

**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, August 28, 2017**

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

**1. Call to Order:**

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

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

**4. Consensus Items:**

Chair Gardner

**1. Previous Board Meeting Minutes:**

**3**

**2. Approve Monthly Expenditures:**

**7**

**3. Personnel:**

**4. Student Enrollments:**

**5. Donations:**

**20**

**5. Discussion Items:**

**1. Superintendent Update:**

Dr. Laager

**2. Board Member Reports:**

Board Members

**3. Building Administrator Reports:**

**6. Action Items:**

**1. Handbooks:**

**21**

**2. Kid's Co. Wraparound Coordinator Contract:** **139**

**3. Review of Current Policies:** **143**

**4. Conditionally Approve BPEA and BPESP settlements:** Mr. Giesen and Mr. Gardner

**5. Approve the Dissolution of the Cooperative Sponsorship for Adaptive Softball-CI:** Mr. Keller **175**

**6. Approve Cooperative Sponsorship for Adaptive Softball-CI:** Mr. Keller **176**

**7. Upcoming Meetings:**

**8. Adjourn:**

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Board Clerk

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Date

# 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, July 24, 2017, beginning at 6:00 PM in the District Center - Board Room.

1. Call to Order:

Vice-Chairperson Giesen will call the meeting to order.

*The regular monthly meeting of the Belle Plaine School Board was called to order by Vice-Chairperson Giesen on Monday July 24, 2017 at 6:00 pm at the District Center Board Room with the following members present: Giesen, Vandermark, O'Brien, Kahle and Supt. Laager. The following members were absent: Gardner and Skelley.*

2. Acknowledgment of Visitors and Special Presentations:

Vice-Chairperson Giesen will ask if visitors wish to be placed on the Agenda.

2. 1. Trap Team:

Presenter: Mr. Bergs

- *Started in 2001 with 3 schools participation, currently 343 schools*
- *Belle Plaine joined in 2011 – currently have 37 students participating (11 of which are girls)*

2. 2. Baseball Team:

Presenter: Mr. Bergs

- *Second year in a row at state*

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

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

*Motion by Kahle and second by O'Brien 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: Vice-Chair Giesen

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

4. 1. Previous Board Meeting Minutes:

Enclosed are the June 26, 2017 Regular Board Meeting minutes for your review and adoption.

4. 2. Approve Monthly Expenditures:

At the board finance meeting, expenditures for the month of July were reviewed. Administration recommends approval of the July 2017 disbursements totaling \$1,288,982.83. This includes board payables of \$275,646.05, hand payments of \$652,695.53, electronic payments of \$320,718.13 and student activity payments of \$39,923.12.

4. 3. Personnel:

- Accept the resignation of Doreen Liebhard, PreSchool Paraprofessional, effective July 18, 2017.
- Accept the resignation of Annalee Koonst, Paraprofessional, effective July 18, 2017.
- Approve an Employee Leave Request for Liann Hanson effective June 23-27 and 29-30, 2017.
- Approve an Employee Leave Request for Mark Fahrenkamp effective June 20, 2017 through July 11, 2017.
- Approve an Employee Leave Request for Melissa Hanson effective approximately from February 8, 2018 through April 13, 2018.
- Approve the hire of Tammy Thomason, ECFE Coordinator, at .7 FTE, \$32,900 for the 2017-2018 school year.
- Approve the hire of Courtney Burr, ECFE Instructor, at Step 1, \$20.28/hour for approximately 25 hours/week and Kids Co Wraparound Teacher, at \$15.75/hour for approximately 15 hours/week for the 2017-2018 school year.
- Approve the hire of Victoria Monnens, Second Grade Teacher, at BA Step 1, \$35,721 for the 2017-2018 school year.
- Approve the hire of Kim Myhro, Kids Co Pals Wraparound Coordinator, at 1.0 FTE, \$15.75/hour for the 2017-2108 school year.
- Approve the hire of Cindy Hetzel, PreSchool Paraprofessional, approximately 26 hours/week at \$13.06/hour for the 2017-2018 school year.
- Approve the hire of Cindy DeFauw, ECFE Paraprofessional, at Step 3, \$13.36/hour for the 2017-2018 school year.
- Approve the hire of Jayme McCabe, Long Term Substitute, effective August 23, 2017 through December 22, 2017.
- Approve the hire of Courtney Gray, Long Tern Substitute, effective from August 23, 2017 through October 18, 2017.

4. 4. Student Enrollments:

- Approve three Belle Plaine residents, grades 9, 8 and 7, to attend Waconia Schools effective fall 2017.
- Approve a Belle Plaine resident, grade 1, to attend Eastern Carver County Schools effective fall 2017.
- Approve a Belle Plaine resident, grade K, to attend Jordan Public Schools effective fall 2017.

4. 5. Donations:

Donations totaling \$20,664.13 were given to the Belle Plaine School District over the past several months. See the attached resolution for a full listing of the donations. Thank you to all who made these wonderful donations!

<b>Date</b>	<b>Donor</b>	<b>Donation/Gift</b>	<b>Amount</b>
06.08.2017	BP Elementary PTO	Chatfield Elementary	3161.24
06.09.2017	BP Basketball Association	Score Board in North Gym	5412.92
06.09.2017	BP Fastpitch Association	Batting Cages	3589.97
06.23.2017	State Bank of Belle Plaine	Scoreboard Sponsorship	4000.00
06.23.2017	BP Chamber of Commerce	High School Activities	4000.00
06.30.2017	Cornerstone State Bank	Scoreboard Sponsorship	500.00

5. Discussion Items:

5. 1. Superintendent Update:

Superintendent Laager will provide updates on current school activities,

Presenter: Dr. Laager

- *Community Center – City Council contributed \$15,000 for feasibility study. July 25<sup>th</sup> meeting with architect.*
- *July 26<sup>th</sup> meeting to discuss budget and realignment.*
- *August 14<sup>th</sup> – Board Retreat – Offsite at MN Landscape Arboretum*

5. 2. Board Member Reports:

Board members will have an opportunity to share information about meetings they have attended over the past month.

Presenter: Board Members

- *Kahle – Negotiations*
- *O'Brien – Negotiations*
- *Vandermark – Negotiations*
- *Giesen – Negotiations, SW Metro*

5. 2. 1. Superintendent Evaluation:

Presenter: Mr. Giesen

6. Action Items:

6. 1. Approve Membership in MSBA:

Approve the annual membership to MSBA for 2017-18 fiscal year.

Presenter: Mr. Keller

*Motion by Kahle and second by Vandermark to approve the annual MSBA membership for 2017-18. Motion carried unanimously.*

6. 2. Approve Literacy Plan:

The Literacy Plan for the 2017-18 School Year is attached for your review. Approval is recommended.

Presenter: Dr. Ryan Laager

*Motion by Vandermark and second by O'Brien to approve the Literacy Plan for the 2017-18 school year. Motion carried unanimously.*

6. 3. Approve 10 Year LT Facility Plan for MDE:

As was discussed in our finance meeting at 5:30 p.m. there is a requirement to annually approve a 10-Year Long Term Facilities Maintenance (LTFM) Plan. This includes estimated revenues and expenditures. A copy of that plan is attached to the agenda. This plan and the associated costs of the items within the plan, will determine our revenue stream for facilities moving into the future. We have requested the maximum amount of revenue available and will look for any adjustments once we have seen the impact of this request on our annual levy. Approval of the 10 year facility maintenance plan is recommended.

Presenter: Mr. Keller

*Motion by Vandermark and second by O'Brien to approve the 10 year Long Term Facility Maintenance plan. Motion carried unanimously with a 4-0 roll call vote.*

6. 4. Approve General Election Resolution Setting Date & Times of Election:

We are required to pass a resolution establishing the date, time and polling location of our fall election. A copy of the resolution is attached to this agenda. It is recommended for approval.

Presenter: Dr. Ryan Laager

*Motion by Kahle and second by O'Brien to approve the resolution setting the date and times for the School Board General Election. Motion carried unanimously with a 4-0 roll call vote.*

6. 5. Bond Awarding Resolution:

Resolution relating to \$1,870,000 general obligation facilities maintenance bonds, series 2017A; ratifying the award of sale, prescribing the form and details and providing for the payment thereof.

Presenter: Mr. Keller

*Motion by O'Brien and second by Vandermark to approve the Bond Awarding Resolution. Motion carried unanimously with a 4-0 roll call vote.*

6. 6. Approve contract for Early Learning Services Coordinator for 2017-18:

Tammy Thomason will be the new Early Learning Services Coordinator replacing Sheri Prokosch. Attached is her contract for the 2017-18 school year. Approval is recommended.

Presenter: Mr. Keller

*Motion by Kahle and second by O'Brien to approve the contract for Tammy Thomason. Motion carried unanimously.*

7. Upcoming Meetings:

August 14: 9:00-3:00 p.m. Board Retreat (Offsite at MN Landscape Arboretum)

August 28: 5:30 p.m. Finance Committee

6:00 p.m. Regular Board Meeting

8. Adjourn:

*Motion by Vandermark and second by O'Brien to adjourn at 6:36 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	7357	N	ANDREA GRUENHAGEN	V80201	59615	08212017	56.26	0.00	56.26	08/23/2017	08/23/2017	08/23/2017
							Check Amount:		\$56.26			
1	1082	N	APPLE COMPUTER INC	V80201	59607	4446452114	2,098.00	0.00	2,098.00	08/21/2017	08/21/2017	08/21/2017
							Check Amount:		\$2,098.00			
1	7336	N	APPLE INC. EDUCATION	V80201	59606	4446474680	10,290.00	0.00	10,290.00	08/21/2017	08/21/2017	08/21/2017
							Check Amount:		\$10,290.00			
1	7350	N	APRIL WOLF	V80201	59460	08082017	339.68	0.00	339.68	06/29/2017	06/29/2017	06/29/2017
							Check Amount:		\$339.68			
1	4589	N	BANC OF AMERICA LEASING	V80201	59496	99	8,256.74	0.00	8,256.74	08/08/2017	08/08/2017	08/08/2017
							Check Amount:		\$8,256.74			
1	1125	N	BELLE PLAINE HERALD	V80201	59492	23395	63.00	0.00	63.00	08/08/2017	08/08/2017	08/08/2017
1	1125	N	BELLE PLAINE HERALD	V80201	59487	23439	2,780.00	0.00	2,780.00	08/08/2017	08/08/2017	08/08/2017
							Check Amount:		\$2,843.00			
1	4078	N	BRAINPOP	V80201	59673	08222017	1,450.00	0.00	1,450.00	08/23/2017	08/23/2017	08/23/2017
							Check Amount:		\$1,450.00			
1	4514	N	BSN Sports/Collegiate Pacific	V80201	59618	900306390	398.97	0.00	398.97	08/23/2017	08/23/2017	08/23/2017
							Check Amount:		\$398.97			
1	3985	N	CARCO AUTO PARTS	V80201	59620	30-197725	82.15	0.00	82.15	06/29/2017	06/29/2017	06/29/2017
							Check Amount:		\$82.15			
1	7190	N	CAREI	V80201	59617	1718001	800.00	0.00	800.00	08/23/2017	08/23/2017	08/23/2017
							Check Amount:		\$800.00			
1	4702	N	CDW-G	V80201	59614	JSG7179	4,484.60	0.00	4,484.60	08/23/2017	08/23/2017	08/23/2017
1	4702	N	CDW-G	V80201	59604	JRK1235	3,789.75	0.00	3,789.75	08/21/2017	08/21/2017	08/21/2017
1	4702	N	CDW-G	V80201	59605	JRR7589	189.00	0.00	189.00	08/21/2017	08/21/2017	08/21/2017
1	4702	N	CDW-G	V80201	59613	JVL1634	9,520.00	0.00	9,520.00	08/23/2017	08/23/2017	08/23/2017
							Check Amount:		\$17,983.35			
1	1238	N	CENTRAL PUBLIC SCHOOLS	V80201	59672	09122017	200.00	0.00	200.00	08/23/2017	08/23/2017	08/23/2017
							Check Amount:		\$200.00			
1	7345	N	CHILDRENS MUSEUM OF SOUTHEI	V80201	59490	10079957	203.00	0.00	203.00	08/08/2017	08/08/2017	08/08/2017
							Check Amount:		\$203.00			

## 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	1262	N	CITY OF BELLE PLAINE	V80201	59463	00003513	60.00	0.00	60.00	08/08/2017	08/08/2017	08/08/2017
							Check Amount:		\$60.00			
1	1274	N	COMMUNITY EDUCATION	V80201	59489	07052017	171.90	0.00	171.90	06/29/2017	06/29/2017	06/29/2017
							Check Amount:		\$171.90			
1	5579	N	EDUCATORS BENEFIT CONSULTA	V80201	59469	37851	206.45	0.00	206.45	08/08/2017	08/08/2017	08/08/2017
							Check Amount:		\$206.45			
1	6870	N	EMILY AUST	V80201	59480	06292017	81.58	0.00	81.58	06/29/2017	06/29/2017	06/29/2017
1	6870	N	EMILY AUST	V80201	59479	07272017	9.31	0.00	9.31	08/08/2017	08/08/2017	08/08/2017
							Check Amount:		\$90.89			
1	2590	N	FAME AWARDS	V80201	59608	20170936	787.00	0.00	787.00	06/29/2017	06/29/2017	06/29/2017
							Check Amount:		\$787.00			
1	6809	N	FASTBRIDGE LEARNING	V80201	59491	INV-1709	7,920.00	0.00	7,920.00	08/08/2017	08/08/2017	08/08/2017
							Check Amount:		\$7,920.00			
1	7351	N	FISHER TRACKS INC	V80201	59467	6625	18,973.00	0.00	18,973.00	08/08/2017	08/08/2017	08/08/2017
							Check Amount:		\$18,973.00			
1	7349	N	GAMETIME	V80201	59476	PJI-0061448	138.10	0.00	138.10	06/29/2017	06/29/2017	06/29/2017
							Check Amount:		\$138.10			
1	6814	N	GOVERNMENT LEASING AND FINA	V80201	59472	336551411	266,613.37	0.00	266,613.37	08/08/2017	08/08/2017	08/08/2017
							Check Amount:		\$266,613.37			
1	1511	N	GRAINGER	V80201	59644	9527488051	515.89	0.00	515.89	08/23/2017	08/23/2017	08/23/2017
1	1511	N	GRAINGER	V80201	59623	6369384920	525.00	0.00	525.00	08/23/2017	08/23/2017	08/23/2017
							Check Amount:		\$1,040.89			
1	1521	N	GREEN LIGHTS	V80201	59626	17-4529	426.39	0.00	426.39	08/23/2017	08/23/2017	08/23/2017
							Check Amount:		\$426.39			
1	1562	N	HERC-U-LIFT	V80201	59627	W333904	277.48	0.00	277.48	08/23/2017	08/23/2017	08/23/2017
							Check Amount:		\$277.48			
1	2575	N	HERMANS	V80201	59625	25086/1	2,460.00	0.00	2,460.00	08/23/2017	08/23/2017	08/23/2017
							Check Amount:		\$2,460.00			
1	1566	N	HILLYARD / HUTCHINSON	V80201	59641	602649415	4,560.22	0.00	4,560.22	08/23/2017	08/23/2017	08/23/2017
1	1566	N	HILLYARD / HUTCHINSON	V80201	59633	602610771	6,312.80	0.00	6,312.80	08/23/2017	08/23/2017	08/23/2017
1	1566	N	HILLYARD / HUTCHINSON	V80201	59631	602629997	623.78	0.00	623.78	08/23/2017	08/23/2017	08/23/2017
1	1566	N	HILLYARD / HUTCHINSON	V80201	59632	602616599	186.00	0.00	186.00	08/23/2017	08/23/2017	08/23/2017

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1	1566	N	HILLYARD / HUTCHINSON	V80201	59630	602640580	2,792.00	0.00	2,792.00	08/23/2017	08/23/2017	08/23/2017
1	1566	N	HILLYARD / HUTCHINSON	V80201	59642	602655046	72.55	0.00	72.55	08/23/2017	08/23/2017	08/23/2017
							Check Amount:		\$14,547.35			
1	3762	N	HOUGHTON MIFFLIN HARCOURT	V80201	59453	953165088	203.76	0.00	203.76	08/08/2017	08/08/2017	08/08/2017
1	3762	N	HOUGHTON MIFFLIN HARCOURT	V80201	59454	953165089	63.84	0.00	63.84	08/08/2017	08/08/2017	08/08/2017
							Check Amount:		\$267.60			
1	6077	N	I DOCTOR	V80201	59470	7138	143.99	0.00	143.99	06/29/2017	06/29/2017	06/29/2017
							Check Amount:		\$143.99			
1	7077	N	JACK GERBACHER	V80201	59603	08092017	143.81	0.00	143.81	08/21/2017	08/21/2017	08/21/2017
							Check Amount:		\$143.81			
1	1618	N	JANESVILLE WALDORF SCHOOL	V80201	59639	6191	371.07	0.00	371.07	08/23/2017	08/23/2017	08/23/2017
							Check Amount:		\$371.07			
1	1629	N	JEFF HEINE	V80201	59635	08232017	1,238.40	0.00	1,238.40	08/23/2017	08/23/2017	08/23/2017
1	1629	N	JEFF HEINE	V80201	59634	06292017	119.27	0.00	119.27	06/29/2017	06/29/2017	06/29/2017
							Check Amount:		\$1,357.67			
1	1660	N	JORDAN HIGH SCHOOL	V80201	59640	5592	100.00	0.00	100.00	08/23/2017	08/23/2017	08/23/2017
							Check Amount:		\$100.00			
1	7352	N	KRISTY KONOPACKI	V80201	59494	08082017	124.32	0.00	124.32	08/08/2017	08/08/2017	08/08/2017
							Check Amount:		\$124.32			
1	5081	N	LAMPERT LUMBER	V80201	59475	2582011	632.20	0.00	632.20	08/08/2017	08/08/2017	08/08/2017
							Check Amount:		\$632.20			
1	4222	N	LEARNING A-Z	V80201	59590	1819682	226.59	0.00	226.59	08/17/2017	08/17/2017	08/17/2017
							Check Amount:		\$226.59			
1	1787	N	MASSP	V80201	59493	08082017	863.00	0.00	863.00	08/08/2017	08/08/2017	08/08/2017
							Check Amount:		\$863.00			
1	4145	N	MEDICAREBLUE RX	V80201	59619	172200290601	426.00	0.00	426.00	08/23/2017	08/23/2017	08/23/2017
							Check Amount:		\$426.00			
1	1812	N	MESPA	V80201	59477	04385	910.00	0.00	910.00	08/08/2017	08/08/2017	08/08/2017
							Check Amount:		\$910.00			
1	1885	N	MSBA	V80201	59474	17823H7S5H7	2,100.00	0.00	2,100.00	08/08/2017	08/08/2017	08/08/2017
							Check Amount:		\$2,100.00			

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GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	2582	N	MSHSL	V80201	59612	031406	421.00	0.00	421.00	08/23/2017	08/23/2017	08/23/2017
							Check Amount:		\$421.00			
1	2765	N	NEY CENTER	V80201	59488	P37	60.00	0.00	60.00	06/29/2017	06/29/2017	06/29/2017
							Check Amount:		\$60.00			
1	1991	N	PRAIRIE FIRE THEATRE	V80201	59466	07162017	2,000.00	0.00	2,000.00	08/08/2017	08/08/2017	08/08/2017
							Check Amount:		\$2,000.00			
1	2002	N	PROTECTION SYSTEMS INC	V80201	59629	36705	8,750.00	0.00	8,750.00	08/23/2017	08/23/2017	08/23/2017
1	2002	N	PROTECTION SYSTEMS INC	V80201	59628	36655	247.50	0.00	247.50	08/23/2017	08/23/2017	08/23/2017
							Check Amount:		\$8,997.50			
1	6111	N	RAM MUTUAL INSURANCE COMPAI	V80201	59602	162728	6,785.01	0.00	6,785.01	08/21/2017	08/21/2017	08/21/2017
							Check Amount:		\$6,785.01			
1	7292	N	RIVER BEND BUSINESS PRODUCT	V80201	59610	167637-0	4,488.94	0.00	4,488.94	08/23/2017	08/23/2017	08/23/2017
							Check Amount:		\$4,488.94			
1	3662	N	RSCHOOL TODAY (DWC)	V80201	59587	30444	1,600.00	0.00	1,600.00	08/17/2017	08/17/2017	08/17/2017
							Check Amount:		\$1,600.00			
1	6893	N	RYAN LAAGER	V80201	59616	06292017	520.66	0.00	520.66	06/29/2017	06/29/2017	06/29/2017
							Check Amount:		\$520.66			
1	3733	N	SAXE CHEV/BUICK	V80201	59636	77066, 81666	3,445.88	0.00	3,445.88	08/23/2017	08/23/2017	08/23/2017
							Check Amount:		\$3,445.88			
1	2067	N	SCHMITT MUSIC COMPANY	V80201	59588	1681819	106.03	0.00	106.03	08/17/2017	08/17/2017	08/17/2017
							Check Amount:		\$106.03			
1	3336	1	N SCHOOL SPECIALTY	V80201	59646	208118962312	3,787.20	0.00	3,787.20	08/23/2017	08/23/2017	08/23/2017
1	3336	1	N SCHOOL SPECIALTY	V80201	59586	208118812333	34.81	0.00	34.81	08/17/2017	08/17/2017	08/17/2017
							Check Amount:		\$3,822.01			
1	3124	N	SCHOOLFINANCES.COM	V80201	59471	981	3,000.00	0.00	3,000.00	08/08/2017	08/08/2017	08/08/2017
							Check Amount:		\$3,000.00			
1	2078	N	SCHWAAB, INC	V80201	59601	B035249	54.48	0.00	54.48	08/21/2017	08/21/2017	08/21/2017
							Check Amount:		\$54.48			
1	2115	N	SHERWIN WILLIAMS	V80201	59622	5836-6	337.07	0.00	337.07	08/23/2017	08/23/2017	08/23/2017
1	2115	N	SHERWIN WILLIAMS	V80201	59621	6081-8	210.40	0.00	210.40	08/23/2017	08/23/2017	08/23/2017
							Check Amount:		\$547.47			

