

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



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

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**REGULAR BOARD MEETING**

**District Office, 130 South Willow Street, Belle Plaine, MN 56011  
6:00 PM Monday, July 23, 2018**

***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:**  
**Time:** \_\_\_\_\_

**Members Absent:** \_\_\_\_\_

**2. Seating New Board Member & Oath of Office:** Chair Kahle **3**

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

**1. Track:**

**2. Teacher Cadets:**

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

**5. Consensus Items:** Chair Kahle

**1. Previous Board Meeting Minutes:** **4**

**2. Approve Monthly Expenditures:** **9**

**3. Personnel:** **24**

**4. Donations:** **25**

**6. Discussion Items:**

**1. Superintendent Update:** Dr. Laager

<b>2. <u>Board Member Reports:</u></b>	Board Members	
<b>3. <u>Building Administrator Reports:</u></b>		<b><u>26</u></b>
<b>7. <u>Action Items:</u></b>		
<b>1. <u>Activity Fees:</u></b>	John Bergs	<b><u>28</u></b>
<b>2. <u>Handbooks:</u></b>	Principals	<b><u>30</u></b>
<b>3. <u>Approve Literacy Plan:</u></b>	Dr. Ryan Laager	<b><u>136</u></b>
<b>4. <u>Transportation Contract:</u></b>	Mr. Keller	<b><u>148</u></b>
<b>5. <u>Scoreboard Quotation:</u></b>	John Bergs	<b><u>153</u></b>
<b>8. <u>Upcoming Meetings:</u></b>		
<b>9. <u>Adjourn:</u></b>		

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

\_\_\_\_\_  
Date

## **SCHOOL BOARD MEMBER OATH OF OFFICE**

It is an honor that you were elected to guide the education of our community's children. As you recite the oath of office, you assume a tremendous responsibility as a director of our school district with the duties empowered by the Minnesota Legislature. This power puts you and the other members of our school board in the position of being both morally and legally responsible for equitable, quality education of every student in the district.

In carrying out this responsibility, you will be asked to fulfill the roles of vision, structure, accountability, and advocacy. In providing vision, the board, with extensive participation of the community, envisions the community's educational future and then formulates the goals, defines the outcomes and sets the course for the public schools.

To achieve the vision, the board establishes a structure and creates an environment designed to ensure all students the opportunity to attain their maximum potential through a sound organizational framework.

Because as a board we must be accountable to the community, we must ensure a continuous assessment of student achievement and all conditions affecting the education of our children.

As board members, we serve as education's key advocate on behalf of students and our community schools to advance the vision for our schools.

Furthermore, we must strive to work together with the superintendent and staff to lead the district toward fulfilling the vision we have created, fostering excellence for every student in the areas of academic skills and knowledge, citizenship and personal development.

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Having signed the acceptance of office and oath of office, I hereby publicly affirm my commitment to the oath of office:

I swear/affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 716 to the best of my judgment and ability.

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Board Chair

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Date

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Member

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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 Belle Plaine Public Schools was held Monday, June 18, 2018, beginning at 6:00 PM in the District Center - Board Room.

1. Call to Order:

Chairperson Kahle will call the meeting to order.

*The regular monthly meeting of the Belle Plaine School Board was called to order by Chairperson Kahle on Monday, June 18, 2018 at 6:00 pm at the District Center Board Room with the following members present: Kahle, Keup, Lenz, Gregory, Gardner and Supt. Laager. The following members were absent: O'Brien.*

2. Acknowledgment of Visitors and Special Presentations:

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

2. 1. Track:

State participant Ben Covington will be present.

2. 2. Golf:

State participant Cole Haller will be present.

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

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

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

4. Consensus Items:

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

Presenter: Chair Kahle

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

4. 1. Previous Board Meeting Minutes:

Enclosed are the May 21, 2018 Regular Board Meeting minutes for your review and adoption.

4. 2. Approve Monthly Expenditures:

At the board finance meeting, expenditures for the month of June were reviewed. Administration recommends approval of the June 2018 disbursements totaling \$1,302,351.77. This includes board payables of \$89,957.76, hand payments of \$212,685.81, electronic payments of \$953,709.15 and student activity payments of \$45,999.05.

4. 3. Personnel:

Accept the resignation of Amy Toennes, Paraprofessional, effective June 30, 2018.

Accept the resignation of Allison Stolt, Paraprofessional, effective June 26, 2018.

Accept the resignation of Ashley Jans, Special Education Teacher, effective at the conclusion of the 2017-2018 school year.

Accept the resignation of Andrea Robbins, Special Education Teacher, effective at the conclusion of the 2017-2018 school year.

Accept the resignation of Kevin Robinson, Band Instructor, effective at the conclusion of the 2017-2018 school year.

Accept the resignation of Mary Mesler, Director of Student Support Services, effective June 29, 2018.

Accept the resignation of Sibel Dikmen, Information Technology Specialist, effective October 26, 2018.

Release all of the following Long Term Substitutes hired during the 2017-2018 school year: Courtney Gray, Jamie McCabe, Delores Johnson, Macy Boblitt, Randy Carlson, Margaret Priola and Amy Kornovich.

Approve a Leave of Absence request for Chelsey Young effective from September 18, 2018 through November 2, 2018.

Approve the hire of Steve Schmidt, .5 FTE Lead Outside Custodian/.5 FTE Director of Outside Grounds & Activity Spaces, at \$54,214.40.

Approve the hire of Kallen Knott, Guidance Counselor, at MA Step 2, \$41,797 for the 2018-2019 school year.

Approve the hire of Anna Walters, Guidance Counselor, at MA Step 5, \$47,859.11 for the 2018-2019 school year.

Approve the hire of Cory Immerman, Secondary Instructor, at MA6, \$48,191 for the 2018-2019 school year.

Approve the hire of Sara Olson, Secondary Instructor, at BA6, \$41,779 for the 2018-2019 school year.

Approve the hire of Brian Kotila, 5-12 Band Instructor, at BA9, \$44,875 for the 2018-2019 school year.

Approve the hire of McCall Lemmons, Special Education Teacher, at MA Step 5, \$46,593 for the 2018-2019 school year.

Approve the hire of John P. Bergs, Information Technology Specialist, at \$18.55/hour, 260 days/ year beginning June 18, 2018.

Approve the hire of Marcy Boblitt, Long Term Substitute, effective September 18, 2018 through November 2, 2018.

Approve the new contract for Chelsea Hutchison, Communications Coordinator, for July 1, 2018 through June 30, 2020 at \$46,904 for 2018-19 and \$48,077 for 2019-20.

Approve the contract for Jessica Emerson, Director of Student Support Services, for July 1, 2018 through June 30, 2020 at \$89,000 for 2018-19 and \$91,225 for 2019-20.

#### 4. 4. Student Enrollments:

Approve a Belle Plaine resident, grade 11, to attend Eden Prairie Schools effective September 4, 2018.

Approve two Belle Plaine residents, grades 3 and 4, to attend Jordan Public Schools effective September 6, 2018.

Approve a Belle Plaine resident, grade 6, to attend New Prague Schools effective April 23, 2018.

Approve a LeSueur resident, grade 10, to attend Belle Plaine Schools effective September 4, 2018.

Approve two Shakopee residents, grades 9 and 12, to attend Belle Plaine Schools effective September 4, 2018.

Approve a Waconia resident, grade Kindergarden, to attend Belle Plaine Schools effective September 6, 2018.

Approve two LeSueur residents, grades 4 and 7, to attend Belle Plaine Schools effective September 4, 2018.

4. 5. Donations:

Donations totaling \$4,628.00 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!

Date	Donor	Donation/Gift	Amount
05.11.2018	Belle Plaine Lions	Oak Crest Elementary – 2019 Kindness Retreat	1,000.00
05.11.2018	Mary Nesgoda	Food Service – Assist Underfunded Students	50.00
05.18.2018	BP Softball Association	Wind Screen	3,000.00
05.23.2018	Belle Plaine PTO	Chatfield Elementary – 2 <sup>nd</sup> Grade Request	500.00
05.23.2018	Theresa Kuhlmann	General Support	48.00
05.30.2018	Anonymous	General Support	30.00

5. Discussion Items:

5. 1. Superintendent Update:

Superintendent Laager will provide updates on current school activities,  
Presenter: Dr. Laager

5. 1. 1. Review Schedule C changes in BPEA contract:

Changes to Schedule C of the BPEA contract.

5. 1. 2. Board Summer Retreat:

The tentative date for the board summer retreat is Thursday, Aug 9, 2018. Location TBD.

5. 1. 3. Summer Professional Development:

Review of summer professional development.

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

5. 3. Building Administrator Reports:

6. Action Items:

6. 1. Resolution Relating to the Termination and Non-Renewal of a Teaching Contract:

The attached resolution is for the non-renewal of a probationary teaching contract. Approval is recommended.

Presenter: Dr. Ryan Laager

*Motion by Keup and second by Lenz to approve the Resolution Relating to the Termination and Non-Renewal of a Teaching Contract. Motion carried unanimously with a 5-0 roll call vote.*

6. 2. 2018-19 Operating Capital Budget:

At the June work session we reviewed the 2018-19 Operating Capital budget. Approval is recommended.

Presenter: Mr. Keller

*Motion by Gardner and second by Lenz to approve the 2018-19 Operating Capital Budget. Motion carried unanimously.*

6. 3. 2018-19 Adopted Budget:

At the June work session we reviewed the updated projections for the 2018-19 adopted budget. Approval of the 2018-19 Adopted Budget is recommended.

Presenter: Mr. Keller

*Motion by Gregory and second by Lenz to approve the 2018-19 Adopted Budget. Motion carried unanimously.*

6. 4. Long-Term Facility Maintenance (LTFM) 10-Year Revenue and Expenditure Plan:

In the finance meeting we reviewed the 10-year LTFM Revenue and Expenditure Plan. If updated spreadsheets are available from MDE approval of the plan is recommended. This is an annual review and approval.

Presenter: Mr. Keller

*Motion by Lenz and second by Gregory to approve the LTFM Plan. Motion carried unanimously with a 5-0 roll call vote.*

6. 5. SW Metro LTFM Resolution:

The attached resolution is for SW Metro and their LTFM request for 2019-20. This resolution would approve our portion to go on our 2018-19 Levy. Our allocation is \$13,159.13. Our 2017-18 levy allocation was \$19,705.50. Approval of the resolution is recommended.

Presenter: Mr. Keller

*Motion by Gardner and second by Lenz to approve the SW Metro LTFM Resolution. Motion carried unanimously with a 5-0 roll call vote.*

6. 6. Reauthorization of Board Approved Referendum Authority:

Every 5 years the board needs to reauthorize the previously authorized \$300 per pupil unit board approved referendum authority. This will reauthorize for 5 years.

Presenter: Mr. Keller

*Motion by Lenz and second by Keup to approve the Reauthorization of Board Approved Referendum Authority. Motion carried unanimously with a 5-0 roll call vote.*

6. 7. Lead-in-Water Management Plan:

Attached is the district's lead-in-water management plan. Approval of the plan is recommended.

Presenter: Jeff Heine

*Motion by Gregory and second by Lenz to approve the lead-in-water management plan. Motion carried unanimously.*

6. 8. Policy Review:

Review of our current policies: Policy 516 - Student Medication, Policy 522 - Student Sex Nondiscrimination, Policy 524 - Internet Acceptable Use & Safety and Policy 529 - Staff Notification of Violent Behavior by Students.

The current policy/form is attached along with the revised red line version.

Presenter: Dr. Laager/Mr. Keller

*Motion by Gardner and second by Gregory to approve revisions on the following policies: Policy 516 – Student Medication, Policy 522 – Student Sex Nondiscrimination, Policy 524 – Internet Acceptable Use & Safety and Policy 529 – Staff Notification of Violent Behavior by Students. Motion carried unanimously.*

7. Upcoming Meetings:

July 23, 2018	5:30 p.m. Finance Committee
	6:00 p.m. Regular Board Meeting
August 9, 2018	9:00 a.m. School Board Retreat/Work Session
August 27, 2018	5:30 p.m. Finance Committee
	6:00 p.m. Regular Board Meeting

8. Adjourn:

*Motion by Keup and second by Lenz to adjourn at 6:33 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	7540	N	ACCU-RITE POWDERCOATING	V90101	63299	2447	776.32	0.00	776.32	06/20/2018	06/20/2018	06/20/2018
							Check Amount:		\$776.32			
1	5482	N	ACT FINANCE	V90101	63524	130183	5,658.00	0.00	5,658.00	06/29/2018	06/29/2018	06/29/2018
							Check Amount:		\$5,658.00			
1	6551	N	AFFINETY SOLUTIONS	V90101	63305	11392	3,000.00	0.00	3,000.00	07/01/2018	07/01/2018	07/01/2018
							Check Amount:		\$3,000.00			
1	4101	N	AP EXAMS	V90101	63539	240200	15.00	0.00	15.00	06/29/2018	06/29/2018	06/29/2018
							Check Amount:		\$15.00			
1	7024	N	APEX LEARNING	V90101	63527	SOINV00099609	12,325.00	0.00	12,325.00	07/09/2018	07/09/2018	07/09/2018
							Check Amount:		\$12,325.00			
1	7336	N	APPLE INC. EDUCATION	V90101	63317	6739658384	19,780.00	0.00	19,780.00	07/01/2018	07/01/2018	07/01/2018
							Check Amount:		\$19,780.00			
1	4589	N	BANC OF AMERICA LEASING	V90101	63318	110	8,256.74	0.00	8,256.74	07/01/2018	07/01/2018	07/01/2018
							Check Amount:		\$8,256.74			
1	7412	N	BAO DANG	V90101	63588	05302018	89.79	0.00	89.79	06/29/2018	06/29/2018	06/29/2018
							Check Amount:		\$89.79			
1	4514	N	BSN Sports	V90101	63407	902190486	277.34	0.00	277.34	06/27/2018	06/27/2018	06/27/2018
1	4514	N	BSN Sports	V90101	63288	902413606	802.21	0.00	802.21	06/20/2018	06/20/2018	06/20/2018
1	4514	N	BSN Sports	V90101	63410	902356714	10,198.42	0.00	10,198.42	06/27/2018	06/27/2018	06/27/2018
1	4514	N	BSN Sports	V90101	63411	902394777	4,709.37	0.00	4,709.37	06/27/2018	06/27/2018	06/27/2018
1	4514	N	BSN Sports	V90101	63406	902349615	637.31	0.00	637.31	06/27/2018	06/27/2018	06/27/2018
1	4514	N	BSN Sports	V90101	63409	902163698	204.01	0.00	204.01	06/27/2018	06/27/2018	06/27/2018
							Check Amount:		\$16,828.66			
1	4702	N	CDW-G	V90101	63616	MN1802542	1,006.25	0.00	1,006.25	06/29/2018	06/29/2018	06/29/2018
1	4702	N	CDW-G	V90101	63384	MN1802174	1,050.00	0.00	1,050.00	06/25/2018	06/25/2018	06/25/2018
							Check Amount:		\$2,056.25			
1	1262	N	CITY OF BELLE PLAINE	V90101	63614	00003609	300.00	0.00	300.00	06/29/2018	06/29/2018	06/29/2018
							Check Amount:		\$300.00			
1	1276	N	COMPANION CORP	V90101	63315	108298	2,397.00	0.00	2,397.00	07/01/2018	07/01/2018	07/01/2018
							Check Amount:		\$2,397.00			
1	7571	N	Computer Technology Solutions, Inc.	V90101	63622	61623	22,642.00	0.00	22,642.00	07/18/2018	07/18/2018	07/18/2018
							Check Amount:		\$22,642.00			

