authority per adjusted pupil unit. This total new Board approved referendum authority shall be \$300 per adjusted pupil unit. This total new Board approved referendum authority, as adjusted, shall be applicable for five (5) years, beginning with taxes payable in 2014. The Board may subsequently reauthorize the Board approved referendum authority in increments of up to five years.

3. This resolution has been adopted after June 30, 2013 and before October 1, 2013. The clerk is authorized and directed to submit a copy of the adopted resolution to the Minnesota Department of Education as soon as reasonably practicable after its adoption, but in no event later than September 30, 2013.

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_ . On a roll call vote, the following voted in favor:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

COUNTY OF SCOTT

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 716 (Belle Plaine), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to adopting a resolution converting voter approved referendum authority to a Board approved referendum authority, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this \_\_\_\_ day of \_\_\_\_\_ 2013.

---

Mike Daly, Clerk

CERTIFICATION OF MINUTES RELATING TO  
LEASE-PURCHASE AGREEMENT AND  
CERTIFICATES OF PARTICIPATION THEREIN

Issuer: Independent School District No. 716 (Belle Plaine), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held August 26, 2013, at 7:00 p.m., at the School District offices.

Members present:

Members absent:

Documents Attached:

Minutes of said meeting (including):

RESOLUTION NO. \_\_\_\_\_

RESOLUTION RELATING TO LEASE-PURCHASE OF DISTRICT  
PROJECT; PROVIDING FOR THE FINANCING THEREOF AND ISSUANCE  
OF CERTIFICATES OF PARTICIPATION WITH RESPECT THERETO;  
AUTHORIZING THE EXECUTION AND DELIVERY OF A LEASE-  
PURCHASE AGREEMENT AND APPROVING AND AUTHORIZING  
EXECUTION OF RELATED DOCUMENTS

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the obligations referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said obligations; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer on August 26, 2013.

\_\_\_\_\_  
Treasurer

Member \_\_\_\_\_ introduced the following resolution and moved its adoption, which motion was seconded by Member \_\_\_\_\_:

RESOLUTION RELATING TO LEASE-PURCHASE OF DISTRICT PROJECT; PROVIDING FOR THE FINANCING THEREOF AND ISSUANCE OF CERTIFICATES OF PARTICIPATION WITH RESPECT THERETO; AUTHORIZING THE EXECUTION AND DELIVERY OF A LEASE-PURCHASE AGREEMENT AND APPROVING AND AUTHORIZING EXECUTION OF RELATED DOCUMENTS

BE IT RESOLVED by the School Board (the Board) of the Independent School District No. 716 (Belle Plaine), Minnesota (the District), as follows:

SECTION 1. AUTHORIZATION AND SALE.

1.1. Authorization. The District is authorized by Minnesota Statutes, Section 465.71 to execute a Lease-Purchase Agreement for the purpose of financing the acquisition of land for District purposes (the Project), as more fully described in the District's consultation documentation presented to the Department of Education. It is hereby found, determined and declared to be necessary and desirable and in the best interest of the District to execute and deliver a Lease-Purchase Agreement, and to create certificates of participation therein, and related documents for such purposes in the principal amount not to exceed \$705,000 and such execution and delivery is hereby authorized and approved in all respects. The Commissioner of Education confirmed the District's compliance with the consultation process required by Minnesota Statutes, Section 123B.71 on August 8, 2013.

1.2. Sale. The Board desires to proceed with the sale of certificates of participation in such Lease-Purchase Agreement (the Lease), in consultation with and upon the advice of representatives of Springsted Incorporated, by direct negotiation to Northland Securities, Inc. (NSI). NSI will purchase the Certificates in an arm's-length commercial transaction with the District. The Superintendent and Business Manager are hereby authorized to approve the sale of the certificates of participation in such Lease in an aggregate principal amount not to exceed \$705,000 and to execute a bond purchase agreement for the purchase of the certificates of participation in such Lease with NSI, provided that the true interest cost is less than 4.00% per annum.

SECTION 2. DOCUMENTS. There have been or will be prepared forms of the Lease and all other documents necessary for the construction and equipping of the Project (the Documents), which Documents are now or shall be placed on file in the office of the Superintendent. The forms of such Documents are approved, with such variations, insertions and additions as are deemed appropriate by the parties and approved by bond counsel to the District.

SECTION 3. EXECUTION. Upon finalization of the Documents and the execution thereof by the other parties thereto, the Chair and Treasurer, or other designated signatories acting on their behalf, shall execute and deliver the Documents on behalf of the District. The Chair and Treasurer (or their designated signatories) shall execute on behalf of the District such other

contracts, certifications, documents or instruments as bond counsel to the District shall require, and all certifications, recitals, warranties and representations therein shall constitute the certifications, recitals, warranties and representations of the District. Execution of any instrument or document by one or more appropriate officers of the District shall constitute and shall be deemed conclusive evidence of the approval and authorization by the District and the Board of the instrument or document so executed.

**SECTION 4. PAYMENT OF RENTAL PAYMENTS.** The District will pay to the Lessor promptly when due, all of the Rental Payments and other amounts required by the Lease. Payment of the Rental Payments is subject to the provisions for termination set forth in the Lease, which provides that the Lease is subject to termination by the District, without penalty, at the end of any fiscal year of the District, in accordance with the terms thereof. The full faith and credit and ad valorem taxing powers of the District are not pledged to the payment of the District's obligations under the Lease.

**SECTION 5. TAX COVENANTS, ARBITRAGE MATTERS, REIMBURSEMENT AND DISCLOSURE REQUIREMENTS.**

5.1. Covenant. The District covenants and agrees with the owners from time to time of the Lease, that it will not take, or permit to be taken by any of its officers, employees or agents, any action which would cause the interest component of the Rental Payments payable under the Lease and received by the registered owners of the Lease to become subject to taxation under the Internal Revenue Code of 1986, as amended (the Code) and any regulations issued thereunder (the Treasury Regulations), in effect at the time of such action, and that it will take, or it will cause its officers, employees or agents to take, all affirmative actions within its powers which may be necessary to insure that the interest component of the Rental Payments payable under the Lease and received by the registered owners of the Lease will not become subject to taxation under the Code and the Treasury Regulations, as presently existing or as hereafter amended and made applicable to the Lease. So long as the Lease is outstanding, the District will not enter into any lease, use agreement or other contract or agreement respecting the Project which would cause the Lease to be considered a "private activity bond" or "private loan bond" pursuant to the provisions of Section 141 of the Code.

5.2. Arbitrage Certification. The Chair and School District Treasurer being the officers of the District charged with the responsibility for issuing the Lease pursuant to this resolution, are authorized and directed to execute and deliver to the Purchaser a certificate in accordance with the provisions of Section 148 of the Code, and Section 1.148-2(b) of the Treasury Regulations, stating the facts, estimates and circumstances in existence on the date of issue and delivery of the Lease which make it reasonable to expect that the proceeds of the Lease will not be used in a manner that would cause the Lease to be an arbitrage bond within the meaning of the Code and Treasury Regulations.

5.3. Qualified Tax-Exempt Obligations. The Board hereby designates the Lease as a "qualified tax-exempt obligation" for purposes of Section 265(b)(3) of the Code relating to the disallowance of interest expense for financial institutions, and hereby finds that the reasonably anticipated amount of qualified tax-exempt obligations, which are not private activity bonds (not

treating qualified 501(c)(3) bonds under Section 145 of the Code as private activity bonds for the purpose of this representation) which will be issued by the District and all subordinate entities during calendar year 2013 does not exceed \$10,000,000.

5.4. Arbitrage Rebate Exemption. (a) It is hereby found that the District has general taxing powers, that the Lease is not a “private activity bond” within the meaning of Section 141 of the Code, that 95% or more of the net proceeds of the Lease are to be used for local governmental activities of the District, and that the aggregate face amount of all tax-exempt obligations (other than private activity bonds) issued by the District and all subordinate entities thereof during the year 2013 is not reasonably expected to exceed \$5,000,000. Therefore, pursuant to Section 148(f)(4)(D) of the Code, the District shall not be required to comply with the arbitrage rebate requirements of paragraphs (2) and (3) of Section 148(f) of the Code.

(b) Notwithstanding the provisions of paragraph (a) of this Section, if the arbitrage rebate provisions of Section 148(f) of the Code apply to the Lease, the District hereby covenants and agrees to make the determinations, retain records and rebate to the United States the amounts at the times and in the manner required by said Section 148(f) and applicable Treasury Regulations.

5.5. Reimbursement. (a) The District proposes to make original expenditures with respect to the Project prior to the issuance of the Lease and certifies that the proceeds of the Lease will not be used by the District to reimburse itself for any expenditure with respect to the Project which the District has paid or will pay more than 60 days prior to the date of adoption of this Resolution; provided that this certification shall not apply (i) with respect to certain de minimis expenditures, if any, with respect to the Project meeting the requirements of Section 1.150-2(f)(1) of the Treasury Regulations, or (ii) with respect to “preliminary expenditures” for the Project as defined in Section 1.150-2(f)(2) of the Treasury Regulations, including engineering or architectural expenses and similar preparatory expenses, which in the aggregate do not exceed 20% of the “issue price” of the Lease. All original expenditures for which reimbursement is sought will be capital expenditures or costs of issuance of the Lease.

(b) As of the date hereof, there are no District funds reserved, pledged, allocated on a long term basis or otherwise set aside (or reasonably expected to be reserved, pledged, allocated on a long term basis or otherwise set aside) to provide permanent financing for the original expenditures related to the Project, other than pursuant to the issuance of the Lease. Consequently, it is not expected that the issuance of the Lease will result in the creation of any replacement proceeds.

(c) The District’s financial officer shall be responsible for making the “reimbursement allocations” described in Section 1.150-2 of the Treasury Regulations, being generally the transfer of the appropriate amount of proceeds of the Lease to reimburse the source of temporary financing used by the District to make payment of the original expenditures relating to the Project. Each reimbursement allocation shall be made not later than (i) eighteen (18) months after the date of the original expenditure (but in no event later than three (3) years after the original expenditure is paid), shall be evidenced by an entry on the official books and records of

the District maintained for the Lease and shall specifically identify the original expenditures being reimbursed.

5.6. Continuing Disclosure. The Securities and Exchange Commission (the SEC) has promulgated certain amendments to Rule 15c2-12 under the Securities Exchange Act of 1934 (17 C.F.R. § 240.15c2-12) (the Rule) that make it unlawful for an underwriter to participate in the primary offering of municipal securities in a principal amount of \$1,000,000 or more unless, before submitting a bid or entering into a purchase contract for the Lease and certificates of participation therein (the Certificates), it has reasonably determined that the District or an obligated person has undertaken in writing for the benefit of the certificateholders to provide certain disclosure information to prescribed information repositories on a continuing basis or unless and to the extent the offering is exempt from the requirements of the Rule. The principal amount of the Lease and Certificates is less than \$1,000,000. The District hereby represents that it has not issued within the six months before the date of issuance of the Lease and Certificates, and that it reasonably expects that it will not issue within six months after the date of issuance of the Lease and Certificates, other securities of the District of substantially the same security and providing financing for the same general purpose or purposes as the Lease and Certificates. Consequently, this Board hereby finds that the Rule is inapplicable to the Lease and Certificates, because the aggregate principal amount of the Lease and Certificates and any other securities required to be integrated with the Lease and Certificates thereunder is less than \$1,000,000. Therefore, the District will not enter into any undertaking to provide continuing disclosure of any kind with respect to the Lease and Certificates.

SECTION 6. OFFICIAL STATEMENT. Springsted Incorporated is authorized to prepare an Official Statement related to the sale of the certificates of participation in such Lease, and the officers of the District are authorized in connection with the delivery of such certificates of participation to sign such certifications as may be necessary with respect to the completeness and accuracy of the Official Statement.

SECTION 7. ADDITIONAL AUTHORIZATIONS. In the absence or other unavailability of the Chair, any document authorized in this resolution to be executed by the Chair may be executed by the Vice Chair or the Acting Chair and, in the absence or other unavailability of the School District Treasurer, any document authorized in this resolution to be executed by the School District Treasurer may be executed by the Acting School District Treasurer.

SECTION 8. EXPIRATION. If the Superintendent has not approved the sale of the certificates of participation in such Lease to NSI and executed the related bond purchase agreement by December 31, 2013, this resolution shall expire.

Upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

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**\$705,000**

Independent School District No. 716, Belle Plaine, Minnesota  
Certificates of Participation, Series 2013A

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**Sources & Uses**

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**Dated 08/15/2013 | Delivered 08/15/2013**

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**Sources Of Funds**

Par Amount of Bonds..... \$705,000.00

**Total Sources..... \$705,000.00**

**Uses Of Funds**

Deposit to Project Construction Fund..... 660,000.00

Costs of Issuance..... 28,000.00

Total Underwriter's Discount (1.75%)..... 12,337.50

Rounding Amount..... 4,662.50

**Total Uses..... \$705,000.00**

**\$705,000**

Independent School District No. 716, Belle Plaine, Minnesota  
Certificates of Participation, Series 2013A

**DEBT SERVICE SCHEDULE**

Date	Principal	Coupon	Interest	Total P+I
02/01/2014	-	-	-	-
02/01/2015	55,000.00	1.000%	27,852.43	82,852.43
02/01/2016	65,000.00	1.500%	18,512.50	83,512.50
02/01/2017	65,000.00	1.750%	17,537.50	82,537.50
02/01/2018	70,000.00	2.250%	16,400.00	86,400.00
02/01/2019	70,000.00	2.500%	14,825.00	84,825.00
02/01/2020	70,000.00	2.750%	13,075.00	83,075.00
02/01/2021	75,000.00	3.100%	11,150.00	86,150.00
02/01/2022	75,000.00	3.500%	8,825.00	83,825.00
02/01/2023	80,000.00	3.750%	6,200.00	86,200.00
02/01/2024	80,000.00	4.000%	3,200.00	83,200.00
Total	\$705,000.00	-	\$137,577.43	\$842,577.43

**SIGNIFICANT DATES**

Dated Date.....	8/15/2013
Delivery Date.....	8/15/2013
First Coupon Date.....	8/01/2014

**Yield Statistics**

Bond Year Dollars.....	\$4,400.08
Average Life.....	6.241 Years
Average Coupon.....	3.1267006%
Net Interest Cost (NIC).....	3.4070930%
True Interest Cost (TIC).....	3.4115583%
Bond Yield for Arbitrage Purposes.....	3.0947633%
All Inclusive Cost (AIC).....	4.1596632%

**IRS Form 8038**

Net Interest Cost.....	3.1267006%
Weighted Average Maturity.....	6.241 Years

# 7-12 Intervention Time v1.0

**My belief:** We are agents of change who possess self efficacy to ensure learning for all students

**Overall Purpose:** Increase student achievement. Learning is a requirement.

**Targeted Purpose:** Reduce the number of failures

**Evidence of success:** Grade data collected at grading timelines

## Wednesday Schedule:

<b>1st hour</b>	<b>8:30 - 9:16</b>
<b>2nd hour</b>	<b>9:20 - 10:06</b>
<b>3rd hour</b>	<b>10:10 - 10:56</b>
<b>JH Lunch</b>	<b>10:56 - 11:26</b>
<b>4th hour (HS)</b>	<b>11:00 - 11:46</b>
<b>HS Lunch</b>	<b>11:46 - 12:16</b>
<b>4th hour (JH)</b>	<b>11:26 - 12:12</b>
<b>5th hour</b>	<b>12:16 - 1:02</b>
<b>6th hour</b>	<b>1:06 - 1:52</b>
<b>7th hour</b>	<b>1:56 - 2:42</b>
<b>INTERVENTION</b>	<b>2:46 - 3:13</b>

## **Process:**

\*\*\*All students who are missing work or need assistance will receive intervention services.

\*\*\*Intervention will take place every Wednesday, beginning in week 2 or 3 of school.

\*\*\*Teachers will designate students they need to see by marking "missing" in Infinite Campus.

\*\*\*Grades will be updated by noon on Wednesday and the office will run the list to share with 7th hour teachers.

\*\*\*All students who need assistance will be welcome to receive intervention

\*\*\*7th and 8th grade students will have a "home room."

\*\*\*9th-12th grade students must stay in designated "choice" areas

\*\*\*Students who are not receiving intervention services will vacate academic wings.

\*\*\*Core subject areas will have first priority on students. A student is required to attend intervention services for missing work in any class.

\*\*\*Academic "hubs" will exist for core areas. (i.e. HS math room, JH science room, etc.)

\*\*\*Students who do not attend intervention time are in violation of district attendance policy and are subject to punishment for it.

## **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> "

*Expecting Excellence from Everyone Everyday*

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August, 2013

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 are prepared to give your child(ren) 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 are 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 at 952-873-2401 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	Rtl 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>
Cariveau, Jennifer	Kindergarten	<a href="mailto:jcariveau@belleplaine.k12.mn.us">jcariveau@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>
DeWitte, Kim	Principal	<a href="mailto:kdewitte@belleplaine.k12.mn.us">kdewitte@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>
	LEAP	
Hanson, Lana	Special Education	<a href="mailto:lhanson@belleplaine.k12.mn.us">lhanson@belleplaine.k12.mn.us</a>
Iverson, Rita	Early Childhood Screening	<a href="mailto:riverson@belleplaine.k12.mn.us">riverson@belleplaine.k12.mn.us</a>
Jacobson, Peter	Computer Lab	<a href="mailto:pjacobson@belleplaine.k12.mn.us">pjacobson@belleplaine.k12.mn.us</a>
Jans, Ashley	Resource Room	<a href="mailto:ajans@belleplaine.k12.mn.us">ajans@belleplaine.k12.mn.us</a>
Jungwirth, Jenny	Music Teacher	<a href="mailto:jjungwirth@belleplaine.k12.mn.us">jjungwirth@belleplaine.k12.mn.us</a>
Kehr, Chris	Reading Corp	<a href="mailto:ckehr@belleplaine.k12.mn.us">ckehr@belleplaine.k12.mn.us</a>
Kerkow, Rachelle	School Nurse	<a href="mailto:rkerkow@belleplaine.k12.mn.us">rkerkow@belleplaine.k12.mn.us</a>
Kienlen, Christina	Speech	<a href="mailto:ckienlen@belleplaine.k12.mn.us">ckienlen@belleplaine.k12.mn.us</a>
Laurent, Janelle	Kindergarten	<a href="mailto:jlaurent@belleplaine.k12.mn.us">jlaurent@belleplaine.k12.mn.us</a>
Lindmeyer, Jodi	ECSE	<a href="mailto:jlindmeyer@belleplaine.k12.mn.us">jlindmeyer@belleplaine.k12.mn.us</a>
Lothspeich, Brittany	Counselor	<a href="mailto:blothspeich@belleplaine.k12.mn.us">blothspeich@belleplaine.k12.mn.us</a>
Luskey, Becky	Preschool	<a href="mailto:bluskey@belleplaine.k12.mn.us">bluskey@belleplaine.k12.mn.us</a>

Miner, Julie	Tiger Kids Pre-K	<a href="mailto:jminer@belleplaine.k12.mn.us">jminer@belleplaine.k12.mn.us</a>
Moore, Stephanie	1st Grade	<a href="mailto:smoore@belleplaine.k12.mn.us">smoore@belleplaine.k12.mn.us</a>
Olson, Abbey	Speech/Language	<a href="mailto:aolson@belleplaine.k12.mn.us">aolson@belleplaine.k12.mn.us</a>
Prokosch, Sheri	ECFE Coordinator	<a href="mailto:sprokosch@belleplaine.k12.mn.us">sprokosch@belleplaine.k12.mn.us</a>
Ranweiler, Christa	1st Grade	<a href="mailto:cranweiler@belleplaine.k12.mn.us">cranweiler@belleplaine.k12.mn.us</a>
Remick, Kristie	Kindergarten	<a href="mailto:kremick@belleplaine.k12.mn.us">kremick@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>
Tocko, Kristine	2 <sup>nd</sup> Grade	<a href="mailto:ktocko@belleplaine.k12.mn.us">ktocko@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>
Williamson, Kari	Toddler Teacher/RC	<a href="mailto:kwilliamson@belleplaine.k12.mn.us">kwilliamson@belleplaine.k12.mn.us</a>
Wilmoth, Heather	School Psychologist	<a href="mailto:hwilmoth@belleplaine.k12.mn.us">hwilmoth@belleplaine.k12.mn.us</a>
Witt, Tracy	Preschool	<a href="mailto:twitt@belleplaine.k12.mn.us">twitt@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 \$1.00, Adults \$1.55

Lunch: Students \$1.90, 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 will email parents weekly updates on Friday of each week.