## 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	3438	N	SKATEVILLE	V80201	59468	589610	965.00	0.00	965.00	06/29/2017	06/29/2017	06/29/2017
							Check Amount:		\$965.00			
1	2137	N	SOUTH CENTRAL ECSU	V80201	59473	17479	4,995.00	0.00	4,995.00	08/08/2017	08/08/2017	08/08/2017
							Check Amount:		\$4,995.00			
1	6138	N	SOUTHWEST METRO EDUCATION	V80201	59495	13721	712.97	0.00	712.97	06/29/2017	06/29/2017	06/29/2017
							Check Amount:		\$712.97			
1	6318	N	STACEY HESS-NORSKOG	V80201	59483	03242017	65.80	0.00	65.80	06/29/2017	06/29/2017	06/29/2017
1	6318	N	STACEY HESS-NORSKOG	V80201	59482	02282017	121.99	0.00	121.99	06/29/2017	06/29/2017	06/29/2017
1	6318	N	STACEY HESS-NORSKOG	V80201	59481	01312017	77.04	0.00	77.04	06/29/2017	06/29/2017	06/29/2017
1	6318	N	STACEY HESS-NORSKOG	V80201	59486	06272017	58.86	0.00	58.86	06/29/2017	06/29/2017	06/29/2017
1	6318	N	STACEY HESS-NORSKOG	V80201	59485	05312017	86.14	0.00	86.14	06/29/2017	06/29/2017	06/29/2017
1	6318	N	STACEY HESS-NORSKOG	V80201	59484	04282017	217.22	0.00	217.22	06/29/2017	06/29/2017	06/29/2017
							Check Amount:		\$627.05			
1	2153	N	STASNEY ELECTRIC LLC	V80201	59643	32066	577.85	0.00	577.85	08/23/2017	08/23/2017	08/23/2017
1	2153	N	STASNEY ELECTRIC LLC	V80201	59624	31972	1,501.35	0.00	1,501.35	08/23/2017	08/23/2017	08/23/2017
							Check Amount:		\$2,079.20			
1	2164	N	STIER TRANSPORTATION SERVICE	V80201	59464	070617	726.47	0.00	726.47	08/08/2017	08/08/2017	08/08/2017
							Check Amount:		\$726.47			
1	5764	N	SW CHRISTIAN HIGH SCHOOL	V80201	59589	09222017	230.00	0.00	230.00	08/17/2017	08/17/2017	08/17/2017
							Check Amount:		\$230.00			
1	2188	N	TAHER INC	V80201	59609	0049925-IN	5,828.40	0.00	5,828.40	06/29/2017	06/29/2017	06/29/2017
							Check Amount:		\$5,828.40			
1	2788	N	THREE RIVERS PARK DISTRICT	V80201	59465	304998	36.00	0.00	36.00	08/08/2017	08/08/2017	08/08/2017
							Check Amount:		\$36.00			
1	6322	N	TRI COUNTY WATER CONDITIONING	V80201	59455	195024	157.00	0.00	157.00	08/08/2017	08/08/2017	08/08/2017
1	6322	N	TRI COUNTY WATER CONDITIONING	V80201	59458	194993	157.00	0.00	157.00	08/08/2017	08/08/2017	08/08/2017
1	6322	N	TRI COUNTY WATER CONDITIONING	V80201	59457	195032	157.00	0.00	157.00	08/08/2017	08/08/2017	08/08/2017
1	6322	N	TRI COUNTY WATER CONDITIONING	V80201	59456	195057	157.00	0.00	157.00	08/08/2017	08/08/2017	08/08/2017
							Check Amount:		\$628.00			
1	4148	N	TRI-DIM FILTER CORP	V80201	59645	1922523-1	8.90	0.00	8.90	08/23/2017	08/23/2017	08/23/2017
							Check Amount:		\$8.90			

## 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	6335	N	TRUSTED EMPLOYEES	V80201	59478	0720179775S	10.00	0.00	10.00	08/08/2017	08/08/2017	08/08/2017
							Check Amount:		\$10.00			
1	6037	N	UNIVERSAL ATHLETIC	V80201	59611	150-0027250-01	1,010.64	0.00	1,010.64	08/23/2017	08/23/2017	08/23/2017
							Check Amount:		\$1,010.64			
1	6546	N	US BANK	V80201	59462	4702521	425.00	0.00	425.00	08/08/2017	08/08/2017	08/08/2017
1	6546	N	US BANK	V80201	59461	4702522	425.00	0.00	425.00	08/08/2017	08/08/2017	08/08/2017
							Check Amount:		\$850.00			
1	6231	N	VocabularySpellingCity.com	V80201	59459	886875	806.25	0.00	806.25	08/08/2017	08/08/2017	08/08/2017
							Check Amount:		\$806.25			
							Report Total:		\$421,743.08			

\*Does not meet minimum amount

\*\*Exceeds maximum amount

## Electronic

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
p801p2	0716	42728	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	7/20/2017 0	N	USD	5,079.88
p801p2	0716	42728	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	7/20/2017 0	N	USD	2,984.48
p801p2	0716	42729	SBC		WX	1	1977	PERA	N	N	7/20/2017 0	N	USD	1,969.44
p801p2	0716	42729	SBC		WX	1	1977	PERA	N	N	7/20/2017 0	N	USD	3,669.38
p801p2	0716	42730	SBC		WX	1	2330	FEDERAL	N	N	7/20/2017 0	N	USD	4,951.22
p801p2	0716	42730	SBC		WX	1	2330	FEDERAL	N	N	7/20/2017 0	N	USD	1,312.16
p801p2	0716	42730	SBC		WX	1	2330	FEDERAL	N	N	7/20/2017 0	N	USD	5,610.52
p801p2	0716	42730	SBC		WX	1	2330	FEDERAL	N	N	7/20/2017 0	N	USD	3,334.90
p801p2	0716	42730	SBC		WX	1	2330	FEDERAL	N	N	7/20/2017 0	N	USD	1,456.32
p801p2	0716	42730	SBC		WX	1	2330	FEDERAL	N	N	7/20/2017 0	N	USD	6,227.22
p801p2	0716	42731	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	7/20/2017 0	N	USD	2,059.81
p801p2	0716	42731	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	7/20/2017 0	N	USD	1,463.01
p801p2	0716	42732	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	7/20/2017 0	N	USD	240.00
p801p2	0716	42732	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	7/20/2017 0	N	USD	10.00
p801p2	0716	42733	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	7/20/2017 0	N	USD	764.58
p801p2	0716	42733	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	7/20/2017 0	N	USD	600.00
p801p2	0716	42733	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	7/20/2017 0	N	USD	588.34
p801p2	0716	42733	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	7/20/2017 0	N	USD	1,400.00
p801p2	0716	42733	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	7/20/2017 0	N	USD	186.00
P80202	0716	42795	SBC		WX	1	1262	CITY OF BELLE PLAINE	Y	N	7/31/2017 0	Y	USD	3.59
P80202	0716	42795	SBC		WX	1	1262	CITY OF BELLE PLAINE	Y	N	7/31/2017 0	Y	USD	54.02
P80202	0716	42795	SBC		WX	1	1262	CITY OF BELLE PLAINE	Y	N	7/31/2017 0	Y	USD	155.76
P80202	0716	42795	SBC		WX	1	1262	CITY OF BELLE PLAINE	Y	N	7/31/2017 0	Y	USD	297.55
P80202	0716	42795	SBC		WX	1	1262	CITY OF BELLE PLAINE	Y	N	7/31/2017 0	Y	USD	407.31
P80202	0716	42795	SBC		WX	1	1262	CITY OF BELLE PLAINE	Y	N	7/31/2017 0	Y	USD	531.65
P80202	0716	42795	SBC		WX	1	1262	CITY OF BELLE PLAINE	Y	N	8/2/2017 00:	Y	USD	(3.59)
P80202	0716	42795	SBC		WX	1	1262	CITY OF BELLE PLAINE	Y	N	8/2/2017 00:	Y	USD	(54.02)
P80202	0716	42795	SBC		WX	1	1262	CITY OF BELLE PLAINE	Y	N	8/2/2017 00:	Y	USD	(155.76)
P80202	0716	42795	SBC		WX	1	1262	CITY OF BELLE PLAINE	Y	N	8/2/2017 00:	Y	USD	(297.55)
P80202	0716	42795	SBC		WX	1	1262	CITY OF BELLE PLAINE	Y	N	8/2/2017 00:	Y	USD	(407.31)
P80202	0716	42795	SBC		WX	1	1262	CITY OF BELLE PLAINE	Y	N	8/2/2017 00:	Y	USD	(531.65)
P80202	0716	42796	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	7/21/2017 0	N	USD	3.59
P80202	0716	42796	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	7/21/2017 0	N	USD	54.02
P80202	0716	42796	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	7/21/2017 0	N	USD	155.76
P80202	0716	42796	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	7/21/2017 0	N	USD	297.55

## Electronic

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P80202	0716	42796	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	7/21/2017 01	N	USD	407.31
P80202	0716	42796	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	7/21/2017 01	N	USD	531.65
P80202	0716	42797	SBC		WX	1	1486	FRONTIER	N	N	7/24/2017 01	N	USD	97.24
P80202	0716	42797	SBC		WX	1	1486	FRONTIER	N	N	7/24/2017 01	N	USD	97.24
P80202	0716	42797	SBC		WX	1	1486	FRONTIER	N	N	7/24/2017 01	N	USD	105.95
P80202	0716	42797	SBC		WX	1	1486	FRONTIER	N	N	7/24/2017 01	N	USD	1,329.94
P80202	0716	42798	SBC		WX	1	2336	XCEL ENERGY	N	N	7/24/2017 01	N	USD	1,004.68
P80202	0716	42799	SBC		WX	1	2800	MII LIFE - SELECT ACCOUNT	N	N	7/24/2017 01	N	USD	533.50
P80202	0716	42800	SBC		WX	1	2154	STATE BANK OF BELLE PLAINE	N	N	7/25/2017 01	N	USD	82.34
p802p1	0716	42804	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	8/4/2017 00	N	USD	6,931.40
p802p1	0716	42805	SBC		WX	1	1977	PERA	N	N	8/4/2017 00	N	USD	5,126.25
p802p1	0716	42806	SBC		WX	1	2330	FEDERAL	N	N	8/4/2017 00	N	USD	7,238.59
p802p1	0716	42806	SBC		WX	1	2330	FEDERAL	N	N	8/4/2017 00	N	USD	2,426.22
p802p1	0716	42806	SBC		WX	1	2330	FEDERAL	N	N	8/4/2017 00	N	USD	10,373.78
p802p1	0716	42807	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	8/4/2017 00	N	USD	3,062.40
p802p1	0716	42808	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	8/4/2017 00	N	USD	250.00
p802p1	0716	42809	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	8/4/2017 00	N	USD	764.58
p802p1	0716	42809	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	8/4/2017 00	N	USD	600.00
p802p1	0716	42809	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	8/4/2017 00	N	USD	724.34
p802p1	0716	42809	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	8/4/2017 00	N	USD	1,400.00
p802p2	0716	42820	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	8/18/2017 01	N	USD	8,449.34
p802p2	0716	42821	SBC		WX	1	1977	PERA	N	N	8/18/2017 01	N	USD	5,628.87
p802p2	0716	42822	SBC		WX	1	2330	FEDERAL	N	N	8/18/2017 01	N	USD	8,532.11
p802p2	0716	42822	SBC		WX	1	2330	FEDERAL	N	N	8/18/2017 01	N	USD	2,836.54
p802p2	0716	42822	SBC		WX	1	2330	FEDERAL	N	N	8/18/2017 01	N	USD	12,128.94
p802p2	0716	42823	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	8/18/2017 01	N	USD	3,638.98
p802p2	0716	42824	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	8/18/2017 01	N	USD	250.00
p802p2	0716	42825	SBC		WX	1	3319	DEPARTMENT OF EMPLOYMENT AND	N	N	8/18/2017 01	N	USD	1,081.11
p802p2	0716	42826	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	8/18/2017 01	N	USD	764.58
p802p2	0716	42826	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	8/18/2017 01	N	USD	600.00
p802p2	0716	42826	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	8/18/2017 01	N	USD	674.34
p802p2	0716	42826	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	8/18/2017 01	N	USD	1,400.00
P80202	0716	42836	SBC		WX	1	2336	XCEL ENERGY	N	N	8/7/2017 00	N	USD	10,102.25
P80202	0716	42836	SBC		WX	1	2336	XCEL ENERGY	N	N	8/7/2017 00	N	USD	9,077.27
P80202	0716	42836	SBC		WX	1	2336	XCEL ENERGY	N	N	8/7/2017 00	N	USD	7,649.16

## Electronic

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P80202	0716	42837	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	8/7/2017 00:N		USD	143.74
P80202	0716	42837	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	8/7/2017 00:N		USD	84.41
P80202	0716	42837	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	8/7/2017 00:N		USD	52.13
P80202	0716	42837	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	8/7/2017 00:N		USD	51.55
P80202	0716	42838	SBC		WX	1	2336	XCEL ENERGY	N	N	8/9/2017 00:N		USD	559.20
P80202	0716	42839	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	8/9/2017 00:N		USD	823.12
P80202	0716	42839	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	8/9/2017 00:N		USD	817.09
P80202	0716	42839	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	8/9/2017 00:N		USD	259.29
P80202	0716	42841	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	8/21/2017 0iN		USD	349.19
P80202	0716	42841	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	8/21/2017 0iN		USD	334.64
P80202	0716	42841	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	8/21/2017 0iN		USD	286.26
P80202	0716	42841	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	8/21/2017 0iN		USD	144.74
P80202	0716	42841	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	8/21/2017 0iN		USD	43.00
P80202	0716	42841	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	8/21/2017 0iN		USD	3.59
P80202	0716	42842	SBC		WX	1	2336	XCEL ENERGY	N	N	8/21/2017 0iN		USD	825.91
P80202	0716	42844	SBC		WX	1	1486	FRONTIER	N	N	8/23/2017 0iN		USD	1,327.74
P80202	0716	42844	SBC		WX	1	1486	FRONTIER	N	N	8/23/2017 0iN		USD	105.99
P80202	0716	42844	SBC		WX	1	1486	FRONTIER	N	N	8/23/2017 0iN		USD	97.24
P80202	0716	42844	SBC		WX	1	1486	FRONTIER	N	N	8/23/2017 0iN		USD	97.24
P80202	0716	42845	SBC		WX	1	2800	MII LIFE - SELECT ACCOUNT	N	N	8/23/2017 0iN		USD	548.90
<hr/>														
July PCARD														
Payroll 7/20/2017														
Payroll 8/05/2017														
Payroll 8/20/2017														
<hr/>														
<b>Total</b>														
<b>\$ 357,448.22</b>														



July 2017 Pcard

Card Holder	Transaction Date	Processing Date	Statement Date	Account Number	Merchant Name	Transaction Amount	Notes
Belle P Activities	7/13/2017	7/14/2017	7/27/2017		Purchase Coborn S Superstore	165.00	
Belle P Activities	7/13/2017	7/14/2017	7/27/2017		Purchase Target 00018333	36.36	
Belle P Activities	7/13/2017	7/14/2017	7/27/2017		Purchase The Home Depot #2841	109.92	
Belle P Activities	7/14/2017	7/17/2017	7/27/2017		Purchase Kwik Trip 33000003301	19.90	
Belle P Activities	7/14/2017	7/14/2017	7/27/2017		Purchase Coborn S Superstore	6.75	
Belle Plaine Comm Ed	6/28/2017	6/29/2017	7/27/2017		Purchase Bsn*sport Supply Group	1,061.24	
Belle Plaine Comm Ed	6/28/2017	6/29/2017	7/27/2017		Purchase Stages Theatre Company	274.00	
Belle Plaine Comm Ed	6/30/2017	6/30/2017	7/27/2017		Purchase Gopher Sport	722.94	
Belle Plaine Comm Ed	7/9/2017	7/10/2017	7/27/2017		Purchase Sams Club #6510	143.62	
Belle Plaine Comm Ed	7/10/2017	7/11/2017	7/27/2017		Purchase Amazon Mktpplace Pmts	48.48	
Belle Plaine Comm Ed	7/11/2017	7/12/2017	7/27/2017		Purchase Michaels Stores 6733	29.49	
Belle Plaine Comm Ed	7/13/2017	7/14/2017	7/27/2017		Purchase Borough Bowl	398.60	
Belle Plaine Comm Ed	7/16/2017	7/19/2017	7/27/2017		Purchase Hometown Inn & Suites	611.96	
Belle Plaine Comm Ed	7/16/2017	7/19/2017	7/27/2017		Purchase Hometown Inn & Suites	611.96	
Belle Plaine Comm Ed	7/21/2017	7/21/2017	7/27/2017		Purchase Coborn S Superstore	11.05	
Belle Plaine Comm Ed	7/24/2017	7/25/2017	7/27/2017		Purchase Coborn S Superstore	5.98	
Belle Plaine High School	6/27/2017	6/28/2017	7/27/2017		Purchase J W Pepper And Son Inc	446.44	
Belle Plaine High School	6/28/2017	6/30/2017	7/27/2017		Purchase Groth Music	60.60	
Belle Plaine High School	7/11/2017	7/13/2017	7/27/2017		Purchase McEa	350.00	
Belle Plaine High School	7/11/2017	7/13/2017	7/27/2017		Purchase McEa	350.00	
Belle Plaine High School	7/11/2017	7/13/2017	7/27/2017		Purchase McEa	350.00	
Belle Plaine High School	7/13/2017	7/14/2017	7/27/2017		Purchase Amazon Mktpplace Pmts	634.32	
Belle Plaine High School	7/13/2017	7/14/2017	7/27/2017		Purchase Amazon Mktpplace Pmts	1,127.68	
Belle Plaine High School	7/13/2017	7/14/2017	7/27/2017		Purchase Amazon Mktpplace Pmts	43.52	
Belle Plaine High School	7/13/2017	7/14/2017	7/27/2017		Purchase Amazon.Com	119.04	
Belle Plaine High School	7/19/2017	7/21/2017	7/27/2017		Purchase National Ffa Organizat	128.50	
Belle Plaine High School	7/19/2017	7/21/2017	7/27/2017		Purchase Sp * Applied Icon, Llc	318.76	
Belle Plaine High School	7/19/2017	7/20/2017	7/27/2017		Purchase Paypal *acda-Mn	279.00	
Belle Plaine High School	7/20/2017	7/21/2017	7/27/2017		Purchase Officemax/Officedepot6	15.98	
Belle Plaine High School	7/20/2017	7/21/2017	7/27/2017		Purchase Office Depot #1079	145.56	
Belle Plaine High School	7/20/2017	7/21/2017	7/27/2017		Purchase Smartsign	147.56	
Belle Plaine High School	7/20/2017	7/21/2017	7/27/2017		Purchase Officemax/Officedepot6	6.95	
Belle Plaine High School	7/20/2017	7/21/2017	7/27/2017		Purchase Office Depot #1090	2,574.20	
Belle Plaine High School	7/20/2017	7/21/2017	7/27/2017		Purchase Paypal *shezzasherl	60.00	
Belle Plaine High School	7/20/2017	7/21/2017	7/27/2017		Purchase Office Depot #1090	37.77	
Belle Plaine High School	7/22/2017	7/24/2017	7/27/2017		Purchase Paypal *64mari	89.00	
Belle Plaine High School	7/22/2017	7/24/2017	7/27/2017		Purchase Paypal *elpisnow	30.00	
Belle Plaine High School	7/22/2017	7/24/2017	7/27/2017		Purchase Paypal *riverranch	79.99	
Belle Plaine High School	7/22/2017	7/24/2017	7/27/2017		Purchase Paypal *minnesotatr	15.90	
Belle Plaine High School	7/22/2017	7/24/2017	7/27/2017		Purchase Paypal *alcantarasa	13.57	
Belle Plaine High School	7/22/2017	7/24/2017	7/27/2017		Purchase Paypal *millshidefu	30.00	
Belle Plaine High School	7/22/2017	7/24/2017	7/27/2017		Purchase Paypal *greatwestou	13.39	