## 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	1321	N	DANIEL SCHMIDT LIGHTING	V90101	63523	7326	885.45	0.00	885.45	06/29/2018	06/29/2018	06/29/2018
							Check Amount:		\$885.45			
1	7080	N	DOROTHY SAULSBURY	V90101	63625	07112018	55.81	0.00	55.81	07/18/2018	07/18/2018	07/18/2018
1	7080	N	DOROTHY SAULSBURY	V90101	63528	06072018	47.96	0.00	47.96	06/29/2018	06/29/2018	06/29/2018
							Check Amount:		\$103.77			
1	7575	N	DORSEY & WHITNEY LLP	V90101	63405	3428363	5,000.00	0.00	5,000.00	06/27/2018	06/27/2018	06/27/2018
							Check Amount:		\$5,000.00			
1	1400	N	EBS CO INFORMATION SERVICES	V90101	63312	1000078784-1	2,316.00	0.00	2,316.00	07/01/2018	07/01/2018	07/01/2018
							Check Amount:		\$2,316.00			
1	4503	N	EDMENTUM	V90101	63303	INV098493-2	720.35	0.00	720.35	07/01/2018	07/01/2018	07/01/2018
							Check Amount:		\$720.35			
1	5579	N	EDUCATORS BENEFIT CONSULTAN	V90101	63522	3961	210.99	0.00	210.99	07/09/2018	07/09/2018	07/09/2018
							Check Amount:		\$210.99			
1	6870	N	EMILY AUST	V90101	63626	06192018	228.00	0.00	228.00	06/29/2018	06/29/2018	06/29/2018
							Check Amount:		\$228.00			
1	6809	N	FAST BRIDGE LEARNING LLC	V90101	63553	INV-2906	8,580.00	0.00	8,580.00	07/13/2018	07/13/2018	07/13/2018
							Check Amount:		\$8,580.00			
1	6811	N	FRONTLINE TECHNOLOGIES GROU	V90101	63311	INVUS79136	11,131.82	0.00	11,131.82	07/01/2018	07/01/2018	07/01/2018
							Check Amount:		\$11,131.82			
1	1511	N	GRAINGER	V90101	63623	9834906233	155.00	0.00	155.00	07/18/2018	07/18/2018	07/18/2018
1	1511	N	GRAINGER	V90101	63624	9835075665	206.60	0.00	206.60	07/18/2018	07/18/2018	07/18/2018
							Check Amount:		\$361.60			
1	2404	N	GRAPHIC EDGE	V90101	63382	1226725	936.76	0.00	936.76	06/25/2018	06/25/2018	06/25/2018
							Check Amount:		\$936.76			
1	1566	N	HILLYARD / HUTCHINSON	V90101	63586	603059821	242.00	0.00	242.00	07/16/2018	07/16/2018	07/16/2018
1	1566	N	HILLYARD / HUTCHINSON	V90101	63378	603037341	482.80	0.00	482.80	06/25/2018	06/25/2018	06/25/2018
1	1566	N	HILLYARD / HUTCHINSON	V90101	63513	603053296	3,210.45	0.00	3,210.45	07/09/2018	07/09/2018	07/09/2018
1	1566	N	HILLYARD / HUTCHINSON	V90101	63295	603028718	435.80	0.00	435.80	06/20/2018	06/20/2018	06/20/2018
							Check Amount:		\$4,371.05			
1	3762	N	HOUGHTON MIFFLIN HARCOURT	V90101	63293	953780093	323.76	0.00	323.76	06/20/2018	06/20/2018	06/20/2018
1	3762	N	HOUGHTON MIFFLIN HARCOURT	V90101	63294	953780094	60.00	0.00	60.00	06/20/2018	06/20/2018	06/20/2018
							Check Amount:		\$383.76			

## 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	3933	N	INFINITE CAMPUS INC	V90101	63306	BELLEPLA001	24,268.25	0.00	24,268.25	07/01/2018	07/01/2018	07/01/2018
1	3933	N	INFINITE CAMPUS INC	V90101	63542	SRVINV019436	4,494.00	0.00	4,494.00	07/11/2018	07/11/2018	07/11/2018
							Check Amount:		\$28,762.25			
1	3569	N	ISD 709	V90101	63617	AR264433	9,474.22	0.00	9,474.22	06/29/2018	06/29/2018	06/29/2018
							Check Amount:		\$9,474.22			
1	7531	N	ISTE	V90101	63379	769368	635.00	0.00	635.00	06/25/2018	06/25/2018	06/25/2018
							Check Amount:		\$635.00			
1	5840	N	IXL LEARNING	V90101	63541	S329156	12,526.00	0.00	12,526.00	07/11/2018	07/11/2018	07/11/2018
							Check Amount:		\$12,526.00			
1	2339	N	J W PEPPER & SON INC	V90101	63281	11D36163	70.00	0.00	70.00	06/20/2018	06/20/2018	06/20/2018
1	2339	N	J W PEPPER & SON INC	V90101	63285	11D25038	(84.00)	0.00	(84.00)	06/20/2018	06/20/2018	06/20/2018
1	2339	N	J W PEPPER & SON INC	V90101	63284	11D44105	(74.00)	0.00	(74.00)	06/20/2018	06/20/2018	06/20/2018
1	2339	N	J W PEPPER & SON INC	V90101	63279	11D38665	201.00	0.00	201.00	06/20/2018	06/20/2018	06/20/2018
1	2339	N	J W PEPPER & SON INC	V90101	63280	11D68105	50.00	0.00	50.00	06/20/2018	06/20/2018	06/20/2018
1	2339	N	J W PEPPER & SON INC	V90101	63283	11D25035	(98.00)	0.00	(98.00)	06/20/2018	06/20/2018	06/20/2018
1	2339	N	J W PEPPER & SON INC	V90101	63282	11D65302	7.94	0.00	7.94	06/20/2018	06/20/2018	06/20/2018
1	2339	N	J W PEPPER & SON INC	V90101	63286	11D67992	460.43	0.00	460.43	06/20/2018	06/20/2018	06/20/2018
							Check Amount:		\$533.37			
1	7077	N	JACK GERNBACHER	V90101	63385	06152018	80.99	0.00	80.99	06/25/2018	06/25/2018	06/25/2018
1	7077	N	JACK GERNBACHER	V90101	63550	06222018	81.10	0.00	81.10	06/29/2018	06/29/2018	06/29/2018
							Check Amount:		\$162.09			
1	5636	N	JAMF SOFTWARE LLC	V90101	63508	INV66415	17,613.00	0.00	17,613.00	07/09/2018	07/09/2018	07/09/2018
							Check Amount:		\$17,613.00			
1	1618	N	JANESVILLE WALDORF SCHOOL	V90101	63555	05042018	20.00	0.00	20.00	06/29/2018	06/29/2018	06/29/2018
							Check Amount:		\$20.00			
1	1660	N	JORDAN HIGH SCHOOL	V90101	63613	6128	15,404.94	0.00	15,404.94	06/29/2018	06/29/2018	06/29/2018
1	1660	N	JORDAN HIGH SCHOOL	V90101	63612	6127	12,914.13	0.00	12,914.13	06/29/2018	06/29/2018	06/29/2018
							Check Amount:		\$28,319.07			
1	6555	N	KELLY PETRASEK	V90101	63511	06282018	92.27	0.00	92.27	06/29/2018	06/29/2018	06/29/2018
							Check Amount:		\$92.27			
1	5789	N	KIM DEWITTE	V90101	63529	06132018	127.53	0.00	127.53	06/29/2018	06/29/2018	06/29/2018
							Check Amount:		\$127.53			

## 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	1707	N	LANGE'S PLUMBING & HEATING	V90101	63412	10711703	145.00	0.00	145.00	06/27/2018	06/27/2018	06/27/2018
							Check Amount:		\$145.00			
1	7517	N	LEARNING FARM	V90101	63313	2184	230.00	0.00	230.00	07/01/2018	07/01/2018	07/01/2018
							Check Amount:		\$230.00			
1	4134	N	LEXIA LEARNING SYSTEMS	V90101	63543	SIN039039	5,950.00	0.00	5,950.00	07/11/2018	07/11/2018	07/11/2018
							Check Amount:		\$5,950.00			
1	7566	N	LRP CONFERENCES LLC	V90101	63413	DALI180637	2,507.50	0.00	2,507.50	07/01/2018	07/01/2018	07/01/2018
							Check Amount:		\$2,507.50			
1	6563	N	MARGOT HANSEN	V90101	63296	06122018	117.72	0.00	117.72	06/20/2018	06/20/2018	06/20/2018
							Check Amount:		\$117.72			
1	1784	N	MASA	V90101	63314	06202018	1,285.00	0.00	1,285.00	07/01/2018	07/01/2018	07/01/2018
							Check Amount:		\$1,285.00			
1	3859	N	MASE	V90101	63544	07112018	455.00	0.00	455.00	07/11/2018	07/11/2018	07/11/2018
							Check Amount:		\$455.00			
1	1787	N	MASSP	V90101	63307	06202018	875.00	0.00	875.00	07/01/2018	07/01/2018	07/01/2018
							Check Amount:		\$875.00			
1	1812	N	MESPA	V90101	63308	05842	917.00	0.00	917.00	07/01/2018	07/01/2018	07/01/2018
							Check Amount:		\$917.00			
1	7486	N	MILLER'S REFRIGERATION	V90101	63554	13445	93.75	0.00	93.75	07/13/2018	07/13/2018	07/13/2018
							Check Amount:		\$93.75			
1	7496	N	Minnesota Elevator, Inc.	V90101	63507	757437	350.00	0.00	350.00	07/09/2018	07/09/2018	07/09/2018
							Check Amount:		\$350.00			
1	6486	N	MIST	V90101	63304	PK1019118	51,464.36	0.00	51,464.36	07/01/2018	07/01/2018	07/01/2018
							Check Amount:		\$51,464.36			
1	1885	N	MSBA	V90101	63621	20121W0D0N7	2,100.00	0.00	2,100.00	07/18/2018	07/18/2018	07/18/2018
1	1885	N	MSBA	V90101	63301	19590Q3G6Q5	6,386.00	0.00	6,386.00	07/01/2018	07/01/2018	07/01/2018
							Check Amount:		\$8,486.00			
1	1914	N	NEW PRAGUE AREA SCHOOLS	V90101	63585	06302018	3,041.19	0.00	3,041.19	06/29/2018	06/29/2018	06/29/2018
1	1914	N	NEW PRAGUE AREA SCHOOLS	V90101	63521	06302017	2,824.52	0.00	2,824.52	06/29/2018	06/29/2018	06/29/2018
							Check Amount:		\$5,865.71			
1	6275	N	NORTH AMERICAN SAFETY INC	V90101	63408	34831	148.85	0.00	148.85	06/27/2018	06/27/2018	06/27/2018

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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	6275	N	NORTH AMERICAN SAFETY INC	V90101	63381	35654	168.00	0.00	168.00	06/25/2018	06/25/2018	06/25/2018
1	6275	N	NORTH AMERICAN SAFETY INC	V90101	63380	35435	585.00	0.00	585.00	06/25/2018	06/25/2018	06/25/2018
							Check Amount:		\$901.85			
1	7570	N	OPG3	V90101	63525	2712	19,188.00	0.00	19,188.00	07/09/2018	07/09/2018	07/09/2018
							Check Amount:		\$19,188.00			
1	6111	N	RAM MUTUAL INSURANCE COMPAI	V90101	63609	162728	2,562.63	0.00	2,562.63	07/18/2018	07/18/2018	07/18/2018
							Check Amount:		\$2,562.63			
1	2023	N	REALLY GOOD STUFF	V90101	63292	6428024	10.44	0.00	10.44	06/20/2018	06/20/2018	06/20/2018
1	2023	N	REALLY GOOD STUFF	V90101	63291	6428025	5.69	0.00	5.69	06/20/2018	06/20/2018	06/20/2018
							Check Amount:		\$16.13			
1	2030	N	REGION V	V90101	63587	11952	5,804.50	0.00	5,804.50	07/16/2018	07/16/2018	07/16/2018
							Check Amount:		\$5,804.50			
1	3662	N	RSCHOOL TODAY (DWC)	V90101	63316	38117	3,692.57	0.00	3,692.57	07/01/2018	07/01/2018	07/01/2018
							Check Amount:		\$3,692.57			
1	6893	N	RYAN LAAGER	V90101	63611	06242018	533.56	0.00	533.56	06/29/2018	06/29/2018	06/29/2018
1	6893	N	RYAN LAAGER	V90101	63610	06282018	1,053.76	0.00	1,053.76	06/29/2018	06/29/2018	06/29/2018
							Check Amount:		\$1,587.32			
1	2067	N	SCHMITT MUSIC COMPANY	V90101	63519	2256934	45.70	0.00	45.70	06/29/2018	06/29/2018	06/29/2018
1	2067	N	SCHMITT MUSIC COMPANY	V90101	63518	2256935	45.00	0.00	45.00	06/29/2018	06/29/2018	06/29/2018
1	2067	N	SCHMITT MUSIC COMPANY	V90101	63517	2256933	28.00	0.00	28.00	06/29/2018	06/29/2018	06/29/2018
1	2067	N	SCHMITT MUSIC COMPANY	V90101	63516	2256936	91.00	0.00	91.00	06/29/2018	06/29/2018	06/29/2018
1	2067	N	SCHMITT MUSIC COMPANY	V90101	63515	2256937	62.00	0.00	62.00	06/29/2018	06/29/2018	06/29/2018
1	2067	N	SCHMITT MUSIC COMPANY	V90101	63514	2256932	23.00	0.00	23.00	06/29/2018	06/29/2018	06/29/2018
							Check Amount:		\$294.70			
1	2472	N	SCHOOL MATE	V90101	63309	IN000487955	356.25	0.00	356.25	07/01/2018	07/01/2018	07/01/2018
							Check Amount:		\$356.25			
1	3124	N	SCHOOLFINANCES.COM	V90101	63526	1267	3,000.00	0.00	3,000.00	07/09/2018	07/09/2018	07/09/2018
							Check Amount:		\$3,000.00			
1	6868	N	SCHOLOGY INCORPORATED	V90101	63422	19118	16,200.00	0.00	16,200.00	07/01/2018	07/01/2018	07/01/2018
							Check Amount:		\$16,200.00			
1	2348	N	SCHOOLS FOR EQUITY IN EDUC	V90101	63386	05252018	2,532.89	0.00	2,532.89	07/01/2018	07/01/2018	07/01/2018
							Check Amount:		\$2,532.89			

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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	4959	N	SIBEL DIKMEN	V90101	63540	06262018	39.24	0.00	39.24	06/29/2018	06/29/2018	06/29/2018
							Check Amount:		\$39.24			
1	4131	N	SOCIAL STUDIES SCHOOL SERVIC	V90101	63383	SI128383	173.37	0.00	173.37	06/25/2018	06/25/2018	06/25/2018
							Check Amount:		\$173.37			
1	6138	N	SOUTHWEST METRO EDUCATION,V90101	V90101	63620	1053	9,403.53	0.00	9,403.53	07/18/2018	07/18/2018	07/18/2018
1	6138	N	SOUTHWEST METRO EDUCATION,V90101	V90101	63619	1042	19,705.50	0.00	19,705.50	07/18/2018	07/18/2018	07/18/2018
1	6138	N	SOUTHWEST METRO EDUCATION,V90101	V90101	63618	1071	7,917.30	0.00	7,917.30	06/29/2018	06/29/2018	06/29/2018
1	6138	N	SOUTHWEST METRO EDUCATION,V90101	V90101	63615	1112	5,606.40	0.00	5,606.40	06/29/2018	06/29/2018	06/29/2018
1	6138	N	SOUTHWEST METRO EDUCATION,V90101	V90101	63289	1022	14,471.31	0.00	14,471.31	06/20/2018	06/20/2018	06/20/2018
1	6138	N	SOUTHWEST METRO EDUCATION,V90101	V90101	63512	1018023	100.00	0.00	100.00	07/09/2018	07/09/2018	07/09/2018
							Check Amount:		\$57,204.04			
1	4278	N	SPRINGSTED INC	V90101	63608	18-134	3,440.00	0.00	3,440.00	06/29/2018	06/29/2018	06/29/2018
							Check Amount:		\$3,440.00			
1	6318	N	STACEY HESS-NORSKOG	V90101	63509	06252018	238.33	0.00	238.33	06/29/2018	06/29/2018	06/29/2018
							Check Amount:		\$238.33			
1	2164	N	STIER TRANSPORTATION SERVICEV90101	V90101	63287	061018	522.90	0.00	522.90	06/20/2018	06/20/2018	06/20/2018
							Check Amount:		\$522.90			
1	2179	N	SUPREME SCHOOL SUPPLY	V90101	63298	83488	187.79	0.00	187.79	06/20/2018	06/20/2018	06/20/2018
							Check Amount:		\$187.79			
1	3931	N	TRAILBLAZER TRANSIT	V90101	63290	2018-04-1F8	16.00	0.00	16.00	06/20/2018	06/20/2018	06/20/2018
							Check Amount:		\$16.00			
1	7497	N	TREBRON COMPANY, INC.	V90101	63302	39649	6,454.80	0.00	6,454.80	07/01/2018	07/01/2018	07/01/2018
							Check Amount:		\$6,454.80			
1	3326	N	TRIARCO ARTS & CRAFTS	V90101	63297	969949	5.74	0.00	5.74	06/20/2018	06/20/2018	06/20/2018
							Check Amount:		\$5.74			
1	2272	N	US BANK OPERATIONS CENTER	V90101	63404	1108345	343,375.00	0.00	343,375.00	07/01/2018	07/01/2018	07/01/2018
1	2272	N	US BANK OPERATIONS CENTER	V90101	63403	1108344	102,135.63	0.00	102,135.63	07/01/2018	07/01/2018	07/01/2018
							Check Amount:		\$445,510.63			
1	4546	N	WIGEN COMPANIES, INC.	V90101	63300	20563	410.00	0.00	410.00	06/20/2018	06/20/2018	06/20/2018
							Check Amount:		\$410.00			

