

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



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

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**REGULAR BOARD MEETING**  
District Office, 130 South Willow Street, Belle Plaine, MN 56011  
6:00 PM Monday, July 27, 2015

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

**1. Call to Order:**

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

**1. Ed Waltman, SCSC Superintendent Search Consultant:**

Ed Waltman

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

**4. Consensus Items:**

Chair Ludvik

**1. Previous Board Meeting Minutes:**

3

**2. Approve Monthly Expenditures:**

9

**3. Personnel:**

**4. Student Enrollments:**

**5. Donations:**

25

**6. Memberships:**

**5. Discussion Items:**

**1. Superintendent Update:**

Dr. Smith

**2. Board Member Reports:**

Board Members

**6. Action Items:**

|  |              |                  |
|--|--------------|------------------|
| <b><u>1. Approve General Election Resolution<br/>Setting Date &amp; Times of Election:</u></b>         | Dr. Smith    | <b><u>26</u></b> |
| <b><u>2. Establish 2015-16 MNTAAB Borrowing Amount:</u></b>  | Dr. Smith    |                  |
| <b><u>3. Approve Student Handbooks for 2015-<br/>2016:</u></b>   | Dr. Smith    | <b><u>31</u></b> |
| <b><u>4. Update on Enhanced Learning Initiative (1 to 1) &amp;<br/>Recommended Fees for 15-16:</u></b> | Dr. Smith    |                  |
| <b><u>5. Close Board Meeting for BPEA &amp; BPESP Negotiations<br/>Strategy Session:</u></b>           | Chair Ludvik |                  |
| <b><u>7. Upcoming Meetings:</u></b>  |              |                  |
| <b><u>8. Adjourn:</u></b>  |              |                  |

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

\_\_\_\_\_  
Date

# **Preliminary Minutes of Regular Board Meeting**

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

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

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A Regular Board Meeting of the Board of Trustees of Belle Plaine Public Schools was held Monday, June 22, 2015, beginning at 6:00 PM in the District Center - Board Room.

1. Call to Order:

*The regular monthly meeting of the Belle Plaine School Board was called to order by Chairperson Ludvik on Monday, June 22, 2015 at 6:00 pm at the District Center Board Room with the following members present: Ludvik, Vandermark, Giesen, Gardner and Supt. Smith. The following members were absent: Lenz and O'Brien.*

2. Acknowledgment of Visitors and Special Presentations:

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

2. 1. Boy's Track Team State Competitors:

Coach Adam Smith and Ryan Wolke, who participated in the recent State Meet, were present to talk about their season and their 7th place finish at State.  
Presenter: Coach Adam Smith

2. 2. Girl's Track Team State Competitors:

Coach Foust and athletes who participated in the recent State Meet were present to discuss their season and their State Championship and the 400M Dash Champion Jenna Gatz and the 4 x 800 M Relay championship as well as other places in the state meet!  
Presenter: Coach Rich Foust

2. 3. Clay Target Team State Competitors:

Coach Schuneman and recent participants in the MSHSL Clay Target Championships were present to talk about their season and their recent experience in State Competition where the team finished in 8<sup>th</sup> place out of 32 teams.  
Presenter: Coach Jack Schuneman

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

Chairperson Ludvik will ask if there are any items that need to be brought before the board and for consideration of the Agenda.

*Motion by Vandermark and second by Giesen to approve the agenda as presented. Motion carried unanimously.*

4. Consensus Items:

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

Presenter: Chair Ludvik

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

4. 1. Previous Board Meeting Minutes:

Enclosed are the May 26, 2015 Regular Board Meeting minutes for your review and adoption.

4. 2. Approve Monthly Expenditures:

At the board finance meeting, expenditures for the month of May were reviewed. Administration recommends approval of the June 2015 disbursements totaling \$921,481.08. This includes board payables of \$55,092.97, hand payables of \$299,040.30, electronic payments of \$537,608.29 and student activity payments of \$29,739.52.

4. 3. Personnel:

Accept the resignation of Jen Grabow, ECSE Teacher, effective June 30, 2015.

Accept the resignation of Jodi Bristlin, Special Education Teacher, effective August 27, 2015.

Approve the hire of Chad Eischens as Activities & Recreation Director for 2015-16 (\$70,000) and 2016-17 (\$78,950 - provided he has secured a Community Education Director's license prior to the year beginning.)

Approve the hire of Dawn Schuett, Speech Language Pathologist, for the 2015-2016 school year at \$44,420, MA Step 6.

Approve the hire of Andrea Robbins, ECSE Teacher, for the 2015-2016 school year at \$33,754, BA Step 1.

Approve the hire of Andrea Radcliff, Elementary Instructor, for the 2015-2016 school year at \$33,754, BA Step 1.

Approve the hire of Jackie M Braun as Chatfield Special Education teacher for the 2015-16 school year at \$41,363, BA0 Step 9.

Approve the hire of Sibel Dikmen, Information Technology Specialist, for the 2015-2016 school year for 1,840 hours at \$17 per hour.

Approve an Employee Leave Request for Martha Hartmann effective July 1, 2015 through June 30, 2016.

4. 4. Student Enrollments:

Approve a Belle Plaine grade 8 resident to attend Chaska School District beginning in the fall of 2015.

Approve two Belle Plaine residents, grades 3 and 5, to attend St. Peter Public Schools effective May 18, 2015.

Approve two Belle Plaine residents, grades 2 and 5, to attend Jordan Public Schools effective fall of 2015.

Approve two Shakopee residents, Pre-K and 2nd grade, to attend Belle Plaine Public Schools effective fall of 2015.

4. 5. Donations:

Donations totaling \$576.10 were given to the Belle Plaine School District over the past month. See the attached resolution for a full listing of the donations. Thank you to all who made these wonderful donations!

| Date      | Donor                       | Nature of Donation/Gift                  | Amount |
|-----------|-----------------------------|--|--------|
| 5.21.2015 | Belle Plaine Elementary PTO | Chatfield – Transportation for Field Day | 245.00 |
| 5.21.2015 | Belle Plaine Elementary PTO | Chatfield – Kindergarten Caterpillars    | 281.40 |
| 5.21.2015 | Belle Plaine Elementary PTO | Chatfield – Snack Cart                   | 54.70  |

4. 6. MN State High School League Actions:

4. 6. 1. Approve MSHSL Membership for 2015-16:

This is an annual action taken to allow participation in all MN State High School League activities for the coming year. This year, we are required to

verify that the board and administration have viewed the video "Why We Play" as part of our membership application. That video was viewed and discussed at our June work session.

4. 6. 2. Approval for Out of State Travel for VB Team:

Our volleyball is planning a fall trip to southern California to coincide with the beginning of their season. The expense for the trip is paid entirely by the participants. The trip meets the guidelines set forth by the MSHSL and requires board approval before departure. It is recommended that approval be granted.

4. 6. 3. Dissolve Cooperative Program for Girl's Hockey:

Action is necessary to dissolve the current cooperative girl's hockey agreement that we have with the Prior Lake-Savage Area Schools. No girls are currently participating in this program. If interest in participation in the program is indicated at a later time, we are able to make application to renew the partnership agreement.

5. Discussion Items:

5. 1. Superintendent Update:

Superintendent Smith will provide updates on current school activities including current staffing status for 15-16 year, SOAR remodeling project (transitions program), move of community education offices to JH-SH office area, superintendent evaluation workshop and final legislative actions affecting education.

Presenter: Dr. Smith

5. 2. Board Member Reports:

Board members will have an opportunity to share information about meetings they have attended over the past month. Dan Giesen updated the board on teacher negotiations with the next meeting coming up on Monday, June 29<sup>th</sup>. PR committee will be meeting on Thursday, June 25<sup>th</sup>. Joe Vandermark discussed points of interest from the Superintendent Evaluation workshop that he and Dr. Smith attended 2 weeks ago. It was a good session with helpful guidance in this new process. Dan Gardner mentioned the PR meeting and briefly mentioned the Building committee although no immediate plans are in place for any meeting until a community survey is done regarding the YMCA/community center project.

Presenter: Board Members

6. Action Items:

6. 1. Aid Anticipation Borrowing Program for FY16:

We will be utilizing the Aid Anticipation Certificate program for cash flow borrowing for the upcoming year. It is necessary to have board action to participate in the cash flow borrowing program. We currently have borrowed nearly \$900,000. We recommend approval of the maximum amount for the coming year although we expect to access just over \$500,000 of this amount.

Presenter: Mr. Keller

*Motion by Vandermark and second by Giesen to approve the Aid Anticipation Borrowing Program for Fiscal Year 2016 at the maximum amount of \$1,341,900. Motion carried unanimously with a 4-0 roll call vote.*

6. 2. FY16 Budget Proposal & Adoption:

Mr. Keller has completed the preliminary budgets for all funds for the 15-16 school year. We reviewed the general fund at our recent work session and will be reviewing

all funds as part of this adoption process. The general fund budget is created using historical information and the approved budget assumptions. Recommendation is for approval of all budgets for the 15-16 school year.

Presenter: Mr. Keller

|                         | <b>Adopted Budget<br/><u>2015-16</u></b> |
|-------------------------|--|
| <b>Revenues</b>         |  |
| General Fund            | \$ 15,674,525                            |
| Food Services Fund      | \$ 640,000                               |
| Community Services Fund | \$ 625,059                               |
| Debt Redemption Fund    | \$ 3,224,001                             |
| Trust and Agency Fund   | \$ 2,000                                 |
| <b>Totals All Funds</b> | <b>\$ 20,165,585</b>                     |
| <br><b>Expenditures</b> |  |
| General Fund            | \$ 15,904,033                            |
| Food Services Fund      | \$ 655,000                               |
| Community Services Fund | \$ 635,662                               |
| Debt Redemption Fund    | \$ 3,195,321                             |
| Trust and Agency Fund   | \$ 2,000                                 |
| <b>Totals All Funds</b> | <b>\$ 20,392,016</b>                     |

*Motion by Vandermark and second by Gardner to approve all budgets for the 2015-2016 school year. Motion carried unanimously.*

6. 3. Approve Health & Safety 3 Year Budget:

Each year the district is required to give approval to a 3 year budget for health and safety and to acknowledge that we have a Health & Safety Policy in place. It is recommended that a motion be made to approve this report, the proposed budget and acknowledge that we have a policy in place.

Presenter: Mr. Keller

*Motion by Giesen and second by Gardner to approve the Health & Safety report, its proposed budget and to acknowledge we have a policy in place. Motion carried unanimously.*

6. 4. Approve Meal Prices and Fees for 2015-16:

At previous meetings, a 10% increase in activity fees was approved. The following fees will be in place for the 2015-16 school year: 9-12 Football - \$145; 7-8 Football - \$110; 9-12 All other sports - \$115; 7-8 All other sports - \$85; Drama (each season) - \$65; Visual Arts - \$50; JH Visual Arts - \$30; High Potential Activities - \$65 and Speech - \$65. Family maximum amounts are \$330 for 1 child; \$495 for 2 children; and \$560 for 3 or more children.

The recommendation for our meal prices is a \$.10 increase per meal for breakfast and lunch. Milk prices will remain at \$.45. Elementary lunch will be \$2.10; Secondary lunch is \$2.25; and Adult lunch will be \$3.70. Breakfast prices for all students will be \$1.10 and \$1.65 for adults.

Presenter: Dr. Smith

*Motion by Gardner and second by Giesen to approve increases in both activity fees and meal prices for the 2015-16 school year. Motion carried unanimously.*

6. 5. Policy Review:

We will continue our review of current policies with one policy revision for Policy 533 - Wellness Policy; and second reading on two new policies: 427 - Workload Limits; and 905 - Advertising. Recommendation is for approval of the changes to policy 533 and approval of the second reading of policies 427 and 905.

Presenter: Dr. Smith

*Motion by Gardner and second by Vandermark to approve the policy revisions on Policy 533 – Wellness Policy. Motion carried unanimously.*

*Motion by Gardner and second by Vandermark to approve the second reading of Policy 427 – Workload Limits and Policy 905 – Advertising. Motion carried unanimously.*

7. Upcoming Meetings:

June 25, 6 p.m. - Public Relations Committee

June 29, 6 p.m. - BPEA Negotiations

July 13, 6 p.m. - BPEA Negotiations

July 27, 5:30 p.m. - Finance Committee

July 27, 6:00 p.m. - School Board Meeting

8. Adjourn:

*Motion by Vandermark and second by Giesen to adjourn at 6:58 pm. Motion carried unanimously.*

**Minutes of Emergency Board Meeting –  
Called by Board Chair under Minn. Stat. 13D.04, Subd. 3.  
MINUTES WILL NOT BE APPROVED UNTIL THE NEXT BOARD MEETING**

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

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An Emergency Board Meeting - Called by Board Chair under Minn. Stat. 13D.04, Subd. 3. of the Board of Trustees of Belle Plaine Public Schools was held Friday, July 17, 2015, beginning at 7:00 AM in the District Center - Board Room.

1. Call to Order:

*The emergency meeting of the Belle Plaine School Board was called to order by Chairperson Ludvik on Friday, July 17, 2015 at 7:02 pm in the Superintendent's Office with the following members present: Ludvik, Lenz, Vandermark, Giesen, Gardner and Supt. Smith. The following members were absent: O'Brien.*

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

Chairperson Ludvik will ask if there are any items that need to be brought before the board and for consideration of the Agenda.

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

3. Discussion/Action Item: Superintendent Position

*Motion by Ludvik and second by Vandermark to accept the resignation of Dr. Kelly Smith as Superintendent effective August 28, 2015.*

*Motion by Vandermark and second by Gardner to approve posting the Superintendent position for 10 days with the posting to close at noon on Monday, July 27th. Motion carried unanimously.*

4. Adjourn:

*Motion by Lenz and second by Giesen to adjourn at 8:19 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    | V60101 | 49664   | 688050     | 104.34        | 0.00     | 104.34      | 06/29/2015 | 06/29/2015 | 06/29/2015 |
|         |      |    |                            |        |         |            | Check Amount: |          | \$104.34    |            |            |            |
| 1       | 4272 | N  | AMY FRANCK                 | V60101 | 49685   | 06302015   | 131.10        | 0.00     | 131.10      | 06/29/2015 | 06/29/2015 | 06/29/2015 |
|         |      |    |                            |        |         |            | Check Amount: |          | \$131.10    |            |            |            |
| 1       | 6617 | N  | AMY VIZENOR                | V60101 | 49649   | 06082015   | 150.00        | 0.00     | 150.00      | 06/29/2015 | 06/29/2015 | 06/29/2015 |
|         |      |    |                            |        |         |            | Check Amount: |          | \$150.00    |            |            |            |
| 1       | 4589 | N  | BANC OF AMERICA LEASING    | V60101 | 49626   | 74         | 8,256.74      | 0.00     | 8,256.74    | 07/22/2015 | 07/22/2015 | 07/22/2015 |
|         |      |    |                            |        |         |            | Check Amount: |          | \$8,256.74  |            |            |            |
| 1       | 2494 | N  | BECKY LUSKEY               | V60101 | 49682   | 06302015   | 37.95         | 0.00     | 37.95       | 06/29/2015 | 06/29/2015 | 06/29/2015 |
|         |      |    |                            |        |         |            | Check Amount: |          | \$37.95     |            |            |            |
| 1       | 1125 | N  | BELLE PLAINE HERALD        | V60101 | 49687   | 19555      | 26.00         | 0.00     | 26.00       | 07/23/2015 | 07/23/2015 | 07/23/2015 |
|         |      |    |                            |        |         |            | Check Amount: |          | \$26.00     |            |            |            |
| 1       | 6211 | N  | CHAD WILLIAMS              | V60101 | 49680   | 06302015   | 93.62         | 0.00     | 93.62       | 06/29/2015 | 06/29/2015 | 06/29/2015 |
|         |      |    |                            |        |         |            | Check Amount: |          | \$93.62     |            |            |            |
| 1       | 1262 | N  | CITY OF BELLE PLAINE       | V60101 | 49618   | 00003272   | 120.00        | 0.00     | 120.00      | 07/22/2015 | 07/22/2015 | 07/22/2015 |
|         |      |    |                            |        |         |            | Check Amount: |          | \$120.00    |            |            |            |
| 1       | 3814 | N  | CITY OF PRIOR LAKE         | V60101 | 49671   | 0000000204 | 146.94        | 0.00     | 146.94      | 06/29/2015 | 06/29/2015 | 06/29/2015 |
|         |      |    |                            |        |         |            | Check Amount: |          | \$146.94    |            |            |            |
| 1       | 1276 | N  | COMPANION CORP             | V60101 | 49689   | 96233      | 2,397.00      | 0.00     | 2,397.00    | 07/23/2015 | 07/23/2015 | 07/23/2015 |
|         |      |    |                            |        |         |            | Check Amount: |          | \$2,397.00  |            |            |            |
| 1       | 6806 | N  | DAIKIN APPLIED             | V60101 | 49611   | 3052545    | 2,262.50      | 0.00     | 2,262.50    | 07/22/2015 | 07/22/2015 | 07/22/2015 |
|         |      |    |                            |        |         |            | Check Amount: |          | \$2,262.50  |            |            |            |
| 1       | 1321 | N  | DANIEL SCHMIDT LIGHTING    | V60101 | 49668   | 6061       | 672.78        | 0.00     | 672.78      | 06/29/2015 | 06/29/2015 | 06/29/2015 |
|         |      |    |                            |        |         |            | Check Amount: |          | \$672.78    |            |            |            |
| 1       | 2730 | N  | DAVE KREFT                 | V60101 | 49681   | 06302015   | 347.30        | 0.00     | 347.30      | 06/29/2015 | 06/29/2015 | 06/29/2015 |
|         |      |    |                            |        |         |            | Check Amount: |          | \$347.30    |            |            |            |
| 1       | 5579 | N  | EDUCATORS BENEFIT CONSULTA | V60101 | 49654   | 28190      | 205.84        | 0.00     | 205.84      | 07/22/2015 | 07/22/2015 | 07/22/2015 |
|         |      |    |                            |        |         |            | Check Amount: |          | \$205.84    |            |            |            |
| 1       | 2590 | N  | FAME AWARDS                | V60101 | 49678   | 20152599   | 38.50         | 0.00     | 38.50       | 06/29/2015 | 06/29/2015 | 06/29/2015 |
|         |      |    |                            |        |         |            | Check Amount: |          | \$38.50     |            |            |            |

## 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       | 4712 | N  | FRONTLINE                         | V60101 | 49691   | INVUS38266   | 7,361.30      | 0.00     | 7,361.30    | 07/23/2015 | 07/23/2015 | 07/23/2015 |
|         |      |    |                                   |        |         |              | Check Amount: |          | \$7,361.30  |            |            |            |
| 1       | 1505 | N  | GOLDEN TOUCH JEWELRY              | V60101 | 49674   | 10028        | 57.50         | 0.00     | 57.50       | 06/29/2015 | 06/29/2015 | 06/29/2015 |
|         |      |    |                                   |        |         |              | Check Amount: |          | \$57.50     |            |            |            |
| 1       | 3278 | N  | HUMERATECH                        | V60101 | 49667   | 150931       | 549.55        | 0.00     | 549.55      | 06/29/2015 | 06/29/2015 | 06/29/2015 |
| 1       | 3278 | N  | HUMERATECH                        | V60101 | 49666   | 150937       | 478.90        | 0.00     | 478.90      | 06/29/2015 | 06/29/2015 | 06/29/2015 |
| 1       | 3278 | N  | HUMERATECH                        | V60101 | 49665   | 150997       | 680.14        | 0.00     | 680.14      | 06/29/2015 | 06/29/2015 | 06/29/2015 |
|         |      |    |                                   |        |         |              | Check Amount: |          | \$1,708.59  |            |            |            |
| 1       | 3933 | N  | INFINITE CAMPUS INC               | V60101 | 49696   | ANNUAL012476 | 23,640.75     | 0.00     | 23,640.75   | 07/23/2015 | 07/23/2015 | 07/23/2015 |
|         |      |    |                                   |        |         |              | Check Amount: |          | \$23,640.75 |            |            |            |
| 1       | 1202 | N  | JANIS BUESGENS                    | V60101 | 49655   | 06302015     | 12.08         | 0.00     | 12.08       | 06/29/2015 | 06/29/2015 | 06/29/2015 |
|         |      |    |                                   |        |         |              | Check Amount: |          | \$12.08     |            |            |            |
| 1       | 5438 | N  | KATIE ANN GRAFF                   | V60101 | 49683   | 06302015     | 37.95         | 0.00     | 37.95       | 06/29/2015 | 06/29/2015 | 06/29/2015 |
|         |      |    |                                   |        |         |              | Check Amount: |          | \$37.95     |            |            |            |
| 1       | 6555 | N  | KELLY PETRASEK                    | V60101 | 49684   | 06302015     | 54.63         | 0.00     | 54.63       | 06/29/2015 | 06/29/2015 | 06/29/2015 |
|         |      |    |                                   |        |         |              | Check Amount: |          | \$54.63     |            |            |            |
| 1       | 3120 | N  | KENNEDY & GRAVEN, CHARTEREIV60101 | V60101 | 49617   | 08042015     | 200.00        | 0.00     | 200.00      | 07/22/2015 | 07/22/2015 | 07/22/2015 |
|         |      |    |                                   |        |         |              | Check Amount: |          | \$200.00    |            |            |            |
| 1       | 5789 | N  | KIM DEWITTE                       | V60101 | 49675   | 06302015     | 240.35        | 0.00     | 240.35      | 06/29/2015 | 06/29/2015 | 06/29/2015 |
|         |      |    |                                   |        |         |              | Check Amount: |          | \$240.35    |            |            |            |
| 1       | 4843 | N  | KRIS ANN KRAUSE                   | V60101 | 49670   | 06012015     | 105.00        | 0.00     | 105.00      | 06/29/2015 | 06/29/2015 | 06/29/2015 |
|         |      |    |                                   |        |         |              | Check Amount: |          | \$105.00    |            |            |            |
| 1       | 4642 | N  | LAKES COUNTRY SERVICES COOIV60101 | V60101 | 49676   | 78705        | 100.00        | 0.00     | 100.00      | 06/29/2015 | 06/29/2015 | 06/29/2015 |
|         |      |    |                                   |        |         |              | Check Amount: |          | \$100.00    |            |            |            |
| 1       | 4134 | N  | LEXIA LEARNING SYSTEMS            | V60101 | 49614   | SIN017069    | 2,250.00      | 0.00     | 2,250.00    | 07/22/2015 | 07/22/2015 | 07/22/2015 |
|         |      |    |                                   |        |         |              | Check Amount: |          | \$2,250.00  |            |            |            |
| 1       | 5357 | N  | LIANN HANSON                      | V60101 | 49679   | 06302015     | 286.35        | 0.00     | 286.35      | 06/29/2015 | 06/29/2015 | 06/29/2015 |
|         |      |    |                                   |        |         |              | Check Amount: |          | \$286.35    |            |            |            |
| 1       | 1783 | N  | MARY KAY LUNDBORG                 | V60101 | 49686   | 06302015     | 63.60         | 0.00     | 63.60       | 06/29/2015 | 06/29/2015 | 06/29/2015 |
|         |      |    |                                   |        |         |              | Check Amount: |          | \$63.60     |            |            |            |

