

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

REGULAR BOARD MEETING
District Office, 130 South Willow Street, Belle Plaine, MN 56011
7:00 PM Monday, August 25, 2014

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:

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:

4. Donations: 18

5. Student Enrollment:

5. Discussion Items:

1. Superintendent Update: Dr. Smith

2. Board Member Reports: Board Members

6. Action Items:

1. Approve Student Handbooks for 2014-15: Dr. Smith 19

2. Approve Belle Plaine Technology Dr. Smith

Benchmarks:

3. Approve Belle Plaine Teacher Evaluation Document/Process:

Dr. Smith

110

4. Approve Policy Revisions:

Dr. Smith

115

7. Upcoming Meetings:

8. Adjourn:

Board Clerk

Date

Preliminary Minutes of the Regular Board Meeting

MINUTES WILL NOT BE APPROVED UNTIL THE NEXT BOARD MEETING

The School Board of Belle Plaine Public Schools

A Regular Board Meeting of the School Board of Belle Plaine Public Schools was held Monday, July 28, 2014, beginning at 7:30 PM in the District Center - Board Room.

(The regular board meeting will begin at 7:30 p.m. following a one hour tour of Chatfield Elementary and the JH-SH building. Tour will begin at 6:30 p.m.)

1. Call to Order:

The regular monthly meeting of the Belle Plaine School Board was called to order by Chairperson Bigaouette on Tuesday, May 27, 2014 at 7:38 pm at the District Center Board Room with the following members present: Bigaouette, Lenz, Vandermark, Gardner, Giesen, Ludvik and Supt. Smith.

2. Building Tours:

Board members had a tour of Chatfield Elementary and the JH-SH prior to the beginning of the meeting. Building & Grounds Director Jeff Heine led the tour and pointed out areas of need in the respective buildings.

3. Acknowledgment of Visitors and Special Presentations:

Chairperson Bigaouette will ask if visitors wish to be placed on the Agenda.

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

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

5. Consensus Items:

Motion by Vandermark and second by Giesen to approve all of the following consensus items. Motion carried unanimously.

5. 1. Previous Board Meeting Minutes:

Enclosed are the June 23, 2014 Regular Board Meeting minutes for your review and adoption.

5. 2. Approve Monthly Expenditures:

At the board finance meeting, expenditures for the month of July were reviewed. Administration recommends approval of the July, 2014 disbursements totaling \$3,165,797.79. This includes hand payables of \$1,048,734.67 and electronic payments of \$2,019,461.10.

5. 3. Personnel:

Accept the resignation of Kristine Tocko, Elementary Teacher, effective July 1, 2014.

Approve the hire of Carly Rothstein, Grade 3 Oak Crest Elementary Teacher, for the 2014-15 school year at \$33,754, BA Step 1.

Approve the hire of Bryce Jacobson, Chatfield Elementary Media/Technology Teacher, for the 2014-15 school year at \$34,704, BA Step 2.

Approve the hire of Angela Schueren, Early Childhood Special Education

Paraprofessional, for the 2014-15 school year at \$12.17/hour, Step 1.
 Approve the hire of Randy Carlson, .67 FTE JH-SH math teacher, at BA40 Step 24 at \$39,144.75.
 Accept the resignation of Ann Studer, Oak Crest SLP, effective July 18, 2014.
 Accept the resignation of Thea McKimmy, HS RtI Paraprofessional, effective July 27, 2014.

5. 4. Memberships:

Approve annual memberships with MSBA for \$5,856.00 (District membership for \$5,261 and Policy membership for \$595) and SEE (Schools for Equity in Education) for \$2,341.95.

5. 5. Student Enrollment:

Approve a 6th grade Sibley East student to attend Oak Crest Elementary beginning September 2, 2014.
 Approve three Jordan residents, grades 6th, 6th and 10th, to attend Belle Plaine Schools beginning in September 2014.
 Approve a Belle Plaine resident, grade 9, to attend Chaska High School beginning September 2, 2014.

5. 6. Donations:

Date	Donor	Item and Nature of Donation/Gift	Amount
6.25.14	BP Chamber of Commerce	Chatfield Elementary – Water Cooler	\$3,235.00
5.28.14	State Bank of Belle Plaine	Athletic Complex – Bathroom Project	\$2,000.00
7.23.14	Rotary Club of Belle Plaine	Athletic Complex – Bathroom Project	\$1,000.00
6.30.14	Dr. Steven Jabs	School Calendar – Advertising	\$125.00
6.30.14	Perfection Plastering – Shannon Keohane	School Calendar – Advertising	\$125.00
6.30.14	Cornerstone Investments	School Calendar – Advertising	\$125.00
6.30.14	The Canopy Group	School Calendar – Advertising	\$125.00
6.30.14	State Farm - Brett Holbrook Agency Inc	School Calendar – Advertising	\$125.00
6.30.14	Behnke Auto Center	School Calendar – Advertising	\$125.00
6.30.14	State Bank of Belle Plaine	School Calendar – Advertising	\$125.00
6.30.14	Prairie Farm Supply	School Calendar – Advertising	\$125.00
6.30.14	Natural Fitness	School Calendar – Advertising	\$125.00
6.30.14	Cornerstone State Bank	School Calendar – Advertising	\$125.00
6.30.14	Stier Transportation	School Calendar – Advertising	\$125.00
6.30.14	The Lutheran Home Assn.	School Calendar – Advertising	\$125.00

6. Discussion Items:

6. 1. Superintendent Update:

Superintendent Smith provided updates on current school activities including Transportation route changes due to damaged roads, status of summer facilities projects, staffing updates, Activities Registration Night (8/4), Enhanced Learning Initiative meetings (8/5-7, 8/19-21), Carlson Benefit Meal & Alumni BB Games on 8/9, MSBA Summer Conference and more.
 Presenter: Dr. Smith

6. 2. Board Member Reports:

No board members had reports regarding committee meetings.

7. Action Items:

7. 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 approximately \$1.4 million and the recommendation is to decrease our borrowing to \$900,000 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 will have a deficit budget for the coming year and desire to maintain some cash flow funds for protection during the year.

Presenter: Dr. Smith/Mr. Keller

Motion by Lenz and second by Ludvik to authorize the borrowing amount for Aid Anticipation Certificates at \$900,000. Motion carried unanimously.

7. 2. Proposal to Provide WiFi on Activity Buses/Outdoor Spaces:

With the deployment of iPads to all of our students, we are exploring the possibility of providing WiFi access on up to four district activity buses to allow students to utilize an internet connection to complete homework while on the road. Data plans for this option range from \$40/mo for 5GB of data and \$75 for 10GB of data. The plans, (the recommendation is for up to four devices) are able to be started and stopped on a month by month basis. We would try to begin the plans in September and conclude at the end of May. Total cost for the 10GB option for four devices would be approximately \$3,000 for the year. I am recommending that we initiate the devices on four activity buses (prioritized for the events that have the furthest distance to travel) for the 14-15 school year. In addition, we would like to explore the amount of utilization that a similar device would have if placed outside during physical education classes for possible implementation of coverage on outdoor classroom spaces in the future.

Presenter: Dr. Smith

Motion by Gardner and second by Giesen to approve providing WiFi at 10GB on up to four Activity Buses. Motion carried unanimously.

8. Upcoming Meetings:

Monday, August 11 PR Committee Meeting @ 6:30 p.m.
School Board Work Session @ 7 p.m.

Monday, August 25 Finance Committee Meeting @ 6:30 p.m.
Regular Board Meeting @ 7 p.m.

9. Adjourn:

Motion by Giesen and second by Ludvik to adjourn at 8:10 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	V50201	45036	602803	26.50	0.00	26.50	08/20/2014	08/20/2014	08/20/2014
							Check Amount:		\$26.50			
1	4589	N	BANC OF AMERICA LEASING	V50201	44988	63	8,256.74	0.00	8,256.74	08/15/2014	08/15/2014	08/15/2014
							Check Amount:		\$8,256.74			
1	3542	N	BELLE PLAINE AUTO	V50201	45035	08042014	550.00	0.00	550.00	08/20/2014	08/20/2014	08/20/2014
							Check Amount:		\$550.00			
1	1125	N	BELLE PLAINE HERALD	V50201	45012	17482	2,663.00	0.00	2,663.00	08/15/2014	08/15/2014	08/15/2014
1	1125	N	BELLE PLAINE HERALD	V50201	45033	17603	55.00	0.00	55.00	08/20/2014	08/20/2014	08/20/2014
							Check Amount:		\$2,718.00			
1	1143	N	BERGER INTERIORS	V50201	45042	06202014	1,875.00	0.00	1,875.00	08/20/2014	08/20/2014	08/20/2014
							Check Amount:		\$1,875.00			
1	5361	N	BLOOMINGTON KENNEDY HIGH S	V50201	45074	09202014	110.00	0.00	110.00	08/21/2014	08/21/2014	08/21/2014
							Check Amount:		\$110.00			
1	2329	N	BLUE CROSS BLUE SHIELD of MN	V50201	45047	38496	285.00	0.00	285.00	08/20/2014	08/20/2014	08/20/2014
							Check Amount:		\$285.00			
1	5317	N	BP BOYS BASKETBALL	V50201	45049	06292014	1,648.00	0.00	1,648.00	06/29/2014	06/29/2014	06/29/2014
							Check Amount:		\$1,648.00			
1	5008	N	CAMBIUM LEARNING	V50201	45032	RI 1302780	2,964.50	0.00	2,964.50	08/19/2014	08/19/2014	08/19/2014
							Check Amount:		\$2,964.50			
1	1237	N	CENTRAL FIRE PROTECTION IN	V50201	45046	31792	759.25	0.00	759.25	08/20/2014	08/20/2014	08/20/2014
							Check Amount:		\$759.25			
1	1238	N	CENTRAL PUBLIC SCHOOLS	V50201	45079	09092014	190.00	0.00	190.00	08/21/2014	08/21/2014	08/21/2014
							Check Amount:		\$190.00			
1	1262	N	CITY OF BELLE PLAINE	V50201	45081	08152014	75.00	0.00	75.00	08/21/2014	08/21/2014	08/21/2014
							Check Amount:		\$75.00			
1	1321	N	DANIEL SCHMIDT LIGHTING	V50201	45041	5607	672.18	0.00	672.18	08/20/2014	08/20/2014	08/20/2014
							Check Amount:		\$672.18			
1	4565	N	DE LAGE LANDEN	V50201	45031	42411600	418.00	0.00	418.00	08/19/2014	08/19/2014	08/19/2014
							Check Amount:		\$418.00			

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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	5579	N	EDUCATORS BENEFIT CONSULTA	V50201	45007	23893	202.40	0.00	202.40	08/15/2014	08/15/2014	08/15/2014
							Check Amount:		\$202.40			
1	3553	N	EIDE BAILLY LLP	V50201	45048	EI00177396	1,000.00	0.00	1,000.00	08/20/2014	08/20/2014	08/20/2014
							Check Amount:		\$1,000.00			
1	2575	N	HERMANS	V50201	45040	7118 /1	2,460.00	0.00	2,460.00	08/20/2014	08/20/2014	08/20/2014
							Check Amount:		\$2,460.00			
1	4460	N	HILDI INC	V50201	45011	5729	340.00	0.00	340.00	06/29/2014	06/29/2014	06/29/2014
							Check Amount:		\$340.00			
1	3762	N	HOUGHTON MIFFLIN HARCOURT	V50201	44992	950573848	1,483.80	0.00	1,483.80	08/15/2014	08/15/2014	08/15/2014
							Check Amount:		\$1,483.80			
1	1660	N	JORDAN HIGH SCHOOL	V50201	45006	3511	50.00	0.00	50.00	06/29/2014	06/29/2014	06/29/2014
							Check Amount:		\$50.00			
1	4843	N	KRIS ANN KRAUSE	V50201	45085	07282014	157.50	0.00	157.50	08/21/2014	08/21/2014	08/21/2014
							Check Amount:		\$157.50			
1	1707	N	LANGE'S PLUMBING & HEATING	V50201	45038	125020	48.00	0.00	48.00	08/20/2014	08/20/2014	08/20/2014
							Check Amount:		\$48.00			
1	6498	N	MARTY WILLIAMS	V50201	45068	08202014	457.91	0.00	457.91	08/20/2014	08/20/2014	08/20/2014
							Check Amount:		\$457.91			
1	1787	N	MASSP	V50201	45073	08202014	853.00	0.00	853.00	08/21/2014	08/21/2014	08/21/2014
							Check Amount:		\$853.00			
1	1812	N	MESPA	V50201	45029	08182014	889.00	0.00	889.00	08/19/2014	08/19/2014	08/19/2014
							Check Amount:		\$889.00			
1	1837	N	MINN STATE H S LEAGUE	V50201	45077	025277	298.00	0.00	298.00	08/21/2014	08/21/2014	08/21/2014
1	1837	N	MINN STATE H S LEAGUE	V50201	45078	025921	2,180.00	0.00	2,180.00	08/21/2014	08/21/2014	08/21/2014
							Check Amount:		\$2,478.00			
1	3355	N	MN WEARABLES	V50201	45086	7413	2,160.00	0.00	2,160.00	08/21/2014	08/21/2014	08/21/2014
							Check Amount:		\$2,160.00			
1	1914	N	NEW PRAGUE AREA SCHOOLS	V50201	44993	07072014	1,558.56	0.00	1,558.56	06/29/2014	06/29/2014	06/29/2014
							Check Amount:		\$1,558.56			
1	3706	N	NW EVALUATION ASSOC	V50201	44996	INV00023360	14,087.50	0.00	14,087.50	08/15/2014	08/15/2014	08/15/2014