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

### **Back to School Conferences**

K-6 will have Back To School Conferences on September 3 and 4. Parents have received email notifications of their child's teacher as well as information on how to sign up for a conference time. Families will spend approx. 30 minutes with the classroom teacher and then be invited to visit other areas of the building that are listed on the Chatfield passport.

### **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.

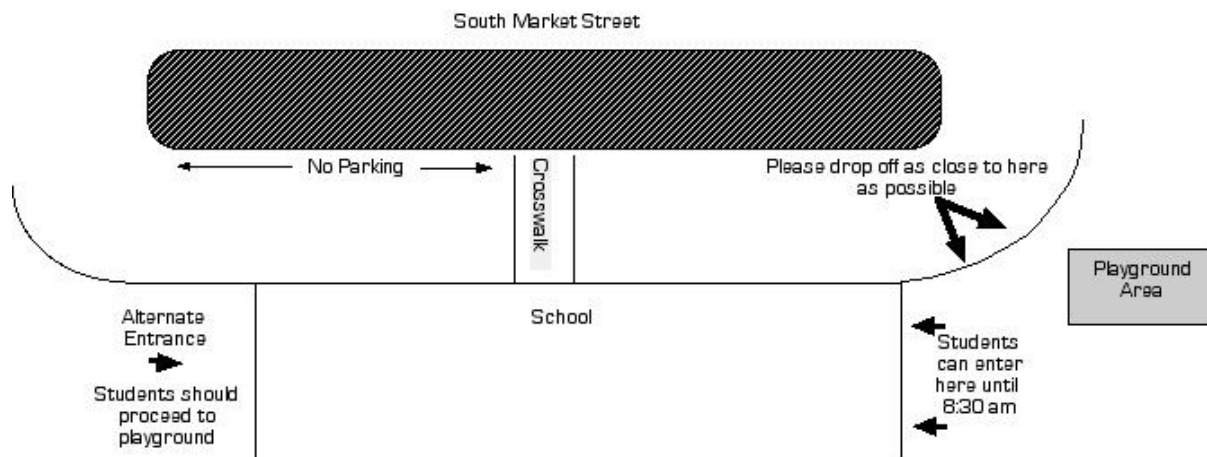
Referrals to work with the School Counselor can come from parents, school staff, and/or students. If ongoing work is deemed necessary, permission from a parent or guardian will be required. The School Counselor may be consulted and help out in crisis or other situations requiring a timely response.

### **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:

<b>Reading</b>	<b>Mathematics</b>	<b>Science</b>	<b>Social Studies</b>	
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<a href="http://www.hmhc.com/shop/education-curriculum/reading/core-reading-programs/journeys">http://www.hmhc.com/shop/education-curriculum/reading/core-reading-programs/journeys</a>	<a href="#">Houghton-Mifflin</a>	<a href="#">Houghton-Mifflin</a>	<a href="#">Nystrom</a>	<a href="#">Scott-Foreman</a>
Grades K-2	Grades K-2	Grades K-2	Grades K-1	Grade 2
Adopted 2013	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 **September 3 & 4** and **December 3 & 5, and March 17 & 20**. Conferences are 15 minutes in length. You will be able to schedule a time for December and March conferences in October.

### Computer Lab

A full-time computer/media specialist will be at Chatfield for the 2013-2014 school year. 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.

### **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 class 2 out of every 4 days. 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. Students in grades K-2 will have the opportunity to have physical education every day for 25 minutes.

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 three times during per school year (September, December, and March) 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 1-8 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.

## **Intervention Programs (Title, Reading Corp, and Rtl)**

Students may participate in any one of the reading and math intervention programs that are available at Chatfield.

### **MN Reading Corps.**

MRC is a statewide initiative to help every Minnesota child become a successful reader by the end of third grade. Students who are just below the grade level target score on AIMSweb would qualify for MRC services. Tutoring occurs for twenty minutes each day in a one on one setting. The MRC provides research based literacy interventions to build phonics, phonemic awareness and fluency skills. Students reading skills are monitored on a weekly basis. Upon consistent growth towards meeting their grade level target score, students will exit from the program. Students will continue to be monitored to ensure they are maintaining their reading skills. This service is in addition to students core reading curriculum.

### **Title I**

Title I provides additional small group instruction in reading and/or math. The program supports and supplements the reading and math curriculum. Students may work with the Title I teacher or trained paraprofessional for twenty to thirty minutes per day. Students are selected for the Title I program through testing, teacher observation, and performance in the curriculum.

### **Response to Intervention (Rtl)**

Rtl is an ongoing system-wide framework for prevention and early intervention that involves determining whether all students are learning, progressing and/or excelling when provided with high quality instruction and intervention in academics and behavior. Rtl delivers a four-tiered model of increasingly intense student intervention. All interventions used in Rtl are researched based and instruction is done in a small group setting. Students reading and/or math skills are monitored on a weekly basis. Upon consistent growth toward meeting their goal, students will exit from the program. Students will continue to be monitored to ensure they are maintaining their reading/math skills. This service is in addition to their core reading/math curriculum.

### **Read Naturally**

Read Naturally is a computer program that offers strategies to help readers improve their fluency and comprehension. Read Naturally combines three research proven strategies to develop reading fluency. These strategies include: teacher modeling, repeated reading, and progress monitoring.

## 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.

### **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**

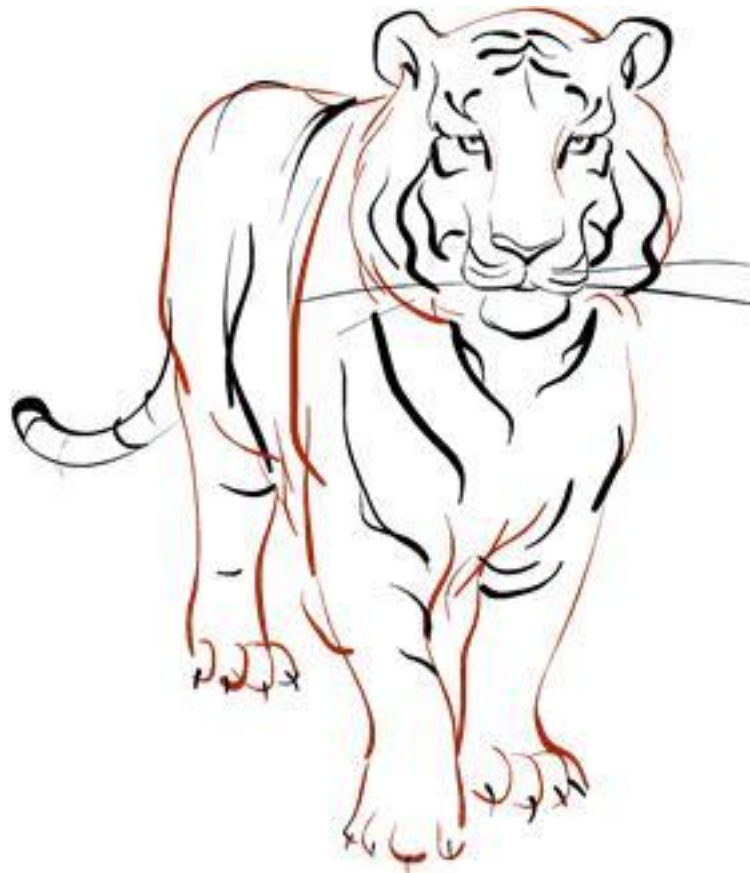
District Policy: Students and non-students, including adults and visiting youths, are forbidden to knowingly or voluntarily possess, handle, transmit, store in an area subject to one's control, or use any instrument that is considered a weapon, or any "look alike" weapon. This policy shall apply in all 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*

*2013-2014  
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**

Cell phones and technological devices are an active part of our lives and our learning. It is a reality that students will bring cell phones to school. When the phones are at school, we ask that students keep them put away if not being used for learning. They should not be used for personal texts or phone calls 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**

Two STEM teachers will be at Oak Crest to share the responsibilities of teaching 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 **September 3<sup>rd</sup> and 4<sup>th</sup>, 2013, December 3<sup>rd</sup> and 5<sup>th</sup> and March 17<sup>th</sup> and 20<sup>th</sup>**. Sign Up for conferences will be electronic and will be emailed to all parents. 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>	Houghton Mifflin	Grades 3-6	Adopted 2013
<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.

### **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, s/he reports to the office to meet with the Principal. They conference about the choice(s) s/he made, what s/he 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**

Cell phones, iPods, and other technological devices are an active part of our lives and our learning. It is a reality that students will bring cell phones, iPods, iPads, and other devices to school. When these devices are at school, we ask that students keep them put away if not being used for learning. They should not be used for personal texts, phone calls, or for personal Internet usage 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 devices 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 2013-2013 school year are as follows:

Elementary \$1.90

Secondary \$2.05

Milk \$0.45

Breakfast \$1.00

Adult \$3.50

Adult Breakfast \$1.75

## 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 our Gifted and Talented teacher.

## **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 our Gifted and Talented teacher.

### **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 and join our choir 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)

## **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. If it is below 15 degrees in the morning (this includes wind chill) and below 0 degrees at lunch time (this includes wind chill) students will be inside.

## **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 September and 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.

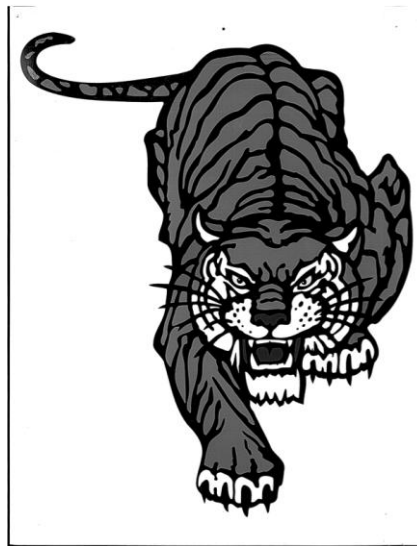
# **APPENDIX**

# Parent and Student Guide



***“EXPECTING EXCELLENCE  
FROM EVERYONE  
EVERYDAY”***

**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

### 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

❖ Obscene or foul language.

❖ Insulting a person's intelligence, judgment, or professionalism.

to intimidate.

❖ Unpermitted or unwelcome touching of any nature, regardless of the degree of force used.

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.

## **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 7:00 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.

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## 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.

## EXCUSED/UNEXCUSED ABSENCES:

The Principal reserves the right to decide if the absence is “excused” or “unexcused.” Excused absences include, but are not limited to: illness, serious family illness, death in the family, medical appointments, court appearances, religious instruction, family emergencies, and a student on suspension. Students who have missed school for an excused reason are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Work missed because of an excused absence must be made up within 2 days from the date of the student’s return to school for each day missed. After two days, the make up work policy of the classroom will take effect. Administration may extend the time for make-up work.

Student attendance is essential to receive educational instruction. Unexcused absences would include any absences not approved by the district’s attendance procedures, including work at home and work at a business (unless part of the school’s work release program). Students who miss school time due to unexcused absences will not be allowed to make up work missed due to such absence. Parents are notified of unexcused absences. Other discipline will be at the discretion of the administration.

## LEAVING DURING THE SCHOOL 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.

#### **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. In order to promote a safe atmosphere, backpacks are not allowed in classrooms. Students are not allowed in the academic wings until 8:00 a.m., unless permission is granted by a staff member.

### **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 also to be reserved for usage in the commons area.

#### 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 that 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. The administrator will determine consequences of inappropriate displays.

#### **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 his/her home if they are within walking distance and have parental permission on file with the school office. Written permission must be filed each year. Students in grades 9 and 10 may not host other students at their home. Any student caught off school property during lunch without proper authorization will earn consequences.

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

Students are encouraged to keep phones and electronic devices in a safe place and have them turned off. Phones and electronic devices are only to be seen and utilized in a classroom when permission is granted by the teacher.

#### **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.

## **ACADEMIC POLICIES**

### **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
TOTAL CREDITS	46

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-	2.67	D+	1.33
A-	3.67	C+	2.33	D	1.00
B+	3.33	C	2.00	D-	.667
B	3.00	C-	1.67		

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.

## **2013-2014 CLASS TIME SCHEDULE**

<b>STUDENT ALLOWED IN ACADEMIC WINGS</b>	<b>8:00</b>
<b>WARNING BELL</b>	<b>8:25</b>
<b>PERIOD 1</b>	<b>8:30-9:19</b>
<b>PERIOD 2</b>	<b>9:24-10:13</b>
<b>PERIOD 3</b>	<b>10:18-11:11</b>
<b>PERIOD 4</b>	<b>11:16-12:05</b>
<b>HIGH SCHOOL LUNCH</b>	<b>12:05-12:36</b>
<b>PERIOD 5</b>	<b>12:36-1:25</b>
<b>PERIOD 6</b>	<b>1:30-2:19</b>
<b>PERIOD 7</b>	<b>2:24-3:13</b>

## **SCHOOL DISTRICT PHONE NUMBERS**

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 (Amie Hohenstein)	(952) 873- 2403
Learning and Career Dev. Lab (Scott Hallgren)	(952) 873- 2407
Instant Alert Line	(952) 873-2413
District Office	(952) 873-2400
Belle Plaine Junior/Senior High	(952) 873-2403
Infinite Campus Assistance (Teri Kiewatt)	(952) 873-2418

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 utilize the Infinite Campus student information system. Infinite Campus has many features, including: online access to grades, announcements, food service, and attendance information for parents and students. Both parents and students should have unique login information. If you need additional assistance with Infinite Campus, contact Teri Kiewatt at (952) 873-2418

### **Activities Schedule 2013-2014**

Aug 6	6:30pm Fall Eligibility Meeting for Parents / Students Grades 7-12
Aug 12	Fall Athletic Practices Start: Tennis, Football, Cross Country, Volleyball
Aug 23	New Teacher Workshop
Aug 26-29	Teacher Workshop
Aug 28	5:30pm-7:30pm 7 <sup>th</sup> grade / New 8 <sup>th</sup> Grade Orientation – South Gym
Sept 2	Labor Day – No School
Sept 3	Start of School 7-12
Sept 3,4	K-6 Conferences 12:00-8:00pm / Picture Day
Sept 4	MRC Coaches Social – 6:00pm @ Arlington
Sept 5	School Begins K-6
Sept 11	MRC Sportsmanship Day @ Arlington – 9am
Sept 11	Picture day Grades 7-8 8:30am North gym / Retakes 10/9
Sept 12	Picture day Grades 9-12 8:30am North gym / Retakes 10/9
Sept 30-Oct 4	Homecoming week – Coronation 9/30 at 8:00pm
Oct 2	Mid Quarter
Oct 4	Early Dismissal – Teacher Workshop K-12 12:15pm
Oct 9	Picture Day Retakes

Oct 17,18	Education Minnesota Workshops – No School
Oct 22,23	Youth Frontiers Courage Retreat – 7 <sup>th</sup> grade / 9 <sup>th</sup> grade
Nov 1	End of 1 <sup>st</sup> Quarter
Nov 4	Teacher Workshop – No School
Nov 4	Winter Eligibility Meeting 6:00/7:00pm
Nov 21,25	7-12 Parent Teacher Conferences 3:30-7:30pm
Nov 27-29	Thanksgiving Break
Nov 26	End of 1 <sup>st</sup> Trimester
Dec 3,5	K-6 Parent Teacher Conferences
Dec 11	Mid Quarter
Dec 23-Jan 1	No School – Holiday Break
Jan 2	School Resumes
Jan 17	End of 2 <sup>nd</sup> Quarter / 1 <sup>st</sup> Semester
Jan 20	No School – Martin Luther King Jr. Day – Teacher Workshop
Feb 14	Early Dismissal – Teacher Workshop 12:15pm
Feb 17	No School President’s Day
Feb 19	Mid Quarter
Feb 24,27	7-12 Parent Teacher Conferences 3:30-7:30pm
Feb 27	Spring Eligibility Meeting 6:30/7:30pm
Mar 7	End 2 <sup>nd</sup> Trimester
Mar 14	Early Dismissal – Teacher Workshop 12:15pm
Mar 17,20	K-6 Parent teacher Conferences
Mar 21	End of 3 <sup>rd</sup> Quarter
Mar 24-28	No School - Spring Break
April 18	No School – Good Friday
April 21	No School – Teacher Workshop
April 30	Mid Quarter
May 3	Prom Grand March 5:30pm
May 9,10	Pop’s Concert / Art Show 6:30pm North Gym
May 14	FFA Banquet 6:15/6:45pm Chatfield Elementary
May 26	No School – Memorial Day
June 4	High School Awards Night 5:30pm
June 4	Dollars for Scholars 6:30/7:00pm South Gym
June 5	Junior High Awards - 8:40am South Gym
June 5	Last Student Day, End of 4 <sup>th</sup> Quarter / 2 <sup>nd</sup> Semester
June 6	Teacher Workshop
June 8	Graduation 2:00pm



### Independent School District No. 716

http://www.belleplaine.k12.mn.us  
Approved District Calendar 2013-2014

### 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-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	31		✓

#### Jan-14

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

21

#### Aug-13

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

#### Feb-14

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

19

#### Sep-13

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				

#### Mar-14

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				

16

#### Oct. 2013

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	

#### Apr-14

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		

20

#### Nov-13

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

#### May-14

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

21

#### Dec-13

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			

#### Jun-14

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

4

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

#### August

23, 26-29 8/23 New Teachers; 8/26-29 Workshop

#### September

- 2 No School - Labor Day
- 3 School Begins 7-12
- 3,4 K-6 Conferences 12-8:00 pm
- 5 School Begins K-6

#### October

- 4 Students Released at 12:15 pm - Teacher Workshop
- 17,18 No School - Education MN Conference

#### November

- 1 End 1st Quarter
- 4 No School - Teacher Workshop
- 21,25 7-12 Parent Teacher Conferences
- 26 Students Released at 12:15 pm - Teacher Workshop
- 26 End 1st Trimester
- 27-29 No School - Thanksgiving Break

#### December

- 3,5 K-6 Parent Teacher Conferences
- 23-31 No School - Holiday Break

#### January

- 1 No School - Holiday Break
- 2 School Resumes
- 17 End 2nd Quarter/1st Semester
- 20 No School - Martin Luther King Jr. Day - Teacher Workshop

#### February

- 14 Students Released at 12:15 pm - Teacher Workshop
- 17 No School - President's Day
- 24,27 7-12 Parent Teacher Conferences

#### March

- 7 End 2nd Trimester
- 14 Students Released at 12:15 pm - Teacher Workshop
- 17,20 K-6 Parent Teacher Conferences
- 21 End 3rd Quarter
- 24-28 No School - Spring Break

#### April

- 18 No School - Good Friday
- 21 Teacher Workshop

#### May

- 26 No School - Memorial Day

#### June

- 5 Last Student Day, End of 4th Quarter/3rd Trimester
- 6 Teacher Workshop
- 8 Graduation

### Student Contact Day Summary

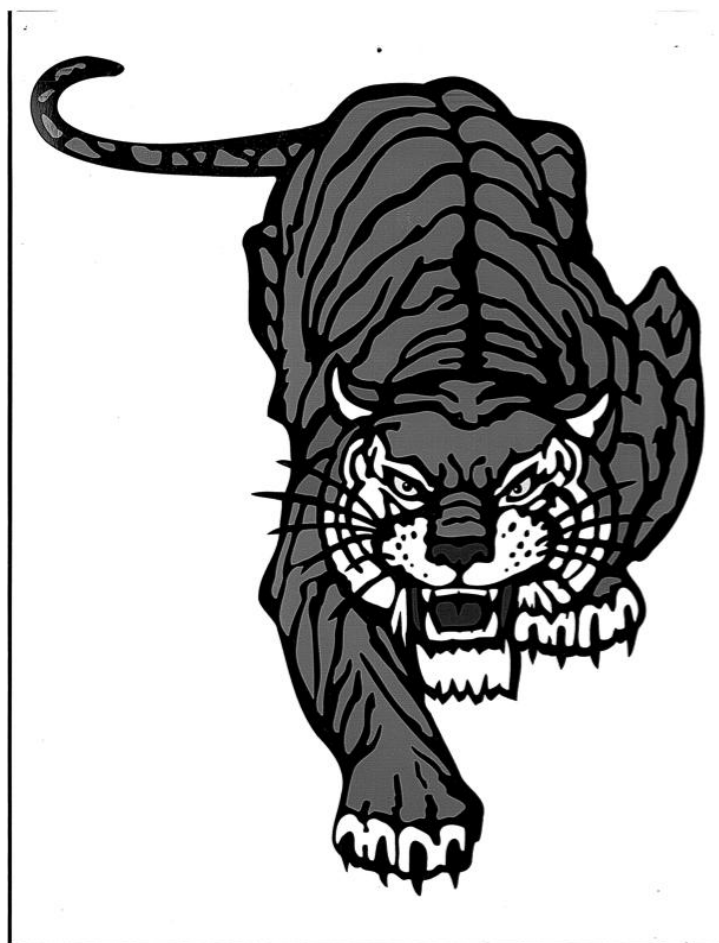
Quarter Summary		Trimester Summary	
1st Quarter	42	1st Trimester	58
2nd Quarter	43	2nd Trimester	60
3rd Quarter	43	3rd Trimester	56
4th Quarter	46		
Total	174	Total	174

8 teacher workshop days

2 days allotted for parent-teacher conferences

Total teacher days: 184

*Activities Handbook*  
*2013-2014*



## **BELLE PLAINE ACTIVITY PHILOSOPHY COACHES/ADVISOR HANDBOOK**

### **Philosophy and Purpose:**

It is the basic educational philosophy of the Belle Plaine Schools to prepare its students to become productive, contributing citizens of their community and society. Co-curricular activities are school sponsored and directed activities designed to provide opportunities for pupils to participate, on an individual or group basis, in school and public events for the improvement of skills. The activities program is a complete extension of this philosophy.