## 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       | 3859 | N  | MASE                        | V60101 | 49690   | 07012015     | 440.00        | 0.00     | 440.00      | 07/23/2015 | 07/23/2015 | 07/23/2015 |
|         |      |    |                             |        |         |              | Check Amount: |          | \$440.00    |            |            |            |
| 1       | 1787 | N  | MASSP                       | V60101 | 49692   | 08132015     | 150.00        | 0.00     | 150.00      | 07/23/2015 | 07/23/2015 | 07/23/2015 |
| 1       | 1787 | N  | MASSP                       | V60101 | 49693   | 07012015     | 853.00        | 0.00     | 853.00      | 07/23/2015 | 07/23/2015 | 07/23/2015 |
|         |      |    |                             |        |         |              | Check Amount: |          | \$1,003.00  |            |            |            |
| 1       | 4535 | N  | MATHESON TRI-GAS, INC       | V60101 | 49656   | 11503020     | 942.66        | 0.00     | 942.66      | 06/29/2015 | 06/29/2015 | 06/29/2015 |
|         |      |    |                             |        |         |              | Check Amount: |          | \$942.66    |            |            |            |
| 1       | 4145 | N  | MEDICAREBLUE RX             | V60101 | 49688   | 000036245287 | 406.50        | 0.00     | 406.50      | 07/23/2015 | 07/23/2015 | 07/23/2015 |
|         |      |    |                             |        |         |              | Check Amount: |          | \$406.50    |            |            |            |
| 1       | 1812 | N  | MESPA                       | V60101 | 49612   | 00509        | 896.00        | 0.00     | 896.00      | 07/22/2015 | 07/22/2015 | 07/22/2015 |
|         |      |    |                             |        |         |              | Check Amount: |          | \$896.00    |            |            |            |
| 1       | 5645 | N  | MIDWEST SPECIAL INSTRUMENTS | V60101 | 49669   | 1505322-IN   | 180.00        | 0.00     | 180.00      | 06/29/2015 | 06/29/2015 | 06/29/2015 |
|         |      |    |                             |        |         |              | Check Amount: |          | \$180.00    |            |            |            |
| 1       | 2856 | N  | MINNESOTA BOARD OF SCH ADM  | V60101 | 49613   | 07222015     | 75.00         | 0.00     | 75.00       | 07/22/2015 | 07/22/2015 | 07/22/2015 |
|         |      |    |                             |        |         |              | Check Amount: |          | \$75.00     |            |            |            |
| 1       | 6486 | N  | MIST                        | V60101 | 49698   | 07012015     | 46,682.00     | 0.00     | 46,682.00   | 07/23/2015 | 07/23/2015 | 07/23/2015 |
|         |      |    |                             |        |         |              | Check Amount: |          | \$46,682.00 |            |            |            |
| 1       | 2430 | N  | MRC                         | V60101 | 49699   | 07012015     | 1,750.00      | 0.00     | 1,750.00    | 07/23/2015 | 07/23/2015 | 07/23/2015 |
|         |      |    |                             |        |         |              | Check Amount: |          | \$1,750.00  |            |            |            |
| 1       | 3979 | N  | MRCI MANKATO                | V60101 | 49672   | F61080       | 288.00        | 0.00     | 288.00      | 06/29/2015 | 06/29/2015 | 06/29/2015 |
|         |      |    |                             |        |         |              | Check Amount: |          | \$288.00    |            |            |            |
| 1       | 1885 | N  | MSBA                        | V60101 | 49650   | 12343F5Z5Z9  | 2,000.00      | 0.00     | 2,000.00    | 07/22/2015 | 07/22/2015 | 07/22/2015 |
| 1       | 1885 | N  | MSBA                        | V60101 | 49700   | 11968Z2S7F9  | 5,983.00      | 0.00     | 5,983.00    | 07/23/2015 | 07/23/2015 | 07/23/2015 |
|         |      |    |                             |        |         |              | Check Amount: |          | \$7,983.00  |            |            |            |
| 1       | 6111 | N  | RAM MUTUAL INSURANCE COMP   | V60101 | 49615   | 162728       | 8,262.00      | 0.00     | 8,262.00    | 07/22/2015 | 07/22/2015 | 07/22/2015 |
| 1       | 6111 | N  | RAM MUTUAL INSURANCE COMP   | V60101 | 49694   | 162728       | 4,133.00      | 0.00     | 4,133.00    | 07/23/2015 | 07/23/2015 | 07/23/2015 |
|         |      |    |                             |        |         |              | Check Amount: |          | \$12,395.00 |            |            |            |
| 1       | 2030 | N  | REGION V                    | V60101 | 49619   | 9957         | 5,312.75      | 0.00     | 5,312.75    | 07/22/2015 | 07/22/2015 | 07/22/2015 |
|         |      |    |                             |        |         |              | Check Amount: |          | \$5,312.75  |            |            |            |
| 1       | 2034 | N  | RERUNS                      | V60101 | 49673   | 06262015     | 39.00         | 0.00     | 39.00       | 06/29/2015 | 06/29/2015 | 06/29/2015 |
|         |      |    |                             |        |         |              | Check Amount: |          | \$39.00     |            |            |            |

## 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       | 3662 | N  | RSCHOOL TODAY (DWC)        | V60101 | 49695   | 22325      | 3,480.15      | 0.00     | 3,480.15     | 07/23/2015 | 07/23/2015 | 07/23/2015 |
|         |      |    |                            |        |         |            | Check Amount: |          | \$3,480.15   |            |            |            |
| 1       | 2067 | N  | SCHMITT MUSIC COMPANY      | V60101 | 49652   | 448        | 33.93         | 0.00     | 33.93        | 07/22/2015 | 07/22/2015 | 07/22/2015 |
| 1       | 2067 | N  | SCHMITT MUSIC COMPANY      | V60101 | 49651   | 75672      | 21.23         | 0.00     | 21.23        | 06/29/2015 | 06/29/2015 | 06/29/2015 |
| 1       | 2067 | N  | SCHMITT MUSIC COMPANY      | V60101 | 49616   | 126212356  | 92.04         | 0.00     | 92.04        | 06/29/2015 | 06/29/2015 | 06/29/2015 |
|         |      |    |                            |        |         |            | Check Amount: |          | \$147.20     |            |            |            |
| 1       | 3124 | N  | SCHOOLFINANCES.COM         | V60101 | 49697   | 420        | 1,500.00      | 0.00     | 1,500.00     | 07/23/2015 | 07/23/2015 | 07/23/2015 |
|         |      |    |                            |        |         |            | Check Amount: |          | \$1,500.00   |            |            |            |
| 1       | 2348 | N  | SCHOOLS FOR EQUITY IN EDUC | V60101 | 49657   | 05252015   | 2,349.33      | 0.00     | 2,349.33     | 07/22/2015 | 07/22/2015 | 07/22/2015 |
|         |      |    |                            |        |         |            | Check Amount: |          | \$2,349.33   |            |            |            |
| 1       | 6138 | N  | SOUTHWEST METRO EDUCATION  | V60101 | 49623   | 12536      | 2,382.08      | 0.00     | 2,382.08     | 06/29/2015 | 06/29/2015 | 06/29/2015 |
| 1       | 6138 | N  | SOUTHWEST METRO EDUCATION  | V60101 | 49622   | 12564      | 1,158.25      | 0.00     | 1,158.25     | 06/29/2015 | 06/29/2015 | 06/29/2015 |
| 1       | 6138 | N  | SOUTHWEST METRO EDUCATION  | V60101 | 49621   | 12510      | 78.75         | 0.00     | 78.75        | 06/29/2015 | 06/29/2015 | 06/29/2015 |
| 1       | 6138 | N  | SOUTHWEST METRO EDUCATION  | V60101 | 49620   | 12505      | 15,104.02     | 0.00     | 15,104.02    | 06/29/2015 | 06/29/2015 | 06/29/2015 |
| 1       | 6138 | N  | SOUTHWEST METRO EDUCATION  | V60101 | 49677   | 12485      | 12,673.92     | 0.00     | 12,673.92    | 06/29/2015 | 06/29/2015 | 06/29/2015 |
| 1       | 6138 | N  | SOUTHWEST METRO EDUCATION  | V60101 | 49625   | 12558      | 14,378.30     | 0.00     | 14,378.30    | 06/29/2015 | 06/29/2015 | 06/29/2015 |
| 1       | 6138 | N  | SOUTHWEST METRO EDUCATION  | V60101 | 49624   | 12520      | 5,169.87      | 0.00     | 5,169.87     | 06/29/2015 | 06/29/2015 | 06/29/2015 |
|         |      |    |                            |        |         |            | Check Amount: |          | \$50,945.19  |            |            |            |
| 1       | 2144 | N  | SPED FORMS INC             | V60101 | 49653   | 4235       | 4,125.25      | 0.00     | 4,125.25     | 07/22/2015 | 07/22/2015 | 07/22/2015 |
|         |      |    |                            |        |         |            | Check Amount: |          | \$4,125.25   |            |            |            |
| 1       | 2153 | N  | STASNEY ELECTRIC LLC       | V60101 | 49663   | 28872      | 34,183.78     | 0.00     | 34,183.78    | 06/29/2015 | 06/29/2015 | 06/29/2015 |
| 1       | 2153 | N  | STASNEY ELECTRIC LLC       | V60101 | 49662   | 28865      | 3,109.19      | 0.00     | 3,109.19     | 06/29/2015 | 06/29/2015 | 06/29/2015 |
|         |      |    |                            |        |         |            | Check Amount: |          | \$37,292.97  |            |            |            |
| 1       | 5669 | N  | TITAN ENERGY SYSTEMS       | V60101 | 49609   | 120209-023 | 412.54        | 0.00     | 412.54       | 07/22/2015 | 07/22/2015 | 07/22/2015 |
| 1       | 5669 | N  | TITAN ENERGY SYSTEMS       | V60101 | 49610   | 120209-013 | 412.54        | 0.00     | 412.54       | 07/22/2015 | 07/22/2015 | 07/22/2015 |
|         |      |    |                            |        |         |            | Check Amount: |          | \$825.08     |            |            |            |
| 1       | 2266 | N  | TRUGREEN CHEMLAWN          | V60101 | 49661   | 34246192   | 853.89        | 0.00     | 853.89       | 06/29/2015 | 06/29/2015 | 06/29/2015 |
| 1       | 2266 | N  | TRUGREEN CHEMLAWN          | V60101 | 49660   | 34246186   | 200.92        | 0.00     | 200.92       | 06/29/2015 | 06/29/2015 | 06/29/2015 |
| 1       | 2266 | N  | TRUGREEN CHEMLAWN          | V60101 | 49659   | 34228516   | 200.92        | 0.00     | 200.92       | 06/29/2015 | 06/29/2015 | 06/29/2015 |
| 1       | 2266 | N  | TRUGREEN CHEMLAWN          | V60101 | 49658   | 34273330   | 1,907.63      | 0.00     | 1,907.63     | 06/29/2015 | 06/29/2015 | 06/29/2015 |
|         |      |    |                            |        |         |            | Check Amount: |          | \$3,163.36   |            |            |            |
|         |      |    |                            |        |         |            | Report Total: |          | \$233,330.15 |            |            |            |

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

# Hand Pays

| Batch  | Co   | Pmt No | Bank | Check No | Pay Type | Grp | Code | Vendor                                  | Print | Recon | Pay Date  | Void  | Curr | Amount     |
|--------|------|--------|------|----------|----------|-----|------|---|-------|-------|-----------|-------|------|------------|
| P51102 | 0716 | 36550  | SBC  | 57759    | CH       | 1   | 1238 | CENTRAL PUBLIC SCHOOLS                  | Y     | N     | 6/22/2015 | C Y   | USD  | -100.00    |
| p512p2 | 0716 | 36743  | SBC  | 57870    | CH       | 1   | 1123 | BELLE PLAINE ED ASSOC                   | Y     | N     | 6/19/2015 | C N   | USD  | 4,725.34   |
| p512p2 | 0716 | 36744  | SBC  | 57871    | CH       | 1   | 1134 | BELLE PLAINE SCHOOL                     | Y     | N     | 6/19/2015 | C N   | USD  | 15,440.36  |
| p512p2 | 0716 | 36749  | SBC  | 57872    | CH       | 1   | 6451 | Belle Plaine Schools Dental Ins Account | Y     | N     | 6/19/2015 | C N   | USD  | 0.00       |
| p512p2 | 0716 | 36750  | SBC  | 57873    | CH       | 1   | 6482 | Belle Plaine Schools Health Ins Acct    | Y     | N     | 6/19/2015 | C N   | USD  | 33,495.46  |
| p512p2 | 0716 | 36745  | SBC  | 57874    | CH       | 1   | 1178 | BPESPA                                  | Y     | N     | 6/19/2015 | C N   | USD  | 23.70      |
| p512p2 | 0716 | 36746  | SBC  | 57875    | CH       | 1   | 5017 | GURSTEL CHARGO                          | Y     | N     | 6/19/2015 | C N   | USD  | 214.48     |
| p512p2 | 0716 | 36748  | SBC  | 57876    | CH       | 1   | 6122 | NATIONAL INSURANCE SERVICE of WI        | Y     | N     | 6/19/2015 | C N   | USD  | 0.00       |
| p512p2 | 0716 | 36747  | SBC  | 57877    | CH       | 1   | 5145 | RAUSCH, STURM, ISRAEL, ENERSON          | Y     | N     | 6/19/2015 | C N   | USD  | 201.83     |
| p601p1 | 0716 | 36824  | SBC  | 57938    | CH       | 1   | 1134 | BELLE PLAINE SCHOOL                     | Y     | N     | 7/3/2015  | 0 C N | USD  | 50.00      |
| p601p1 | 0716 | 36824  | SBC  | 57938    | CH       | 1   | 1134 | BELLE PLAINE SCHOOL                     | Y     | N     | 7/3/2015  | 0 C N | USD  | 133.33     |
| p601p1 | 0716 | 36827  | SBC  | 57939    | CH       | 1   | 6451 | Belle Plaine Schools Dental Ins Account | Y     | N     | 7/3/2015  | 0 C N | USD  | 242.22     |
| p601p1 | 0716 | 36827  | SBC  | 57939    | CH       | 1   | 6451 | Belle Plaine Schools Dental Ins Account | Y     | N     | 7/3/2015  | 0 C N | USD  | 10,899.99  |
| p601p1 | 0716 | 36828  | SBC  | 57940    | CH       | 1   | 6482 | Belle Plaine Schools Health Ins Acct    | Y     | N     | 7/3/2015  | 0 C N | USD  | -1,834.41  |
| p601p1 | 0716 | 36828  | SBC  | 57940    | CH       | 1   | 6482 | Belle Plaine Schools Health Ins Acct    | Y     | N     | 7/3/2015  | 0 C N | USD  | 30,824.23  |
| p601p1 | 0716 | 36826  | SBC  | 57941    | CH       | 1   | 6122 | NATIONAL INSURANCE SERVICE of WI        | Y     | N     | 7/3/2015  | 0 C N | USD  | 30.00      |
| p601p1 | 0716 | 36826  | SBC  | 57941    | CH       | 1   | 6122 | NATIONAL INSURANCE SERVICE of WI        | Y     | N     | 7/3/2015  | 0 C N | USD  | 2,814.46   |
| p601p1 | 0716 | 36825  | SBC  | 57942    | CH       | 1   | 1836 | NCBERS MINNESOTA                        | Y     | N     | 7/3/2015  | 0 C N | USD  | 32.00      |
| P60102 | 0716 | 36829  | SBC  | 57943    | CH       | 1   | 2791 | ALLISON JACOBSON                        | Y     | N     | 7/1/2015  | 0 C N | USD  | 47.25      |
| P60102 | 0716 | 36831  | SBC  | 57944    | CH       | 1   | 6792 | MARY HULTGREN                           | Y     | N     | 7/1/2015  | 0 C N | USD  | 120.00     |
| P60102 | 0716 | 36830  | SBC  | 57945    | CH       | 1   | 4145 | MEDICAREBLUE RX                         | Y     | N     | 7/1/2015  | 0 C N | USD  | 406.50     |
| P60102 | 0716 | 36912  | SBC  | 57946    | CH       | 1   | 1126 | BELLE PLAINE HS ACT FND                 | Y     | N     | 7/13/2015 | C N   | USD  | 80.00      |
| P60102 | 0716 | 36913  | SBC  | 57947    | CH       | 1   | 1262 | CITY OF BELLE PLAINE                    | Y     | N     | 7/13/2015 | C N   | USD  | 666.95     |
| P60102 | 0716 | 36915  | SBC  | 57948    | CH       | 1   | 2920 | PETER JACOBSON                          | Y     | N     | 7/13/2015 | C N   | USD  | 43.79      |
| P60102 | 0716 | 36916  | SBC  | 57949    | CH       | 1   | 6138 | SOUTHWEST METRO EDUCATIONAL COOP        | Y     | N     | 7/13/2015 | C N   | USD  | 25.00      |
| P60102 | 0716 | 36914  | SBC  | 57950    | CH       | 1   | 2272 | US BANK                                 | Y     | N     | 7/13/2015 | C N   | USD  | 1,300.00   |
| P60102 | 0716 | 36914  | SBC  | 57950    | CH       | 1   | 2272 | US BANK                                 | Y     | N     | 7/13/2015 | C N   | USD  | 75,014.38  |
| P60102 | 0716 | 36914  | SBC  | 57950    | CH       | 1   | 2272 | US BANK                                 | Y     | N     | 7/13/2015 | C N   | USD  | 16,296.25  |
| P60102 | 0716 | 36914  | SBC  | 57950    | CH       | 1   | 2272 | US BANK                                 | Y     | N     | 7/13/2015 | C N   | USD  | 442,550.00 |
| P60102 | 0716 | 36914  | SBC  | 57950    | CH       | 1   | 2272 | US BANK                                 | Y     | N     | 7/13/2015 | C N   | USD  | 9,961.19   |
| P60102 | 0716 | 36917  | SBC  | 57951    | CH       | 1   | 6798 | DEPARTMENT OF THE TREASURY              | Y     | N     | 7/15/2015 | C N   | USD  | 764.00     |
| p601p2 | 0716 | 36925  | SBC  | 57952    | CH       | 1   | 1134 | BELLE PLAINE SCHOOL                     | Y     | N     | 7/20/2015 | C N   | USD  | 133.33     |
| p601p2 | 0716 | 36925  | SBC  | 57952    | CH       | 1   | 1134 | BELLE PLAINE SCHOOL                     | Y     | N     | 7/20/2015 | C N   | USD  | 50.00      |
| p601p2 | 0716 | 36926  | SBC  | 57953    | CH       | 1   | 6482 | Belle Plaine Schools Health Ins Acct    | Y     | N     | 7/20/2015 | C N   | USD  | -221.58    |
| p601p2 | 0716 | 36926  | SBC  | 57953    | CH       | 1   | 6482 | Belle Plaine Schools Health Ins Acct    | Y     | N     | 7/20/2015 | C N   | USD  | 119,461.13 |

# Hand Pays

| Batch        | Co   | Pmt No | Bank | Check No | Pay Type | Grp | Code | Vendor                               | Print | Recon | Pay Date  | Void | Curr                 | Amount    |
|--------------|------|--------|------|----------|----------|-----|------|--------------------------------------|-------|-------|-----------|------|----------------------|-----------|
| p601p2       | 0716 | 36926  | SBC  | 57953    | CH       | 1   | 6482 | Belle Plaine Schools Health Ins Acct | Y     | N     | 7/20/2015 | C N  | USD                  | 698.63    |
| P60102       | 0716 | 36928  | SBC  | 57954    | CH       | 1   | 2329 | BLUE CROSS BLUE SHIELD of MN         | Y     | N     | 7/22/2015 | C N  | USD                  | 285.00    |
| P60102       | 0716 | 36929  | SBC  | 57955    | CH       | 1   | 5320 | KEY GOVERNMENT FINANCE               | Y     | N     | 7/22/2015 | C N  | USD                  | 41,649.26 |
| <b>Total</b> |      |        |      |          |          |     |      |                                      |       |       |           |      | <b>\$ 806,524.07</b> |           |

## Electronic

| Batch  | Co   | Pmt No | Bank | Check No | Pay Type | Grp | Code | Vendor                        | Print | Recon | Pay Date  | Void | Curr | Amount     |
|--------|------|--------|------|----------|----------|-----|------|-------------------------------|-------|-------|-----------|------|------|------------|
| p512p2 | 0716 | 36736  | SBC  |          | WX       | 1   | 1873 | MN.TEACHERS RETIRE.ASSOC      | N     | N     | 6/19/2015 | N    | USD  | 187,044.90 |
| p512p2 | 0716 | 36736  | SBC  |          | WX       | 1   | 1873 | MN.TEACHERS RETIRE.ASSOC      | N     | N     | 6/19/2015 | N    | USD  | 54.00      |
| p512p2 | 0716 | 36737  | SBC  |          | WX       | 1   | 1977 | PERA                          | N     | N     | 6/19/2015 | N    | USD  | 11,449.76  |
| p512p2 | 0716 | 36738  | SBC  |          | WX       | 1   | 2330 | FEDERAL                       | N     | N     | 6/19/2015 | N    | USD  | 97,499.73  |
| p512p2 | 0716 | 36738  | SBC  |          | WX       | 1   | 2330 | FEDERAL                       | N     | N     | 6/19/2015 | N    | USD  | 35,708.86  |
| p512p2 | 0716 | 36738  | SBC  |          | WX       | 1   | 2330 | FEDERAL                       | N     | N     | 6/19/2015 | N    | USD  | 152,686.02 |
| p512p2 | 0716 | 36738  | SBC  |          | WX       | 1   | 2330 | FEDERAL                       | N     | N     | 6/19/2015 | N    | USD  | 7.05       |
| p512p2 | 0716 | 36738  | SBC  |          | WX       | 1   | 2330 | FEDERAL                       | N     | N     | 6/19/2015 | N    | USD  | 10.44      |
| p512p2 | 0716 | 36738  | SBC  |          | WX       | 1   | 2330 | FEDERAL                       | N     | N     | 6/19/2015 | N    | USD  | 44.64      |
| p512p2 | 0716 | 36739  | SBC  |          | WX       | 1   | 2331 | STATE OF MINNESOTA            | N     | N     | 6/19/2015 | N    | USD  | 42,921.41  |
| p512p2 | 0716 | 36739  | SBC  |          | WX       | 1   | 2331 | STATE OF MINNESOTA            | N     | N     | 6/19/2015 | N    | USD  | 3.77       |
| p512p2 | 0716 | 36740  | SBC  |          | WX       | 1   | 2581 | MN CHILD SUPPORT CENTER       | N     | N     | 6/19/2015 | N    | USD  | 204.00     |
| p512p2 | 0716 | 36741  | SBC  |          | WX       | 1   | 2735 | MII LIFE - VEBA/HSA           | N     | N     | 6/19/2015 | N    | USD  | 7,812.16   |
| p512p2 | 0716 | 36742  | SBC  |          | WX       | 1   | 5579 | EDUCATORS BENEFIT CONSULTANTS | N     | N     | 6/19/2015 | N    | USD  | 2,907.04   |
| p512p2 | 0716 | 36742  | SBC  |          | WX       | 1   | 5579 | EDUCATORS BENEFIT CONSULTANTS | N     | N     | 6/19/2015 | N    | USD  | 1.50       |
| p512p2 | 0716 | 36742  | SBC  |          | WX       | 1   | 5579 | EDUCATORS BENEFIT CONSULTANTS | N     | N     | 6/19/2015 | N    | USD  | 1,225.00   |
| p512p2 | 0716 | 36742  | SBC  |          | WX       | 1   | 5579 | EDUCATORS BENEFIT CONSULTANTS | N     | N     | 6/19/2015 | N    | USD  | 7,294.28   |
| p512p2 | 0716 | 36742  | SBC  |          | WX       | 1   | 5579 | EDUCATORS BENEFIT CONSULTANTS | N     | N     | 6/19/2015 | N    | USD  | 500.00     |
| p512p2 | 0716 | 36742  | SBC  |          | WX       | 1   | 5579 | EDUCATORS BENEFIT CONSULTANTS | N     | N     | 6/19/2015 | N    | USD  | 7,120.00   |
| p512p2 | 0716 | 36742  | SBC  |          | WX       | 1   | 5579 | EDUCATORS BENEFIT CONSULTANTS | N     | N     | 6/19/2015 | N    | USD  | 18,683.23  |
| p512p2 | 0716 | 36742  | SBC  |          | WX       | 1   | 5579 | EDUCATORS BENEFIT CONSULTANTS | N     | N     | 6/19/2015 | N    | USD  | 3,333.10   |
| p512p2 | 0716 | 36742  | SBC  |          | WX       | 1   | 5579 | EDUCATORS BENEFIT CONSULTANTS | N     | N     | 6/19/2015 | N    | USD  | 2,627.64   |
| p512p2 | 0716 | 36742  | SBC  |          | WX       | 1   | 5579 | EDUCATORS BENEFIT CONSULTANTS | N     | N     | 6/19/2015 | N    | USD  | 542.19     |
| p601p1 | 0716 | 36817  | SBC  |          | WX       | 1   | 1873 | MN.TEACHERS RETIRE.ASSOC      | N     | N     | 7/3/2015  | 0 N  | USD  | 834.44     |
| p601p1 | 0716 | 36817  | SBC  |          | WX       | 1   | 1873 | MN.TEACHERS RETIRE.ASSOC      | N     | N     | 7/3/2015  | 0 N  | USD  | 6,315.44   |
| p601p1 | 0716 | 36818  | SBC  |          | WX       | 1   | 1977 | PERA                          | N     | N     | 7/3/2015  | 0 N  | USD  | 5,660.19   |
| p601p1 | 0716 | 36818  | SBC  |          | WX       | 1   | 1977 | PERA                          | N     | N     | 7/3/2015  | 0 N  | USD  | 2,540.22   |
| p601p1 | 0716 | 36819  | SBC  |          | WX       | 1   | 2330 | FEDERAL                       | N     | N     | 7/3/2015  | 0 N  | USD  | 2,415.23   |
| p601p1 | 0716 | 36819  | SBC  |          | WX       | 1   | 2330 | FEDERAL                       | N     | N     | 7/3/2015  | 0 N  | USD  | 1,414.42   |
| p601p1 | 0716 | 36819  | SBC  |          | WX       | 1   | 2330 | FEDERAL                       | N     | N     | 7/3/2015  | 0 N  | USD  | 6,048.16   |
| p601p1 | 0716 | 36819  | SBC  |          | WX       | 1   | 2330 | FEDERAL                       | N     | N     | 7/3/2015  | 0 N  | USD  | 5,308.06   |
| p601p1 | 0716 | 36819  | SBC  |          | WX       | 1   | 2330 | FEDERAL                       | N     | N     | 7/3/2015  | 0 N  | USD  | 1,629.88   |
| p601p1 | 0716 | 36819  | SBC  |          | WX       | 1   | 2330 | FEDERAL                       | N     | N     | 7/3/2015  | 0 N  | USD  | 6,969.16   |
| p601p1 | 0716 | 36820  | SBC  |          | WX       | 1   | 2331 | STATE OF MINNESOTA            | N     | N     | 7/3/2015  | 0 N  | USD  | 1,070.49   |
| p601p1 | 0716 | 36820  | SBC  |          | WX       | 1   | 2331 | STATE OF MINNESOTA            | N     | N     | 7/3/2015  | 0 N  | USD  | 2,335.95   |
| p601p1 | 0716 | 36821  | SBC  |          | WX       | 1   | 2581 | MN CHILD SUPPORT CENTER       | N     | N     | 7/3/2015  | 0 N  | USD  | 204.00     |
| p601p1 | 0716 | 36822  | SBC  |          | WX       | 1   | 2735 | MII LIFE - VEBA/HSA           | N     | N     | 7/3/2015  | 0 N  | USD  | 247.70     |