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	3706	N	NW EVALUATION ASSOC	V50201	45004	INV00023081	19.50	0.00	19.50	08/15/2014	08/15/2014	08/15/2014
							Check Amount:		\$14,107.00			
1	5780	N	NYSTROM PUBLISHING CO, INC	V50201	44990	27793	917.89	0.00	917.89	08/15/2014	08/15/2014	08/15/2014
							Check Amount:		\$917.89			
1	3340	N	PEARSON	V50201	44994	4398181	2,850.00	0.00	2,850.00	06/29/2014	06/29/2014	06/29/2014
							Check Amount:		\$2,850.00			
1	2001	N	PROGRESSIVE PRINTING	V50201	45027	201400325	170.00	0.00	170.00	08/19/2014	08/19/2014	08/19/2014
							Check Amount:		\$170.00			
1	2002	N	PROTECTION SYSTEMS INC	V50201	45044	25083	8,700.00	0.00	8,700.00	08/20/2014	08/20/2014	08/20/2014
							Check Amount:		\$8,700.00			
1	6111	N	RAM MUTUAL INSURANCE COMP	V50201	45030	162728	3,575.32	0.00	3,575.32	08/19/2014	08/19/2014	08/19/2014
							Check Amount:		\$3,575.32			
1	5450	N	RAPTOR TECHNOLOGIES	V50201	45037	35825 RN	480.00	0.00	480.00	08/20/2014	08/20/2014	08/20/2014
							Check Amount:		\$480.00			
1	2030	N	REGION V	V50201	45013	9242	5,251.00	0.00	5,251.00	08/15/2014	08/15/2014	08/15/2014
1	2030	N	REGION V	V50201	45009	9367	3.75	0.00	3.75	06/29/2014	06/29/2014	06/29/2014
							Check Amount:		\$5,254.75			
1	4562	N	SARA LINQUIST	V50201	45034	200	800.00	0.00	800.00	08/20/2014	08/20/2014	08/20/2014
							Check Amount:		\$800.00			
1	3733	N	SAXE CHEV/BUICK	V50201	45083	44357 AND 44608	2,963.90	0.00	2,963.90	08/21/2014	08/21/2014	08/21/2014
							Check Amount:		\$2,963.90			
1	6497	N	SCHAREN BROICH & ASSOCIATES	V50201	44987	11976	6,543.00	0.00	6,543.00	08/15/2014	08/15/2014	08/15/2014
							Check Amount:		\$6,543.00			
1	2068	N	SCHOLASTIC	V50201	44997	M5345728 9	963.12	0.00	963.12	08/15/2014	08/15/2014	08/15/2014
							Check Amount:		\$963.12			
1	2108	N	SHAKOPEE SCHOOL	V50201	44991	08072014	7,119.80	0.00	7,119.80	06/29/2014	06/29/2014	06/29/2014
							Check Amount:		\$7,119.80			
1	6138	N	SOUTHWEST METRO EDUCATION	V50201	45010	11916	23,214.01	0.00	23,214.01	06/29/2014	06/29/2014	06/29/2014
1	6138	N	SOUTHWEST METRO EDUCATION	V50201	45008	11924	12,653.20	0.00	12,653.20	06/29/2014	06/29/2014	06/29/2014
							Check Amount:		\$35,867.21			

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	2153	N	STASNEY ELECTRIC LLC	V50201	45045	27744	3,844.29	0.00	3,844.29	08/20/2014	08/20/2014	08/20/2014
							Check Amount:		\$3,844.29			
1	2157	N	STEFFEN HARDWARE	V50201	45039	JULY	65.90	0.00	65.90	08/20/2014	08/20/2014	08/20/2014
							Check Amount:		\$65.90			
1	5764	N	SW CHRISTIAN HIGH SCHOOL	V50201	45075	09192014	215.00	0.00	215.00	08/21/2014	08/21/2014	08/21/2014
							Check Amount:		\$215.00			
1	4191	N	SWAIN CC RUN	V50201	45080	09292014	150.00	0.00	150.00	08/21/2014	08/21/2014	08/21/2014
							Check Amount:		\$150.00			
1	2188	N	TAHER INC	V50201	45028	0040758-IN	5,245.37	0.00	5,245.37	08/19/2014	08/19/2014	08/19/2014
1	2188	N	TAHER INC	V50201	44989	0040743-IN	18,678.00	0.00	18,678.00	06/29/2014	06/29/2014	06/29/2014
							Check Amount:		\$23,923.37			
1	6480	N	TEACH TCI	V50201	44995	INV2144	35,302.50	0.00	35,302.50	08/15/2014	08/15/2014	08/15/2014
							Check Amount:		\$35,302.50			
1	2509	N	TIME FOR KIDS	V50201	44998	2894539267	401.40	0.00	401.40	08/15/2014	08/15/2014	08/15/2014
							Check Amount:		\$401.40			
1	5669	N	TITAN ENERGY SYSTEMS	V50201	45043	120209-011	670.53	0.00	670.53	08/20/2014	08/20/2014	08/20/2014
							Check Amount:		\$670.53			
1	3931	N	TRAILBLAZER TRANSIT	V50201	45084	2014-06-556	60.00	0.00	60.00	08/21/2014	08/21/2014	08/21/2014
							Check Amount:		\$60.00			
1	6322	N	TRI COUNTY WATER CONDITIONING	V50201	45001	195024	72.00	0.00	72.00	08/15/2014	08/15/2014	08/15/2014
1	6322	N	TRI COUNTY WATER CONDITIONING	V50201	45000	195032	72.00	0.00	72.00	08/15/2014	08/15/2014	08/15/2014
1	6322	N	TRI COUNTY WATER CONDITIONING	V50201	45003	195057	72.00	0.00	72.00	08/15/2014	08/15/2014	08/15/2014
1	6322	N	TRI COUNTY WATER CONDITIONING	V50201	45002	194993	72.00	0.00	72.00	08/15/2014	08/15/2014	08/15/2014
							Check Amount:		\$288.00			
1	5801	N	TRI-CITY UNITED PUBLIC SCHOOL	V50201	45076	09042014	175.00	0.00	175.00	08/21/2014	08/21/2014	08/21/2014
1	5801	N	TRI-CITY UNITED PUBLIC SCHOOL	V50201	45005	1118	500.00	0.00	500.00	08/15/2014	08/15/2014	08/15/2014
							Check Amount:		\$675.00			
1	6335	N	TRUSTED EMPLOYEES	V50201	44999	0720149775S	28.00	0.00	28.00	08/15/2014	08/15/2014	08/15/2014
							Check Amount:		\$28.00			
							Report Total:		\$190,622.32			

*Does not meet minimum amount

**Exceeds maximum amount

Electronic

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P50202	0716	34298	SBC		WX	1	1486	FRONTIER	N	N	7/23/2014	N	USD	96.69
P50202	0716	34298	SBC		WX	1	1486	FRONTIER	N	N	7/23/2014	N	USD	103.27
P50202	0716	34298	SBC		WX	1	1486	FRONTIER	N	N	7/23/2014	N	USD	106.47
P50202	0716	34298	SBC		WX	1	1486	FRONTIER	N	N	7/23/2014	N	USD	1,806.65
P50202	0716	34299	SBC		WX	1	2336	XCEL ENERGY	N	N	7/23/2014	N	USD	966.60
P50202	0716	34300	SBC		WX	1	2800	MII LIFE - SELECT ACCOUNT	N	N	7/23/2014	N	USD	308.06
p502p1	0716	34306	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	8/5/2014	0	USD	6,962.36
p502p1	0716	34307	SBC		WX	1	1977	PERA	N	N	8/5/2014	0	USD	5,666.57
p502p1	0716	34308	SBC		WX	1	2330	FEDERAL	N	N	8/5/2014	0	USD	6,998.18
p502p1	0716	34308	SBC		WX	1	2330	FEDERAL	N	N	8/5/2014	0	USD	2,505.02
p502p1	0716	34308	SBC		WX	1	2330	FEDERAL	N	N	8/5/2014	0	USD	10,711.46
p502p1	0716	34309	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	8/5/2014	0	USD	3,173.16
p502p1	0716	34310	SBC		WX	1	2581	MN CHILD SUPPORT CENTER	N	N	8/5/2014	0	USD	122.40
p502p1	0716	34311	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	8/5/2014	0	USD	497.50
p502p1	0716	34312	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	8/5/2014	0	USD	634.66
p502p1	0716	34312	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	8/5/2014	0	USD	450.00
p502p1	0716	34312	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	8/5/2014	0	USD	566.68
p502p1	0716	34312	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	8/5/2014	0	USD	50.00
p502p1	0716	34312	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	8/5/2014	0	USD	1,066.68
P50202	0716	34314	SBC		WX	1	2336	XCEL ENERGY	N	N	8/6/2014	0	USD	8,581.06
P50202	0716	34314	SBC		WX	1	2336	XCEL ENERGY	N	N	8/6/2014	0	USD	6,982.79
P50202	0716	34315	SBC		WX	1	2336	XCEL ENERGY	N	N	8/7/2014	0	USD	7,750.67
P50202	0716	34315	SBC		WX	1	2336	XCEL ENERGY	N	N	8/7/2014	0	USD	14.26
P50202	0716	34316	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	8/7/2014	0	USD	95.12
P50202	0716	34316	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	8/7/2014	0	USD	69.60
P50202	0716	34316	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	8/7/2014	0	USD	65.32
P50202	0716	34317	SBC		WX	1	2336	XCEL ENERGY	N	N	8/8/2014	0	USD	435.47
P50202	0716	34318	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	8/8/2014	0	USD	643.15
P50202	0716	34318	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	8/8/2014	0	USD	245.57
P50202	0716	34318	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	8/8/2014	0	USD	241.84
p502p2	0716	34321	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	8/20/2014	N	USD	(45.45)
p502p2	0716	34321	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	8/20/2014	N	USD	7,354.03
p502p2	0716	34322	SBC		WX	1	1977	PERA	N	N	8/20/2014	N	USD	6,396.52
p502p2	0716	34323	SBC		WX	1	2330	FEDERAL	N	N	8/20/2014	N	USD	8,410.07
p502p2	0716	34323	SBC		WX	1	2330	FEDERAL	N	N	8/20/2014	N	USD	2,871.36
p502p2	0716	34323	SBC		WX	1	2330	FEDERAL	N	N	8/20/2014	N	USD	12,277.36
p502p2	0716	34324	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	8/20/2014	N	USD	3,805.68

Electronic

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
p502p2	0716	34325	SBC		WX	1	2581	MN CHILD SUPPORT CENTER	N	N	8/20/2014	N	USD	122.40
p502p2	0716	34326	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	8/20/2014	N	USD	447.50
p502p2	0716	34327	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	8/20/2014	N	USD	634.66
p502p2	0716	34327	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	8/20/2014	N	USD	350.00
p502p2	0716	34327	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	8/20/2014	N	USD	566.68
p502p2	0716	34327	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	8/20/2014	N	USD	50.00
p502p2	0716	34327	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	8/20/2014	N	USD	1,066.68
p502p2	0716	34327	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	8/20/2014	N	USD	22.50
p502p2	0716	34327	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	8/20/2014	N	USD	50.00
p50202	0716	34334	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	8/20/2014	N	USD	1,548.58
<hr/>														
July 2014 PCARD 66,664.47														
Payroll 8/05/2014 61,982.16														
Payroll 8/20/2014 71,186.94														
<hr/>														
Total													\$ 313,679.40	

Belle Plaine Public Schools Payment Register by Bank and Check Number

*Activities
Account*

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
0716	HSAC	P50120	34202	7316	Check	3	6484	ANDY HENDEL FOUNDATION	Yes	No	No	USD	07/10/2014	300.00
0716	HSAC	P50120	34201	7317	Check	3	4813	BPEA	Yes	No	No	USD	07/10/2014	52.30
0716	HSAC	P50120	34293	7318	Check	3	4721	BELLE PLAINE SCHOOL DISTRICT	Yes	No	Yes	USD	07/31/2014	0.00
0716	HSAC	P50120	34294	7319	Check	3	5020	NATIONAL FFA	Yes	No	No	USD	07/31/2014	688.00
0716	HSAC	P50120	34295	7320	Check	3	4721	BELLE PLAINE SCHOOL DISTRICT	Yes	No	No	USD	07/31/2014	2,549.38