Within this context, it is the purpose of the school's activities program to foster and promote:

The ideals of competition, teamwork, and sportsmanship while achieving the twin goals of success and participation.

The development of self-confidence, self-discipline, organization, decision-making skills and goal orientation.

The concept of an integral relationship between a sound mind and a sound body leading to lifetime appreciation for physical fitness and good health habits.

A positive feeling of school loyalty and pride which can be shared by all participants, other students, parents, coaches/advisors, and the community as a whole.

### **CODE OF ETHICS**

#### **Statement of Philosophy:**

The Minnesota State High School League has established policies and standards which will cultivate the ideals of good sportsmanship. It shall be the responsibility of each member school to ensure that all individuals employed or directly associated with the interscholastic program conduct themselves in a sportsmanlike manner.

The coach is an official representative of the school at interscholastic events. It is the responsibility of the head and assistant coaches to serve as role models for students and the public.

#### **Code of Ethics:**

A Coach will be in violation of the standards for good sportsmanship established by the Minnesota State High School League by:

- a. Making degrading/critical remarks about officials during or after a contest either on the field of play, from the bench, or through any public news media;
- b. Arguing with officials or goes through motions indicating dislike/disdain for a decision;
- c. Detaining the officials following the contest to request a ruling or explanation of actions taken by the officials; or
- d. Being ejected from any contest.

**Actions and Response:**

Unsportsmanlike actions by a coach shall be reported to the League by the school and by the head contest official. The school shall document the results of their investigation and actions taken, where necessary and appropriate.

Penalties for violation of these standards may include, but are not limited to, reprimand, censure, fines, or other actions as deemed appropriate by the Board of Directors.

**Commentary:**

It is within each individual's ability to treat others with dignity and respect. The League and its member schools expect each individual to assume the responsibility for their actions.

**FEE SCHEDULE**

A. Football 9-12	\$130
All Other Sports 9-12	\$105
Football 7-8	\$100
All other sports 7-8	\$75
Drama *** each season	\$60
Visual Arts **	\$45
JH Visual Arts	\$25
Robotics	\$45
Speech	\$60
Weight Room	\$30/season \$50/year

\*\* A fee will be required by Jan. 15 of any given school year for team participants.

\*\*\* A fee will be required of pit orchestra members(musical) and crew members only if the student is striving for a drama letter.

**B. Families on Free or Reduced Lunch pay .5 the fee.**

Football 9-12	\$65
All Other Sports 9-12	\$53
Football 7-8	\$50
All other Sports 7-8	\$38
Drama *** each season	\$30

Visual Arts **	\$23
JH Visual Arts	\$13
Robotics	\$23
Speech	\$30
Weight Room	\$15/season \$25/year

C. Family maximum = \$300 if one child, \$450 if two in the family participate, \$510 for three or more.

D. Refunds will be allowed during the first week of practice only; except in cases of extended illness or other situations that are unique and approved by the administration. In no instance will a refund be granted after half the season has been completed.

### **ADMITTANCE FEES**

Minnesota River Conference admittance fees will be:

\$6 for adults  
\$4 for students.

BPBS season passes will be available in the district office.

Family Pass Pricing will be: \$100 for adults  
\$65 for students  
\$270 for family

BPBS will have special pricing for Senior Citizens.

### **STUDENT / ACTIVITY CONDUCT POLICY**

Belle Plaine Public Schools recognizes that students who participate in any school sponsored extracurricular activity are important representatives of the school and community. Therefore any Belle Plaine student who exhibits conduct that is unbecoming of a representative of the Belle Plaine Public Schools will receive disciplinary action as determined by school officials.

A Belle Plaine student participating in any school sponsored extracurricular activity who is guilty of illegal possession and/or charged by a law enforcement agency will be considered in violation of the Minnesota State High School League Eligibility Rules. That student will be disciplined according to current standards established by Belle Plaine High School and the Minnesota State High School League Eligibility Rules.

### **WEDNESDAY AND SUNDAY PRACTICES**

The district believes that it is important to help minimize family choices made between family time and scheduled pre Kindergarten-12th grade sponsored functions. Therefore, from September 1st to April 30th, no school sponsored activities for which the district controls will be held after 6:00 p.m. on Wednesday evenings, and no activities will be scheduled before 12 noon on Sundays.

The MSHSL bylaws prevent scheduling of practice or games on a Sunday, but there is not a bylaw to prevent scheduling games on a legal holiday. The Board discourages schools from scheduling games on legal holidays.

## **GENERAL ACTIVITY POLICIES**

### **1. CLINICS:**

The head coach of a sport or advisor of each activity is permitted to attend one clinic per year with the registration fee and substitute teacher at school expense. The request should be submitted to the Activities Director, when possible, at least three weeks prior to the clinic. Ass't. coaches need to use a personal day or staff development funds to attend. Approval is at the prerogative of the administration.

### **2. ATTENDANCE (NONPARTICIPANT) AT STATE TOURNAMENTS:**

- a. Head coaches/advisors of MSHSL sponsored activities will be dismissed from school for 2 days to attend the state tournament/meet.
- b. All assistant coaches/advisors in that sport/activity will be dismissed for one day.
- c. No tickets, meals, or any other expenses will be furnished by the school district, *except as the budget allows as determined by the AD/HS Principal.*
- d. Student participants may be excused from school to attend the state tournament, in their activity, if they bring written permission from a parent or guardian. The excuse must be given to the principal or activities director at least one day prior to the tournament.

### **3. ELIGIBILITY OF STUDENTS:**

- a. Coaches/Advisors must give a list of participants to Activities Director as soon as possible. In all cases, your list of candidates is to be filed with the Activities Director at least one week prior to the first event.
- b. For MSHSL sponsored activities the student must have on file in the Activities Director's office the following forms:
  1. Physical form (For athletes)
  2. Eligibility information form
  3. Parent permit form MSHSL

No student is to participate in events until all fees and forms have been presented to the coach or the Activities Director.

### **4. PUBLICITY:**

All head coaches/advisors are responsible for notifying all news media of results immediately after conclusion of event (when appropriate). The Activities Director will provide a list of media to each head coach/advisor if necessary.

5. DISMISSAL:

Before dismissing someone from your activity, a conference with the Activities Director is required. Please notify the Activities Director's office when a participant on your original list of participants drops the activity.

### **SPECIFIC POLICIES**

1. SUPERVISION:

All groups on the field and in the buildings shall be under adult supervision at all times as prescribed by the administration.

2. PARTICIPATION:

Participation in activities is open to all students who are enrolled, subject to rules of the MSHSL.

3. SCHEDULING

All contests and activities must be cleared through the AD Office.

4. SCRIMMAGES

All scrimmages must be cleared with the Activities Director. The district will not fund officials.

5. ACCIDENTS OR INJURIES:

- a. Reports must be filed with the Activities Director.
- b. Call to inform parents/guardian of injury.
- c. In case of serious injury, contact Activities Director or other administrative personal. DO NOT LEAVE THE STUDENT UNATTENDED.
- d. Call the hospital or doctor and make arrangements before taking the injured person for medical treatment.
- e. If the person is suspected of head, neck, or back injury, or an injury that by moving them might possibly injure further, an ambulance should be called.
- f. Send a coach along with the injured student to the doctor or hospital. The coach should stay with the injured student until parents arrive. If only one coach is present, send a parent or another responsible adult with the injured player.
- g. A permit to participate form must be given by the student to the Activities Director upon return to school. This form must be signed by doctor before the student is allowed to participate in practice or play again after serious illness or injury.

6. TRANSPORTATION:

a. When bus transportation is provided for activities, the student must ride the bus both ways unless the parent contacts the coach in person and signs a statement or have written permission to the coach or AD in advance. In no instances can another athlete ride home with another student. Athletes may ride home with another parent with written permission given to the AD prior to the event.

b. Each coach must fill out request for transportation so that a master list can be compiled for the coaches and administration.

c. Upon return, coaches will remain with team members until all have received rides home.

#### 7. PASSES:

The following passes should be honored for admission to all athletic events:

- a. School courtesy passes for school personnel.
- b. MRC Conference passes.
- c. State Coaches Association Passes.
- d. Senior Citizen Passes.
- e. State/National Activities Director Passes.
- f. Media.

#### 8. COACHES EDUCATION/RULES INTERPRETATION MEETINGS

Head coaches must take the MSHSL required Online training for Coaches Education. This requirement is good for 3 years. Rules Interpretation meetings will also be a part of the Coached Ed. Online Education. This must be done yearly.

#### 9. CHANGING SPORTS / DROPPING SPORT :

A student cannot drop one sport for another after two weeks (10 days) of the official starting time of the activity without the consent of both coaches involved. The Activities Director will resolve conflicts based upon individual circumstances. In all cases, 7-12, please inform the Activities Director's office when a player drops from your sport.

#### 10. PRACTICE SESSIONS:

Athletic practices and MSHSL activities can be held every day except Sunday. Other BPHS activities can practice on Sunday, when necessary. If you plan on not practicing on a normal practice day, please inform the Activities Director. Unless prior approval in an extraordinary situation, practices will not be held during a time when the coach is to be at parent-teacher conferences. All coaches will provide season practice/game schedules for their participants.

#### 11. BUS SCHEDULES:

Master bus schedules are set at the beginning of each season and all scheduling is done by the District Activities Director and Bus Coordinator.

## 12. POST SEASON REPORT:

All coaches will turn in a summary at end of season. The details should be equivalent to the level at which your team participates and is to be prepared within two weeks of the completion of each season, sent to the AD (minimum is summary, participants).

### **Head coaches must include the following:**

- A. Season End Report
  - a. List of participants Grades 7-12
  - b. Season record (if applicable)
  - c. Paragraph summary of season and another summary for compilation book
  - d. Season stats (if applicable)
- B. Requisitions for next season
- C. List of Letter persons
- D. Equipment checked in (if applicable)
- E. Inventory of all equipment, uniforms, etc. (if applicable)
- F. Schedule Requests
- G. Staff meeting of all coaches in program

Final payment for extracurricular assignment is delivered upon completion of postseason report.

## 13. HALF TIME ENTERTAINMENT:

Any request for half time entertainment must be cleared with the Activities Director.

## 14. LOCKER ROOMS:

- a. The head coach and/or assistants must be in the locker room before practice and be the last one to leave when practice is ended. Be sure the locker room is locked and clean.
- b. Coaches should see that the locker room is left reasonably clean.

## 15. HOSTING OF TOURNAMENTS:

Regular season tournaments must be cleared with the Activities Director. The district will attempt to host tournament contests.

## 16. MILEAGE AND MISCELLANEOUS:

- a. All mileage allowance for scouting must be approved by the Activities Director in advance.
- b. Meal allowance for State Tournament (as participants) will be determined by the AD.

## 17. BANQUETS, AWARDS PROGRAM:

- a. Each activity must hold a culminating activity at the conclusion of their season. This can be waived only by administrative permission. Team and

individual awards, letters and all conference awards should be handed out at this time. The families of the participants may be included in the program. The costs of a banquet will need to be shared by parents and the coaches.

**18. MSHSL, MINNESOTA RIVER CONFERENCE & BPHS RULES:**

- a. All coaches are responsible for knowing and observing MSHSL , MRC, and BPHS regulations. The head coaches will receive a copy of their sport regulations prior to the beginning of the season.
- b. BPHS reserves the right to withhold MRC All Conference or other honors, per MRC bylaw Article XV, Sec A.

**19. BPHS LETTERING:**

- a. Upon earning a first letter, participants will receive a chenille letter, pin, bar and certificate.
- b. Succeeding letter will be a printed certificate and bar.

**20. COACHING VACANCIES:**

All vacancies in coaching positions will be posted through the Activities Director. All vacancies will be posted in the district office, faculty lounges, school web site, and Activities Director's office. A copy of each posting and all applicants will be kept in the Activities Director's office.

**21. POLICY OF STUDENT INSURANCE:**

The parents are responsible for any coverage of insurance for a boy or girl in interscholastic athletics

**22. POLICY ON PHYSICAL EXAMINATIONS:**

The Minnesota State High School League requires that any student who intends to participate in high school interscholastic athletics and cheerleading activities shall certify readiness for participation by completing a physical examination every three years. Physical forms must be on file in the Activities Directors office.

**23. CANCELING PRACTICE:**

- a. If weather conditions are considered dangerous, practice should be canceled. Contact the Activities Director, if possible, before doing so.
- b. There will be no practice on days when school has been called because of inclement weather.
- c. Inform the Activities Director of any practice cancellations.

**ATTENDANCE POLICY**

In order for a student to participate in an extracurricular practice, game, event, or contest, she/he must be in class all day. Any exception must be approved by the Activities Director or building principal. (Exceptions can be, not limited to, funerals, college visit, field trips. Any student whose parents have called in to excuse them for a doctor or dental appointment will not be affected by this policy).

**PLEASE MAKE A COPY OF THIS RULE AND GIVE IT TO EACH PERSON IN YOUR ACTIVITY OR SPORT.**

### **ACADEMIC ELIGIBILITY POLICY**

1. A student participating in MSHSL or Belle Plaine extracurricular activities must pass all classes or credits.
2. A student who receives a failing quarter grade may regain eligibility at mid-quarter of the next grading period if he/she is passing all classes 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 the Activities/Academic Committee. 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 Activities/Academic Committee will consist of the Building Principal, Activities Director, the Coach of the student and the teacher(s) of the student in concern.)
5. A student who receives an F at the end of 4<sup>th</sup> quarter will be ineligible for any contests/games that happen before school starts the next year. The student will regain eligibility the first day of school. The only exception is if the student made up the credit during summer school. Participating in tryouts and scrimmages will be allowed.

**BELLE PLAINE ATHLETIC TEAM PARTICIPATION POLICY** Amended Sept. 04

### **PARTICIPATION CONDITIONS**

All student athletes desiring to participate shall meet attendance, conduct, and scholastic requirements.

The Athletic Department believes student/athletes in Grades 7-8 should play at grade level. Movement of players to a higher level is discouraged. However, it is recognized that exceptional student/athletes do appear in a program. If a 7th-8th-9th grade student is deemed talented enough to participate on a higher level squad ( in a sport where this is not the norm) and if the player's abilities are a necessary component to the current year's team as a whole, movement can take place upon approval of all the following: Athlete, Parents, Coaches, Activities Director and Principal(s). In Grades 9-12, coaches must have the flexibility to move players to their proper level of competition. Student athletes in Grades 7-8 who have been moved forward in a program and have spent the majority of playing time at the higher level may not be moved back down in order to participate in tournaments.

#### A. 7TH AND 8TH GRADE TEAMS:

The primary concern is to provide a program which will allow each athlete optimal participation regardless of their skill level. The following guidelines should apply to assure that the program is for the benefit of the athlete. These guidelines are as follows:

1. All Athletes that meet the academic and attendance standard and actively participate shall be given practice time and game time.
2. All team members have a uniform or are dressed alike (if possible) for competition.

These three guidelines of participation are of philosophical nature. They are made possible by the coaches following the procedures listed here:

1. Each junior high coach must follow the philosophy of participation. The desire to include every athlete is more important than the desire to win a given contest. Certain games or meet alterations are needed and worked out by all coaches to assure participation.
2. Practices must be planned and organized effectively to deal with the large number of participants and the wide variety of skill levels.
3. Facilities must be used to their greatest advantage. Cooperation is needed between boys coaches and girls coaches as well as between the other groups and organizations that share school facilities.

Coaches must remember that the above guidelines and procedures are a result of coaches working for the "development" of each participant. Each individual that comes to a coach has many human needs; physical, emotional, social, etc. It is important to coach the athlete as well as the sport. When dealing with athletes, several basic characteristics and needs of these athletes should be taken into consideration.

1. Physical, mental and emotional growth and development.
2. Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously.
3. Team play with the development of such commitments as loyalty, cooperation, fair play and other desirable social traits.
4. A need to belong to a group and be accepted by peers.
5. The need to explore a variety of experiences.
6. A chance to channel their energies in physical activity of some kind.
7. A means of achieving self-satisfaction (Opportunity for success)

The coach must be willing to work with any athlete who is interested and has a need to belong, not just work with the gifted, highly skilled athlete. As a coach of young athletes, we must constantly be seeking to aid our participants in the best way possible. Each of them is an important individual whose experiences shape attitudes and action for the future.

#### B. "C" TEAM:

"C" Team is considered a transition year. Participation in practice and contest will continue to be emphasized and no squad members will be cut on the basis of ability. "C" Team coaches will make every effort to give significant playing time to all players throughout the OVERALL season, (playing time may be based on practice, cooperation and attitude). With the philosophy of participation, teams will strive to be competitive.

#### C. VARSITY AND "B" TEAMS:

Participation by the most skilled that will enable possibilities for individual and team success (in some cases it may be necessary and permitted, to limit the size of the Varsity and "B" squads to a workable number).

### **SELECTION POLICY FOR VARSITY AND "B" TEAMS**

#### A. Responsibility

1. Choosing the members of athletic squads is the responsibility of the Head Coach and coaches of those squads.
2. Prior to trying out, the coach shall provide the following information to all candidates for the team:
  - a. Extent of try-out period
  - b. Criteria used to select the team
  - c. Minimum numbers to be selected for the team
  - d. Practice commitment if they make the team

- e. Game commitments
- f. When working with players that have *equal* ability and talent, preferential consideration will be given to juniors and seniors at the varsity level.