## Electronic

| Batch  | Co   | Pmt No | Bank | Check No | Pay Type | Grp | Code | Vendor                        | Print | Recon | Pay Date  | Void | Curr | Amount |            |
|--------|------|--------|------|----------|----------|-----|------|-------------------------------|-------|-------|-----------|------|------|--------|------------|
| p601p1 | 0716 | 36822  | SBC  |          | WX       | 1   | 2735 | MII LIFE - VEBA/HSA           | N     | N     | 7/3/2015  | 0    | N    | USD    | 101,198.46 |
| p601p1 | 0716 | 36823  | SBC  |          | WX       | 1   | 5579 | EDUCATORS BENEFIT CONSULTANTS | N     | N     | 7/3/2015  | 0    | N    | USD    | 275.00     |
| p601p1 | 0716 | 36823  | SBC  |          | WX       | 1   | 5579 | EDUCATORS BENEFIT CONSULTANTS | N     | N     | 7/3/2015  | 0    | N    | USD    | 25.00      |
| p601p1 | 0716 | 36823  | SBC  |          | WX       | 1   | 5579 | EDUCATORS BENEFIT CONSULTANTS | N     | N     | 7/3/2015  | 0    | N    | USD    | 636.66     |
| p601p1 | 0716 | 36823  | SBC  |          | WX       | 1   | 5579 | EDUCATORS BENEFIT CONSULTANTS | N     | N     | 7/3/2015  | 0    | N    | USD    | 350.00     |
| p601p1 | 0716 | 36823  | SBC  |          | WX       | 1   | 5579 | EDUCATORS BENEFIT CONSULTANTS | N     | N     | 7/3/2015  | 0    | N    | USD    | 766.68     |
| p601p1 | 0716 | 36823  | SBC  |          | WX       | 1   | 5579 | EDUCATORS BENEFIT CONSULTANTS | N     | N     | 7/3/2015  | 0    | N    | USD    | 50.00      |
| p601p1 | 0716 | 36823  | SBC  |          | WX       | 1   | 5579 | EDUCATORS BENEFIT CONSULTANTS | N     | N     | 7/3/2015  | 0    | N    | USD    | 700.00     |
| P60102 | 0716 | 36904  | SBC  |          | WX       | 1   | 1262 | CITY OF BELLE PLAINE          | N     | N     | 6/22/2015 | N    | N    | USD    | 3.45       |
| P60102 | 0716 | 36904  | SBC  |          | WX       | 1   | 1262 | CITY OF BELLE PLAINE          | N     | N     | 6/22/2015 | N    | N    | USD    | 39.25      |
| P60102 | 0716 | 36904  | SBC  |          | WX       | 1   | 1262 | CITY OF BELLE PLAINE          | N     | N     | 6/22/2015 | N    | N    | USD    | 173.25     |
| P60102 | 0716 | 36904  | SBC  |          | WX       | 1   | 1262 | CITY OF BELLE PLAINE          | N     | N     | 6/22/2015 | N    | N    | USD    | 387.96     |
| P60102 | 0716 | 36904  | SBC  |          | WX       | 1   | 1262 | CITY OF BELLE PLAINE          | N     | N     | 6/22/2015 | N    | N    | USD    | 956.80     |
| P60102 | 0716 | 36904  | SBC  |          | WX       | 1   | 1262 | CITY OF BELLE PLAINE          | N     | N     | 6/22/2015 | N    | N    | USD    | 1,439.20   |
| P60102 | 0716 | 36905  | SBC  |          | WX       | 1   | 2336 | XCEL ENERGY                   | N     | N     | 6/22/2015 | N    | N    | USD    | 805.68     |
| P60102 | 0716 | 36906  | SBC  |          | WX       | 1   | 2800 | MII LIFE - SELECT ACCOUNT     | N     | N     | 6/24/2015 | N    | N    | USD    | 305.95     |
| P60102 | 0716 | 36907  | SBC  |          | WX       | 1   | 1486 | FRONTIER                      | N     | N     | 6/25/2015 | N    | N    | USD    | 100.43     |
| P60102 | 0716 | 36907  | SBC  |          | WX       | 1   | 1486 | FRONTIER                      | N     | N     | 6/25/2015 | N    | N    | USD    | 107.27     |
| P60102 | 0716 | 36907  | SBC  |          | WX       | 1   | 1486 | FRONTIER                      | N     | N     | 6/25/2015 | N    | N    | USD    | 135.45     |
| P60102 | 0716 | 36907  | SBC  |          | WX       | 1   | 1486 | FRONTIER                      | N     | N     | 6/25/2015 | N    | N    | USD    | 1,828.25   |
| p601p2 | 0716 | 36918  | SBC  |          | WX       | 1   | 1873 | MN.TEACHERS RETIRE.ASSOC      | N     | N     | 7/20/2015 | N    | N    | USD    | 5,865.44   |
| p601p2 | 0716 | 36918  | SBC  |          | WX       | 1   | 1873 | MN.TEACHERS RETIRE.ASSOC      | N     | N     | 7/20/2015 | N    | N    | USD    | 1,932.76   |
| p601p2 | 0716 | 36919  | SBC  |          | WX       | 1   | 1977 | PERA                          | N     | N     | 7/20/2015 | N    | N    | USD    | 2,548.97   |
| p601p2 | 0716 | 36919  | SBC  |          | WX       | 1   | 1977 | PERA                          | N     | N     | 7/20/2015 | N    | N    | USD    | 2,769.14   |
| p601p2 | 0716 | 36920  | SBC  |          | WX       | 1   | 2330 | FEDERAL                       | N     | N     | 7/20/2015 | N    | N    | USD    | 5,121.72   |
| p601p2 | 0716 | 36920  | SBC  |          | WX       | 1   | 2330 | FEDERAL                       | N     | N     | 7/20/2015 | N    | N    | USD    | 1,584.78   |
| p601p2 | 0716 | 36920  | SBC  |          | WX       | 1   | 2330 | FEDERAL                       | N     | N     | 7/20/2015 | N    | N    | USD    | 6,776.40   |
| p601p2 | 0716 | 36920  | SBC  |          | WX       | 1   | 2330 | FEDERAL                       | N     | N     | 7/20/2015 | N    | N    | USD    | 2,906.17   |
| p601p2 | 0716 | 36920  | SBC  |          | WX       | 1   | 2330 | FEDERAL                       | N     | N     | 7/20/2015 | N    | N    | USD    | 1,115.18   |
| p601p2 | 0716 | 36920  | SBC  |          | WX       | 1   | 2330 | FEDERAL                       | N     | N     | 7/20/2015 | N    | N    | USD    | 4,768.20   |
| p601p2 | 0716 | 36921  | SBC  |          | WX       | 1   | 2331 | STATE OF MINNESOTA            | N     | N     | 7/20/2015 | N    | N    | USD    | 2,252.99   |
| p601p2 | 0716 | 36921  | SBC  |          | WX       | 1   | 2331 | STATE OF MINNESOTA            | N     | N     | 7/20/2015 | N    | N    | USD    | 1,256.95   |
| p601p2 | 0716 | 36922  | SBC  |          | WX       | 1   | 2581 | MN CHILD SUPPORT CENTER       | N     | N     | 7/20/2015 | N    | N    | USD    | 204.00     |
| p601p2 | 0716 | 36923  | SBC  |          | WX       | 1   | 2735 | MII LIFE - VEBA/HSA           | N     | N     | 7/20/2015 | N    | N    | USD    | 375.00     |
| p601p2 | 0716 | 36923  | SBC  |          | WX       | 1   | 2735 | MII LIFE - VEBA/HSA           | N     | N     | 7/20/2015 | N    | N    | USD    | 60.00      |
| p601p2 | 0716 | 36924  | SBC  |          | WX       | 1   | 5579 | EDUCATORS BENEFIT CONSULTANTS | N     | N     | 7/20/2015 | N    | N    | USD    | 666.66     |
| p601p2 | 0716 | 36924  | SBC  |          | WX       | 1   | 5579 | EDUCATORS BENEFIT CONSULTANTS | N     | N     | 7/20/2015 | N    | N    | USD    | 350.00     |

## Electronic

| Batch  | Co   | Pmt No | Bank | Check No | Pay Type | Grp | Code | Vendor                        | Print | Recon | Pay Date  | Void | Curr | Amount   |          |
|--------|------|--------|------|----------|----------|-----|------|-------------------------------|-------|-------|-----------|------|------|----------|----------|
| p601p2 | 0716 | 36924  | SBC  |          | WX       | 1   | 5579 | EDUCATORS BENEFIT CONSULTANTS | N     | N     | 7/20/2015 | N    | USD  | 1,016.68 |          |
| p601p2 | 0716 | 36924  | SBC  |          | WX       | 1   | 5579 | EDUCATORS BENEFIT CONSULTANTS | N     | N     | 7/20/2015 | N    | USD  | 50.00    |          |
| p601p2 | 0716 | 36924  | SBC  |          | WX       | 1   | 5579 | EDUCATORS BENEFIT CONSULTANTS | N     | N     | 7/20/2015 | N    | USD  | 700.00   |          |
| p601p2 | 0716 | 36924  | SBC  |          | WX       | 1   | 5579 | EDUCATORS BENEFIT CONSULTANTS | N     | N     | 7/20/2015 | N    | USD  | 100.00   |          |
| P60102 | 0716 | 36931  | SBC  |          | WX       | 1   | 3414 | CENTERPOINT ENERGY            | N     | N     | 7/7/2015  | 0    | N    | USD      | 763.61   |
| P60102 | 0716 | 36931  | SBC  |          | WX       | 1   | 3414 | CENTERPOINT ENERGY            | N     | N     | 7/7/2015  | 0    | N    | USD      | 459.55   |
| P60102 | 0716 | 36931  | SBC  |          | WX       | 1   | 3414 | CENTERPOINT ENERGY            | N     | N     | 7/7/2015  | 0    | N    | USD      | 452.33   |
| P60102 | 0716 | 36932  | SBC  |          | WX       | 1   | 2336 | XCEL ENERGY                   | N     | N     | 7/8/2015  | 0    | N    | USD      | 8,576.19 |
| P60102 | 0716 | 36932  | SBC  |          | WX       | 1   | 2336 | XCEL ENERGY                   | N     | N     | 7/8/2015  | 0    | N    | USD      | 7,744.94 |
| P60102 | 0716 | 36932  | SBC  |          | WX       | 1   | 2336 | XCEL ENERGY                   | N     | N     | 7/8/2015  | 0    | N    | USD      | 6,428.20 |
| P60102 | 0716 | 36933  | SBC  |          | WX       | 1   | 3414 | CENTERPOINT ENERGY            | N     | N     | 7/8/2015  | 0    | N    | USD      | 231.49   |
| P60102 | 0716 | 36933  | SBC  |          | WX       | 1   | 3414 | CENTERPOINT ENERGY            | N     | N     | 7/8/2015  | 0    | N    | USD      | 205.93   |
| P60102 | 0716 | 36933  | SBC  |          | WX       | 1   | 3414 | CENTERPOINT ENERGY            | N     | N     | 7/8/2015  | 0    | N    | USD      | 99.33    |
| P60102 | 0716 | 36933  | SBC  |          | WX       | 1   | 3414 | CENTERPOINT ENERGY            | N     | N     | 7/8/2015  | 0    | N    | USD      | 90.85    |
| P60102 | 0716 | 36934  | SBC  |          | WX       | 1   | 2336 | XCEL ENERGY                   | N     | N     | 7/10/2015 | N    | USD  | 415.93   |          |
| P60102 | 0716 | 36935  | SBC  |          | WX       | 1   | 1262 | CITY OF BELLE PLAINE          | N     | N     | 7/21/2015 | N    | USD  | 570.41   |          |
| P60102 | 0716 | 36935  | SBC  |          | WX       | 1   | 1262 | CITY OF BELLE PLAINE          | N     | N     | 7/21/2015 | N    | USD  | 565.50   |          |
| P60102 | 0716 | 36935  | SBC  |          | WX       | 1   | 1262 | CITY OF BELLE PLAINE          | N     | N     | 7/21/2015 | N    | USD  | 309.77   |          |
| P60102 | 0716 | 36935  | SBC  |          | WX       | 1   | 1262 | CITY OF BELLE PLAINE          | N     | N     | 7/21/2015 | N    | USD  | 39.25    |          |
| P60102 | 0716 | 36935  | SBC  |          | WX       | 1   | 1262 | CITY OF BELLE PLAINE          | N     | N     | 7/21/2015 | N    | USD  | 126.13   |          |
| P60102 | 0716 | 36935  | SBC  |          | WX       | 1   | 1262 | CITY OF BELLE PLAINE          | N     | N     | 7/21/2015 | N    | USD  | 3.45     |          |
| p60102 | 0716 | 36936  | SBC  |          | WX       | 1   | 2336 | XCEL ENERGY                   | N     | N     | 7/22/2015 | N    | USD  | 875.71   |          |
| p60102 | 0716 | 36937  | SBC  |          | WX       | 1   | 2800 | MII LIFE - SELECT ACCOUNT     | N     | N     | 7/22/2015 | N    | USD  | 303.84   |          |

|                   |                        |
|-------------------|------------------------|
|                   | 66,230.53              |
| June 2015 PCARD   | 862,115.46             |
| Payroll 6/20/2015 | 76,700.26              |
| Payroll 7/03/2015 | 66,496.75              |
| Payroll 7/20/2015 | <u>66,496.75</u>       |
| <b>Total</b>      | <b>\$ 1,875,185.25</b> |

June 2015 Student Activities

| Activity       | Co   | Pmt No | Bank | Check No | Pay Type | Grp | Code | Vendor                           | Payment Description                        | Pay Date    | Void | Curr | Amount   |
|----------------|------|--------|------|----------|----------|-----|------|----------------------------------|--|-------------|------|------|----------|
| Class 2015     | 0716 | 36671  | HSAC | 7532     | CH       | 3   | 6768 | 4 IMPRINT                        | Senior Bags                                | 6/2/2015 00 | N    | USD  | 807.61   |
| Robotics       | 0716 | 36663  | HSAC | 7533     | CH       | 3   | 4721 | BELLE PLAINE SCHOOL DISTRICT     | ROBOTICS - TWISTWIRE                       | 6/2/2015 00 | N    | USD  | 670.00   |
| Robotics       | 0716 | 36663  | HSAC | 7533     | CH       | 3   | 4721 | BELLE PLAINE SCHOOL DISTRICT     | ROBOTICS - FIVE GUYS                       | 6/2/2015 00 | N    | USD  | 115.25   |
| Robotics       | 0716 | 36663  | HSAC | 7533     | CH       | 3   | 4721 | BELLE PLAINE SCHOOL DISTRICT     | ROBOTICS - BUFFALO WILD WINGS              | 6/2/2015 00 | N    | USD  | 147.20   |
| Robotics       | 0716 | 36663  | HSAC | 7533     | CH       | 3   | 4721 | BELLE PLAINE SCHOOL DISTRICT     | ROBOTICS - PIZZA RANCH                     | 6/2/2015 00 | N    | USD  | 162.56   |
| Outdoor Club   | 0716 | 36663  | HSAC | 7533     | CH       | 3   | 4721 | BELLE PLAINE SCHOOL DISTRICT     | OUTDOOR CLUB - TRANSPORTATION TO WELCH     | 6/2/2015 00 | N    | USD  | 448.16   |
| Trapshoot      | 0716 | 36669  | HSAC | 7534     | CH       | 3   | 6022 | CARIBOU GUN CLUB                 | Trap Rounds & Ammo                         | 6/2/2015 00 | N    | USD  | 4,764.00 |
| Class of 2016  | 0716 | 36665  | HSAC | 7535     | CH       | 3   | 4830 | CITY OF BELLE PLAINE             | Police Labor for Prom                      | 6/2/2015 00 | N    | USD  | 432.96   |
| SH Band        | 0716 | 36664  | HSAC | 7536     | CH       | 3   | 4729 | GOLDEN TOUCH                     | awards engraving                           | 6/2/2015 00 | N    | USD  | 33.00    |
| Golf           | 0716 | 36667  | HSAC | 7537     | CH       | 3   | 4925 | JEROLD STAUFFACHER               | Food for Team Bkfst/Push Carts             | 6/2/2015 00 | N    | USD  | 1,108.43 |
| Tigerian       | 0716 | 36666  | HSAC | 7538     | CH       | 3   | 4833 | JOSTENS                          | YEARBOOKS                                  | 6/2/2015 00 | N    | USD  | 4,399.00 |
| Class of 2016  | 0716 | 36672  | HSAC | 7539     | CH       | 3   | 6769 | MARCUS KLEHR                     | Injured/ Did not attend prom               | 6/2/2015 00 | N    | USD  | 160.00   |
| Softball       | 0716 | 36673  | HSAC | 7540     | CH       | 3   | 6774 | RALLY BAT COMPANY                | Senior gifts and Awards                    | 6/2/2015 00 | N    | USD  | 250.00   |
| Outdoor Club   | 0716 | 36668  | HSAC | 7541     | CH       | 3   | 5315 | SCOTT HALLGREN                   | Gas for trip to BWCA                       | 6/2/2015 00 | N    | USD  | 28.94    |
| FFA            | 0716 | 36670  | HSAC | 7542     | CH       | 3   | 6260 | UNIVERSITY OF MN - REGENTS       | State Convention Registrations             | 6/2/2015 00 | N    | USD  | 506.00   |
| Track          | 0716 | 36717  | HSAC | 7543     | CH       | 3   | 6449 | BETHANY OTTO                     | 2 pole vault helmets                       | 6/10/2015 0 | N    | USD  | 59.94    |
| BP Sr. Hi Club | 0716 | 36708  | HSAC | 7544     | CH       | 3   | 4813 | BPEA                             | From SR HI Club-Pepsi Vending              | 6/10/2015 0 | N    | USD  | 71.32    |
| Track          | 0716 | 36710  | HSAC | 7545     | CH       | 3   | 4892 | BRAD PEDERSON                    | Ice cream treats for JH track              | 6/10/2015 0 | N    | USD  | 66.22    |
| FFA            | 0716 | 36705  | HSAC | 7546     | CH       | 3   | 4748 | BRUCE MATHIOWETZ                 | Coborns/Reg Banquet/meal for state partic. | 6/10/2015 0 | N    | USD  | 356.87   |
| Tiger Fever    | 0716 | 36707  | HSAC | 7547     | CH       | 3   | 4811 | EMMA KRUMBEEES FLORAL            | Softball Parents night Flowers             | 6/10/2015 0 | N    | USD  | 43.75    |
| Golf           | 0716 | 36711  | HSAC | 7548     | CH       | 3   | 4925 | JEROLD STAUFFACHER               | practice rounds and breakfasts             | 6/10/2015 0 | N    | USD  | 157.78   |
| Class 2015     | 0716 | 36718  | HSAC | 7549     | CH       | 3   | 6477 | LAURIE GREEN                     | BP Herald                                  | 6/10/2015 0 | N    | USD  | 47.50    |
| Class 2015     | 0716 | 36718  | HSAC | 7549     | CH       | 3   | 6477 | LAURIE GREEN                     | Picnic Supplies                            | 6/10/2015 0 | N    | USD  | 85.11    |
| Class 2015     | 0716 | 36718  | HSAC | 7549     | CH       | 3   | 6477 | LAURIE GREEN                     | Supplies for Sr Picnic                     | 6/10/2015 0 | N    | USD  | 86.86    |
| FFA            | 0716 | 36709  | HSAC | 7550     | CH       | 3   | 4882 | MN FFA ASSOCIATION               | SDLCCCL Conference                         | 6/10/2015 0 | N    | USD  | 175.00   |
| Track          | 0716 | 36714  | HSAC | 7551     | CH       | 3   | 5208 | MVP FUNDRAISING                  | 454 MVP Cards- Gold Cards                  | 6/10/2015 0 | N    | USD  | 4,767.00 |
| FFA            | 0716 | 36712  | HSAC | 7552     | CH       | 3   | 5020 | NATIONAL FFA                     | Banquet                                    | 6/10/2015 0 | N    | USD  | 1,022.00 |
| Tiger Club     | 0716 | 36720  | HSAC | 7553     | CH       | 3   | 6782 | NATIONAL RECOGNITION PRODUCTS    | Awards                                     | 6/10/2015 0 | N    | USD  | 32.14    |
| Tiger Club     | 0716 | 36715  | HSAC | 7554     | CH       | 3   | 5256 | NEFF COMPANY                     | Service Bars for Letters                   | 6/10/2015 0 | N    | USD  | 219.89   |
| SH Band        | 0716 | 36719  | HSAC | 7555     | CH       | 3   | 6781 | ORDWAY EDUCATION SALE DEPARTMENT | Pedrito Martinez Group                     | 6/10/2015 0 | N    | USD  | 252.00   |
| Class 2015     | 0716 | 36706  | HSAC | 7556     | CH       | 3   | 4780 | PROGRESSIVE PRINTING             | Class Memory Books                         | 6/10/2015 0 | N    | USD  | 240.00   |
| Track          | 0716 | 36703  | HSAC | 7557     | CH       | 3   | 4725 | RERUNS                           | T-shirts                                   | 6/10/2015 0 | N    | USD  | 500.00   |
| Class 2015     | 0716 | 36713  | HSAC | 7558     | CH       | 3   | 5157 | RUCKS MEATS                      | Hot Dogs for Sr. Picnic                    | 6/10/2015 0 | N    | USD  | 150.42   |
| Class of 2016  | 0716 | 36704  | HSAC | 7559     | CH       | 3   | 4736 | STIER TRANSPORTATION SERVICES    | to and from prom                           | 6/10/2015 0 | N    | USD  | 2,160.00 |
| Tigerian       | 0716 | 36716  | HSAC | 7560     | CH       | 3   | 5920 | TWISTWIRE MARKETING              | Wristbands                                 | 6/10/2015 0 | N    | USD  | 264.00   |
| Tigerian       | 0716 | 36760  | HSAC | 7561     | CH       | 3   | 4721 | BELLE PLAINE SCHOOL DISTRICT     | TAHER INVOICE 33 - COOKIES                 | 6/18/2015 0 | N    | USD  | 100.00   |
| Track          | 0716 | 36761  | HSAC | 7562     | CH       | 3   | 5044 | RICH FOUST                       | Misc End of Year and State Track Meet      | 6/18/2015 0 | N    | USD  | 588.47   |
| Class 2014     | 0716 | 36815  | HSAC | 7563     | CH       | 3   | 5180 | DOLLARS FOR SCHOLARS             | CLASS OF 2014 - CLOSING BALANCE            | 6/29/2015 0 | N    | USD  | 331.31   |
| Tennis         | 0716 | 36816  | HSAC | 7564     | CH       | 3   | 5356 | TRAVEL TENNIS CAMPS              | TENNIS CAMP - 18 GIRLS                     | 6/29/2015 0 | N    | USD  | 1,350.00 |