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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	2326	N	YOUTH FRONTIERS INC	V90101	63310	80811	750.00	0.00	750.00	07/01/2018	07/01/2018	07/01/2018
							Check Amount:		\$750.00			
							Report Total:		\$877,450.83			

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

## Electronic

Batch	Co	Pmt No	Bank	ck	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
p812p2	0716	45052	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	43271	N	USD	83,150.18
p812p2	0716	45053	SBC		WX	1	1977	PERA	N	N	43271	N	USD	13,674.60
p812p2	0716	45054	SBC		WX	1	2330	FEDERAL	N	N	43271	N	USD	40,140.06
p812p2	0716	45054	SBC		WX	1	2330	FEDERAL	N	N	43271	N	USD	17,707.52
p812p2	0716	45054	SBC		WX	1	2330	FEDERAL	N	N	43271	N	USD	75,713.90
p812p2	0716	45055	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	43271	N	USD	21,625.42
p812p2	0716	45056	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	43271	N	USD	2,773.61
p812p2	0716	45057	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	43271	N	USD	1,546.56
p812p2	0716	45057	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	43271	N	USD	620.38
p812p2	0716	45057	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	43271	N	USD	5,325.80
p812p2	0716	45057	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	43271	N	USD	20.00
p812p2	0716	45057	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	43271	N	USD	108.80
p812p2	0716	45057	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	43271	N	USD	1,001.78
p812p2	0716	45057	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	43271	N	USD	11,544.40
p812p2	0716	45057	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	43271	N	USD	3,004.12
p812p2	0716	45057	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	43271	N	USD	1,360.46
P90102	0716	45210	SBC		WX	1	2336	XCEL ENERGY	N	N	43270	N	USD	29.39
P90102	0716	45211	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	43272	N	USD	3.66
P90102	0716	45211	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	43272	N	USD	32.62
P90102	0716	45211	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	43272	N	USD	170.98
P90102	0716	45211	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	43272	N	USD	402.95
P90102	0716	45211	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	43272	N	USD	1,159.53
P90102	0716	45211	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	43272	N	USD	2,355.46
P90102	0716	45212	SBC		WX	1	2336	XCEL ENERGY	N	N	43273	N	USD	801.74
P90102	0716	45213	SBC		WX	1	2800	MII LIFE - SELECT ACCOUNT	N	N	43273	N	USD	514.25
P90102	0716	45214	SBC		WX	1	1486	FRONTIER	N	N	43276	N	USD	97.40
P90102	0716	45214	SBC		WX	1	1486	FRONTIER	N	N	43276	N	USD	97.40
P90102	0716	45214	SBC		WX	1	1486	FRONTIER	N	N	43276	N	USD	101.12
P90102	0716	45214	SBC		WX	1	1486	FRONTIER	N	N	43276	N	USD	1,326.07
p901p1	0716	45221	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	43286	N	USD	26,099.32
p901p1	0716	45221	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	43286	N	USD	2,791.09
p901p1	0716	45221	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	43286	N	USD	5,131.97
p901p1	0716	45222	SBC		WX	1	1977	PERA	N	N	43286	N	USD	4,270.77
p901p1	0716	45222	SBC		WX	1	1977	PERA	N	N	43286	N	USD	2,393.94

## Electronic

Batch	Co	Pmt No	Bank	ck	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
p901p1	0716	45223	SBC		WX	1	2330	FEDERAL	N	N	43286	N	USD	9,683.89
p901p1	0716	45223	SBC		WX	1	2330	FEDERAL	N	N	43286	N	USD	4,305.06
p901p1	0716	45223	SBC		WX	1	2330	FEDERAL	N	N	43286	N	USD	18,407.46
p901p1	0716	45223	SBC		WX	1	2330	FEDERAL	N	N	43286	N	USD	2,785.68
p901p1	0716	45223	SBC		WX	1	2330	FEDERAL	N	N	43286	N	USD	1,829.00
p901p1	0716	45223	SBC		WX	1	2330	FEDERAL	N	N	43286	N	USD	7,820.60
p901p1	0716	45223	SBC		WX	1	2330	FEDERAL	N	N	43286	N	USD	4,200.39
p901p1	0716	45223	SBC		WX	1	2330	FEDERAL	N	N	43286	N	USD	1,396.42
p901p1	0716	45223	SBC		WX	1	2330	FEDERAL	N	N	43286	N	USD	5,970.90
p901p1	0716	45224	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	43286	N	USD	5,377.64
p901p1	0716	45224	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	43286	N	USD	1,615.96
p901p1	0716	45224	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	43286	N	USD	2,144.00
p901p1	0716	45225	SBC		WX	1	2735	MII LIFE - VEBA/HSA	Y	N	43286	Y	USD	903.09
p901p1	0716	45225	SBC		WX	1	2735	MII LIFE - VEBA/HSA	Y	N	43286	Y	USD	100.00
p901p1	0716	45225	SBC		WX	1	2735	MII LIFE - VEBA/HSA	Y	N	43286	Y	USD	107,727.95
p901p1	0716	45225	SBC		WX	1	2735	MII LIFE - VEBA/HSA	Y	N	43286	Y	USD	(903.09)
p901p1	0716	45225	SBC		WX	1	2735	MII LIFE - VEBA/HSA	Y	N	43286	Y	USD	(100.00)
p901p1	0716	45225	SBC		WX	1	2735	MII LIFE - VEBA/HSA	Y	N	43286	Y	USD	(107,727.95)
p901p1	0716	45226	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	43286	N	USD	625.36
p901p1	0716	45226	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	43286	N	USD	620.38
p901p1	0716	45226	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	43286	N	USD	1,896.33
p901p1	0716	45226	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	43286	N	USD	108.80
p901p1	0716	45226	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	43286	N	USD	216.78
p901p1	0716	45226	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	43286	N	USD	1,905.17
p901p1	0716	45226	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	43286	N	USD	606.12
p901p1	0716	45226	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	43286	N	USD	283.78
p901p1	0716	45226	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	43286	N	USD	293.00
p901p1	0716	45226	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	43286	N	USD	786.58
p901p1	0716	45226	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	43286	N	USD	700.00
p901p1	0716	45226	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	43286	N	USD	770.34
p901p1	0716	45226	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	43286	N	USD	1,400.00
p901p1	0716	45226	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	43286	N	USD	225.50
p901p1	0716	45227	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	43286	N	USD	16,800.00
p901p1	0716	45228	SBC		WX	1	4711	ING MN STATE RETIREMENT SYSTEM	N	N	43286	N	USD	66,800.00

## Electronic

Batch	Co	Pmt No	Bank	ck	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
p901p1	0716	45229	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	43286	N	USD	100.00
p901p1	0716	45229	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	43286	N	USD	107,727.95
p901p1	0716	45229	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	43286	N	USD	650.17
P90102	0716	45250	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	43286	N	USD	211.11
P90102	0716	45250	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	43286	N	USD	159.19
P90102	0716	45250	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	43286	N	USD	102.77
P90102	0716	45250	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	43286	N	USD	80.30
P90102	0716	45251	SBC		WX	1	2336	XCEL ENERGY	N	N	43290	N	USD	12,481.46
P90102	0716	45251	SBC		WX	1	2336	XCEL ENERGY	N	N	43290	N	USD	9,259.83
P90102	0716	45251	SBC		WX	1	2336	XCEL ENERGY	N	N	43290	N	USD	8,618.42
P90102	0716	45252	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	43290	N	USD	739.84
P90102	0716	45252	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	43290	N	USD	699.29
P90102	0716	45252	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	43290	N	USD	81.78
P90102	0716	45253	SBC		WX	1	2336	XCEL ENERGY	N	N	43292	N	USD	316.29
June PCARD														17,846.30
Payroll 6/20/2018														428,422.88
Payroll 7/05/2018														507,401.81
<b>Total</b>														<b>\$ 1,581,571.78</b>

## Hand Pays

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
p812p2	0716	45058	SBC	61923	CH	1	1123	BELLE PLAINE ED ASSOC	Y	N	6/20/2018	N	USD	5,558.25
p812p2	0716	45059	SBC	61924	CH	1	1134	BELLE PLAINE SCHOOL	Y	N	6/20/2018	N	USD	5,107.42
p812p2	0716	45061	SBC	61925	CH	1	6451	Belle Plaine Schools Dental Ins Account	Y	N	6/20/2018	N	USD	-
p812p2	0716	45062	SBC	61926	CH	1	6482	Belle Plaine Schools Health Ins Acct	Y	N	6/20/2018	N	USD	30,471.42
p812p2	0716	45063	SBC	61927	CH	1	7052	FIDELITY SECURITY LIFE INS EYE MED	Y	N	6/20/2018	N	USD	-
p812p2	0716	45060	SBC	61928	CH	1	6122	NATIONAL INSURANCE SERVICE of WI	Y	N	6/20/2018	N	USD	-
p812p2	0716	45155	SBC	61929	CH	1	6482	Belle Plaine Schools Health Ins Acct	Y	N	6/20/2018	N	USD	9,210.55
P90102	0716	45171	SBC	61930	CH	1	7574	ARTHUR WESTPHAL	Y	N	6/21/2018	N	USD	90.00
P90102	0716	45172	SBC	61931	CH	3	5940	BELLE PLAINE BASKETBALL ASSOCIATION	Y	N	6/21/2018	N	USD	4,740.00
P90102	0716	45169	SBC	61932	CH	1	7572	CHRISTOPHER LAGERGREN	Y	N	6/21/2018	N	USD	145.00
P90102	0716	45162	SBC	61933	CH	1	3809	CRAIG JOHNSON	Y	N	6/21/2018	N	USD	82.00
P90102	0716	45162	SBC	61933	CH	1	3809	CRAIG JOHNSON	Y	N	6/21/2018	N	USD	155.00
P90102	0716	45161	SBC	61934	CH	1	3192	GERALD SMITH	Y	N	6/21/2018	N	USD	175.00
P90102	0716	45158	SBC	61935	CH	1	2404	GRAPHIC EDGE	Y	N	6/21/2018	N	USD	368.45
P90102	0716	45170	SBC	61936	CH	1	7573	KAY OTTO	Y	N	6/21/2018	N	USD	245.00
P90102	0716	45167	SBC	61937	CH	1	6693	LANA BECK	Y	N	6/21/2018	N	USD	264.00
P90102	0716	45159	SBC	61938	CH	1	2623	MARK LAGERGREN	Y	N	6/21/2018	N	USD	145.00
P90102	0716	45163	SBC	61939	CH	1	4145	MEDICAREBLUE RX	Y	N	6/21/2018	N	USD	450.00
P90102	0716	45160	SBC	61940	CH	1	2765	NEY CENTER	Y	N	6/21/2018	N	USD	105.00
P90102	0716	45166	SBC	61941	CH	1	6304	NICHOLAS LITFIN	Y	N	6/21/2018	N	USD	90.00
P90102	0716	45165	SBC	61942	CH	1	6275	NORTH AMERICAN SAFETY INC	Y	N	6/21/2018	N	USD	192.00
P90102	0716	45164	SBC	61943	CH	1	6111	RAM MUTUAL INSURANCE COMPANY	Y	N	6/21/2018	N	USD	2,855.87
P90102	0716	45168	SBC	61944	CH	1	6893	RYAN LAAGER	Y	N	6/21/2018	N	USD	265.63
P90102	0716	45168	SBC	61944	CH	1	6893	RYAN LAAGER	Y	N	6/21/2018	N	USD	186.84
P90102	0716	45157	SBC	61945	CH	1	2108	SHAKOPEE PUBLIC SCHOOLS	Y	N	6/21/2018	N	USD	36.36
P90102	0716	45208	SBC	61946	CH	1	7578	APPLE INC.	Y	N	7/2/2018	N	USD	151,975.96
P90102	0716	45206	SBC	61947	CH	1	7184	BOOTH LAW GROUP LLC	Y	N	7/2/2018	N	USD	21.50
P90102	0716	45204	SBC	61948	CH	1	1262	CITY OF BELLE PLAINE	Y	N	7/2/2018	N	USD	11,391.84
P90102	0716	45205	SBC	61949	CH	1	4628	LOREE HEINKEL	Y	N	7/2/2018	N	USD	183.20
P90102	0716	45207	SBC	61950	CH	1	7346	SAMANAGE USA, INC	Y	N	7/2/2018	N	USD	4,406.40
p901p1	0716	45215	SBC	61951	CH	1	1134	BELLE PLAINE SCHOOL	Y	N	7/5/2018	N	USD	3,039.83
p901p1	0716	45215	SBC	61951	CH	1	1134	BELLE PLAINE SCHOOL	Y	N	7/5/2018	N	USD	298.34
p901p1	0716	45218	SBC	61952	CH	1	6451	Belle Plaine Schools Dental Ins Account	Y	N	7/5/2018	N	USD	7,686.21
p901p1	0716	45218	SBC	61952	CH	1	6451	Belle Plaine Schools Dental Ins Account	Y	N	7/5/2018	N	USD	298.08
p901p1	0716	45218	SBC	61952	CH	1	6451	Belle Plaine Schools Dental Ins Account	Y	N	7/5/2018	N	USD	4,521.39