**B. Procedure**

1. When a squad number is limited, the process will include three important elements. Each candidate shall:
  - a. Have an opportunity to participate in a minimum of (5) practices.
  - b. Have performed in at least one intrasquad/scrimmage game/session.
  - c. Be personally informed of the reason why the candidate was not chosen by the coach.
2. Candidates not chosen for the squad will NOT BE POSTED.
  - a. Participation fees collected from athletes will be fully refunded to those not selected for the squad.
  - b. Athletes not selected to the squads will not be allowed to practice due to space.
  - c. Athletes not selected will be encouraged to be part of the team through team management positions.
3. Coaches will discuss alternative possibilities for participation in the sport, or other areas in the activities program.
4. If a coach foresees difficulties as a result of squad selection, he/she should discuss the situation with the Activities Director.
  
5. If the number of participants is low in any grade level, players will be allowed to move to equalize the numbers. This will not eliminate playing time for any individual.

Recommended minimum number of players for teams/events.

Baseball/Softball	12	Basketball	10
Football	18	Volleyball	12

Any adjustment to the recommendations must be approved by mutual consent of the Activities Director, Coaches and Administration.

**PROBLEM/CONFLICT RESOLUTION**

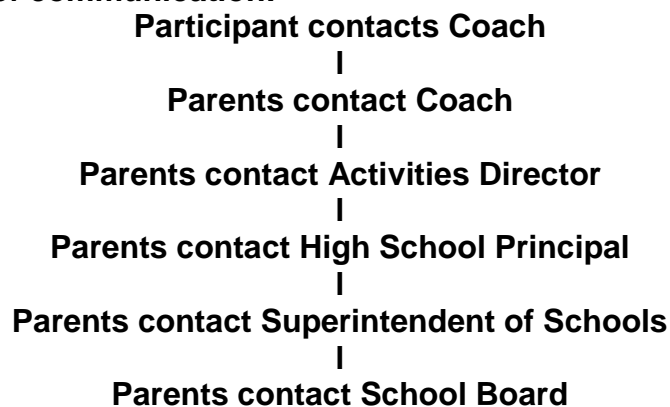
**As coaches we are professionals and are expected to conduct ourselves in a professional manner. We cannot promise that all concerns can be resolved to individual preferences, but we can promise that we will listen to concerns and respond to the best of our ability.**

In order for our programs to be successful, we must all work together- parent, coach and participant. We strive to do what is best for each individual student within the concept of team. As teachers and coaches we care a great deal about your son or daughter and want to contribute to his/her individual development in a positive way.

To allow for an appropriate exchange of opinions when the need arises in our program of activities, the following procedure has been developed to create an open line of communication between school, parent/guardian, student and coach. The procedure will allow for an exchange of opinion in a professional manner.

1. Most conflicts are better resolved with an appropriate cooling down period. No conflict between a parent, student, official or coach/advisor should be addressed during or immediately after an activity. The activity site, practice field, lobby or locker room are not appropriate places to handle conflict. If you have a concern, please call or arrange a meeting the following work day after the incident. Many of our coaches teach in the district. Most coaches have voicemail in the building where they teach. Leave a message and the coach will return the call. If you wish, a letter to the coach may be the most appropriate way to initiate a dialogue. If your concern has not been addressed to your satisfaction, then refer to the flow chart below. As you see, the first step is participant contacts coach.

2. Chain of Communication - Every organization has and needs orderly process to use when problems/issues arise. Follows is the Belle Plaine Schools chain of communication:



Parents/athletes are strongly encouraged to follow this chain of communication whenever an issue arises concerning a coach or director. If a concern is not resolved to your satisfaction at one level, you are encouraged to go to the next level in the chain of communication. However, all concerns should begin with the coach/director and then advance up the chain.

## **PARENT'S RESPONSIBILITIES**

Parents are expected to encourage their children to perform to the best of their abilities both in activities and in the classroom. They should be a source of support for the athletes and the program in which they are participating.

Parents should be role models for children and set a good example for all of our students at Belle Plaine High School. As such, they will exemplify good attitudes by treating all players, coaches, fans, officials and other parents with respect and dignity. Parents must insist that students abide by rules established by the coach, school district and the Minnesota State High School League.

Parents should be positive in support of their own team and recognize the achievements of the opposing team. Vulgar, racial, derogatory or disparaging remarks are never appropriate. Parents should all their children to enjoy the benefits of competition, remembering that not everyone can be the star, be on the first team, or have equal playing time.

## **SEASONAL MEETINGS**

Once each season BPHS will hold a mandatory meeting for parents and students in which the Activities Director will highlight rules of the MSHSL and Belle Plaine HS. After this initial section of the program, students in grades 7-12 will meet with their coaches.

## **BASEBALL/SOFTBALL POLICY**

The Community and School Policy states that:

No member of the high school baseball or softball team will be permitted to join the city program until the high school season is completed, unless permission is granted by the head coach after consultation with the Activities Director.

A player/student must have successfully completed his/her sophomore year to be eligible to participate in the city program.

In city tournaments, no high school player can receive cash prizes. It is recommended that awards and prizes for non-school participation should be of a symbolic nature. However, the acceptance of an award valued at less than \$25.00 when received for non-school participation will not constitute a violation of the amateur status.

***BE SURE TO SHARE WITH YOUR Bb/Sb PLAYERS***

## **WEIGHT ROOM POLICY**

The following policy's intent is to insure user safety and the safety of others while occupying Belle Plaine School District 716's weight room. These weight room rules and regulations are:

1. No person or persons shall occupy or utilize the weight room unless directly supervised by a responsible coach or adult trained in proper weight lifting techniques and safety spotting.
2. Weight room time schedule shall be posted on the entrance wall of the weight room, with the Community Service Office, and the District Office. Any changes in the above schedule must be authorized in writing by the Community Service Director.
3. Any fee for use beyond the regularly scheduled school district's physical education classes and/or extra curricular activities may be assessed at the discretion of the Community Service Director.
4. Any misuse of equipment or improper behavior will result in dismissal from the weight room.
5. All lifters must work in groups of at least 2 people.

## **HIV INSTRUCTIONS**

Instructions for use of the sports spill kit for the control of Infectious Disease, including HIV and Hepatitis B Virus.

1. Stop play.
2. Remove player from game.
3. Put on gloves.
4. Give player gauze to stop bleeding.
5. Use toweling as needed.
6. Spray affected areas, equipment, uniform as needed.
7. Put all contaminated items into leak resistant bag.
8. On conclusion of event put filled bags into red bags (use labels if appropriate).
9. Take gloves off and use hand wipe and also put into the red bag.
10. Dispose of bags as per local regulations. (New Prague Hospital or Shakopee Hospital).
11. Complete Reporting Form when applicable.

Each coach or training kit should have a Bio-Fluids exposure control kit. If you have any questions, please call or read the information from the MSHSL regarding control of Infectious Disease, including HIV and Hepatitis B Viruses.

## **DUAL PARTICIPATION POLICY**

A Belle Plaine athlete can compete in two varsity sports in the same season.  
The athlete must: In conjunction with parent, declare a major sport/minor sport;  
The student must have a GPA of 2.67 or higher.

## **MSHSL CATEGORY I, II, AND NON HSL ACTIVITIES POLICIES**

### **Category I Policy:**

1. During the calendar year, regardless of the quantity, a student shall not:
  - A. Use or consume, have in possession a beverage containing alcohol;
  - B. Use or consume, have in possession tobacco; or,
  - C. Use or consume, have in possession, buy, sell, or give away any other controlled substance or drug paraphernalia.

2. Penalties and Recommendations for Category I Activities:  
Category I Activities: Those League-sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of League-sponsored tournaments:

Athletic Activities: as listed in bylaw 412.00 - Sponsored Activities

Fine Arts Activities:

1. Debate
2. Speech Activities including One Act Play - when a school schedules a season of interscholastic contests.

#### **A. First Violation Penalty**

The student shall lose eligibility for the next two (2) consecutive interscholastic contests or two weeks, 14 calendar days, of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

#### **B. Second Violation Penalty**

The student shall lose eligibility for the next six (6) consecutive interscholastic contests or three weeks, 21 calendar days, whichever is greater, in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.

Recommendations:

1) It is recommended that before being readmitted to activities following suspension for the second violation, the student shall now evidence in writing that the student has sought or has received counseling from a community agency or professional individual such as a school counselor, drug counselor, medical doctor, psychiatrist, or psychologist.

2) It is recommended that, when appropriate, the school refer a student to a community agency or a professional individual outside the school for assessment of potential chemical abuse or misuse.

### **C. Third or Subsequent Violation Penalty**

1) The student shall lose eligibility for the next twelve (12) consecutive interscholastic contests or four (4) weeks, 28 calendar days, whichever is greater, in which the student is a participant.

2) If after the third or subsequent violations, the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, and is assessed as chemically dependent and completes treatment, the student may be certified for reinstatement in MSHSL activities after a minimum period of six weeks after entering program. Such certification must be issued by the director or counselor of a chemical dependency treatment center

#### Recommendations:

It is recommended that the student be referred for assessment of potential chemical abuse, misuse or dependency by a community agency or a professional individual outside the school.

### **D. Accumulative Penalties:**

Penalties shall be accumulative beginning with the student's first participation on a high school team or activity - B-squad, junior varsity or varsity - and continuing throughout the student's high school career.

### **Category II and Non HSL Activity Policy**

#### Activities:

1) Speech activities including One Act Play when a school schedules no interscholastic contests and participates only in the League-sponsored tournament series.

2) Music and Drama activities.

3) Clubs and Organizations.

4) Visual Arts

1) The guidelines in this policy are in regard to Chemical Eligibility.

2) The guidelines in this policy are minimum standards and will cover students in activities during participation in Grades 9-12

3) Upon confirmation of violation, the following action will take place:

a. Student will meet with Activities Director. Student will be informed of the violation.

b. Student will be recalled to meet with the AD and other high school administrator and/or advisor to have final confirmation.

4) The length of penalties for violation shall be as prescribed below:

1st Violation: Student will miss the next public performance. Student will also sustain appropriate academic, lettering, or production consequences as determined by the advisor/administration. No recognition will be given at the group's public performance. If not a performance oriented activity, student will not participate in any activity of the group for two weeks. Student will serve up to five hours of community/school service at the discretion of the school administration.

2nd Violation: Student will miss the next two public performances. Student will also sustain appropriate academic, lettering, or production consequences as determined by the advisor/administration. No recognition will be given at the group's next two public performances.

If not a performance oriented activity, student will not participate in any activity of the group for six weeks. Student will serve up to five hours of community/school service at the discretion of the school administration.

3rd Violation: Student will miss the next three public performances. Student will also sustain appropriate academic, lettering, or production consequences as determined by the advisor/administration. No recognition will be given at the group's next three public performances. If not a performance oriented activity, student will not participate in any activity of the group for twelve weeks. Student will serve up to ten hours of community/school service.

If after the third or subsequent violations the student on her/his own volition becomes a participant in a chemical dependency or treatment program, and is assessed as chemically dependent and completes treatment, the student may be certified for reinstatement in MSHSL and BPHS activities after a minimum of missing two public performances or six weeks of an activity. Such certification must be issued by the director or counselor of a chemical dependency treatment center.

After completion of all facets of the program (including penalties) related to the student's particular violation, the student will be eligible to reenter the activity.

## **EXTRA-CURRICULAR COMMITTEE**

The Extra-Curricular Committee is a group of coaches who meet annually to discuss changes to the Education Association/School District Contract regarding coaching positions (Schedule C). The AD will choose up to six representatives to serve on a committee that will recommend to the School Board and Education Association coaching additions to the contract. (This was formerly in the contract but was removed in the 2010-12 negotiated contract).

## BELLE PLAINE LETTERING POLICY

### **Awards:**

The Monogram BP will be given after a student has earned the first letter. Only one letter will be issued to a student while participating in activities at Belle Plaine. A n emblem will be given with the first letter indicating in which activity the student lettered. A bar will be given for each year and each activity a student letters in a sport or activity.

Senior students will receive a certificate, (known as the **Senior Activities Award**), with all letters noted on the certificate, which have been earned by the student.

In order to qualify for a letter the following criteria must be adhered to:

1. The student must complete the season.
2. No letter will be issued until all school equipment is returned.
3. All fund raising money must be turned in or overdue fines paid before the letter will be awarded.
4. Coaches discretion.
5. An injured senior who was unable to finish the season may earn a letter(depending on coaches discretion)
5. Display conduct and attitude which is commendable to the team, school and community.

NOTE: Each coach will determine his or her own criteria for obtaining a letter. A senior is not entitled to a letter unless the coach says he or she has earned one.

### **Individual Lettering Requirements:**

#### **Boys Basketball:**

1. The player must participate in at least 1/4 of the total number of quarters in regular season games.

#### **Cross country:**

1. Be on the Varsity Squad for at least 5 regular season meets.
2. Be on the Varsity Squad for the MRC or Section meet.
3. Anyone missing more than 3 practices or meets (total), will not letter or receive end of season award.
4. Complete a full season during your senior year. A senior must have participated at least two years in order to receive a letter.
5. Run a time of: Boys 18:36 5k, Girls 17:15 4k
5. Special consideration.

#### **Baseball:**

1. Player must enter into 7 varsity games or have recommendation by coaching staff. Player must also have commitment to team on & off the field.

**Softball:**

1. A player must enter into seven (7) varsity games or recommendation by the coaching staff.

**Football:**

1. Participate in 8 quarters of varsity games.
2. Coach's discretion on players that do not reach the 8 quarter requirement, (injuries or outstanding practice player).

**Volleyball:**

1. Participate in one-third of the total number of games in the regular season.
2. Coaches discretion which includes athlete's demonstration of teamwork, sportsmanship and attendance.

**Golf:**

A Tiger golfer must accumulate a total of points equal to the number of meets the team competes in during the season. (Ex: If there are 16 meets, a player must earn 16 points. If one or more meets gets canceled because of bad weather, then the number of points will be adjusted.)

Points:	Varsity	B/JV
Compete	3	1
Place	5	2
Medalist	7	3

**Tennis:**

1. Adhere to all MSHSL Rules.
2. Attend all scheduled practices & meets unless excused.
3. Exhibit sportsmanship on & off the court ( as determined by coaching staff & AD)
4. Represent the team at three or more varsity matches.
5. Coaches discretion.

**Track:**

Must meet one of the following criteria:

1. Accumulate 12 team points throughout the season. 3 Bonus pts awarded for each year on the varsity team.
2. Place or earn in the conference or sub-section meet.
3. Earn several team points and through coaches discretion (teamwork, sportsmanship, attendance and improvement) .
4. Be a Senior
5. All letter winners must complete the season. (through the conference/sub-section meets)

**Wrestling:**

1. Coach's discretion
2. Sectional wrestler
3. 6 dual matches
4. Senior - "Paid Dues"
5. Injured & would have lettered.
  - a. Complete season.
  - b. At matches to cheer team
  - c. Help in any capacity
  - d. Supportive of wrestling program.

### **Girls Basketball**

1. The player will complete the season.
2. The player will participate in regular season game.
3. The player will demonstrate a positive attitude, good attendance record, and display a positive influence on the team.
4. An exception can be made to the above criteria in case of injury, illness, or other extenuating circumstances. This will be at the discretion of the coach.

### **Dance Team:**

Those girls wishing to earn a varsity letter in dance team will be considered on the basis of their daily contributions and dedication to the team and self improvement during both practices and performances. This can be achieved by following all MSHSL and dance team rules. The dancer must also perform in 67% of scheduled performances, including 1/2 of the competition/shows scheduled. Special consideration may be used at the coach's discretion.

### **Speech:**

1. Student will adhere to all MSHSL and local regulations regarding eligibility.
2. Students must practice with the coaches regularly .
3. Students must participate in two-thirds of the meets and participate in post-season MSHSL - sanctioned tournaments.
4. Coaches may, at their discretion, determine the eligibility of a participant for a letter in speech.

### **Drama:**

To earn a letter in Drama, in any given year, the following criteria are established:

To earn a letter:

1. Student must participate in two productions.
  - a. Cast
  - b. Crew
  - c. Orchestra (Musical)
2. Director has discretion if above criteria are not met.

### **Visual Arts:**

Students must meet one of the following criteria:

1. Placing in the top three of your category at the local competition.

2. Earning an Excellent on two artworks at the local competition.
3. Earning a Superior at the local competition.
4. Earning a place on the Section Team.
5. Coaches discretion.

**Band:** To earn a letter in Band, a student must participate in all four quarters and perform in all required concerts and pep band events. In addition the student must participate in an additional activity such as the BBQ Days Parade, Jazz Band, Pit Orchestra, Percussion Ensemble, Clarinet Choir, Saxophone Ensemble, or perform at the State Solo/Ensemble Contest in the spring. If a student receives a MSHSL violation, he/she is ineligible to letter ; this decision and others up to the directors discretion.

**Choir:**

To letter in choir, a student must participate in all activities of the choir for 4 semesters. These activities include all concerts and Large Group Contest. If anything is missed, the student will not letter. Missing for illness may be overlooked if the student has been a member in good standing, and makes up the absence with the instructor.

If a student participates in extra activities, he or she can letter in two semesters. Extra activities include performing a solo or in an ensemble for a concert, performing a solo or in an ensemble for Solo and Ensemble Contest, going on a choir tour, or participating in Choir Day at St. Olaf College, or any activity that the choir does that requires preparation and performance.

Pins are given out to members of permanent ensembles. Permanent ensembles meet for the school year and perform at most or all concerts, and Solo and Ensemble Contest

**FFA:**

To letter in FFA, student must successfully complete one credit of Agriculture Education, participate in the State FFA Convention, Maintain a 2.5 GPA or higher, and have an SAE in place and complete an application.

**BELLE PLAINE HIGH SCHOOL  
TIGER ACTIVITIES  
220 S. Market Street, Belle Plaine, MN 56011**

PHONE: 952-873-2418 MINDY SPARBY ACTIVITIES DIRECTOR **Scott West Panthers**  
FAX: 952-378-2499 JANE CLAGGETT, ADM. SEC. Administrative Region 2A  
E-MAIL: [mssparby@belleplaine.k12.mn.us](mailto:mssparby@belleplaine.k12.mn.us) MN River Conference  
[jclaggett@belleplaine.k12.mn.us](mailto:jclaggett@belleplaine.k12.mn.us)

**Belle Plaine High School AWARDS (Update 5-5-05)**

**SENIOR SCHOLARS ACTIVITIES AWARD**

Senior Year Only

Lettered in at least two MSHSL sponsored activities in the current year.

Scholarship of B or better (2.8 )

No MSHSL violations during the present school year or carry overs from preceding seasons to cause loss of competition.

**ATHLETE OF THE YEAR -1 Male, 1 Female SENIOR**

A Plaque will be awarded + Scholarship from Tiger Club Fund

Years of participation; all-conference selection; leadership qualities; character of person;

sportsmanship; No MSHSL violations during the present school year or carry overs from preceding seasons to cause loss of competition.

IF NO SENIOR ATHLETE MEETS THE REQUIREMENTS NONE WILL BE CHOSEN THAT YEAR.

**FINE ARTS PERSON OF THE YEAR - Up to two people each year. SENIOR**

A Plaque will be awarded + Scholarship from Tiger Club Fund

Outstanding speech, drama, visual arts and music based on years of participation; leadership qualities; character of person; No MSHSL

violations during the present school year or carry overs from preceding seasons to cause loss of performance.

**ELIZABETH ALBRECHT AND JERRY MILLER STUDENT ATHLETE AWARD**

1 Male, 1 Female SENIOR - A Plaque will be awarded + Scholarship from the Tiger Club Fund.

Years of participation, all-conference selection, scholarship (B or better);

cooperation with school personnel; character, must be a senior; No

MSHSL violations during the present school year or carry overs from preceding seasons that causes loss of competition.

**MRC ALL CONFERENCE ACADEMIC AWARD - 2 Males, 2 Females**

SENIOR Certificates from MRC given by Principal and AD.