**Total** **27,160.69**

June 2015 Student Activities

| Activity | Co | Pmt No | Bank | Check No | Pay Type | Grp | Code | Vendor | Payment Description | Pay Date | Void | Curr | Amount |
|----------|----|--------|------|----------|----------|-----|------|--------|---------------------|----------|------|------|--------|
|----------|----|--------|------|----------|----------|-----|------|--------|---------------------|----------|------|------|--------|

## June 2015 Pcard

| Card Holder              | Transaction ID | Transaction Date | Processing Date | Statement Date | Merchant Name          | Transaction Amount |
|--------------------------|----------------|------------------|-----------------|----------------|------------------------|--------------------|
| KREFT DAVID              | 391644373      | 5/28/2015        | 5/29/2015       | 6/27/2015      | BREEZY POINT RESORT IN | 400.00             |
| DEWITTE KIMBERLY         | 393261622      | 6/10/2015        | 6/12/2015       | 6/27/2015      | SUBWAY 03164670        | 49.22              |
| DEWITTE KIMBERLY         | 394729745      | 6/26/2015        | 6/26/2015       | 6/27/2015      | AMAZON.COM             | 89.92              |
| SD BELLE PLAINE          | 391644374      | 5/28/2015        | 5/29/2015       | 6/27/2015      | CEREBELLUMCORP         | 599.98             |
| HIGH SCHOOL BELLE PLAINE | 391452667      | 5/27/2015        | 5/28/2015       | 6/27/2015      | BIO COMPANY INC        | 384.33             |
| HIGH SCHOOL BELLE PLAINE | 391644384      | 5/29/2015        | 5/29/2015       | 6/27/2015      | RUCKS MEAT MARKET      | 72.12              |
| HIGH SCHOOL BELLE PLAINE | 391977510      | 6/1/2015         | 6/2/2015        | 6/27/2015      | COBORN S SUPERSTORE    | 43.71              |
| HIGH SCHOOL BELLE PLAINE | 391977511      | 6/1/2015         | 6/2/2015        | 6/27/2015      | DOMINO S 7300          | 160.05             |
| HIGH SCHOOL BELLE PLAINE | 391977512      | 6/1/2015         | 6/2/2015        | 6/27/2015      | SCHWAAB STAMP INC      | 21.00              |
| HIGH SCHOOL BELLE PLAINE | 393057340      | 6/10/2015        | 6/11/2015       | 6/27/2015      | BIO COMPANY INC        | (384.33)           |
| HIGH SCHOOL BELLE PLAINE | 393261625      | 6/12/2015        | 6/12/2015       | 6/27/2015      | NATIONAL RECOGNITION   | 26.48              |
| HIGH SCHOOL BELLE PLAINE | 393261626      | 6/11/2015        | 6/12/2015       | 6/27/2015      | 4IMPRINT               | (807.61)           |
| HIGH SCHOOL BELLE PLAINE | 393829270      | 6/17/2015        | 6/18/2015       | 6/27/2015      | HUMAN KINETICS INC     | 80.88              |
| HIGH SCHOOL BELLE PLAINE | 394010614      | 6/18/2015        | 6/19/2015       | 6/27/2015      | TEACHERSPAYTEACHERS.CO | 30.00              |
| HIGH SCHOOL BELLE PLAINE | 394205282      | 6/20/2015        | 6/22/2015       | 6/27/2015      | BB *FRIENDS OF HCL     | 400.00             |
| HIGH SCHOOL BELLE PLAINE | 394729750      | 6/26/2015        | 6/26/2015       | 6/27/2015      | J W PEPPER AND SON INC | 192.49             |
| DAVIS KRIS               | 391452661      | 5/26/2015        | 5/28/2015       | 6/27/2015      | METRO SALES INC.       | 3,211.94           |
| DAVIS KRIS               | 391644375      | 5/28/2015        | 5/29/2015       | 6/27/2015      | USPS 26073001733418328 | 3.01               |
| DAVIS KRIS               | 391644376      | 5/29/2015        | 5/29/2015       | 6/27/2015      | USPS 26073001733418328 | 4.61               |
| DAVIS KRIS               | 391644377      | 5/28/2015        | 5/29/2015       | 6/27/2015      | BIFFS INC              | 294.92             |
| DAVIS KRIS               | 391977507      | 6/1/2015         | 6/2/2015        | 6/27/2015      | USPS 26073001733418328 | 7.59               |
| DAVIS KRIS               | 392125007      | 6/1/2015         | 6/3/2015        | 6/27/2015      | METRO SALES INC.       | 773.93             |
| DAVIS KRIS               | 392289604      | 6/3/2015         | 6/4/2015        | 6/27/2015      | USPS 26073001733418328 | 3.72               |
| DAVIS KRIS               | 392468176      | 6/4/2015         | 6/5/2015        | 6/27/2015      | INNOVATIVE OFFICE SOLU | 98.97              |
| DAVIS KRIS               | 392468177      | 6/4/2015         | 6/5/2015        | 6/27/2015      | INNOVATIVE OFFICE SOLU | 291.13             |
| DAVIS KRIS               | 392468178      | 6/5/2015         | 6/5/2015        | 6/27/2015      | USPS 26073001733418328 | 6.30               |
| DAVIS KRIS               | 392468179      | 6/5/2015         | 6/5/2015        | 6/27/2015      | WM EZPAY               | 236.80             |
| DAVIS KRIS               | 392468180      | 6/5/2015         | 6/5/2015        | 6/27/2015      | WM EZPAY               | 513.43             |
| DAVIS KRIS               | 392468181      | 6/5/2015         | 6/5/2015        | 6/27/2015      | WM EZPAY               | 836.87             |
| DAVIS KRIS               | 392683258      | 6/5/2015         | 6/8/2015        | 6/27/2015      | WM EZPAY               | 857.30             |
| DAVIS KRIS               | 393057337      | 6/5/2015         | 6/11/2015       | 6/27/2015      | PROGRESSIVE PRINTING   | 22.50              |
| DAVIS KRIS               | 394010612      | 6/19/2015        | 6/19/2015       | 6/27/2015      | USPS 26073001733418328 | 4.48               |
| DAVIS KRIS               | 394329721      | 6/22/2015        | 6/23/2015       | 6/27/2015      | COBORN S SUPERSTORE    | 56.36              |
| DAVIS KRIS               | 394443081      | 6/22/2015        | 6/24/2015       | 6/27/2015      | SUBWAY 03164670        | 34.57              |
| DAVIS KRIS               | 394443082      | 6/22/2015        | 6/24/2015       | 6/27/2015      | KWIK TRIP 33000003301  | 1.99               |
| DAVIS KRIS               | 394560083      | 6/23/2015        | 6/25/2015       | 6/27/2015      | METRO SALES INC.       | 735.73             |
| DAVIS KRIS               | 394729746      | 6/25/2015        | 6/26/2015       | 6/27/2015      | BIFFS INC              | 464.72             |

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| Card Holder      | Transaction ID | Transaction Date | Processing Date | Statement Date | Merchant Name          | Transaction Amount |
|------------------|----------------|------------------|-----------------|----------------|------------------------|--------------------|
| DAVIS KRIS       | 394729747      | 6/25/2015        | 6/26/2015       | 6/27/2015      | METRO SALES INC.       | 2,406.35           |
| HEINE JEFF       | 391977508      | 6/1/2015         | 6/2/2015        | 6/27/2015      | DISCOUNT STEEL INC     | (49.36)            |
| HEINE JEFF       | 392125009      | 6/2/2015         | 6/3/2015        | 6/27/2015      | ARAMARK*82191008       | 361.28             |
| HEINE JEFF       | 392125010      | 6/2/2015         | 6/3/2015        | 6/27/2015      | HILLYARD INC HUTCHINSO | 341.10             |
| HEINE JEFF       | 392468182      | 6/5/2015         | 6/5/2015        | 6/27/2015      | MENARDS BURNSVILLE     | 55.05              |
| HEINE JEFF       | 392468183      | 6/5/2015         | 6/5/2015        | 6/27/2015      | HILLYARD INC HUTCHINSO | 10,257.28          |
| HEINE JEFF       | 392468184      | 6/2/2015         | 6/5/2015        | 6/27/2015      | SWISHER ACQUISITION    | 38.13              |
| HEINE JEFF       | 392468185      | 6/5/2015         | 6/5/2015        | 6/27/2015      | SHERWIN WILLIAMS #3169 | 430.75             |
| HEINE JEFF       | 393057338      | 6/10/2015        | 6/11/2015       | 6/27/2015      | SHERWIN WILLIAMS #3653 | 912.75             |
| HEINE JEFF       | 393261623      | 6/12/2015        | 6/12/2015       | 6/27/2015      | HILLYARD INC HUTCHINSO | 7,819.28           |
| HEINE JEFF       | 393261624      | 6/12/2015        | 6/12/2015       | 6/27/2015      | HILLYARD INC HUTCHINSO | 144.43             |
| HEINE JEFF       | 393689388      | 6/17/2015        | 6/17/2015       | 6/27/2015      | ULINE *SHIP SUPPLIES   | 1,611.41           |
| HEINE JEFF       | 393829269      | 6/17/2015        | 6/18/2015       | 6/27/2015      | MILLS FLEET FARM 3200  | 136.81             |
| HEINE JEFF       | 394205280      | 6/20/2015        | 6/22/2015       | 6/27/2015      | MENARDS BURNSVILLE     | 177.40             |
| HEINE JEFF       | 394205281      | 6/21/2015        | 6/22/2015       | 6/27/2015      | THEWASSERSTROMCOMPANY  | (120.24)           |
| HEINE JEFF       | 394329722      | 6/22/2015        | 6/23/2015       | 6/27/2015      | HILLYARD INC HUTCHINSO | 612.84             |
| HEINE JEFF       | 394329723      | 6/22/2015        | 6/23/2015       | 6/27/2015      | LAMPERT YARDS 1030     | 217.86             |
| HEINE JEFF       | 394329724      | 6/22/2015        | 6/23/2015       | 6/27/2015      | LAMPERT YARDS 1030     | 1,400.03           |
| HEINE JEFF       | 394443083      | 6/23/2015        | 6/24/2015       | 6/27/2015      | LAMPERT YARDS 1030     | 2,105.10           |
| HEINE JEFF       | 394560084      | 6/23/2015        | 6/25/2015       | 6/27/2015      | CENEX CENEX CO07038920 | 886.52             |
| HEINE JEFF       | 394729748      | 6/26/2015        | 6/26/2015       | 6/27/2015      | HILLYARD INC HUTCHINSO | 1,086.90           |
| KELLER CHUCK     | 391644378      | 5/27/2015        | 5/29/2015       | 6/27/2015      | MASBO 00 OF 00         | 110.00             |
| KELLER CHUCK     | 394010613      | 6/18/2015        | 6/19/2015       | 6/27/2015      | Norton *AP1152909451   | 85.49              |
| KELLER CHUCK     | 394729749      | 6/26/2015        | 6/26/2015       | 6/27/2015      | VZWRLSS*APOCC VISB     | 789.61             |
| MATHIOWETZ BRUCE | 391644383      | 5/28/2015        | 5/29/2015       | 6/27/2015      | STEFFEN HARDWARE       | 49.97              |
| MATHIOWETZ BRUCE | 392683260      | 6/5/2015         | 6/8/2015        | 6/27/2015      | MATHESON - C16         | 406.51             |
| SMITH KELLY      | 394560081      | 6/23/2015        | 6/25/2015       | 6/27/2015      | FITGER S BREWHOUSE     | 110.33             |
| SMITH KELLY      | 394729742      | 6/24/2015        | 6/26/2015       | 6/27/2015      | HOLIDAY STNSTORE 0327  | 28.76              |
| SMITH KELLY      | 394729743      | 6/24/2015        | 6/26/2015       | 6/27/2015      | HOLIDAY STNSTORE 0327  | 49.25              |
| SMITH KELLY      | 394729744      | 6/24/2015        | 6/26/2015       | 6/27/2015      | LUTSEN RESORT (RESTAUR | 132.89             |
| WICK KEN         | 391452660      | 5/27/2015        | 5/28/2015       | 6/27/2015      | AMAZON MKTPLACE PMTS   | 71.10              |
| WICK KEN         | 391857797      | 5/29/2015        | 6/1/2015        | 6/27/2015      | THE IDOCTOR LLC        | 751.48             |
| WICK KEN         | 392468175      | 6/3/2015         | 6/5/2015        | 6/27/2015      | THE IDOCTOR LLC        | 144.00             |
| WICK KEN         | 394010601      | 6/18/2015        | 6/19/2015       | 6/27/2015      | AMAZON MKTPLACE PMTS   | 154.28             |
| WICK KEN         | 394010602      | 6/18/2015        | 6/19/2015       | 6/27/2015      | AMAZON MKTPLACE PMTS   | 443.70             |
| WICK KEN         | 394010603      | 6/18/2015        | 6/19/2015       | 6/27/2015      | AMAZON MKTPLACE PMTS   | 173.56             |
| WICK KEN         | 394010604      | 6/18/2015        | 6/19/2015       | 6/27/2015      | AMAZON MKTPLACE PMTS   | 419.97             |

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|--------------------|----------------|------------------|-----------------|----------------|------------------------|--------------------|
| WICK KEN           | 394010605      | 6/18/2015        | 6/19/2015       | 6/27/2015      | AMAZON MKTPLACE PMTS   | 279.98             |
| WICK KEN           | 394010606      | 6/18/2015        | 6/19/2015       | 6/27/2015      | AMAZON MKTPLACE PMTS   | 59.99              |
| WICK KEN           | 394010607      | 6/19/2015        | 6/19/2015       | 6/27/2015      | AMAZON MKTPLACE PMTS   | 249.99             |
| WICK KEN           | 394010608      | 6/19/2015        | 6/19/2015       | 6/27/2015      | AMAZON MKTPLACE PMTS   | 249.99             |
| WICK KEN           | 394010609      | 6/19/2015        | 6/19/2015       | 6/27/2015      | AMAZON MKTPLACE PMTS   | 249.99             |
| WICK KEN           | 394010610      | 6/19/2015        | 6/19/2015       | 6/27/2015      | APL*APPLEONLINESTOREUS | 429.00             |
| WICK KEN           | 394010611      | 6/19/2015        | 6/19/2015       | 6/27/2015      | APL*APPLEONLINESTOREUS | 679.00             |
| WICK KEN           | 394329720      | 6/22/2015        | 6/23/2015       | 6/27/2015      | AMAZON MKTPLACE PMTS   | 904.00             |
| WICK KEN           | 394443080      | 6/22/2015        | 6/24/2015       | 6/27/2015      | THE IDOCTOR LLC        | 144.00             |
| WICK KEN           | 394560082      | 6/24/2015        | 6/25/2015       | 6/27/2015      | APL*APPLEONLINESTOREUS | 1,579.00           |
| DEUTSCH JOE        | 391452657      | 5/28/2015        | 5/28/2015       | 6/27/2015      | CLKBANK*COM_MG29QRJE   | 39.54              |
| GROTBERG CAREN     | 392125000      | 6/2/2015         | 6/3/2015        | 6/27/2015      | COBORN S SUPERSTORE    | 27.17              |
| GROTBERG CAREN     | 392289603      | 6/2/2015         | 6/4/2015        | 6/27/2015      | HAAN CRAFTS            | 388.41             |
| ACTIVITIES BELLE P | 391857798      | 5/29/2015        | 6/1/2015        | 6/27/2015      | ORIENTAL TRADING CO    | (17.71)            |
| ACTIVITIES BELLE P | 392125022      | 6/2/2015         | 6/3/2015        | 6/27/2015      | COBORN S SUPERSTORE    | 48.55              |
| ACTIVITIES BELLE P | 392125023      | 6/2/2015         | 6/3/2015        | 6/27/2015      | COBORN S SUPERSTORE    | 26.03              |
| ACTIVITIES BELLE P | 392125024      | 6/3/2015         | 6/3/2015        | 6/27/2015      | DOMINO S 7300          | 72.72              |
| ACTIVITIES BELLE P | 392125025      | 6/3/2015         | 6/3/2015        | 6/27/2015      | DOMINO S 7300          | 105.00             |
| ACTIVITIES BELLE P | 392468187      | 6/5/2015         | 6/5/2015        | 6/27/2015      | IN *MIDWEST SOLUTIONS  | 79.96              |
| ACTIVITIES BELLE P | 392683261      | 6/5/2015         | 6/8/2015        | 6/27/2015      | THE OLIVE GARD00012450 | 163.93             |
| ACTIVITIES BELLE P | 392683262      | 6/6/2015         | 6/8/2015        | 6/27/2015      | RESIDENCE INNS MINN/ST | 131.05             |
| ACTIVITIES BELLE P | 392683263      | 6/6/2015         | 6/8/2015        | 6/27/2015      | RESIDENCE INNS MINN/ST | 131.05             |
| ACTIVITIES BELLE P | 392683264      | 6/6/2015         | 6/8/2015        | 6/27/2015      | RESIDENCE INNS MINN/ST | 131.05             |
| ACTIVITIES BELLE P | 392683265      | 6/6/2015         | 6/8/2015        | 6/27/2015      | RESIDENCE INNS MINN/ST | 175.10             |
| ACTIVITIES BELLE P | 392683266      | 6/6/2015         | 6/8/2015        | 6/27/2015      | RESIDENCE INNS MINN/ST | 175.10             |
| ACTIVITIES BELLE P | 392683267      | 6/6/2015         | 6/8/2015        | 6/27/2015      | RESIDENCE INNS MINN/ST | 175.10             |
| ACTIVITIES BELLE P | 394010615      | 6/18/2015        | 6/19/2015       | 6/27/2015      | MSHSL                  | 170.00             |
| CHEVALIER MINDY    | 391644369      | 5/29/2015        | 5/29/2015       | 6/27/2015      | COBORN S SUPERSTORE    | 42.00              |
| CHEVALIER MINDY    | 391644370      | 5/28/2015        | 5/29/2015       | 6/27/2015      | DOMINO S 7300          | 494.35             |
| CHEVALIER MINDY    | 391644371      | 5/29/2015        | 5/29/2015       | 6/27/2015      | DOMINO S 7300          | 56.88              |
| CHEVALIER MINDY    | 391644372      | 5/28/2015        | 5/29/2015       | 6/27/2015      | IN *MIDWEST SOLUTIONS  | 258.38             |
| CHEVALIER MINDY    | 391857796      | 5/31/2015        | 6/1/2015        | 6/27/2015      | SAMSCLUB #6311         | 321.65             |
| CHEVALIER MINDY    | 391977506      | 6/1/2015         | 6/2/2015        | 6/27/2015      | NEW PRAGUE GOLF CLUB   | 15.00              |
| CHEVALIER MINDY    | 392468173      | 6/5/2015         | 6/5/2015        | 6/27/2015      | DRAMATIC PUBLISHING CO | 13.49              |
| CHEVALIER MINDY    | 392468174      | 6/4/2015         | 6/5/2015        | 6/27/2015      | SAMSCLUB #6311         | (63.76)            |
| CHEVALIER MINDY    | 392904746      | 6/9/2015         | 6/10/2015       | 6/27/2015      | UNIVERSAL ATHLETIC     | 3,472.00           |
| CHEVALIER MINDY    | 393261620      | 6/11/2015        | 6/12/2015       | 6/27/2015      | GROUP SALES FRONT GATE | (688.00)           |

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|----------------------|----------------|------------------|-----------------|----------------|------------------------|--------------------|
| CHEVALIER MINDY      | 393261621      | 6/11/2015        | 6/12/2015       | 6/27/2015      | MSHSL                  | 170.00             |
| COMM ED BELLE PLAINE | 391452663      | 5/27/2015        | 5/28/2015       | 6/27/2015      | USPS 26073001733418328 | 8.68               |
| COMM ED BELLE PLAINE | 391452664      | 5/27/2015        | 5/28/2015       | 6/27/2015      | Discount School Supply | 21.28              |
| COMM ED BELLE PLAINE | 391452665      | 5/27/2015        | 5/28/2015       | 6/27/2015      | MICHAELS STORES 3747   | 47.71              |
| COMM ED BELLE PLAINE | 391452666      | 5/27/2015        | 5/28/2015       | 6/27/2015      | WAL-MART #3513         | 329.74             |
| COMM ED BELLE PLAINE | 391644381      | 5/28/2015        | 5/29/2015       | 6/27/2015      | INNOVATIVE OFFICE SOLU | 93.90              |
| COMM ED BELLE PLAINE | 391644382      | 5/27/2015        | 5/29/2015       | 6/27/2015      | LAKESHORE LEARNING MAT | 188.53             |
| COMM ED BELLE PLAINE | 392793420      | 6/8/2015         | 6/9/2015        | 6/27/2015      | USPS 26073001733418328 | 500.35             |
| COMM ED BELLE PLAINE | 392904756      | 6/9/2015         | 6/10/2015       | 6/27/2015      | USPS 26073001733418328 | 4.16               |
| COMM ED BELLE PLAINE | 392904757      | 6/9/2015         | 6/10/2015       | 6/27/2015      | Discount School Supply | 34.88              |
| COMM ED BELLE PLAINE | 393261629      | 6/11/2015        | 6/12/2015       | 6/27/2015      | USPS 26073001733418328 | 30.68              |
| COMM ED BELLE PLAINE | 393261630      | 6/11/2015        | 6/12/2015       | 6/27/2015      | STEFFEN HARDWARE       | 20.94              |
| COMM ED BELLE PLAINE | 393261631      | 6/11/2015        | 6/12/2015       | 6/27/2015      | THE GRAPHIC EDGE INC   | 37.40              |
| COMM ED BELLE PLAINE | 393261632      | 6/11/2015        | 6/12/2015       | 6/27/2015      | THE GRAPHIC EDGE INC   | 220.84             |
| COMM ED BELLE PLAINE | 393261633      | 6/11/2015        | 6/12/2015       | 6/27/2015      | THE GRAPHIC EDGE INC   | 198.55             |
| COMM ED BELLE PLAINE | 393261634      | 6/11/2015        | 6/12/2015       | 6/27/2015      | THE GRAPHIC EDGE INC   | 189.74             |
| COMM ED BELLE PLAINE | 393689389      | 6/16/2015        | 6/17/2015       | 6/27/2015      | GOPHER SPORT           | 338.13             |
| COMM ED BELLE PLAINE | 393829271      | 6/17/2015        | 6/18/2015       | 6/27/2015      | COBORN S SUPERSTORE    | 31.80              |
| COMM ED BELLE PLAINE | 393829272      | 6/17/2015        | 6/18/2015       | 6/27/2015      | OLD LOG THEATRE        | 670.00             |
| COMM ED BELLE PLAINE | 394010616      | 6/18/2015        | 6/19/2015       | 6/27/2015      | USPS 26073001733418328 | 149.96             |
| COMM ED BELLE PLAINE | 394205283      | 6/20/2015        | 6/22/2015       | 6/27/2015      | INNOVATIVE OFFICE SOLU | 78.25              |
| COMM ED BELLE PLAINE | 394329725      | 6/22/2015        | 6/23/2015       | 6/27/2015      | USPS 26073001733418328 | 4.38               |
| COMM ED BELLE PLAINE | 394443084      | 6/23/2015        | 6/24/2015       | 6/27/2015      | COBORN S SUPERSTORE    | 7.82               |
| COMM ED BELLE PLAINE | 394443085      | 6/23/2015        | 6/24/2015       | 6/27/2015      | USPS 26073001733418328 | 10.55              |
| COMM ED BELLE PLAINE | 394560085      | 6/24/2015        | 6/25/2015       | 6/27/2015      | USPS 26073001733418328 | 7.10               |
| COMM ED BELLE PLAINE | 394560086      | 6/23/2015        | 6/25/2015       | 6/27/2015      | CENEX CENEX CO07038920 | 80.05              |
| COMM ED BELLE PLAINE | 394560087      | 6/24/2015        | 6/25/2015       | 6/27/2015      | R-SCHOOL TODAY         | 1,488.00           |
| COMM ED BELLE PLAINE | 394729751      | 6/25/2015        | 6/26/2015       | 6/27/2015      | COBORN S SUPERSTORE    | 29.54              |
| COMM ED BELLE PLAINE | 394729752      | 6/24/2015        | 6/26/2015       | 6/27/2015      | THE GRAPHIC EDGE INC   | 801.09             |
| ELEMENTARY CHATFIELD | 392125026      | 6/3/2015         | 6/3/2015        | 6/27/2015      | TARGET.COM *           | 31.92              |
| ELEMENTARY CHATFIELD | 392125027      | 6/2/2015         | 6/3/2015        | 6/27/2015      | RGS Pay*               | 295.92             |
| ELEMENTARY CHATFIELD | 392289605      | 6/3/2015         | 6/4/2015        | 6/27/2015      | SSI*SCHOOL SPECIALTY   | 23.86              |
| ELEMENTARY CHATFIELD | 392289606      | 6/3/2015         | 6/4/2015        | 6/27/2015      | SSI*SCHOOL SPECIALTY   | 43.68              |
| ELEMENTARY CHATFIELD | 392289607      | 6/3/2015         | 6/4/2015        | 6/27/2015      | SSI*SCHOOL SPECIALTY   | 321.16             |
| ELEMENTARY CHATFIELD | 392468188      | 6/4/2015         | 6/5/2015        | 6/27/2015      | AMAZON MKTPLACE PMTS   | 16.46              |
| ELEMENTARY CHATFIELD | 392468189      | 6/4/2015         | 6/5/2015        | 6/27/2015      | LOWES #02855*          | 5.48               |
| ELEMENTARY CHATFIELD | 392468190      | 6/4/2015         | 6/5/2015        | 6/27/2015      | AMAZON MKTPLACE PMTS   | 6.82               |