June 2018 Student Activities

Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Payment Description	Pay Date	Void	Curr	Amount
	44971	HSAC	8194	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	SOFTBALL - WILD BILLS	6/6/18	N	USD	362.99
0716	44971	HSAC	8194	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	SOFTBALL - ROCHESTER CENTERSTONE	6/6/18	N	USD	566.46
0716	44971	HSAC	8194	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CLASS 2019 - COBORNS	6/6/18	N	USD	127.44
0716	44971	HSAC	8194	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CHOIR - CHANHASSEN DINNER THEATRE	6/6/18	N	USD	3,865.80
0716	44971	HSAC	8194	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	JH STD CNCL - VALLEYFAIR	6/6/18	N	USD	3,430.00
0716	44971	HSAC	8194	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	SOFTBALL - QUICKID	6/6/18	N	USD	80.08
0716	44971	HSAC	8194	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CLASS 2018 - CRESTLINE	6/6/18	N	USD	572.73
0716	44971	HSAC	8194	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	PEP CLUB - COBORNS	6/6/18	N	USD	90.05
0716	44971	HSAC	8194	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	TRACK - COBORNS	6/6/18	N	USD	27.96
0716	44971	HSAC	8194	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	TIGERIAN - DOMINOS	6/6/18	N	USD	111.46
0716	44971	HSAC	8194	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	GOLF - COBORNS	6/6/18	N	USD	24.39
0716	44971	HSAC	8194	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CHOIR - COBORNS	6/6/18	N	USD	268.02
0716	44971	HSAC	8194	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	SOFTBALL - DOMINOS	6/6/18	N	USD	62.49
0716	44971	HSAC	8194	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	VISUAL ARTS - DOMINOS	6/6/18	N	USD	38.81
0716	44971	HSAC	8194	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	VISUAL ARTS - COBORNS	6/6/18	N	USD	5.00
0716	44971	HSAC	8194	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	PEP CLUB - COBORNS	6/6/18	N	USD	49.99
0716	44971	HSAC	8194	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	TRACK - COBORNS	6/6/18	N	USD	17.94
0716	44971	HSAC	8194	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	TRACK - GRAPHIC EDGE - JH TSHIRTS	6/6/18	N	USD	33.81
0716	44971	HSAC	8194	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	TRACK - GRAPHIC EDGE - JH TSHIRTS	6/6/18	N	USD	377.67
0716	44968	HSAC	8195	CH	1	5333	CARIBOU GUN CLUB	TRAPSHOOT - SHELLS/ROUNDS	6/6/18	N	USD	864.50
0716	44970	HSAC	8196	CH	1	7544	HOBBER'S HWY 99	Picnic/Tacos	6/6/18	N	USD	480.00
0716	44967	HSAC	8197	CH	1	1711	LAURIE GREEN	CLASS 2018 - GRADUATION SUPPLIES	6/6/18	N	USD	145.55
0716	44967	HSAC	8197	CH	1	1711	LAURIE GREEN	CLASS 2018 - GRADUATION FLOWERS	6/6/18	N	USD	96.00
0716	44973	HSAC	8198	CH	3	4882	MN FFA ASSOCIATION	FFA - REGISTRATION FOR CAMP	6/6/18	N	USD	170.00
0716	44973	HSAC	8198	CH	3	4882	MN FFA ASSOCIATION	FFA - REGISTRATION FOR CAMP	6/6/18	N	USD	(170.00)
0716	44973	HSAC	8198	CH	3	4882	MN FFA ASSOCIATION	FFA - REGISTRATION FOR CAMP	6/6/18	N	USD	170.00
0716	44974	HSAC	8199	CH	3	5208	MVP FUNDRAISING	TRACK - 400 GOLD CARDS	6/6/18	N	USD	4,200.00
0716	44976	HSAC	8200	CH	3	6495	RELAYBATON.COM	TRACK - SENIOR AWARDS	6/6/18	N	USD	271.10
0716	44972	HSAC	8201	CH	3	4725	RERUNS	TRACK - TROPHIES & AWRDS	6/6/18	N	USD	71.00
0716	44969	HSAC	8202	CH	1	7292	RIVER BEND BUSINESS PRODUCTS	TIGER CLUB - Activity Dept. - printer	6/6/18	N	USD	299.00
0716	44975	HSAC	8203	CH	3	6374	WORLDSTRIDES	SOCIAL STUDIES - DC/NY SOCIAL TRIP	6/6/18	N	USD	13,415.69
0716	45156	HSAC	8204	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	TRAPSHOOT - USA HS CLAY TARGET	6/21/18	N	USD	780.00
0716	45156	HSAC	8204	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	TRACK - STATE T-SHIRTS	6/21/18	N	USD	192.00
0716	45156	HSAC	8204	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	TRACK - MRC CHAMP T SHIRTS	6/21/18	N	USD	368.45
0716	45203	HSAC	8205	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	TIGER CLUB - NAS - CAM HATS	6/29/18	N	USD	148.85
0716	45203	HSAC	8205	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	BASEBALL - BSN - POLOS	6/29/18	N	USD	277.34
0716	45203	HSAC	8205	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	BASEBALL - BSN - TSHIRTS	6/29/18	N	USD	637.31
0716	45202	HSAC	8206	CH	1	4514	BSN Sports	BASES	6/29/18	N	USD	599.36

**Total** 33,129.24

Card Holder	Transaction Date	Statement Date	Merchant Name	Transaction Amount	Notes
Belle P Activities	5/29/2018	6/27/2018	Dispute: Airbnb * Hm9ybkmtyb	(2,324.49)	Disputed Transaction in May
Belle P Activities	6/8/2018	6/27/2018	Menards Burnsville Mn	(10.78)	Refund Tax
Belle P Activities	6/8/2018	6/27/2018	Menards Burnsville Mn	(10.92)	Refund Tax
Belle P Activities	6/15/2018	6/27/2018	Crestline 00 Of 00	(31.15)	CLASS 2018 - REFUND
Belle P Activities	6/18/2018	6/27/2018	Valleyfair Group Sales	(1,617.00)	JH STD CNCL - Refund for Extra Tickets
Belle P Activities	6/22/2018	6/27/2018	Crestline - Ecommerce	872.05	CLASS 2018 - Sports Bags
Belle Plaine Act	5/29/2018	6/27/2018	Wm Supercenter #3513	38.16	JH STD CNCL - Popice
Belle Plaine Act	6/1/2018	6/27/2018	Mn Zoo Tars	1,442.00	JH STD CNCL - MN Zoo Field Trip
Belle Plaine Act	6/5/2018	6/27/2018	4imprint	452.87	CLASS 2018 - Senior Gift (Laundry Bag)
Belle Plaine Act	6/7/2018	6/27/2018	Smartsign	388.17	Removable Polyester Labels
Belle Plaine Act	6/8/2018	6/27/2018	Breezy Point Resort In	420.00	MASSP Conference Lodging - D Kreft
Belle Plaine Act	6/22/2018	6/27/2018	Cable Wholesale.Com	394.54	CAT6A CABLE
Belle Plaine Act	6/27/2018	6/27/2018	Cable Wholesale.Com	460.00	Cables - Ordered wrong parts first time
Belle Plaine Comm Ed	5/28/2018	6/27/2018	Blick Art 800-447-1892	58.77	Textile Ink
Belle Plaine Comm Ed	5/30/2018	6/27/2018	Sams Club #6510	64.39	Kids Co Supplies - Paper Plates, Easy Mac
Belle Plaine Comm Ed	5/31/2018	6/27/2018	Iste Conference	635.00	Chicago Tech Conference Registration - R Laager
Belle Plaine Comm Ed	6/1/2018	6/27/2018	Menards Burnsville Mn	202.55	Supplies to repair field bleachers
Belle Plaine Comm Ed	6/1/2018	6/27/2018	Brueggers #3827	231.84	Bagels for Staff Breakfast
Belle Plaine Comm Ed	6/1/2018	6/27/2018	Amazon.Com	75.96	Umpire Facemasks
Belle Plaine Comm Ed	6/13/2018	6/27/2018	Twins Ballpark Llc	1,000.00	Twins Tickets
Belle Plaine Comm Ed	6/15/2018	6/27/2018	Bb *childrensmuseumsom	336.00	Children's Museum Trip
Belle Plaine Comm Ed	6/20/2018	6/27/2018	Genesis - Belle Plaine	137.01	Drivers Ed Fuel
Belle Plaine Comm Ed	6/25/2018	6/27/2018	Dollartree	23.00	Craft Masters Supplies (PO 16513)
Belle Plaine Comm Ed	6/25/2018	6/27/2018	Michaels Stores 3747	50.96	Craft Masters Supplies (PO 16513)
Belle Plaine Comm Ed	6/25/2018	6/27/2018	The Home Depot #2841	14.26	Craft Masters Supplies
Belle Plaine Comm Ed	6/25/2018	6/27/2018	Joann Stores #2283	37.31	Craft Masters Supplies (PO 16513)
Belle Plaine High School	6/1/2018	6/27/2018	National Ffa Organizat	345.00	Floriculture Team Combo
Belle Plaine High School	6/4/2018	6/27/2018	Ntlrest Servsafe	(53.71)	Tax Refund
Belle Plaine Sd	6/5/2018	6/27/2018	Pro Ed Inc	140.80	REEL 3
Belle Plaine Sd	6/6/2018	6/27/2018	Vort Corporation	99.00	HELP Charts
Belle Plaine Sd	6/8/2018	6/27/2018	Innovative Office Solu	106.92	Classification Folders
Belle Plaine Sd	6/12/2018	6/27/2018	Star Autism Support In	(150.00)	Links Curriculum Training
Belle Plaine Sd	6/14/2018	6/27/2018	U Of M Contlearning	(228.00)	MN Early Intervention Summer Institute
Belle Plaine Sd	6/19/2018	6/27/2018	Michaels Stores 6717	30.53	ESY Crafting Supplies
Belle Plaine Sd	6/19/2018	6/27/2018	Michaels Stores 9700	100.65	ESY Crafting Supplies
Belle Plaine Sd	6/22/2018	6/27/2018	Michaels Stores 3747	5.38	ESY Crafting Supplies
Chuck Keller	5/30/2018	6/27/2018	Domino S 7300	104.26	JH STD CNCL - Pizza Party
Chuck Keller	5/30/2018	6/27/2018	Sams Club #6311	248.94	JH STD CNCL - MCA Reward Candy
Chuck Keller	6/1/2018	6/27/2018	Rvt*austin Public Sch	200.00	SD18.54 J Provancha - Registration
Chuck Keller	6/6/2018	6/27/2018	Qdoba 2707 Catering	697.94	CHOIR - Senior Lunch
Chuck Keller	6/6/2018	6/27/2018	Usps Po 2607300172	21.85	Postage - Return Tests
Chuck Keller	6/8/2018	6/27/2018	Ncs Pearson	38.60	ESI-P and K Screening Materials
Chuck Keller	6/13/2018	6/27/2018	Norton *ap254095241	102.00	Internet Security
Chuck Keller	6/21/2018	6/27/2018	Sherwin Williams 70316	221.38	Paint
Chuck Keller	6/22/2018	6/27/2018	Menards Burnsville Mn	972.59	Building Supplies for School Store

June 2018 Pcard

Card Holder	Transaction Date	Statement Date	Merchant Name	Transaction Amount	Notes
Chuck Keller	6/22/2018	6/27/2018	Paypal *ravararnes	87.84	FFA - Northern Cardinal Taxidermy
Chuck Keller	6/22/2018	6/27/2018	Americinn Of Austin	203.94	SD18.54 J PROVANCHA - AMERICINN
Chuck Keller	6/27/2018	6/27/2018	Securitymetrics, Inc.	579.98	PCI Compliance Fee
Jerold Stauffacher	6/11/2018	6/27/2018	Olive Garden 0021245	143.96	State Track Meal
Jerold Stauffacher	6/11/2018	6/27/2018	Subway 03164670	85.54	State Track Meal
Jerold Stauffacher	6/11/2018	6/27/2018	Residence Inn Rosevill	657.85	State Track Lodging
Jerold Stauffacher	6/14/2018	6/27/2018	Ridges At Sandcreek	14.00	State Golf
Jerold Stauffacher	6/15/2018	6/27/2018	Ridges At Sandcreek	10.00	State Golf
Jerold Stauffacher	6/15/2018	6/27/2018	Ridges At Sandcreek	5.00	State Golf
Jerold Stauffacher	6/15/2018	6/27/2018	Ridges At Sandcreek	25.00	State Golf
Kris Davis	5/28/2018	6/27/2018	Biffs Inc - Online	749.23	Oak Crest/Chatfield/Athletic Complex Biffs
Kris Davis	6/4/2018	6/27/2018	Amazon Mktplace Pmts W	39.79	Power Supply for Dell Laptop
Kris Davis	6/6/2018	6/27/2018	Metro Sales Inc.	662.91	Copier Lease/Maintenance
Kris Davis	6/6/2018	6/27/2018	Waste Mgmt Wm Ezpay	846.90	Garbage Service
Kris Davis	6/6/2018	6/27/2018	Waste Mgmt Wm Ezpay	605.95	Garbage Service
Kris Davis	6/6/2018	6/27/2018	Waste Mgmt Wm Ezpay	267.94	Garbage Service
Kris Davis	6/6/2018	6/27/2018	Waste Mgmt Wm Ezpay	1,422.01	Garbage Service
Kris Davis	6/18/2018	6/27/2018	Metro Sales Inc.	2,983.47	Copier Lease/Maintenance/PAPERCUT
Kris Davis	6/20/2018	6/27/2018	Amazon Mktplace Pmts W	100.68	Keyboard Cases
Kris Davis	6/20/2018	6/27/2018	Genesis - Belle Plaine	616.56	Salt, Mulch, Misc
Kris Davis	6/25/2018	6/27/2018	Biffs Inc - Online	814.23	Biffs Service
Kris Davis	6/26/2018	6/27/2018	Vzwrlls*apocc Visb	578.89	Cell Phone Usage

<b>Total</b>	<b>17,846.30</b>
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# PERSONNEL CONSENSUS ITEMS:

(New Hires, Resignations, Retirements, Terminations, Leave Requests, Assignment Changes)

## RETIREMENT/RESIGNATION/RELEASE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Anna Wiechmann	Resignation	1.0 FTE English Teacher Belle Plaine Senior High School	BPEA	June 24, 2018
Cindy Hoffmann	Resignation	1.0 FTE Earth Science Teacher Belle Plaine Junior High School	BPEA	July 10, 2018
Justin Johnston	Resignation	1.0 Social Studies Teacher Belle Plaine Senior High School	BPEA	July 18, 2018

## HIRES/REHIRES/CONTRACT RENEWALS

NAME	ASSIGNMENT	SALARY PLACEMENT/HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Lindsay Carbaugh	Paraprofessional, 6.5 hours/day Junior/Senior High School	\$13.52/hour	Replacement	BPESP	August 21, 2018
Diana Streich	Paraprofessional, 7 hours/day Early Childhood Special Education	\$14.39/hour	Replacement	BPESP	August 21, 2018
Cayla Menke	Teacher, 1.0 FTE Early Childhood Special Education	\$38,683	Replacement	BPEA	August 21, 2018
Brittany Olson	English Teacher, 1.0 FTE Belle Plaine Senior High School	\$40,747	Replacement	BPEA	August 21, 2018
Kyle Resler	Behavior Interventionist, 1.0 FTE District Wide - Teacher on Special Assignment	\$66,219	Replacement	BPEA	August 21, 2018
Margot Hansen	Director of Teaching and Learning, 1.0 FTE District Wide	2018-2019 \$94,681 2019-2020 \$97,048	Contract Renewal	Administration	July 1, 2018
Sibel Dikmen	Information Technology Specialist, 1.0 FTE District Wide	2018-2019 \$40,726 2019-2020 \$41,746	Contract Renewal	Administration	July 1, 2018
Jack Gernbacher	Information Technology Specialist, 1.0 FTE District Wide	2018-2019 \$40,726 2019-2020 \$41,746	Contract Renewal	Administration	July 1, 2018
Jeff Heine	Director of Buildings & Grounds, 1.0 FTE District Wide	2018-2019 \$76,915	Contract Renewal	Administration	July 1, 2018
John Bergs	Activities Director, 0.667 FTE District Wide	2018-2019 \$51,265 2019-2020 \$52,547	Contract Renewal	Administration	July 1, 2018
Kim Myhro	Kids Co Wraparound Coordinator, 1.0 FTE	2018-2019 \$16.00/hour 2019-2020 \$16.25/hour	Contract Renewal	Administration	July 1, 2018

## ASSIGNMENT CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Courtney Burr	1.0 FTE ECFE Teacher / Kids Co Wraparound	1.0 FTE Early Childhood Teacher/Coordinator	2018-2019 Staffing	BPEA	August 21, 2018
Tammy Thomason	0.73 FTE Early Learnin Service Coordinator	1.0 FTE Early Childhood Teacher/Coordinator/Parent Educator	2018-2019 Staffing	BPEA	August 21, 2018

**John Bergs**  
*Activities Director*  
**Margot Hansen**  
*Curriculum & Assessment Director*  
**Jeff Heine**  
*Buildings & Grounds Director*



**Chuck Keller**  
*Business Manager*  
**Jessica Emerson**  
*Student Support Services Director*  
**Mindy Chevalier**  
*Community Ed Director*

DATE OF BOARD MEETING: July 23, 2018  
 SUBJECT: Gifts and Donations  
 RECOMMENDATION: Approve

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

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

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

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

**DETAIL OF GIFTS/DONATIONS:**

Date	Donor	Item and Nature of Donation/Gift	Amount
06.04.2018	Spirit and Pride	Oak Crest – DARE Program	116.00
06.04.2018	Jeffers Foundation	Oak Crest – School Garden	500.00
06.04.2018	Belle Plaine PTO	Oak Crest – 4 <sup>th</sup> Grade Planners and Field Trip	500.00
06.04.2018	Belle Plaine PTO	Oak Crest – Be Red Expenses	250.00
06.04.2018	MN Valley Electric Trust	Oak Crest – 6 <sup>th</sup> Grade Field Trip Transportation Cost	904.00
06.04.2018	Belle Plaine Lions Club	Oak Crest – Wolf Ridge Trip	900.00
06.04.2018	Kona Ice Twin Cities	Oak Crest – Wolf Ridge Trip	351.00
06.04.2018	ASD.com Inc	Oak Crest – Wolf Ridge Trip	670.85
06.07.2018	Ordway Center for the Performing Arts	Oak Crest – Transportation Cost for Ordway Trip	1,080.00
06.07.2018	MN Valley Electric Trust	Oak Crest – Backpack Program	500.00
06.22.2018	Theresa Kuhlmann	General Support	48.00

**Community Education/Community Services Report**  
**Mindy Chevalier**  
**July, 2018**

**Youth Rec/Youth Enrichment/Drivers Training**

- Summer Session #2 of Drivers Training starts July 30th.
- Prairie Fire Children's Theatre - "Snow White and the Seven Dwarfs" July 16-21st
- Little Chef's Cooking Class is coming up in July ages 3-8.
- Track and Field Camp: July 23-26th
- Craft Masters: Aug 6,7,8 - Ages 4-12

**Preschool/Kids Co/Wraparound**

- We continue to take registrations in Preschool & Wraparound for the summer.
- August 2nd Cascade Bay! \$25

**ECFE**

- The ECFE team have their classes ready to go for the Fall Brochure!