July 2017 Pcard

Card Holder	Transaction Date	Processing Date	Statement Date	Account Number	Merchant Name	Transaction Amount	Notes
Belle Plaine High School	7/25/2017	7/26/2017	7/27/2017		Purchase Gts Educational Eve	130.00	
Belle Plaine High School	7/25/2017	7/26/2017	7/27/2017		Purchase Amazon Mktplace Pmts	25.93	
Belle Plaine Sd	6/28/2017	6/29/2017	7/27/2017		Purchase Usps Po 2607300172	119.00	
Belle Plaine Sd	7/6/2017	7/7/2017	7/27/2017		Purchase Emc Paradigm Publishin	211.04	
Belle Plaine Sd	7/8/2017	7/7/2017	7/27/2017		Purchase Hmco *books	146.86	
Belle Plaine Sd	7/11/2017	7/14/2017	7/27/2017		Purchase S&s Worldwide-Online	119.92	
Belle Plaine Sd	7/18/2017	7/20/2017	7/27/2017		Purchase Southbridge Shakopee C	39.00	
Belle Plaine Sd	7/19/2017	7/20/2017	7/27/2017		Purchase Amazon Mktplace Pmts	107.10	
Belle Plaine Sd	7/20/2017	7/21/2017	7/27/2017		Purchase Usps Po 2607300172	70.00	
Belle Plaine Sd	7/25/2017	7/26/2017	7/27/2017		Credit Voucher Amazon Mktplace	(17.85)	
Chatfield Elementary	7/5/2017	7/6/2017	7/27/2017		Purchase At Home Store #131	127.76	
Chatfield Elementary	7/5/2017	7/6/2017	7/27/2017		Purchase Dollar Tree	11.00	
Chatfield Elementary	7/5/2017	7/6/2017	7/27/2017		Purchase Michaels Stores 8608	22.97	
Chatfield Elementary	7/6/2017	7/7/2017	7/27/2017		Purchase Supreme School Sply We	193.02	
Chatfield Elementary	7/7/2017	7/7/2017	7/27/2017		Purchase Target 00013524	16.99	
Chatfield Elementary	7/10/2017	7/11/2017	7/27/2017		Purchase Ssi*school Specialty	567.38	
Chatfield Elementary	7/10/2017	7/11/2017	7/27/2017		Purchase Draphix/Teacher Direct	66.52	
Chatfield Elementary	7/12/2017	7/13/2017	7/27/2017		Credit Voucher Bsn*sport Supply C	(15.56)	
Chatfield Elementary	7/13/2017	7/13/2017	7/27/2017		Purchase Ssi*school Specialty	88.02	
Chatfield Elementary	7/19/2017	7/20/2017	7/27/2017		Purchase Ssi*school Specialty	55.95	
Chatfield Elementary	7/19/2017	7/20/2017	7/27/2017		Purchase Ssi*school Specialty	126.78	
Chatfield Elementary	7/19/2017	7/20/2017	7/27/2017		Purchase Ssi*school Specialty	41.59	
Chatfield Elementary	7/19/2017	7/20/2017	7/27/2017		Purchase Ssi*school Specialty	145.05	
Chatfield Elementary	7/19/2017	7/20/2017	7/27/2017		Purchase Ssi*school Specialty	257.01	
Chuck Keller	7/17/2017	7/18/2017	7/27/2017		Purchase Securitymetrics, Inc.	579.98	
Chuck Keller	7/25/2017	7/26/2017	7/27/2017		Purchase Usps Po 2607300172	28.75	
Kris Davis	6/28/2017	6/29/2017	7/27/2017		Purchase Bsn*sport Supply Group	10,961.14	
Kris Davis	7/1/2017	7/4/2017	7/27/2017		Purchase Plunketts	151.97	
Kris Davis	7/1/2017	7/4/2017	7/27/2017		Purchase Plunketts	182.26	
Kris Davis	7/1/2017	7/4/2017	7/27/2017		Purchase Plunketts	209.84	
Kris Davis	7/1/2017	7/4/2017	7/27/2017		Purchase Plunketts	233.62	
Kris Davis	7/6/2017	7/7/2017	7/27/2017		Purchase Metro Sales Inc.	925.50	
Kris Davis	7/6/2017	7/7/2017	7/27/2017		Purchase Metro Sales Inc.	341.51	
Kris Davis	7/7/2017	7/10/2017	7/27/2017		Purchase Mn Dept Health Vital R	180.00	
Kris Davis	7/11/2017	7/12/2017	7/27/2017		Purchase U Of M Arboretum Resvt	200.00	
Kris Davis	7/21/2017	7/24/2017	7/27/2017		Purchase Biffs Inc - Online	488.14	
Kris Davis	7/25/2017	7/27/2017	7/27/2017		Purchase Metro Sales Inc.	2,119.00	
Kris Davis	7/26/2017	7/26/2017	7/27/2017		Purchase Vzwrlls*apocc Visb	638.64	
Oak Crest Elementary	6/28/2017	6/29/2017	7/27/2017		Purchase Assoc Superv And Curr	158.05	
<b>Total</b>						<b>31,778.86</b>	

July 2017 Student Activities

Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Payment Description	Pay Date	Void	Curr	Amount
0716	42670	HSAC	8029	CH	3	6030	ADRENALINE FUNDRAISING	SEEDS, INSULATED CUPS	7/12/2017 0	N	USD	1,928.00
0716	42671	HSAC	8030	CH	3	7046	HEGGIES PIZZA	HEGGIES PIZZA FOR BBQ DAYS STAND	7/12/2017 0	N	USD	1,223.25
0716	42672	HSAC	8031	CH	3	7079	MELISSA HANSON	STARTING CASH FOR BBQ DAYS FOOD STAND	7/12/2017 0	N	USD	250.00
0716	42669	HSAC	8032	CH	3	4968	MINDY CHEVALIER	CANDY	7/12/2017 0	N	USD	95.96
0716	42680	HSAC	8033	CH	3	4926	BELLE PLAINE HERALD	TIGER LOGO, PAW PRINTS	7/17/2017 0	N	USD	600.00
0716	42680	HSAC	8033	CH	3	4926	BELLE PLAINE HERALD	TIGER LOGO, PAW PRINTS	7/17/2017 0	N	USD	1,100.00
0716	42679	HSAC	8034	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	JH STD CNCL - G7 TWINS FIELD TRIP	7/17/2017 0	N	USD	56.00
0716	42681	HSAC	8035	CH	3	7339	SCHMITT MUSIC	PINSTRIFE	7/17/2017 0	N	USD	342.18
0716	42738	HSAC	8036	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	BAND - COBORNS	7/20/2017 0	N	USD	19.76
0716	42738	HSAC	8036	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	TIGER CLUB - WALMART	7/20/2017 0	N	USD	190.89
0716	42738	HSAC	8036	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	BAND - SUBWAY	7/20/2017 0	N	USD	40.94
0716	42738	HSAC	8036	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CHOIR - COBORNS	7/20/2017 0	N	USD	56.38
0716	42738	HSAC	8036	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	SOFTBALL - DOMINOS	7/20/2017 0	N	USD	62.41
0716	42738	HSAC	8036	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CHOIR - DOMINOS	7/20/2017 0	N	USD	70.00
0716	42738	HSAC	8036	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	BAND - CROWN TROPHY	7/20/2017 0	N	USD	40.00
0716	42738	HSAC	8036	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	XC - SHAMELESS	7/20/2017 0	N	USD	1,000.00
0716	42739	HSAC	8037	CH	3	7079	MELISSA HANSON	BBQ DAYS SUPPLIES	7/20/2017 0	N	USD	108.72
										<b>Total</b>		<b>7,184.49</b>



BELLE PLAINE PUBLIC SCHOOLS  
STAFF HANDBOOK  
2017-2018



MISSION STATEMENT:  
EXPECTING EXCELLENCE FROM EVERYONE, EVERYDAY!

ADMINISTRATIVE TEAM

DAVE KREFT, PRINCIPAL  
MINDY CHEVALIER, ASSISTANT PRINCIPAL

## 2017-2018 CLASS TIME SCHEDULE

STUDENTS ALLOWED IN ACADEMIC WINGS	8:00
WARNING BELL	8:25
PERIOD 1	8:30-9:16
PERIOD 2	9:20-10:06
ADVISORY	10:10-10:40
PERIOD 3	10:44-11:29
JUNIOR HIGH LUNCH	11:29-11:54
PERIOD 4 - HS	11:33-12:18
PERIOD 4 - JH	11:59-12:44
HIGH SCHOOL LUNCH	12:18-12:44
PERIOD 5	12:48-1:33
PERIOD 6	1:37-2:23
PERIOD 7	2:27-3:13

## 2 HOUR LATE START TIME SCHEDULE

PERIOD 1	10:30 – 11:03
PERIOD 2	11:07 – 11:40
JUNIOR HIGH LUNCH	11:40 – 12:06
PERIOD 3 - JH	12:10 – 12:43
PERIOD 3 - HS	11:44 – 12:17
HIGH SCHOOL LUNCH	12:17- 12:43
PERIOD 4	12:47 – 1:20
PERIOD 5	1:24 – 1:57
PERIOD 6	2:01 – 2:34
PERIOD 7	2:38 – 3:13

## ACTIVITY DAY SCHEDULE

STUDENTS ALLOWED IN ACADEMIC WINGS	8:00
WARNING BELL	8:25
PERIOD 1	8:30-9:16
PERIOD 2	9:20-10:06
PERIOD 3	10:10-10:56
JUNIOR HIGH LUNCH	10:56-11:26
PERIOD 4 - HS	11:00-11:46
PERIOD 4 - JH	11:31-12:12
HIGH SCHOOL LUNCH	11:46-12:12
PERIOD 5	12:16-1:02
PERIOD 6	1:06-1:52
PERIOD 7	1:56-2:42
ACTIVITY	2:46-3:13

# **TEACHER EXPECTATIONS**

## **DRESS CODE**

Teachers should dress professionally. During spirit weeks, teachers may dress up per the theme of the day.

## **TEACHER HOURS**

The workday is from 7:30 am to 3:30 pm, or eight consecutive hours with a 25 minute duty free lunch period. Teachers should be available for 7:30 a.m. for meetings, help with students, etc.

## **ASSEMBLIES AND PEP FESTS**

Teachers are required to attend all programs, pep fests, and assemblies during the school day and assist monitoring students. Teacher should sit among students, not in a separate seating/standing area. The higher the level of staff involvement, the higher the level of student involvement.

## **MEETING EXPECTATIONS**

The time of all staff members is very valuable. Meetings, in general, should have an agenda communicated out before hand. In order to maximize the efficiency and productivity of meetings, the following expectations are in place:

- Be punctual - be on time for your portion of the meeting
- Be prepared - have all documents accessible and technology with you
- Be engaged - engage in professional conversation as designated
- Be a problem solver - when a challenge is presented, look to positive problem solve
- Be "present" - refrain from technology use other than what is designated
- Be a communicator - share feedback after the meeting, communicate absences from a meeting in advance of the meeting

## MEETING SCHEDULE

### Building Meeting Schedule 17-18

Days	Chatfield	Oak Crest	7-12
<b>Monday</b>	<ol style="list-style-type: none"> <li>1.</li> <li>2. Staff</li> <li>3. SAT</li> <li>4.</li> </ol>	<ol style="list-style-type: none"> <li>1. Staff Meeting</li> <li>2. SAT</li> <li>3.</li> <li>4.Character Ed</li> </ol>	English & Social PLC
<b>Tuesday</b>	<ol style="list-style-type: none"> <li>1. Child Study (Jamie)</li> <li>2. Child Study</li> <li>3. Child Study</li> <li>4. Child Study</li> </ol>	Grades 3 & 4 PLC	<ol style="list-style-type: none"> <li>1. SH - I-Team</li> <li>2. Staff Meeting</li> <li>3. JH- I-Team</li> <li>4. Nuts &amp; Bolts</li> </ol>
<b>Wednesday</b>	Grades PK & Grade 1	Child Study (Jamie)	<ol style="list-style-type: none"> <li>Math and Science PLC</li> <li>2. Climate Committee</li> </ol>
<b>Thursday</b>	Kdg & Grade 2 PLC  K-12 Specialist PLC  SPED PLC	Specialist PLC <ol style="list-style-type: none"> <li>1. ITEAM (Jess)</li> <li>2.</li> <li>3. ITEAM (Jess)</li> <li>4.</li> </ol> SPED PLC	K-12 Specialist PLC  SPED PLC
<b>Friday</b>	<ol style="list-style-type: none"> <li>1. ITEAM (Jessica)</li> <li>2. ITEAM</li> <li>3. ITEAM</li> <li>4. ITEAM</li> </ol>	Grades 5 & 6 PLC	<ol style="list-style-type: none"> <li>1. Grading for Learning</li> <li>2. Child Study</li> <li>3. Staff Breakfast!</li> <li>4. Child Study</li> </ol>

### ADVISORY

*Belle Plaine Schools Advisory program will provide academic support, personal academic guidance, and foster positive student-adult relationships.*

Advisory is held 5 days per week for 30 minutes each day. Advisors are expected to keep students in their classroom unless they know where the student is going.

- **Academic Support** - availability of all adults for academic assistance with specific students designated for academic intervention. With shifts in grading practices, we are able to provide more focused and purposeful intervention.
- **Personal Academic Guidance** - targeted age-appropriate activities from the Minnesota Career Information System (MCIS)
- **Positive Student/Adult Relationships** - students will meet with the same teacher throughout the year during advisory, with conversations on academic, social, and guidance needs

## **HALLWAY SUPERVISION**

Active supervision provides an opportunity for teachers to form relationships with students and prevent behavior issues in the hallway. Teachers are expected to be in the hallway between classes and engage students in conversations.

## **LUNCH SUPERVISION**

Lunch supervisors serve an important role in keeping a safe, well managed lunch time. Principals will designate specific locations for supervision, which may include: the hallways, the front of the lunch line, the lunch line, near lunch tables in the commons area, and the area at the end of the commons. Consistent expectations in all of the locations include:

- Being at their post at the designated time
- Communicating to substitutes their responsibilities
- Controlling student traffic to areas considered “off limits” during lunch
- Preventing high school students from eating during junior high lunch and vice versa
- Monitoring the sound level
- Engaging students in conversation and developing relationships
- Preventing students from “cutting” in line
- Working with food service on disrespectful students

## **SICK DAYS**

All staff members, whether they need a substitute or not, should go online to Frontline Education to enter an absence before 6:00 am. Teachers who have a planned absence can go online several days in advance to ensure a substitute is assigned. Teachers must supply lesson plans for the substitutes. The front office staff are not able to take or explain lesson plans during the very busy period at the beginning of the school day.

## **SUBSTITUTE TEACHERS**

Teachers are expected to always leave detailed lessons plans, including pertinent policies and procedures i.e.- the library pass system, TA rules, etc. Teachers are also expected to follow through on any notes regarding discipline problems that the substitute may have had.

## **SCHOOLGY/INFINITE CAMPUS**

**Infinite Campus** is a tool used to inform families of attendance and grade progress. Infinite Campus provides the most accurate final grade at designated academic checks. Belle Plaine Schools utilizes **Schoology** as our learning management system (LMS). Staff members utilize Schoology to house much of the course content utilized day-to-day in class. It is an essential tool in staying organized and up-to-date on current class developments. Staff members utilize Schoology to inform parents and students about upcoming events.

Teachers will communicate, using district tools, at least two days in advance of upcoming tests. The communication will also included the expected timeline for the reassessment to take place.

## **CONFERENCES/OPEN HOUSE**

An open house is held as the year starts, with 7th graders and new students having a particular schedule to follow. Other teachers are available to assist with iPad distribution and to welcome students to the academic year. Conferences are held during the school year to invite parents into our building. Conferences take place in the fall and late winter from 3:30-7:30. During conferences, teachers are available in their classrooms as parents and students stop in. Students are encouraged to come with parents. Parents do not set up times to visit teachers. Recommendations for conference conversations include:

- Be honest - be professional as you share student progress
- Be constructive - provide feedback on where the student is and where they can go - we all have something we can improve upon
- Be available - be in/near your classroom as families are looking to visit with you
- Discuss learning, not just grades - parents want to hear about more than what they just see on Infinite Campus
- Share highlights of your curriculum - hopefully you can encourage parents to engage their child in conversation on the curriculum too

## **CLASSROOMS**

Administration designates the optimal classroom for teachers, based on subject area, grade level, and necessary space. Any change in classroom space will be designated by administration. If a staff member desires a location change, a request should be made in May the academic year before the change is desired. Administration will make a decision based on subject area, grade level, and space needed. Classrooms are cleaned each summer and should be left in a way that allows the summer cleaning crew to accomplish their task efficiently. If a certain arrangement is desired, communication and documentation (check out sheet and pictures) should take place at the end of the academic year. The checkout process will include an opportunity to identify items that should be fixed in the classroom. All facilities repairs and request during the school year should be submitted through the web help desk.

## **PURCHASING PROCESS**

Budgets are managed at the building level. An allocation is provided to the principal to address building level needs. Teachers make requests to the building principal using the order request options available in the Employee Self-Service System. Purchases made on your own, prior to an approval, will not be reimbursed by the district.

## **STUDENT ACTIVITY ACCOUNTS**

Forms and procedures can be obtained from the activities office. All advisors managing student organizations must have proper forms and documentation on file, which includes leadership positions identified, a copy of meeting minutes, and fundraising forms.

## **END OF YEAR PROCEDURES**

During the month of May, the principal will identify items that must be completed before summer check out takes place. Some of the required items on the checklist will include: reporting final grades, identifying summer school students, completing the Teacher's Learning Log, addressing technology department requests.

## **CONTINUING EDUCATION UNITS**

The principals collect and distribute a document with internal professional development hours. Teachers will identify which opportunities they took part in. Teachers are responsible for collecting and keeping track of their CEUs necessary for license renewal and will submit the necessary paperwork to the Continuing Education Committee. The Chair of this committee is Jill Provancha x789.

## **TEACHER EVALUATIONS**

As we know as educators, providing specific feedback is valuable in the learning process. Our teacher evaluation model is built upon feedback. At the beginning of each year, the principal shares the documents that will be used for evaluation. The principal will identify what events are required in the learning log and all components must be complete before checkout takes place at the end of the year. Some of the necessary events in the process include:

- Beginning of the year reflection
- Beginning of the year meeting with the principal
- Goal(s) identification
- During the year reflection on informal observations
- During the year reflection on formal observations
- Reflection on student survey
- End of the year reflection on goals and preview for the next year

## **GRADING**

All building levels consistencies are identified in our [Grading for Learning document](#). Staff members are expected to follow the consistent expectations laid out for the building and those identified in their PLCs.

### **GRADING TIMELINE**

Grades are reported each **semester**. Academic checks take place every 4-5 weeks. Academic checks will be communicated with parents, but only the **semester** grade impacts credit attainment, class rank, and grade point average. Infinite Campus provides a composite grade of the entire semester. Honor rolls are determined at the end of each semester.

The academic reporting and semester grade reports for the 2017-18 school year are:

- Academic check #1
  - October 4th - 1st semester
  - February 21st - 2nd semester
- Academic check #2
  - November 7th - 1st semester - mid term
  - March 23rd - 2nd semester - mid term
- Academic check #3
  - December 14th - 1st semester
  - May 1st - 2nd semester
- Semester Ends - Grade Reported

- January 19th - 1st semester
- May 31st - 2nd semester

## GRADING MARKS

Grading Mark	Definition	Impact on Grade Calculation	When it is Used	When it is Used
<b>T</b>	Turned in	None	During the grading term	To acknowledge a student has made a submission. May indicate that a teacher has received the submission and is in the process of grading it.
<b>M</b>	Missing	Equals a "0"	During the grading term	To indicate that a student has not turned in the assignment at the time designated by the teacher. Generally, the submission may still be made. This will be used when a student has been absent.
<b>L</b>	Late	None	During the grading term	To indicate that a submission was made beyond the teacher designated deadline. The submission may still receive full credit. Late will still be "checked" when the submission is made.
<b>Ch</b>	Cheated	None	During the grading term	To indicate that the student cheated on the submission. Students may still receive a score on the submission. Office is notified of academic integrity violation at the time of the violation.
<b>X</b>	Exempt	None	During the grading term	To indicate that the student does not have to complete the submission. This may be used when a student transferred in or has had prolonged absenteeism.
<b>Dr</b>	Dropped	None	During the grading term	To indicate that the score is not being calculated in their grade, based on the the teacher's decision
<b>Dr</b>	Dropped	None	At the point of the term when the student is dropped	To indicate that the student is no longer enrolled in the class.
<b>IP</b>	In Progress	None	Midpoint of the grading term	To indicate that a student is adequately progressing through the designated material.
<b>I</b>	Incomplete	None	During the grading term	To indicate that a submission has been started, but is not completely done or to indicate a submission was made without all of the necessary work complete.
<b>I</b>	Incomplete	None	End of the grading term	To indicate that work is missing at the end of the grading term. Students are still able to complete missing work. Incompletes default to the grade earned 2 weeks after grades are due. Teachers may submit grade changes throughout the incomplete window.
<b>P</b>	Pass	N/A	During the grading term End of the grading term	To indicate that a student has passed or is passing the class. This is most frequently used in college classes at the quarter or classes where a student or the IEP has designated it as "pass" or "fail."
<b>F</b>	Fail	N/A	During the grading term End of the grading term	To indicate that a student has failed or is failing the class.