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|----------------------|----------------|------------------|-----------------|----------------|------------------------|--------------------|
| ELEMENTARY CHATFIELD | 392468191      | 6/4/2015         | 6/5/2015        | 6/27/2015      | Amazon.com             | 59.99              |
| ELEMENTARY CHATFIELD | 392468192      | 6/5/2015         | 6/5/2015        | 6/27/2015      | AMAZON MKTPLACE PMTS   | 11.99              |
| ELEMENTARY CHATFIELD | 392468193      | 6/5/2015         | 6/5/2015        | 6/27/2015      | Discount School Supply | 286.47             |
| ELEMENTARY CHATFIELD | 392793419      | 6/8/2015         | 6/9/2015        | 6/27/2015      | USPS 26073001733418328 | 10.95              |
| ELEMENTARY CHATFIELD | 392904750      | 6/9/2015         | 6/10/2015       | 6/27/2015      | AMAZON MKTPLACE PMTS   | 110.13             |
| ELEMENTARY CHATFIELD | 392904751      | 6/9/2015         | 6/10/2015       | 6/27/2015      | Amazon.com             | 16.56              |
| ELEMENTARY CHATFIELD | 392904752      | 6/9/2015         | 6/10/2015       | 6/27/2015      | AMAZON MKTPLACE PMTS   | 35.99              |
| ELEMENTARY CHATFIELD | 392904753      | 6/9/2015         | 6/10/2015       | 6/27/2015      | U OF M ARBORETUM ADLT  | 660.00             |
| ELEMENTARY CHATFIELD | 392904754      | 6/9/2015         | 6/10/2015       | 6/27/2015      | U OF M ARBORETUM ADLT  | 660.00             |
| ELEMENTARY CHATFIELD | 392904755      | 6/9/2015         | 6/10/2015       | 6/27/2015      | U OF M ARBORETUM ADLT  | (660.00)           |
| ELEMENTARY CHATFIELD | 393261627      | 6/12/2015        | 6/12/2015       | 6/27/2015      | TARGET.COM *           | 26.99              |
| ELEMENTARY CHATFIELD | 393261628      | 6/11/2015        | 6/12/2015       | 6/27/2015      | Amazon.com             | 59.99              |
| ELEMENTARY OAK CREST | 391452662      | 5/27/2015        | 5/28/2015       | 6/27/2015      | NASCO MAIL ORDER       | 20.00              |
| ELEMENTARY OAK CREST | 391644379      | 5/28/2015        | 5/29/2015       | 6/27/2015      | ACT*ComoParkZooConserv | 240.00             |
| ELEMENTARY OAK CREST | 391644380      | 5/29/2015        | 5/29/2015       | 6/27/2015      | BELLE PLAINE DQ        | 130.00             |
| ELEMENTARY OAK CREST | 391977509      | 6/2/2015         | 6/2/2015        | 6/27/2015      | DOMINO S 7300          | 199.99             |
| ELEMENTARY OAK CREST | 392125015      | 6/1/2015         | 6/3/2015        | 6/27/2015      | THREE RIVERS ADMINISTR | 161.00             |
| ELEMENTARY OAK CREST | 392125016      | 6/2/2015         | 6/3/2015        | 6/27/2015      | SKATEVILLE             | 936.00             |
| ELEMENTARY OAK CREST | 392468186      | 6/4/2015         | 6/5/2015        | 6/27/2015      | COBORN S SUPERSTORE    | 67.45              |
| ELEMENTARY OAK CREST | 392683259      | 6/5/2015         | 6/8/2015        | 6/27/2015      | THE HOME DEPOT #2829   | 214.87             |
| ELEMENTARY OAK CREST | 392904747      | 6/9/2015         | 6/10/2015       | 6/27/2015      | USPS 26073001733418328 | 49.00              |
| ELEMENTARY OAK CREST | 392904748      | 6/8/2015         | 6/10/2015       | 6/27/2015      | BOROUGH BOWL           | 366.00             |
| ELEMENTARY OAK CREST | 392904749      | 6/8/2015         | 6/10/2015       | 6/27/2015      | HOMEDEPOT.COM          | 108.85             |
| ELEMENTARY OAK CREST | 393057339      | 6/10/2015        | 6/11/2015       | 6/27/2015      | SCHWAAB STAMP INC      | 69.24              |
| HANSON LIANN         | 391452658      | 5/27/2015        | 5/28/2015       | 6/27/2015      | COBORN S SUPERSTORE    | 25.25              |
| HANSON LIANN         | 391452659      | 5/27/2015        | 5/28/2015       | 6/27/2015      | ISD#110 WACONIA COM ED | 200.00             |
| HANSON LIANN         | 392125002      | 6/2/2015         | 6/3/2015        | 6/27/2015      | BELLE PLAINE DQ        | 146.00             |
| HANSON LIANN         | 392793418      | 6/8/2015         | 6/9/2015        | 6/27/2015      | MAIN STREET DONUTS AND | 97.86              |
| HANSON LIANN         | 394443079      | 6/23/2015        | 6/24/2015       | 6/27/2015      | SEE INCSUBFEE.COM      | 39.95              |

|              |                  |
|--------------|------------------|
| <b>Total</b> | <b>66,230.53</b> |
|--------------|------------------|

**Chuck Keller**  
Business Manager  
**Margot Hansen**  
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: July 27, 2015  
 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                                 | Item and Nature of Donation/Gift                    | Amount   |
|-----------|---------------------------------------|---|----------|
| 6.25.2015 | Belle Plaine Chamber of Commerce      | High School Athletic/Activity Groups                | 3,500.00 |
| 5.19.2015 | MN Valley Electric Coop               | Oak Crest – Arn Kind Presentation                   | 835.00   |
| 5.19.2015 | MN Valley Electric Coop               | Oak Crest – Back Pack Program                       | 500.00   |
| 5.06.2015 | ASD.COM – PTO schoolstore.com         | Oak Crest Elementary                                | 600.00   |
| 6.05.2015 | Belle Plaine Elementary PTO           | Oak Crest – Spring Field Trips (Read-A-Thon Payout) | 3,000.00 |
| 6.08.2015 | Target Corporation – Thanks a Billion | Oak Crest Elementary                                | 50.00    |
|           |                                       |   |          |
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|           |                                       |   |          |

EXTRACT OF MINUTES OF MEETING  
OF SCHOOL BOARD  
OF INDEPENDENT SCHOOL DISTRICT NO. 716  
(BELLE PLAINE)  
STATE OF MINNESOTA  
HELD: JULY 27, 2015

Pursuant to due call and notice thereof, a regular meeting of the Schools Board of Independent School District No. 716 (Belle Plaine), State of Minnesota, was held in said school district of Monday, July 27, 2015, at 6 o'clock p.m.

The following members were present:

and the following were absent:

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

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

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

1. (a) It is necessary for the school district to hold its general election for the purpose of electing THREE school board members for terms of four (4) years each.  
  
(b) The clerk shall include on the ballot the names of the individuals who file or have filed affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.
2. The general election is hereby called and directed to be held on Tuesday, the 3<sup>rd</sup> day of November, 2015, between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.
3. Pursuant to Minnesota Statutes, Section 205A.11, the school district combined polling places and the precincts served by those polling places, as previously established and designated by school board resolution for school district elections not held on the day of a statewide election, are hereby designated for said general election.
4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

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

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

ballots used in that polling place.

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

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

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

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

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

GENERAL ELECTION BALLOT

INDEPENDENT SCHOOL DISTRICT NO. 716  
BELLE PLAINE PUBLIC SCHOOLS

NOVEMBER 3, 2015

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**INSTRUCTIONS TO VOTERS**

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

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

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

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

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

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

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

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

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

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

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

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

13. The School District clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02, and received on or after May 17, 2014, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

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

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

COUNTY OF SCOTT

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

WITNESS MY HAND officially as such clerk this 27<sup>th</sup> day of July 2015.

---

Dan Giesen, Clerk

## **Chatfield Elementary School**

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



### **Family Guide**

#### **Chatfield Elementary**

330 South Market Street • Belle Plaine, MN 56011

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

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

*Expecting Excellence from Everyone Everyday*

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August, 2015

Dear Families:

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

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

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

Chatfield Elementary staff are prepared to team up with families to ensure strong support for a successful and enduring learning experience for our children. Please contact the Chatfield Elementary Office at 952-873-2401 should you have any questions, concerns, or compliments about our school. We look forward to working in partnership with you and yours.

With Highest Regards,  
Mrs. Kim DeWitte, Principal

## District Mission Statement

*Expecting Excellence from Everyone, Everyday!*

## Basic Information and Services

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### School Day

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

### Contacting Us

Chatfield Elementary School

330 South Market Street • Belle Plaine, Minnesota 56011

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

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

## Faculty and Licensed Staff

| Name                | Position                  | Email Address  |
|---------------------|---------------------------|--|
| Aust, Emily         | SLP                       | <a href="mailto:eaust@belleplaine.k12.mn.us">eaust@belleplaine.k12.mn.us</a>               |
| Berg, Emily         | RtI Math                  | <a href="mailto:eberg@belleplaine.k12.mn.us">eberg@belleplaine.k12.mn.us</a>               |
| Braun, Jackie       | SpEd                      | <a href="mailto:jbraun@belleplaine.k12.mn.us">jbraun@belleplaine.k12.mn.us</a>             |
| Brueske, Melissa    | 2nd Grade                 | <a href="mailto:mbrueske@belleplaine.k12.mn.us">mbrueske@belleplaine.k12.mn.us</a>         |
| Cariveau, Jennifer  | Kindergarten              | <a href="mailto:jcariveau@belleplaine.k12.mn.us">jcariveau@belleplaine.k12.mn.us</a>       |
| DeWitte, Kim        | Principal                 | <a href="mailto:kdewitte@belleplaine.k12.mn.us">kdewitte@belleplaine.k12.mn.us</a>         |
| Earney, Chelsey     | Physical Education        | <a href="mailto:cearney@belleplaine.k12.mn.us">cearney@belleplaine.k12.mn.us</a>           |
| Edberg, Patti       | Secretary                 | <a href="mailto:pedberg@belleplaine.k12.mn.us">pedberg@belleplaine.k12.mn.us</a>           |
| Eishens, Janel      | 2nd Grade                 | <a href="mailto:jeischens@belleplaine.k12.mn.us">jeischens@belleplaine.k12.mn.us</a>       |
| Emerson, Jessica    | Behavior Interventionist  | <a href="mailto:mfogarty@belleplaine.k12.mn.us">mfogarty@belleplaine.k12.mn.us</a>         |
| Fadden, Maria       | Kindergarten              | <a href="mailto:mfadden@belleplaine.k12.mn.us">mfadden@belleplaine.k12.mn.us</a>           |
| Fogarty, Melanie    | Beginndergarten           | <a href="mailto:mfogarty@belleplaine.k12.mn.us">mfogarty@belleplaine.k12.mn.us</a>         |
| Gaikowski, Brandon  | 1st Grade                 | <a href="mailto:bgaikowski@belleplaine.k12.mn.us">bgaikowski@belleplaine.k12.mn.us</a>     |
| Gerres, Megan       | Kindergarten              | <a href="mailto:mgerres@belleplaine.k12.mn.us">mgerres@belleplaine.k12.mn.us</a>           |
| Goodloe, Alicia     | Kindergarten              | <a href="mailto:alsmith@belleplaine.k12.mn.us">alsmith@belleplaine.k12.mn.us</a>           |
| Gores, Brittany     | Counselor                 | <a href="mailto:bgores@belleplaine.k12.mn.us">bgores@belleplaine.k12.mn.us</a>             |
| Graff, Katie        | Physical Education        | <a href="mailto:kgraff@belleplaine.k12.mn.us">kgraff@belleplaine.k12.mn.us</a>             |
| Grotberg, Caren     | ELL                       | <a href="mailto:cgrotberg@belleplaine.k12.mn.us">cgrotberg@belleplaine.k12.mn.us</a>       |
| Harmon, Deborah     | Office/para               | <a href="mailto:dharmon@belleplaine.k12.mn.us">dharmon@belleplaine.k12.mn.us</a>           |
| Hess-Norskog, Stacy | O.T.                      | <a href="mailto:shessnorskog@belleplaine.k12.mn.us">shessnorskog@belleplaine.k12.mn.us</a> |
| Iverson, Rita       | Early Childhood Screening | <a href="mailto:riverson@belleplaine.k12.mn.us">riverson@belleplaine.k12.mn.us</a>         |
| Jacobson, Bryce     | Media/Technology          | <a href="mailto:bjacobson@belleplaine.k12.mn.us">bjacobson@belleplaine.k12.mn.us</a>       |
| Jans, Ashley        | Resource Room             | <a href="mailto:ajans@belleplaine.k12.mn.us">ajans@belleplaine.k12.mn.us</a>               |

|                    |                     |  |
|--------------------|---------------------|--|
| Jungwirth, Jenny   | Music Teacher       | <a href="mailto:jjungwirth@belleplaine.k12.mn.us">jjungwirth@belleplaine.k12.mn.us</a> |
| Kerkow, Rachelle   | District Nurse      | <a href="mailto:rkerkow@belleplaine.k12.mn.us">rkerkow@belleplaine.k12.mn.us</a>       |
| Kienlen, Christina | Speech              | <a href="mailto:ckienlen@belleplaine.k12.mn.us">ckienlen@belleplaine.k12.mn.us</a>     |
| Laurent, Janelle   | Kindergarten        | <a href="mailto:jlaurent@belleplaine.k12.mn.us">jlaurent@belleplaine.k12.mn.us</a>     |
| Lindmeyer, Jodi    | ECSE                | <a href="mailto:jlindmeyer@belleplaine.k12.mn.us">jlindmeyer@belleplaine.k12.mn.us</a> |
| Luskey, Becky      | Preschool           | <a href="mailto:bluskey@belleplaine.k12.mn.us">bluskey@belleplaine.k12.mn.us</a>       |
| Miner, Julie       | Preschool           | <a href="mailto:jminer@belleplaine.k12.mn.us">jminer@belleplaine.k12.mn.us</a>         |
| Murphy, Cerisse    | LEAP                | <a href="mailto:cmurphy@belleplaine.k12.mn.us">cmurphy@belleplaine.k12.mn.us</a>       |
| Perusse, Jennifer  | 1st Grade           | <a href="mailto:jperusse@belleplaine.k12.mn.us">jperusse@belleplaine.k12.mn.us</a>     |
| Petrasek, Kelly    | ECSE                | <a href="mailto:kpetrasek@belleplaine.k12.mn.us">kpetrasek@belleplaine.k12.mn.us</a>   |
| Prokosch, Sheri    | ECFE Coordinator    | <a href="mailto:sprokosch@belleplaine.k12.mn.us">sprokosch@belleplaine.k12.mn.us</a>   |
| Prom, Nicole       | School Psychologist | <a href="mailto:nprom@belleplaine.k12.mn.us">nprom@belleplaine.k12.mn.us</a>           |
| Radcliff, Andrea   | Kindergarten        | <a href="mailto:aradcliff@belleplaine.k12.mn.us">aradcliff@belleplaine.k12.mn.us</a>   |
| Remick, Kristie    | 2nd Grade           | <a href="mailto:kremick@belleplaine.k12.mn.us">kremick@belleplaine.k12.mn.us</a>       |
| Ritter, Angie      | Media/Tech para     | <a href="mailto:aritter@belleplaine.k12.mn.us">aritter@belleplaine.k12.mn.us</a>       |
| Robbins, Andrea    | ECSE                | <a href="mailto:arobbins@belleplaine.k12.mn.us">arobbins@belleplaine.k12.mn.us</a>     |
| Schmidt, Courtney  | 2nd Grade           | <a href="mailto:cschmidt@belleplaine.k12.mn.us">cschmidt@belleplaine.k12.mn.us</a>     |
| Schultz, Carol     | Title I             | <a href="mailto:cschultz@belleplaine.k12.mn.us">cschultz@belleplaine.k12.mn.us</a>     |
| Simones, Rose      | 2nd Grade           | <a href="mailto:rsimones@belleplaine.k12.mn.us">rsimones@belleplaine.k12.mn.us</a>     |
| Goodloe, Alicia    | Kindergarten        | <a href="mailto:alsmith@belleplaine.k12.mn.us">alsmith@belleplaine.k12.mn.us</a>       |
| Turmes, Marlene    | School Nurse        | <a href="mailto:mturmes@belleplaine.k12.mn.us">mturmes@belleplaine.k12.mn.us</a>       |
| Tye, Karissa       | 1st Grade           | <a href="mailto:ktye@belleplaine.k12.mn.us">ktye@belleplaine.k12.mn.us</a>             |
| Voigt, Megan       | RtI                 | <a href="mailto:mvoigt@belleplaine.k12.mn.us">mvoigt@belleplaine.k12.mn.us</a>         |
| Volek, Abby        | First Grade         | <a href="mailto:avolek@belleplaine.k12.mn.us">avolek@belleplaine.k12.mn.us</a>         |
| Vycital, Sarah     | First Grade         | <a href="mailto:svycital@belleplaine.k12.mn.us">svycital@belleplaine.k12.mn.us</a>     |

|                  |                    |  |
|------------------|--------------------|--|
|                  |                    |  |
| Williamson, Kari | Toddler Teacher/RC | <a href="mailto:kwilliamson@belleplaine.k12.mn.us">kwilliamson@belleplaine.k12.mn.us</a> |
| Witt, Tracy      | Preschool          | <a href="mailto:twitt@belleplaine.k12.mn.us">twitt@belleplaine.k12.mn.us</a>             |
| Zinken, Megan    | 1st Grade          | <a href="mailto:mzinken@belleplaine.k12.mn.us">mzinken@belleplaine.k12.mn.us</a>         |
| Zwick, Nick      | Kindergarten       | <a href="mailto:nzwick@belleplaine.k12.mn.us">nzwick@belleplaine.k12.mn.us</a>           |
|                  |                    |  |
|                  |                    |  |

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

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

Consistent school attendance is of vital importance to a child’s academic and social growth. If your child will not be at school, **it is tremendously important to notify us via our 24-hour attendance hotline at (952) 873-2404. Please make sure to clearly state your name, your child’s name, your child’s teacher’s name and reason for absence.** This assists our office staff in processing attendance.

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

When legal constraints are in effect for students, it is the custodial parent’s/guardian’s responsibility to contact the school (in writing) with the names of person(s) permitted to pick up the child(ren). We will also require a copy of the legal document for the student’s file.

### ***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 student is given an ID Number to use when depositing money in the 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 account is charged for that student's lunch or breakfast.

Daily prices for the 2015-2016 school year are as follows:

Breakfast: Students \$1.10, Adults \$1.65

Lunch: Students \$2.10, Adults \$3.70

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 8th and 9th 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 Jessica Kirchner at [jandjkirchner@aol.com](mailto:jandjkirchner@aol.com).

## **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 one day, 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.

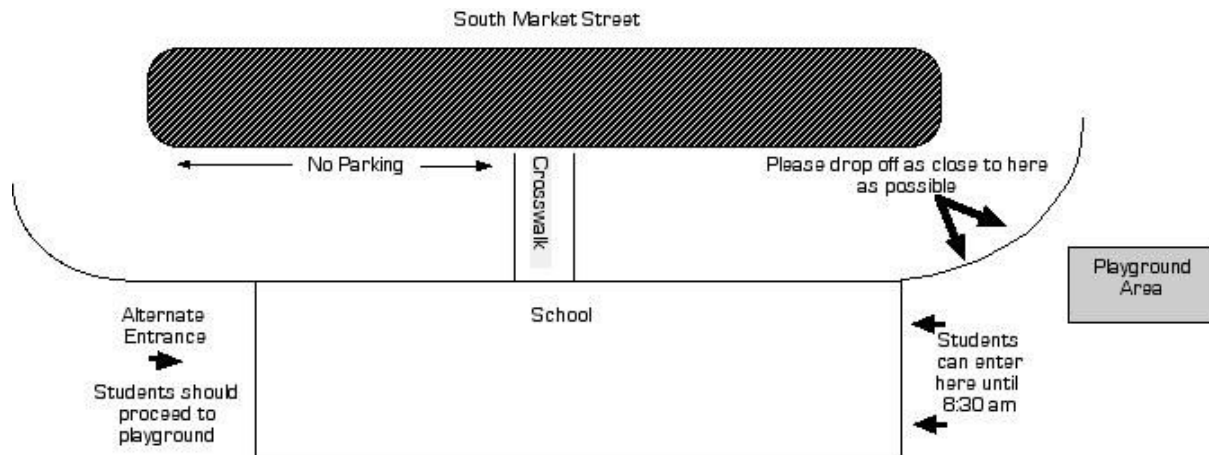
## **Student Drop-Off, Pick-Up, and Parking**

### *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.

Parking in the fire lane and double parking are prohibited. Vehicles may be ticketed.

### **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 system include the following:

## Raptor System Features

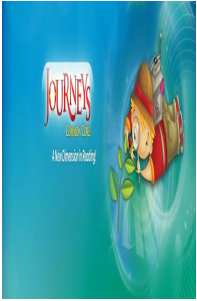
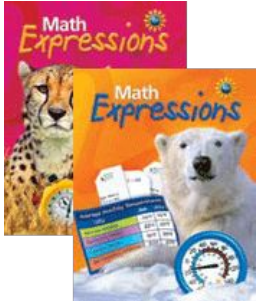


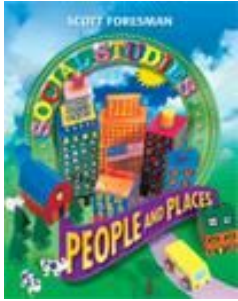
Quick and easy check in process for visitors.  
 Registration against national database for crimes against children.  
 Labels made with personalized photos for easy identification.