Must have earned three letters in grades 10-12, Must be "B" or better academically; (No MSHSL violations during the current school year or carry overs from preceding seasons to cause loss of competition.)

**THREE SPORT AWARD**

A certificate will be given to **all** athletes who have lettered in 3 BPHS MSHSL sponsored athletics in current year.

**THREE FINE ARTS AWARD**

A certificate will be given to **all** fine arts people who have lettered in 3 BPHS MSHSL sponsored activities, in current year. (Band, Choir, Speech, One Act, Visual Art)

**TRI-STAR AWARD SENIORS**

A plaque will be given to recognize seniors who have lettered in three activities during their senior year.

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LETTERWINNER CERTIFICATE

To anyone in any activity that has

lettered.

JH PARTICIPATION AWARD To anyone in JH sports; Coaches discretion

**BELLE PLAINE HIGH SCHOOL  
TIGER ACTIVITIES**

**220 S Market Street, Belle Plaine, MN 56011**

Mindy Sparby, Activities Director/JH Dean of Students      Phone: 952-873-2412

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

Fax: 952-378-2499

Jane Claggett, Activities Administrative Assistant      Phone: 952-873-2403

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

**MSHSL CATEGORY I**

Football  
Volleyball  
Girls Tennis  
Cross Country  
Boys Basketball  
Girls Basketball  
Wrestling  
Baseball  
Softball  
Track  
Golf  
Speech  
Dance Team  
Girls Hockey

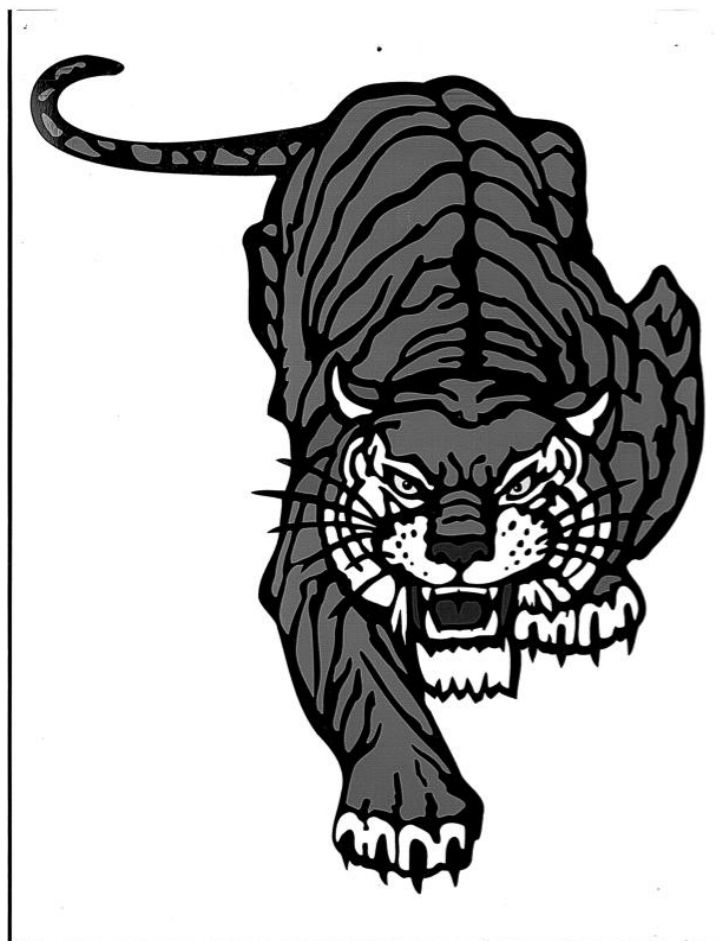
**MSHSL CATEGORY II**

One Act Play  
Large Group/SE Choir  
Large Group/SE Band  
Visual Arts  
Trap Shooting League  
Robotics

**non HSL ACTIVITIES**

Three Act or Musical  
Art League  
FFA  
Pep Club  
Student Council  
Yearbook  
NHS  
Science Fair  
Tiger TARGET Team  
Tiger Pals  
Band  
Concert Choir  
Youth Teaching Youth

*Activities Handbook*  
*Parent/Student*  
*2013-2014*



## **BELLE PLAINE ACTIVITY PHILOSOPHY**

### **Philosophy and Purpose:**

It is the basic educational philosophy of the Belle Plaine Schools to prepare its students to become productive, contributing citizens of their community and society. Co-curricular activities are school sponsored and directed activities designed to provide opportunities for pupils to participate, on an individual or group basis, in school and public events for the improvement of skills. The activities program is a complete extension of this philosophy.

Within this context, it is the purpose of the school's activities program to foster and promote:

The ideals of competition, teamwork, and sportsmanship while achieving the twin goals of success and participation.

The development of self-confidence, self-discipline, organization, decision-making skills and goal orientation.

The concept of an integral relationship between a sound mind and a sound body leading to lifetime appreciation for physical fitness and good health habits.

A positive feeling of school loyalty and pride which can be shared by all participants, other students, parents, coaches/advisors, and the community as a whole.

### **10 Commandments of Positive Parenting an Activities Participant**

1. Be positive with your child - let them know they are accomplishing something just by being on a team.
2. Encourage your child - don't offer excuses if they aren't participating at the level you wish.
3. Remember the "coach" represents authority, just like a parent, teacher, etc. Teach your child to be a doer, not a complainer.
4. Lead your child to follow MSHSL, School, Team rules. Being an activity participant is demanding and you need to help your child fulfill the duties and expectations.
5. Insist on good grades. It is your duty to be sure your child is making progress towards graduation.
6. The events are for your kids - let them have fun.
7. Support your child and be positive in your cheering. Don't be belligerent towards coaches/officials.

8. Self respect begins with self control. Teach your child to model good sportsmanship as he/she represents your family, school, team.
9. Encourage your child to improve his/her self image by having a strong “belief” system. Help them to be dedicated to their team and family.
10. Encourage your child to play for the “love of the game.” Insist on unselfishness. Good things happen to the unselfish, hard working student.

## **STUDENT / ACTIVITY CONDUCT POLICY**

Belle Plaine Public Schools recognizes that students who participate in any school sponsored extracurricular activity are important representatives of the school and community. Therefore any Belle Plaine student who exhibits conduct that is unbecoming of a representative of the Belle Plaine Public Schools will receive disciplinary action as determined by school officials.

A Belle Plaine student participating in any school sponsored extracurricular activity who is guilty of illegal possession and/or charged by a law enforcement agency will be considered in violation of the Minnesota State High School League Eligibility Rules. That student will be disciplined according to current standards established by Belle Plaine High School and the Minnesota State High School League Eligibility Rules.

## **FEE SCHEDULE**

**For athletics, these fees represent playing on the particular team.**

A. Football 9-12	\$130
All Other Sports 9-12	\$105
Football 7-8	\$100
All other sports 7-8	\$75
Drama *** each season	\$60
Visual Arts **	\$45
JH Visual Arts	\$25
Robotics	\$45
Speech	\$60
Weight Room	\$30/season \$50/year

\*\* A fee will be required by Jan. 15 of any given school year for team participants.

\*\*\* A fee will be required of pit orchestra members(musical) and crew members only if the student is striving for a drama letter.

**B. Reduced or free lunch students pay 1/2 of total participation fee.**

Football 9-12	\$65
All Other Sports 9-12	\$53
Football 7-8	\$50
All other Sports 7-8	\$38
Drama *** each season	\$30
Visual Arts	\$23
JH Visual Arts	\$13

Robotics	\$23
Speech	\$30
Weight Room	\$15/season \$25/year

C. Family maximum to \$300 if one child, \$450 if two in the family participate, \$510 for three or more.

D. Refunds will be allowed during the first week of practice only; except in cases of extended illness or other situations that are unique and approved by the administration. In no instance will a refund be granted after half the season has been completed.

E. Student productions will not incur a participation fee.

### **ADMITTANCE FEES**

Minnesota River Conference admittance fees will be:

\$6 for adults  
\$4 for students.

BPHS season passes will be available in the district office.

Family Pass Pricing will be: \$85 for adults  
\$50 for students  
\$250 for family

BPHS will have special pricing for Senior Citizens.

### **WEDNESDAY AND SUNDAY PRACTICES**

The district believes that it is important to help minimize family choices made between family time and scheduled pre Kindergarten-12th grade sponsored functions. Therefore, from September 1st to April 30th, no school sponsored activities for which the district controls will be held after 6:00 p.m. on Wednesday evenings, and no activities will be scheduled before 12 noon on Sundays.

The MSHSL bylaws prevent scheduling of practice or games on a Sunday, but there is not a bylaw to prevent scheduling games on a legal holiday. The Board discourages schools from scheduling games on legal holidays.

### **ATTENDANCE POLICY**

In order for a student to participate in an extracurricular practice, game, event, or contest, she/he must be in class all day. Any exception must be approved by the Activities Director or building principal. (Exceptions can be, not limited to, funerals, college visit, field trips. Any student whose parents have called in to excuse them for a doctor or dental appointment will not be affected by this policy, but you they will need a doctor's note).

## **ACADEMIC ELIGIBILITY POLICY**

1. A student participating in MSHSL or Belle Plaine extracurricular activities must pass all classes or credits.
2. A student who receives a failing quarter grade may regain eligibility at mid-quarter of the next grading period if he/she is passing all classes 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 the Activities/Academic Committee. 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 Activities/Academic Committee will consist of the Building Principal, Activities Director, the Coach of the student and the teacher(s) of the student in concern.)
5. A student who receives an F at the end of 4<sup>th</sup> quarter will be ineligible for any contests/games that happen before school starts the next year. The student will regain eligibility the first day of school. The only exception is if the student made up the credit during summer school. Participating in tryouts and scrimmages will be allowed.

## **BELLE PLAINE ATHLETIC TEAM PARTICIPATION POLICY**

### PARTICIPATION CONDITIONS

All student athletes desiring to participate shall meet attendance, conduct, and scholastic requirements.

The Athletic Department believes student/athletes in Grades 7-8 should play at grade level. Movement of players to a higher level is discouraged. However, it is recognized that exceptional student/athletes do appear in a program. If a 7th-8th-9th grade student is deemed talented enough to participate on a higher level squad (in a sport where this is not the norm) and if the player's abilities are a necessary component to the current year's team as a whole, movement can take place upon approval of all the following: Athlete, Parents, Coaches, Activities Director and Principal(s). In Grades 9-12, coaches must have the flexibility to move players to their proper level of competition. Student athletes in Grades 7-8 who have been moved forward in a program and have spent the majority of playing time at the higher level may not be moved back down in order to participate in tournaments.

#### **A. 7TH AND 8TH GRADE TEAMS:**

The primary concern is to provide a program which will allow each athlete optimal participation regardless of their skill level. The following guidelines should apply to assure that the program is for the benefit of the athlete. These guidelines are as follows:

1. All Athletes that meet the academic and attendance standard and actively participate shall be given practice time and game time.
2. All team members have a uniform or are dressed alike (if possible) for competition.

These three guidelines of participation are of philosophical nature. They are made possible by the coaches following the procedures listed here:

1. Each junior high coach must follow the philosophy of participation. The desire to include every athlete is more important than the desire to win a given contest. Certain games or meet alterations are needed and worked out by all coaches to assure participation.
2. Practices must be planned and organized effectively to deal with the large number of participants and the wide variety of skill levels.
3. Facilities must be used to their greatest advantage. Cooperation is needed between boys coaches and girls coaches as well as between the other groups and organizations that share school facilities.

Coaches must remember that the above guidelines and procedures are a result of coaches working for the "development" of each participant. Each individual that comes to a coach has many human needs; physical, emotional, social, etc. It is important to coach the athlete as well as the sport. When dealing with athletes, several basic characteristics and needs of these athletes should be taken into consideration.

1. Physical, mental and emotional growth and development.
2. Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously.
3. Team play with the development of such commitments as loyalty, cooperation, fair play and other desirable social traits.
4. A need to belong to a group and be accepted by peers.
5. The need to explore a variety of experiences.
6. A chance to channel their energies in physical activity of some kind.
7. A means of achieving self-satisfaction (Opportunity for success)

The coach must be willing to work with any athlete who is interested and has a need to belong, not just work with the gifted, highly skilled athlete. As a coach of young athletes, we must constantly be seeking to aid our participants in the best way possible. Each of them is an important individual whose experiences shape attitudes and action for the future.

## B. "C" TEAM:

C TEAM is considered a transition year. Participation in practice and contest will continue to be emphasized and no squad members will be cut on the basis of ability. C TEAM coaches will make every effort to give significant playing time to all players throughout the OVERALL season, (playing time may be based on practice, cooperation and attitude). With the philosophy of participation, teams will strive to be competitive.

## C. VARSITY AND "B" TEAMS:

Participation by the most skilled that will enable possibilities for individual and team success (in some cases it may be necessary and permitted, to limit the size of the Varsity and "B" squads to a workable number).

### **SELECTION POLICY FOR VARSITY AND "B" TEAMS**

#### A. Responsibility

1. Choosing the members of athletic squads is the responsibility of the head coach and coaches of those squads.
2. Prior to trying out, the coach shall provide the following information to all candidates for the team:
  - a. Extent of tryout period
  - b. Criteria used to select the team
  - c. Minimum numbers to be selected for the squad
  - d. Practice commitment if they make the team
  - e. Game commitments
  - f. When working with players that have *equal* ability and talent, preferential consideration will be given to juniors and seniors at the varsity level.

#### B. Procedure

1. When a squad number is limited, the process will include three important elements. Each candidate shall:
  - a. Have an opportunity to participate in a minimum of (5) practices.
  - b. Have performed in at least one intrasquad/scrimmage game/session.
  - c. Be personally informed of the reason why the candidate was not chosen by the coach.
2. Candidates not chosen for the squad will NOT BE POSTED.
  - a. Participation fees collected from athletes will be fully refunded to those not selected for the squad.
  - b. Athletes not selected to the squads will not be allowed to practice due to space.
  - c. Athletes not selected will be encouraged to be part of the team through team management positions.

3. Coaches will discuss alternative possibilities for participation in the sport, or other areas in the activities program.
4. If a coach foresees difficulties as a result of squad selection, he/she should discuss the situation with the Activities Director.
5. If the number of participants is low in any grade level, players will be allowed to move to equalize the numbers. This will not eliminate playing time for any individual.

Recommended minimum number of players for teams/events.

Baseball/Softball	12	Basketball	10
Football	18	Volleyball	12

Any adjustment to the recommendations must be approved by mutual consent of the Activities Director, Coaches and Administration.

## **PROBLEM/CONFLICT RESOLUTION**

**As coaches we are professionals and are expected to conduct ourselves in a professional manner. We cannot promise that all concerns can be resolved to individual preferences, but we can promise that we will listen to concerns and respond to the best of our ability.**

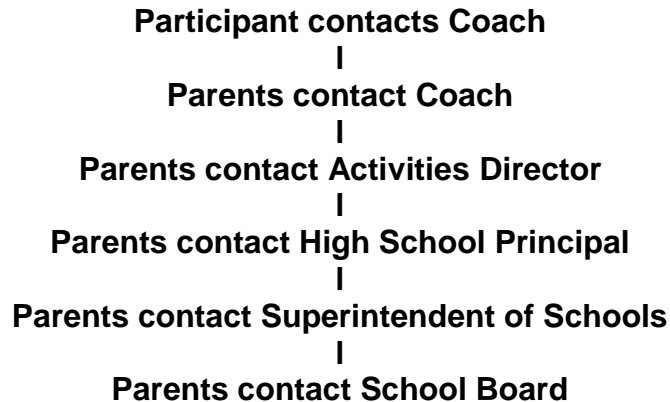
**In order for our programs to be successful, we must all work together- parent, coach and participant. We strive to do what is best for each individual student within the concept of team. As teachers and coaches we care a great deal about your son or daughter and want to contribute to his/her individual development in a positive way.**

**To allow for an appropriate exchange of opinions when the need arises in our program of activities, the following procedure has been developed to create an open line of communication between school, parent/guardian, student and coach. The procedure will allow for an exchange of opinion in a professional manner.**

- 1. Most conflicts are better resolved with an appropriate cooling down period. No conflict between a parent, student, official or coach/advisor should be addressed during or immediately after an activity. The activity site, practice field, lobby or locker rooms are not appropriate places to handle conflict. If you have a concern, please call or arrange a meeting the following workday after the incident. Many of our coaches teach in the district. Most coaches have voicemail in the building where they teach. Leave a message and the coach will return the call. If you wish, a letter to the coach may be the most appropriate way to initiate a dialogue. If your concern has not been addressed to your satisfaction, then refer to the**

following flow chart. As you see, the first step is participant contacts coach.

2. Chain of Communication - Every organization has and needs orderly process to use when problems/issues arise. Follows is the Belle Plaine Schools chain of communication:



Parents/participants are strongly encouraged to follow this chain of communication whenever an issue arises concerning a coach or director. If a concern is not resolved to your satisfaction at one level, you are encouraged to go to the next level in the chain of communication. However, all concerns should begin with the coach/director and then advance up the chain.

#### **PARENT'S RESPONSIBILITIES**

Parents are expected to encourage their children to perform to the best of their abilities both in activities and in the classroom. They should be a source of support for the athletes and the program in which they are participating.

Parents should be role models for children and set a good example for all of our students at Belle Plaine Jr./Sr. High School. As such, they will exemplify good attitudes by treating all players, coaches, fans, officials and other parents with respect and dignity. Parents must insist that students abide by rules established by the coach, school district and the Minnesota State High School League.

Parents should be positive in support of their own team and recognize the achievements of the opposing team. Vulgar, racial, derogatory or disparaging remarks are never appropriate. Parents should help their children enjoy the benefits of competition, remembering that not everyone can be the star, be on the first team, or have equal playing time.

#### **SEASONAL MEETINGS**

Once each season (fall-winter-spring) BPHS will hold a mandatory meeting for parents and students in which the Activities Director will highlight rules of the MSHSL and Belle Plaine Jr./Sr. HS. After this initial section of the program, students in grades 7-12 will meet with their coaches. Parents will need to have a *Parents Manual* for the school year.

## **BASEBALL/SOFTBALL POLICY**

The Community and School Policy states that:

No member of the high school baseball or softball team will be permitted to join the city program until the high school season is completed, unless the head coach grants permission after consultation with the Activities Director.

A player/student must have successfully completed his/her sophomore year to be eligible to participate in the city program.

In city tournaments, no high school player can receive cash prizes. It is recommended that awards and prizes for non-school participation should be of a symbolic nature. However, the acceptance of an award valued at less than \$25.00 when received for non-school participation will not constitute a violation of the amateur status.

## **MSHSL CATEGORY I and CAT. II AND NON HSL ACTIVITIES POLICIES**

### **Category I Policy:**

1. A student shall not at any time, regardless of the quantity:
  - A. Use or consume, have in possession a beverage containing alcohol;
  - B. Use or consume, have in possession tobacco; or,
  - C. Use or consume, have in possession, buy, sell, or give away any other controlled substance or drug paraphernalia.

### 2. Penalties and Recommendations for Category I Activities:

Category I Activities: Those League-sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of League-sponsored tournaments:

- A. Athletic Activities
- B. Fine Arts Activities:
  1. Debate
  2. Speech Activities including One Act Play - when a school schedules a season of interscholastic contests.

### A. First Violation Penalty

The student shall lose eligibility for the next two consecutive interscholastic

contests or two weeks, 14 calendar days, of a season in which the student is a participant, whichever is greater.

**B. Second Violation Penalty**

The student shall lose eligibility for the next six consecutive interscholastic contests or three weeks, 21 calendar days, whichever is greater, in which the student is a participant.

**C. Third or Subsequent Violation Penalty**

1) The student shall lose eligibility for the next 12 consecutive interscholastic contests or four weeks, 28 calendar days, whichever is greater, in which the student is a participant.

2) A student who becomes a participant in a treatment program may become eligible for participation after a minimum period of six weeks after entering treatment if all of the following conditions are met:

- a) The student is assessed as chemically dependent, and
- b) enters treatment voluntarily, and
- c) the director of the treatment center certifies that the student has successfully completed the treatment program.

Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full.

**Category II and Non HSL Activity Policy**

Activities:

- 1) Fine Arts activities including One Act Play when a school schedules no interscholastic contests and participates only in the League-sponsored tournament series.
- 2) Music and Drama activities.
- 3) Clubs and Organizations.
- 4) Visual Arts

1) The guidelines in this policy are in regard to Chemical Eligibility.

2) The guidelines in this policy are minimum standards and will cover students in activities during participation in Grades 9-12.

3) Upon confirmation of violation, the following action will take place:

- a. Student will meet with Activities Director. Student will be informed of the violation.
- b. Student will be recalled to meet with the AD and other high school administrator and/or advisor to have final confirmation.

4) The length of penalties for violation shall be as prescribed below:

1st Violation: Student will miss the next public performance. Student will also sustain appropriate academic, lettering, or production consequences as determined by the advisor/administration. No recognition will be given at the group's public performance. If not a performance oriented activity, student will not participate in any activity of the group for two weeks. Student will serve up to five hours of community/school service at the discretion of the school administration.

2nd Violation: Student will miss the next two public performances. Student will also sustain appropriate academic, lettering, or production consequences as determined by the advisor/administration. No recognition will be given at the group's next two public performances.

If not a performance oriented activity, student will not participate in any activity of the group for six weeks. Student will serve up to five hours of community/school service at the discretion of the school administration.

3rd Violation: Student will miss the next three public performances. Student will also sustain appropriate academic, lettering, or production consequences as determined by the advisor/administration. No recognition will be given at the group's next three public performances. If not a performance oriented activity, student will not participate in any activity of the group for twelve weeks. Student will serve up to ten hours of community/school service.

If after the third or subsequent violations the student on her/his own volition becomes a participant in a chemical dependency or treatment program, and is assessed as chemically dependent and completes treatment, the student may be certified for reinstatement in MSHSL and BPHS activities after a minimum of missing two public performances or six weeks of an activity. Such certification must be issued by the director or counselor of a chemical dependency treatment center.

After completion of all facets of the program (including penalties) related to the student's particular violation, the student will be eligible to reenter the activity.

### **Pick Up From Practice**

Please be on time to pick up your child after practice. This will help with supervision of the building.

### **Bus to Events**

The school district provides transportation to out of town events. Students are encouraged and in some cases expected to ride the bus to and home from competitions/events. In the event you wish your child to ride home with you,

please contact the Activities Director in writing. If that cannot work, a face to face/written message to the coach at the event site is necessary.

## **BELLE PLAINE LETTERING POLICY**

### **Awards:**

The Monogram BP will be given after a student has earned the first letter. Only one letter will be issued to a student while participating in activities at Belle Plaine. A n emblem will be given with the first letter indicating in which activity the student lettered. A medal bar will be given for each year and each activity a student letters in a sport or activity.

Senior students will receive a certificate, (known as the **Senior Activities Award**), with all letters noted on the certificate, which have been earned by the student.

In order to qualify for a letter the following criteria must be adhered to:

1. The student must complete the season.
2. No letter will be issued until all school equipment is returned.
3. All fund raising money must be turned in or overdue fines paid before the letter will be awarded.
4. Coaches discretion.
5. An injured senior who was unable to finish the season may earn a letter(depending on coaches discretion)
6. Display conduct and attitude which is commendable to the team, school and community.

NOTE: Each coach/program will determine his or her own criteria for obtaining a letter. This criteria is in all cases approved by administration. A senior is not entitled to a letter unless the coach says he or she has earned one.

### **Minnesota River Conference Sportsmanship Creed for all coaches, players, and fans**

Accept officials decisions  
Be respectful at all times  
Respect public property  
Display good sportsmanship  
Show respect for coaches decisions during and after games.

**TIGER TARGET TEAM PROJECT** (May, 2005)

*The following information was compiled through meetings with the Tiger TARGET Team (leadership students at BPHS) .*

What Participants Should Expect from Coaches:

- To show Leadership and guidance
- To Motivate, encourage, constructively criticize
- To understand the student has a personal life away from the activity
- To be Cooperative and knowledgeable
- To have a Positive attitude, Role model good behavior

What Coaches Should Expect from Participants

- Be to practice and games (events) on time
- Be leaders and a positive influence; always try your best
- To show good sportsmanship in and out of school
- Compete for your position (don't assume it's yours)
- Stay eligible - make good decisions by staying chemically free and following all rules of team and school
- Teamwork. The needs of the team come before his/her own needs

### What Coaches Should Expect from Parents/Guardians

Respect for decisions they make and support the program, participants, and coaches

Encourage their kids and set an example by showing good sportsmanship

To respect the coach's personal life

Enforce drug and alcohol regulations, school and team rules

Volunteerism

To contact them with open and honest concerns

### What Parents Should Expect from Coaches

Good, clear communication including updates on schedules, status, etc.

Respect their kids and give them a fair chance for playing time; bring everyone to their maximum potential

Be a good role-model and have good sportsmanship

Respect officials and the game

Be organized, dedicated, motivated, enthusiastic

Teach their children tea

## **BELLE PLAINE HIGH SCHOOL**

### **TIGER ACTIVITIES**

**220 S. Market St., Belle Plaine, MN 56011**

**Mindy Sparby; Activities Director/JH Dean**

**Phone: 952-873-2418**

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

**Jane Claggett; Administrative Assistant**

**Fax: 952-378-2499**

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

### **ACTIVITIES:**

#### **MSHSL CATEGORY I**

Football  
Volleyball  
Girls Tennis  
Cross Country  
Boys Basketball  
Girls Basketball  
Wrestling  
Baseball  
Softball  
Track

#### **MSHSL CATEGORY II**

One Act Play  
Large Group/SE Choir  
Large Group/SE Band  
Visual Arts  
Speech  
Robotics  
Trap Shooting League

#### **non HSL ACTIVITIES**

Tiger TARGET Team  
Art League  
FFA  
Three Act / Musical  
Pep Club  
Student Council  
Yearbook  
NHS  
Science Fair  
Youth Teaching Youth

Golf  
Dance Team  
Girls Hockey

Tiger Pals  
Band  
Concert Choir

## **423 EMPLOYEE-STUDENT RELATIONSHIPS**

### **I. PURPOSE**

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding and direction, while maintaining a standard of professionalism, and acting within accepted standards of conduct.

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

- A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
  - 1. Dating students.
  - 2. Having any interaction/activity of a sexual nature with a student.
  - 3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.
  - 4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.

- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.
- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

### **III. REPORTING AND INVESTIGATION**

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons) unless other specific complaint procedures are provided within any other policy of the school district.
- B. All employees shall cooperate with any investigation of alleged acts, conduct or communications in violation of this policy.

### **IV. SCHOOL DISTRICT ACTION**

Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. It also may include reporting to appropriate state or federal authorities, including the Board of Teaching or the appropriate licensing authority. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

### **V. SCOPE OF LIABILITY**

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed, or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

**Legal References:** Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)  
 Minn. Stat. § 122A.20, Subd 2 (Mandatory Reporting to Minnesota Board of Teaching)  
 Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (Mandatory immediate discharge of teachers with license revocations due to child or sex abuse convictions)  
 Minn. Stat. §§ 609.341-609.352 (Defining “intimate parts” and “position of authority” as well as detailing various sex offenses)

Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)  
Minn. Rules Part 8700.7500 (Code of Ethics for Minnesota Teachers)

***Cross References:*** MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)  
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)  
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)  
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 421 (Gifts to Employees)  
MSBA/MASA Model Policy 507 (Corporal Punishment)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 423

Orig. 1999

Revised: \_\_\_\_\_

Rev. 2002 2009

## **423 EMPLOYEE-STUDENT RELATIONSHIPS**

### **I. PURPOSE**

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding, and direction while maintaining a standard of professionalism and acting within accepted standards of conduct.

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

- A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
  - 1. Dating students.
  - 2. Having any interaction/activity of a sexual nature with a student.
  - 3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.
  - 4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent

such access from occurring.

- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.

*[Note: Such safeguards may include the following: avoiding altogether or minimizing physical contact, keeping doors open when talking or meeting with students one-on-one, and/or making sure that such meetings with a student take place in rooms with windows and/or others nearby.]*

- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

### **III. REPORTING AND INVESTIGATION**

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons) unless other specific complaint procedures are provided within any other policy of the school district.
- B. All employees shall cooperate with any investigation of alleged acts, conduct, or communications in violation of this policy.

### **IV. SCHOOL DISTRICT ACTION**

Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. It also may include reporting to appropriate state or federal authorities, including the Board of Teaching or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

### **V. SCOPE OF LIABILITY**

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

**Legal References:** Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)

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Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (Mandatory immediate discharge of teachers with license revocations due to child or sex abuse convictions)

Minn. Stat. §§ 609.341-609.352 (Defining “intimate parts” and “position of authority” as well as detailing various sex offenses)

Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)

Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)

Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

Minn. Rules Part 8700.7500 (Code of Ethics for Minnesota Teachers)

***Cross References:*** MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)  
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)  
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MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 421 (Gifts to Employees)  
MSBA/MASA Model Policy 507 (Corporal Punishment)

## **425 STAFF DEVELOPMENT**

### **I. PURPOSE**

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

### **II. ADVISORY STAFF DEVELOPMENT COMMITTEE AND SITE PROFESSIONAL DEVELOPMENT TEAMS**

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

1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The Committee also will include nonteaching staff, parents and administrators.
2. Members of the Advisory Staff Development Committee shall be appointed by the building principals, with input from the Site Professional Development teams.

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

1. Members of the Site Professional Development Teams will be appointed by the building principals.
2. The majority of the Site Professional Development Teams shall be teachers representing various grade levels, subject areas and special education.

### **III. DUTIES OF THE ADVISORY STAFF DEVELOPMENT COMMITTEE**

A. The Advisory Staff Development Committee will develop a Staff Development Plan which will be reviewed and subject to approval by the School Board annually.

B. The Staff Development Plan must contain the following elements:

1. Staff development outcomes which are consistent with the education outcomes as may be determined periodically by the School Board;

2. The means to achieve the Staff Development outcomes;
3. The procedures for evaluating progress at each school site toward meeting educational outcomes;
4. Ongoing staff development activities that contribute toward continuous improvement in achievement of the following goals:
  - a. Improve student achievement of state and local education standards in all areas of the curriculum by using best practices methods;
  - b. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, and gifted children, within the regular classroom and other settings;
  - c. Provide an inclusive curriculum for a racially, ethnically, and culturally diverse student population that is consistent with state education diversity rule and the district's education diversity plan;
  - d. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district;
  - e. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution; and
  - f. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.
5. Staff development activities must:
  - a. Focus on the school classroom and research-based strategies that improve student learning;
  - b. Provide opportunities for teachers to practice and improve their instructional skills over time;
  - c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;
  - d. Enhance teacher content knowledge and instructional skills;
  - e. Align with state and local academic standards;

- f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring; and
  - g. Align with the plan, if any, of the district or site for an alternative teacher professional pay system.
- 6. Staff development activities may include curriculum development and curriculum training programs, and activities that provide teachers and other members of site-based teams training to enhance team performance.
- 7. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.
- C. The Advisory Staff Development Committee will assist Site Professional Development Teams in developing a site plan consistent with the goals and outcomes of the Staff Development Plan.
- D. The Advisory Staff Development Committee will evaluate staff development efforts at the site level and will report to the School Board annually the extent to which staff at the site have met the outcomes of the Staff Development Plan.
- E. The Advisory Staff Development Committee shall assist the School District in preparing any reports required by the Department of Education relating to staff development including, but not limited to, the reports referenced in Section VII. below.

#### **IV. DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM**

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

#### **V. STAFF DEVELOPMENT FUNDING**

- A. Unless the School District is in statutory operating debt or a majority of the School District Board and a majority of its licensed teachers vote to waive the requirement to reserve basic revenue for staff development, the School District

will reserve an amount equal to at least two percent of its basic revenue for: in-service education for violence prevention programs to help students learn how to resolve conflicts within their families and communities in non-violent, effective ways; staff development plans; curriculum development and programs; other in-service education; teachers' workshops; teacher conferences; the cost of substitute teachers for staff development purposes; preservice and in-service education for special education professionals and paraprofessionals; and other related costs for staff development efforts.

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

knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minn. Stat. § 122A.61.

## **VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS**

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

## **VII. REPORTING**

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

- c. the cost of releasing teachers or providing substitute teachers for staff development purposes.

The report also must indicate whether the expenditures were incurred at the district level or the school site level, and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).

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

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

***Cross References:***

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 425

Orig. 2001

Revised: \_\_\_\_\_

Rev. ~~2009~~ 2012

## 425 STAFF DEVELOPMENT

*[Note: The provisions of this policy substantially reflect statutory requirements.]*

### I. PURPOSE

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

### II. ADVISORY STAFF DEVELOPMENT COMMITTEE AND SITE PROFESSIONAL DEVELOPMENT TEAMS

- A. The School Board will establish an Advisory Staff Development Committee to develop a Staff Development Plan, assist Site Professional Development Teams in developing a site plan consistent with the goals of the Staff Development Plan, and evaluate staff development efforts at the site level.
1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The Committee also will include nonteaching staff, parents, and administrators.
  2. Members of the Advisory Staff Development Committee shall be appointed by the School Board. Committee members shall serve a two-year term\* based upon nominations by board members, teachers, and paraprofessionals. The School Board shall appoint replacement members of the Advisory Staff Development Committee as soon as possible following the resignation, death, serious illness, or removal of a member from the Committee.
- B. The School Board will establish the Site Professional Development Teams.
1. Members of the Site Professional Development Teams will be appointed by the School Board. Team members shall serve a two-year term\* based upon nominations by board members, teachers, and paraprofessionals. The School Board shall appoint replacement members of the Site Professional Development Teams as soon as possible following the resignation, death, serious illness, or removal of a member from the Team.

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\* This time period may be changed to accommodate individual school district needs.

2. The majority of the Site Professional Development Teams shall be teachers representing various grade levels, subject areas, and special education.

### III. DUTIES OF THE ADVISORY STAFF DEVELOPMENT COMMITTEE

- A. The Advisory Staff Development Committee will develop a Staff Development Plan which will be reviewed and subject to approval by the School Board twice a year.\*
- B. The Staff Development Plan must contain the following elements:
  1. Staff development outcomes which are consistent with the education outcomes as may be determined periodically by the School Board;

*[Note: The Board-determined education outcomes for your district could be inserted here.]*

2. The means to achieve the Staff Development outcomes;
3. The procedures for evaluating progress at each school site toward meeting educational outcomes consistent with relicensure requirements under Minn. Stat. § 122A.18, Subd. 4;
4. Ongoing staff development activities that contribute toward continuous improvement in achievement of the following goals:
  - a. Improve student achievement of state and local education standards in all areas of the curriculum by using best practices methods;
  - b. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, and gifted children, within the regular classroom and other settings;
  - c. Provide an inclusive curriculum for a racially, ethnically, and culturally diverse student population that is consistent with state education diversity rule and the district's education diversity plan;
  - d. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district;
  - e. Effectively teach and model violence prevention policy and

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\* This time period may be changed to accommodate individual school district needs.

curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution; ~~and~~

f. Effectively deliver digital and blended learning and curriculum and engage students with technology; and

~~f g.~~ Provide teachers and other members of site-based management teams with appropriate management and financial management skills.

5. The Staff Development Plan also must:

a. Support stable and productive professional communities achieved through ongoing and schoolwide progress and growth in teaching practice;

b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;

c. Maintain a strong subject matter focus premised on students' learning goals;

d. Ensure specialized preparation and learning about issues related to teaching students with special needs and limited English proficiency; and

e. Reinforce national and state standards of effective teaching practice.

6. Staff development activities must:

a. Focus on the school classroom and research-based strategies that improve student learning;

b. Provide opportunities for teachers to practice and improve their instructional skills over time;

c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;

d. Enhance teacher content knowledge and instructional skills, including to accommodate the delivery of digital and blended learning and curriculum and engage students with technology;

e. Align with state and local academic standards;

f. Provide opportunities to build professional relationships, foster

collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring; and

- g. Align with the plan, if any, of the district or site for an alternative teacher professional pay system.
- 7. Staff development activities may include curriculum development and curriculum training programs and activities that provide teachers and other members of site-based teams training to enhance team performance.
- 8. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.

***[Note: To the extent the School Board offers K-12 teachers the opportunity for more staff development training under Minn. Stat. § 122A.40, Subds. 7 and 7a, or Minn. Stat. § 122A.41, Subds. 4 and 4a, such additional days of staff development should include peer mentoring, peer gathering, continuing education, professional development, or other training which enable teachers to achieve the staff development outcomes enumerated above in Section III.B.4.]***

- C. The Advisory Staff Development Committee will assist Site Professional Development Teams in developing a site plan consistent with the goals and outcomes of the Staff Development Plan.
- D. The Advisory Staff Development Committee will evaluate staff development efforts at the site level and will report to the School Board on a quarterly basis\* the extent to which staff at the site have met the outcomes of the Staff Development Plan.
- E. The Advisory Staff Development Committee shall assist the School District in preparing any reports required by the Department of Education relating to staff development including, but not limited to, the reports referenced in Section VII. below.

#### **IV. DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM**

- A. Each Site Professional Development Team shall develop a site plan, consistent with the goals of the Staff Development Plan. The School Board will review the site plans for consistency with the Staff Development Plan twice a year.\*
- B. The Site Professional Development Team must demonstrate to the School Board the extent to which staff at the site have met the outcomes of the Staff Development Plan. The actual reports to the School Board can be made by the

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\* This time period may be changed to accommodate individual school district needs.

Advisory Staff Development Committee to avoid duplication of effort.

- C. If the School Board determines that staff development outcomes are not being met, it may withhold a portion of the initial allocation of revenue referenced in Section V. below.

## V. STAFF DEVELOPMENT FUNDING

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

~~*[Note: Notwithstanding a school district's obligation to reserve basic revenue for staff development as described above, for fiscal years 2010 and 2011 only, a school district may use revenue reserved for staff development under Minn. Stat. § 122A.61, Subd. 1, according to the requirements of general education revenue under Minn. Stat. § 126C.13, Subd. 5.]*~~

- ~~1. The School District will allocate 50 percent of the reserved revenue to each school site in the district on a per teacher basis and will retain such funds for each school site until used.~~
- ~~2. The School District will allocate 25 percent of the reserved revenue to make grants to school sites for best practices methods. These grants may be used by the school sites for: any purpose authorized by Minn. Stat. § 120B.22, Subd. 2, or § 122A.60; the costs of curriculum development and programs; other in-service education; teachers' workshops; teacher conferences; substitute teachers for staff development purposes; and other staff development efforts determined by the Site Professional Development Team. Criteria used by the School District in awarding best practice staff development grants to sites include, but are not limited to, the following:~~
  - ~~a. Grant application includes objectives which have a clear connection to the building/district Staff Development Plan;~~

~~b. Grant application includes provisions for discussion, collaborating, informing, and coaching one another on an ongoing basis;~~

~~e. Grant application provides for ongoing assessment of professional practice and student performance; and~~

~~d. Grant application specifies best practices to be addressed.~~

~~3. The School District may retain 25 percent of the revenue to be used for district-wide staff development efforts.~~

- B. The School District may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs. ~~This additional expenditure does not need to follow the allocation described in Part V.A. above.~~
- C. If the School District operates a career teacher program, it will reserve from its basic revenue an amount equal to five dollars (\$5) times the number of resident pupil units to provide staff development for the career teacher program.
- D. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minn. Stat. § 122A.61.

## **VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS**

- A. On a yearly<sup>\*</sup> basis, the Advisory Staff Development Committee, with the assistance of the Site Professional Development Teams, shall prepare a projected budget setting forth proposals for allocating staff development funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.
- B. Upon approval of the budget by the School Board, the Advisory Committee shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds must meet or make progress toward the goals and objectives of the Staff Development Plan. All costs/expenditures will be reviewed by the School Board and/or Superintendent for consistency with the Staff Development Plan on a quarterly basis.\*

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\* This time period may be changed to accommodate individual school district needs.