## ACADEMIC INTEGRITY

A violation of our academic integrity policy is compromising the integrity of the academic work and includes plagiarism, cheating, and stealing of information. Academic dishonesty can include taking information and passing it off as your own, the unauthorized utilization of technology or other materials, sharing answers with others, or the unauthorized distribution of materials.

Severity of offense will be considered. Consequences may include but are not limited to:

1st Offense/Consequence	2nd Offense/Consequence in academic year, does not need to be in the same subject	3rd Offense/Consequence in academic year, does not need to be in the same subject
<ul style="list-style-type: none"> <li>● <a href="#">Academic Integrity Form Completed</a></li> <li>● Documented</li> <li>● 2 hours of detention</li> <li>● Alternative Assignment or "Redo" Provided</li> <li>● Conference between Student, Teacher, and Administrator</li> <li>● Parent Contacted by Administrator or Teacher</li> </ul>	<ul style="list-style-type: none"> <li>● <a href="#">Academic Integrity Form Completed</a></li> <li>● Documented</li> <li>● 1 day in school suspension</li> <li>● Alternative Assignment or "Redo" Provided</li> <li>● Plan of Action and Reflection Written</li> <li>● All teachers and coaches informed of infraction</li> <li>● Conference between Parent (s), Student, Counselor, Teacher, and Administrator</li> <li>● MSHSL Code of Conduct - loss of 1 competition</li> </ul>	<ul style="list-style-type: none"> <li>● <a href="#">Academic Integrity Form Completed</a></li> <li>● Documented</li> <li>● 2 days in school suspension</li> <li>● Zero on assignment</li> <li>● Assignment/task must be completed to earn credit in the class</li> <li>● All teachers and coaches informed of infraction</li> <li>● Conference between Parent (s), Student, Counselor, Teacher, and Administrator</li> <li>● MSHSL Code of Conduct - loss of 2 weeks of activities or 2 contests whichever is greater.</li> </ul>

# STUDENT EXPECTATIONS & DISCIPLINE

## STUDENT DRESS CODE

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. Reference the BPHS Student Handbook for a description of the student dress code. Teachers who notice student dress code violations should call the front office who will alert counseling staff. Counseling staff will do their best to address the violation in a timely and respectful manner.

## STUDENT ATTENDANCE

Please take attendance in the first five minutes of each class period. A phone call goes out to parents letting them know their child(ren) has been marked absent without an excuse at 9:00 am, 1:00 pm, and 3:00 pm each day. The building secretary will follow up at the end of each day with any unverified marked absences. Unexcused absences are taken care of in the office. Consequences for unexcused absences will be determined by building administrators. Administrators reserve the right to adjust consequences at their discretion, on a case-by-case basis.

## TARDY POLICY AND PROCEDURE

Teachers are responsible for marking students tardy for all classes they instruct in Infinite Campus. If a student is 15 or more minutes tardy to a class period they will be marked absent for the entire hour. Being tardy in the **same** class three times will result in detention. The tardy reports are run on a weekly basis by the detention supervisor. The detention supervisor will fill out and deliver detention slips to teachers who are responsible for issuing to students. Office staff will follow upon those students serving detention.

Attendance reports are run on a weekly basis. The following policy is followed:

- **Six** or more unexcused absences a courtesy letter is sent home to parents.
- **Fifteen** or more absences a courtesy letter is sent home and the student is required to obtain a doctors note for any further absences.
- **Nine** or more unexcused class periods a courtesy letter is sent home to inform parents, that refers to Scott County's truancy guidelines. A student support plan is put in place to better assist the student.
- **One** unexcused class period = 1 hour of detention
- **Four** or more unexcused periods = 1 day of in-school suspension

## PASSES

Teachers manage the flow of their classroom and should use professional judgement when allowing students to leave the classroom once class has begun. These should be rare occurrences and students should have a pass whenever they leave the classroom. The teacher makes the determination if a student is abusing the privilege to leave the classroom.

## **CELL PHONES**

All electronic devices including, but not limited to, cell phones, radios, CD players, pagers, gaming devices, MP3 players, iPods, etc. must be turned off and concealed during instructional time and while in the media center and computer labs unless authorized by the classroom teacher for instructional purposes. Making or receiving a call or messaging may only occur before or after school, during the individual student's assigned lunch or during passing time. The use of ear buds in classrooms will be at the teacher's discretion. Headphones and earbuds should not be worn around the neck unless used for instructional purposes. Belle Plaine High School assumes NO RESPONSIBILITY for the loss or theft of any electronic devices nor is it obligated to investigate any loss or theft. If you are concerned about loss or theft, *leave the device at home.*

### Consequences:

Referral #1: Confiscation of the device plus verbal warning. Student will pick up device at the end of the day from the Principal.

Referral #2: Confiscation of the device. Parent will pick up the device at the end of the day from the Principal or make accommodations for retrieval.

Referral #3: (Insubordination) Confiscation of the device plus student will be required to check device into the office for an extended period determined by administration. Student will pick up device at the end of the day from the Principal.

Referral #4: (Insubordination) Confiscation of the device plus parent meeting for alternate plan of the student's possession of the device.

## **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.

## **OFFICE REFERRAL PROCESS**

Teachers have the need to manage their classroom and prevent major interruptions. It is at the teacher's discretion to remove a student from their classroom. When the behavior warrants classroom removal, the teacher will send the student to the office and inform Jill Leonard (403) in the office that a student has been sent. Upon arriving in the office, the student will complete the [Office Accountability Form](#).

## MAJOR/MINOR BEHAVIORAL INCIDENTS

This behavior chart serves as a guideline for managing student behavior. Repetitive or frequent behavior with the “Classroom Managed” category will be referred to the office.

	<b>Classroom Managed</b>	<b>Office Referral</b>
<b>Abuse of Technology</b>	<ul style="list-style-type: none"> <li>● Use during class when not directed by teacher</li> <li>● Taking another student’s charger or iPad</li> <li>● Accessing videos, games, or social media sites</li> <li>● Uncharged devices</li> </ul>	<ul style="list-style-type: none"> <li>● Refusal to relinquish device when asked by staff member</li> <li>● Damaging equipment</li> <li>● Inappropriate content</li> </ul>
<b>Electronic Devices</b>	<ul style="list-style-type: none"> <li>● Use of cell phone or electronic device without permission</li> <li>● iPad is uncharged or is in the student’s locker</li> <li>● Using headphones</li> </ul>	<ul style="list-style-type: none"> <li>● Taking pictures/video without the teacher’s direction</li> <li>● Refusal to relinquish device when asked by staff member</li> <li>● Inappropriate content or websites</li> <li>● Repeated occurrences of the behavior after it has been addressed by the teacher</li> </ul>
<b>Peer Issue</b>	<ul style="list-style-type: none"> <li>● Arguing</li> <li>● Verbal or physical taunts (poking another student, teasing behavior)</li> <li>● Hiding or playing with another student’s belongings</li> <li>● Spreading rumors</li> <li>● Excluding others from a group assignment or activity</li> </ul>	<ul style="list-style-type: none"> <li>● Physically/verbally intimidating or threatening behavior</li> <li>● Student calls another student a derogatory name</li> <li>● Stealing another student’s belongings</li> <li>● Physical altercation</li> <li>● Offensive or insulting language</li> <li>● Repeated intentional bullying behavior</li> <li>● Cyber bullying</li> </ul>

<p><b>Disruptive Conduct</b></p>	<ul style="list-style-type: none"> <li>● Blurting</li> <li>● Inappropriate language</li> <li>● Continual talking in class</li> <li>● Repeatedly getting up out of seat during lecture</li> <li>● Reckless use of lab equipment, unsafe practices</li> <li>● Sleeping in class, head down on desk</li> <li>● Unintentional rudeness, student is approachable</li> </ul>	<ul style="list-style-type: none"> <li>● Threatening behavior</li> <li>● Throwing something at a teacher</li> <li>● Continued behavior of getting out of seat after already addressed by teacher</li> <li>● Language or attitude directed toward the teacher or disrupts learning, student is unapproachable or is in need of more support</li> <li>● Repeated refusal to follow redirection</li> </ul>
<p><b>Nuisance Objects</b></p>	<ul style="list-style-type: none"> <li>● Minor objects that are distracting but not dangerous and include pencils, pens, headphones, laser pointers, water bottles, bouncy balls, rubber bands, food, gum</li> </ul>	<ul style="list-style-type: none"> <li>● Objects that are distracting and dangerous including anything that would be perceived as a weapon</li> <li>● Repeated occurrences of the behavior after it has already been addressed by the teacher</li> </ul>
<p><b>Insubordinate and/or Disrespectful Behavior</b></p>	<ul style="list-style-type: none"> <li>● Language</li> <li>● Work refusal</li> <li>● Excessive talking</li> <li>● Unintentional, bad day behaviors</li> </ul>	<ul style="list-style-type: none"> <li>● Repeated occurrences of the behavior after it has already been addressed by the teacher</li> <li>● Inappropriate language that is more vulgar or threatening in nature</li> </ul>
<p><b>Physical Behavior</b></p>	<ul style="list-style-type: none"> <li>● Students chasing each other or good-natured roughhousing (poking behaviors, wrestling behavior, etc.)</li> <li>● Misuse of tools, machinery, and classroom equipment</li> </ul>	<ul style="list-style-type: none"> <li>● Excessive physical force</li> <li>● Behavior that could result in injury or destruction of another's property</li> </ul>
<p><b>Dangerous, Harmful, Nuisance Substances &amp; Articles</b></p>	<ul style="list-style-type: none"> <li>● Food and beverages in the classroom</li> </ul>	<ul style="list-style-type: none"> <li>● Alcohol, illegal drugs, narcotics, tobacco, matches or lighters</li> </ul>

<p><b>Vandalism</b></p>	<ul style="list-style-type: none"> <li>• Writing on desk, books, posters, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Damaging another student's materials</li> <li>• Breaking equipment/furniture</li> <li>• Repeated offenses of behavior</li> <li>• Language or message is malicious in nature</li> <li>• Destroying property such as carving name in desk, slamming iPad onto the ground</li> </ul>
<p><b>Plagiarism/Cheating</b></p>	<ul style="list-style-type: none"> <li>• Non-graded work (teacher discretion)</li> </ul>	<ul style="list-style-type: none"> <li>• Cheating in any form is reported to the office (copying, plagiarizing, providing or receiving answers to exams, quizzes, papers, assignments, or projects)</li> </ul>
<p><b>Improper Dress</b></p>	<ul style="list-style-type: none"> <li>• Excessively revealing clothing including backless, strapless, or halter-tops and/or low cut shirts.</li> <li>• Shorts and skirts not of appropriate length</li> <li>• Headgear - hats, bandanas, or hoods worn by students</li> <li>• Clothing and accessories with improper or objectionable pictures, gestures, or language; this includes sexual content, illegal substances, or target a specific group of people</li> </ul>	<ul style="list-style-type: none"> <li>• If student does not turn the item inside out or remove the item</li> <li>• If staff member does not feel comfortable addressing the attire with the student a phone call to the front office should be made, they will inform counselors or administrators</li> </ul>

**PENALTIES**

Administrators use [this matrix](#) as a guideline for determining consequences.

**DETENTION**

Detention is every day from 7:30 until 8:20 in the detention supervisor's room, unless otherwise noted. 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. Failure to serve the detention in one week will result in doubled detention. If still unserved it becomes in school suspension. Detention slips are available that designate times and locations. Detentions may be issued by any staff member.

## **CHEMICAL USE SUSPECTED**

If you suspect a student may be under the influence or you have suspicion of prior or future planned use; please follow these [action steps](#) to ensure the safety of our school.

# **BUILDING EXPECTATIONS**

## **STUDY HALLS**

Study hall is a quiet work environment for students. Students are provided with feedback from the study hall supervisor and may seek assistance from peers and the study hall supervisor.

### **Expectations:**

- Study hall supervisor accesses Infinite Campus grade reports every Monday.
- Students who are missing work are not allowed to leave study hall, unless specific permission for an academically purposeful activity is given by a staff member.
- Students who are leaving the study hall space, are expected to:
  - Stay in the study hall room until attendance is taken and the supervisor grants permission to leave
  - Present a pass to the study hall supervisor and to the supervisor of the area they are reporting to
  - Sign out upon leaving study hall. Only one student is allowed out of study hall for short-term destinations (rest room, locker, drinking fountain, etc.)
  - Sign in upon returning to study hall. Students must return to study hall at the end of the hour.
- Students who are tardy for study hall may not leave study hall for that day.
- The media center supervisor grants passes to that space. Once the designated number of students have received passes, a student may only leave study hall when the study hall supervisor checks with the media center supervisor.
- Students who are receiving media center passes may receive passes for purposeful academic work.
- Students are not to be sent to the media center during Advisory Time.
- During junior high study halls, the first 20 minutes of the time is spent reading. Students should have reading materials prepared.

## **TEACHER AIDES**

Working as a Teacher's Aid (TA) is an important responsibility. The teacher will designate the specific tasks and responsibility of the TA. In addition to the tasks requested by the teacher, a TA is sometimes privy to critical or sensitive material, and must conduct themselves appropriately.

**The following are our policies for Teacher Aides:**

- TA assignments may be changed or ended at any time, especially at the end of the semester.
- TAs are to assume everything they see or do as part of their work, is strictly confidential unless the cooperating teacher expressly indicates otherwise. A TAs is never to discuss or share information or material they come in contact with during their duties.
- TAs MUST attend the designated time as if it were a class. Excused absences should be reported in advance to the office, and the teacher should be contacted, if possible, in advance. Failure to attend TA hour will result in an unexcused absence.
- It is the TAs responsibility to bring work or reading material to the teacher's classroom in case there is not enough work for them to do.
- TAs are not to be in the hallways, media center or off campus during their designated times. TAs will remain in the classroom of their assigned teacher.
- TAs should exercise respect and professionalism during all interactions with their teacher, other staff, and students. This includes not interrupting classes and yielding to staff that need to use copiers, fax machines, computers, etc.
- Teachers' workroom is off limits to TAs.

## **TECHNOLOGY**

**Secure WiFi Access:** It is the district's policy that only district owned devices will be placed on our secure network, TigerSecure. TigerGuest is an open network you may access at anytime from your personal device(s). Please see an IT specialist if you need assistance accessing the guest network.

**Long-Term Substitute Teachers:** When staff members are out on leave and a long term substitute is appointed, the substitute will use that staff member's district owned technology.

Long term substitute teachers will also be given their own district email address.

**Student Teachers:** When a student teacher is assigned to the district they will be given access to the secure network on their personal device. No district owned devices will be assigned.

Exceptions will be made on a case by case basis, to be determined by the IT Director.

**Personal Use of District Technology:** If a district staff member chooses to use the device for non-professional related purposes or store personal information on it, the district is not responsible for backing up or recovering that content. The role of our IT staff is to ensure that all district technology and school related software is performing optimally.

**Damages & Repairs:** It is understood that accidents happen and occasionally technology hardware will be damaged, for this reason the department policy includes a first time damage repair at no cost to the staff member. Subsequent damage repairs will have associated fees that will be determined by the severity of damage and total cost of repair and/or replacement.

**Technology Requests/Purchases:** Technology requests should be made first to the IT specialist in your building via the Help Desk. If the item requested is not currently available in the district a request for purchase MAY be forwarded to the director of technology.

**Printing:** Staff have access to the printer/scanner/copier units in the office of each building and the district office. One additional printing unit may be accessible to staff depending on the building. Finite quantities of color toner will be purchased for the school year at each building, once the toner is gone no additional toner will be purchased. Confidential printing is possible through hold jobs using your staff code. Every effort made to conserve paper and toner resources is greatly appreciated.

**Technology Checkout:** A variety of additional technology hardware is available to checkout on an as-needed basis. This includes, but is not limited to: microphones, USB disk drives, laptop chargers, projectors, speakers, presentation clickers, doc cams, laptops/Chromebooks, dongles, computer labs. Chromebook cart and computer lab checkout is done via Google Calendar. For assistance requesting an item for checkout please speak to the IT specialist in your building.

### **BE RED**

The Be RED campaign is an inclusive program intended to improve culture for both staff and students at Belle Plaine Public Schools. Part of this program includes posters with detailed behavioral expectations for various building settings. Staff are asked to positively reinforce these expectations by awarding Be RED tickets to students. Other events throughout the year will be held for both students and staff to maintain a positive work and learning environment.

### **EVENT PASSES**

Teachers attendance at extracurricular events helps build student relationships. Teachers are encouraged to attend such activities. To promote attendance, teachers and his/her spouse are provided with an activity pass to allow them into most extracurricular activities free of charge. Passes can be obtained from the activities office.

### **LIBRARY AND FLEXIBLE LEARNING SPACES**

**Library:** students need to sign up for a pass before hand, limited to 15-20 students. If you need to send a single student from your class you need to call and receive confirmation from the media specialist. Students will not be permitted in if a class has the space reserved. TA's are not allowed to be in the library under ANY circumstances. Senior privileges are not to be served in the library. Teachers can use the library for classes by checking it out via the Google Calendar.

**Flex Room:** When kids are indirectly or directly supervised by staff. Not a resource room for specialists.

**Commons:** Only if directly supervised by staff. NOT for flex students or TAs. This is a space that may be utilized for senior privileges.

**Resource Room:** A space designated for pull out special education needs.

### **FACILITY USE**

Use of other facilities in the building other than your classroom must be reserved in one of two systems. For the media center or computer lab please reserve using the Google calendar. For the commons area, gyms, conference rooms, or PAC please contact Teri Kiewatt or Laurie Fogarty the activities secretary so a reservation can be made on the facilities calendar.

## LETTERHEAD

Staff are provided with district letterhead for school correspondence. Below are electronic versions of the letterhead. Letterhead in Microsoft Word format are available from the District Office:

- [District Letterhead](#) - includes those with district wide responsibilities
- [Administrative Letterhead](#) - includes building level administration

## LOGOS

We have identified consistent logos and lettering to be used for our district. The logos are expected to be used by district organizations and may be used by outside organizations. We desire and promote a consistent identity for our district. [The logos are available here](#). If a different version of the logo is desired, please contact Dave Kreft.

## EMERGENCY DRILLS/SEVERE WEATHER

Procedures are posted within classrooms on what to do in case of emergencies, such as severe weather and fire drills. Teachers should be familiar with safety procedures in the spaces they are using.

## LOCKDOWN

One means of securing the school is to implement lockdown procedures. Lockdowns are practiced throughout the year. Staff may or may not be made aware of upcoming drills. A message about this being a “drill” will take place at the time of the all clear. Staff members are expected to treat drills seriously, but not to create a sense of panic amongst students. 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.”

# **Student Handbook**

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

**Belle Plaine Jr./Sr. High**  
**Independent School District No. 716**



220 S. Market Street • Belle Plaine, Minnesota 56011  
<http://www.belleplaine.k12.mn.us>

**WELCOME TO  
BELLE PLAINE JUNIOR HIGH SCHOOL**

This guide has been designed to provide you with information about policies and procedures for Belle Plaine Jr./Sr. High students. 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.

**SCHOOL DAY**

**2017-2018 CLASS TIME SCHEDULE**

<b>STUDENTS ALLOWED IN ACADEMIC WINGS</b>	<b>8:00</b>
<b>WARNING BELL</b>	<b>8:25</b>
<b>PERIOD 1</b>	<b>8:30-9:16</b>
<b>PERIOD 2</b>	<b>9:20-10:06</b>
<b>ADVISORY</b>	<b>10:10-10:40</b>
<b>PERIOD 3</b>	<b>10:44-11:29</b>
<b>JUNIOR HIGH LUNCH</b>	<b>11:29-11:54</b>
<b>PERIOD 4 - HS</b>	<b>11:33-12:18</b>
<b>PERIOD 4 - JH</b>	<b>11:59-12:44</b>
<b>HIGH SCHOOL LUNCH</b>	<b>12:18-12:44</b>
<b>PERIOD 5</b>	<b>12:48-1:33</b>
<b>PERIOD 6</b>	<b>1:37-2:23</b>
<b>PERIOD 7</b>	<b>2:27-3:13</b>



## SCHOOL DISTRICT PHONE NUMBERS

<b>Activities Director (John Bergs)</b>	<b>(952) 873- 2412</b>
<b>Attendance ☐(24 hour automated line)</b>	<b>(952) 873-2404</b>
<b>Building and Grounds Supervisor (Jeff Heine)</b>	<b>(952) 873-2406</b>
<b>Community Education (Mindy Chevalier)</b>	<b>(952) 873-2407</b>
<b>Food Service Director (Julie Ahlbrecht)</b>	<b>(952) 873-2414</b>
<b>High School Career Guidance (Laurie Green)</b>	<b>(952) 873-2410</b>
<b>High School Principal (Dave Kreft)</b>	<b>(952) 873-2413</b>
<b>Student Support Specialist (Amie Hohenstein)</b>	<b>(952) 873- 2403</b>
<b>Instant Alert Line</b>	<b>(952) 873-2413</b>
<b>District Office</b>	<b>(952) 873-2400</b>
<b>Belle Plaine Junior/Senior High</b>	<b>(952) 873-2403</b>
<b>Infinite Campus Assistance (Teri Kiewatt)</b>	<b>(952) 873-2418</b>

**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: INFINITE CAMPUS**

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. Staff members use communication tools within Infinite Campus to inform families of attendance and grade progress. Infinite Campus provides the most accurate final grade at designated academic checks. It is important that both students and parents/guardians have their own access to Infinite Campus. If you need additional assistance with Infinite Campus, contact Teri Kiewatt at (952) 873-2418. Additional information regarding IC, including a parent guide, is located on our district web site at <http://www.belleplaine.k12.mn.us>.