Bank Total:

Report Total:

June 2013 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
DEWITTE KIMBERLY	358468257	7/17/2014	7/18/2014	7/27/2014	NORTHEAST FOUNDATION F	729.00
DEWITTE KIMBERLY	359103444	7/24/2014	7/25/2014	7/27/2014	CURRICULUM ASSOC	189.28
DEWITTE KIMBERLY	359103445	7/25/2014	7/25/2014	7/27/2014	ZANER-BLOSER	294.10
SD BELLE PLAINE	357362180	7/7/2014	7/8/2014	7/27/2014	SCHOOLHOUSE	740.00
SD BELLE PLAINE	357482774	7/8/2014	7/9/2014	7/27/2014	APL* ITUNES.COM/BILL	(2.13)
SD BELLE PLAINE	358154896	7/15/2014	7/16/2014	7/27/2014	PACIFIC NORTHWEST PUBL	925.55
SD BELLE PLAINE	358269555	7/16/2014	7/17/2014	7/27/2014	WPS	548.90
SD BELLE PLAINE	358468258	7/17/2014	7/18/2014	7/27/2014	CAMBIUM LEARNING	168.00
SD BELLE PLAINE	358834691	7/22/2014	7/23/2014	7/27/2014	FREE SPIRIT PUBLISHING	239.07
SD BELLE PLAINE	359103446	7/24/2014	7/25/2014	7/27/2014	SSI*SCHOOL SPECIALTY	51.18
DAVIS KRIS	356806146	6/30/2014	7/2/2014	7/27/2014	METRO SALES INC.	1,638.00
DAVIS KRIS	356933477	7/1/2014	7/3/2014	7/27/2014	SUBWAY 03164670	37.78
DAVIS KRIS	357094440	7/3/2014	7/4/2014	7/27/2014	METRO SALES INC.	1,971.02
DAVIS KRIS	357362181	7/7/2014	7/8/2014	7/27/2014	WM EZPAY	126.51
DAVIS KRIS	357482775	7/7/2014	7/9/2014	7/27/2014	METRO SALES INC.	782.81
DAVIS KRIS	359103447	7/24/2014	7/25/2014	7/27/2014	BIFFS INC	366.57
HEINE JEFF	356672928	6/27/2014	6/30/2014	7/27/2014	MACH LUMBER INC.	78.00
HEINE JEFF	356806147	7/1/2014	7/2/2014	7/27/2014	PLUNKETT S PEST CONTRO	182.25
HEINE JEFF	356806148	7/1/2014	7/2/2014	7/27/2014	PLUNKETT S PEST CONTRO	209.83
HEINE JEFF	356806149	7/1/2014	7/2/2014	7/27/2014	PLUNKETT S PEST CONTRO	233.63
HEINE JEFF	356806150	7/1/2014	7/2/2014	7/27/2014	PLUNKETT S PEST CONTRO	151.96
HEINE JEFF	356933478	7/2/2014	7/3/2014	7/27/2014	TRI DIM FILTER CORP	135.07
HEINE JEFF	356933479	7/2/2014	7/3/2014	7/27/2014	TRI DIM FILTER CORP	800.92
HEINE JEFF	356933480	7/2/2014	7/3/2014	7/27/2014	TRI DIM FILTER CORP	1,174.45
HEINE JEFF	357482776	7/8/2014	7/9/2014	7/27/2014	TRI DIM FILTER CORP	2,117.15
HEINE JEFF	357596357	7/9/2014	7/10/2014	7/27/2014	BAUER BROTHERS	500.00
HEINE JEFF	357596358	7/9/2014	7/10/2014	7/27/2014	WW GRAINGER	389.07
HEINE JEFF	357953043	7/13/2014	7/14/2014	7/27/2014	MENARDS BURNSVILLE	20.00
HEINE JEFF	358059888	7/14/2014	7/15/2014	7/27/2014	HILLYARD INC HUTCHINSO	1,204.52
HEINE JEFF	358154897	7/15/2014	7/16/2014	7/27/2014	KULLY SUPPLY	785.66
HEINE JEFF	358269556	7/16/2014	7/17/2014	7/27/2014	HILLYARD INC HUTCHINSO	80.10
HEINE JEFF	358468259	7/18/2014	7/18/2014	7/27/2014	LAMPERT YARDS 1030	1,249.83
HEINE JEFF	358468260	7/17/2014	7/18/2014	7/27/2014	SHERWIN WILLIAMS #3169	361.90
HEINE JEFF	358633195	7/20/2014	7/21/2014	7/27/2014	MENARDS HUTCHINSON	295.14
HEINE JEFF	358727825	7/21/2014	7/22/2014	7/27/2014	HILLYARD INC HUTCHINSO	1,361.00
HEINE JEFF	358955773	7/23/2014	7/24/2014	7/27/2014	SSI*SCHOOL SPECIALTY	2,026.44

June 2013 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
HEINE JEFF	359103448	7/24/2014	7/25/2014	7/27/2014	MENARDS BURNSVILLE	154.51
HEINE JEFF	359103449	7/25/2014	7/25/2014	7/27/2014	HILLYARD INC HUTCHINSO	2,718.77
KELLER CHUCK	356933481	7/3/2014	7/3/2014	7/27/2014	VZWRLSS*MY VZ VB P	549.56
KELLER CHUCK	358468261	7/18/2014	7/18/2014	7/27/2014	VZWRLSS*MY VZ VB P	551.33
MATHIOWETZ BRUCE	356672929	6/29/2014	6/30/2014	7/27/2014	COBORN S SUPERSTORE	150.77
MATHIOWETZ BRUCE	357771496	7/11/2014	7/11/2014	7/27/2014	SQ *ID THREADZ	32.06
MATHIOWETZ BRUCE	357771497	7/10/2014	7/11/2014	7/27/2014	TREASURE ISLAND RST&CA	227.43
SMITH KELLY	357094430	7/3/2014	7/4/2014	7/27/2014	Amazon Services-Kindle	15.37
SMITH KELLY	357771485	7/11/2014	7/11/2014	7/27/2014	OFFICE MAX	23.77
SMITH KELLY	357771486	7/12/2014	7/11/2014	7/27/2014	MINNESOTA SCHOOL BOARD	480.00
SMITH KELLY	358955772	7/23/2014	7/24/2014	7/27/2014	ACT*MN Association of	319.00
WICK KEN	359103443	7/25/2014	7/25/2014	7/27/2014	MILESTONE SYSTEMS INC	24,400.00
ACTIVITIES BELLE P	356806158	7/1/2014	7/2/2014	7/27/2014	BEST BUY 00014639	365.26
ACTIVITIES BELLE P	358727827	7/21/2014	7/22/2014	7/27/2014	COBORN S SUPERSTORE	34.96
SPARBY MINDY	356933476	7/1/2014	7/3/2014	7/27/2014	MUSIC THEATRE INTERNAT	1,185.00
SPARBY MINDY	357771487	7/9/2014	7/11/2014	7/27/2014	LITTLE CROW COUNTRY CL	74.81
COMM ED BELLE PLAINE	356806151	6/30/2014	7/2/2014	7/27/2014	COBORN S SUPERSTORE	22.23
COMM ED BELLE PLAINE	356806152	6/30/2014	7/2/2014	7/27/2014	USPS 26073001733418328	4.69
COMM ED BELLE PLAINE	356806153	7/1/2014	7/2/2014	7/27/2014	USPS 26073001733418328	10.28
COMM ED BELLE PLAINE	356806154	6/30/2014	7/2/2014	7/27/2014	THE GRAPHIC EDGE INC	22.37
COMM ED BELLE PLAINE	356806155	6/30/2014	7/2/2014	7/27/2014	THE GRAPHIC EDGE INC	514.10
COMM ED BELLE PLAINE	356806156	6/30/2014	7/2/2014	7/27/2014	THE GRAPHIC EDGE INC	32.88
COMM ED BELLE PLAINE	356806157	6/30/2014	7/2/2014	7/27/2014	THE GRAPHIC EDGE INC	1,064.50
COMM ED BELLE PLAINE	356933482	7/2/2014	7/3/2014	7/27/2014	STAGES THEATRE COMPANY	345.00
COMM ED BELLE PLAINE	356933483	7/1/2014	7/3/2014	7/27/2014	ORIENTAL TRADING CO	23.99
COMM ED BELLE PLAINE	357094446	7/3/2014	7/4/2014	7/27/2014	USPS 26073001733418328	3.57
COMM ED BELLE PLAINE	357362184	7/7/2014	7/8/2014	7/27/2014	USPS 26073001733418328	7.14
COMM ED BELLE PLAINE	357482777	7/8/2014	7/9/2014	7/27/2014	COBORN S SUPERSTORE	7.98
COMM ED BELLE PLAINE	357482778	7/8/2014	7/9/2014	7/27/2014	USPS 26073001733418328	1.82
COMM ED BELLE PLAINE	357596362	7/9/2014	7/10/2014	7/27/2014	USPS 26073001733418328	5.25
COMM ED BELLE PLAINE	357771495	7/10/2014	7/11/2014	7/27/2014	USPS 26073001733418328	6.16
COMM ED BELLE PLAINE	358059893	7/14/2014	7/15/2014	7/27/2014	USPS 26073001733418328	4.69
COMM ED BELLE PLAINE	358154905	7/15/2014	7/16/2014	7/27/2014	USPS 26073001733418328	5.74
COMM ED BELLE PLAINE	358269562	7/16/2014	7/17/2014	7/27/2014	COBORN S SUPERSTORE	37.70
COMM ED BELLE PLAINE	358269563	7/16/2014	7/17/2014	7/27/2014	USPS 26073001733418328	3.08
COMM ED BELLE PLAINE	358468263	7/17/2014	7/18/2014	7/27/2014	COBORN S SUPERSTORE	4.90

June 2013 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
COMM ED BELLE PLAINE	358468264	7/17/2014	7/18/2014	7/27/2014	COBORN S SUPERSTORE	(13.20)
COMM ED BELLE PLAINE	358468265	7/17/2014	7/18/2014	7/27/2014	USPS 26073001733418328	4.48
COMM ED BELLE PLAINE	358468266	7/18/2014	7/18/2014	7/27/2014	USPS 26073001733418328	4.13
COMM ED BELLE PLAINE	358468267	7/18/2014	7/18/2014	7/27/2014	SYLVAN STUDIO	225.45
COMM ED BELLE PLAINE	358633196	7/18/2014	7/21/2014	7/27/2014	HOMETOWN INN & SUITES	556.85
COMM ED BELLE PLAINE	358633197	7/18/2014	7/21/2014	7/27/2014	HOMETOWN INN & SUITES	556.85
COMM ED BELLE PLAINE	358727826	7/21/2014	7/22/2014	7/27/2014	COBORN S SUPERSTORE	8.88
COMM ED BELLE PLAINE	358834693	7/22/2014	7/23/2014	7/27/2014	USPS 26073001733418328	0.63
ELEMENTARY CHATFIELD	357362182	7/7/2014	7/8/2014	7/27/2014	MICHAELS STORES 3747	12.97
ELEMENTARY CHATFIELD	357362183	7/7/2014	7/8/2014	7/27/2014	WAL-MART #3513	64.21
ELEMENTARY CHATFIELD	357596359	7/9/2014	7/10/2014	7/27/2014	COBORN S SUPERSTORE	10.76
ELEMENTARY CHATFIELD	357596360	7/9/2014	7/10/2014	7/27/2014	MICHAELS STORES 3747	9.98
ELEMENTARY CHATFIELD	357596361	7/10/2014	7/10/2014	7/27/2014	RGS Pay*	313.42
ELEMENTARY CHATFIELD	357771488	7/10/2014	7/11/2014	7/27/2014	OFFICEMAX CT*IN#829096	103.80
ELEMENTARY CHATFIELD	357771489	7/10/2014	7/11/2014	7/27/2014	RGS Pay*	403.69
ELEMENTARY CHATFIELD	357771490	7/10/2014	7/11/2014	7/27/2014	RGS Pay*	70.81
ELEMENTARY CHATFIELD	357771491	7/11/2014	7/11/2014	7/27/2014	SSI*SCHOOL SPECIALTY	35.87
ELEMENTARY CHATFIELD	357771492	7/11/2014	7/11/2014	7/27/2014	SSI*SCHOOL SPECIALTY	74.49
ELEMENTARY CHATFIELD	357771493	7/11/2014	7/11/2014	7/27/2014	INNOVATIVE OFFICE SOLU	85.62
ELEMENTARY CHATFIELD	357771494	7/11/2014	7/11/2014	7/27/2014	CREATIVE TEACHING	84.61
ELEMENTARY CHATFIELD	358059889	7/14/2014	7/15/2014	7/27/2014	SSI*SCHOOL SPECIALTY	73.25
ELEMENTARY CHATFIELD	358059890	7/14/2014	7/15/2014	7/27/2014	SSI*SCHOOL SPECIALTY	1,139.83
ELEMENTARY CHATFIELD	358059891	7/14/2014	7/15/2014	7/27/2014	SSI*SCHOOL SPECIALTY	244.00
ELEMENTARY CHATFIELD	358059892	7/14/2014	7/15/2014	7/27/2014	MICHAELS STORES 5721	21.15
ELEMENTARY CHATFIELD	358154898	7/15/2014	7/16/2014	7/27/2014	TREND ENTERPRISES INC	78.34
ELEMENTARY CHATFIELD	358154899	7/15/2014	7/16/2014	7/27/2014	TREND ENTERPRISES INC	96.03
ELEMENTARY CHATFIELD	358154900	7/15/2014	7/16/2014	7/27/2014	SSI*SCHOOL SPECIALTY	188.16
ELEMENTARY CHATFIELD	358154901	7/15/2014	7/16/2014	7/27/2014	SSI*SCHOOL SPECIALTY	153.27
ELEMENTARY CHATFIELD	358154902	7/15/2014	7/16/2014	7/27/2014	SSI*SCHOOL SPECIALTY	87.30
ELEMENTARY CHATFIELD	358154903	7/15/2014	7/16/2014	7/27/2014	SSI*SCHOOL SPECIALTY	56.10
ELEMENTARY CHATFIELD	358154904	7/15/2014	7/16/2014	7/27/2014	SSI*SCHOOL SPECIALTY	159.04
ELEMENTARY CHATFIELD	358269557	7/16/2014	7/17/2014	7/27/2014	TARGET 00012724	52.36
ELEMENTARY CHATFIELD	358269558	7/16/2014	7/17/2014	7/27/2014	TARGET 00013524	49.75
ELEMENTARY CHATFIELD	358269559	7/16/2014	7/17/2014	7/27/2014	TARGET 00013524	69.19
ELEMENTARY CHATFIELD	358269560	7/16/2014	7/17/2014	7/27/2014	SAMS CLUB #6311	29.90
ELEMENTARY CHATFIELD	358269561	7/16/2014	7/17/2014	7/27/2014	DOLLAR DAYS	39.65