## Curriculum, Assessment, and Programming

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### Core Curricula

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

| Reading   | Mathematics  | Science  | Social Studies  |  |
|---|--|--|---|--|
|   |  |  |  |  |
| <a href="http://www.hmhco.com/shop/education-curriculum/reading/core-reading-programs/journeys">http://www.hmhco.com/shop/education-curriculum/reading/core-reading-programs/journeys</a> | <a href="#">Houghton-Mifflin</a>   | <a href="#">Houghton-Mifflin</a>   | <a href="#">Nystrom</a>   | <a href="#">Scott-Forseman</a>   |
| Grades K-2  | Grades K-2   | Grades K-2   | Grades K-1  | Grade 2  |
| Adopted 2013  | Adopted 2011   | Adopted 2007   | Adopted 2008  |  |

### Character Education

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

## **Conferences**

Parent/Teacher Conferences will be held on **September 8 & 9** and **October 12 & 13**, and **February 9 & 11**. Conferences are 15 minutes in length.

## **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 (2-6)**

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](mailto:cmurphy@belleplaine.k12.mn.us)

## **Media Center/Computer Lab**

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.

Our computer lab consists of 28 eMac computers and a SMART board. 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.

## **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, progress reports and report cards. Conferences are held three times during per school year (September, October and February), progress reports will be sent home with families at the end of each quarter, and report cards will be issued two times, coinciding with the end of each semester.

## **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](#).

## **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/FAST*

AIMSweb and FAST are benchmark and progress monitoring systems 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 and/or FAST 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.

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

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 1-1 or small group instruction in reading and/or math. The program supports and supplements the reading and math standards. 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**

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### **Bicycles**

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

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

### **Healthy Snack Cart**

This school year at Chatfield we are implementing a SNACK CART option for families. Enrolling in the SNACK CART ensures that your child will have a healthy snack every day while at school. There will be 9 daily options to choose from which will include items for students with allergies (examples: gluten, dairy, peanut).

The cost for the SNACK CART option is \$50/child with a family cap of \$150.00. If you would like to enroll your child in the SNACK CART at Chatfield, please bring your payment to the office during Back To School Conferences.

If you are interested in the program but need assistance, please connect with the elementary principal regarding other options.

There is a handout of healthy treats posted on the Chatfield Elementary web-site under Important Documents/Links or you can view the document by following this [link](#). Please see the District *Wellness Policy* for more information

### **Belle Plaine School District Wellness Policy**

As a district we have a wellness policy. The policy clearly states that we will not have more than one holiday party per month that involves food. The food that is included in the party should not have more than 1 item that is not nutritional.

The policy also states that school staff will encourage healthy choices as classroom and birthday snacks. One of the great ideas that was developed by our staff was to have the child who is celebrating the birthday to donate a book to the classroom. The student can sign the book and the teacher could read the book to the class. There will be other ideas shared with you during Back To School Conferences.

With the adherence of this policy, we will be asking that if you come to school for lunch with your child that either you eat the school lunch or that you bring your own lunch from home. We are asking that parents and other families members do not bring lunches bought at restaurants into the lunchroom.

## **Birthday Snacks**

**Please no chewing gum! The state requires that all snacks brought to school and shared with other students and staff must be commercially prepared.**

Summer birthdays may be celebrated any time throughout the year.

## **Bullying Policy**

[Available on school website.](#)

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

### PK-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!!!



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

## **1-1 Technology Initiative**

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 personalize education for each student and the tablets 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 school year. 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.

# Chatfield Elementary



## Faculty Handbook

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## 2015-2016 Specialist Schedule

<https://docs.google.com/document/d/1Z-7CKDIO2wt857iAlxh50rY841ARi-lEmW63KatUBq4/edit?usp=sharing>

| Days        | 1             |             |                |                | 2             |             |                |                |
|-------------|---------------|-------------|----------------|----------------|---------------|-------------|----------------|----------------|
| K,1,2       | Chelsey<br>PE | Katie<br>PE | Bryce<br>Media | Jenny<br>Music | Chelsey<br>PE | Katie<br>PE | Bryce<br>Media | Jenny<br>Music |
| 8:30-8:55   | Prep          |             |                |                | Prep          |             |                |                |
| 8:55-9:20   | A             | B           | C              |                | A             | B           | C              |                |
| 9:20-9:45   |               | C           | B              | A              |               | C           | B              | A              |
| 9:45-10:10  | G             |             | F              | E              | G             |             | F              | E              |
| 10:10-10:35 | E             | F           | G              |                | E             | F           | G              |                |
| 10:40-11:05 | BOG           | A           | C              | B              | BOG           | A           | B              | C              |
| 11:05-11:30 | B             | C           | B              | A              | B             | C           | A              | B              |
| 11:30-11:55 | Prep          |             |                |                | Prep          |             |                |                |
| 11:55-12:25 | Lunch         |             |                |                | Lunch         |             |                |                |
| 12:25-12:50 |               |             | F              | E              |               |             | E              | F              |
| 12:50-1:15  | E             | F           |                | BOG            | E             | F           | BOG            |                |
| 1:20-1:45   | D             | A           | C              | B              | D             | A           | B              | C              |
| 1:45-2:10   | C             | B           | D              | A              | C             | B           | A              | D              |
| 2:10-2:35   | F             | G           | E              |                | F             | G           |                | E              |
| 2:35-3:00   | E             | T.T.        | F              | G              | E             | T.T.        | G              | F              |

|   | 1st       | 2nd      | KDIG     |
|---|-----------|----------|----------|
| A | Tye       | Remick   | Laurent  |
| B | Perusse   | Schmidt  | Gerres   |
| C | Galkowski | Simones  | Zwick    |
| D |           |          | Radcliff |
| E | Vycital   | Eischens | Smith    |
| F | Volek     | Brueske  | Cariveau |
| G | Zinken    |          | Fadden   |
| H |           |          |          |

## 2014-2015 Master Schedule

<https://docs.google.com/document/d/1MSxb93ul0xGWtq8C06kHn12ntjrDKQJeJWXajI2yvvhA/edit?usp=sharing>

|  | KB<br>Fogarty                            | First K<br>Laurent, <del>Gerres</del> ,<br>Zwick, Radcliff | Second K<br>Smith,<br>Cariveau, Fadden | First 1<br>Tye, Perusse,<br>Gaikowski | Second 1<br>Vycital, Volek, Zinken | First 2<br>Remick, Schmidt,<br>Simones | Second 2<br>Eischens, Brueske |
|--|--|--|--|---------------------------------------|------------------------------------|--|-------------------------------|
| 8:30-8:55<br>Specialist<br>Prep          | Morning Meeting<br>8:30-8:55             | Morning Meeting<br>8:30-8:55                               | Morning Meeting<br>8:30-8:55           | Morning Meeting<br>8:30-8:55          | Morning Meeting<br>8:30-8:55       | Morning Meeting<br>8:30-8:55           | Morning Meeting<br>8:30-8:55  |
| 8:55-9:20                                | Reading                                  | Math   | Math                                   | Specialist                            | Core Math                          | Reading                                | Reading                       |
| 9:20-9:45                                | Bathroom/Snack/<br>Reading               | Tiger Time   | Core Math                              | Specialist<br>8:55-9:45               | Math                               | Reading                                | Reading<br>Core               |
| 9:45-10:10                               | Reading                                  | Core Math  | Tiger Time                             | Core Math                             | Specialist                         | Reading                                | Reading                       |
| 10:10-10:35                              | Specialist<br>10:10-10:35                | Reading  | Reading                                | Math                                  | 9:45-10:35                         | Reading<br>Core                        | Reading                       |
| 10:40-11:05                              | Content/Reading/<br>STEAM<br>10:35-11:15 | CORE Reading   | CORE Reading                           | Math<br>intervention/Tiger<br>Time    | Math<br>Intervention/Tiger<br>Time | Specialist                             | Reading                       |
| 11:05-11:30                              | Lunch<br>11:15-11:45                     | Recess 11:05-11:30   | Recess 11:05-11:30                     | Reading                               | Reading                            | 10:35-11:25                            | Content/Reading/<br>STEAM     |
| 11:30-11:55<br>Specialist<br>Prep        | Rest Time/Story<br>Time<br>11:45-12:25   | Lunch 11:30-12:00  | Lunch 11:30-12:00                      | Reading<br>Core                       | Reading<br>Core                    | Recess 11:30-11:55                     | Recess 11:30-11:55            |
| 11:55-12:25<br>Specialists/R<br>TI Lunch | Rest Time/Story<br>Time<br>11:45-12:25   | Reading  | Reading                                | Recess 11:55-12:20                    | Recess 11:55-12:20                 | Lunch 11:55-12:20                      | Lunch 11:55-12:20             |
| 12:25-12:50                              | Math                                     | Reading  | Reading                                | Lunch 12:20-12:45                     | Lunch 12:20-12:45                  | Reading                                | Specialist                    |
| 12:50-1:15                               | Math                                     | Reading  | Reading                                | Reading                               | Reading                            | Content/Reading/<br>STEAM              | 12:30-1:20                    |
| 5 min break<br>1:20-1:45                 | Specialist<br>1:20-1:45                  | Specialist   | Content/Reading/<br>STEAM              | Reading                               | Reading                            | Content/Reading/<br>STEAM              | Content/Reading/<br>STEAM     |
| 1:45-2:10                                | Recess<br>1:55-2:20                      | 1:20-2:10  |  | Reading                               | Reading                            | Core Math                              | Core Math                     |
| 2:20-2:35                                | SMART                                    | Content/Reading/<br>STEAM                                  | Specialist                             | Content/STEAM                         | Content/STEAM                      | Math                                   | Math                          |
| 2:35-3:00                                | Stack/Pack/<br>Closing                   |  | 2:10-3:00                              | Content/STEAM                         | Content/STEAM                      | Tiger Time                             | Tiger Time                    |

## Para Supervision Schedule

[https://docs.google.com/spreadsheets/d/1\\_96OzBnGhpcCbG0plhp7reTQqM2Zk4-rfn0G120V9jA/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1_96OzBnGhpcCbG0plhp7reTQqM2Zk4-rfn0G120V9jA/edit?usp=sharing)

## Dismissal

Dismissal is at 3:10 pm for all grade levels. For safety and management issues, please escort your students out to the buses for the duration of the school year. This process worked very well last year and I appreciate your efforts in ensuring student safety.

## Pick Up Alley/Red Bus route

Pick up alley will be the same as last year. We are consistently developing plans and ideas to enact a smooth process in the end of the day routine; however, with our current building design it is very difficult. All classrooms should escort their students to pick-up alley and then continue to walk the remainder of their class to the bus. Red Route students should wait at the recess doors to be checked in before going outside to the playground.

## Contracted Work Day

The current contract reads that all teachers will be in the building from 7:30 – 3:30 pm. Alternate arrangements should be discussed with the building principal prior to the event.

## Staff Attire

Staff members are expected to dress in a professional manner. Employees will be expected to wear clean, neat and appropriate attire. Specific school activities may, however, dictate more casual or formal attire.

## PCard Usage

The PCard is also known as the purchasing card. The PCard is a program offered to schools, which provides monetary rewards for dollars spent. As a district, we are able to earn a respectable amount of money to add back to our schools. Money earned goes directly to the general fund and is considered revenue. Revenue is a large part of the process when making budgetary decisions.

Any time you purchase or order items we ask that you, fill out a requisition form, have it signed by the building principal and then check out the PCard from Patti and utilize it. The PCard will need to be turned back into Patti the next day along with your receipt. If you have not already signed a PCard agreement, Patti will provide a form for you. Purchase orders are no longer considered our first source for purchasing. If a company will not accept a credit card, purchase orders will be accepted. When returning the PCard, a receipt needs to be present. We must have a receipt to reconcile our accounts. Please direct all questions regarding the PCard to Mrs. DeWitte.

## PCard Process

1. Fill out a requisition form and have it signed by the building principal.
2. You must sign a new user agreement provided by Patti.
3. Retrieve the card and tax-exempt card.
4. Tax cannot be charged to our card.
  - a. The card has the tax exempt number right on it but some businesses require the actual tax-exempt card.
  - b. If a business says that it does not take the tax-exempt card this is because they have a special tax-exempt number. You must go to the service counter with the tax-exempt card and get that store's number. Office Max, Walmart and Michaels are a few examples.
  - c. We are a government entity and under no circumstance may taxes be charged.
5. After your purchase, return the card to Patti along with the itemized receipt for each purchase. Please sign the receipt when turning it in.
6. As an additional note, when calling in an order ask that a receipt be e-mailed to you or faxed immediately. Scholastic is one example where this would be necessary.

## Behavior Referrals

Any time a student is sent to the office, a behavior referral must be completed. This would include those times when kids just need a break.

1. A student has reached a point where it is necessary to visit the building principal and the process has been enacted.
2. Promptly walk the student to the office or call to let us know a student will be arriving shortly.
3. Log into Infinite Campus
4. Select the Behavior Label
5. Click "Behavior Referral"
6. Click "New"

7. Enter the date and time of incident.
8. Staff Name and Referral name are the same (your name)
9. Fill in the Details. Be very detailed. Do not put the names of other students in this area.
10. Click on Add Event/Participation
11. Add the students name to attach to the referral
12. Click on Patti Edberg, Brittany Gores, and Kim DeWitte to send notification.
13. Click, "Save"

This process will send the principal and secretary an e-mail with the details. It will also keep track of all behavioral occurrences, which will keep accurate records.

### Assessment Schedule 2015-20165

#### **Fall**

Aimsweb:

Reading Kindergarten and Math K-2 September 14-18

FAST (RtI Students ONLY)

September 21-25

#### **Winter**

Aimsweb:

K-2 Reading and Math – January 11-15

FAST (RtI Students ONLY)

January 19-22

#### **Spring**

Aimsweb:

K-2 Reading and Math May 16-20

FAST (RtI Students ONLY)

May 23-27

### Assessment Information

**AIMSweb** – [www.aimsweb.com](http://www.aimsweb.com)

**Username and Password** – *Previously Assigned, if you are having troubles please contact Mrs. DeWitte*

#### **Staff Meetings:**

Will be held the **first Tuesday** of every month beginning at 7:30 am in a designated classroom. The meeting will begin promptly at 7:30 am. Please be on time and prepared to participate.

#### **Child Study Meetings:**

Child study meetings will take place **weekly** on **Wednesdays** from 7:30-8:15 am in the conference room.

#### **iTEAM Meetings:**

iTeam Meetings will take place **weekly** on **Fridays** from 7:30-8:15 am in the conference room.

### **Professional Learning Communities Leadership Team:**

These meetings will include many functions that used to be spread out. The team will meet the **2<sup>nd</sup> Tuesday** of the month at 7:30 am in the conference room or a location to be determined. This committee serves as a group that will address staff development, building goals, curriculum, assessment, scheduling and other items.

### **PLC Meetings:**

All PLC meetings will take place from 7:30 to 8:15 am in rooms designated by classroom teachers. The Interventionist will meet with each grade level 1x/month to discuss data.

### **School Advisory Team Meeting:**

These meetings will be held the **3<sup>rd</sup> Tuesday** of the month beginning @ 7:30 am in the Conference Room. We will discuss building level issues, budget, programming, and other items.

### **Fire Drill/Tornado/Lockdown Drills:**

#### **Drills**

These date and times are extremely tentative as they rely heavily on the weather.

#### **Fire Drills**

September 15 @ 8:45

October 9 @ 10:30

October 22 @ 1:20

April 13 @ 8:45

May 6 @10:30

#### **Lock Downs**

September 24 @ 10:00

November 20 @ 2:10

January 22 @ 1:10

February 29 @ 2:20

April 25 @10:10

#### **Tornado Drill**

April 14 @ 1:45 This will coincide with the MN state drill

### **Fire Drill Procedure**

This procedure is put in place to ensure the safety of all that enter our school building. Please be sure to follow this process very carefully and put it in the hands of all guest teachers. With any process, there is always room for improvement. Should you see areas in need of improvement, please contact me directly.

Step 1: The fire alarm will sound.

Step 2: Classrooms should exit the building via the closest door possible. While exiting classrooms, the last person in line should shut off the lights and close the door.

Step 3: All classes should make their way to the safety zones and wait until the all clear bell rings.

\*While this process is taking place, office staff will check the bathrooms and other areas. After a quick check, office staff personnel will exit the building with our sign-in sheet to verify safe exit of our guests. A

paraprofessional will be assigned to the bathrooms near the activity room to ensure clearance. After the check, this person should exit the building.

As you are doing this, we ask that you use the following common language: **“When we need to leave the building for a fire drill, follow the classroom teacher you are with.”**

### Lock Down Procedure

**One means of securing the school is to implement lockdown procedures.**

**These procedures may be called for in the following instances:**

1. **Lockdown with warning** – The threat is outside of the school building.  
The school may have been notified of a potential threat outside of the building.
2. **Lockdown with intruder** – The threat/intruder is inside the building.

### Lockdown with warning procedures

- Building administrator will order and announce “lockdown with warning” procedures. Repeat announcement several times. Be direct. Code words lead to confusion.
- Bring people inside.
- Lock exterior doors.
- Clear hallways, restrooms and other rooms that cannot be secured.
- Pull shades. Keep students away from windows.
- Control all movement, but continue classes. Disable bells. Move on announcement only.
- Building administrator will announce “all clear.”

### Lockdown with intruder procedures (these actions happen rapidly)

- Building administrator will order and announce “lockdown with intruder.” Repeat announcement several times. Be direct. Code words lead to confusion.
- Immediately direct all students, staff and visitors into nearest classroom or secured space. Classes that are outside of the building SHOULD NOT enter the building. Move outside classes to primary evacuation site.
- Lock classroom doors.
- DO NOT lock exterior doors.
- Move people away from windows and doors. Turn off lights.
- DO NOT respond to anyone at the door until “all clear” is announced.
- Keep out of sight.
- Building administrator will announce “all clear.”

*Some other threats may override lockdown, i.e., confirmed fire, intruder in classroom, etc. Consider making an action plan for people in large common areas, i.e. cafeteria, gymnasium.*

*Lockdown may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or disturbance.*

### Tornado Drill Procedure

Please refer to the emergency exit map located in your classrooms for a clear understanding as to where your class should go in the event of a tornado. The basic process for taking shelter would be to exit your classrooms quickly and enter the designated area. Your students should be seated against a wall in an interior hall way in a crouched position with hands over their heads. It is essential students are very quiet while in these areas so that further instructions can be provided.

## Field Trip Information

Each grade level is allocated one field trip per school year. Field trips are paid for out of our student activity account.

## 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.**

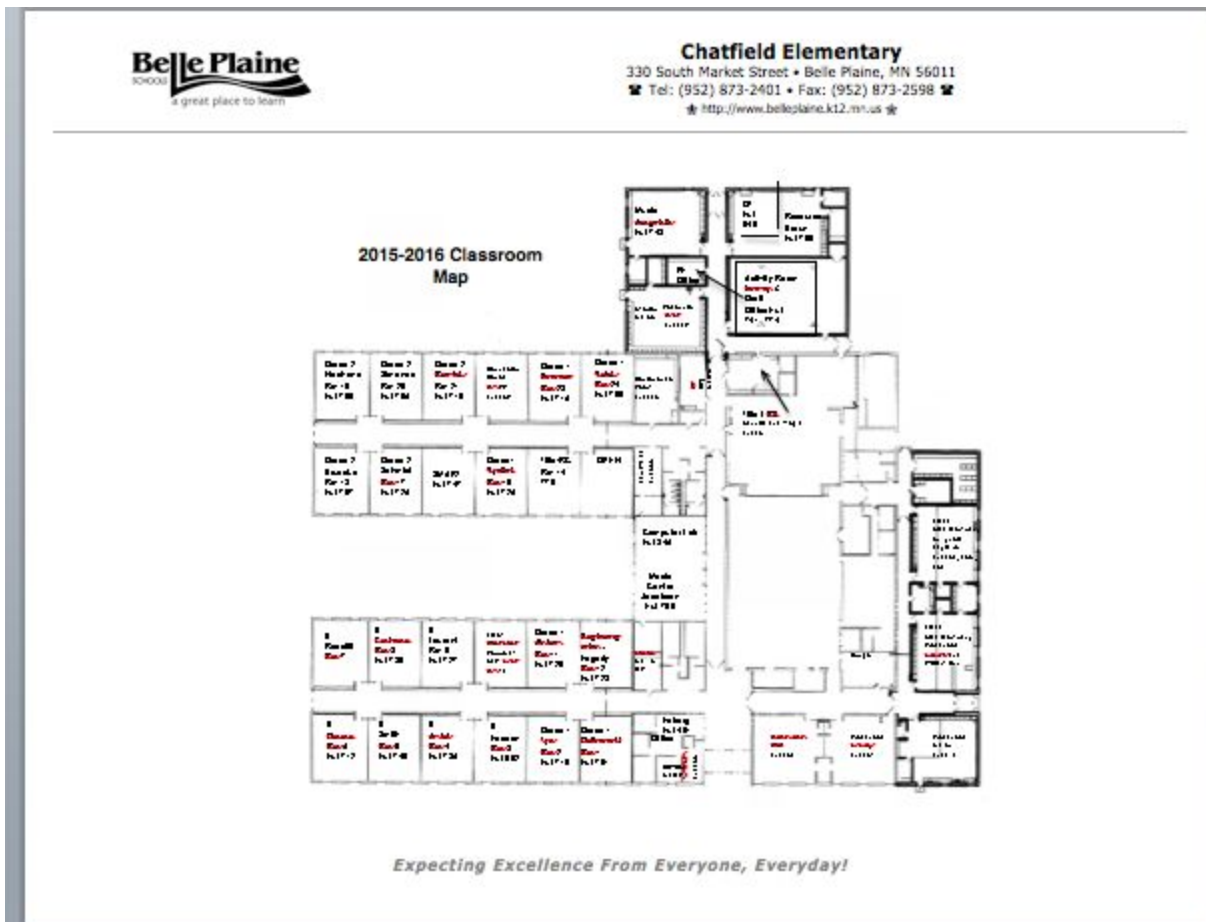
## Classroom Directories

Some classrooms may develop a classroom directory with students names and phone numbers. Please be sure to get parent permission before creating this directory.

## Outside Activity

If you are going outside to engage in outdoor activities, please notify the office. You will need to leave your cell phone number or take a radio with you as a way to communicate should an emergency arise.