**Adult Rec/Enrichment/Trips**

- BPXC Workout at the Track! Mon/Wed - June 11- Aug 1: 6:00-7pm & 7:00-8:00pm
- Family Art Workshop Wednesday's! Aug. 15th, 9:30am-11:00am

**Outreach & City Programs & Communication**

We are winding down our summer parks and recs programs! It has been a great summer for our families!

It was awesome to get to see the grand opening of Tatiana Fields!

**Dave Kreft**  
*Jr/Sr High Principal*  
**Mindy Chevalier**  
*Asst. Jr/Sr High Principal*  
*Community Ed Director*  
**Liann Hanson, Ph.D.**  
*Oak Crest Elementary Principal*  
**Kim DeWitte**  
*Chatfield Elementary Principal*



**Ryan Laager, Ed.D., Superintendent**

**Jessica Emerson**  
*Student Support Services Director*  
**John Bergs**  
*Activities Director*  
**Margot Hansen**  
*Curriculum & Assessment Director*  
**Jeff Heine**  
*Buildings & Grounds Director*  
**Chuck Keller**  
*Business Manager*

## July 2018 Board Report

Student Support Services Update  
Jessica Emerson

### Appreciation

- Thank you to all the district staff for the support and guidance as I have made the transition to the director position.
- Thank you to Lisa Treml, Emily Aust, Liann Hanson and Kim DeWitte for conducting interviews and hiring for student support positions. Thank you Kris Davis for the work on the interview packets. Thank you to Amy Franck for fielding my hiring questions.
- Thank you to Kelly Poppler for fielding my questions and ideas.

### Acceleration

- Developed Corrective Action Plans (CAP) for our monitoring process. The CAP has been approved by the state monitoring.
- Conducting and completing Post School Outcome Surveys, surveys will be complete by July 30, 2018
- Development of Special Education Staff Training for Staff Development Days
- Envoy Training-The administration team will be attending Envoy Training in August.
- Preparation is underway for the District Board Retreat August 9, 2018.
- ESY programs are running at Chatfield and the SOAR program.
- The SOAR program will be at the Farmers Market July 25. They will be selling items they have been making during ESY.

### Anticipation

- Excited to have the following staff on board for the 2018-2019 school year.
  - Kyle Resler-Behavior Interventionist
  - Cayla Menke-Early Childhood Special Education Teacher
  - Diana Streich-Early Childhood Special Education Paraprofessional
  - Lindsay Caubaugh-Special Education Paraprofessional Jr/Sr High

**BPHS  
FEE SCHEDULE**

**CURRENT 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

**PARTICIPATION FEES- Jordan**

<b>2018-19 Fee Schedule</b>	<b>Grades 9-12 Fees</b>	<b>Grades 7-8 Fees</b>
<b>Fall Activities</b>		
Cheerleading:	\$100	\$100
Cross country:	\$135	\$100
Football:	\$150	\$100
Soccer:	\$135	\$100
Girls swimming and diving:	\$135	\$100
Girls tennis:	\$135	\$100
Volleyball:	\$135	\$100
Fall Musical	\$125	Not offered
Fall Play	\$100	Not offered
<b>Winter Activities</b>		
Boys and Girls Basketball	\$135	\$100
Wrestling	\$135	\$100
Girls Dance	\$135	\$100
Speech and One Act Play	\$125	\$125

Visual Arts	\$50	Not offered
Robotics	\$100	\$100
Knowledge Bowl	\$100	\$100

<b>Spring Activities</b>	<b>Grades 9-12 Fees</b>	<b>Grades 7-8 Fees</b>
Baseball	\$135	\$100
Boys/Girls Golf	\$135	\$100
Softball	\$135	\$100
Boys/Girls Track	\$135	\$100
Spring Play	\$100	\$100 (Grades 6-8)

High School Max:

Family Max (one child) \$325/year Family Max (two children) \$500/year Family Max (three children) \$600/year

Middle School Max:

Individual \$225 (includes athletics & arts)

### **Fee Adjustment Proposal-**

In an attempt to compensate for the rise in coach/adviser compensation and the added expense of travel, I propose that we adjust our fee schedule at an incremental level that will help offset the impact to the district and our current budget.

**No increase:**

**9-12 Football-\$150**

**7/8 Football-\$115**

**All other Varsity Sports- \$135**

**Proposed changes:**

**All other JH sports- \$100 (was \$90)**

**Fall Musical- \$125 (was \$80)**

**Fall Play- \$100 (was \$80)**

**Robotics- \$100 (was \$80)**

**One Act Play- \$125 (was \$80)**

**Speech- \$125 (was \$80)**

**Visual Arts- \$60 (was \$50)**

**JH Visual Arts- \$40 (was \$30)**

**JH Spring Play- \$50 (New Position)**

**Family Max:**

**1 Student= \$330 max per year**

**2 Students= \$500 max per year**

**3 Students= \$600 max per year**

## Summary of Handbook Changes:

You may find some formatting issues in all the documents from converting from google docs. Chelsea is working through these and will have them corrected for final publication.

### **Activities Handbooks:**

Changes made were as follows:

1. Update the activity fee schedules.
2. Update school year
3. General formatting changes

### **Prek- 6 Handbook:**

Changes made were as follows:

1. lunch/breakfast prices
2. Back to School Conference dates to reflect 18-19 dates
3. Regular Conference dates
4. Changed LEAP info to ACES
5. Changed the price of the snack cart option.....it was 50/student. This year it is 60/student. Still capping the max a family will pay at 150.
6. Update school year
7. General formatting changes

### **JH/SH Handbooks:**

Changes made were as follows:

#### **Staff Handbook:**

1. Changing years across the board
2. Updated meeting schedule
3. Updated Grading for Learning Document
4. Updated Grading Timeline
5. Added Homeless Procedures

## **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 **in a quarter** 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. Teachers will make administration aware of students who are habitually tardy.~~

## **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 should leave plans for internal and external substitutes.* Teachers are also expected to follow through on any notes regarding discipline problems that the substitute may have had.

## **Schoology/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 to parents. The communication will also included the expected timeline for the reassessment to take place– *and direct them to materials that may be used to prepare for test.*

## **COMMUNICATION**

*We value the school-parent relationship and know that strong and clear communication is important to foster student success. Teacher are expected to respond to parent e-mails and phone calls within 24 business hours. Also, to address concerns with student success, the following procedures are in place for students who are failing:*

*Student is called in during advisory*

*Teacher has a one-one conversation with student about grades*

*Teacher has developed a plan with the student*

*Communication has been made with parents with reciprocal communication*

*Via phone, in person, or e-mails exchanged*

*2 forms of communication if they have not reciprocated the communication*

*Must happen after the 3rd academic check if it hasn't happened before*

## **Jr./Sr. High Student Handbook**

### **TARDIES AND TRUANCY**

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

### **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. *Detentions may be issued by any staff member.* 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.

### **~~DANGEROUS, HARMFUL, AND NUISANCE SUBSTANCES AND POSSESSION OF CHEMICALS, WEAPONS, OR NUISANCE ARTICLES~~**

### **CELL PHONE AND ELECTRONIC DEVICES**

All non-school issued 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 budsearbuds~~ 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.*

## **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. *Students should not allow visitors or students in the building through doors that are locked during the school day.*

Updated Grading Timelines

## **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:

~~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.—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 (restroom, 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.

Junior high study hall students are unable to request passes to the media center. They are allowed to have occasional brief visits (i.e. print, check out a book) to the media center at the discretion of the study hall supervisor.

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.

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

INDEPENDENT SCHOOL DISTRICT  
No. 716

# **Belle Plaine Public Schools**



## **2018-2019 Coaches/Advisor Handbook**

Activities Director  
John Bergs

*Expecting Excellence from Everyone, Every Day!*

## ***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:**

- Coach will be in violation of the standards for good sportsmanship established by the Minnesota State High School League by:
- 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;
- Arguing with officials or goes through motions indicating dislike/disdain for a decision;



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**

#### **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.

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

- Head coaches/advisors of MSHSL sponsored activities will be dismissed from school for 2 days to attend the state tournament/meet.
- All assistant coaches/advisors in that sport/activity will be dismissed for one day.
- 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.*
- 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.

#### ELIGIBILITY OF STUDENTS:

- 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.
- 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.

#### 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.

#### 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**

#### SUPERVISION:

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

### PARTICIPATION:

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

### SCHEDULING:

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

### SCRIMMAGES:

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

### ACCIDENTS OR INJURIES:

- Reports must be filed with the Activities Director.
- Call to inform parents/guardian of injury.
- In case of serious injury, contact Activities Director or other administrative personal. DO NOT LEAVE THE STUDENT UNATTENDED.
- Call the hospital or doctor and make arrangements before taking the injured person for medical treatment.
- 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.
- 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.
- 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.

### TRANSPORTATION:

- 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.
- Each coach must fill out request for transportation so that a master list can be compiled for the coaches and administration.
- Upon return, coaches will remain with team members until all have received rides home.

### PASSES:

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

- School courtesy passes for school personnel.
- MRC Conference passes.
- State Coaches Association Passes.
- Senior Citizen Passes.
- State/National Activities Director Passes.
- Media.

### 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.

### 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.

### 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.

### 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.

### 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:**

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

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

### **HALF TIME ENTERTAINMENT:**

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

### **LOCKER ROOMS:**

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

### **HOSTING OF TOURNAMENTS:**

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

### **MILEAGE AND MISCELLANEOUS:**

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

### **BANQUETS, AWARDS PROGRAM:**

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.

### **MSHSL, MINNESOTA RIVER CONFERENCE & BPHS RULES:**

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

### **BPHS LETTERING:**

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

### **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.

### **POLICY OF STUDENT INSURANCE:**

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

### **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.

### **CANCELING PRACTICE:**

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

**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:

- All Athletes that meet the academic and attendance standard and actively participate shall be given practice time and game time.
- 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:
- 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.
- Practices must be planned and organized effectively to deal with the large number of participants and the wide variety of skill levels.
- 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:

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

#### **“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.

### **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**

### **Responsibility**

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

### **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
  - 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:

- Participant contacts Coach
- Parents contact Coach
- Parents contact Activities Director
- Parents contact High School Principal
- Parents contact Superintendent of Schools
- Parents contact School Board

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 policies 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 contestants.

## **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.

## **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.

## **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.

**Accumulative Penalties:**

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

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

**Activities:**

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

2) Music and Drama activities.

3) Clubs and Organizations.

4) Visual Arts

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

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

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

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

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

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

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

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

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

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

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

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

### **EXTRA-CURRICULAR COMMITTEE**

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

## **BELLE PLAINE LETTERING POLICY**

### **Awards:**

The Monogram BP will be given after a student has earned the first letter. Only one letter will be issued to a student while participating in activities at Belle Plaine. An emblem will be given with the first letter indicating in which activity the student lettered. A bar will be given for each year and each activity a student letters in a sport or activity. Senior students will receive a certificate, (known as the **Senior Activities Award**), with all letters noted on the certificate, which have been earned by the student.

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

1. The student must complete the season.
2. No letter will be issued until all school equipment is returned.
3. All fund raising money must be turned in or overdue fines paid before the letter will be awarded.
4. Coaches discretion.

5. An injured senior who was unable to finish the season may earn letter (depending on coaches discretion)
6. 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:**

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:**

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:**

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:

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/Apex Online Admin.

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**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



INDEPENDENT SCHOOL DISTRICT  
No. 716

# Belle Plaine Public Schools



## 2018-2019 Parent/Student Activities Handbook

Activities Director  
John Bergs

*Expecting Excellence from Everyone, Every Day!*

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

# **BELLE PLAINE ACTIVITY PHILOSOPHY**

## **Philosophy and Purpose:**

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

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

- The ideals of competition, teamwork, and sportsmanship while achieving the twin goals of success and participation.
- The development of self-confidence, self-discipline, organization, decision-making skills and goal orientation.
- The concept of an integral relationship between a sound mind and a sound body leading to lifetime appreciation for physical fitness and good health habits.

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

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

1. Be positive with your child - let them know they are accomplishing something just by being on a team.
2. Encourage your child - don't offer excuses if they aren't participating at the level you wish.
3. Remember the "coach" represents authority, just like a parent, teacher, etc. Teach your child to be a doer, not a complainer.
4. Lead your child to follow MSHSL, School, Team rules. Being an activity participant is demanding and you need to help your child fulfill the duties and expectations.
5. Insist on good grades. It is your duty to be sure your child is making progress towards graduation.
6. The events are for your kids - let them have fun.
7. Support your child and be positive in your cheering. Don't be belligerent towards coaches/officials.
8. Self respect begins with self control. Teach your child to model good sportsmanship as he/she represents your family, school, team.
9. Encourage your child to improve his/her self image by having a strong "belief" system. Help them to be dedicated to their team and family.
10. Encourage your child to play for the "love of the game." Insist on Unselfishness. Good things happen to the unselfish, hard working student.

## **FEE SCHEDULE:**

A:	Football 9-12	\$150
	Football 7-8	\$115
	All Other Sports 9-12	\$135
	All Other Sports 7-8	\$100
	Fall Play	\$100
	Fall Musical	\$125
	One Act Play	\$125
	Junior High Play	\$50
	Visual Arts **	\$60
	JH Visual Arts	\$40
	Robotics	\$100
	Speech	\$125
	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.  
\$500 if two children.  
\$600 if three or more children.

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: \$100 = for adults  
\$65 = 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 extra-curricular 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.

### **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).

### **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 checkpoints 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.

### **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:

- All Athletes that meet the academic and attendance standard and actively participate shall be given practice time and game time.
- 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:
- 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.
- Practices must be planned and organized effectively to deal with the large number of participants and the wide variety of skill levels.
- 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:

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

#### **“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.

#### **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**

##### Responsibility

- Choosing the members of athletic squads is the responsibility of the Head Coach and coaches of those squads.
- Prior to trying out, the coach shall provide the following information to all candidates for the team:
  - Extent of try-out period
  - Criteria used to select the team

- Minimum numbers to be selected for the team
- Practice commitment if they make the team
- Game commitments
- When working with players that have *equal* ability and talent, preferential consideration will be given to juniors and seniors at the varsity level.

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
  - 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:

- Participant contacts Coach
- Parents contact Coach
- Parents contact Activities Director
- Parents contact High School Principal
- Parents contact Superintendent of Schools
- Parents contact School Board

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.

## **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 contestants.

### **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.

### **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.

### **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.

### **Pick Up From Practice**

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

### **Bus to Events**

The school district provides transportation to out of town events. Students are encouraged and in some cases expected to ride the bus to and home from competitions/events. In the event you wish your child to ride home with you, please contact the Activities Director in writing. If that cannot work, a face to face/written message to the coach at the event site is necessary.

## **BELLE PLAINE LETTERING POLICY**

### **Awards:**

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

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

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

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

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

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

## **TIGER TARGET TEAM PROJECT**

*The following information was compiled through meetings with the Tiger TARGET Team (leadership students at BPHS). (May, 2005)*

### What Participants Should Expect from Coaches:

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

### What Coaches Should Expect from Participants

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

### What Coaches Should Expect from Parents/Guardians

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

Encourage their kids and set an example by showing good sportsmanship

To respect the coach's personal life

Enforce drug and alcohol regulations, school and team rules

Volunteerism

To contact them with open and honest concerns

### What Parents Should Expect from Coaches

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

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

Be a good role-model and have good sportsmanship

Respect officials and the game

Be organized, dedicated, motivated, enthusiastic

Teach their children tea

## **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/Apex Online Admin.

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**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



INDEPENDENT SCHOOL DISTRICT  
No. 716

# Belle Plaine Public Schools



## 2018-2019 Staff Handbook

**Administrative team**  
Dave Kreft, principal  
Mindy Chevalier, Assistant Principal

***Expecting Excellence from Everyone, Every Day!***

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

## **2018-2019 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.

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.