June 2013 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
ELEMENTARY CHATFIELD	358468262	7/17/2014	7/18/2014	7/27/2014	DOLLAR DAYS	208.62
ELEMENTARY CHATFIELD	358834692	7/22/2014	7/23/2014	7/27/2014	GBC*ECOMMERCE	731.00
<hr/>						
Total						61,664.47

Chuck Keller
Business Manager
Carol Lagergren
Director of Curriculum & Assessment
Ken Wick
IT Director



Chad Williams
Special Services Director
Jeff Heine
Buildings & Grounds Director
Nelson Ladd
Community Services Director

DATE OF BOARD MEETING: August 25, 2014
 SUBJECT: Gifts and Donations
 RECOMMENDATION: Approve

Therefore, the Director of Finance and Operations recommends the following resolution:

WHEREAS, School Board Policy #706 establishes guidelines for the acceptance of gifts/donations to the District; and

WHEREAS, Minnesota Statute 465.03 states the School Board may accept a gift, grant, or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members; and

BE IT RESOLVED that the School Board of Independent School District No. 716 accept with appreciation the following gifts/donation and permit their use as designated by the donor(s).

DETAIL OF GIFTS/DONATIONS:

Date	Donor	Nature of Donation/Gift	Amount
8.1.14	Belle Plaine Rotary Club	Bathroom Project	\$1,000.00
8.1.14	Belle Plaine State Bank	Bathroom Project	\$2,000.00
8.1.14	New York Life	Unspecified	\$102.00
8.5.14	Coborns – Labels for Learning	Chatfield Elementary	\$1,025.00
8.12.14	Wells Fargo Community Support Campaign – Neal Williamson	Chatfield Elementary	\$65.00
8.15.14	New York Life	Unspecified	\$34.00

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

August, 2014

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

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 st Grade	kadrian@belleplaine.k12.mn.us
Berg, Emily	RtI Math	eberg@belleplaine.k12.mn.us
Bristlin, Jodi	Resource Room	jbristlin@belleplaine.k12.mn.us
Brueske, Melissa	2 nd Grade	mbrueske@belleplaine.k12.mn.us
Cariveau, Jennifer	Kindergarten	jcariveau@belleplaine.k12.mn.us
DeWitte, Kim	Principal	kdewitte@belleplaine.k12.mn.us
Donovan, Carrie	Food Service Director	cdonovan@belleplaine.k12.mn.us
Earney, Chelsey	Physical Education	cearney@belleplaine.k12.mn.us
Edberg, Patti	Secretary	pedberg@belleplaine.k12.mn.us
Eishens, Janel	2 nd Grade	jeischens@belleplaine.k12.mn.us
Fogarty, Melanie	Kindergarten	mfogarty@belleplaine.k12.mn.us
Gaikowski, Brandon	1 st Grade	bgaikowski@belleplaine.k12.mn.us
Gerres, Megan	Kindergarten	mgerres@belleplaine.k12.mn.us
Gores, Brittany	Counselor	bgores@belleplaine.k12.mn.us
Grabow, Jennifer	ECSE	jgrabow@belleplaine.k12.mn.us
Graff, Katie	Physical Education	kgraff@belleplaine.k12.mn.us
Grotberg, Caren	ELL	cgrotberg@belleplaine.k12.mn.us
Halverson, Renetta	School Psychologist	rhalverson@belleplaine.k12.mn.us
Harmon, Deb	Office/para	dharmon@belleplaine.k12.mn.us
Hess-Norskog, Stacy	O.T.	shessnorskog@belleplaine.k12.mn.us
Iverson, Rita	Early Childhood Screening	riverson@belleplaine.k12.mn.us
Jacobson, Peter		pjacobson@belleplaine.k12.mn.us
Jans, Ashley	Resource Room	ajans@belleplaine.k12.mn.us

Jungwirth, Jenny	Music Teacher	jjungwirth@belleplaine.k12.mn.us
Kerkow, Rachelle	School Nurse	rkerkow@belleplaine.k12.mn.us
Kienlen, Christina	Speech	ckienlen@belleplaine.k12.mn.us
Laurent, Janelle	Kindergarten	jlaurent@belleplaine.k12.mn.us
Lindmeyer, Jodi	ECSE	jlindmeyer@belleplaine.k12.mn.us
Luskey, Becky	Preschool	bluskey@belleplaine.k12.mn.us
Maass, Kallie	SLP	kmaass@belleplaine.k12.mn.us
Miner, Julie	Tiger Kids Pre-K	jminer@belleplaine.k12.mn.us
Moore, Stephanie	1st Grade	smoore@belleplaine.k12.mn.us
Murphy, Cerise	LEAP	cmurphy@belleplaine.k12.mn.us
Perusse, Jennifer	1st Grade	jperusse@belleplaine.k12.mn.us
Petrasek, Kelly	ECSE	kpetrasek@belleplaine.k12.mn.us
Prokosch, Sheri	ECFE Coordinator	sprokosch@belleplaine.k12.mn.us
Prom, Nicole	School Psychologist	nprom@belleplaine.k12.mn.us
Remick, Kristie	Second Grade	kremick@belleplaine.k12.mn.us
Ritter, Angie	Media/Tech para	aritter@belleplaine.k12.mn.us
Schmidt, Courtney	2 nd Grade	cschmidt@belleplaine.k12.mn.us
Schultz, Carol	Title I	cschultz@belleplaine.k12.mn.us
Simones, Rose	2 nd Grade	rsimones@belleplaine.k12.mn.us
Smith, Alicia	Kindergarten	alsmith@belleplaine.k12.mn.us
Turmes, Marlene	School Nurse	mturmes@belleplaine.k12.mn.us
Voigt, Megan	1 st Grade	mvoigt@belleplaine.k12.mn.us
Volek, Abby	Kindergarten	avolek@belleplaine.k12.mn.us
Wallert, Jill	Rtl	jwallert@belleplaine.k12.mn.us
Williamson, Kari	Toddler Teacher/RC	kwilliamson@belleplaine.k12.mn.us

Witt, Tracy	Preschool	twitt@belleplaine.k12.mn.us
Zinken, Megan	1st Grade	mzinken@belleplaine.k12.mn.us
Zwick, Nick	Kindergarten	nzwick@belleplaine.k12.mn.us

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

Unexcused: *Parents who do not call the attendance line to report their child’s absence on the same day their child is absent..*

Other reasons that are considered unexcused are.....

- 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.

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.

Daily prices for the 2014-2015 school year are as follows:

Breakfast: Students \$1.00, Adults \$1.55
Lunch: Students \$2.00, Adults \$3.60
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 2nd and 3rd from 9-5. 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.

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.

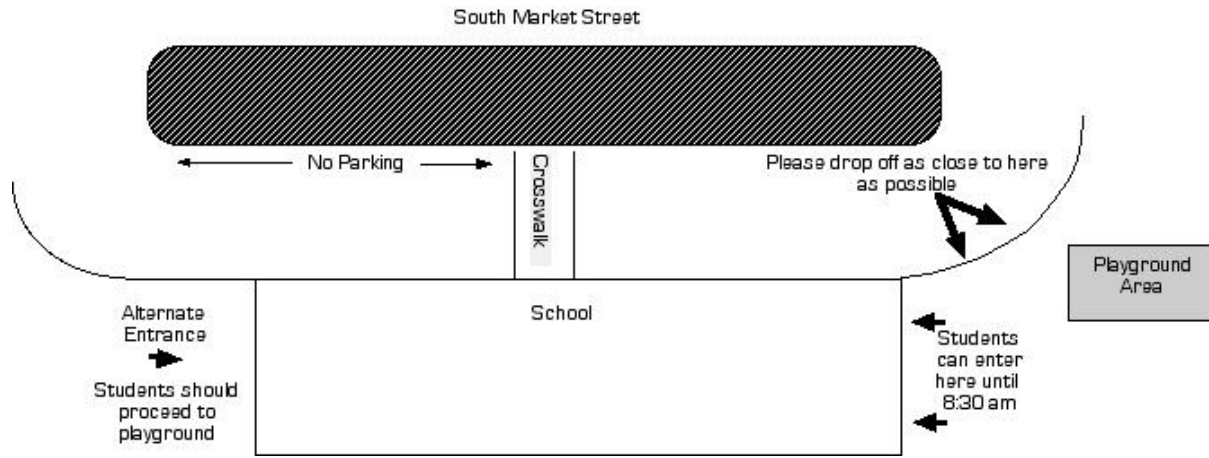
Referrals to work with the School Counselor can come from parents, school staff, and/or students. If ongoing work is deemed necessary, permission from a parent or guardian will be required. The School Counselor may be consulted and help out in crisis or other situations requiring a timely response.

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.

The front doors at Chatfield will be locked from 8:45-3:00. If you are visiting between those hours, please ring the bell. Someone in the office will answer and ask why you are visiting. Upon entering the school building all visitors are required to check in at the office. All check ins need to be accompanied by a Driver's License or Identification Card. The Belle Plaine school building 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:


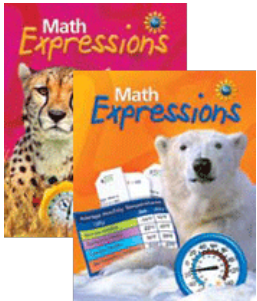


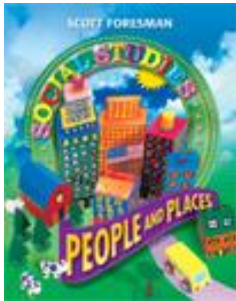
Raptor System Features

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

Core Curricula

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

Reading	Mathematics	Science	Social Studies	
				
http://www.hmhc.org/shop/education-curriculum/reading/core-reading-programs/journeys	Houghton-Mifflin	Houghton-Mifflin	Nystrom	Scott-Forseman
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 2 & 3** and **November 6 and 13, and March 16 & 19**.

Conferences are 15 minutes in length. You will be able to schedule a time for November and March conferences in October.

Computer Lab

A full-time computer/media specialist will be at Chatfield for the 2014-2015 school year. Our computer lab consists of 28 eMac computers. A SMART Board is also available.

Kindergarten, 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 Cerise Murphy at: cmurphy@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, November, 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 (RtI)

RtI 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. RtI delivers a four-tiered model of increasingly intense student intervention. All interventions used in RtI 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.

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

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 and other 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 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.

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 pictures and personal data will be printed in school publications, social media such as Twitter and Facebook, 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.**

Classroom Directories

Some classrooms may develop a classroom directory. If you should not want your child's name and phone number to be included in this directory, please inform your child's classroom teacher.