## **LEARNING MANAGEMENT SYSTEM: SCHOOLOGY**

Belle Plaine Schools utilizes Schoology as our learning management system (LMS). Staff members utilize Schoology to house much of the course content utilized day-to-day in class. Schoology is also utilized for formative and summative assessments. Schoology provides the most accurate picture of the activities taking place in class and will provide real time results on assessments. It is an essential tool in staying organized and up-to-date on current class development. Parents and students are encouraged to have their own access to Schoology. Once parents have an account through Schoology they can connect with their child's teacher for a Parent Access Code for that course to receive updates. Staff members utilize Schoology to inform parents and students about upcoming events.

## **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. Teachers balance the needs of planning a lesson, teaching a lesson, and correcting materials and must be provided with reasonable time to correct materials and communicate.



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.
- ❖ Call 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.

## ATTENDANCE REGULATIONS

**Admission Slips:** Parents should call the 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.

**Attendance Communication:** Infinite Campus is utilized to inform parents of absences if the absence has not been excused. An e-mail and phone call will go out from the principal each day at 9:00, 1:15, and 3:00. Office personnel strive for accuracy in this communication 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 under the following circumstances:

- They are sick
- There is a serious illness or death in the immediate family
- When roads are impassable
- 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 are absent will be expected to complete assigned work.

#### **ATTENDANCE POLICY FOR EXTRACURRICULAR 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. 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.

#### **CLOSED LUNCH HOUR**

A lunch program is provided for your convenience. All students in grades 7 through 10 are required to eat lunch at school or bring their own lunch. Juniors and Seniors will have open lunch privileges. Students in grades 7 through 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 7 through 10 may not host other students at their home. Any student caught off school property during lunch without proper authorization will earn consequences.



## **TARDIES AND TRUANCY**

**Tardies:** Students are expected to be on time for all classes. Excessive tardies will result in detention and a report home by the principal. 3 tardies in a quarter will result in a detention given by the principal.

**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.

## **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.

## **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 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 that 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.

## **DETENTION**

Detention is a before school time assigned to students as a consequence for violating school regulations. The time assigned must be made up as specified by the principal (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 will determine detention time on a case-by-case basis. The school assumes no responsibility for transportation. Morning detention is generally 7:30 – 8:20 am. Lunch detentions may also be assigned per principal's discretion. Teachers can assign classroom detention as appropriate.

## **IN SCHOOL SUSPENSION**

Students may be assigned In School Suspension (ISS) by the principal 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 an adult. 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.

## **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 effects bullying can have on a person.

## **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 in 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.

## **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.

## **CELL PHONE AND ELECTRONIC DEVICES**

All electronic devices including, but not limited to, cell phones, radios, CD players, pagers, gaming devices, MP3 players, iPods, etc. must be turned off and concealed during instructional time and while in the media center and computer labs unless authorized by the classroom teacher for instructional purposes. Making or receiving a call or messaging may only occur before or after school, during the individual student's assigned lunch or during passing time. The use of ear buds in classrooms will be at the teacher's discretion. Headphones and earbuds should not be worn around the neck unless used for instructional purposes. Belle Plaine High School assumes **NO RESPONSIBILITY** for the loss or theft of any electronic devices nor is it obligated to investigate any loss or theft. If you are concerned about loss or theft, *leave the device at home.*

### **Consequences:**

**Referral #1:** Confiscation of the device plus verbal warning. Student will pick up device at the end of the day from the Principal.

**Referral #2:** Confiscation of the device. Parent will pick up the device at the end of the day from the Principal or make accommodations for retrieval.

**Referral #3: (Insubordination)** Confiscation of the device plus student will be required to check device into the office for an extended period determined by administration. Student will pick up device at the end of the day from the Principal.

**Referral #4: (Insubordination)** Confiscation of the device plus parent meeting for alternate plan of the student's possession of the device.



## **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.

## **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, hoods, and bandanas 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. Failure to follow administrative directive is considered insubordination.

## **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.

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

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



# ACADEMIC POLICIES

## ACADEMIC REPORTING

Grades are reported each semester. Academic checks take place every 4-5 weeks. Academic checks will be communicated with parents, but only the semester grade impacts credit attainment, class rank, and grade point average. Infinite Campus provides a composite grade of the entire semester. Honor rolls are determined at the end of each semester.

The academic reporting and semester grade reports for the 2017-18 school year are:

- Academic check #1
  - October 4th - 1st semester
  - February 21st - 2nd semester
- Academic check #2
  - November 7th - 1st semester - mid term
  - March 23rd - 2nd semester - mid term
- Academic check #3
  - December 14th - 1st semester
  - May 1st - 2nd semester
- Semester Ends - Grade Reported
  - January 19th - 1st semester
  - May 31st - 2nd semester

## INCOMPLETES:

Incompletes may be given at the end of grading term by teachers. Incompletes are most often used when there are unique circumstances that have prevented students from completing work or attending class. The incomplete grade must be addressed in the two week window provided after grades are due. The two week window is not designed to repair or address classes where non incomplete grades were earned. After two weeks the grade will be reported based on the points earned.



## **ACADEMIC ELIGIBILITY POLICY**

**A student participating in a MSHSL or in Belle Plaine extra-curricular activities must be in good academic standing.**

### **High School Academic Eligibility Requirements:**

**Grades are checked every four to five weeks, with three grading checks taking place each semester. A student who is not passing at a grading check is ineligible until they have reached a passing grade for the course. Reasonable time must be given to the teacher to allow them to correct a submission to adjust eligibility status. A student who fails the first semester is ineligible until the first grade check of the second semester. A student who fails second semester is ineligible for the next school year's activities until school begins. Addressing the failing grade during summer school does not impact eligibility.**

### **Junior High School Academic Eligibility Requirements:**

**Grades are checked every four to five weeks, with one grading check per quarter. A student who is not passing at a grading check, including at the end of the quarter, is ineligible until they have reached a passing grade for the course. Reasonable time must be given to the teacher to allow them to correct a submission to adjust eligibility status. A student who fails fourth quarter is ineligible for the next school year's activities until school begins. Addressing the failing grade during summer school does not impact eligibility.**

## **STUDY HALL RULES**

### **Purpose of Study Hall:**

**Study hall is a quiet work environment for students. Students are provided with feedback from the study hall supervisor and may seek assistance from peers and the study hall supervisor.**

### **Expectations:**

- 1. Study hall supervisor accesses Infinite Campus grade reports every Monday.**
- 2. Students who are missing work are not allowed to leave study hall, unless specific permission for an academically purposeful activity is given by a staff member.**
- 3. Students who are leaving the study hall space, are expected to:**
  - a. Stay in the study hall room until attendance is taken and the supervisor grants permission to leave**



- b. Present a pass to the study hall supervisor and to the supervisor of the area they are reporting to
  - c. Sign out upon leaving study hall. Only one student is allowed out of study hall for short-term destinations (rest room, locker, drinking fountain, etc.)
  - d. Sign in upon returning to study hall. Students must return to study hall at the end of the hour.
4. Students who are tardy for study hall may not leave study hall for that day.
  5. The media center supervisor grants passes to that space. Once the designated number of students have received passes, a student may only leave study hall when the study hall supervisor checks with the media center supervisor.
  6. Students who are receiving media center passes may receive passes for purposeful academic work.
  7. Students are not to be sent to the media center during Advisory Time.
  8. During junior high study halls, the first 20 minutes of the time is spent reading. Students should have reading materials prepared.

## **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. Printing items in color is permitted only as necessary.

## **STANDARDS-BASED ACCOUNTABILITY ASSESSMENT**

The Minnesota Comprehensive Assessments (MCA) and alternate assessment Minnesota Test of Academic Skills (MTAS) are the state tests that help districts measure student progress toward Minnesota's academic standards and also meet federal and state legislative requirements. Students take one test in each subject. Most students take the MCA, but students who receive special education services and meet eligibility requirements may take the alternate assessment MTAS instead.

- Reading: MCA or MTAS (grades 3-8, 10) - Between March and May
- Mathematics: MCA or MTAS (grades 3-8, 11) - Between March and May



- Science: MCA or MTAS (grades 5, 8, + high school) - Between March and May
- College and Career Readiness: ACT/ASVAB/Accuplacer - April

**English Language Proficiency Accountability Assessments**

- The ACCESS for ELLs and Alternate ACCESS for ELLs are the assessments developed by the WIDA consortium and administered to English learners in order to measure progress toward meeting Minnesota’s standards for English language development, developed by the WIDA consortium.

**\*\*\*The parent/guardian guide and refusal for student participation for statewide testing form are found on the Minnesota Department of Education website.**

**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

**\*\*\* 1 credit may be earned per semester per high school class\*\*\***

**\*\*\*Credits are awarded upon completing and passing a course or required school program in grades 9-12. \*\*\***

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



**ACADEMIC INTEGRITY:**

A violation of our academic integrity policy is compromising the integrity of the academic work and includes plagiarism, cheating, and stealing of information. Academic dishonesty can include taking information and passing it off as your own, the unauthorized utilization of technology or other materials, sharing answers with others, or the unauthorized distribution of materials. Consequences may include but are not limited to: (Severity of offense will be considered.)

1st Offense/Consequence	2nd Offense/Consequence in academic year, does not need to be in the same subject	3rd Offense/Consequence in academic year, does not need to be in the same subject
<ul style="list-style-type: none"> <li>● Academic Integrity Form Completed</li> <li>● Documented</li> <li>● 2 hours of detention</li> <li>● Alternative Assignment or “Redo” Provided</li> <li>● Conference between Student, Teacher, and Administrator</li> <li>● Parent Contacted by Administrator or Teacher</li> </ul>	<ul style="list-style-type: none"> <li>● Academic Integrity Form Completed</li> <li>● Documented</li> <li>● 1 day in school suspension</li> <li>● Alternative Assignment or “Redo” Provided</li> <li>● Plan of Action and Reflection Written</li> <li>● All teachers and coaches informed of infraction</li> <li>● Conference between Parent (s), Student, Counselor, Teacher, and Administrator</li> <li>● MSHSL Code of Conduct - loss of 1 competition</li> </ul>	<ul style="list-style-type: none"> <li>● Academic Integrity Form Completed</li> <li>● Documented</li> <li>● 2 days in school suspension</li> <li>● Zero on assignment</li> <li>● Assignment/task must be completed to earn credit in the class</li> <li>● All teachers and coaches informed of infraction</li> <li>● Conference between Parent (s), Student, Counselor, Teacher, and Administrator</li> <li>● MSHSL Code of Conduct - loss of 2 weeks of activities or 2 contests whichever is greater.</li> </ul>



## SENIOR HIGH (9-12)

### 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

Grade Point Average (GPA) is the student's numerical average for a semester. A GPA is computed by adding the point values of the letter grades and dividing it by the number of courses for the semester. A student's cumulative GPA is recalculated each semester in grades 9-12.

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.

#### 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.



## **LOCKDOWN DRILLS**

The building administrator or designee will announce a lockdown drill over the public address system. Students will follow lockdown 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.

## **1-1 TECHNOLOGY - iPads**

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. Students in K-12 are expected to bring their own set of earbuds to school for personal use.

## **DATA/PHOTO PRIVACY**

Student pictures and personal data will be printed in school publications, social media such as Twitter and Facebook and given to the media for dissemination on occasions that warrant publication as news items. Parents not wanting this information shared with outside sources should notify the principal's office in writing.



## **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.

## **JUNIOR HIGH 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.

## **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.

## **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. The classroom teacher reserves judgment on whether it is an appropriate time to leave class.



## **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.

## **LOCKERS**

Lockers are assigned at the beginning of the school year. Students in junior high will stay in the same locker for grades seven and eight. Students in high school will stay in the same locker for grade nine through twelve. 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.



*Welcome to  
Oak Crest Elementary*

*2017-2018  
Staff Handbook*



**Dear Oak Crest Community,**

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

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

**The Staff 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>
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Oak Crest Address	1101 W Commerce Dr 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: 8:20 am – 3:00 pm

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

### Bells will ring:

- 8:00 (breakfast bell)
- 8:20 (1st bell)
- 8:25 (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 – 8:20 am
- Students will be supervised at breakfast from 8:00 – 8:20 am
- Student study table from 7:45 - 8:30 am

### Classroom Schedules:

- Grade level schedules have been assigned. Any changes see Liann.
- Specialist schedules will begin on Thursday, September 8th
- Special Education schedules will begin on Thursday, September 8th unless notified by Special Education teachers.

## Expectations for Staff

### Supervision:

Please be in the hallways by your classroom doors at 8:20 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. You must fill out the Purchase Approval Form before any purchases take place
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 8<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, August, 26th, 2016

**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.
- 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:** **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, 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](tel: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 8:25 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 – Meeting with parent, principal and classroom teacher to put together a Student Support Plan

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

#### *Excused Absences*

6 days of excused absences per quarter – 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.

12 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 8:25 AM or leaves from school before 3:05 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.



# Chatfield Elementary Faculty Handbook

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## 2017-2018 Specialist Schedule

Days	1 and 3				2 and 4			
	Chelsey PE	Katie PE	Katie M Media	Jenny Music	Chelsey PE	Katie PE	Katie M Media	Jenny Music
8:30-8:55	Prep				Prep			
8:55-9:20	A	PREP	FLEX 1	B	A	PREP	B	FLEX 1
9:20-9:45	Health 8 9:20-10:06	B	FLEX 1	A	DAPE	B	A	FLEX 1
9:45-10:10	Health 8 9:20-10:06	E	D	F	PREP	E	F	D
10:10-10:35	F	D	BGD	E	F	D	E	BGD
10:40-11:05	B	A	PREP	PREP	B	A	PREP	PREP
11:05-11:30	DAPE	Flex 2	B	A	Adaptive 11:16-11:50 at HS	Flex 2	A	B
11:30-11:55	PREP	Flex 2	FLEX 2	FLEX 2	Adaptive 11:16-11:50 at HS	Flex 2	FLEX 2	FLEX 2
11:55-12:25	Lunch				Lunch			
12:25-12:50	E	F	G	D	E	F	D	G
12:50-1:15	D	G	F	E	D	G	E	F
1:20-1:45	C	B		A	C	B	A	
1:45-2:10	A	BDG	C	B	A	BDG	B	C
2:10-2:35	E	Teen Issues 2:24-3:13	F	T.T.	E	Teen Issues 2:24-3:13	T.T.	F
2:35-3:00	F	Teen Issues	E	T.T.	F	Teen Issues	T.T.	E

## 2017-2018 Master Schedule

			Carveau, Zwick	Stokke, volek		Monnens	
8:30-8:55	Morning Meeting 8:30-8:55	Morning Meeting 8:30-8:55	Morning Meeting 8:30-8:55	Morning Meeting 8:30-8:55	Morning Meeting 8:30-8:55	Morning Meeting 8:30-8:55	Morning Meeting 8:30-8:55
8:55-9:20	Reading	Reading	Reading	Math FLEX	Math FLEX	Specialist	Content
9:20-9:45	Bathroom/Snack /Reading	CORE Reading	Reading	Math FLEX	Math FLEX	8:55-9:45	Content
9:45-10:10	Reading	Reading	CORE Reading	Math FLEX	Math FLEX	Content	Specialist
10:10-10:35	Content/Reading / STEAM 10:35-11:15	Reading	Reading	Reading	Reading	Content	9:45-10:35
10:40-11:05	Specialist 10:40-11:05	Specialist	Math	Reading Core	Reading Core	Math FLEX	Math FLEX
11:05-11:30	SMART	10:35-11:25	Math	Recess 11:05-11:30	Recess 11:05-11:30	Math FLEX	Math FLEX
11:30-11:55 (Specialist Prep)	Math 11:30-12:10	Recess 11:35-12:00	Recess 11:35- 12:00	Lunch 11:30-11:55	Lunch 11:30-11:55	Math FLEX	Math FLEX
11:55-12:25	lunch 12:10-12:35	Lunch 12:00-12:25	Lunch 12:00-12:25	Reading	Reading	Recess 12:00-12:25	Recess 12:00-12:25
12:25-12:50	Break/movement 12:35-12:55	Content	Specialist	Reading	Reading	Lunch 12:25-12:50	Lunch 12:25-12:50
12:50-1:15	Specialist 12:55-1:20	Math	12:30-1:20	Reading	Reading	Reading	Reading
1:20-1:45	Rest Time/Story 1:20-1:45	Math	Math	Specialist	Content	Reading Core	Reading Core
1:45-2:10	Centers 1:45-2:15	Math	Math	1:20-2:10	Content	Reading	Reading
2:10-2:35	RECESS 2:20-2:45	Math	Content	Content	Specialist	Reading	Reading
2:35-3:00	Stack/Pack/ Closing	Content	Content	Content	2:10-3:00		

## Para Supervision Schedule

### 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**

## **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** introduced the TIGER WAY last school year. The students seemed to be very receptive to the four areas of focus. This school year, each student and parent will be asked to sign a contract regarding the behavior plan in an effort to be transparent with our consequences, expectations, etc. Each family will also be given a copy of the Behavior Flow Chart and the Tiger Way to display and/or review at home.

[Behavior Plan-FlowChart](#)

[Parent/Student Behavior Contract](#)

[2017-2018 Building Meeting Schedule](#)

**Belle Plaine Schools  
Building Meeting Schedule 17-18**

Days	Chatfield	Oak Crest	7-12
<b>Monday</b>	<ol style="list-style-type: none"> <li>1.</li> <li>2. Staff</li> <li>3. SAT</li> <li>4.</li> </ol>	<ol style="list-style-type: none"> <li>1. Staff Meeting</li> <li>2. SAT</li> <li>3.</li> <li>4.Character Ed</li> </ol>	English & Social PLC
<b>Tuesday</b>	<ol style="list-style-type: none"> <li>1. Child Study (Jamie)</li> <li>2. Child Study</li> <li>3. Child Study</li> <li>4. Child Study</li> </ol>	Grades 3 & 4 PLC	<ol style="list-style-type: none"> <li>1. SH - I-Team</li> <li>2. Staff Meeting</li> <li>3. JH- I-Team</li> <li>4. Nuts &amp; Bolts</li> </ol>
<b>Wednesday</b>	Grades PK & Grade 1	Child Study (Jamie)	<ol style="list-style-type: none"> <li>Math and Science PLC</li> <li>2. Climate Committee</li> </ol>
<b>Thursday</b>	Kdg & Grade 2 PLC  K-12 Specialist PLC	Specialist PLC <ol style="list-style-type: none"> <li>1. <u>ITEAM</u> (Jess)</li> <li>2.</li> <li>3. <u>ITEAM</u> (Jess)</li> <li>4.</li> </ol>	K-12 Specialist PLC
<b>Friday</b>	<ol style="list-style-type: none"> <li>1. <u>ITEAM</u> (Jessica)</li> <li>2. <u>ITEAM</u></li> <li>3. <u>ITEAM</u></li> <li>4. <u>ITEAM</u></li> </ol>	Grades 5 & 6 PLC	<ol style="list-style-type: none"> <li>1. Grading for Learning</li> <li>2. Child Study</li> <li>3. Staff Breakfast!</li> <li>4. Child Study</li> </ol>

**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 10 @ 10:30
- October 24 @ 1:20
- April 13 @ 8:45
- May 4 @10:30

**Lock Downs**

- September 25 @ 10:00
- November 17 @ 2:10
- January 23 @ 1:10

February 28 @ 2:20

April 25 @10:10

## **Tornado Drill**

April 12 @ 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.

## **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.

District Calendar

Chatfield Elementary  
PreK - 2nd Grade  
(952) 873-2401  
330 South Market St.  
Belle Plaine MN, 56011

INDEPENDENT SCHOOL DISTRICT  
No. 716

Oak Crest Elementary  
3rd - 6th Grade  
(952) 873-2402  
1101 Commerce Dr E.  
Belle Plaine MN, 56011

# PreK-6



## Student and Family 2017-2018 Handbook

*Expecting Excellence from Everyone, Everyday!*

### ***Basic Information and Services***

24 hr Attendance:	(952) 873-2404
Oak Crest Office:	(952) 873-2402
Chatfield Elementary	(952) 873-2401
District Office	(952) 873-2400
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)

### ***School Day***

#### **Chatfield Elementary**

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

#### **Oak Crest Elementary**

School begins at 8:20 am and ends at 3:00 pm

#### **Office Hours**

7:15 am - 3:45 pm

### ***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.

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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.

#### **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 absences are:**

- 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 – Meeting with parent, principal and classroom teacher to put together a Student Support Plan

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

**Excused Absences**

6 days of excused absences per quarter – 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.

12 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.