### **BUILDING MEETING SCHEDULE 18-19**

<b>Days</b>	<b>Chatfield</b>	<b>Oak Crest</b>	<b>7-12</b>
<b>Monday</b>	1. 2. Staff 3. SAT 4.	1. Staff Meeting 2. SAT 3. 4.Character Ed (PBIS, Behavior Interventionist)	1. SH - I-Team/JH Grade Level 2. Staff Meeting 3. JH- I-Team/SH Grade Level 4. Nuts & Bolts
<b>Tuesday</b>	1. Child Study 2. Child Study 3. Child Study 4. Child Study	1. Grade level & SPED PLCs 2. Grade level & SPED PLCs 3. Data Dialogue 4. iTeam check ins	Social Studies PLC  SPED PLC - 7-12
<b>Wednesday</b>	Grades PK & Grade 1	Child Study	Math and Science PLC  2. Climate Committee 4. Be Red Leadership
<b>Thursday</b>	Kdg & Grade 2 PLC  K-12 Specialist PLC  SPED PLC	K-12 Specialist PLC  1. ITEAM (Behavior Interventionist) 2. 3. ITEAM (Behavior Interventionist) 4.	K-12 Specialist PLC  English PLC
<b>Friday</b>	1. ITEAM 2. ITEAM 3. ITEAM 4. ITEAM		1. Grading for Learning 2. Child Study 3. Staff Breakfast! 4. Child Study

### **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, attendance taking, etc. Teachers should leave plans for internal and external substitutes. Teachers with laptops should direct, in their lesson plans, that the substitute should go the media center to access a Chromebook for the day. Teachers are also expected to follow through on any notes regarding discipline problems that the substitute may have had.

### **HOMELESS STUDENT PROCEDURES**

Teachers form unique bonds with students and will become aware of developments that may impact a student’s ability to learn. Teachers may become aware of situations that result in a student being displaced or identified as “homeless” and should [follow these procedures](#).

## **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 to parents. The communication will also include the expected timeline for the reassessment to take place and direct them to materials that may be used to prepare for test.

## **COMMUNICATION**

We value the school-parent relationship and know that strong and clear communication is important to foster student success. Teachers are expected to respond to parent e-mails and phone calls within 24 business hours. Also, to address concerns with student success, the following procedures are in place for students who are failing:

1. Student is called in during advisory
2. Teacher has a one-one conversation with student about grades
3. Teacher has developed a plan with the student
4. Communication has been made with parents with reciprocal communication
  - a. Via phone, in person, or e-mails exchanged
  - b. 2 forms of communication if they have not reciprocated the communication
  - c. Must happen after the 3rd academic check if it hasn't happened before

## **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. The [purchasing requisition form](#) is the necessary first step in beginning the process.

### **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 2018-19 school year are:

- Academic check #1
  - October 3rd - 1st semester
  - February 20th - 2nd semester
- Academic check #2
  - November 2nd - 1st semester - mid term
  - March 22nd - 2nd semester - mid term
- Academic check #3
  - December 7th - 1st semester
  - May 1st - 2nd semester
- Semester Ends - Grade Reported
  - January 18th - 1st semester
  - May 30th - 2nd semester

### **GRADING MARKS**

<b>Grading Mark</b>	<b>Definition</b>	<b>Impact on Grade Calculation</b>	<b>When it is Used</b>	<b>When it is Used</b>
<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:

<b>1st Offense/Consequence</b>	<b>2nd Offense/Consequence in academic year, does not need to be in the same subject</b>	<b>3rd Offense/Consequence in academic year, does not need to be in the same subject</b>
<ul style="list-style-type: none"> <li>• <a href="#">Academic Integrity Form</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Academic Integrity Form</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Academic Integrity Form</a></li> </ul>

<p><u>Completed</u></p> <ul style="list-style-type: none"> <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>	<p><u>Completed</u></p> <ul style="list-style-type: none"> <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>	<p><u>Completed</u></p> <ul style="list-style-type: none"> <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>
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## ***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 in a quarter will result in detention. Teachers will make administration aware of students who are habitually tardy. Consequences may include detentions, adult escorts to class, and parent meetings.

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 non-school issued electronic devices 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 earbuds in classrooms will be at the teacher's discretion. 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. Students should not allow visitors or students in the building through doors that are locked during the school day.

### **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 (restroom, 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.
- Junior high study hall students are unable to request passes to the media center. They are allowed to have occasional brief visits (i.e. print, check out a book) to the media center at the discretion of the study hall supervisor.

## **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 beforehand, 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. Teacher aides 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.”

INDEPENDENT SCHOOL DISTRICT  
No. 716

# **Belle Plaine Jr./Sr. High**



## **2018-2019 Student Handbook**

***Expecting Excellence from Everyone, Every Day!***

[www.belleplaine.k12.mn.us](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.

## 2018-2019 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



## **SCHOOL DISTRICT PHONE NUMBERS**

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

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

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

Check Out Our School District Website:

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

### **STUDENT INFORMATION SYSTEM: 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 website 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 9:15, 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. 3 tardies in a quarter will result in a detention given by the principal. Excessive tardies will result in further consequences.

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. Detentions may be issued by any staff member. 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.

## **POSSESSION OF CHEMICALS, WEAPONS, OR NUISANCE 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 non-school issued electronic devices 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 earbuds in classrooms will be at the teacher's discretion. 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. Students should not allow visitors or students in the building through doors that are locked during the school day.

### **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 2018-19 school year are:

- Academic check #1
  - October 3rd - 1st semester
  - February 20th - 2nd semester
- Academic check #2
  - November 2nd - 1st semester - mid term
  - March 22nd - 2nd semester - mid term
- Academic check #3
  - December 7th - 1st semester
  - May 1st - 2nd semester
- Semester Ends - Grade Reported
  - January 18th - 1st semester
  - May 30th - 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 (restroom, 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.



9. Junior high study hall students are unable to request passes to the media center. They are allowed to have occasional brief visits (i.e. print, check out a book) to the media center at the discretion of the study hall supervisor.

### **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.)

<b>1st Offense/Consequence</b>	<b>2nd Offense/Consequence in academic year, does not need to be in the same subject</b>	<b>3rd Offense/Consequence in academic year, does not need to be in the same subject</b>
<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.



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



# 2018-2019 Handbook

*Expecting Excellence from Everyone, Every Day!*

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

## **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.

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.

### **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 2018-2019 School Year are:

### **Breakfast:**

Elementary and JH/SH- \$1.45

Adult- \$2.00

### **Lunch:**

K-6- \$2.60

7-12- \$2.80

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:

- an elevated temperature
- vomiting or diarrhea
- other suspected communicable diseases (head lice, strep throat, suspicious rashes, etc.)
- 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:

- Written parental consent
- Written physician's orders
- Medication must be provided in the original container (if you ask, the pharmacist can provide a bottle for home and one for school)
- 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.

### **Kids Company/Wraparound**

The Belle Plaine Public Schools provide a before/after school child care program for students in Grades BK - 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**

BK-6 will have Back To School Conferences on September 4th (12-8) and 5th (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:

- 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.
- Please avoid parking inside the “loop” during the morning drop-off time. This makes congestion worse!
- Please make sure to share this information with anyone who would drop your child off in the morning.

- 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
<b>Social Studies:</b>	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 4th & 5th and November 12th & 15th and February 11th & 14th. 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.

## **Accelerated Curriculum & Education for Students (ACES)**

Oak Elementary will have a school-wide ACES program for students in grades 3rd-6th grade that meets students needs academically and emotionally. Students will be assessed, selected, and placed into this program based on their academic performance and assessment qualifications.

ACES will have two multi-age classrooms of 3rd and 4th grade together and 5th and 6th grade together. Students in the ACES program will be provided instruction at a high, fast-past,

student-centered learning level. Students will have core instruction and supported higher level instruction in multi-age groups of students.

ACES students will be able to work with his/her multi-age teacher throughout the whole day. This will allow positive relationships to form between the teacher and student. The class will bond as one and will be able to build trust and safety within the classroom. Students will also travel to specialists and lunch with their multi-age classroom. They will also be intertwined with similar grade level activities throughout their day.

Students within their multi-age classroom will be able to move within their learning at their own pace. We will support students with a Personalized Learning approach in which students guide their learning and the teacher provides instructional support and challenge to students at their learning level. Students will lead their learning and own their learning.

We will build a community within our Oak Crest community in which students across 3rd through 6th grade in the multi-age classrooms can bond together, engage with each other, and provide leadership in the classroom and across the school.

The goal of our combined classrooms in the ACES program is to provide our high ability students with academic skills within their zone of proximal development, while engaging them in enrichment projects and activities that emphasize critical thinking, creativity, collaboration, and communication. Our ACES program will also provide these students with the social and emotional support they need to be successful in the world today.

Curriculum used for this third and fourth grade combined classroom will consist of grade-level standards or above grade-level standards as indicated by individual needs.

All students will have the opportunity to engage in enriching opportunities based on their passions and interests. Some of the opportunities available to all students consist of, but are not limited to the following:

- Young Writers and Artists Conference
- Chess Club
- Writer's Round Table
- Spelling Bee
- Geography Bee
- STEM Day
- Creative Communication Poetry and Essay Contest
- Science and Nature Conference

## **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 in 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 (BK-2) emphasis is on movement education to develop basic skills and perceptual awareness. Students in grades BK-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 \$60/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.

#### **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.

#### **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.

### **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 every way.

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

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

BK - 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.

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 -- Phone: 952-873-2412

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

## **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 BK-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 BK-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 and be approved for current year) 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>
<p>Family is responsible for full cost of repair and/or replacement of damaged or lost iPad.</p> <p>Typical examples of costs:</p> <ol style="list-style-type: none"> <li>1. Screen replacement: \$150.00</li> <li>2. Lost/stolen iPad &amp; case: \$430.00</li> </ol>	<p>Deductibles:</p> <p><b>1st incident-</b> Covered repair or replacement is paid for by the Insurance.</p> <p><b>2nd Incident-</b> \$75 Deductible</p> <p><i>Each additional incident:</i> Family is responsible for the full repair/replacement cost.</p>	<p>Deductibles <b>per device:</b></p> <p><b>1st incident-</b> Covered repair or replacement is paid for by the Insurance.</p> <p><b>2nd Incident:</b> \$75 Deductible</p> <p><i>Each additional incident:</i> Family is responsible for the full repair/replacement cost.</p>

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

### Damages & Insurance

<p><b>(iPad) What is covered?</b> The following items are covered with the District Insurance Policy:</p> <ul style="list-style-type: none"> <li>● Accidental damage, i.e.- cracked screen</li> <li>● Theft (must be reported to the police and a copy of the police report is required)</li> <li>● Lost iPads</li> <li>● Fire, flood, or other natural disaster</li> </ul>	<p><b>(iPad) What is NOT covered?</b> The following are <b>NOT</b> covered with the District Insurance Policy:</p> <ul style="list-style-type: none"> <li>● Damage caused when not in the provided protective case or if screen cover is not on</li> <li>● Intentional damage</li> <li>● Any and all damage caused by neglect</li> </ul>
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### 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.

# **BELLE PLAINE**

**ISD #716 Belle Plaine Schools**  
**Local Literacy Plan**  
June 2018



**Belief Statement from Minnesota Department of Education:**

Reading well by third grade is one of many developmental milestones in a child's educational experience. Literacy development starts at an early age and is the basis for all academic success. Reading well by grade three ensures that a student has a solid foundation of literacy skills to continue to expand their understanding of what they read, make meaning, and transfer that learning across all subject areas. Instruction that provides the basis for all students to read well by third grade and beyond will help close the achievement gap and ensure that all students are ready for the demands of college and the workplace. From cradle to career, a sustained effort to create quality literacy environments in all of our schools and programs from birth through grade 12 promotes academic success.

*– Minnesota Department of Education*

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*Adopted by District #716 School Board July 2018*

## **Summary of Belle Plaine Public School District #716 Vision and Purpose**

At Belle Plaine Public Schools we have committed to **“Expecting Excellence from Everyone, Every Day!”** This mission statement supports our district’s academic vision for our students.

### **Vision for Academic Excellence**

Academic Excellence through:

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

The Belle Plaine School District believes that literacy is the gateway to success in all content areas in a school setting, but also opens doors to success in life. Working in a partnership with staff, students, families, and community members, we are committed to creating an environment for our students in which they will develop the skills necessary, the motivation desired and a love of learning crucial for the real world. Our programming has been developed to support the goals and vision of the district.

## **District #716 Statement of Literacy Goal and Objectives**

All students will read at or above grade-level by the end of Third Grade as measured by the Minnesota Comprehensive Assessment for Reading.

- Programs will be in place to support literacy previous to entering a kindergarten setting.
- Beginning in first grade students will be work in flexible groups for math and literacy based on their zone of proximal development.
- At least three times per year staff will review and disaggregate reading data in grades PK-6. Staff will analyze proficiency, growth, and trend data to set specific learning targets for each student in these grades. Specific focus will be put on Phoneme Segmentation, Letter Sounds, Nonsense Words and Fluency in addition to analysis of the district adaptive measure which focuses more on standards-based comprehensive skills.
- The intervention team PK-6 will meet with grade level teachers one time per month to discuss data retrieved from progress monitoring.
- The Reading Corp coach will meet with teachers in the preschool program once a month to analyze the progress monitoring data and plan according to results.
- Curriculum will be aligned to current Common Core ELA state standards.
- Common formative assessments will be used to modify instruction and to identify students on pace to meet proficiency or the need for more intensive instruction.
- Professional Learning Communities (PLC) will analyze effectiveness of current Balanced Literacy practices and implement best practices across grade levels. Particular attention will be placed on addressing achievement gaps within grade-levels. Implementing a Balanced Literacy format allows PLC conversations to be driven by student data and their individual zone of proximal development based on that data.
- Title I and RtI services will be used as needed to provide targeted services to students struggling to achieve grade-level proficiency. RtI will include a Tier I – IV setting and interventions.
- In addition, extended day and extended school year programs will be used as needed to provide targeted service to students struggling to achieve grade- level proficiency.

## District #716 Assessment Process

School District 716, Belle Plaine Schools, implements a literacy screening system for all enrolled students three times each school year in order to ensure students who may be at risk for difficulty meeting grade level expectations in literacy are identified early, and supports are provided accordingly. Criterion referenced target scores have been established for each measure at each administration time that reflect expected grade level performance for that measure. These target scores are set to predict a high likelihood of success on the Minnesota Comprehensive Assessment for Reading.