- C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to school district policy, staff procedures, contractual agreement, and the effect on school district operations. Failure to timely submit such requests may be cause for denial of the request.

## **VII. REPORTING**

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

The report also must indicate whether the expenditures were incurred at the district level or the school site level and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).

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

**Legal References:** Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)  
Minn. Stat. § 120A.415 (Extended School Calendar)  
Minn. Stat. § 120B.22, Subd. 2 (Violence Prevention Education)  
Minn. Stat. § 122A.18, Subd. 4 (Board to Issue Licenses; Expiration and Renewal)  
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination - Additional Staff Development and Salary)  
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the

First Class; Definitions - Additional Staff Development and Salary)  
Minn. Stat. § 122A.60 (Staff Development Program)  
Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)  
Minn. Stat. § 126C.10, Subds. 2 and 2b (General Education Revenue)  
Minn. Stat. § 126C.13, Subd. 5 (General Education Levy and Aid)

***Cross References:***

1<sup>st</sup> Reading: 12/18/2006

2<sup>nd</sup> Reading: 03/26/2007

Approved: 04/23/2007

## **503 STUDENT ATTENDANCE**

### **I. PURPOSE**

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. This policy will assist students in attending class.

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

#### A. Responsibilities

##### 1. Student's Responsibility

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

##### 2. Parent or Guardian's Responsibility

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

##### 3. Teacher's Responsibility

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

and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
- b. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school.
- b. The following reasons shall be sufficient to constitute excused absences:
  - (1) Illness.
  - (2) Serious illness in the student's immediate family.
  - (3) A death in the student's immediate family or of a close friend or relative.
  - (4) Medical, dental or orthodontic treatment, or counseling appointment.

- (5) Court appearances occasioned by family or personal action.
- (6) Religious instruction not to exceed three hours in any week.
- (7) Physical emergency conditions such as fire, flood, storm, etc.
- (8) Official school field trip or other school-sponsored outing.
- (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- (10) Family emergencies.
- (11) Active duty in any military branch of the United States.

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up within **2** days from the date of the student's return to school *for each day missed*. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

- a. The following are examples of absences which will not be excused:
- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
  - (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
  - (3) Work at home.

- (4) Work at a business, except under a school-sponsored work release program.
- ~~(5) Vacations with family.~~
- ~~(6) Personal trips to schools or colleges.~~
- (7) Absences resulting from cumulated unexcused tardies (6 tardies equal one unexcused absence).
- (8) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- (4) Students with unexcused absences shall be subject to discipline in the following manner:
  - (a) From the first through the 3rd cumulated unexcused absence in a [quarter or semester] the student will not be allowed to make up work missed due to such absence.
  - (b) After the 3rd cumulated unexcused absence in a [quarter or semester], a student's parent or guardian will be notified by certified mail that his or her child is nearing a total of 4 unexcused absences and that, after the 4th unexcused absence, ~~the student's grade shall be reduced by one increment for each unexcused absence thereafter~~ ***a parent meeting with the student and administration will be held.***
  - ~~(c) After such notification, the student or his or her parent or guardian may, within a reasonable time,~~

~~request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.~~

~~(d) After \_\_\_\_\_ cumulative unexcused absences in a [quarter or semester] the teacher will reduce the student's letter grade by one increment for each unexcused absence thereafter (i.e. A to A-). However, prior to reducing the student's grade, an administrative conference must be held among the principal, student and parent.~~

~~(e) After \_\_\_\_\_ cumulated unexcused absences in a [quarter or semester], the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student and parent.~~

~~(f) If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.~~

### C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

#### 2. Procedures for Reporting Tardiness

- a. Students tardy at the start of school must report to the school office for an admission slip.
- b. Tardiness between periods will be handled by the teacher.

#### 3. Excused Tardiness

Valid excuses for tardiness are:

- a. Illness.
- b. Serious illness in the student's immediate family.
- c. A death in the student's immediate family or of a close friend or relative.

- d. Medical or dental treatment.
- e. Court appearances occasioned by family or personal action.
- f. Physical emergency conditions such as fire, flood, storm, etc.
- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. Consequences of tardiness may include detention after 3 unexcused tardies. In addition 6 unexcused tardies are equivalent to one unexcused absence.

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

- 1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
- 2. School-initiated absences will be accepted and participation permitted.
- 3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
- 4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
- 5. If a student is absent from school due to medical reasons, participation in that day's activities will not be allowed unless a physician's statement is presented to the principal, activities director, or coach/advisor.

**III. DISSEMINATION OF POLICY**

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

**IV. REQUIRED REPORTING**

A. Continuing Truant

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

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

B. Reporting Responsibility

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

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

C. Habitual Truant

1. A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.
  
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

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

**Cross References:** MSBA/MASA Model Policy 506 (Student Discipline)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 503

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2009

## **503 STUDENT ATTENDANCE**

*[Note: The provisions of this policy substantially reflect statutory requirements.]*

### **I. PURPOSE**

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

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

#### **A. Responsibilities**

##### **1. Student's Responsibility**

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

##### **2. Parent or Guardian's Responsibility**

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

##### **3. Teacher's Responsibility**

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also

the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
- b. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- b. The following reasons shall be sufficient to constitute excused absences:
  - (1) Illness.
  - (2) Serious illness in the student's immediate family.

- (3) A death or funeral in the student's immediate family or of a close friend or relative.
- (4) Medical, dental, or orthodontic treatment, or a counseling appointment.
- (5) Court appearances occasioned by family or personal action.
- (6) Religious instruction not to exceed three hours in any week.
- (7) Physical emergency conditions such as fire, flood, storm, etc.
- (8) Official school field trip or other school-sponsored outing.
- (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- (10) Family emergencies.
- (11) Active duty in any military branch of the United States.
- (12) A student's condition that requires ongoing treatment for a mental health diagnosis.

***[Note: State law provides that a school board may include other exemptions in the school district's attendance policy. See Minn. Stat. § 120A.22, Subd. 12. When considering whether to add other exemptions, school boards should consider the intent of the compulsory attendance law, which recognizes the educational value of regular attendance and class participation, and whether the proposed exemption is consistent with the intent of the law.]***

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up within \_\_\_\_\_ days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

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

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- (4) Students with unexcused absences shall be subject to discipline in the following manner:
  - (a) From the first through the \_\_\_\_\_ cumulated unexcused absence in a [quarter or semester] the

student will not be allowed to make up work missed due to such absence.

- (b) After the \_\_\_\_\_ cumulated unexcused absence in a [quarter or semester], a student's parent or guardian will be notified by certified mail that his or her child is nearing a total of \_\_\_\_\_ unexcused absences and that, after the \_\_\_\_\_ unexcused absence, the student's grade shall be reduced by one increment for each unexcused absence thereafter.
- (c) After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.
- (d) After \_\_\_\_\_ cumulative unexcused absences in a [quarter or semester] the teacher will reduce the student's letter grade by one increment for each unexcused absence thereafter (i.e. A to A-). However, prior to reducing the student's grade, an administrative conference must be held among the principal, student, and parent.
- (e) After \_\_\_\_\_ cumulated unexcused absences in a [quarter or semester], the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student, and parent.
- (f) If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

C. Tardiness

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

b. Tardiness between periods will be handled by the teacher.

3. Excused Tardiness

Valid excuses for tardiness are:

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

4. Unexcused Tardiness

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

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

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
2. School-initiated absences will be accepted and participation permitted.
3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
5. If a student is absent from school due to medical reasons, he or she must

present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

### **III. DISSEMINATION OF POLICY**

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

### **IV. REQUIRED REPORTING**

#### **A. Continuing Truant**

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

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

#### **B. Reporting Responsibility**

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

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
4. That this notification serves as the notification required by Minn. Stat. § 120A.34;
5. That alternative educational programs and services may be available in the district;

6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

***[Note: Where services and procedures under Minn. Stat. Ch. 260A are available within the school district, the following provisions should also be included in the policy.]***

**C. Habitual Truant**

1. A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

***Legal References:*** Minn. Stat. § 120A.05 (Definitions)  
Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. § 120A.24 (Reporting)  
Minn. Stat. § 120A.26 (Enforcement and Prosecution)  
~~Minn. Stat. § 120A.28 (School Boards and Teachers, Duties)~~  
Minn. Stat. § 120A.30 (Attendance Officers)  
Minn. Stat. § 120A.34 (Violations; Penalties)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 260A.02 (Definitions)  
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)  
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)  
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)  
*Goss v. Lopez*, 419 U.S. 565, 95 S.Ct. 729 (1975)  
*Slocum v. Holton Board of Education*, 429 N.W.2d 607 (Mich. App. Ct.

1988)

*Campbell v. Board of Education of New Milford*, 475 A.2d 289 (Conn. 1984)

*Hamer v. Board of Education of Township High School District No. 113*, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)

*Gutierrez v. School District R-1*, 585 P.2d 935 (Co. Ct. App. 1978)

*Knight v. Board of Education*, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)

*Dorsey v. Bale*, 521 S.W.2d 76 (Ky. 1975)

***Cross References:*** MSBA/MASA Model Policy 506 (Student Discipline)

1<sup>st</sup> Reading: 12/18/2006

2<sup>nd</sup> Reading: 03/26/2007

Approved: 04/23/2007

## **504 STUDENT DRESS AND APPEARANCE**

### **I. PURPOSE**

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

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

- A. It is the policy of this school district to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).
- B. Appropriate clothing includes, but is not limited to, the following:
  - 1. Clothing appropriate for the weather.
  - 2. Clothing that does not create a health or safety hazard.
  - 3. Clothing appropriate for the activity (i.e., physical education or the classroom).
- C. Inappropriate clothing includes, but is not limited to, the following:
  - 1. "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
  - 2. Clothing bearing a message that is lewd, vulgar, or obscene.
  - 3. Apparel promoting products or activities that are illegal for use by minors.
  - 4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in MSBA/MASA Model Policy 413.
  - 5. Any apparel or footwear that would damage school property.
- D. Hats are not allowed in the building except with the approval of the building principal (i.e., student undergoing chemotherapy; medical situations).

- E. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane or do not advocate violence or harassment against others.
- F. “Gang,” as defined in this policy, means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. “Pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

### III. PROCEDURES

- A. When, in the judgment of the administration, a student’s appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.
- B. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.
- C. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

**Legal References:** U. S. Const., amend. I  
*Tinker v. Des Moines Indep. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)  
*Stephenson v. Davenport Community School District*, 110 F.3d 1303 (8th Cir. 1997)  
*Hicks v. Halifax County Board of Educ.*, 93 F.Supp. 649 (E.D.N.C. 1999)  
*McIntire v. Bethel School, I.S.D. No. 3*, 804 F.Supp. 1415, 78 Educ. L.Rep. 828 (W.D. Okla. 1992)  
*Olesen v. Board of Educ. of Sch. Dist. No. 228*, 676 F.Supp. 820, 44 Educ. L. Rep. 205 (N.D. Ill. 1987)

**Cross References:** MSBA/MASA Model Policy 413 (Harassment and Violence)  
 MSBA/MASA Model Policy 506 (Student Discipline)  
 MSBA/MASA Model Policy 525 (Violence Prevention)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 504

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2002

## **504 STUDENT DRESS AND APPEARANCE**

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  - 1. Clothing appropriate for the weather.
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  - 3. Clothing appropriate for the activity (i.e., physical education or the classroom).
- C. Inappropriate clothing includes, but is not limited to, the following:
  - 1. "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
  - 2. Clothing bearing a message that is lewd, vulgar, or obscene.
  - 3. Apparel promoting products or activities that are illegal for use by minors.
  - 4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in MSBA/MASA Model Policy 413.
  - 5. Any apparel or footwear that would damage school property.
- D. Hats are not allowed in the building except with the approval of the building

principal (i.e., student undergoing chemotherapy; medical situations).

- E. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, or do not advocate violence or harassment against others.
- F. “Gang,” as defined in this policy, means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. “Pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

### III. PROCEDURES

- A. When, in the judgment of the administration, a student’s appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.
- B. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.
- C. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

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*Tinker v. Des Moines Indep. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)  
*B.W.A. v. Farmington R-7 Sch. Dist.*, 554 F.3d 734 (8<sup>th</sup> Cir. 2009)  
*Lowry v. Watson Chapel Sch. Dist.*, 540 F.3d 752 (8<sup>th</sup> Cir. 2008)  
*Stephenson v. Davenport Cmty. Sch. Dist.*, 110 F.3d 1303 (8<sup>th</sup> Cir. 1997)  
*D.B. ex rel. Brogdon v. Lafon*, 217 Fed.Appx. 518 (6<sup>th</sup> Cir. 2007)  
[\*Hardwick v. Heyward\*, No. 4:06-cv-1042-TLW, 2012 WL761249 \(D.S.C. Mar. 8, 2012\)](#)  
*Madrid v. Anthony*, 510 F.Supp.2d 425 (S.D. Tex. 2007)  
*McIntire v. Bethel School, Indep. Sch. Dist. No. 3*, 804 F.Supp. 1415 (W.D. Okla. 1992)  
*Hicks v. Halifax County Bd. of Educ.*, 93 F.Supp.2d 649 (E.D. N.C. 1999)

*Olesen v. Bd. of Educ. of Sch. Dist. No. 228*, 676 F.Supp. 820 (N.D. Ill. 1987)

***Cross References:*** MSBA/MASA Model Policy 413 (Harassment and Violence)  
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MSBA/MASA Model Policy 525 (Violence Prevention)

1<sup>st</sup> Reading: 12/18/2006

2<sup>nd</sup> Reading: 03/26/2007

Approved: 04/23/2007

## **505 DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES**

### **I. PURPOSE**

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

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

- A. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material.
- B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of nonschool-sponsored material on school property and at school activities.

### **III. DEFINITIONS**

- A. "Distribute" or "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.
- B. "Nonschool-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include but are not limited to leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.
- C. "Obscene to minors" means:
  - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;

2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
  3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- D. “Minor” means any person under the age of eighteen (18).
- E. “Material and substantial disruption” of a normal school activity means:
1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption which interferes with or impedes the implementation of that program.
  2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- F. “School activities” means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- G. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower that individual in the esteem of the community.

#### **IV. GUIDELINES**

- A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, nonschool-sponsored material.
- B. Requests for distribution of nonschool-sponsored material will be reviewed by the

administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:

1. is obscene to minors;
2. is libelous or slanderous;
3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
4. advertises or promotes any product or service not permitted to minors by law;
5. advocates violence or other illegal conduct;
6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious or ethnic origin);
7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

C. Distribution by students and employees of nonschool-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:

1. whether the material is educationally related;
2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
4. the quantity or size of materials to be distributed;
5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
6. whether distribution would require that nonschool persons be present on

the school grounds;

7. whether the materials are a solicitation for goods or services not requested by the recipients.

## **V. TIME, PLACE, AND MANNER OF DISTRIBUTION**

- A. No nonschool-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of nonschool-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

## **VI. PROCEDURES**

- A. Any student or employee wishing to distribute (as defined in this policy) nonschool-sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:
  1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.
  2. Date(s) and time(s) of day intended for distribution.
  3. Location where material will be distributed.
  4. If intended for students, the grade(s) of students to whom the distribution is intended.
- B. Within one school day, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
- C. If the person submitting the request does not receive a response within one school day, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.
- D. If the person is dissatisfied with the decision of the principal, the person may

submit a written request for appeal to the superintendent. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays and holidays) of submitting the appeal, the person shall contact the office of the Superintendent to verify that the lack of response is not due to an inability to locate the person.

- E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

## **VII. DISCIPLINARY ACTION**

- A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school district's Student Discipline Policy.
- B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.
- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

## **VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES**

A copy of this policy will be published in student handbooks and posted in school buildings.

## **IX. IMPLEMENTATION**

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

**Legal References:** U. S. Const., amend. I  
*Hazelwood School District v. Kuhlmeier*, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)  
*Bethel Sch. Dist. No. 403 v. Fraser*, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2d 549 (1986)  
*Tinker V. Des Moines Indep. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)  
*Bystrom v. Fridley High School*, 822 F.2d 747 (8th Cir. 1986)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal)

of School District Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 512 (School-Sponsored Student  
Publications)  
MSBA/MASA Model Policy 904 (Distribution of Materials on School  
District Property by Nonschool Persons)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 505

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2002

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- B. "Nonschool-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.
- C. "Obscene to minors" means:
  - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;

2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
  3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- D. “Minor” means any person under the age of eighteen (18).
- E. “Material and substantial disruption” of a normal school activity means:
1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption which interferes with or impedes the implementation of that program.
  2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- F. “School activities” means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- G. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower that individual in the esteem of the community.

#### **IV. GUIDELINES**

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- B. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
1. is obscene to minors;
  2. is libelous or slanderous;
  3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
  4. advertises or promotes any product or service not permitted to minors by law;
  5. advocates violence or other illegal conduct;
  6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious, or ethnic origin);
  7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Distribution by students and employees of nonschool-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:
1. whether the material is educationally related;
  2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
  3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
  4. the quantity or size of materials to be distributed;
  5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;

6. whether distribution would require that nonschool persons be present on the school grounds;
7. whether the materials are a solicitation for goods or services not requested by the recipients.

## **V. TIME, PLACE, AND MANNER OF DISTRIBUTION**

- A. No nonschool-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of nonschool-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

## **VI. PROCEDURES**

- A. Any student or employee wishing to distribute (as defined in this policy) nonschool-sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:
  1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.
  2. Date(s) and time(s) of day intended for distribution.
  3. Location where material will be distributed.
  4. If intended for students, the grade(s) of students to whom the distribution is intended.
- B. Within one school day, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
- C. If the person submitting the request does not receive a response within one school day, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.

- D. If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays, and holidays) of submitting the appeal, the person shall contact the office of the Superintendent to verify that the lack of response is not due to an inability to locate the person.
- E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

## **VII. DISCIPLINARY ACTION**

- A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school district's Student Discipline Policy.
- B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.
- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

## **VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES**

A copy of this policy will be published in student handbooks and posted in school buildings.

## **IX. IMPLEMENTATION**

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

*[Note: School districts are encouraged to consider additional guidelines which reflect varied local practices relating to this subject matter, including addressing the subject of consistency and uniformity for approving or disapproving practices under this policy.]*

**Legal References:** U. S. Const., amend. I  
*Hazelwood School District v. Kuhlmeier*, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)  
*Bethel Sch. Dist. No. 403 v. Fraser*, 478 U.S. 675, 106 S.Ct. 3159, 92

L.Ed.2d 549 (1986)

*Tinker v. Des Moines Indep. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21

L.Ed.2d 731 (1969)

*Bystrom v. Fridley High School*, 822 F.2d 747 (8<sup>th</sup> Cir. 1987)

*Roark v. South Iron R-1 School Dist.*, 573 F.3d 556 (8<sup>th</sup> Cir. 2009)

*Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist.*, 640 F.3d 329 (8<sup>th</sup> Cir. 2011)

***Cross References:*** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)  
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

BELLE PLAINE SCHOOL DISTRICT #716  
Belle Plaine, Minnesota

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

RESOLUTION APPROVING TRUSTEE APPOINTMENT

**Whereas**, Kelly Smith has been appointed to serve as voting Trustee of the Minnesota School District Liquid Asset Fund Plus (the "Fund") for a term expiring at the annual meeting to be held following the conclusion of the fiscal year of the Fund ending on June 30, 2016; and

**Whereas**, Belle Plaine School District #716 supports this action on behalf of Kelly Smith:

**NOW, THEREFORE, BE IT RESOLVED** by Belle Plaine School District #716;

Kelly Smith's service as Trustee for MN Districts Liquid Asset Fund Plus is approved.

The motion for the adoption of the foregoing Resolution was duly second by Member \_\_\_\_\_, and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

WHEREUPON said Resolution was declared duly passed and adopted.