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 with their behavior will have appropriate consequences. 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:

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

Severe 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
Loss of Privilege
Logical Classroom consequence
Social Conferencing
Modeling and Practice
Recess and/or lunch in the office
Behavior Contract
In school or out of school suspension
Detention before or after school with parent permission
Restitution
Other

Chatfield Elementary Target Behavior and Consequences



Level 1 Behaviors	Level 1 Consequences (Classroom Managed)
<p>Be Safe</p> <ul style="list-style-type: none"> Unsafe behavior NOT resulting in injury (running in the hall, horseplay) Unsafe playground behavior (misusing equipment, breaking game rule) <p>Be Respectful</p> <ul style="list-style-type: none"> Talking, calling out, making noise during instruction, minor disruption Teasing or disrespectful tone/words not involving profanity toward student Inappropriate gestures/body language NOT involving vulgarity toward student Non-aggressive touch Using others' materials without permission <p>Be Responsible</p> <ul style="list-style-type: none"> Out of seat, assigned location in the room Not following directions (minor) Off-task Not completing assignments Not prepared for class Careless work Possession/playing with non-school items Not taking care of materials 	<ul style="list-style-type: none"> Peer Praise Increase proximity to adult Brief student-teacher conference Logical Consequences (loss of free time, apology letter, Loss of Privilege (portion of recess, loss of free time) You Break It! You Fix It! Logical Classroom management/behavior consequence that is Respectful, Related, and Realistic Social Conferencing (problem-solving) Modeling and Practicing appropriate behaviors
Level 2 Behaviors	Level 2 Consequences (Classroom Managed)
<p>Be Safe</p> <ul style="list-style-type: none"> Unintentional behavior resulting in injury Out of assigned area (unsupervised) <p>Be Respectful</p> <ul style="list-style-type: none"> Arguing with staff, disrespectful tone/words toward staff Profanity not directed toward people Inappropriate vulgarity toward adult <p>Be Responsible</p> <ul style="list-style-type: none"> Not following directions (insubordination) Possession of others' property without permission 	<ul style="list-style-type: none"> Use of level 1 consequences adjusted for more significant behaviors Phone call home by teacher or student Loss of privileges You Break It! You Fix It! Buddy Room Logical classroom management/behavior consequence that is Respectful, Related, and Realistic Social Conferencing Modeling and Practicing appropriate behaviors <p>(Staff can contact the office for support of repeat or continuous violations)</p>
Level 3 Behaviors	Level 3 Consequences (Administration Managed)
<p>Be Safe</p> <ul style="list-style-type: none"> Bus infractions Physical attack on student/safe (intentional) Possession/use of illegal/dangerous substance Possession of weapon Leaving school ground Chronic minor infractions <p>Be Respectful</p> <ul style="list-style-type: none"> Repeated harassment of student Profanity directed toward student/staff Verbal or written attack/threat toward student/staff <p>Be Responsible</p> <ul style="list-style-type: none"> Property destruction Theft 	<ul style="list-style-type: none"> Administrator determines consequences Parent/Teacher/Administration/Student Conference Phone call home by administrator and/or student Administrator provides teacher information and feedback Behavior Contract Social Conferencing Logical classroom management behavior consequence that is Respectful, Related, and Realistic Modeling and Practicing appropriate behaviors TEAM referral In School Suspension/Out of School Suspension Loss of Recess Lunch in the Office

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.

Belle Plaine Behavior Matrix
Show your PAWS!!!



	Hallway	Playground	Bathroom	Lunchroom
Pay Attention	1. Watch where you are walking 2. Know where you are going	1. Listen to ALL school adults 2. Be aware and follow rules/expectations	1. FLUSH	1. Be aware of surroundings 2. Hold Tray with 2 hands
Act Respectfully	1. Respect personal space 2. Inside Voice 3. Walking Feet	1. Be a good friend	1. Give Privacy 2. Bodies in control 3. Quiet Voices	1. Include others 2. Use manners 3. Respect others personal space
Work Responsibly	1. Self Control 2. Go Directly to Intended destination	1. Make Good choices	1. Wash hands 2. Clean up after yourself 3. Get In, Get out	1. I can pick up my space 2. Focused Eating
Be Safe	1. Walk forward 2. Keep hands to yourself 3. Smile	1. Use equipment appropriately 2. Stay in boundaries	1. Walk 2. Take turns 3. Keep Clean	1. I can Walk 2. Sharing is nice but not here 3. Use utensils correctly

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

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.

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 will show respectful behavior to all adults and students.

Students walk while in the hallways or lunchroom.

Students will include others.

Students will be aware of their surroundings and respect personal space..

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 email.

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.

1-1 Technology Initiative

During the 14-15 school year, Belle Plaine School District students K-12 will receive an ipad mini tablet to assist students in their educational studies. The tablets will allow educators to better personal education for each student and the tables will provide students with a variety of ways in which to demonstrate their learning.

The students at Chatfield will receive their ipad mini's some time around the beginning of October. The ipads will remain at school for student use. Chatfield student's will not be required to purchase insurance for the device due to the fact that they will remain at school and in their classroom.

We are going to ask that each student in k-12 bring their own set of earbuds to school for personal use.

Oak Crest Elementary

Independent School District No. 716 • Belle Plaine Public Schools



Student and Family 2014-2015 Handbook

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 staff at Oak Crest Elementary is prepared to give your child 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)

Oak Crest Elementary staff is prepared to team up with families to ensure strong support for a successful and enduring learning experience for our children. Please contact the Oak Crest Elementary Office at 952-873-2402 should you have any questions, concerns, or compliments about our school. We look forward to working in partnership with you and yours.

Sincerely,

Liann M. Hanson, PhD

Principal Oak Crest Elementary

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

Basic Information and Services

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

Office Hours: 7:15am-3:45pm
Grades 3-6 School Hours: 8:30am-3:00pm

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, after 8:40 AM, 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 student.

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

Unexcused: *Parents who do not call the attendance line to report their child's absence on the same day their child is absent.*

Other reasons that are considered unexcused are:

*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 AM or leaves from school before 3:00 PM, 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 AM, they are counted tardy.

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

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

If they leave after 2:30 PM, 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. **Oak Crest students must ride on their assigned shuttle bus to and from Chatfield.**

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.

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.

Daily prices for the 2014-2015 school year are as follows:

Breakfast: Students \$1.00, Adults \$1.55

Lunch: Students \$2.00, Adults \$3.60

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 Licensed Nurse 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 952-873-2411. 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 rack and container near the back door. Parents are encouraged to check this for lost articles.

Newsletters and other communication techniques

Oak Crest Elementary will email parents weekly updates on Friday of each week.

Oak Crest 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 2nd and 3rd from 9-5. Parents will receive 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 Oak Crest 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.

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. 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.

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.

The front doors at Oak Crest will be locked from 8:40-2:50. If you are visiting between those hours, please ring the bell. Someone in the office will answer and ask why you are visiting. Upon entering the school building all visitors are required to check in at the office. All check-ins need to be accompanied by a Driver's License or Identification Card. The Belle Plaine school building 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.

Core Curricula

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

Reading:	Houghton Mifflin	Grades 3-6	Adopted 2013
Mathematics:	Houghton Mifflin	Grades 3-6	Adopted 2011
Science:	Houghton Mifflin	Grades 3-6	Adopted 2007
Social Studies:	Scott Foresman	Grades 3-5	Adopted 2008
Social Studies:	MN Hist. Soc. Press	Grade 6	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 2 & 3** and **November 6 and 13, and March 16 & 19**. Conferences are 15 minutes in length. You will be able to schedule a time for November and March conferences in October.

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.

DARE

The DARE (Drug Abuse Resistance Education) program is taught each year to our 5th grade students. The program is taught by a DARE trained Belle Plaine police officer.

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, the homeroom teacher determines parent chaperones.

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 Cerisse Murphy at: cmurphy@belleplaine.k12.mn.us

Media Center

Oak Crest 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 3rd-6th 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 will participate in general music classes weekly. Students learn folk dance, music history, how to play a recorder and guitar, and how to sing. 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. Students may begin a band instrument in 5th and 6th grade. There is a morning 3rd and 4th grade choir offered to students. 5th and 6th grade students may also join choir.

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 (3rd-6th) 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 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, November, 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>)

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)

The statewide Minnesota Comprehensive Assessment (MCA) 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.

NWEA-MAP

Students in grades 1-8 take these computerized assessments three times per year. Students are assessed in reading and reading. At Oak Crest, these computerized tests are given in September and May. The results from these tests are used to evaluate each student's progress.

Response to Intervention (RtI)

RtI 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. RtI delivers a four-tiered model of increasingly intense student intervention. All interventions used in RtI 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.

Policies, Rules, and Procedures

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. Please see the School District's Wellness Policy on the website.

Bullying Policy

[Available on school website.](#)

Cell Phones

Cell phones and other 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 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.

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 pictures and personal data will be printed in school publications, social media such as Twitter and Facebook, 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 Oak Crest and Belle Plaine 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 with their behavior will have appropriate consequences. 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:

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

Severe 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
Sent to Principal's Office
Loss of Privilege
Logical Classroom consequence
Social Conferencing
Modeling and Practice
Recess and/or lunch in the office
Behavior Contract
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.

Belle Plaine Behavior Matrix
Show your PAWS!!!



	Hallway	Playground	Bathroom	Lunchroom
Pay Attention	1. Watch where you are walking 2. Know where you are going	1. Listen to ALL school adults 2. Be aware and follow rules/expectations	1. FLUSH	1. Be aware of surroundings 2. Hold Tray with 2 hands
Act Respectfully	1. Respect personal space 2. Inside Voice 3. Walking Feet	1. Be a good friend	1. Give Privacy 2. Bodies in control 3. Quiet Voices	1. Include others 2. Use manners 3. Respect others personal space
Work Responsibly	1. Self Control 2. Go Directly to Intended destination	1. Make Good choices	1. Wash hands 2. Clean up after yourself 3. Get In, Get out	1. I can pick up my space 2. Focused Eating
Be Safe	1. Walk forward 2. Keep hands to yourself 3. Smile	1. Use equipment appropriately 2. Stay in boundaries	1. Walk 2. Take turns 3. Keep Clean	1. I can Walk 2. Sharing is nice but not here 3. Use utensils correctly

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:
 - o Advertise alcohol or drugs
 - o Contain vulgar pictures or language
 - o May create a disruption to the learning process
 - o May create a health or safety hazard to any person
 - o May be hazardous in various school activities
 - o 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

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.

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 that 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 will show respectful behavior to all adults and students.
 Students walk while in the hallways or lunchroom.
 Students will include others.
 Students will be aware of their surroundings and respect personal space.
 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 email.

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.

1-to-1 Technology Initiative

During the 14-15 school year, Belle Plaine School District students K-12 will receive an iPad mini tablet to assist students in their educational studies. The tablets will allow educators to better personal education for each student and the tables will provide students with a variety of ways in which to demonstrate their learning.

The students at Oak Crest will receive their iPad minis some time around the beginning of October. The iPads will remain go back and forth between school and home depending on teacher/student use and discretion. Oak Crest students will be required to purchase insurance for the device.

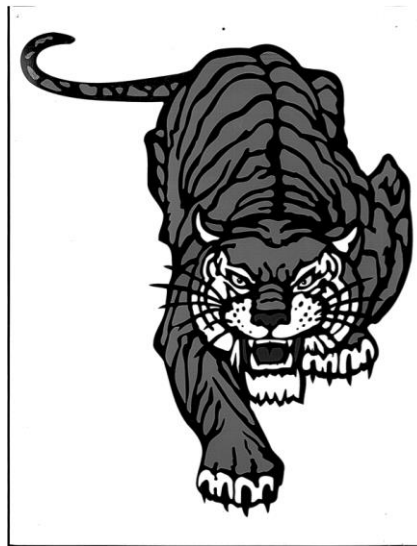
We ask that each student in K-12 bring his or her own set of ear buds to school for personal use.

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, 7-12 Assistant Principal / Activities Director

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 and after 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 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

7th and 8th grade students are required to take the Minnesota Comprehensive Assessments (MCA-II) in reading and math (and some years, science to 8th 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-9th grade, Reading-10th grade, Math-11th grade). This started with 8th graders in the 2005-06 school year. MCA-II examinations do not impact graduation at the 7th and 8th 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, unless the alleged violation involves this person. If the principal 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.

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.

1-1 Technology Initiative

During the 14-15 school year, Belle Plaine School District students K-12 will receive an iPad mini tablet to assist students in their educational studies. The tablets will allow educators to better personal education for each student and the tables will provide students with a variety of ways in which to demonstrate their learning.

We are going to ask that each student in k-12 bring their own set of earbuds to school for personal use.

Data/Photo Privacy

Student pictures and personal data will be printed in school publications, social media such as Twitter and Facebook 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.**

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 3rd 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 7th grade, they will not be retained in 8th 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/Assistant Principal: 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 a staff member grants permission.

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. Electronic cigarettes and

paraphernalia are included.

- 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. Detentions are to be made up within one week of the consequence being issued, unless special plans have been arranged and approved through the principal. An unexcused absence from detention results in increased detention time and will result in in school suspension if the time is not served. 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. Particular care should be taken to lock locker room lockers. Students are not to be in the locker rooms during the school day unless they are there for an academic reason.

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. Accessories or clothing that are offensive or target a specific group of people are not allowed. 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 the teacher grants permission. The device will be confiscated by the staff member and turned in to the office.

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.