## **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 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 2017-2018 School Year are:

#### **Breakfast**

Elementary and JH/SH- \$1.40

Adult- \$2.00

#### **Lunch**

K-6- \$2.50

7-12- \$2.70

Adult- \$4.00

Extra milk is \$0.45

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

### ***Health Services***

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

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

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

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

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

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

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

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

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

Screenings: Health Services provides hearing screening (grades K, 1, 2, 3, 5), vision screening (grades 1, 3, 5) and scoliosis screening (grade 5 & 6 girls). If you do not want your child to participate in school screenings, please send a note to the health office by the end of September. In most circumstances the health office does NOT share screening results with

classroom teachers until results of a medical evaluation are provided, parent permission is received, and it is determined that it is important for the classroom teacher to have the information.

### ***Kid's Company/Wraparound***

The Belle Plaine Public Schools provide a before/after school child care program for students in Grades K - 6 and a Wraparound for our Preschool students which is wrapped around their preschool class to provide care 6:00am - 6:00pm. For more information on the Kid's Company/Wraparound 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***

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

### ***Back to School Conferences***

K-6 will have Back To School Conferences on September 5th (12-8) and 6th (10-6). 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 approximately 30 minutes with the classroom teacher and then be invited to visit other areas of the building. Please plan to spend at least an hour within the building during Conference night.

3 and 4 year old Preschool, Back To School conferences will be scheduled for 15 minutes with the teacher and then a passport will also be shared with you to visit other areas of the building.

### ***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 Chatfield Elementary Conference 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 our PTO President at [pto@belleplaine.k12.mn.us](mailto:pto@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.

## ***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.

## ***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.

4. If you are bringing your child to school in the morning and he/she is not eating breakfast, we ask that you drop off as close to 8:15 am as possible. This will alleviate students from wandering the hallways without supervision. If you are dropping off before 8:15 at Chatfield, we ask that you drop off on the playground and your child remains outside until the first bell rings. If you are dropping off before 8:15 at Oak Crest, please drop off at the front entrance.

### ***Student Pick-Up***

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. 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 Oak Crest will be locked from 8:25-3:00 and at Chatfield 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**

### ***Blended Learning***

It is the role of every educator to ensure rigorous and relevant learning opportunities that prepare students for lifelong learning in our global society. The 21st Century has brought about many changes in technology and learning opportunities. We are proud to share that we have a group of teachers within the district who have been working towards creating a Blended Learning Environment for their students.

A Blended Learning Environment allows for staff to effectively integrate technology into courses to enhance access, management and opportunities for learning. Lessons are developed with both an online and face-to-face presence. Providing access to some of the curriculum and instruction online, creates a more personalized educational experience (pacing, skill level, interest) on a daily basis.

From a teacher perspective, the Blended Learning Environment allows for more time to work with students on necessary skills, provide specific and constructive feedback to each student, and therefore encourage students to be critical thinkers, collaborators, creators and communicators in charge of their learning. Part of the process of moving to a more online environment also includes the need for lessons on digital citizenship. It is important we teach students how to be safe and smart while being consumers and producers of online information and resources.

We are very excited about the learning opportunities these Blended Learning Environments can and will provide for our students in Belle Plaine Public Schools. If your student is a part of a Blended Learning Environment throughout the day, you will be provided with further details about your child's learning experience from individual teachers. If you have questions about the experience, please do not hesitate to ask questions.

### ***Flex Grouping/Learning***

Flex-grouping is simply a way of grouping students together for more effective instructional purposes. These groups are not permanent, and students can move in and out of the groups based on progress towards specific skills.

The elementary students will remain with their same age level peers but will have the opportunity to be grouped according to their proximal level of development during the reading and math blocks. The criteria we will use to create the groups will be teacher judgement, FAST aMATH scores.

If you have questions about the criteria, process, or program, please don't hesitate to call the building principal.

## ***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 K-6	Adopted 2013
<b>Mathematics:</b>	Houghton Mifflin	Grades K-6	Adopted 2011
<b>Science:</b>	Houghton Mifflin	Grades K-6	Adopted 2007
Social Studies:	Nystrom	Grades K-1	Adopted 2008
<b>Social Studies:</b>	Scott Foresman	Grades 2-5	Adopted 2008
<b>Social Studies:</b>	MN Hist. Soc. Pre	Grade 6	Adopted 2015

## ***Conferences***

Parent/Teacher Conferences will be held on September 5th & 6th and November 13th & 16th and February 12th & 15th. 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.

## ***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 chaperons 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.

## ***DARE***

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

## ***LEAP***

Learning Enrichment Activities Program (Gifted & Talented Program)

In anticipation of our 2017-2018 school year, we will be expanding our LEAP Program and providing a more comprehensive experience for our students.

In 2017-2018 we will maintain that approach for grades three and four and expand the program by serving students in reading, math and science. Expanding to science will provide the ability for students to have a hands on approach to developing their skills and talents. We are excited to see what students will be able to do in these areas as a result of this new opportunity.

Below is a summary of what each level will look like during the 2017-2018 school year:

### **Third Grade**

- G/T instruction in Literacy
- G/T instruction in Math
- G/T out instruction in Science

### **Fifth Grade**

- Cluster students for Literacy Instruction
- Cluster students for Math Instruction

### **Fourth Grade**

- G/T instruction in Literacy
- G/T instruction in Math
- G/T instruction in Science

### **Sixth Grade**

- Cluster students for Literacy Instruction
- Cluster students for Math Instruction

Our goal is to best meet the needs of all of our students at Oak Crest Elementary. The additional focus that our staff and students have in the Gifted/Talented realm will continue to support the needs of our higher level learners.

## ***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.

Oak Crest students will participate in general music classes weekly. Students learn folk dance, music history, how to play a recorder and guitar, and how to sing. Students experience classical works, folk songs, and popular music while working to understand the connections between music and the arts, music and history, and music and the world. Students may begin a band instrument in 5th and 6th grade. Choir is during specials for all 3rd-6th grade students.

## ***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.

### **Chatifield**

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.

### **Oak Crest**

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

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

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

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

### ***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***

**FASTBridge** 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 FASTBridge 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 FASTBridge. We are very fortunate to have such a wonderful curriculum based management system.

### **Minnesota Comprehensive Assessment (MCA)**

Standards-Based Accountability Assessments

The Minnesota Comprehensive Assessments (MCA) and alternate assessment Minnesota Test of Academic Skills (MTAS) are the state tests that help districts measure student progress toward Minnesota's academic standards and also meet federal and state legislative requirements. Students take one test in each subject. Most students take the MCA, but students who receive special education services and meet eligibility requirements may take the alternate assessment MTAS instead.

The list below shows tests by subject along with the grades they are given in parentheses behind each subject.

Reading: MCA or MTAS (grades 3-8, 10)

Mathematics: MCA or MTAS (grades 3-8, 11)

Science: MCA or MTAS (grades 5, 8, and high school)

English Language Proficiency Accountability Assessments

The ACCESS for ELLs and Alternate ACCESS for ELLs are the assessments developed by the WIDA consortium and administered to English learners in order to measure progress toward meeting Minnesota's standards for English language development, developed by the WIDA consortium.

Reference: [Minnesota Department of Education](#)

- [Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing Form](#)
- [Testing Calendar](#)

## **Policies, Rules and Procedures**

### ***Bicycles***

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

All bicycles must be parked in the area provided.

All bicycles must be pushed, not ridden, whenever on school grounds.

No bicycles may be ridden during the school day.

No child may ride a bicycle belonging to someone else.

Bicyclists should obey all traffic rules.

Students may bring a lock, if desired.

### ***Birthday Treats, Wellness Policy, Snacks***

#### **Healthy Snack Cart**

Both Chatfield and Oak Crest has 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.

### ***Chemical and 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.

### ***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** introduced the TIGER WAY last school year. The students seemed to be very receptive to the four areas of focus. This school year, each student and parent will be asked to sign a contract regarding the behavior plan in an effort to be transparent with our consequences, expectations, etc. Each family will also be given a copy of the Behavior Flow Chart and the Tiger Way to display and/or review at home.

[Behavior Plan-FlowChart](#)

[Parent/Student Behavior Contract](#)

**Oak Crest** is a PBIS School in the state of Minnesota.

Positive Behavioral Interventions and Supports (PBIS) is a framework or approach for helping schools select and organize evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students.

PBIS is NOT a packaged curriculum, intervention or manual.

PBIS is a prevention-oriented way for schools to:

- Organize evidence-based practices
- Improve use of evidence-based practices
- Maximize academic and social behavior outcomes for students

PBIS supports the success of ALL students.

PBIS is known as SWPBS, which is short for “School-wide Positive Behavior Supports.”

PBIS is based on principles of applied behavior analysis and the prevention approach, along with the values of positive behavior support.

The underlying theme is to teach behavioral expectations in the same way as we teach academic subjects.

PBIS Matrix: [Be Red](#)

Respect: At Oak Crest we will show respect to everyone and everything, everyday in everyday.

Excellence: I will strive to be excellent in all I do everyday.

Dependability: You can count on me to make good choices.

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

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

## ***Dress***

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

- I. Students shall not wear clothing that:
  - Advertise alcohol or drugs
  - Contain vulgar pictures or language
  - May create a disruption to the learning process
  - May create a health or safety hazard to any person
  - May be hazardous in various school activities
  - May prevent the student from doing their best work because of blocked vision or restricted movement.

## ***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.

## ***Grading***

[Grading for Learning-Parent Information](#)

## ***Weapon 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.

## ***Harassment Policy***

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.

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

- 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, John Berg
- 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 principals office upon request.

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

**Contact:**

***John Bergs, HUMAN RIGHTS OFFICER***

***Belle Plaine School District 716 • 220 South Market Street • Belle Plaine, MN 56011***

***Phone 952-873-2412***

***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.

***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 Oak Crest will receive their iPads 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 earbuds to school for personal use.

## Insurance Plan

Belle Plaine Public Schools recognizes that with the implementation of the Enhanced Learning initiative (ELI) there is a need to protect the investment by both the District and the Family. The iPad Insurance cost is **\$20** per device and will be due upon receipt of your student's iPad. If a family qualifies for free and reduced lunch (must apply) the iPad Insurance cost is \$10 per device. The iPad Insurance cost will be capped at **\$60** for families with multiple students. Families receiving educational benefits such as free or reduced lunch may be eligible for a reduced rate of insurance. The insurance plan applies to families with students entering grades 3-12. Families with students entering grades K-2 will not be asked to participate in the iPad Insurance Plan.

The iPad Insurance cost will provide insurance coverage for *accidental* damage such as accidental drops, cracked screens, theft, fire, flood, natural disasters, and parts failures. The **\$20** payment is nonrefundable. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year when the iPad is turned back into the school. The iPad Insurance cost does not cover *intentional* or *neglectful* damage. The iPad Insurance does not cover iPad cases, charging bricks, or charging cables. Exceptions may be made on a case-by-case basis and are at the discretion of district technology staff and administration.

### Costs & Coverages

<b>No Insurance Coverage No Premium</b>	<b>Single Coverage Insurance \$20.00 Premium</b>	<b>Family Coverage Insurance \$60 Max Premium</b>
Family is responsible for full cost of repair and/or replacement of damaged or lost iPad.  Typical examples of costs: 1. Screen replacement: \$150.00 2. Lost/stolen iPad & case: \$430.00	Deductibles: <b>1st incident-</b> Covered repair or replacement is paid for by the Insurance. <b>2nd Incident-</b> \$75 Deductible <i>Each additional incident:</i> Family is responsible for the full repair/replacement cost.	Deductibles <b>per device:</b> <b>1st incident-</b> Covered repair or replacement is paid for by the Insurance. <b>2nd Incident:</b> \$75 Deductible <i>Each additional incident:</i> Family is responsible for the full repair/replacement cost.

*\* Families receiving educational benefits such as free or reduced lunch may be eligible for a reduced rate of insurance.*

### Damages & Insurance

**(iPad) What is covered?**

The following items are covered with the District Insurance Policy:

- Accidental damage, i.e.- cracked screen
- Theft (must be reported to the police and a copy of the police report is required)
- Lost iPads
- Fire, flood, or other natural disaster

**(iPad) What is NOT covered?**

The following are **NOT** covered with the District Insurance Policy:

- Damage caused when not in the provided protective case or if screen cover is not on
- Intentional damage
- Any and all damage caused by neglect

**Claims**

The damaged iPad must be presented (or police report if theft occurred) to the school office or media center by the student. The student will be required to complete a claim form. If a deductible is applicable a bill will be sent to the parents/guardians. Every effort will be made to immediately replace the iPad with the same model of the damaged or stolen device. If the same model is not available, the student may receive an older model iPad.

If payment or deductible is due (2nd claim or no insurance coverage,) device replacement will not occur until payment has been made in full or a payment plan has been set up with the Director of Curriculum and Technology.

**Please review the following items with your child:**

- Leave the District-provided iPad protective case AND screen protector on your iPad at all times. **If the District-provided iPad protective case is removed, the insurance will be void.**
- Carefully transport your iPad to school every day. Avoid placing weight on the iPad, which can easily happen in a backpack.
- Never throw or slide an iPad.
- Never expose an iPad to long-term temperature extremes or direct sunlight. An automobile is not a good place to store an iPad.
- The iPad and District-provided iPad protective case must remain free of stickers, writing, painting, markers, or any other forms of adornment. Do not eat or drink around your iPad.
- Be aware your iPad comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories.
- District-issued iPad accessories are the responsibility of the student to whom they are issued.
- Do not lend your iPad to another person, even when not in your possession the iPad is ALWAYS your responsibility.
- Never leave an iPad unattended. When not in your personal possession, the iPad should be in a secure, locked environment.
- The iPad can be cleaned with a soft, slightly water-dampened, lint-free cloth. Avoid getting moisture in the openings. **Do not use** window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the iPad.



*Activities Handbook*  
*2017-2018*



## **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	\$150
Football 7-8	\$115
All Other Sports 9-12	\$135
All other sports 7-8	\$90
Drama *** each season	\$80
Visual Arts **	\$50
JH Visual Arts	\$30
Robotics	\$80
Speech	\$80
Weight Room	No Fee

\*\* 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 fee.

C. Family maximum = \$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.

## **ADMITTANCE FEES**

Minnesota River Conference admittance fees will be:

\$6 for adults  
\$4 for students.

BPHS season passes will be available in the district office.

Family Pass Pricing will be:       \$85 = for adults  
  \$50 = for students  
  \$250 = for family  
  Free = for Senior Citizens

## **STUDENT / ACTIVITY CONDUCT POLICY**

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

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

## **WEDNESDAY AND SUNDAY PRACTICES**

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

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

## **GENERAL ACTIVITY POLICIES**

1. CLINICS:

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

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

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

## 3. ELIGIBILITY OF STUDENTS:

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

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

## 4. PUBLICITY:

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

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

## **SPECIFIC POLICIES**

### 1. SUPERVISION:

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

## 2. PARTICIPATION:

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

## 3. SCHEDULING

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

## 4. SCRIMMAGES

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

## 5. ACCIDENTS OR INJURIES:

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

## 6. TRANSPORTATION:

- a. When bus transportation is provided for activities, the student must ride the bus both ways unless the parent contacts the coach in person and signs a statement or have written permission to the coach or AD in advance. In no instances can another athlete ride home with another student. Athletes may ride home with another parent with written permission given to the AD prior to the event.
- b. Each coach must fill out request for transportation so that a master list can be compiled for the coaches and administration.
- c. Upon return, coaches will remain with team members until all have received rides home.

## 7. PASSES:

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

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

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

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

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

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

#### 10. PRACTICE SESSIONS:

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

#### 11. BUS SCHEDULES:

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

#### 12. POST SEASON REPORT:

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

**Head coaches must include the following:**

- A. Season End Report
  - a. List of participants Grades 7-12
  - b. Season record (if applicable)
  - c. Paragraph summary of season and another summary for compilation book
  - d. Season stats (if applicable)

- B. Requisitions for next season
- C. List of Letter persons
- D. Equipment checked in (if applicable)
- E. Inventory of all equipment, uniforms, etc. (if applicable)
- F. Schedule Requests
- G. Staff meeting of all coaches in program

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

13. HALF TIME ENTERTAINMENT:

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

14. LOCKER ROOMS:

a. The head coach and/or assistants must be in the locker room before practice and be the last one to leave when practice is ended. Be sure the locker room is locked and clean.

b. Coaches should see that the locker room is left reasonably clean.

15. HOSTING OF TOURNAMENTS:

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

16. MILEAGE AND MISCELLANEOUS:

a. All mileage allowance for scouting must be approved by the Activities Director in advance.

b. Meal allowance for State Tournament (as participants) will be determined by the AD.

17. BANQUETS, AWARDS PROGRAM:

a. Each activity must hold a culminating activity at the conclusion of their season. This can be waived only by administrative permission. Team and individual awards, letters and all conference awards should be handed out at this time. The families of the participants may be included in the program. The costs of a banquet will need to be shared by parents and the coaches.

18. MSHSL, MINNESOTA RIVER CONFERENCE & BPHS RULES:

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

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

19. BPHS LETTERING:

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

**20. COACHING VACANCIES:**

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

**21. POLICY OF STUDENT INSURANCE:**

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

**22. POLICY ON PHYSICAL EXAMINATIONS:**

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

**23. CANCELING PRACTICE:**

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

**ATTENDANCE POLICY**

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

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

## **ACADEMIC ELIGIBILITY POLICY**

1. A student participating in MSHSL or Belle Plaine extracurricular activities must pass all classes or credits.
2. A student who receives a failing grade at the conclusion of a grading period 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 quarter check-points 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 PARTICIPATION POLICY: Amended Sept.04**

### PARTICIPATION CONDITIONS

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

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

majority of playing time at the higher level may not be moved back down in order to participate in tournaments.

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

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

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

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

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

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

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

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

#### B. "C" TEAM:

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

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

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

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

#### A. Responsibility

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

#### B. Procedure

1. When a squad number is limited, the process will include three important elements. Each candidate shall:
  - a. Have an opportunity to participate in a minimum of (5) practices.
  - b. Have performed in at least one intrasquad/scrimmage game/session.
  - c. Be personally informed of the reason why the candidate was not chosen by the coach.

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

Recommended minimum number of players for teams/events.

Baseball/Softball	12	Basketball	10
Football	18	Volleyball	

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

#### **PROBLEM/CONFLICT RESOLUTION**

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

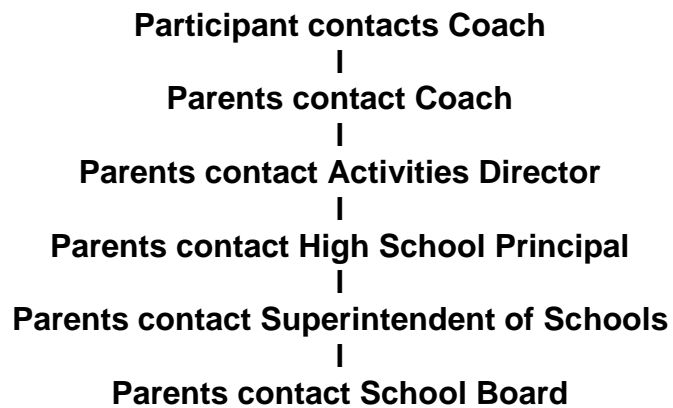
**In order for our programs to be successful, we must all work together- parent, coach and participant. We strive to do what is best for each individual student within the concept of team. As teachers and coaches we care a great deal about your son or daughter and want to contribute to his/her individual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

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

- 1. Most conflicts are better resolved with an appropriate cooling down period. No conflict between a parent, student, official or coach/advisor should be addressed during or immediately after an activity. The activity site, practice field, lobby or locker room are not appropriate places to handle conflict. If you have a concern, please call or arrange a meeting the following work day after the incident. Many of our coaches teach in the district. Most coaches have voicemail in the building where they teach.**

Leave a message and the coach will return the call. If you wish, a letter to the coach may be the most appropriate way to initiate a dialogue. If your concern has not been addressed to your satisfaction, then refer to the flow chart below. As you see, the first step is participant contacts coach.

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



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

## **PARENT'S RESPONSIBILITIES**

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

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

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

## **SEASONAL MEETINGS**

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

## **BASEBALL/SOFTBALL POLICY**

The Community and School Policy states that:

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

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

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

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

## **WEIGHT ROOM POLICY**

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

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

## **HIV INSTRUCTIONS**

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

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

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

## **DUAL PARTICIPATION POLICY**

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

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

### **Category I Policy:**

1. During the calendar year, regardless of the quantity, a student shall not:
  - A. Use or consume, have in possession a beverage containing alcohol;
  - B. Use or consume, have in possession tobacco; or,
  - C. Use or consume, have in possession, buy, sell, or give away any other controlled substance or drug paraphernalia.
2. Penalties and Recommendations for Category I Activities:  
Category I Activities: Those League-sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of League-sponsored tournaments:  
Athletic Activities: as listed in bylaw 412.00 - Sponsored Activities

Fine Arts Activities:

1. Debate

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

**A. First Violation Penalty**

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

**B. Second Violation Penalty**

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

Recommendations:

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

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

**C. Third or Subsequent Violation Penalty**

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

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

Recommendations:

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

**D. Accumulative Penalties:**

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

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

Activities:

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

2) Music and Drama activities.

3) Clubs and Organizations.