Adopted the \_\_\_\_\_ day of \_\_\_\_\_, 2013 by the School Board of Belle Plaine School District #716.

BELLE PLAINE SCHOOL DISTRICT #716

By: \_\_\_\_\_

Attest: \_\_\_\_\_

Chair

**EXTRACT OF MINUTES OF MEETING  
OF SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT NO. 716,  
BELLE PLAINE, MINNESOTA**

Pursuant to due call and notice thereof, a meeting of the School Board of Independent School District No. 716, Belle Plaine, Minnesota, was held on the 26th day of August, 2013, at 7 p.m.

The following Board members were present:

and the following were absent:

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

**RESOLUTION APPROVING REVISED JOINT POWERS AGREEMENT**

**WHEREAS**, through a joint powers agreement entered into on May 12, 1997 by the Participating Independent Districts and the Minnesota River Valley Special Education Cooperative (MRVSEC), the River Valley Education Center (RVEC) was established and a special services facility was constructed in Jordan to be used by MRVSEC to provide special services to the Participating Independent Districts; and

**WHEREAS**, subsequently, the programs provided by MRVSEC and the programs provided by the Carver-Scott Educational Cooperative (CSEC) were blended to improve options for students and to reduce taxpayer costs; and

**WHEREAS**, a new Joint Powers Cooperative (SWMetro) has been established to operate the programs formerly provided by MRVSEC and CSEC; and

**WHEREAS**, upon SWMetro assuming all assets and liabilities of MRVSEC and CSEC, MRVSEC and CSEC shall be dissolved; and

**WHEREAS**, one of the original Participating Independent Districts, Independent School District No. 394 (Montgomery), was subsequently renamed Montgomery-Lonsdale; and

**WHEREAS**, Montgomery-Lonsdale merged with LeCenter on July 1, 2012, to form Tri-City United; and

**WHEREAS**, the Collaborating Districts now desire to revise and amend the original Joint Powers Agreement that established the River Valley Education Center for the purpose of continuing the collaborative services available through this facility through relationship with SWMetro pursuant to the terms and conditions described below.

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 716, as follows:

1. That the attached Joint Powers Agreement be and hereby is approved as revised;
2. That the Chairman and Clerk are hereby authorized to execute and deliver the attached Joint Powers Agreement; and
3. That in the event that less than all of the Collaborating Districts (as the term is defined in the attached Joint Powers Agreement) approve the revisions to the Joint Powers Agreement, this Resolution shall be void and have no force or effect.

The motion for the adoption of the foregoing resolution was duly seconded by Member \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.



# **SOUTHWEST METRO EDUCATIONAL COOPERATIVE**

## **River Valley Education Center**

### **JOINT POWERS AGREEMENT**

This Agreement is made and entered into this 1st day of August, 2013, by and among Independent School District No. 2905 (Tri-City United), Independent School District No. 716 (Belle Plaine), Independent School District No. 717 (Jordan), Independent School District No. 719 (Prior Lake-Savage), Independent School District No. 720 (Shakopee), Independent School District No. 721 (New Prague), and the SouthWest Metro Educational Cooperative (hereinafter referred to as the "SWMetro"), all being school districts and governmental units of the State of Minnesota. Each of the six independent school districts shall hereinafter be referred to as a "Participating Independent District" or the six jointly as the "Participating Independent Districts." The Participating Independent Districts and the SWMetro shall hereinafter be referred to as the "Collaborating Districts."

### **RECITALS:**

**WHEREAS**, through a joint powers agreement entered into on May 12, 1997 by the Participating Independent Districts and the Minnesota River Valley Special Education Cooperative (MRVSEC), the River Valley Education Center (RVEC) was established and a special services facility was constructed in Jordan to be used by MRVSEC to provide special services to the Participating Independent Districts; and

**WHEREAS**, subsequently, the programs provided by MRVSEC and the programs provided by the Carver-Scott Educational Cooperative (CSEC) were

blended to improve options for students and to reduce taxpayer costs; and

**WHEREAS**, a new Joint Powers Cooperative (SWMetro) has been established to operate the programs formerly provided by MRVSEC and CSEC; and

**WHEREAS**, upon SWMetro assuming all assets and liabilities of MRVSEC and CSEC, MRVSEC and CSEC shall be dissolved; and

**WHEREAS**, one of the original Participating Independent Districts, Independent School District No. 394 (Montgomery), was subsequently renamed Montgomery-Lonsdale; and

**WHEREAS**, Montgomery-Lonsdale merged with LeCenter on July 1, 2012, to form Tri-City United; and

**WHEREAS**, the Collaborating Districts now desire to revise and amend the original Joint Powers Agreement that established the River Valley Education Center for the purpose of continuing the collaborative services available through this facility through relationship with SWMetro pursuant to the terms and conditions described below.

**NOW, THEREFORE**, in consideration of the promises and agreements contained in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

## **ARTICLE I**

### **AUTHORITY; PURPOSE; DUTIES.**

**Section 1. AUTHORITY.** This Agreement is entered into by the Collaborating Districts pursuant to Minnesota Statutes § 471.59.

Section 2. PURPOSE. The purpose of this Agreement is to provide a framework for the ownership and governance of a special services facility to be used by SWMetro to provide special and other educational services to the Participating Independent Districts and other Public School Districts. The facility is located in the City of Jordan, Minnesota, and hereinafter to be referred to as the "River Valley Education Center (RVEC)."

Section 3. DUTIES OF SWMETRO. SWMetro shall have the ultimate responsibility for the staffing, scheduling, operation, management, control, administration, and promotion of the RVEC.

## **ARTICLE II**

### **GOVERNING BOARD.**

Section 1. CREATION; POWERS. SWMetro was created pursuant to a Joint Powers Agreement dated July 1, 2013. Six of the ten original member districts of the SWMetro are the Participating Independent Districts in this Agreement. The control and management of SWMetro is vested in a Governing Board established pursuant to Article II of said Agreement. Said Governing Board shall have such additional powers as specified in this Agreement, including all powers necessary to provide recommendations on issues relating to the operation and governance of the RVEC.

## **ARTICLE III**

### **USE OF SITE**

Section 1. ACQUISITION AND USE.

**Subd. 1. Acquisition of Building Site.** Jordan conveyed to MRVSEC land located on the existing Jordan Public School site to be used as the RVEC site. The land was conveyed from Jordan to the MRVSEC for \$1.00 and other good and

valuable consideration herein contained. MRVSEC shall convey ownership of the land to SWMetro for good and valuable consideration to be established by the MRVSEC and SWMetro Governing Boards.

**Subd. 2. Grounds.**

- (a) Jordan shall, at its expense, provide usual and customary lawn mowing of the RVEC site.
- (b) Jordan shall provide snow removal for said parking lot and any sidewalks located on the RVEC site. The SWMetro will reimburse Jordan for one-half of the costs attributable to said snow removal.

**Subd. 3. Parking Lot and Sidewalks.**

- (a) Jordan will allow the SWMetro to use its existing parking lot for SWMetro's overflow parking.
- (b) A parking lot was constructed on the site conveyed by Jordan to MRVSEC and Jordan will be allowed to continue to use said parking lot for athletic activity parking so long as its use does not interfere with the SWMetro's usage.
- (c) Jordan agrees to maintain its parking lot in reasonable repair.
- (d) SWMetro agrees to maintain its parking lot in reasonable repair.
- (e) SWMetro will charge back to Jordan one-half of the operating costs attributable to its maintenance of its parking lot, including seal coating, striping, crack filling and similar maintenance, but excluding resurfacing or reconstruction which shall be treated as continuing capital costs.

**Subd. 4. Use of Facilities.** SWMetro will have adequate use of the Jordan Public

School site outdoor facilities without charge. Jordan will have use of the enlarged gymnasium without charge after 3:00 p.m. on weekdays and all day on weekends. Other use prior to 3:00 p.m. on weekdays during vacations and other periods of the year when school is not in session at the RVEC may be approved by the SWMetro and the approval shall include additional allocations of utility costs. SWMetro and Jordan will coordinate the scheduling of the use of the respective facilities.

## Section 2. GYMNASIUM CONSTRUCTION AND USE.

**Subd. 1. Enlarged Gymnasium.** The RVEC will includes an enlarged gymnasium pursuant to specifications for said enlargement approved by Jordan. The agreed upon additional cost of the enlarged gymnasium was \$336,000. Jordan's contribution for the cost of the enlarged gymnasium was \$121,000.00, not including equipment. The amount of \$215,000 was financed to pay the contribution of the remaining Participating Independent Districts for the cost of the enlarged gymnasium.

**Subd. 2. Utility Costs.** SWMetro will be responsible for utility costs for the RVEC, subject to a percentage contribution by Jordan for its use of the enlarged gymnasium. Jordan, as and for its contribution to costs arising out of its use, shall contribute to SWMetro 66.667% of total gas and electric costs for the enlarged gymnasium portion of the RVEC, as calculated by the providing utility.

## **ARTICLE IV**

### **FOOD SERVICES.**

**Section 1. FOOD SERVICES.** Jordan will provide food services for staff and students of SWMetro to a maximum service for 100 persons. Additional services will be provided upon

mutual agreement by Jordan and SWMetro. Said food services will be commensurate with food services provided by Jordan for its staff and students.

Section 2. REIMBURSEMENT. SWMetro will reimburse Jordan for food services provided, commensurate with the charges established by Jordan for the provision of food services to its staff and students, along with a reasonable additional charge for packaging and delivery.

## **ARTICLE V**

### **OPTION TO PURCHASE; SALE.**

#### **Section 1. OPTION TO PURCHASE.**

a) **Option to Purchase**

- (1) SWMetro hereby grants to Jordan an option to purchase the RVEC and site if SWMetro elects to sell the RVEC and site. In this event, written notice shall be provided to Jordan by SWMetro. Jordan shall have sixty (60) days to provide in writing its intention to purchase the RVEC and site. Jordan shall pay SWMetro the amount of \$1.00 for the site, plus an amount equal to the fair market value of the RVEC (excluding the value of the site), less applicable credits or reductions set forth below.
- (2) SWMetro and Jordan may mutually agree upon an appraiser to determine the fair market value of the RVEC (excluding the value of the site). If they have not mutually agreed upon an appraiser within fifteen (15) days following written notice of election to purchase by Jordan, each shall within thirty (30) days thereafter obtain its own appraisal. If SWMetro and Jordan have been unable to reach agreement on the fair market value of said property within sixty (60)

days following written notice of election to purchase by Jordan, they mutually agree that either may submit the issue to binding arbitration pursuant to the then existing rules of the American Arbitration Association. The issue to be submitted to the arbitrator will be a determination of the fair market value of the RVEC (excluding the value of the site). Subject to appeal rights under the Minnesota Arbitration Act, the decision of the arbitrator shall be final and binding upon both parties.

- (3) The amount to be paid by Jordan to SWMetro shall be reduced by the following amounts: (i) \$121,000 to reflect Jordan's initial contribution to the enlarged gymnasium improvement on the site; and (ii) an amount not to exceed \$26,000 to reflect Jordan's actual contribution for equipment initially installed as part of the RVEC.
- (4) From the amount received from Jordan, SWMetro shall pay the Participating Independent Districts, other than Jordan, the amount of \$215,000. The amount paid to each Participating Independent District other than Jordan shall be the total times the percentage determined by dividing the total amount levied by that Participating Independent District by the total amount of all levies certified by all the Participating Independent Districts other than Jordan.
- (5) In the event the fair market value of the RVEC (excluding the value of the site) is not sufficient to make the full \$362,000 of reductions or payments in subparagraphs (3) and (4) above, the amounts of those reductions or payments shall be prorated proportionately.

Section 2. SALE TO THIRD PARTY OTHER THAN JORDAN. If SWMetro sells the

RVEC and site to a third party other than Jordan, SWMetro shall pay to Jordan from the net proceeds of the sale the following amounts: (i) \$121,000 to reflect Jordan's initial contribution to the enlarged gymnasium improvement on the site; (ii) an amount not to exceed \$26,000 to reflect Jordan's actual contribution for equipment initially installed as part of the RVEC; and (iii) \$40,000 to reflect the agreed upon value of the land originally conveyed by Jordan to the MRVSEC for the site of the RVEC. SWMetro shall also pay the Participating Independent Districts, other than Jordan, the amount of \$215,000 less any amounts of the original \$215,000 financed to pay a portion of the costs of the enlarged gymnasium that are paid by SWMetro as part of the Termination Value. The amount paid to each Participating Independent District other than Jordan shall be the total times the percentage determined by dividing the total amount levied by that Participating Independent District by the total amount of all levies certified by all the Participating Independent Districts other than Jordan. In the event the net proceeds of the sale of the RVEC and site are not sufficient to make the full \$402,000 of payments to Jordan and the other Participating Independent Districts, the amounts of those payments shall be prorated proportionately. As used in this section, the term "net proceeds" is defined as the amount received from the sale, less any costs or expenses of the sale.

## **ARTICLE VI**

### **FINANCES.**

Section 1. DISSOLUTION The Collaborating Districts recognize that the RVEC was paid for by the Participating Independent Districts through levies and other fund sources. Thus, if the title to the RVEC were to vest in SWMetro and if SWMetro were thereafter to dissolve and its assets were to be divided among its member school districts, it is the intent

of this subdivision that the real property at the RVEC or the proceeds of its sale, if applicable, would be divided between the six Participating Independent Districts Independent Districts based on the ratio of the leasing levies paid by each Participating Independent District to the total paid by all the Participating Independent Districts. This requirement shall survive the withdrawal of any Collaborating District from or the termination of this Agreement.

Section 2. INSURANCE.

**Subd. 1. Property Insurance.** SWMetro will maintain at its expense property insurance on the RVEC and its personal property. Jordan will maintain at its expense property insurance for its personal property used or stored at the Special Services Facility or on the site.

**Subd. 2. Liability Insurance.** SWMetro and Jordan shall each maintain liability insurance in not less than the statutory maximum liabilities for school districts. Each party will name the other as an additional named insured.

**ARTICLE VII**

**CONTRACTS AND BIDDING; PURCHASES.**

Section 1. CONTRACTS; BIDDING. Contracts for the acquisition and betterment of the RVEC and leases, purchases, rentals and sales of equipment and supplies for the RVEC shall be made by the SWMetro in accordance with the Agreement and By-Laws of SWMetro.

## ARTICLE VIII

NOTICES; WITHDRAWAL;

TERMINATION; BREACH; AMENDMENTS.

Section 1. NOTICES. All notices required or permitted to be given by a Collaborating District shall be given by the clerk of its school Board. The notice shall be in writing and shall be sent by first class mail to the school Board of a Collaborating District at its administrative offices. A notice shall be timely if postmarked on the day it is due. In the case of a notice requiring school board action, a certified copy of the resolution, motion or minutes of the school board specifying the school Board action shall be sent with the notice.

Section 2. WITHDRAWAL OF PARTICIPATING INDEPENDENT DISTRICTS.

**Subd. 1. Procedure.** Any Participating Independent District may withdraw from this Agreement by resolution adopted by a majority vote of the full membership of its school Board and by formal written notice to the school Board of each other Participating Independent District and to the Executive Director of SWMetro. The notice shall include a certified copy of the adopted withdrawal resolution. A withdrawal shall only be permitted as specified in this section. A Participating District may withdraw at the end of any fiscal year, provided that it give notice of withdrawal as set forth above no less than six (6) months prior to the effective date of withdrawal.

**Subd. 2. Distribution to Withdrawing Participating Independent District.** A withdrawing Participating Independent District shall receive as its share of the assets related to the RVEC the total of the principal portion only of its

payments made toward the initial purchase of the building. The Participating Independent District shall receive its share based upon the above formula in five (5) equal annual installments without interest. The first payment shall be made no earlier than December 1 of the calendar year following withdrawal.

Section 3. BREACH OF AGREEMENT. Any Collaborating District breaching this Agreement and given written notice of the breach and the nature thereof shall have thirty (30) days in which to cure the breach. The breaching Collaborating District shall be liable for any expenses incurred by any other Collaborating District to enforce the provisions of this Agreement and any damages incurred by other Collaborating Districts as a result of the breach.

Section 4. TERMINATION. This Agreement may be terminated if the school Boards of all Collaborating Districts adopt written resolutions approving such termination. Upon termination, all funds and property remaining after payment of all outstanding debts and obligations, including the RVEC site, the RVEC, and equipment of any nature, shall become the property of the SWMetro. To the extent permitted by law, the termination shall not affect the continuing liability of present or former Collaborating Districts for indebtedness incurred prior to the termination, or for other continuing obligations, including unemployment compensation or reemployment insurance.

Section 5. AMENDMENTS TO THIS AGREEMENT. Amendments to this Agreement may be proposed by the school board of any Participating Independent District or by the Governing Board of SWMetro. Notice of proposed amendments shall be sent to all Collaborating Districts. Adoption of an amendment to this Agreement must be approved by resolution by the school board of each Collaborating District before it shall become

effective. An amendment shall require the signatures of the proper officers of the Collaborating Districts and shall be an addendum to this Agreement.

## **ARTICLE IX**

### **DURATION; INTERPRETATION; SAVINGS CLAUSE.**

Section 1. DURATION. This Agreement shall be perpetual in duration unless terminated pursuant to the provisions hereto, any amendments hereto, or any state law terminating the Agreement.

Section 2. INTERPRETATION. The captions of the provisions of this Agreement are for convenience only and shall not be considered or referred to concerning questions of interpretation or construction.

Section 3. SAVINGS CLAUSE. Should any provision or article of this Agreement be found unlawful, the other provisions of this Agreement shall remain in full force and effect if by doing so the purposes of this Agreement, taken as a whole, can be made operative. Should any such provision or article be found unlawful, representatives of the school Boards of the Collaborating Districts shall meet for the purpose of arriving at an agreement on a lawful provision to replace the unlawful provision or article. The newly agreed upon provision or amendment must be approved by the school Boards of the Collaborating Districts by resolutions adopted in the manner specified in this Agreement for the adoption of amendments.

Section 4. EXECUTION IN COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which, when taken together, shall constitute the same and whole instrument.

**IN WITNESS WHEREOF,** the officers indicated below of the Collaborating Districts have signed this Agreement by authority of their respective school boards.

Approved at a meeting of the School Board thereof held on the \_\_\_ day of \_\_\_\_\_, 2013.

**INDEPENDENT SCHOOL DISTRICT NO. 2905 (TRI-CITY UNITED)**

By \_\_\_\_\_  
Chair

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

Approved at a meeting of the School Board thereof held on the \_\_\_ day of \_\_\_\_\_, 2013.

**INDEPENDENT SCHOOL DISTRICT NO. 716 (Belle Plaine)**

By \_\_\_\_\_  
Chair

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

Approved at a meeting of the School Board thereof held on the \_\_\_ day of \_\_\_\_\_, 2013.

**INDEPENDENT SCHOOL DISTRICT NO. 717 (Jordan)**

By \_\_\_\_\_  
Chair

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

Approved at a meeting of the School Board thereof held on the \_\_\_ day of \_\_\_\_\_, 2013.

**INDEPENDENT SCHOOL DISTRICT NO. 719 (Prior Lake-Savage)**

By \_\_\_\_\_  
Chair

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

Approved at a meeting  
of the School Board  
thereof held on the  
\_\_\_ day of \_\_\_\_\_, 2013.

**INDEPENDENT SCHOOL DISTRICT NO. 720  
(Shakopee)**

By \_\_\_\_\_  
Chair

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

Approved at a meeting  
of the School Board  
thereof held on the  
\_\_\_ day of \_\_\_\_\_, 2013.

**INDEPENDENT SCHOOL DISTRICT NO. 721  
(New Prague)**

By \_\_\_\_\_  
Chair

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

Approved at a meeting  
of the School Board  
thereof held on the  
\_\_\_ day of \_\_\_\_\_, 2013.

**SOUTHWEST Metro Educational Cooperative  
(SWMetro)**

By \_\_\_\_\_  
Chair

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