2014-2015 CLASS TIME SCHEDULE

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

PERIOD 5	12:36-1:25
PERIOD 6	1:30-2:19
PERIOD 7	2:24-3:13

SCHOOL DISTRICT PHONE NUMBERS

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

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.



Independent School District No. 716

<http://www.belleplaine.k12.mn.us>
District Calendar 2014-2015

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-14

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

Jan-15

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

	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

Aug-14

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

Feb-15

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

Sep-14

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			

Mar-15

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			

Oct. 2014

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

Apr-15

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	

Nov-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

May-15

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

Dec-14

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		

Jun-15

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			

August
22, 25-28 8-22 New Teachers; 8/25-28 Workshop

September
1 No School - Labor Day
2 School Begins 7-12
2,3 K-6 Conferences 9 am to 5 pm
4 School Begins K-6

October
3 Students released at 12:15 pm - Teacher workshop
16,17 No School Education MN Conference
31 End of 1st Quarter

November
3 No School - Teacher Workshop
6,13 K-6 Parent Teacher Conferences
13,17 7-12 Parent Teacher Conferences
25 Students released at 12:15 pm - Teacher workshop
25 End 1st Trimester
26-28 No School - Thanksgiving Break

December
22-31 No School - Holiday Break

January
1,2 No School - Holiday Break
5 School Resumes
19 No School - Martin Luther King Jr. Day - Teacher Workshop
23 End 2nd Q/1st Semester

February
13 Students released at 12:15 pm - Teacher workshop
16 No School - President's Day
19, 23 7-12 Parent Teacher Conferences

March
6 End 2nd trimester
13 Students released at 12:15 pm - Teacher workshop
16,19 K-6 Parent Teacher Conferences
27 End 3rd Quarter
30 Teacher Workshop
31 No School - Spring Break

April
1-3 No School - Spring Break

May
25 No School - Memorial Day

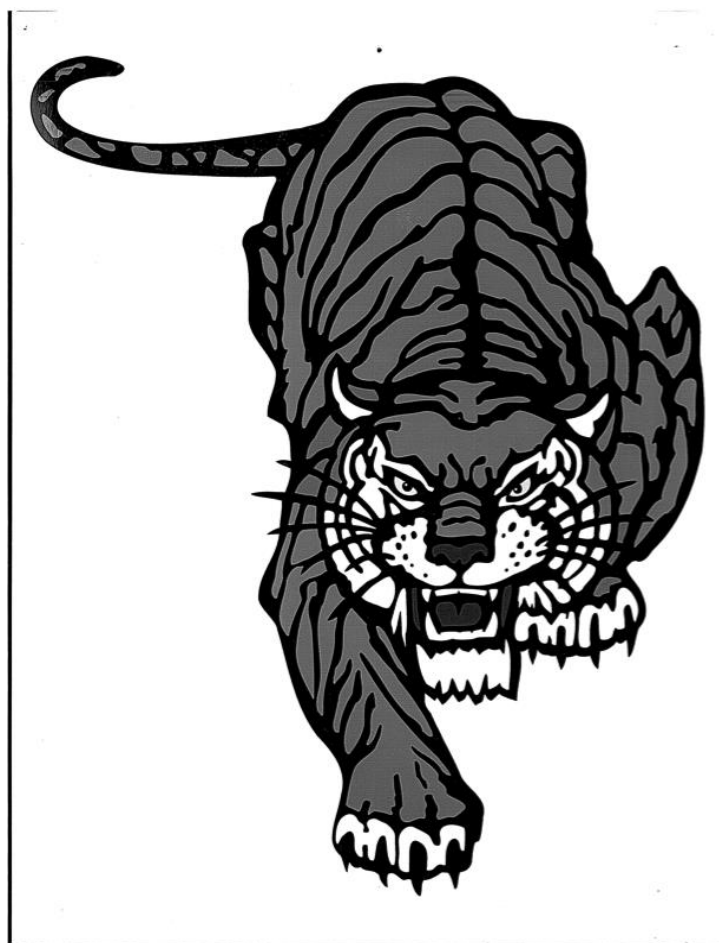
June
4 Last student day, end of 4th Quarter/3rd trimester
5 Teacher workshop
7 Graduation

Student Contact Day Summary

Quarter Summary		Trimester Summary	
1st Quarter	42	1st Trimester	58
2nd Quarter	45	2nd Trimester	58
3rd Quarter	44	3rd Trimester	58
4th Quarter	43		
Total	174	Total	174

8 teacher workshop days
2 days allotted for parent-teacher conferences

Activities Handbook
Parent/Student
2014-2015



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 4th 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.

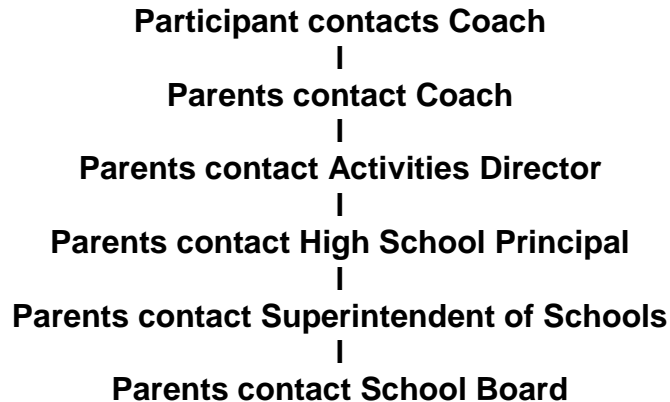
In order for our programs to be successful, we must all work together- parent, coach and participant. We strive to do what is best for each individual student within the concept of team. As teachers and coaches we care a great deal about your son or daughter and want to contribute to his/her individual 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: 952-873-2403

Msparby@belleplaine.k12.mn.us

Laurie Fogarty; Administrative Assistant

Fax: 952-378-2420

lfogarty@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

Focus Area	Bronze	Silver	Gold
	<i>To achieve bronze medal status, a teacher will demonstrate the following:</i>	<i>In addition to bronze level requirements, teachers will be required to demonstrate the following to achieve silver medal status:</i>	<i>In addition to the silver level requirements, teachers will be required to demonstrate the following to achieve gold medal status:</i>
Learning Management System			
LMS - Schoology	1. An active Schoology account & organized their class(es) on Schoology	3. Have received completed assignments through Schoology.	5. Have all classes and all assignments posted on Schoology for access by all students & parents.
	2. Posted and communicated expectations of at least one set of unit documents to Schoology	4. Have provided feedback on learning goals through Schoology.	6. Students are engaged in debate/dialogue/collaboration regarding assignments via the Schoology site
Document Management			
i.e. - Notability, Google.docs, Pages, etc.	1. Have completed a training with one of the mentioned products.	3. Have required students to submit assignments online using one of these platforms.	5. Teacher has shifted to accepting assignments in a variety of electronic platforms.
	2. Have personally used one of the products and have shared a document with someone else	4. Have moved at least one class to a "completely online" status with assignments/work being shared online.	6. At direction of teacher, students have created and submitted (assessed) work using a document management system.
Formative Assessment Applications			
i.e. - Nearpod, Socrative, Educreations, Show Me, Explain Everything, Google Forms, Kahoot, etc.	1. Have completed training or a tutorial on at least one of the assessment applications.	3. Have used the assessment component of the application during class session & provided students with feedback based on information gathered.	5. Have used formative assessment on a regular basis and utilize information gathered to change instruction to address areas of need.
	2. Have presented information in at least one class using one of the assessment applications.	4. Teacher has led students to analyze assessment results to identify individual areas of need and strength	6. Teachers guide students to use assessment results to develop learning goals to guide their personal learning.
Creativity Applications			
i.e. - iMovie, GarageBand, KeyNote, etc.	1. Have completed training or a tutorial on at least one of the creativity applications.	3. Teacher has designed a project detailing which creativity application to use to present information	5. Students have developed multiple presentations utilizing a variety of creativity applications based on content of instruction.
	2. Have utilized one of the creativity applications to present information from students related to standards work.	4. Have allowed students to select creativity application with which to submit assignment information.	6. Students have designed, developed, published, and elicited feedback using multiple creativity applications
Social Media Applications			
i.e. - Facebook, Pinterest, Twitter, Voxer, etc.	1. Have an active account in at least two Social Media applications	3. Participate and contributes to social media application	5. Facilitate/moderate a group activity through your social media platform.
	2. Accesses information through the social media account	4. Connect fellow educators &/or students to information on your social media site.	6. Teach others (fellow educators & students) about the social media platform of your preference.

Digital Curriculum Development & Implementation			
	1. Have unpacked power standards and communicated them to students	3. Directs students to specific created online resources	5. Has partnered with others to develop online curriculum
	2. Can delineate how online resources connect to standards	4. Creates online content in conjunction with created online resources	6. All standards-linked curriculum and curricular tools are completely accessible online
** Demonstration of proficiency may be done through tech integration specialist, curriculum & assessment director, or building principal.			
	Final approval for Gold Standard and 1 college credit will be authorized by building principal only.		
@@ One semester college credit will be awarded for the successful completion of gold status in each area.			

Belle Plaine Public Schools Teacher Evaluation Summary of Evaluation Process

NAME OF TEACHER:

NAME OF EVALUATOR :

NAME OF EVALUATOR'S SUPERVISOR:

WORK SITE:

SCHOOL YEAR:

TEACHER LEARNING GOAL(S) AND HOW LEARNING/GROWTH WILL BE MEASURED:

TECHNOLOGY LEARNING GOAL AND HOW LEARNING/GROWTH WILL BE MEASURED:

COMPONENTS OF TEACHER QUALITY GOALS ALIGNMENT (CHOOSE AT LEAST ONE):

- Professional Responsibilities
- Planning and Organization
- Instruction
- Classroom Environment

Supervisor Initials _____ Teachers Initials _____ Date Completed _____

Professional Growth/ Learning Log¹

Event	Date	Notes

¹*Mandatory events: development of professional growth plan, observations and conferences, end-of year meeting.

Optional events: learning opportunities outlined in the professional growth plan, including workshops, book study, peer observation, peer coaching, other learning opportunities.

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Multiple Measures of Student Performance

Component Ratings and the Summative Evaluation

Component	Component Ratings	Component Weights	Products
Teacher Practice		.40	
Student Learning and Achievement		.35	
Student Engagement		.20	
Technology		.05	
		Summative Score	

- 3.5-4.0—Exemplary
- 2.5-3.49—Effective
- 1.5-2.49—Development Needed
- 1.0-1.49—Unsatisfactory

Certification of the Process

I certify that the evaluation process documented above occurred as represented; that the teacher has participated in this evaluation in good faith; and that the teacher has made growth in meeting the components of teacher quality.

I recommend that the teacher continue on the growth track for next year.

EVALUATOR SIGNATURE _____ DATE _____

I certify that the evaluation proves documented above occurred as represented and that the supervisor has participated in this evaluation in good faith. I provide this feedback on the process:

TEACHER SIGNATURE _____ DATE _____

I certify that I have read this summary document and that it meets the expectations for the process as laid out in the agreement between Belle Plaine Schools and its teachers.

EVALUATOR’S SUPERVISOR SIGNATURE _____ DATE _____

Components of the Summative Evaluation

Belle Plaine Public Schools

	1	2	3	4
Teacher Practice	<ul style="list-style-type: none"> • Teacher does not have knowledge of content and pedagogy. • The lesson or unit has no clearly defined structure or the structure is chaotic. • Instruction is characterized by poor communication, low-level questions, little student engagement or participation in discussion, and little or no use of assessment in learning, and rigid adherence to an instructional plan despite evidence that it should be revised or modified. • Instructional outcomes, activities and assignments, and classroom interactions convey low expectations for at least some students. 	<ul style="list-style-type: none"> • Teacher has limited knowledge of content and pedagogy • The lesson or unit has a recognizable structure, although the structure is not uniformly maintained throughout. • Only some students are engaged in learning because of only partially clear communication, uneven use of discussion strategies, and only some suitable instructional activities and material, The teacher displays some use of assessment in instruction. • Teacher is moderately flexible in adjusting the instructional plan and in response to students' interests and their success in learning. • Instructional outcomes, activities and assignment, and classroom interactions convey only modest expectations for student learning and achievement. 	<ul style="list-style-type: none"> • Teacher displays a solid knowledge of content and pedagogy. • The teacher designs coherent instruction, engages students in learning. • All students are engaged in learning as a result of clear communication and successful use of questioning and discussion techniques. Activities and assignments are of high quality, and teacher and students make productive use of assessment. • The teacher demonstrates flexibility in contributing to the success of the lesson and each student. • Instructional outcomes, activities and assignments, and classroom interactions convey high expectations for most students. 	<ul style="list-style-type: none"> • Teacher's knowledge of resources extensively enhance content and pedagogical knowledge. • The teacher designs coherent instruction that allow for different pathways according to diverse student needs. • All students are highly engaged in learning and make material contributions to the success of the class through their participation in class discussions, active involvement in learning activities, and the use of assessment information in their learning. • The teacher persists in the search for approaches to meet the needs of every student. • Instructional outcomes, activities and assignments, and classroom interactions convey high expectations for all students. Students appear to have internalized these expectations.
Student Learning and Achievement	<ul style="list-style-type: none"> • Teacher sees no value in understanding how students learn and does not seek such information. • Teacher's purpose in a lesson or unit is unclear to students. • Teacher has no plans to use assessment results in designing future instruction. 	<ul style="list-style-type: none"> • Teacher recognizes the value of knowing how students learn, but this knowledge is limited or outdated. • Teacher attempts to explain the instructional purpose, with limited success. • Teacher plans to use assessment results to plan for future instruction for the class as a whole. 	<ul style="list-style-type: none"> • Teacher's knowledge of how students learn is accurate and current. • Teacher applies this knowledge to the class as a whole and to groups of students. • Teacher's purpose for the lesson or unit is clear, included where it is situated within broader learning. • Teacher plans to use assessment results to plan for future instruction for groups of students. 	<ul style="list-style-type: none"> • Teacher displays extensive and subtle understanding of how students learn and applies this knowledge to individual students. • Teacher makes the purpose of the lesson or unit clear, including where it is situated within broader learning, linking that purpose to student interests. • Teacher plans to use assessment results to plan future instruction for individual students.