### Screenings and Assessments Provided by Age and Time of Year

	3 & 4 yr olds	Beginndergarten	Kindergarten	Grade 1	Grade 2	Grade 3
<b>Fall</b>	FASTBridge Reading Corp IGDIS	FASTBridge	FASTBridge	FASTBridge	FASTBridge	FASTBridge
<b>Winter</b>	FASTBridge Reading Corp IGDIS	FASTBridge	FASTBridge ACCESS	FASTBridge ACCESS	FASTBridge ACCESS	FASTBridge ACCESS
<b>Spring</b>	FASTBridge Reading Corp IGDIS	FASTBridge	FASTBridge	FASTBridge	FASTBridge CogAT	FASTBridge MCA Reading

### Test Administration and Analysis

TEST	TEST ADMINISTRATOR	DATA ANALYZED BY
<b>FASTBridge</b> <ul style="list-style-type: none"> <li>● <b>Adaptive Measure</b></li> <li>● <b>Benchmarking</b></li> <li>● <b>Progress Monitoring</b></li> </ul>	Director of Curriculum and Information Response to Intervention Leads Trained Proctors Trained Staff/Teachers	Director of Curriculum and Information Classroom Teachers Response to Intervention Leads Reading Corp Coach (when applicable) SPED team (when applicable)
<b>MCA Reading-Standardized Assessment</b>	Director of Curriculum and Information Trained Proctors Trained Monitors	Director of Curriculum and Information Classroom Teachers Response to Intervention Leads Response to Intervention Support Staff
<b>IGDIS</b>	Pre-K Teachers	Pre-K Teachers

For students whose screening assessment results suggest an elevated risk for difficulty developing grade level literacy skills, teacher problem solving teams will review local formative assessments and observational data from each student’s participation in classroom instruction to understand the specific areas of literacy instructional need. For all students who receive additional supports based on screening, benchmarking, and/or local formal assessments, common formative or observational supports, there are specific skill based interventions in place. General Tier I practices consist of a Daily 5 or a Balanced Literacy model implemented throughout grades K-6 to ensure small group centered instruction for all students. If students are not meeting targeted proficiency in any grade level skill area, and have not been successful receiving Tier II instructional

supports, an additional 25+ minutes of intervention is provided for our Tier III students. Students receiving Tier III services will undergo weekly or bimonthly progress monitoring to provide more in-depth and consistent data in terms of progress or lack of progress per students. For instances in which these data points do not provide a clear picture of a student’s instructional needs, additional diagnostic assessment may be completed to clarify these needs. Diagnostic assessments may include the following:

- FASTBridge Learning
  - FASTBridge Early Literacy Assessments
  - FASTBridge CBM
  - FASTBridge aReading

### Cut Scores used to Determine Tier II and Tier III Groups (FASTBridge)- Early Literacy Assessments

	Pre - Kindergarten								Kindergarten								Grade 1							
	LNF		LSF		WS		NWF		LNF		LSF		WS		NWF		LNF		LSF		WS		NWF	
	T3	T2	T3	T2	T3	T2	T3	T2	T3	T2	T3	T2	T3	T2	T3	T2	T3	T2	T3	T2	T3	T2	T3	T2
Fall	0	1							7	15	1	3	0	0	0	0	33	39	20	25	22	26	5	8
Winter	3	8							29	37	18	25	17	24	3	6	47	55	30	36	27	30	11	14
Spring	8	15							37	44	30	37	26	29	8	11	x	x	x	x	29	31	15	19

LNF-Letter Naming Fluency  
WS – Word Segmenting

LSF-Letter Sound Fluency  
NWF – Nonsense Word Fluency

### Cut Scores used to Determine Tier II and Tier III Groups (FASTBridge) – Reading Fluency- CBM

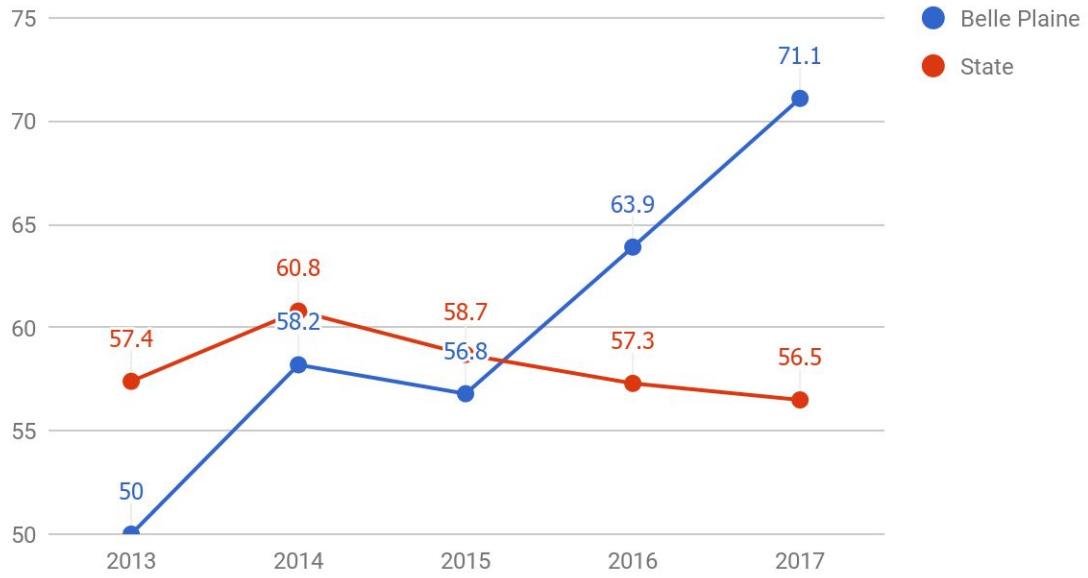
	Grade 1		Grade 2		Grade 3	
	CBM-R		CBM-R		CBM-R	
	Tier 3	Tier 2	Tier 3	Tier 2	Tier 3	Tier 2
Fall	8	11	30	47	62	80
Winter	23	34	61	79	89	106
Spring	45	63	79	96	103	122

### Cut Scores used to Determine Tier II and Tier III Groups (FASTBridge)- aReading Scale Score

	Grade K		Grade 1		Grade 2		Grade 3	
	aReading		aReading		aReading		aReading	
	Tier 3	Tier 2	Tier 3	Tier 2	Tier 3	Tier 2	Tier 3	Tier 2
Fall	373	381	416	429	450	463	475	482
Winter	391	408	430	448	470	478	483	492
Spring	416	430	453	465	447	483	489	499

# MCA Proficiency

## MCA Reading Proficiency- Third Grade



## **Parent Notification and Involvement**

After benchmarking, parents are provided with the results of their child's screening assessments (FASTBridge.) When necessary, parents receive more in-depth data regarding their child's individual needs (ACCESS, progress monitoring, CogAT). These reports are included with student report cards and are discussed with parents during district conference dates or during individual conference dates set by individual teachers as needed.

For students whose pattern of performance on the screening assessments indicates elevated risk for difficulty developing literacy skills consistent with grade level expectations, parents are provided with multiple opportunities to receive information and participate interactively to support student achievement in the home environment. These opportunities include, but are not limited to:

- Explanation and review of assessment data
- Take home literacy kits (backpack reading, etc.)
- Access to Lexia
- Access to IXL
- A-Z Learning and RAZ Kids
- Participation in Family Night activities/strategies
- MCA Informational Night (3rd Grade - Look at Standards)

Parents of children birth -5 have the option of enrolling their kids in district and community-wide ECFE programs as mentioned below:

- Baby Visits
- Book Buddies
- Building a Great Reader
- Time 4U
- Leaping Literacy
- 1000 Books by Kindergarteners
- Day Care Visits

These district and community-wide programs are communicated out via email, Twitter, Friday Files (all district information from principals to parents,) community education pamphlets/programs, district website, social media and word of mouth. When necessary, school staff will make house visits to suggest attendance at these programs or will aid in educating the parents about the topic of literacy while visiting in the home.

## **Intervention and Instructional Support Programs**

Belle Plaine Public Schools and its teachers require high quality instructional programs and materials to provide quality-reading instruction to all children. Core instruction in the district will be aligned to the Common Core Academic Standards and will specifically address the development of the components of reading consistent with Section 122A.06 Subdivision 4. Research-based programs and materials will include a core reading program, supplemental programs for deeper instruction and additional practice as well as intervention programs for those learners well below grade level reading goals. Instruction will be differentiated based on the students' needs to reach reading goals. Levels of instruction or skill need will be determined by FASTBridge benchmarking and adaptive measures, and by local, formative and observational assessments.

A multi-tiered system of support will be utilized to meet the needs of all learners:

- Tier I Description: Implementation of our Common Core through research-based practices. Core elements of instruction taught using the board adopted materials including supplemental supports, interventions, and enrichment.
  - Delivery: 90 minutes or more daily instruction using a Balanced Literacy format; whole group, differentiated small flexible group and individual support. Lesson design framework to include: teaching modeling of skills/strategies, guided practice and application
  - Use flexible groups for differentiation of product, process, content and environment
  - Regular progress monitoring
  - For 100% of students
- Tier II Description: Targeted intervention on specific skill deficits
  - Delivery: Small, flexible groups or individual instruction with frequent, scheduled progress monitoring and adjustments to intervention as needed
  - Within classroom
  - Daily 5 Model/Balanced Literacy used during this time to specifically focus on all students individual needs
  - Regular progress monitoring
  - For 100% of students
  - Will include those students who are at a moderate risk for reading difficulties. Those students will receive the core program components and extra instructional support each day to accelerate progress
  - Reading Corp intervention
- Tier III Description: Intensive intervention specifically designed for students with significant deficits who have not responded to Tier 1 and Tier 2 efforts
  - Delivery: 30 minutes of additional instruction outside of classroom with Intervention Specialists
  - In addition to Tier 1 instruction
  - Targeted students participate in differentiated learning in addition to Tier 1 interventions to include
  - Individualized assessments
  - Individualized interventions
  - Referral for Specially designed interventions as needed

- For 5-10% of students
- Tier IV Description: Students will have accommodations/modifications through a Special Education IEP, Gifted-Talented Plan, or ESOL Plan
  - Delivery: Intensive intervention specifically designed for students with specialized learning needs
  - For 1-5% of students

Any PK-6 student identified through the district screening system, which includes screening assessments and review of classroom performance through observation and local formative assessment, as performing below grade level expectation will be provided intervention in the area of identified need for the purpose of accelerating student growth in order to reach the goal of reading at or above grade level by the end of the current grade and school year. When needed, additional diagnostic assessments will be completed to identify an appropriate instructional match for student interventions.

Parent involvement in support of students receiving reading interventions is encouraged. As described in the Parent Notification and Involvement section above, strategies for parents to use with their children to support growth in reading are communicated at least annually.

Supplemental reading interventions may be offered during the school day, through extended day programming, or during the summer. Supplemental reading interventions are provided in addition to, and not in replacement of core reading instruction.

Supplemental reading intervention programs offered for Grades PK-6 include:

- Minnesota Reading Corps Interventions (PK-3)
- RtI Interventions (PK-6)
- Title I Interventions (PK-2)
- Lexia Learning (PK-4)
- IXL (PK-6)
- Great Leaps (PK-2)
- Visual Phonics (PK-2)
- A-Z/RAZ Kids (PK-3)
- Storia (3-6)

For a small number of students, the district may elect to provide an alternate core reading program in replacement of the standard district program for reading instruction. This choice is made based on careful review of student data for students whose literacy needs are particularly complex and intensive, such that the standard program along with supplemental interventions are not predicted to be sufficiently explicit or intense to accelerate growth. Close communication with parents is an integral component of this instructional planning.

## **Professional Development**

Professional development that is data-driven, ongoing and inclusive of all educators within our school community will be integral to the successful implementation of our Literacy Plan. Teachers K-6 use a Balanced Literacy format to instruct. Time and support has been provided for teachers to analyze data, develop activities and align resources to meet students in their zone of proximal development.

Our Professional Learning Communities (PLCs):

- meet weekly for 45 minutes
- use a team-oriented approach to improve the instruction and to promote better literacy instruction
- reflect on student progress
- review student work and data
- align instruction to academic standards and desired outcomes
- discuss best practices based on student results and student work

Staff members continue to participate in their Professional Learning Communities, communicating about the data collected, student needs, and best instructional practices throughout the school year.

Response to Intervention Training (RtI Training)

- All staff receive training in MTSS model; however, staff directly working in the Response to Intervention Program are encouraged to attend annual conferences to support their work in MTSS and literacy.
- MTSS team across the district meet quarterly to discuss their best practices, gaps in achievement, and individual student's needs.

Vertical Team Meetings

- Professional Development time allows for PK-12 departments to meet and collaborate across grade levels. These opportunities allow for teachers to align standards and benchmarks, review vertical and horizontal data, and share best practices (as needed.)

## **Curriculum and Instruction System**

### **District and Building Goals**

Our K-6 goal will be developed with literacy as the focal point. Staff and administrators will collaborate to develop a building goal evolving around literacy that is most beneficial for the individual students within their building. District wide our goal is to implementing a more effective systemic MTSS process of data analysis, identification, and interventions. We will also focus on collaborating to use formative assessment data to inform instruction and intervention options on a consistent basis.

Teachers will be expected to focus on literacy components in all curricular areas and instruct using a balanced literacy format . Teachers will work together in PLCs and be given support by administrators, Rtl and SPED teams to help implement instructional techniques most effective in embedding literacy components.

### **Student Support System for EL Learners**

The English Learner (EL) program in Belle Plaine supports students in the development of reading, writing, speaking and listening in English. A licensed EL instructor in grades PK-6 provides students who qualify for the EL program with support. These students also receive access to the core curriculum in reading, math, social studies, and science. All students considered EL who are assessed using any of the district assessments listed above and qualify for Rtl services based on those assessments, will receive the necessary skill support as indicated.

### **Dyslexia**

Close attention to our FASTBridge Learning Assessment results (progress monitoring and screening assessments) allow us to dial down into each student skill ability to in areas of word segmentation, phonetic awareness, letter sounds & fluency. These assessments, in addition to daily/weekly common assessments, provide data which is analyzed and discussed at each PLC meeting. Staff are also educated on common characteristics and behaviors of students with dyslexia.

### **Convergence Insufficiency Disorder**

Vision Screening and hearing screenings are conducted for all students K-2. We will use dimmed lights, brain breaks, and repeated readings as an intervention for our students if applicable. Data collection to determine the need for comprehension intervention is done and implementation takes place when necessary. FASTBridge Learning Assessments provide opportunities for screening and progress monitoring, providing relevant data in the area of word segmentation, phonetic awareness, letter sounds and fluency. Staff will also be educated on common characteristics and behaviors of students with convergence insufficiency disorder.



Independent School District 716

**SCHOOL BUS TRANSPORTATION CONTRACT  
WITH STIER TRANSPORTATION SERVICES COMPANY  
*Fiscal Years 2019-2022***

This agreement made and entered into this 23<sup>rd</sup> day of July, 2018, by and between Independent School District No. 716 (Belle Plaine Public Schools) of Scott, Carver, Le Sueur and Sibley Counties, Minnesota, hereinafter referred to as "School District" and Stier Transportation Services Company, 406 South Meridian Street, Belle Plaine, MN 56011, hereinafter referred to as "Contractor".

For the consideration herein expressed, contractor agrees with the School District:

1. To transport all public, nonpublic and disabled school pupils as designated by the school board to and from schools as designated by the school board.
2. To provide transportation equipment which at all times will conform to all standards for conventional school transportation as established by the State of Minnesota Department of Public Safety and all legal requirements of the State of Minnesota.
3. To comply with all statutes, policies, rules and regulations relating to school transportation adopted by the State of Minnesota and the Belle Plaine Board of Education. Copies of all school bus inspections will be provided to the School District on an annual basis.
4. To provided currently legally licensed and qualified drivers. All alternative drivers must meet the same qualifications as required for regular drivers. All drivers shall meet the competencies specified by the Minnesota Department of Public Safety. Copies of all criminal background checks and summaries of all drug testing results will be provided to the School District on an annual basis.
5. Contractor agrees to evaluate all school bus drivers annually and to comply with all duties and responsibilities as detailed in the district Student Transportation Safety Policy.
6. Contractor agrees to provide and keep in force during the term of the contract, general liability and workers' compensation insurance protecting pupils, public employees, and the naming school district as "additional insured", and to furnish Certificates of Insurance for Worker's Compensation Insurance and for General Liability Insurance to the School District. Contractor agrees to provide adequate insurance coverage including auto liability of \$1,000,000. Copies of insurance policies showing issuance and in force are to be furnished to the school board.
7. Contractor cannot assign or transfer any part or all of their interest in this contract without the written approval of the school board from action taken at a regular school board meeting.
8. School District will not provide or require adult monitors on regular buses or on special Education buses on a regular basis. Approval by the Director of Special Education will be necessary for any use of adult monitors for specific situations reviewed on a case by case basis. If the Superintendent, the Director of Special Education or the school district designee approves the use of adult monitor, the School District will hire and supervise the monitor
9. Contractor agrees to operate the buses each day that school is in session on passable roads (not including posted minimum maintenance roads). The Superintendent or designee and the bus operator shall decide whether the roads and weather permit operation.