4) Visual Arts

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

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

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

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

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

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

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

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

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

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

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

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

## **EXTRA-CURRICULAR COMMITTEE**

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

## **BELLE PLAINE LETTERING POLICY**

### **Awards:**

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

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

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

1. The student must complete the season.
2. No letter will be issued until all school equipment is returned.
3. All fund raising money must be turned in or overdue fines paid before the letter will be awarded.
4. Coaches discretion.
5. An injured senior who was unable to finish the season may earn a

letter(depending on coaches discretion)

5. Display conduct and attitude which is commendable to the team, school and community.

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

### **Individual Lettering Requirements:**

#### **Boys Basketball:**

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

#### **Cross country:**

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

#### **Baseball:**

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

#### **Softball:**

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

#### **Football:**

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

#### **Volleyball:**

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

#### **Golf:**

A Tiger golfer must accumulate a total of points equal to the number of meets the team competes in during the season. (Ex: If there are 16 meets, a player must

earn 16 points. If one or more meets gets canceled because of bad weather, then the number of points will be adjusted.)

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

**Tennis:**

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

**Track:**

Must meet one of the following criteria:

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

**Wrestling:**

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

**Girls Basketball**

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

**Dance Team:**

Those girls wishing to earn a varsity letter in dance team will be considered on the basis of their daily contributions and dedication to the team and self improvement during both practices and performances. This can be achieved by

following all MSHSL and dance team rules. The dancer must also perform in 67% of scheduled performances, including 1/2 of the competition/shows scheduled. Special consideration may be used at the coach's discretion.

**Speech:**

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

**Drama:**

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

To earn a letter:

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

**Visual Arts:**

Students must meet one of the following criteria:

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

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

**Choir:**

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

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

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

**FFA:**

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

**BELLE PLAINE STUDENT/ACTIVITY 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)

LETTERWINNER CERTIFICATE To anyone in any activity that has lettered.

JH PARTICIPATION AWARD To anyone in JH sports; Coaches discretion

**Minnesota River Conference Sportsmanship Creed**  
**All coaches, players, and fans**

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

**BELLE PLAINE HIGH SCHOOL**

**TIGER ACTIVITIES**

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

John Bergs, Activities Director/JH Physical Education

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

Laurie Fogarty, Activities Administrative Assistant

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

Phone: 952-873-2412

Fax: 952-378-2499

Phone: 952-873-2403

**MSHSL CATEGORY I**

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

**MSHSL CATEGORY II**

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

**non HSL ACTIVITIES**

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

**Belle Plaine Public Schools**  
**ISD #716**

**CONDITIONS OF EMPLOYMENT**

**KIDS CO. WRAPAROUND  
COORDINATOR**

**August 21, 2017 – June 30, 2018**

Approved by School Board on \_\_\_\_\_

These Conditions of Employment are for the position of Kids Co. Wraparound Coordinator for Belle Plaine Public Schools.

**ARTICLE I**

**Salary**

**Section I. Salary (12 month position):**

Kids Co Wraparound Coordinator:                      2017-2018 Salary              \$15.75/hour

**ARTICLE II**

**Insurance**

Section 1. The District shall pay for health insurance as per the Belle Plaine Education Association Master Agreement in effect for the corresponding year. The District offers a Health Savings Account (HSA) plan. The employee may choose between 0%, 50% or 100% of the deductible to be funded from the district’s contribution to health insurance.

Section 2. The District will provide \$50,000 of term life insurance coverage at district expense. Employees may purchase additional coverage at their own expense.

Section 3. The District will provide a single policy for a dental health. Employees may purchase additional coverage at their own expense.

Section 4. The School District will pay the premium for income protection insurance under the district insurance plan.

Section 5. The School Board shall provide Errors & Omissions Insurance for public liability.

**ARTICLE III**

**Leaves**

Section 1. Sick Leave: The Kids Co. Wraparound Coordinator shall be granted ten (10) contract days of sick leave (disability/illness) per year to be used any time during the year upon notification to the Superintendent. Sick Leave may be accumulated to 90 days.

Subd. 1. Accumulated sick leave is to be used for absences from work necessitated by illness or injury.

Subd. 2. Sick leave may be used for serious family illness. Immediate family is defined as an employee and/or spouse and the following related to either: child, parent, brother, sister, grandparents or grandchildren.

Section 2. Vacation: The Kids Co. Wraparound Coordinator will receive ten (10) days of vacation per year. Vacation shall be approved in advance by the Superintendent of Schools.

Subd. 1. Unused Vacation Days: In the event Kids Co. Wraparound Coordinator does not use all of their available vacation days, the unused days may be carried over for a period of six months.

Section 3. Paid Holidays: The Kids Co. Wraparound Coordinator will receive ten (10) paid holidays: New Year's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve Day, Christmas Day, and New Year's Eve.

Section 4. Funeral Leave:

Subd. 1. A maximum of three (3) days of funeral leave will be granted to each employee at the time of death of a member of the employee's immediate family.

Subd. 2. In those cases where more than three (3) days are necessary for a funeral because of distance, arrangements, legal involvements, or extraordinary circumstances an additional days (not to exceed ten (10) days) of funeral leave may be granted and deducted from the employee's accumulated disability/illness leave or vacation.. Such leave shall be requested of and approved or denied by the Superintendent.

Subd. 3. Immediate family is defined as the employee and/or spouse and the following related to either: child and spouse, stepchild and spouse, ward, parent, brother, brother-in-law, sister, sister-in-law, grandparents, and grandchildren.

Subd. 4. Leave may be granted to attend a funeral of other close relatives/or friends as determined in special situations. Such leave is to be requested of and approved or denied by the Superintendent. Such leave will be deducted from the employees' disability/illness leave or vacation.

Section 5. Other Leaves:

Subd.1. The School District will comply with federal and state statutes regarding Parental or Family-Medical Leaves and jury duty.

**ARTICLE IV**

**Matching Annuity Program**

Section 1. Matching Annuity Program:

Subd. 1. The Kids Co. Wraparound Coordinator may participate in the district matching annuity program as provided in M.S. 356.24.

Subd. 2. District Contribution: The District shall match annually up to \$1,300 to an appropriate 403(b) annuity on a dollar for dollar basis.

Subd. 3. District procedures with district approved vendors will be followed when participating in the matching annuity program.

**ARTICLE V**

**Grievance**

Section 1. The procedure for filing of a grievance is provided by law.

Signatures:

Kids Co. Wraparound Coordinator \_\_\_\_\_

School Board Chair \_\_\_\_\_

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

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

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

Approved: 04/23/2007

Reviewed: 09/23/2013, 9/22/2014, 4/24/2017

## **509 ENROLLMENT OF NONRESIDENT STUDENTS**

### **I. PURPOSE**

The school district desires to participate in the Enrollment Options Program established by Minn. Stat. § 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination.

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

A. Eligibility. Applications for enrollment under the Enrollment Options (Open Enrollment) Law will be approved provided that acceptance of the application will not exceed the capacity of a program, class, grade level, or school building as established by school board resolution and provided that:

1. space is available for the applicant under enrollment cap standards established by school board policy or other directive; and
2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minn. Stat. § 124D.03.
3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.

B. Standards that may be used for rejection of application. In addition to the provisions of Paragraph II.A., the school district may refuse to allow a pupil who is expelled under Minn. Stat. § 121A.45 to enroll during the term of the expulsion if the student was expelled for:

1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with the exception of a pocket knife with a blade less than two and one-half inches in length, at school or a school function;
2. possessing or using an illegal drug at school or a school function;
3. selling or soliciting the sale of a controlled substance while at school or a school function; or
4. committing a third-degree assault involving assaulting another and

inflicting substantial bodily harm.

- C. Standards that may not be used for rejection of application. The school district may not use the following standards in determining whether to accept or reject an application for open enrollment:
1. previous academic achievement of a student;
  2. athletic or extracurricular ability of a student;
  3. disabling conditions of a student;
  4. a student's proficiency in the English language;
  5. the student's district of residence except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or
  6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section E. of this policy.
- D. Application. The student and parent or guardian must complete and submit an Application for Enrollment School District Enrollment Options Program developed by the Minnesota Department of Education (that enrollment form follows this policy).
- E. Lotteries. If a school district has more application than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. Siblings of currently enrolled students and applications related to an approved integration and achievement plan must receive priority in the lottery. The process for the school district lottery must be established by school board policy and posted on the school district's website.
- F. Exclusion
1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
  2. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary

proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

G. Termination of Enrollment

1. The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minn. Ch. 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 17 years of age who is absent from attendance at school without lawful excuse for seven school days in a school year if the child is in elementary school or for one or more class periods on seven school days in a school year if the child is in middle school, junior high school or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days in a school year and who has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
2. The school district may also terminate the enrollment of a nonresident student over 17 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
3. A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of the opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

- H. Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

***Legal References:*** Minn. Stat. § 120A.22, Subd. 3(e) (Residency Determined)  
Minn. Stat. § 120A.22, Subd. 8 (Withdrawal from School)  
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident

District)  
Minn. Stat. § 124D.68 (High School Graduation Incentives Program)  
Minn. Ch. 260A (Truancy)  
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)  
Op. Minn. Atty. Gen. No. 169-f (August 13, 1986)  
*Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ.*, Co. No. A05-361, 2005  
WL 3111963 (Minn. Ct. App. 2005) (unpublished)

***Cross References:*** MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 517 (Student Recruiting)  
MSBA Service Manual, Chapter 5, Various Educational Programs

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

MSBA/MASA Model Policy 509

Orig. 1995

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

Rev. ~~2015~~ 2016

## 509 ENROLLMENT OF NONRESIDENT STUDENTS

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

### I. PURPOSE

The school district desires to participate in the Enrollment Options Program established by Minn. Stat. § 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination.

### II. GENERAL STATEMENT OF POLICY

A. Eligibility. Applications for enrollment under the Enrollment Options (Open Enrollment) Law will be approved provided that acceptance of the application will not exceed the capacity of a program, excluding special education services; class; grade level; or school building as established by school board resolution and provided that:

1. space is available for the applicant under enrollment cap standards established by school board policy or other directive; and
2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minn. Stat. § 124D.03.
3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.

B. Standards that may be used for rejection of application. In addition to the provisions of Paragraph II.A., the school district may refuse to allow a pupil who is expelled under Minn. Stat. § 121A.45 to enroll during the term of the expulsion if the student was expelled for:

1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with the exception of a pocket knife with a blade less than two and one-half inches in length, at school or a school function;
2. possessing or using an illegal drug at school or a school function;

3. selling or soliciting the sale of a controlled substance while at school or a school function; or
  4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.
- C. Standards that may not be used for rejection of application. The school district may not use the following standards in determining whether to accept or reject an application for open enrollment:
1. previous academic achievement of a student;
  2. athletic or extracurricular ability of a student;
  3. disabling conditions of a student;
  4. a student's proficiency in the English language;
  5. the student's district of residence except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or
  6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section F. of this policy.
- D. Application. The student and parent or guardian must complete and submit a School District Enrollment Options Program application developed by the Minnesota Department of Education (that enrollment form follows this policy).
- E. Lotteries. If a school district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. Siblings of currently enrolled students, ~~and~~ applications related to an approved integration and achievement plan, and children of the school district's staff must receive priority in the lottery. The process for the school district lottery must be established by school board policy and posted on the school district's website.
- F. Exclusion
1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.

2. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

G. Termination of Enrollment

1. The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minn. Ch. 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 17 years of age who is absent from attendance at school without lawful excuse for seven school days in a school year if the child is in elementary school or for one or more class periods on seven school days in a school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days in a school year and who has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
2. The school district may also terminate the enrollment of a nonresident student over 17 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
3. A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

- H. Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to

another district, or who is placed in foster care in another school district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

***Legal References:*** Minn. Stat. § 120A.22, Subd. 3(e) (Residency Determined)  
Minn. Stat. § 120A.22, Subd. 8 (Withdrawal from School)  
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District)  
Minn. Stat. § 124D.68 (High School Graduation Incentives Program)  
Minn. Ch. 260A (Truancy)  
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)  
Minn. Op. Atty. Gen. 169-f (Aug. 13, 1986)  
*Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ.*, Co. No. A05-361, 2005 WL 3111963 (Minn. Ct. App. 2005) (unpublished)

***Cross References:*** MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 517 (Student Recruiting)  
MSBA Service Manual, Chapter 5, Various Educational Programs

*1<sup>st</sup> Reading: 05/29/2007*

*2<sup>nd</sup> Reading: 9/24/2007*

*Approved: 12/17/2007*

*Reviewed: 11/25/2013, 3/23/2015*

## **601 SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS**

### **I. PURPOSE**

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota Graduation Standards and the federal No Child Left Behind Act and are aligned with creating the world's best workforce.

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

The policy of the school district is to establish the "world's best workforce" in which all learning in the school district should be directed and for which all school district learners should be held accountable.

### **III. DEFINITIONS**

- A. "Academic standard" means a summary description of student learning in a required content area or elective content area.
- B. "Benchmark" means specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- C. "Curriculum" means district or school adopted programs and written plans for providing students with learning experiences that lead to expected knowledge, skills, and career and college readiness.
- D. "Instruction" means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements.
- E. "Performance measures" are measures to determine school district and school site progress in striving to create the world's best workforce and must include at least the following:
  - 1. student performance on the National Assessment of Educational Progress where applicable;
  - 2. the size of the academic achievement gap and rigorous course taking, including college-level advanced placement, international baccalaureate, postsecondary enrollment options including concurrent enrollment, other statutorily recognized courses of study or industry certification courses or programs and enrichment experiences by student subgroup;
  - 3. student performance on the Minnesota Comprehensive Assessments;
  - 4. high school graduation rates; and

5. career and college readiness under Minn. Stat. § 120B.30, Subd.1.
- F. “World’s best workforce” means striving to: meet school readiness goals; have all third grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school’ and have all students graduate from high school.
- G. “Experiential learning” means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, other cooperative work experience, youth apprenticeship, or employment.

#### **IV. LONG-TERM STRATEGIC PLAN**

- A. The school board, at a public meeting, shall adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with creating the world’s best workforce and includes the following:
  1. clearly defined school district and school site goals and benchmarks for instruction and student achievement for all nine student categories identified under the federal 2001 No Child Left Behind Act and two student gender categories of male and female;
  2. a process for assessing and evaluating each student’s progress toward meeting state and local academic standards and identifying the strengths and weaknesses of instruction in pursuit of student and school success and curriculum affecting students’ progress and growth toward career and college readiness and leading to the world’s best workforce;
  3. a system to periodically review and evaluate the effectiveness of all instruction and curriculum, taking into account strategies and best practices, student outcomes, principal evaluation under Minn. Stat. § 123B.147, Subd. 3, and teacher evaluations under Minn. Stat. § 122A.40, Subd. 9, or 122A.41, Subd. 5;
  4. strategies for improving instruction, curriculum, and student achievement, including the English and, where practicable, the native language development and the academic achievement of English learners;
  5. education effectiveness practices that integrate high-quality instruction, rigorous curriculum, technology, and a collaborative professional culture that develops and supports teacher quality, performance, and effectiveness; and;
  6. an annual budget for continuing to implement the school district plan.
- B. School district site and school site goals shall include the following:

1. All students will be required to demonstrate essential skills to effectively participate in lifelong learning.\* These skills include the following:

*(\*Note: The criteria for acceptable performance in basic skills areas may need to be modified for students with unique learning needs. These modifications will be reflected in the Individualized Education Program (IEP) or Rehabilitation Act Section 504 Accommodation plan.)*

- a. reading, writing, speaking, listening and viewing in the English language;
  - b. mathematical and scientific concepts;
  - c. locating, organizing, communicating and evaluating information and developing methods of inquiry (i.e. problem solving);
  - d. creative and critical thinking, decision making and study skills;
  - e. work readiness skills;
  - f. global and cultural understanding.
2. Each student will have the opportunity and will be expected to develop and apply essential knowledge that enables that student to:
    - a. live as a responsible, productive citizen and consumer within local, state, national and global political, social, and economic systems;
    - b. bring many perspectives, including historical, to contemporary issues;
    - c. develop an appreciation and respect for democratic institutions;
    - d. communicate and relate effectively in languages and with cultures other than the student's own;
    - e. practice stewardship of the land, natural resources and environment;
    - f. use a variety of tools and technology to gather and use information, enhance learning, solve problems, and increase human productivity.
  3. Students will have the opportunity to develop creativity and self-expression through visual and verbal images, music, literature, world languages, and the performing arts.
  4. School practices and instruction will be directed toward developing within each student a positive self-image and a sense of personal responsibility for:
    - a. establishing and achieving personal and career goals;

- b. adapting to change;
  - c. leading a healthy and fulfilling life, both physically and mentally;
  - d. living a life that will contribute to the well-being of society;
  - e. becoming a self-directed learner;
  - f. exercising ethical behavior.
5. Students will be given the opportunity to acquire human relations skills necessary to:
- a. appreciate, understand, and accept human diversity and interdependence;
  - b. address human problems through team effort;
  - c. resolve conflicts with and among others;
  - d. function constructively within a family unit;
  - e. promote a multicultural, gender-fair, disability-sensitive society.

**Legal References:** Minn. Stat. § 120B.018 (Definitions)  
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Stat. § 120B.30, Subd. 1 (Statewide Testing and Reporting System)  
Minn. Stat. § 120B.35, Subd. 3 (Student Academic Achievement and Growth)  
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)  
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)  
Minn. Stat. § 123B.147, Subd. 3 (Principals)  
20 U.S.C. § 5801, *et seq.* (National Education Goals 2000)  
20 U.S.C. § 6301, *et seq.* (No Child Left Behind Act)

**Cross References:** MSBA/MASA Model Policy 104 (School District Mission Statement)  
MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
MSBA/MASA Model Policy 616 (School District System Accountability)  
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)

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

MSBA/MASA Model Policy 601

Orig. 1995

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

Rev. ~~2014~~ 2016

## 601 SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS

*[Note: Minn. Stat. § 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 617-620 provide procedures to further implement the requirements of Minn. Stat. § 120B.11.]*

### I. PURPOSE

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota Graduation Standards and ~~the~~ federal ~~No Child Left Behind Act~~ law and are aligned with creating the world's best workforce.

### II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish the "world's best workforce" in which all learning in the school district should be directed and for which all school district learners should be held accountable.

### III. DEFINITIONS

- A. "Academic standard" means a summary description of student learning in a required content area or elective content area.
- B. "Benchmark" means specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- C. "Curriculum" means district or school adopted programs and written plans for providing students with learning experiences that lead to expected knowledge, skills, and career and college readiness.
- D. "Instruction" means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements.
- E. "Performance measures" are measures to determine school district and school site progress in striving to create the world's best workforce and must include at least the following:

- ~~1.~~ ~~student performance on the National Assessment of Educational Progress where applicable;~~
- ~~2~~ 1. the size of the academic achievement gap and rigorous course taking, including college-level advanced placement, international baccalaureate, postsecondary enrollment options, including concurrent enrollment, other ~~statutorily recognized~~ rigorous courses of study or industry certification courses or programs, and enrichment experiences by student subgroup;
- ~~3~~ 2. student performance on the Minnesota Comprehensive Assessments;
- ~~4~~ 3. high school graduation rates; and
- ~~5~~ 4. career and college readiness under Minn. Stat. § 120B.30, Subd. 1.

F. “World’s best workforce” means striving to: meet school readiness goals; have all third-grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

G. “Experiential learning” means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, other cooperative work experience, youth apprenticeship, or employment.

#### IV. LONG-TERM STRATEGIC PLAN

A. The school board, at a public meeting, shall adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with creating the world’s best workforce and includes the following:

1. clearly defined school district and school site goals and benchmarks for instruction and student achievement for all nine student categories identified under the federal 2001 No Child Left Behind Act and two student gender categories of male and female;

*[Note: MSBA/MASA Model Policy 601, Section IV.B. and MSBA/MASA Model Policy 616 address this requirement.]*

2. a process ~~for assessing and evaluating~~ to assess and evaluate each student’s progress toward meeting state and local academic standards, assess and identify students for participation in gifted and talented programs and accelerate their instruction, adopt procedures for early admission to kindergarten or first grade of gifted and talented learners which are sensitive to under-represented groups, and identifying the

strengths and weaknesses of instruction in pursuit of student and school success and curriculum affecting students' progress and growth toward career and college readiness and leading to the world's best workforce;

*[Note: MSBA/MASA Model Policy 618 addresses this requirement.]*

3. a system to periodically review and evaluate the effectiveness of all instruction and curriculum, taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, students' access to effective teachers who are members of populations under-represented among the licensed teachers in the district or school and who reflect the diversity of enrolled students under Minn. Stat. § 120B.35, Subd. 3(b)(2), and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5;

*[Note: MSBA/MASA Model Policy 616 addresses this requirement.]*

4. strategies for improving instruction, curriculum, and student achievement, including the English and, where practicable, the native language development and the academic achievement of English learners;

*[Note: MSBA/MASA Model Policy 616 addresses this requirement.]*

5. a process to examine the equitable distribution of teachers and strategies to ensure low-income and minority children are not taught at higher rates than other children by inexperienced, ineffective, or out-of-field teachers;
6. education effectiveness practices that integrate high-quality instruction, rigorous curriculum, technology, and a collaborative professional culture that develops and supports teacher quality, performance, and effectiveness; and
7. an annual budget for continuing to implement the school district plan.