<p>Student Engagement</p>	<ul style="list-style-type: none"> • Students are not aware of the criteria and performance standards by which their work will be evaluated. • Teacher does not monitor student learning in the curriculum, students do not engage in self-assessment or monitoring of progress. • Teacher ignores or brushes aside feedback from students' questions, interests, and information from the student engagement survey. 	<ul style="list-style-type: none"> • Students know some of the criteria and performance standards by which their work will be evaluated. • Teacher monitors the progress of the class as a whole but elicits no diagnostic information. • Students occasionally assess the quality of their own work against the assessment criteria and performance standards. • Teacher attempts to accommodate students' questions, interests, and information from the student engagement survey. 	<ul style="list-style-type: none"> • Students are fully aware of the criteria and performance standards by which their work will be evaluated. • Teacher monitors the progress of groups of students in the curriculum, making limited use of diagnostic prompts to elicit information. • Students frequently assess and monitor the quality of their own work against the assessment criteria and performance standards. • Teacher successfully accommodates students' questions, interests, and information from the student engagement survey. 	<ul style="list-style-type: none"> • Students are fully aware of the criteria and performance standards by which their work will be evaluated and have contributed to the development of the criteria. • Teacher actively and systematically elicits diagnostic information from individual students regarding their understanding and monitors the progress of individual students. • Students not only frequently assess and monitor the quality of their own work against the assessment criteria and performance standards but also make active use of that information in their learning. • Teacher seizes a major opportunity to enhance learning, building on student interests, spontaneous events, and information from the lesson.
<p>Technology</p>	<ul style="list-style-type: none"> • Teacher is unaware of the different technological resources for students available through the school or district. 	<ul style="list-style-type: none"> • Teacher displays awareness of technological resources for students available through the school or district but no knowledge of resources available more broadly. 	<ul style="list-style-type: none"> • Teacher displays awareness of technological resources for students available through the school or district and some familiarity with resources external to the school and on the internet. 	<ul style="list-style-type: none"> • Teacher's knowledge of technological resources for students is extensive, including those available through the school or district, in the community, and on the internet.

TECH INTEGRATION BENCHMARKS GO HERE!!!!

1st Reading: 1/30/06
2nd Reading: 2/27/06
Approved: 3/27/06

101 LEGAL STATUS OF THE SCHOOL DISTRICT

I. PURPOSE

It is a primary principle of this nation that the public welfare demands an educated and informed citizenry. The power to provide for public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district has been created for educational purposes.
- B. The legislature has authority to prescribe the school district's powers and privileges, its boundaries and territorial jurisdictions.
- C. The school district has only the powers conferred on it by the legislature; however, the school board's authority to govern, manage, and control the school district, to carry out its duties and responsibilities, and to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.

III. RELATIONSHIP TO OTHER ENTITIES

- A. The school district is a separate legal entity.
- B. The school district is coordinate with and not subordinate to the county(ies) in which it is situated.
- C. The school district is not subservient to municipalities within its territory.

IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT

- A. Funds
 - 1. The school district, through its school board, has authority to raise funds for

the operation and maintenance of its schools, and authority to manage and expend such funds, subject to applicable law.

2. The school district has wide discretion over the expenditure of funds under its control for public purposes, subject to the limitations provided by law.
3. School district officials occupy a fiduciary position in the management and expenditure of funds entrusted to them.

B. Raising Funds

1. The school district shall, within the limitations specified by law, provide by levy of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses.
2. The school district may issue bonds in accordance with the provisions of Minn. Stat. Ch. 475, or other applicable law.
3. The school district has authority to accept gifts and donations for school purposes, subject to applicable law.

C. Property

1. The school district may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property which is no longer needed for school purposes, subject to applicable law.
2. The school district shall manage its property in a manner consistent with the educational functions of the district.
3. The school district may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission.
4. School district officials hold school property as trustees for the use and benefit of students, taxpayers and the community.

D. Contracts

1. The school district is empowered to enter into contracts in the manner provided by law.
2. The school district has authority to enter into installment purchases and leases with an option to purchase, pursuant to Minn. Stat. § 465.71 or other

applicable law.

3. The school district has authority to make contracts with other governmental agencies and units for the purchase, lease or other acquisition of equipment, supplies, materials, or other property, including real property.
4. The school district has authority to enter into employment contracts. As a public employer, the school district, through its designated representatives, shall meet and negotiate with public employees in an appropriate bargaining unit and enter into written collective bargaining agreements with such employees, subject to applicable law.

E. Textbooks, Educational Materials, and Studies

1. The school district, through its school board and administrators, has the authority to determine what textbooks, educational materials, and studies should be pursued.
2. The school district shall establish and apply the school curriculum.

F. Actions and Suits

The school district has authority to sue and to be sued.

Legal References: Minn. Const. art. 13, § 1
Minn. Stat. Ch. 123B (School Districts, Powers and Duties)
Minn. Stat. Ch. 179A (Public Employment Labor Relations)
Minn. Stat. § 465.035 (Conveyance or Lease of Land)
Minn. Stat. §§ 465.71; 471.345; 471.6161; 471.64 (Rights, Powers, Duties of Political Subdivisions)
Minnesota Association of Public Schools v. Hanson, 287 Minn. 415, 178 N.W.2d 846 (1970)
Independent School District No. 581 v. Mattheis, 275 Minn. 383, 147 N.W. 2d 374 (1966)
Village of Blaine v. Independent School District No. 12, 272 Minn. 343, 138 N.W.2d 32 (1965)
Huffman v. School Board, 230 Minn. 289, 41 N.W.2d 455 (1950)
State v. Lakeside Land Co., 71 Minn. 283, 73 N.W.970 (1898)

Cross References: MSBA/MASA Model Policy 201 (Legal Status of School Board)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)

MSBA/MASA Model Policy 705 (Investments)

MSBA/MASA Model Policy 706 (Acceptance of Gifts)

MSBA/MASA Model Policy 801 (Equal Access to Facilities of Secondary Schools)

MSBA Service Manual, Chapter 3, Employee Negotiations

MSBA Service Manual, Chapter 13, School Law Bulletin "F" (Contract and Bidding Procedures)

Adopted: _____

MSBA/MASA Model Policy 101

Orig. 1995

Revised: _____

Rev. 2004

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MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 705 (Investments)
MSBA/MASA Model Policy 706 (Acceptance of Gifts)
MSBA/MASA Model Policy 801 (Equal Access to School Facilities)
MSBA Service Manual, Chapter 3, Employee Negotiations
MSBA Service Manual, Chapter 13, School Law Bulletin “F” (Contract and Bidding Procedures)

1st Reading: 6/26/06
2nd Reading: 7/24/06
Approved:

202 SCHOOL BOARD OFFICERS

I. PURPOSE

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. The school board shall meet annually and organize by selecting a chair, a clerk, a treasurer and such other officers as determined by the school board. At its option, the school board may appoint a vice-chair to serve in the temporary absence of the chair.
- B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

III. ORGANIZATION

The school board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. These officers shall hold office for one year and until their successors are elected and qualify.

- A. The persons who perform the duties of clerk and treasurer need not be members of the school board.
- B. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.

IV. OFFICER'S RESPONSIBILITIES

A. Chair

- 1. The chair when present shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions and perform all duties a chair usually performs.
- 2. In case of absence, inability, or refusal of the clerk to draw orders for the

payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

B. Treasurer

1. The treasurer shall deposit the funds of the school district in the official depository.
2. The treasurer shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.
3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minn. Stat. § 123B.12.

C. Clerk

1. The clerk shall keep a record of all meetings in the books provided.
2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. On or before August 15 of each year, the clerk shall:
 - a. file with the school board a report of the revenues, expenditures and balances in each fund for the preceding fiscal year.
 - b. make and transmit to the commissioner certified reports, showing:
 - (1) condition and value of school property;
 - (2) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner;
 - (3) length of school term and enrollment and attendance by grades; and
 - (4) other items of information as called for by the commissioner.
4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.

5. The clerk shall furnish to the county auditor, on or before October 10, an attested copy of the clerk's record, showing the amount of money voted by the school district or the school board for school purposes.
6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.

D. Vice-Chair [Optional]

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

E. Superintendent

1. The superintendent shall be an ex officio, nonvoting member of the school board.
2. The superintendent shall perform the following:
 - a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
 - b. recommend to the school board employment and dismissal of teachers;
 - c. superintend school grading practices and examinations for promotions;
 - d. make reports required by the commissioner; and
 - e. perform other duties prescribed by the school board.

Legal References: Minn. Stat. § 123B.12 (Finance)
Minn. Stat. § 123B.14 (Officers)
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 126C.17 (Referendum Revenue)
Minn. Stat. Ch. 205A (School District Elections)

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School District)

MSBA/MASA Model Policy 201 (Legal Status of the School Board)

MSBA/MASA Model Policy 203 (Operation of the School Board –
Governing Rules)

MSBA Service Manual, Chapter 1, School District Governance, Powers
and Duties

Adopted: _____

MSBA/MASA Model Policy 202

Orig. 1995

Revised: _____

Rev. ~~2009~~ 2011

202 SCHOOL BOARD OFFICERS

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

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II. GENERAL STATEMENT OF POLICY

- A. The school board shall meet annually and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. At its option, the school board may appoint a vice-chair to serve in the temporary absence of the chair.
- B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

III. ORGANIZATION

The school board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. These officers shall hold office for one year and until their successors are elected and qualify.

- A. The persons who perform the duties of clerk and treasurer need not be members of the school board.
- B. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.

[Note: The organizational meeting is a good time for the school board to plan for how to cancel and reschedule a board meeting. For example, the school board could decide and include in the regular meeting schedule a provision that if the school district closes early due to bad weather and calls off evening activities, any school board meeting scheduled for that evening will also be postponed and held at the same time and place the following evening.]

The organizational meeting is also a good time for the school board to select the school district's legal counsel and the individuals authorized to contact legal counsel. Usually, the authorized contacts are the board chair, the superintendent, and the chief

business official of the school district. In addition, many school districts authorize their human resources director, or a person exercising similar duties, to contact legal counsel.]

IV. OFFICER'S RESPONSIBILITIES

A. Chair

1. The chair when present shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions, and perform all duties a chair usually performs.
2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

B. Treasurer

1. The treasurer shall deposit the funds of the school district in the official depository.
2. The treasurer shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.
3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minn. Stat. § 123B.12.

C. Clerk

1. The clerk shall keep a record of all meetings in the books provided.
2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. On or before September 15 of each year, the clerk shall:
 - a. file with the school board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
 - b. make and transmit to the commissioner certified reports, showing:
 - (1) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner;

- (2) length of school term and enrollment and attendance by grades; and
 - (3) other items of information as called for by the commissioner.
4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.
5. The clerk shall furnish to the county auditor, on or before September 30 of each year, an attested copy of the clerk's record, showing the amount of proposed property tax voted by the school district or the school board for school purposes.
6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
8. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

D. Vice-Chair [Optional]

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

E. Superintendent

1. The superintendent shall be an ex officio, nonvoting member of the school board.
2. The superintendent shall perform the following:
 - a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
 - b. recommend to the school board employment and dismissal of teachers;
 - c. annually evaluate each school principal assigned responsibility for supervising a school building within the district;

- e d. superintend school grading practices and examinations for promotions;
- e e. make reports required by the commissioner; and
- e f. perform other duties prescribed by the school board.