## Chatfield Map



**Chatfield Staff**

| <u>Kindergarten</u>                          | <u>1<sup>st</sup> Grade</u>                   | <u>2<sup>nd</sup> Grade</u>      |
|--|---|----------------------------------|
| Andrea Radcliff-                             | Jennifer Perusse- 716                         | Melissa Brueske - 707            |
| Megan Gerres - 712                           | Brandon Gaikowski - 701                       | Kristie Remick- 719              |
| Jennifer Cariveau- 785                       | Karissa Tye - 739                             | Janel Eischens - 705             |
| Janelle Laurent - 727                        | Abby Volek-709                                | Courtney Schmidt - 708           |
| Alicia Goodloe - 745                         | Sarah Vycital-726                             | Rose Simones - 706               |
| Nick Zwick-736                               | Megan Zinken- 729                             |                                  |
| Maria Fadden - 552                           |   |                                  |
|  |   |                                  |
| <u>Beginnergarten</u><br>Melanie Fogarty-728 |   |                                  |
| <u>Specialists</u>                           | <u>Special Education</u>                      | <u>School Psychologist</u>       |
| Chelsey Earney/PE - 741                      | Jackie Braun/Life Skills - 750                | Nicole Prom- 542                 |
| Angie Ritter/Media/Tech-506                  | Andrea Robbins/ECSE - 458                     | <u>Paraprofessionals</u>         |
| Katie Graff/PE - 774                         | Ashley Jans/EBD & SLD - 702                   | Angie Schueren - ECSE            |
| Caren Grotberg/ELL - 533                     |   |                                  |
| Cerise Murphy/LEAP - 723                     | Emily Aust/SLP - 748                          | Amanda Berg - SPED               |
| Jenny Jungwirth/Music - 743                  | Christina Kienlen/SLP - 446                   | Missy Caola - SPED               |
| Emily Berg/RtI - 735                         | Jodi Lindmeyer/ECSE - 453                     | Keren Eliason - BGD              |
|  | Nicole Prom/Psych. - 542                      | Deb Harmon - KIND                |
| Bryce Jacobson/Media/Technology - 799        | Special Education Director/Chad Williams- 550 | Julie Otto - SPED                |
|  | Kelly Petrasek/ECSE-458                       | Nancy Nelson - SPED              |
| Carol Schultz/Title I - 734                  | <u>School Counselor</u>                       | Erin Noll - SPED                 |
| Megan Voigt/RtI-734                          | Brittany Gores-782                            |                                  |
| Erica Iovino/MRC - 775                       |   | Marilee Schwichtenberg - Title I |
| Sandra Burke/MRC-Preschool                   | <u>Nurses</u>                                 | Pam Shackle - SPED               |
|  | Rachelle Kerkow/District - 730                | Michelle Soller - Title I        |
| <u>Custodians</u>                            | Marlene Turmes-733                            | Ellen VanRavenswaay - Title I    |
| Don Bruns - 801                              |   |                                  |
| Chuck Fuhrman - 801                          | <u>Administrative Assistant</u>               | Jennifer Williams - ECSE         |
| Jeff Heine/Director - 406                    | Patti Edberg - 401                            | Meggan Schafer-ECSE              |
| Dave Kruschke/Head - 801                     |   | <u>ECFE/Preschool</u>            |
|  | <u>Technology</u>                             | Rita Iverson - 454               |
| <u>Food Services Director</u>                | Lindsay Sawatzky- Assistant - 546             | Becky Luskey -781                |
| Julie Ahlbrecht - 414                        | Ken Wick - Director - 409                     | Julie Miner -749                 |
|  | Sybil ?????-                                  | Sheri Prokosch - 780             |

|                          |  |   |
|--------------------------|--|---|
| <b><u>Principal</u></b>  |  | <b>Keri Williamson/Cayla Menke</b><br>- |
| <b>Kim DeWitte - 602</b> |  | <b>Tracy Witt - 757</b>                 |

**District Calendar**

Jul-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 | 31 |

Jan-16

|    |    |    |    |    |
|----|----|----|----|----|
| 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 |

- No School (Holiday)
- No School (Teacher Workshop Day)
- 22 Parent-Teacher Conferences
- 22 End of Quarter or Trimester

Aug-15

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

Feb-16

|    |    |    |    |    |
|----|----|----|----|----|
| 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 |    |    |    |    |

**August**

- 31 Teachers Workshop

**September**

- 1-3 Teachers Workshop
- 7 No School - Labor Day
- 8 School Begins 7-12
- 8-9 K-6 Conferences 9 am to 5 pm
- 10 School Begins K-6

Sep-15

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

Mar-16

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

**October**

- 12, 13 K-6 Parent Teacher Conferences
- 15-16 No School Education MN Conference

**November**

- 10 End of 1st Quarter
- 13 No School - Teacher Workshop
- 23, 24 7-12 Parent Teacher Conferences
- 25-27 No School - Thanksgiving Break

Oct-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 |

Apr-16

|    |    |    |    |    |
|----|----|----|----|----|
| 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 |

**December**

- 23-31 No School - Holiday Break

**January**

- 1 No School - Holiday Break
- 4 School Resumes
- 18 No School - Martin Luther King Jr. Day
- 27 End 2nd Quarter / 1st Semester
- 29 No School - Teacher Workshop

Nov-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 |    |    |    |    |

May-16

|    |    |    |    |    |
|----|----|----|----|----|
| 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 |    |    |    |

**February**

- 9, 11 K-6 Parent Teacher Conferences
- 15 No School - President's Day
- 18, 22 7-12 Parent Teacher Conferences

Dec-15

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

Jun-16

|    |    |    |    |    |
|----|----|----|----|----|
| 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 |    |

**March**

- 21-25 No School - Spring Break

**April**

- 7 End 3rd Quarter
- 8 Teacher Workshop

**May**

- 30 No School - Memorial Day

**June**

- 9 Last student day - End of 4th Quarter / 2nd Semester
- 10 Teacher workshop
- 12 Graduation

**Student Contact Day Summary**

| Quarter Summary |     |
|-----------------|-----|
| 1st Quarter     | 44  |
| 2nd Quarter     | 43  |
| 3rd Quarter     | 44  |
| 4th Quarter     | 43  |
| Total           | 174 |

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

## **District/Building Goals**

### District Academic Goal

Belle Plaine Schools will increase 8% in proficiency from 14-15 to 15-16 in overall growth of students in reading and math by the end of the 15-16 school year as measured by MCA and/or FAST/AIMS.

### District Technology Goal

#### Chatfield Academic Goal

Our Chatfield SMART GOAL for the 2015-2016 school year is to have at least 8% growth in proficiency of our students on all reading readiness assessments and math readiness assessments by the end of Kindergarten as measured by the AIMS and/or FAST assessment tool(s).

Kindergarten Reading 14-15=80.3% (average)      Kindergarten Math 14-15=74.6% (average)

First Grade Reading 14-15=76%                              First Grade Math 14-15= 87.4%

Second Grade Reading 14-15= 77%                              Second Grade Math 14-15=89.9%

#### Chatfield Technology Goal

Full implementation of Schoology as Chatfield's communication tool with families by the end of the 2015-2016 school year.

## Oak Crest Elementary

Independent School District No. 716 • Belle Plaine Public Schools



### Student and Family 2015-2016 Handbook

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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

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

|                            |              |
|----------------------------|--------------|
| 24 hr Attendance:          | 952-873-2404 |
| Oak Crest Office:          | 952-873-2402 |
| Chatfield Elementary       | 952-873-2401 |
| Stier Bus Company:         | 952-873-2362 |
| Kids Company:              | 952-873-2415 |
| Community Education:       | 952-873-2411 |
| Early Childhood Screening: | 952-873-2417 |
| Event Line:                | 952-873-2413 |
| Taher Food Service:        | 952-873-2414 |

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

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

### 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 2015-2016 school year are as follows:

Breakfast: Students \$1.10, Adults \$2.06

Lunch: Students \$2.10, Adults \$3.70

Milk \$.55

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 8th and 9th 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](mailto: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:

|                        |                   |            |              |
|------------------------|-------------------|------------|--------------|
| <b>Reading:</b>        | Houghton Mifflin  | Grades 3-6 | Adopted 2013 |
| <b>Mathematics:</b>    | Houghton Mifflin  | Grades 3-6 | Adopted 2011 |
| <b>Science:</b>        | Houghton Mifflin  | Grades 3-6 | Adopted 2007 |
| <b>Social Studies:</b> | Scott Foresman    | Grades 3-5 | Adopted 2008 |
| <b>Social Studies:</b> | MN Hist. Soc. Pre | Grade 6    | Adopted 2015 |

### 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 8 & 9** and **October 12 & 13, and February 9 & 11**. Conferences are 15 minutes in length with the exception of the September Conference which is 30 minutes-1 hour. You will be able to schedule a time for October and February throughout the year.

### 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 5<sup>th</sup> 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](mailto: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 3<sup>rd</sup>-6<sup>th</sup> 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 5<sup>th</sup> and 6<sup>th</sup> grade. There is also 3<sup>rd</sup> and 4<sup>th</sup> grade choir offered to students. 5<sup>th</sup> and 6<sup>th</sup> 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 (3<sup>rd</sup>-6<sup>th</sup>) 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, October, February) and report cards will be issued two times a year, coinciding with the end of each semester. Progress reports will be sent home at the end of quarter 1 and 3.

### **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/FAST*

AIMSweb and FAST 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 or FAST 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 or FAST. 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 5<sup>th</sup> grade are also assessed in Science. Assessment results are shared with parents.

#### *OLPA*

OLPA is a practice MCA test. Students are assessed in reading and math. At Oak Crest, these computerized tests are given in November and January. 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**

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### **Bicycles**

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

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

### **Birthday Treats, Wellness Policy, Snacks/Snack Cart**

#### **Healthy Snack Cart**

This school year at Oak Crest we are implementing a SNACK CART option for families. Enrolling in the SNACK CART ensures that your child will have a healthy snack every day while at school. There will be 9 daily options to choose from which will include items for students with allergies (examples: gluten, dairy, peanut).

The cost for the SNACK CART option is \$50/child with a family cap of \$150.00. If you would like to enroll your child in the SNACK CART at Oak Crest, please bring your payment to the office during Back To School Conferences.

If you are interested in the program but need assistance, please connect with the elementary principal regarding other options.

#### **Belle Plaine School District Wellness Policy**

As a district we have a wellness policy. The policy clearly states that we will not have more than one holiday party per month that involves food. The food that is included in the party should not have more than 1 item that is not nutritional.

The policy also states that school staff will encourage healthy choices as classroom and birthday snacks. One of the great ideas developed by our staff was to have the child who is celebrating the birthday to donate a book to the classroom. The student can sign the book and the teacher could read the book to the class. There will be other ideas shared with you during Back To School Conferences.

With the adherence of this policy, we will be asking that if you come to school for lunch with your child that either you eat the school lunch or that you bring your own lunch from home. We are asking that parents and other family members do not bring lunches bought at restaurants into the lunchroom.

#### **Birthday Treats**

Please no chewing gum! The state requires that all treats brought to school and shared with other students and staff must be commercially prepared. Summer birthdays may be celebrated any time throughout the year.

### **Bullying Policy**

[Available on school website.](#)

### **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

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!!!**



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

## **1-to-1 Technology Initiative**

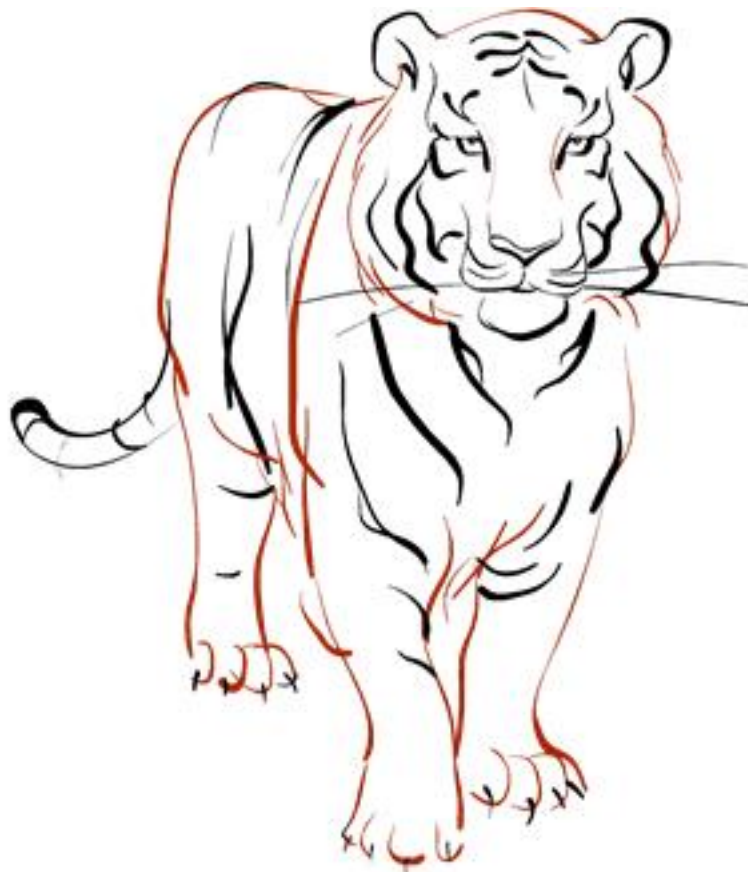
During the 15-16 school year, Belle Plaine School District students K-12 will receive an iPad mini tablet to assist students in their educational studies. The tablets will allow educators to better personalize education for each student and the tablets will provide students with a variety of ways in which to demonstrate their learning.

The students at Oak Crest will receive their iPad minis during Back To School Conferences. The iPads will 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.

*Welcome to  
Oak Crest  
Elementary*

*2015-2016  
Staff Handbook*



**Welcome to Oak Crest Elementary School!**

**Dear Oak Crest Community,**

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

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

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

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

**Sincerely,**

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

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**Mission Statement**

Expecting Excellence from Everyone, Everyday!

**Vision Statement**

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

**Academic Excellence through**

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

**Community Culture of Engagement through**

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

**Sustainability from Excellence and Engagement through**

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



## Important Information

### Need a substitute?

Use the AESOP program.

|                       |              |
|-----------------------|--------------|
| Oak Crest Elementary  | 952.873.2402 |
| Chatfield Elementary  | 952.873.2401 |
| Jr. / Sr. High School | 952.873.2403 |
| District Office       | 952.873.2400 |
| Community Services    | 952.873.2411 |

|                              |              |
|------------------------------|--------------|
| Liann's cell phone           | 952-292-4433 |
| Rachelle Kerkow's cell phone | 952.292.4471 |

|                  |  |
|------------------|--|
| District Website | <a href="http://www.belleplaine.k12.mn.us">www.belleplaine.k12.mn.us</a> |
|------------------|--|

|                   |   |
|-------------------|---|
| Oak Crest Address | 1101 W Commerce Dr<br>Belle Plaine MN 56011 |
|-------------------|---|

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## Schedules

### School Day:

- \* Office Hours: 7:15 am – 3:45 pm
- \* Staff Hours: 7:30 am – 3:30 pm
- \* Student Hours: 8:30 am – 3:00 pm

*All phone calls will be routed to voice mail during student contact hours except in the case of emergencies.*

### Bells will ring:

- 8:00 (breakfast bell)
- 8:20 (6<sup>th</sup> grade bell)
- 8:30 (students enter building)
- 8:40 (class begins)
- 3:00 (dismissal)

***Daily attendance must be taken by the classroom teacher by 8:45 am. Office staff will begin calling parents at 9:00 am.***

### Parent Drop off and Breakfast Schedule:

- Students will be supervised on the playground from 7:30 – 8:30 am
- Students will be supervised at breakfast from 8:00 – 8:40 am
- Student study table from 8:00 - 8:30 am

### Classroom Schedules:

- Grade level schedules have been assigned. Any changes see Liann.
- Specialist schedules will begin on Thursday, September 5<sup>th</sup>
- Special Education schedules will begin on Thursday, September 5<sup>th</sup>. unless notified by Special Education teachers.

## Expectations for Staff

### Supervision:

Please be in the hallways by your classroom doors at 8:30 to greet students and to help monitor the hallways and locker bays.

You are always “on duty” when walking in the hallways, please supervise as needed. Your assistance helping us supervise our students is ALWAYS appreciated. Thank you!

Please walk your class to the south exit doors at the end of the day.

### Inspection of Pupil Records:

Please sign the record sheet each time you inspect the file.

Confidential items (restraining orders, custody information or other court-related items) will be stored in a red file in the cum folder.

Copies of student IEP's will be provided in a black binder for the homeroom teacher. It is the homeroom teacher's responsibility to provide access to appropriate staff who will work with the student. If there are questions, please contact the case manager. Remember all listed accommodations are required by law and must be provided.

### **Assembly Information:**

All staff will attend. Specialists will supervise your students during assigned prep time.

### **PCard Usage:**

The PCard is also known as the purchasing card. The PCard is a program offered to schools, which provides monetary rewards for dollars spent. As a district we are able to earn a respectable amount of money to add back to our schools. Money earned goes directly to the general fund and is considered revenue. Revenue is a large part of the process when making budgetary decisions.

Any time you purchase or order items we ask that you check out the PCard from Janis and utilize it. If you have not already signed a PCard statement, Janis will provide a form for you. Purchase orders are no longer considered our first source of purchasing. If a company will not accept a credit card, purchase orders will be accepted. When returning the PCard, a receipt needs to be present. We must have a receipt to reconcile our accounts. Please direct all questions regarding the PCard to Janis.

### **PCard Process:**

1. Any time you purchase or order items we ask that you check out the PCard from Janis.
2. You must sign a user agreement provided by Janis.
3. Retrieve the card and tax-exempt card.
4. Tax cannot be charged to our card.
  - a. The card has the tax exempt number right on it but some businesses require the actual tax-exempt card.
  - b. If a business says that it does not take the tax-exempt card this is because they have a special tax-exempt number. You must go to the service counter with tax-exempt card and get that stores number. Office Max, Walmart and Michaels are a few examples.
  - c. We are a government entity and under no circumstances may taxes be charged.
5. After your purchase, return the card to Janis along with the itemized receipt for each purchase. Please sign the receipt when turning it in.
6. As an additional note, when calling in an order ask that a receipt be e-mailed to you or faxed immediately. Scholastic is one example where this would be necessary.

### **Custodial Requests:**

Please close classroom blinds and lock classroom doors before leaving each night. Also, never prop open exit doors.

Do not use tape on the carpet, ceiling, whiteboards or lights.

Do not store glue bottles in student desks due to spillage.

Do not buy cleaning products on your own to ensure accountability of all products used.

Check with Scott Renee if you have any additional questions.

**Please Turn In:**

Class schedules to office by September 14<sup>th</sup>.

Locker lists to office by September 7<sup>h</sup>.

Approved invoices for supplies to Janis as soon as possible.

All extra desks, chairs, and tables outside your classroom by 3:00 on August 29<sup>th</sup>, 2013

**Please Keep on Your Desk:**

Lesson plans for at least two days in advance.

Substitute folders (include class list, location of manuals and student books, schedules, emergency information and anything that a sub would or could use to make the day a productive, student oriented day).

# Resources for Staff

## Public Relations Information:

- Each *grade level* will receive \$100 for PR purposes from candy sales.

## Laminating Information:

- Hot laminating will be done at Chatfield only. Items from Oak Crest (labeled with name and building) will be laminated on Wednesday mornings. Please put all items in lamination bucket in the office by Tuesday at 3:00.
- Personal items will be charged \$1 per foot. Please keep this to a minimum.
- A cold laminator will be placed in the small conference room to use.

## Audiovisual Equipment:

- Digital cameras – Each grade level will have their own. Additional cameras may be checked out of the computer lab.
- Video cameras - These may be checked out of the computer lab.
- COWS - There will be two carts stored in the teaching lab of the library. One cart has 22 computers and one cart has 14.
- Scanner - There will be one housed in the computer teaching lab.
- Color Printers - There will be one in the teaching lab and one in office work area.
- CD Burners – There will be several computers in the lab with CD burning capabilities.
- Poster maker is in the Work Room.

## Grading Scales:

|    |          |
|----|----------|
| A+ | 100%     |
| A  | 95 – 99% |
| A- | 90 – 94% |
| B+ | 87 – 89% |
| B  | 83 – 86% |
| B- | 80 – 82% |
| C+ | 77 – 79% |
| C  | 73 – 76% |
| C- | 70 – 72% |
| D+ | 67 – 69% |
| D  | 65 – 66% |
| D- | 60 – 64% |

\* With Modifications      NM - Not Mastered      INC - Incomplete, no grade earned  
PR – Progress Report

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

We believe:

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

## **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 Schools clearly define expectations for students. Students who meet these expectations can expect to be more successful in school. Students who do not meet these standards will have appropriate consequences. Each teacher discusses and implements a discipline plan to define behaviors and to foster self-discipline in students. Responsible Learning holds the beliefs that we are all internally motivated and therefore staff members focus on helping students to learn skills to self-evaluate their own behavior.

# Discipline Plan

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.

Student's actions that merit an office visit:

- willfully harm another student (fighting, hands on)
- exhibit defiant behavior
- stop class from functioning through inappropriate behavior (tantrums)
- use profanity (verbal, written, action)
- threaten, intimidate or harass others
- steal (individual or school property)
- vandalize individual or school property
- violate weapons policy

Possible consequences:

- warning
- phone call to parents explaining the situation
- send to principal's office
- miss recess time
- miss classroom activity
- noon detention
- in school or out of school suspension
- detention before or after school with parent permission
- restitution
- other

## Field Trips

Each grade level will receive up to \$600.00 for transportation for one field trip. This money will come from the candy sale profits.

### Field Trip Checklist – (For out of town, in town and walking trips)

#### Week's Before Trip:

\_\_\_\_\_ MASTER CALENDAR (Janis has) Note Date, Destination, Departure & Return time.

\_\_\_\_\_ Arrange for busing (Stier Transportation 952-873-2362)

\_\_\_\_\_ Lunch room – Let Taher know there will be a class/grade missing for lunch. Bag Lunch counts 3 days before outing.

#### Day Before Outing:

\_\_\_\_\_ Pick up Field Trip Emergency Care Plans and Meds from Health Office.

\_\_\_\_\_ Lunch counts for bag lunches (prefer 3 days notice)

\_\_\_\_\_ Leave your cell phone number with office.

\_\_\_\_\_ Take walkie talkie with you if walking event.

### \*\*\* IF FIELD TRIP IS NOT ON WEEKLY BULLETIN!!!

I have missed getting the information to the office and I must continue on with the checklist.

\_\_\_\_\_ Let front Office staff know about outing.

\_\_\_\_\_ Let Principal know about outing.

\_\_\_\_\_ Let Taher know about outing and bag lunch needs.

\_\_\_\_\_ Let Health Office know, pickup ECP's and Meds.

\_\_\_\_\_ Let Specialist's and Paraprofessional's know about outing.

Your field trip affects staffing for specialist's and playground supervisor schedules. Field trip information is shared by getting it on the bulletin. The bulletin information is taken from the Master Calendar.

# **Appendix A: Building Forms**

- Assessment Information
- Lunch & Recess Schedules
- District Calendar
- Building Map
- Staff Assignments
- Oak Crest Phone Directory



# **Appendix B:**

## **Building Goals 2011-2012**

- Language Arts
- Mathematics
- Science
- Social Studies
- Communications
- Parent/Guardian Satisfaction
- District Goals

# **Appendix C:** **District Policies**

- Animals in the Schools Guideline
- Attendance Policy and Procedures
- Bullying Prohibition Policy
- Harassment and Violence
- Student Disability Nondiscrimination
- Student Sex Nondiscrimination
- Wellness

## Animals in the Schools *Guideline*

### Policy

The school district recognizes that the human/animal bond is therapeutic and well established. The use of service animals is protected by law and may not be regulated by local education agencies. Animals are effective teaching aids and encourage caring skills and responsibility in students. There is, however, potential for adverse affects from animals such as allergic reactions, scratches and/or bites, asthmatic reactions, infections, and infestations. For optimal student health, animals will be allowed in school buildings only in accordance with school district procedures.

### Procedure

#### A. Exclusions:

- a. Fur-bearing and warm-blooded animals, especially cats and dogs, are triggers for many students with asthma and allergies. Therefore, guidelines recommend that cats or dogs not be allowed in any Belle Plaine school building with the exception of seeing-eye dogs and service animals in training.
- b. Because other fur-bearing and warm-blooded animals also cause problems for students with asthma and other allergies, it is also recommended that no fur-bearing animals should reside for any length of time in classrooms but only visit briefly (1 hour or less).

**For those classrooms that choose to continue to have animals residing or visiting in classrooms, the following guidelines apply:**

#### B. Sanitation:

- a. Handwashing with soap and water is mandatory for school staff after handling animals, cage debris, or animal supplies.
- b. Students should never be allowed to clean up any excretory waste from the animals or handle clean cages or equipment used by animals.
- c. The area for cleaning cages and all animal care equipment must be maintained completely separate from any food preparation, food storage, or eating area for students.
- d. Staff will use a 1:10 solution of (1) bleach and (10) water for all clean up of excretory waste products and other cage cleaning. Use bleach solution only after all students are out of the room/building (preferably in the afternoon to allow air quality to improve by morning).
- e. Urine from rodents is a trigger for many students with asthma/allergies. Student exposure should be limited and then only in line with policies stated in Communication section.

#### C. Indoor Air Quality:

- a. Locate animals away from supply and return vents to avoid circulating allergens throughout the room or building.
- b. The areas near where the animals are housed must be kept sanitary and clean to minimize pollutants becoming airborne. Locate animal cages on hard, nonporous, surface (not on carpet).

D. Containment:

- a. Use safe and appropriate cages for all animals visiting the classroom. Animals will not be allowed to roam around either the classroom or school building; animals such as rabbits can leave droppings on the carpet.
- b. Teacher or classroom supervisor **MUST** be present when animals are taken out of a cage and handled by students.
- c. Immediately remove any animal that displays aggressive behavior.

E. Communication:

- a. All parents need to be informed in advance of any animals visiting or living in their child's classroom. Many students have allergies/asthma that could be worsened by exposure to animals. If any parent objects to the presence of animals in their child's classroom, the animal must be removed from the classroom, not the student; the identity of the parent/student making the request must be kept confidential. Each building should have a plan for who will inform the parents, e.g., teacher, principal, or health office staff. All animal visits should be approved by the building principal.

F. Animal Health:

- a. Animals must be in good health and have appropriate up-to-date immunizations and examinations by a veterinarian.
- b. No animals should be left residing in classrooms over release days or vacation breaks (i.e. 3 or more consecutive days).