B. School district site and school site goals shall include the following:

1. All students will be required to demonstrate essential skills to effectively participate in lifelong learning.\* These skills include the following:

*[\*Note: The criteria for acceptable performance in basic skills areas may need to be modified for students with unique learning needs. These modifications will be reflected in the Individualized Education Program (IEP) or Rehabilitation Act Section 504 Accommodation plan.]*

- a. reading, writing, speaking, listening, and viewing in the English language;
- b. mathematical and scientific concepts;

- c. locating, organizing, communicating, and evaluating information and developing methods of inquiry (i.e., problem solving);
  - d. creative and critical thinking, decision making, and study skills;
  - e. work readiness skills;
  - f. global and cultural understanding.
2. Each student will have the opportunity and will be expected to develop and apply essential knowledge that enables that student to:
- a. live as a responsible, productive citizen and consumer within local, state, national, and global political, social, and economic systems;
  - b. bring many perspectives, including historical, to contemporary issues;
  - c. develop an appreciation and respect for democratic institutions;
  - d. communicate and relate effectively in languages and with cultures other than the student's own;
  - e. practice stewardship of the land, natural resources, and environment;
  - f. use a variety of tools and technology to gather and use information, enhance learning, solve problems, and increase human productivity.
3. Students will have the opportunity to develop creativity and self-expression through visual and verbal images, music, literature, world languages, movement, and the performing arts.
4. School practices and instruction will be directed toward developing within each student a positive self-image and a sense of personal responsibility for:
- a. establishing and achieving personal and career goals;
  - b. adapting to change;
  - c. leading a healthy and fulfilling life, both physically and mentally;
  - d. living a life that will contribute to the well-being of society;
  - e. becoming a self-directed learner;

- f. exercising ethical behavior.
5. Students will be given the opportunity to acquire human relations skills necessary to:
- a. appreciate, understand, and accept human diversity and interdependence;
  - b. address human problems through team effort;
  - c. resolve conflicts with and among others;
  - d. function constructively within a family unit;
  - e. promote a multicultural, gender-fair, disability-sensitive society.

*[Note: School district and site goals example courtesy of the Winona School District.]*

C. Every child is reading at or above grade level no later than the end of grade 3, including English learners, and teachers provide comprehensive, scientifically based reading instruction, including a program or collection of instructional practices that is based on valid, replicable evidence showing that, when the programs or practices are used, students can be expected to achieve, at a minimum, satisfactory reading progress. The program or collection of practices must include, at a minimum, effective, balanced instruction in all five areas of reading (phonemic awareness, phonics, fluency, vocabulary development, and reading comprehension), as well as instructional strategies for continuously assessing, evaluating, and communicating the student's reading progress and needs.

- 1. The school district shall identify, before the end of kindergarten, grade 1, and grade 2, students who are not reading at grade level before the end of the current school year. Reading assessments in English and in the predominant languages of district students, where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of English learners. The school district must use locally adopted, developmentally appropriate, and culturally responsive assessment.
- 2. At least annually, the school district must give the parent of each student who is not reading at or above grade level timely information about:
  - a. student's reading proficiency as measured by a locally adopted assessment;

- b. reading-related services currently being provided to the student; and
  - c. strategies for parents to use at home in helping their students succeed in becoming grade-level proficient in reading English and their native languages.
3. For each student who is not reading at or above grade level, the school district shall provide reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year. Intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs. Intervention methods may include, but are not limited to, requiring attendance in summer school, intensified reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended day programs, or programs that strengthen students' cultural connections.

***Legal References:***

Minn. Stat. § 120B.018 (Definitions)  
 Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)  
 Minn. Stat. § 120B.11 (School District Process)  
Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)  
 Minn. Stat. § 120B.30, Subd. 1 (Statewide Testing and Reporting System)  
 Minn. Stat. § 120B.35, Subd. 3 (Student Academic Achievement and Growth)  
 Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)  
 Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)  
 Minn. Stat. § 123B.147, Subd. 3 (Principals)  
 20 U.S.C. § 5801, *et seq.* (National Education Goals 2000)  
 20 U.S.C. § 6301, *et seq.* (~~No Child Left Behind~~ Every Student Succeeds Act)

***Cross References:***

MSBA/MASA Model Policy 104 (School District Mission Statement)  
 MSBA/MASA Model Policy 613 (Graduation Requirements)  
 MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
 MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
 MSBA/MASA Model Policy 616 (School District System Accountability)  
 MSBA/MASA Model Policy 618 (Assessment of Student Achievement)

*1<sup>st</sup> Reading: 05/29/2007*

*2<sup>nd</sup> Reading: 9/24/2007*

*Approved: 12/17/2007*

*Reviewed: 5/25/2013, 12/23/2013, 3/23/2015*

## **603 CURRICULUM DEVELOPMENT**

### **I. PURPOSE**

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

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

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.

### **III. RESPONSIBILITY**

- A. The curriculum director shall be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long range curriculum development program. Timelines shall be determined by the curriculum director that will provide for periodic reviews of each curriculum area.
- B. A district advisory committee shall provide assistance at the request of the curriculum director. The advisory committee membership shall be a reflection of the community and, to the extent possible, shall reflect the diversity of the district and its school sites, and shall include parent, teacher, support staff, student, community residents and administration representation.
- C. Within the ongoing process of curriculum development, the following needs shall be addressed:
  - 1. Provide for articulation of courses of study from kindergarten through grade twelve.
  - 2. Identify minimum objectives for each course and at each elementary grade level.
  - 3. Provide for continuing evaluation of programs for the purpose of attaining school district objectives.
  - 4. Provide a program for ongoing monitoring of student progress.
  - 5. Provide for specific, particular and special needs of all members of the student community.
  - 6. Integrate required and elective course standards in the scope and sequence of the district curriculum.

7. Meet all applicable requirements of the Minnesota Department of Education and the No Child Left Behind Act.
- D. The curriculum director shall be responsible for keeping the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes and for periodically presenting recommended modifications for school board review and approval.
  - E. The curriculum director, with the approval of the superintendent, shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

**Legal References:** Minn. Stat. § 120B.10 (Findings; Improving Instruction and Curriculum)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Rules Part 3500.0550 (Inclusive Educational Program)  
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)  
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
20 U.S.C. § 6301, *et seq.* (No Child Left Behind Act)

**Cross References:** MSBA/MASA Model Policy 604 (Instructional Curriculum)  
MSBA/MASA Model Policy 605 (Alternative Programs)  
MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
MSBA/MASA Model Policy 616 (School District System Accountability)  
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)  
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)  
MSBA/MASA Model Policy 619 (Staff Development for Standards)  
MSBA/MASA Model Policy 620 (Credit for Learning)  
MSBA/MASA Model Policy 623 (Mandatory Summer School Instruction)

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

MSBA/MASA Model Policy 603

Orig. 1995

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

Rev. 2014 2016

## 603 CURRICULUM DEVELOPMENT

*[Note: Minn. Stat. § 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 617-620 provide procedures to further implement the requirements of Minn. Stat. § 120B.11.]*

### I. PURPOSE

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

### II. GENERAL STATEMENT OF POLICY

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.

### III. RESPONSIBILITY

- A. The superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long range curriculum development program. Timelines shall be determined by the superintendent that will provide for periodic reviews of each curriculum area.
- B. A district advisory committee shall provide assistance at the request of the superintendent. The advisory committee membership shall be a reflection of the community and, to the extent possible, shall reflect the diversity of the district and its school sites, and shall include parent, teacher, support staff, student, community residents, and administration representation, and shall provide translation to the extent appropriate and practicable. Whenever possible, parents and other community residents shall comprise at least two-thirds of advisory committee members.
- C. Within the ongoing process of curriculum development, the following needs shall be addressed:
  - 1. Provide for articulation of courses of study from kindergarten through grade twelve.
  - 2. Identify minimum objectives for each course and at each elementary grade

level.

3. Provide for continuing evaluation of programs for the purpose of attaining school district objectives.
  4. Provide a program for ongoing monitoring of student progress.
  5. Provide for specific, particular, and special needs of all members of the student community.
  6. Develop a local literacy plan to have every child reading at or above grade level no later than the end of grade 3, including English learners, and teachers providing comprehensive, scientifically based reading instruction consistent with law.
  - ~~6~~ 7. Integrate required and elective course standards in the scope and sequence of the district curriculum.
  - ~~7~~ 8. Meet all applicable requirements of the Minnesota Department of Education and ~~the No-Child-Left-Behind Act~~ federal law.
- D. The superintendent shall be responsible for keeping the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes, and for periodically presenting recommended modifications for school board review and approval.
- E. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

**Legal References:** Minn. Stat. § 120B.10 (Findings; Improving Instruction and Curriculum)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)  
Minn. Rules Part 3500.0550 (Inclusive Educational Program)  
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)  
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

20 U.S.C. § 6301, *et seq.* (~~No Child Left Behind~~ Every Student Succeeds Act)

***Cross References:*** MSBA/MASA Model Policy 604 (Instructional Curriculum)  
MSBA/MASA Model Policy 605 (Alternative Programs)  
MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
MSBA/MASA Model Policy 616 (School District System Accountability)  
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)  
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)  
MSBA/MASA Model Policy 619 (Staff Development for Standards)  
MSBA/MASA Model Policy 620 (Credit for Learning)  
MSBA/MASA Model Policy 623 (Mandatory Summer School Instruction)

*1<sup>st</sup> Reading: 05/29/2007*

*2<sup>nd</sup> Reading: 09/24/2007*

*Approved: 12/17/2007*

*Reviewed: 12/23/2013, 04/27/2015*

## **604 INSTRUCTIONAL CURRICULUM**

### **I. PURPOSE**

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

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

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

1. Language arts and basic communication skills including reading and writing, literature, and fine arts;
2. Mathematics and science;
3. Social studies, including history, geography, economics, government, and citizenship;
4. Health and physical education;
5. The arts;
6. Career and technical education; and
7. World languages.

B. The basic instructional program shall include all courses required for each grade level by the Minnesota Department of Education and all courses required in all elective subject areas. The instructional approach will be nonsexist and multicultural.

C. Elementary and middle schools shall offer at least three, and require at least two, of the following four art areas: dance, music, theater, and visual arts. High schools shall offer at least three, and require at least one, of the following five art areas: media arts, dance, music, theater, and visual arts.

D. The school board, at its discretion, may offer additional courses in the instructional program at any grade level.

E. Each instructional program shall be planned for optimal benefit taking into consideration the financial condition of the school district and other relevant factors. Each program plan should contain goals and objectives, materials, minimum student competency levels, and methods for student evaluation.

- F. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to instructional curriculum.
- G. The school district will provide onetime cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) instruction as part of its grade 7 to 12 curriculum for all students in that grade beginning in the 2014-2015 school year and later.
  - 1. In the school district's discretion, training and instruction may result in CPR certification.
  - 2. CPR and AED instruction must include CPR and AED training that have been developed:
    - a. by the American Heart Association or the American Red Cross and incorporate psychomotor skills to support the instruction; or
    - b. using nationally recognized, evidence-based guidelines for CPR and incorporate psychomotor skills to support the instruction. "Psychomotor skills" means hands-on practice to support cognitive learning; it does not mean cognitive-only instruction and training.
  - 3. The school district may use community members such as emergency medical technicians, paramedics, police officers, firefighters, and representatives of the Minnesota Resuscitation Consortium, the American Heart Association, or the American Red Cross, among others, to provide instruction and training.
  - 4. A school administrator may waive this curriculum requirement for a high school transfer student regardless of whether or not the student previously received instruction under this section, an enrolled student absent on the day the instruction occurred under this section, or an eligible student who has a disability.
- H. The school district shall assist all students by no later than grade 9 to explore their educational college and career interests, aptitudes, and aspirations and develop a plan for a smooth and successful transition to postsecondary education or employment. All students' plans must:
  - 1. provide a comprehensive plan to prepare for and complete career and college-ready curriculum by meeting state and local academic standards and developing career and employment-related skills such as team work, collaboration, creativity, communication, critical thinking, and good work habits;
  - 2. emphasize academic rigor and high expectations;
  - 3. help students identify interests, aptitudes, aspirations, and personal learning styles that may affect their career and college-ready goals and postsecondary education and employment choices;

4. set appropriate career and college-ready goals with timelines that identify effective means for achieving those goals
5. help students access to education and career options;
6. integrate strong academic content into career-focused courses and applied and experiential learning opportunities and integrate relevant career-focused courses and applied and experiential learning opportunities into strong academic content;
7. help identify and access appropriate counseling and other supports and assistance that enable students to complete required coursework, prepare for postsecondary education and careers, and obtain information about postsecondary education costs and eligibility for financial aid and scholarship;
8. help identify collaborative partnerships among pre-kindergarten through grade 12 schools, postsecondary institutions, economic development agencies, and local and regional employers that support student' transitions to postsecondary education and employment and provide students with applied and experiential learning opportunities; and
9. be reviewed and revised at least annually by the student, the student's parent or guardian, and the school district to ensure that the student's course-taking schedule keeps the student making adequate progress to meet state and local academic standards and high school graduation requirements and with a reasonable chance to succeed with employment or postsecondary education without the need to first complete remedial course work.

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

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

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

***Legal References:*** Minn. Stat. § 120A.22 (Compulsory Instruction)

Minn. Stat. § 120B.021 (Required Academic Standards)

Minn. Stat. § 120B.022 (Elective Standards)

Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Involuntary Career Tracking Prohibited)

Minn. Stat. § 120B.236 (Cardiopulmonary Resuscitation and Automatic External Defibrillator Instruction)

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

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

MSBA/MASA Model Policy 604

Orig. 1995

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

Rev. ~~2014~~ 2016

## 604 INSTRUCTIONAL CURRICULUM

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

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

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

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

- B. The basic instructional program shall include all courses required for each grade level by the Minnesota Department of Education (MDE) and all courses required in all elective subject areas. The instructional approach will be nonsexist and multicultural.
- C. Elementary and middle schools shall offer at least three, and require at least two,

of the following four art areas: dance, music, theater, and visual arts. High schools shall offer at least three, and require at least one, of the following five art areas: media arts, dance, music, theater, and visual arts.

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

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

*students under this section.]*

- H. The school district shall assist all students by no later than grade 9 to explore their educational college and career interests, aptitudes, and aspirations and develop a plan for a smooth and successful transition to postsecondary education or employment. All students' plans must:
1. provide a comprehensive plan to prepare for and complete career and college-ready curriculum by meeting state and local academic standards and developing career and employment-related skills such as team work, collaboration, creativity, communication, critical thinking, and good work habits;
  2. emphasize academic rigor and high expectations;
  3. help students identify interests, aptitudes, aspirations, and personal learning styles that may affect their career and college-ready goals and postsecondary education and employment choices;
  4. set appropriate career and college-ready goals with timelines that identify effective means for achieving those goals;
  5. help students access education and career options;
  6. integrate strong academic content into career-focused courses and applied and experiential learning opportunities and integrate relevant career-focused courses and applied and experiential learning opportunities into strong academic content;
  7. help identify and access appropriate counseling and other supports and assistance that enable students to complete required coursework, prepare for postsecondary education and careers, and obtain information about postsecondary education costs and eligibility for financial aid and scholarship;
  8. help identify collaborative partnerships among pre-kindergarten through grade 12 schools, postsecondary institutions, economic development agencies, and local and regional employers that support students' transitions to postsecondary education and employment and provide students with applied and experiential learning opportunities; and
  9. be reviewed and revised at least annually by the student, the student's parent or guardian, and the school district to ensure that the student's course-taking schedule keeps the student making adequate progress to meet state and local academic standards and high school graduation requirements and with a reasonable chance to succeed with employment or postsecondary education without the need to first complete remedial course work.

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

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

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

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

I. A student enrolled in a public school must correctly answer at least 30 of 50 civics test questions. A school or district may record on a student's transcript that the student answered at least 30 of 50 civics test questions correctly.

1. "Civics test questions" means 50 of the 100 questions that, as of January 1, 2015, United States citizenship and immigration services officers use to select the questions they pose to applicants for naturalization so the applicants can demonstrate their knowledge and understanding of the fundamentals of United States history and government, as required by federal law. The Learning Law and Democracy Foundation, in consultation with Minnesota civics teachers, must select by July 1 each year 50 of the 100 questions under this paragraph to serve as the state's civics test questions for the proximate school year and immediately transmit the 50 selected civics test questions to MDE and to the Legislative Coordinating Commission, which must post the 50 questions it receives on the Minnesota's Legacy website by August 1 of that year.

2. A school or district may exempt a student with disabilities from this requirement if the student's individualized education program team determines the requirement is inappropriate and establishes an alternative requirement.

3. A school or district may administer the civics test questions in a language other than English to students who qualify for English learner services.

4. Schools and districts may administer civics test questions as part of the social studies curriculum.
5. A district must not prevent a student from graduating or deny a student a high school diploma for failing to correctly answer at least 30 of 50 civics test questions.
6. The school district cannot charge a fee related to this requirement.

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

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

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

**Application for DISSOLUTION of Cooperative Sponsorship**

**Deadline: Not later than the first day of practice for that sport season.**

The governing boards of each participating school must jointly make application for dissolution of cooperative sponsorship.

On behalf of the following schools, we hereby apply for dissolution of the cooperative sponsorship of Adaptive Softball, CI beginning with the 2017 - 2018 school year.  
 (activity) (boys' or girls') (Adapted-CI or PI)

List ALL schools included in the cooperative sponsorship. Attach another form if necessary.

	School	City
High School #1:	New Prague H.S.	New Prague
High School #2:	Twi City United H.S.	Montgomery
High School #3:	Beebe Plaine H.S.	Beebe Plaine
High School #4:	Jordan H.S.	Jordan
H.S. #5:	LeSueur-Henderson H.S.	Le Sueur

- Please state the reason for dissolving this cooperative sponsorship:  
LSTH no longer has students interested in Adapted Softball, CI.
- Please circle appropriate letter.

High School #1:     A     B     C  
 High School #2:     A     B     C  
 High School #3:     A     B     C  
 High School #4:     A     B     C  
 H.S. #5:             A     B     C

- A. Our school is dropping this activity.
- B. Our school will sponsor this activity without a cooperative sponsorship.
- C. Our school will sponsor this activity as part of a new cooperative sponsorship. **Please submit an Application for Cooperative Sponsorship for the new coop.**

**Signatures**

High School #1:	<u>[Signature]</u> Board of Education	<u>[Signature]</u> Superintendent of Schools
High School #2:	<u>[Signature]</u> Board of Education	<u>[Signature]</u> Superintendent of Schools
High School #3:	_____ Board of Education	_____ Superintendent of Schools
High School #4:	_____ Board of Education	_____ Superintendent of Schools
H.S. #5:	<u>[Signature]</u> Board of Education	<u>[Signature]</u> Superintendent of Schools

**Official Action of the MSHSL Board of Directors**

- Approved                       Not Approved

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 MSHSL Executive Director

**Minnesota State High School League**  
 2100 Freeway Blvd., Brooklyn Center, MN 55430-1735  
 763-560-2262, Fax: 763.569.0499

**Application for Cooperative Sponsorship**

**Application must be submitted to the League office not later than the first day of practice for that sport season.**

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of Adapted Softball - CI  
 beginning with the 20 17 - 20 18 school year. (activity) (boys' or girls') (Adapted-CI or PI)

List ALL schools included in the cooperative sponsorship. Attach another form if necessary.

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School #1:	New Prague	1250	New Prague	1AA	N/A
High School #2:	Tri-City United	485	Montgomery	2A	N/A
High School #3:	Belle Plaine	437	Belle Plaine	2A	N/A
High School #4:	Jordan	496	Jordan	2A	

\*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

\*\*Current (Number and Class)

- Do any of the above schools belong to a conference in this activity?  
 Yes This application must include a review and comments from the conference(s) of which the schools are members.  
 No Moving from 5 schools to 4 schools (LSH is dropping) in this agreement.
- Do any of the above schools currently have a cooperative agreement in this activity?  
 Yes An application for dissolution must be submitted for the existing agreement.  
 No Coop is with New Prague.
- Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at [www.mshsl.org/About MSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/About%20MSHSL/Membership%20Information%20-%20A%20History%20&%20Model%20Resolution%20for%20School%20Boards))  
LeSueur-Henderson is dropping from the existing cooperative agreement.
- List the number of students, by grade level, who participated in this activity during the previous year. If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.

	7th	8th	9th	10th	11th	12th
High School #1	0	2	0	3	0	2
High School #2	0	1	0	1	0	0
High School #3	0	1	0	1	0	0
High School #4	0	0	0	0	2	0

- Team Identification: (Indicate how cooped schools should be identified in tournament programs): New Prague  
Trojans
- Team Colors: Cardinal & Black Team Mascot: Trojans
- Host School (school that will receive revenue share check): New Prague 7/13/17

Board of Education (or designee)	School	Date
Signed <u>Deanne Stangbaert</u>	<u>New Prague</u>	<u>8/17/17</u>
Signed <u>Annexa Frank</u>	<u>Le Sueur</u>	<u>8-16-17</u>
Signed _____	_____	_____
Signed _____	_____	_____

**Official Action of the MSHSL Board of Directors**

Approved  Not Approved

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 MSHSL Executive Director