Legal References: Minn. Stat. § 123B.12 (Finance)
Minn. Stat. § 123B.14 (Officers)
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 126C.17 (Referendum Revenue)
Minn. Stat. Ch. 205A (School District Elections)

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School District)
MSBA/MASA Model Policy 201 (Legal Status of the School Board)
MSBA/MASA Model Policy 203 (Operation of the School Board –
Governing Rules)
MSBA Service Manual, Chapter 1, School District Governance, Powers
and Duties

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414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. “Child” means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (Child Protection) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. §260C.451 (Foster Care Benefits Past Age 18).
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Mandated Reporter” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.
- E. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:

1. failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child's physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
2. failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so;
3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
4. failure to ensure that a child is educated in accordance with state law, which does not include a parent's refusal to provide his or her child with sympathomimetic medications;
5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child's birth, or medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;
6. medical neglect as defined by Minn. Stat. §260C.007, Subd. 4, Clause (5);
7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child's basic needs and safety; or
8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.

- F. "Nonmaltreatment mistake" means: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4)

any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.

- G. “Physical Abuse” means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child’s care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child’s history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 121A.67 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions which are not reasonable and moderate include, but are not limited to, any of the following that are done in anger or without regard to the safety of the child: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child’s breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child’s behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (9) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (10) in a school facility or school zone, an act by a person responsible for the child’s care that is a violation under Minn. Stat. § 121A.58.

- H. “School Personnel” means professional employee or professional’s delegate of the school district who provides health, educational, social, psychological, law enforcement or child care services.

- I. “Sexual Abuse” means the subjection of a child by a person responsible for the child’s care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration as well as sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes threatened sexual abuse which includes the status of a parent or

household member who has committed a violation which requires registration under Minn. Stat. §243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).

- J. “Mental Injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- K. “Person responsible for the child’s care” means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- L. “Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years to the local welfare agency, police department, county sheriff, or agency responsible for assisting or investigating maltreatment.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.
- C. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- D. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a

controlled substance for nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.

- E. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- F. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.
- G. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

V. INVESTIGATION

- A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless

another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.

- D. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.67 (Aversive and Deprivation Procedures)
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd.4, Clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. § 609.02, Subd.6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

Adopted: _____

MSBA/MASA Model Policy 206

Orig. 1995

Revised: _____

Rev. ~~2010~~ 2011

206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS

I. PURPOSE

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school board is to encourage discussion by citizens of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. DEFINITIONS

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary

action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the terms of any agreement settling any dispute arising out of the employment relationship, including a superintendent buyout agreement, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; a work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

- D. "Educational data" means data maintained by the school district which relates to a student.

- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.

- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; ~~and~~ prior government service; and any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597. Once an individual has been appointed to a public body, the following additional items of data are public: residential address and either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; provided, however, any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
 - 1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
 - 2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
 - 3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);
 - 4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.

- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
 - 1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
 - 2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
 - 3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all citizens of the school district an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

VI. PROCEDURES

A. Agenda Items

- 1. Citizens who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The citizen should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed.

2. Citizens who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The school board chair will recognize one speaker at a time, and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a

designated person, the matter should be referred to the superintendent.

3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

The school board shall normally provide a specified period of time ~~where~~ when citizens may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
Minn. Stat. § 13D.05 (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 122A.44 (Contracting with Teachers)

Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. 852 (July 14, 2006)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

1st Reading: 1/30/06
2nd Reading: 2/27/06
Approved: 3/27/06
Revised: 9/24/12
Revised: 5/28/13

406 PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. “Public” means that the data is available to anyone who requests it.
- B. “Private” means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.
- C. “Confidential” means the data is not available to the subject.
- D. “Parking space leasing data” means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. “Personnel data” means government data on individuals maintained because they are or were employees of the school district, applicants for employment, or volunteers or independent contractors for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.
- F. “Finalist” means an individual who is selected to be interviewed by the school board for a position.

- G. “Protected health information” means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. “Protected health information” excludes health information in education records covered by FERPA and employment records held by a school district in its role as employer.
- H. “Public official” means business manager, human resource director, and an individual defined as superintendent, principal, or director who is employed in a position requiring an administrative license.

IV. PUBLIC PERSONNEL DATA

- A. The following information on employees, including volunteers and independent contractors, is public:
 - 1. name;
 - 2. employee identification number, which may not be the employee’s social security number;
 - 3. actual gross salary;
 - 4. salary range;
 - 5. terms and conditions of employment relationship;
 - 6. contract fees;
 - 7. actual gross pension;
 - 8. the value and nature of employer-paid fringe benefits;
 - 9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
 - 10. job title;
 - 11. bargaining unit;
 - 12. job description;
 - 13. education and training background;
 - 14. previous work experience;
 - 15. date of first and last employment;
 - 16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;

17. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;
21. badge number;
22. work-related continuing education
23. honors and awards received; and
24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

B. The following information on applicants for employment is public:

1. veteran status;
2. relevant test scores;
3. rank on eligible list;
4. job history;
5. education and training; and
6. work availability.

C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.

D. Applicants for appointment to a public body.

1. Data about applicants for appointment to a public body are private data on individuals except that the following are public:
 - a. name;
 - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
 - c. education and training;
 - d. employment history;
 - e. volunteer work;
 - f. awards and honors;
 - g. prior government service;
 - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minn. Stat. § 15.0597; and
 - i. veteran status.
 2. Once an individual is appointed to a public body, the following additional items of data are public:
 - a. residential address;
 - b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
 - c. first and last dates of service on the public body;
 - d. the existence and status of any complaints or charges against an appointee; and
 - e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize and active investigation.
 3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.
- E. Regardless of whether there has been a final disposition as defined in Minn. Stat. § 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a

public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.

- F. Data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement with another person. Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data are private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data are private.
- E. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.
- F. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- G. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 - 1. The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 - 2. A pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
 - 3. A court, law enforcement agency or prosecuting authority.
- H. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or

alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.

- I. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- J. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:
 - 1. threaten the personal safety of the complainant or a witness; or
 - 2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- K. The school district shall make any report to the board of teaching or the state board of education as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, Subd. 2.
- L. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.
- M. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report.
- N. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data.
- O. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private.

- P. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.
- Q. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- R. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated [*name and title, telephone*] as the authority responsible for personnel data. If you have any questions, contact [*him/her*].

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.39 (Civil Investigation Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

Adopted: _____

MSBA/MASA Model Policy 406

Orig. 1995

Revised: _____

Rev. 2012 2013

406 PUBLIC AND PRIVATE PERSONNEL DATA

[Note: The provisions of this policy accurately reflect the Minnesota Government Data Practices Act and are not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

II. GENERAL STATEMENT OF POLICY

A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.

B. All other data on individuals is private or confidential.

III. DEFINITIONS

A. “Public” means that the data is available to anyone who requests it.

B. “Private” means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.

C. “Confidential” means the data is not available to the subject.

D. “Parking space leasing data” means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.

E. “Personnel data” means government data on individuals maintained because they are or were employees of the school district, applicants for employment, or volunteers or independent contractors for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.

- F. “Finalist” means an individual who is selected to be interviewed by the school board for a position.
- G. “Protected health information” means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. “Protected health information” excludes health information in education records covered by FERPA and employment records held by a school district in its role as employer.
- H. “Public official~~s~~” means business manager~~s~~; human resource director~~s~~; ~~and an athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and~~ individual~~s~~ defined as superintendent~~s~~; ~~and~~ principal~~s~~; ~~or director who is employed in a position requiring an administrative license.~~

IV. PUBLIC PERSONNEL DATA

- A. The following information on employees, including volunteers and independent contractors, is public:
 1. name;
 2. employee identification number, which may not be the employee’s social security number;
 3. actual gross salary;
 4. salary range;
 5. terms and conditions of employment relationship;
 6. contract fees;
 7. actual gross pension;
 8. the value and nature of employer-paid fringe benefits;
 9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
 10. job title;
 11. bargaining unit;
 12. job description;
 13. education and training background;

14. previous work experience;
15. date of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;
21. badge number;
22. work-related continuing education;
23. honors and awards received; and
24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

B. The following information on applicants for employment is public:

1. veteran status;
2. relevant test scores;
3. rank on eligible list;
4. job history;
5. education and training; and

6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.
 - D. Applicants for appointment to a public body.
 1. Data about applicants for appointment to a public body are private data on individuals except that the following are public:
 - a. name;
 - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
 - c. education and training;
 - d. employment history;
 - e. volunteer work;
 - f. awards and honors;
 - g. prior government service;
 - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minn. Stat. § 15.0597; and
 - i. veteran status.
 2. Once an individual is appointed to a public body, the following additional items of data are public:
 - a. residential address;
 - b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
 - c. first and last dates of service on the public body;
 - d. the existence and status of any complaints or charges against an appointee; and
 - e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless

access to the data would jeopardize an active investigation.

3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.
- E. Regardless of whether there has been a final disposition as defined in Minn. Stat. § 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.
- F. Data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement ~~with another person~~. Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data are private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data are private.
- E. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.
- F. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- G. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee

from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:

1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 2. a pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
 3. a court, law enforcement agency, or prosecuting authority.
- H. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.
- I. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- J. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:
1. threaten the personal safety of the complainant or a witness; or
 2. subject the complainant or witness to harassment.
- If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.
- K. The school district shall make any report to the board of teaching or the state board of education as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, Subd. 2.
- L. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.
- M. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the

maltreatment report. Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

- N. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data.
- O. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private.
- P. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.
- Q. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- R. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated [*name and title, telephone*] as the authority responsible

for personnel data. If you have any questions, contact *[him/her]*.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.39 (Civil Investigation Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)
[Minn. Stat. § 626.556, Subd. 7 \(Reporting of Maltreatment of Minors\)](#)
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

1st Reading: 10/23/2006

2nd Reading: 11/27/2006

Approved: 12/18/2006

Revised: 7/22/2013

414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. “Child” means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (Child Protection) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. §260C.451 (Foster Care Benefits Past Age 18).
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Mandated Reporter” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.
- E. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:

1. failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child's physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
2. failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so;
3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
4. failure to ensure that a child is educated in accordance with state law, which does not include a parent's refusal to provide his or her child with sympathomimetic medications;
5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child's birth, or medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;
6. medical neglect as defined by Minn. Stat. §260C.007, Subd. 4, Clause (5);
7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child's basic needs and safety; or
8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.

- F. "Nonmaltreatment mistake" means: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4)

any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.

- G. “Physical Abuse” means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child’s care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child’s history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 121A.67 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions which are not reasonable and moderate include, but are not limited to, any of the following that are done in anger or without regard to the safety of the child: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child’s breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child’s behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (9) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (10) in a school facility or school zone, an act by a person responsible for the child’s care that is a violation under Minn. Stat. § 121A.58.

- H. “School Personnel” means professional employee or professional’s delegate of the school district who provides health, educational, social, psychological, law enforcement or child care services.

- I. “Sexual Abuse” means the subjection of a child by a person responsible for the child’s care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration as well as sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes threatened sexual abuse which includes the status of a parent or

household member who has committed a violation which requires registration under Minn. Stat. §243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).

- J. “Mental Injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- K. “Person responsible for the child’s care” means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- L. “Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years to the local welfare agency, police department, county sheriff, or agency responsible for assisting or investigating maltreatment.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.
- C. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- D. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a

controlled substance for nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.

- E. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- F. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.
- G. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

V. INVESTIGATION

- A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless

another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.

- D. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.67 (Aversive and Deprivation Procedures)
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd.4, Clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. § 609.02, Subd.6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

Adopted: _____

MSBA/MASA Model Policy 414

Orig. 1995

Revised: _____

Rev. ~~2012~~ 2013

414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

[Note: This policy reflects the mandatory law regarding reporting of maltreatment of minors and is not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. “Child” means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (Child Protection) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.

- D. “Mandated reporter” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.
- E. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
 2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so;
 3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
 4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
 5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, or medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;
 6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 4, Clause (5);
 7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child’s basic needs and safety; or
 8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child’s behavior, emotional response, or cognition that is not within the normal range for the child’s age and stage of development, with due regard to the child’s culture.

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child’s care in good faith has selected and depended on those means for treatment or care of disease, except where the lack

of medical care may cause serious danger to the child's health.

- F. "Nonmaltreatment mistake" means: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.
- G. "Physical abuse" means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child's care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 121A.67 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions which are not reasonable and moderate include, but are not limited to, any of the following that are done in anger or without regard to the safety of the child: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (9) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (10) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.

- H. "School personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.

- I. “Sexual abuse” means the subjection of a child by a person responsible for the child’s care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration as well as sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).
- J. “Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- K. “Person responsible for the child’s care” means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- L. “Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years to the local welfare agency, police department, county sheriff, or agency responsible for assisting or investigating maltreatment.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating

maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.

C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred and may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

D. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.

E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.

F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.

G. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.

H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

[Note: The Minnesota Department of Education (MDE) is responsible for assessing or investigating allegations of child maltreatment in schools. Although a report may be made to any of the agencies listed in Section IV. A., above, and there is no requirement to file more than one report, if the initial report is not made to MDE, it would be helpful to MDE if schools also report to MDE.]

V. INVESTIGATION

A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons

responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.

- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be

received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.

- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.67 (Aversive and Deprivation Procedures)
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd. 4, Clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)