Sources:

Managing Asthma in the School Environment. United States Environmental Protection Agency. EPA 402-K-00-003 April 2000  
Tovey E., and Marks G. Methods and effectiveness of environmental control. Journal of Allergy and Clinical Immunology. February 1999.  
Guidelines for Having Animals in the School Setting. Health Facts. October 1999. Olmsted County Public Health Services.  
Americans with Disabilities Act, 28 CFR Section 38.202  
Rehabilitation Act of 1973, 504 (IDEA)

Adapted from the Health Learners Asthma Initiative/ Minneapolis Public Schools, Health Related Services  
February 2003

## **Attendance Policy and Procedures**

### **Excused Absences are:**

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

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

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

### **Unexcused Absences:**

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

### **Excused Absences:**

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

### **Excessive Tardies:**

- 5 tardies – phone call to parent about our concerns
- 8 tardies – letter to parent
- This will be determined on a case by case basis.

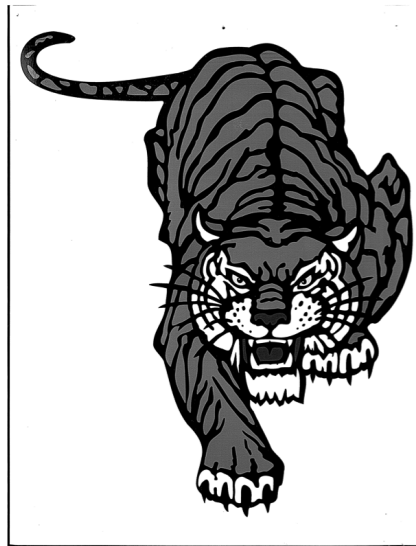
# Parent and Student Guide



***“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 Chevalier, 7-12 Assistant Principal

### 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

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 in the library and after school in Mrs. Valencour's room.

## **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.
- ❖ Obscene or foul language.
- ❖ Insulting a person's intelligence, judgment, or professionalism.
- ❖ Threats, the intimidation of violence or behavior that can reasonably be expected 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 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, activities director, coach, or the supervising teacher.

## **STUDENT SERVICES**

The school has personnel available (counselor, 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, Activities Director, the Coach of the student and the Teacher(s) of the student in concern.)

## **STANDARDIZED TESTING**

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

## **DISCIPLINE**

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

## **BULLYING**

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

## **DETENTION**

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

## **IN SCHOOL SUSPENSION**

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

## **PUBLIC DISPLAYS OF AFFECTION**

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

## **RIGHT OF APPEAL**

If students feel their rights have been violated they should first bring the matter to the attention of the building principal, 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 9:00 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.

### **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. If misused the device will be confiscated by the staff member and turned in to the office.

### **1-1 Technology Initiative**

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

### Part III: Miscellaneous Information

- Generally, a student in grades 7 or 8 will be retained only one time in those two school years (i.e. if a student is retained in 7<sup>th</sup> grade, they will not be retained in 8<sup>th</sup> grade).
- Administration can supercede any part of the retention policy due to mitigating circumstances.
- Parental involvement in the entire process is critical. In any retention decision, parental input will be a major component. The final decision will be made by the school district.
- A single core class with a failing grade can mean summer school, but will not affect retention.

\* = Three quarter grades of "F"

Belle Plaine  
Senior High School  
"Home of the Tigers"



Administration:  
Secondary School Principal: David Kreft  
Activities Director/Assistant Principal: Mindy Chevalier

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. Parents are encouraged to be timely in their communication of absences and must inform the office of an excused absence within 24 hours of the absence. 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. Student who miss school time are also not permitted to participate in school activities that day. Parents are notified of unexcused absences. Other discipline will be at the discretion of the administration.

Excessive absences make it difficult to adequately progress academically. Upon the 9<sup>th</sup> absence in a quarter, a meeting will be set up, which will include school personnel, the students, and the child’s parent(s). A Student Support Plan is generated at this meeting. A doctor’s note is required for any absence in excess of 15 for the school year. Failure to produce a note results in an unexcused absence.

## 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 doubled detention. If the detention time is still not served, it will result in in school suspension time. 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.

## 2015-2016 CLASS TIME SCHEDULE

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

## SCHOOL DISTRICT PHONE NUMBERS

|  |                 |
|--|-----------------|
| Activities/Recreation Director (Chad Eischens) | (952) 873- 2412 |
| Attendance (24 hour automated line)            | (952) 873-2404  |
| Building and Grounds Supervisor (Jeff Heine)   | (952) 873-2406  |
| Community Services                             | (952) 873-2411  |
| Food Service Director (Julie Ahlbrecht)        | (952) 873-2414  |
| High School Career Guidance (Laurie Green)     | (952) 873-2410  |

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

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

## **SCHOOL WEBSITE AND STUDENT INFORMATION SYSTEM**

Check Out Our School District Website:

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

Student Information System:

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

***Coach/Advisor  
Handbook  
2015-2016***



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

### **Philosophy and Purpose:**

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

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

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

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

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

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

### **CODE OF ETHICS**

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

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

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

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

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

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

**Actions and Response:**

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

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

**Commentary:**

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

**FEE SCHEDULE**

|                           |                       |
|---------------------------|-----------------------|
| A. Football 9-12          | \$145                 |
| All Other Sports 9-12     | \$115                 |
| Football 7-8              | \$110                 |
| All other sports 7-8      | \$85                  |
| Drama *** each season     | \$65                  |
| Visual Arts **            | \$50                  |
| JH Visual Arts            | \$30                  |
| High Potential Activities | \$65                  |
| Speech                    | \$65                  |
| Weight Room               | \$30/season \$50/year |

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

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

B. Families on Free or Reduced Lunch pay 50% of the full participation fee.

## **ADMITTANCE FEES**

Minnesota River Conference admittance fees will be:

\$6 = adults

\$4 = students.

BPHS season passes will be available in the district office.

Family Pass Pricing will be: \$85 = adults

\$50 = for students

\$250 = for family

Free = Senior Citizens

## **STUDENT / ACTIVITY CONDUCT POLICY**

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

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

## **WEDNESDAY AND SUNDAY PRACTICES**

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

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

## **GENERAL ACTIVITY POLICIES**

### **1. CLINICS:**

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

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

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

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

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

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

### **4. PUBLICITY:**

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

### **5. DISMISSAL:**

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

### **SPECIFIC POLICIES**

1. SUPERVISION:

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

2. PARTICIPATION:

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

3. SCHEDULING

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

4. SCRIMMAGES

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

5. ACCIDENTS OR INJURIES:

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

6. TRANSPORTATION:

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

home with another parent with written permission given to the AD prior to the event.

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

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

#### 7. PASSES:

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

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

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

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

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

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

#### 10. PRACTICE SESSIONS:

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

#### 11. BUS SCHEDULES:

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

#### 12. POST SEASON REPORT:

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

**Head coaches must include the following:**

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

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

**13. HALF TIME ENTERTAINMENT:**

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

**14. LOCKER ROOMS:**

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

**15. HOSTING OF TOURNAMENTS:**

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

**16. MILEAGE AND MISCELLANEOUS:**

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

**17. BANQUETS, AWARDS PROGRAM:**

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

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

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

a. All coaches are responsible for knowing and observing MSHSL , MRC, and BPHS regulations. The head coaches will receive a copy of their sport regulations prior to the beginning of the season.

b. BPHS reserves the right to withhold MRC All Conference or other honors, per MRC bylaw Article XV, Sec A.

**19. BPHS LETTERING:**

a. Upon earning a first letter, participants will receive a chenille letter, pin, bar and certificate.

b. Succeeding letter will be a printed certificate and bar.

**20. COACHING VACANCIES:**

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

**21. POLICY OF STUDENT INSURANCE:**

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

**22. POLICY ON PHYSICAL EXAMINATIONS:**

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

**23. CANCELING PRACTICE:**

a. If weather conditions are considered dangerous, practice should be canceled. Contact the Activities Director, if possible, before doing so.

b. There will be no practice on days when school has been called because of inclement weather.

c. Inform the Activities Director of any practice cancellations.

**ATTENDANCE POLICY**

In order for a student to participate in an extracurricular practice, game, event, or contest, she/he must be in class all day. Any exception must be

approved by the Activities Director or building principal. (Exceptions can be, not limited to, funerals, college visit, field trips. Any student whose parents have called in to excuse them for a doctor or dental appointment will not be affected by this policy).

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

### **ACADEMIC ELIGIBILITY POLICY**

1. A student participating in MSHSL or Belle Plaine extracurricular activities must pass all classes or credits.
2. A student who receives a failing quarter grade may regain eligibility at mid-quarter of the next grading period if he/she is passing all classes at that time.
3. A student failing a class at mid-quarter will be ineligible until the grade is raised to a passing grade.
4. The cases of students not meeting academic requirements may be reviewed on an individual basis by the Activities/Academic Committee. Requirements for eligibility may be waived for those students determined to be working to their capacity. Extenuating circumstances will be reviewed and acted upon by the Committee. (The Activities/Academic Committee will consist of the Building Principal, Activities Director, the Coach of the student and the teacher(s) of the student in concern.)
5. A student who receives an F at the end of 4<sup>th</sup> quarter will be ineligible for any contests/games that happen before school starts the next year. The student will regain eligibility the first day of school. The only exception is if the student made up the credit during summer school. Participating in tryouts and scrimmages will be allowed.

**BELLE PLAINE ATHLETIC TEAM PARTICIPATION POLICY** Amended Sept. 2004

### PARTICIPATION CONDITIONS

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

The Athletic Department believes student/athletes in Grades 7-8 should play at grade level. Movement of players to a higher level is discouraged. However, it is recognized that exceptional student/athletes do appear in a program. If a 7th-8th-9th grade student is deemed talented enough to participate on a higher level squad ( in a sport where this is not the norm) and if the player's abilities are a necessary component to the current year's team as a whole, movement can take

place upon approval of all the following: Athlete, Parents, Coaches, Activities Director and Principal(s). In Grades 9-12, coaches must have the flexibility to move players to their proper level of competition. Student athletes in Grades 7-8 who have been moved forward in a program and have spent the majority of playing time at the higher level may not be moved back down in order to participate in tournaments.

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

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

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

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

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

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

1. Physical, mental and emotional growth and development.
2. Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously.
3. Team play with the development of such commitments as loyalty,

cooperation, fair play and other desirable social traits.

4. A need to belong to a group and be accepted by peers.
5. The need to explore a variety of experiences.
6. A chance to channel their energies in physical activity of some kind.
7. A means of achieving self-satisfaction (Opportunity for success)

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

#### B. "C" TEAM:

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

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

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

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

#### A. Responsibility

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

#### B. Procedure

1. When a squad number is limited, the process will include three

important elements. Each candidate shall:

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

Recommended minimum number of players for teams/events.

|                   |    |            |    |
|-------------------|----|------------|----|
| Baseball/Softball | 12 | Basketball | 10 |
| Football          | 18 | Volleyball | 12 |

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

## **PROBLEM/CONFLICT RESOLUTION**

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

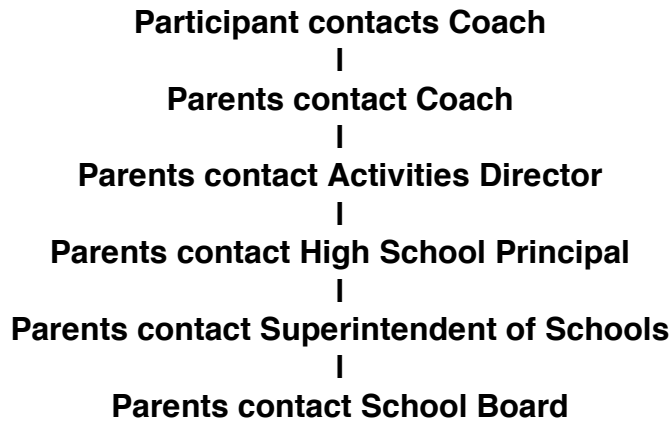
**In order for our programs to be successful, we must all work together- parent, coach and participant. We strive to do what is best for each individual student within the concept of team. As teachers and coaches we care a great deal about your son or daughter and want to contribute to his/her individual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

**To allow for an appropriate exchange of opinions when the need arises in our program of activities, the following procedure has been developed to create an open line of communication between school, parent/guardian,**

student and coach. The procedure will allow for an exchange of opinion in a professional manner.

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

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



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

## **PARENT'S RESPONSIBILITIES**

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

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

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

### **SEASONAL MEETINGS**

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

### **BASEBALL/SOFTBALL POLICY**

The Community and School Policy states that:

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

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

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

***BE SURE TO SHARE WITH YOUR BB/SB PLAYERS***

### **WEIGHT ROOM POLICY**

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

1. No person or persons shall occupy or utilize the weight room unless directly supervised by a responsible coach or adult trained in proper weight lifting techniques and safety spotting.

2. Weight room time schedule shall be posted on the entrance wall of the weight room, with the Community Service Office, and the District Office. Any changes in the above schedule must be authorized in writing by the Community Service Director.

3. Any fee for use beyond the regularly scheduled school district's physical education classes and/or extra curricular activities may be assessed at the discretion of the Community Service Director.

4. Any misuse of equipment or improper behavior will result in dismissal from the weight room.

5. All lifters must work in groups of at least 2 people.

## **HIV INSTRUCTIONS**

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

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

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

## **DUAL PARTICIPATION POLICY**

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

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

### **Category I Policy:**

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

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

Athletic Activities: as listed in bylaw 412.00 - Sponsored Activities

Fine Arts Activities:

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

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

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

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

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

Recommendations:

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

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

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

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

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

**Recommendations:**

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

**D. Accumulative Penalties:**

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

**Category II and Non HSL Activity Policy**

**Activities:**

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

2) Music and Drama activities.

3) Clubs and Organizations.

4) Visual Arts

- 1) The guidelines in this policy are in regard to Chemical Eligibility.
- 2) The guidelines in this policy are minimum standards and will cover students in activities during participation in Grades 9-12
- 3) Upon confirmation of violation, the following action will take place:
  - a. Student will meet with Activities Director. Student will be informed of the violation.
  - b. Student will be recalled to meet with the AD and other high school administrator and/or advisor to have final confirmation.
- 4) The length of penalties for violation shall be as prescribed below:

1st Violation: Student will miss the next public performance. Student will also sustain appropriate academic, lettering, or production consequences as determined by the advisor/administration. No recognition will be given at the

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

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

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

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

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

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

## **EXTRA-CURRICULAR COMMITTEE**

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

## **BELLE PLAINE LETTERING POLICY**

### **Awards:**

The Monogram BP will be given after a student has earned the first letter. Only one letter will be issued to a student while participating in activities at Belle

Plaine. An emblem will be given with the first letter indicating in which activity the student lettered. A bar will be given for each year and each activity a student letters in a sport or activity.

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

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

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

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

### **Individual Lettering Requirements:**

#### **Boys Basketball:**

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

#### **Cross country:**

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

#### **Baseball:**

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

**Softball:**

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

**Football:**

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

**Volleyball:**

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

**Golf:**

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

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

**Tennis:**

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

**Track:**

Must meet one of the following criteria:

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

**Wrestling:**

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

**Girls Basketball**

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

**Dance Team:**

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

**Speech:**

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

**Drama:**

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

To earn a letter:

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

**Visual Arts:**

Students must meet one of the following criteria:

1. Placing in the top three of your category at the local competition.
2. Earning an Excellent on two artworks at the local competition.
3. Earning a Superior at the local competition.
4. Earning a place on the Section Team.
5. Coaches discretion.

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

**Choir:**

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

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

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

**FFA:**

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

**BELLE PLAINE HIGH SCHOOL  
TIGER ACTIVITIES**

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

Administrative Region 2A

Minnesota River Conference

CHAD EISCHENS – ACTIVITIES & RECREATION DIRECTOR

LAURIE FOGARTY, ADM. SEC.

PHONE: 952-873-2418 FAX: 952-378-2499

E-MAIL: [ceischens@belleplaine.k12.mn.us](mailto:ceischens@belleplaine.k12.mn.us)

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

**Belle Plaine High School AWARDS**

**SENIOR SCHOLARS ACTIVITIES AWARD**

Senior Year Only

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

Scholarship of B or better (2.8 )

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

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

A Plaque will be awarded + Scholarship from Tiger Club Fund

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

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

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

**FINE ARTS PERSON OF THE YEAR** - 1 Male, 1 Female. SENIOR

A Plaque will be awarded + Scholarship from Tiger Club Fund

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

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

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

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

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

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

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

**MRC ALL CONFERENCE ACADEMIC AWARD** -

SENIOR Certificates from MRC given by Principal and AD.

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

**THREE SPORT AWARD**

A certificate will be given to *all* athletes who have lettered in 3 BPHS

MSHSL sponsored athletics in current year.

**THREE FINE ARTS AWARD**

A certificate will be given to *all* fine arts people who have lettered in 3

BPHS and/or MSHSL sponsored activities, in current year. (Band, Choir,

Speech, One Act, Visual Art, Fall Play/Musical)

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LETTERWINNER CERTIFICATE To anyone in any activity that has lettered.

JH PARTICIPATION AWARD To anyone in JH sports; Coaches discretion

**BELLE PLAINE HIGH SCHOOL**

**TIGER ACTIVITIES**

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

Chad Eischens, Activities & Recreation Director Phone: 952-873-2412

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

Fax: 952-378-2499

Laurie Fogarty, Activities Administrative Assistant

Phone: 952-873-2403

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

**MSHSL CATEGORY I**

Football  
Volleyball

**MSHSL CATEGORY II**

One Act Play  
Large Group/SE Choir

**NON-MSHSL ACTIVITIES**

Three Act or Musical  
Art League

Girls Tennis  
Boys Cross Country  
Girls Cross Country  
Boys Basketball  
Girls Basketball  
Wrestling  
Baseball  
Softball  
Boys Track  
Girls Track  
Golf  
Speech  
Dance Team  
Girls Hockey  
Adapted Floor Hockey  
Adapted Softball

Large Group/SE BandFFA  
Visual Arts  
Trap Shooting League  
Robotics

Pep Club  
Student Council  
Yearbook  
NHS  
Tiger TARGET Team  
Science Fair  
Tiger Pals  
Band  
Concert Choir  
Youth Teaching Youth

***Parent/Student  
Activities Handbook  
2015-2016***



## **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**

|                           |                          |
|---------------------------|--------------------------|
| A. Football 9-12          | \$145                    |
| All Other Sports 9-12     | \$115                    |
| Football 7-8              | \$110                    |
| All other sports 7-8      | \$85                     |
| Drama *** each season     | \$65                     |
| Visual Arts **            | \$50                     |
| JH Visual Arts            | \$30                     |
| High Potential Activities | \$65                     |
| Speech                    | \$65                     |
| Weight Room               | \$30/season or \$50/year |

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

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

B. Families on Free or Reduced Lunch pay 50% of the full participation fee.

- C. Family maximum to \$330 if one child, \$495 if two in the family participate, \$560 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 = adults
- \$4 = students.

BPHS season passes will be available in the district office.

- Family Pass Pricing will be:
- \$85 = adults
  - \$50 = for students
  - \$250 = for family
  - Free = 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, but not limited to, funerals, college visit, field trips. Any student whose parents have called in to excuse them for a doctor or dental appointment will not be affected by this policy, but you they will need a doctor's note).

## **ACADEMIC ELIGIBILITY POLICY**

1. A student participating in MSHSL or Belle Plaine extracurricular activities must pass all classes or credits.
2. A student who receives a failing quarter grade may regain eligibility at mid-quarter of the next grading period if he/she is passing all classes at that time.
3. A student failing a class at mid-quarter will be ineligible until the grade is raised to a passing grade.
4. The cases of students not meeting academic requirements may be reviewed on an individual basis by the Activities/Academic Committee. Requirements for eligibility may be waived for those students determined to be working to their capacity. Extenuating circumstances will be reviewed and acted upon by the Committee. (The Activities/Academic Committee will consist of the Building Principal, Activities Director, the Coach of the student and the teacher(s) of the student in concern.)
5. A student who receives an F at the end of 4<sup>th</sup> quarter will be ineligible for any contests/games that happen before school starts the next year. The student will regain eligibility the first day of school. The only exception is if the student made up the credit during summer school. Participating in tryouts and scrimmages will be allowed.

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

### PARTICIPATION CONDITIONS

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

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

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

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

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

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

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

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

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

The coach must be willing to work with any athlete who is interested and has a need to belong, not just work with the gifted, highly skilled athlete. As a coach of young athletes, we must constantly be seeking to aid our participants in

the best way possible. Each of them is an important individual whose experiences shape attitudes and action for the future.

B. "C" TEAM:

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

C. VARSITY AND "B" TEAMS:

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

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

A. Responsibility

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

B. Procedure

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

- b. Athletes not selected to the squads will not be allowed to practice due to space.
  - c. Athletes not selected will be encouraged to be part of the team through team management positions.
3. Coaches will discuss alternative possibilities for participation in the sport, or other areas in the activities program.
  4. If a coach foresees difficulties as a result of squad selection, he/she should discuss the situation with the Activities Director.
  5. If the number of participants is low in any grade level, players will be allowed to move to equalize the numbers. This will not eliminate playing time for any individual.

Recommended minimum number of players for teams/events.

|                   |    |            |    |
|-------------------|----|------------|----|
| Baseball/Softball | 12 | Basketball | 10 |
| Football          | 18 | Volleyball | 12 |

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

## **PROBLEM/CONFLICT RESOLUTION**

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

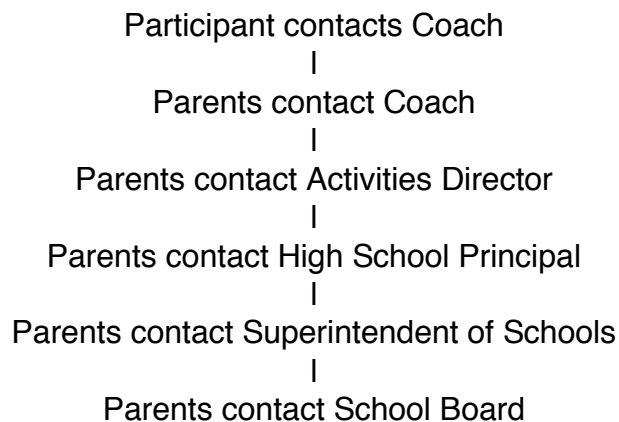
In order for our programs to be successful, we must all work together- parent, coach and participant. We strive to do what is best for each individual student within the concept of team. As teachers and coaches we care a great deal about your son or daughter and want to contribute to his/her individual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

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

1. Most conflicts are better resolved with an appropriate cooling down period. No conflict between a parent, student, official or coach/advisor should be addressed during or immediately after an activity. The activity site, practice field,

lobby or locker rooms are not appropriate places to handle conflict. If you have a concern, please call or arrange a meeting the following workday after the incident. Many of our coaches teach in the district. Most coaches have voicemail in the building where they teach. Leave a message and the coach will return the call. If you wish, a letter to the coach may be the most appropriate way to initiate a dialogue. If your concern has not been addressed to your satisfaction, then refer to the following flow chart. As you see, the first step is participant contacts coach.

2. Chain of Communication - Every organization has and needs orderly process to use when problems/issues arise. The following 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. An 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 and 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

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**ACTIVITIES:**

| <u>MSHSL CATEGORY I</u> | <u>MSHSL CATEGORY II</u> | <u>NON-MSHSL ACTIVITIES</u> |
|-------------------------|--------------------------|-----------------------------|
| Football                | One Act Play             | Tiger TARGET Team           |
| Volleyball              | Large Group/SE Choir     | Art League                  |
| Girls Tennis            | Large Group/SE Band      | FFA                         |
| Boys Cross Country      | Visual Arts              | Three Act / Musical         |
| Girls Cross Country     | Speech                   | Pep Club                    |
| Boys Basketball         | Robotics                 | Student Council             |
| Girls Basketball        | Trap Shooting League     | Yearbook                    |
| Wrestling               |                          | NHS                         |
| Baseball                |                          | Science Fair                |
| Softball                |                          | Youth Teaching              |
| Boys Track              |                          | Tiger Pals                  |
| Girls Track             |                          | Band                        |

Golf  
Dance Team  
Adapted Floor Hockey  
Adapted Softball

Concert Choir