10. It is mutually agreed that the term of this contract shall be for a period of four years, commencing on the 1<sup>st</sup> day of July 2018. In addition, it is mutually agreed that an additional four years be negotiated beginning in February of the final year of this original contract as long as mutually agreed upon by both parties. Each school year is defined as the number of student contact days as established in the annual approved School District calendar, plus, some days for special education summer school.
11. School District agrees to reimburse contractor for 50% of the cost of fuel over and above \$2.87 per gallon of fuel based upon the monthly average for fuel purchases from the contractor's fuel vendor.
12. Contractor agrees to provide Student Transportation Safety training that complies with all statutes, policies, rules and regulations relating to safety education as adopted by the State of Minnesota and the Belle Plaine Board of Education.
13. Contractor will include data on bus safety, on-time performance, actual ridership, and incidents of student discipline.
14. Routes and Schedules. The School District will provide updated student information on a timely basis during the course of the school year and during the summer months. The School District will provide the contractor a listing of board approved walking zones for each school.
15. Routes developed by the contractor will be provided to the School District prior to the start of each school year and shall include a route number, all stop locations, estimated number of passengers and the start time for the route. Conflicts regarding eligibility of riders and stop locations will be decided by the board or its designee. A plan to publish approved routes by the board and the contractor will be done on an annual basis.
16. Required Records. The contractor shall maintain complete and accurate records of all trips provided and all miles traveled under this contract, all disciplinary actions, and other reports the School District may request and/or other reports which may be required under applicable laws.
17. Upon receipt of monthly billing documentation, (9) monthly payments will be made by the School District to Contractor within (15) days of receipt of the Contractor's invoice.
18. Standby buses in a number equal to ten percent (10%) or a minimum of (2) of the regularly assigned route buses, meeting the same specifications of the route buses, shall be available on-site to provide extra-curricular service and to be used in the event any buses regularly transporting students shall be inoperable. Included in the 10% requirement for spare buses shall be a minimum of (1) spare bus equipped with a wheelchair lift with at least (2) chair stations.
19. Contractor agrees to provide buses for all other requested trips which do not interfere with the operation of the regular bus routes. Payment for this service is noted in attached exhibit A.

20. It is agreed that the annual rates per this contract shall be as agreed upon in Exhibit A.
21. This agreement may be modified only in writing signed by both parties. Examples of situations under which this contract may be re-opened for negotiation include major changes in enrollment and number of students transported which may necessitate additional or fewer routes, major changes in the school calendar, major changes in reporting requirements and systems, major changes in state funding or major changes in federal, state or local statutes, laws ordinances or regulations newly enacted which would affect the operations under this agreement.
22. In the event Contractor is unable to provide the transportation services herein specified because of any act of nature, civil disturbance, fire, flood, war, governmental action, labor dispute involving District personnel, picketing, strike, or lockout, or any condition or cause beyond Contractor's control, District shall excuse Contractor from performance under this Agreement.
23. If any provision of this agreement shall be declared by any court of competent jurisdiction to be illegal, void, or unenforceable, such provision shall be enforced to maximum extent possible and all other provisions shall not be affected but shall remain in full force and effect.
24. It is acknowledged and a part of this contract that all vehicles used are to be in an enclosed building environment throughout the entire school year.
25. Should either party desire, request or deem necessary to hire a third party for any consulting services related to transportation: Both Belle Plaine Schools & Stier Transportation Services will mutually agree on consultant/firm and agree to equally share the cost.

**IN WITNESS WHEREOF** we have signed this agreement on the 23<sup>rd</sup> Day of July, 2018.

Executed Pursuant to Resolution of Independent School District No. 716 School Board on July 23, 2018.

\_\_\_\_\_ (Chairperson)

\_\_\_\_\_ (Clerk)

Accepted this July 23<sup>rd</sup>, 2018

Stier Transportation Services Company

\_\_\_\_\_ (Owners)

\_\_\_\_\_

## Exhibit A

### Transportation Service Rate Sheet

	2018-19	2019-20	2020-21	2021-22
Regular To and From School (Includes AM and PM Routes)	\$ 283.24	\$ 287.49	\$ 293.24	\$ 299.10
Additional 1/4 hr	\$ 17.70	\$ 17.97	\$ 18.33	\$ 18.69
Type III (SPED) Van per hour	\$ 52.50	\$ 53.34	\$ 54.40	\$ 55.49
Additional 1/4 hr	\$ 13.12	\$ 13.33	\$ 13.60	\$ 13.87
Mid-day & Summer and pre-School per hour	\$ 54.13	\$ 55.00	\$ 56.10	\$ 57.22
Extra- Curricular per hour	\$ 47.13	\$ 47.88	\$ 48.84	\$ 49.81
Fuel Adjustment Rate (FAR) per trip	\$ 11.38	\$ 11.56	\$ 11.79	\$ 12.03
Wheelchair Lift per Day	\$ 21.82	\$ 22.17	\$ 22.62	\$ 23.07
Trailer per trip	\$ 50.24	\$ 51.05	\$ 52.07	\$ 53.11
Fuel Escalator	\$2.87/gallon	\$2.87/gallon	\$2.87/gallon	\$2.87/gallon
District and Contractor Split 50/50 amounts over \$2.87 (See item 11 in contract)				



DATE: July 17, 2018

TO: John Bergs  
**Belle Plaine High School**  
952-873-2401  
[jbergs@belleplaine.k12.mn.us](mailto:jbergs@belleplaine.k12.mn.us)

FROM: John Grabow

RE: **Daktronics LED Football and Softball Scoreboards and Accessories**

Thank you for giving **AIM Electronics** the opportunity of presenting you a proposal for the purchase of a new Football and Softball scoreboards and accessories for **Belle Plaine High School**. Based on our previous conversation I am proposing the following ideas:

#### **Football/Track Scoreboard**

- Option 1: Daktronics Model FB-2022 Scoreboard with Electronic Team Name Message Centers, Wireless Communication, Time Outs Left, Non-Backlit Name Panel (BELLE PLAINE HIGH SCHOOL) and Arch with Backlit Lettering "TIGERS"
- Option 2: Daktronics Model FB-2022 Scoreboard with Electronic Team Name Message Centers, Wireless Communication, Time Outs Left, Non-Backlit Name Panel (BELLE PLAINE HIGH SCHOOL) and Decorative Square Truss with Backlit Lettering "TIGERS"
- Option 3: Daktronics Model FB-2022 Scoreboard with Electronic Team Name Message Centers, Wireless Communication, Time Outs Left, Non-Backlit Name Panel (BELLE PLAINE HIGH SCHOOL) and Decorative Arch Truss with Backlit "TIGER" Logo

#### **Softball Scoreboard**

- Option 1: Daktronics Model BA-2017 Scoreboard with Wireless Communication, and Decorative Arch Truss.
- Option 2: Daktronics Model BA-2017 Scoreboard with Wireless Communication, and Decorative Arch Panel.
- Option 3: Daktronics Model BA-618 Scoreboard with Wireless Communication, Non-Backlit Name Panel and Decorative Arched Dome Panel.

As you know, **AIM Electronics** is the area representative for **Daktronics**. We provide sales, installation and local service, in addition to an excellent warranty policy and exchange program which minimizes the cost of any repair. We have been serving the area's scoring and display needs for thirty two (32) years. If you have any questions, please call me at 952-941-9830.

JG:  
Enclosures



**Belle Plaine High School**  
PRICE QUOTATION  
July 17, 2018

**DAKTRONICS LED FOOTBALL/TRACK SCOREBOARD AND ACCESSORIES**

<b>Description</b>	<b>Size (HxWxD)</b>	<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>
1. Model FB-2022-A Scoreboard with AS-5000 Console, Border Stripe, 120V Horn and Time Outs Left Digits	8' x 25' x 8"	\$12,650	\$12,650	\$12,650
2. Wireless Controls (Transmitter/Receiver)		765	765	765
3. <u>Non-backlit</u> Name Panel Above Scoreboard Including Lettering and Logos	2' x 25' x 8"	1,444	1,444	1,444
4. Arch Panel with 36" Backlit Channel Letters To say "TIGERS"	4' x 25'	10,125	-	-
5. <u>One</u> DA-1000-25 Square Trusses With 36" Backlit Channel Letters; To say "TIGERS"	6' x 25'	-	8,956	-
6. DA-1001-25 Arch Truss with 60" Backlit "TIGER" Logo	4' x 25'	-	-	7,813
7. Installation and Training*		4,800	4,800	4,800
8. Shipping and Handling		<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
		<b><u>\$30,984</u></b>	<b><u>\$29,815</u></b>	<b><u>\$28,672</u></b>

**Options Available:**

1. White Digits In Place of Amber Digits . . . . . Add \$1,062
2. Two DA-1000-25 Square Trusses with 48" Backlit Channel Letters; To say "TIGERS" (In Place of Item #5) . . . . . \$14,250



**Automated Industrial Maintenance**

7655 Washington Ave. So.  
Edina, MN 55439

Phone: 952-941-9830  
Fax: 952-941-7139

**Belle Plaine High School**

PRICE QUOTATION

July 17, 2018

**DAKTRONICS LED FOOTBALL/TRACK SCOREBOARD AND ACCESSORIES**

**(Cont.)**

\*NOTE: All electrical work must be completed by a licensed electrician hired by school. AIM Electronics will remove and dispose of existing scoreboard if desired, mount new scoreboard to existing I-beams, weld on I-beam extensions, connect wireless communication equipment and provide operator training once the electrical work has been completed. Disposal of crating/packaging materials is responsibility of school; AIM Electronics will place materials in dumpster of school's choice on campus.

**OTHER INFORMATION:**

- Five (5) year parts warranty
- Six-to-Eight (6-8) weeks lead time
- 30% down payment; balance due 30 days after shipping
- Prices valid for 60 days



**Automated Industrial Maintenance**

7655 Washington Ave. So.  
Edina, MN 55439

Phone: 952-941-9830  
Fax: 952-941-7139

**Belle Plaine High School**  
**PRICE QUOTATION**  
July 17, 2018

**DAKTRONICS LED SOFTBALL SCOREBOARDS AND ACCESSORIES**

<b>Description</b>	<b>Size (HxWxD)</b>	<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>
1. Model BA-2017-A LED Scoreboard Incl. RC-200 Handheld Console with Border Stripe and Choice of Caption (AT BAT, H/E, TIME or PITCH COUNT)	6' x 14' x 6"	\$5,494	\$5,494	-
2. Model BA-618 LED Scoreboard Incl. RC-200 Handheld Console with Border Stripe	5' x 14' x 6"	-	-	\$4,468
3. Wireless Communication (Transmitter/Receiver)		765	765	383
4. DA-1001-14 Arched Truss with Lettering and Logos	3' x 14' x 8"	3,285	-	-
5. DA-1205-14 Arched Panel Incl. Lettering and Logos	3' x 14' x 8"	-	1,589	-
6. DA-1201 Dome Panel Incl. Lettering and Logos	2' x 6'6" x 8"	-	-	1,066
7. Non-Backlit Name Panel Incl. Lettering and Logos	2' x 14' x 8"	-	-	819
8. Installation and Training*		4,300	4,300	4,300
9. Shipping and Handling		<u>315</u>	<u>315</u>	<u>315</u>
		<b><u>\$14,159</u></b>	<b><u>\$12,463</u></b>	<b><u>\$11,351</u></b>

**Options Available:**

1. White Digits In Place of Amber Digits for BA-2017 . . . . . Add \$504



**Automated Industrial Maintenance**

7655 Washington Ave. So.  
Edina, MN 55439

Phone: 952-941-9830  
Fax: 952-941-7139

**Belle Plaine High School**

PRICE QUOTATION

July 17, 2018

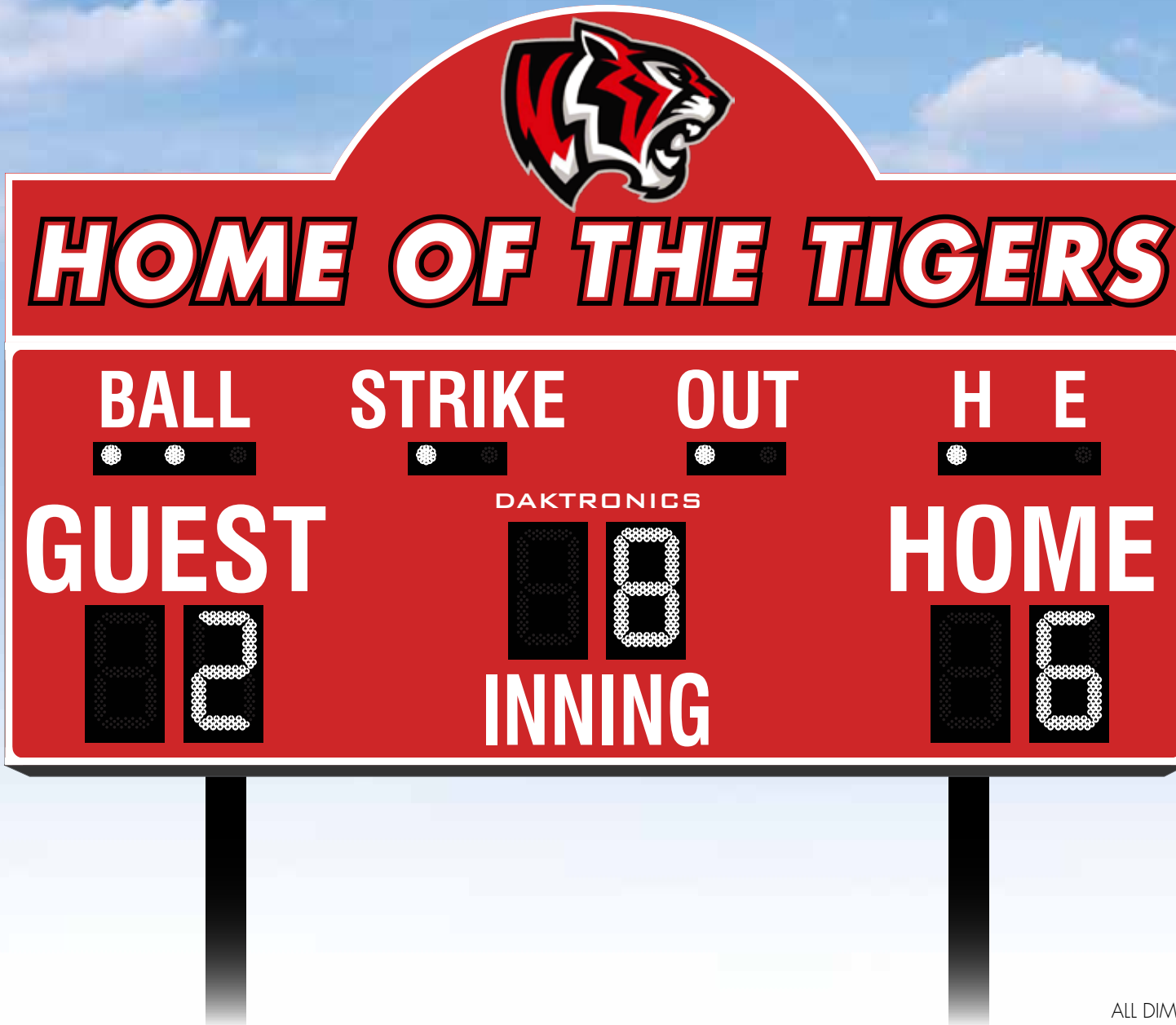
**DAKTRONICS LED SOFTBALL SCOREBOARDS AND ACCESSORIES**

**(Cont.)**

\*NOTE: All electrical work must be completed by a licensed electrician hired by school. AIM Electronics will remove and dispose of existing scoreboard if desired, mount new scoreboard to existing I-beams, weld on I-beam extensions, connect wireless communication equipment and provide operator training once the electrical work has been completed. Disposal of crating/packaging materials is responsibility of school; AIM Electronics will place materials in dumpster of school's choice on campus.

**OTHER INFORMATION:**

- Five (5) year parts warranty
- Eight-to-Ten (8-10) weeks lead time
- 30% down payment; balance due 30 days after shipping
- Prices valid for 60 days



- Overall Dimensions  
9'0" high x 14'0" wide
- Accent Dome Logo Panel  
(Non-Backlit)  
DA-1201  
2'0" high x 6'6" wide
- Identification Panel  
(Non-Backlit)  
2'0" high x 14'0" wide  
(above Scoreboard)
- Softball Scoreboard  
BA-618-VV-PV  
5'0" high x 14'0" wide

ALL DIMENSIONS ARE APPROXIMATE

**BELLE PLAINE HIGH SCHOOL** BELLE PLAINE, MN

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- Overall Dimensions  
15'0" high x 25'0" wide
- Arched Accent Truss w/  
60" tall Backlit Channel  
Logo  
DA-1001-25  
4'0" high x 25'0" wide
- Identification Panel  
(Non-Backlit)  
2'0" high x 25'0" wide  
(above Scoreboard)
- Football Scoreboard  
FB-2022-RPV w/ TOLs  
8'0" high x 25'0" wide

ALL DIMENSIONS ARE APPROXIMATE

**BELLE PLAINE HIGH SCHOOL** BELLE PLAINE, MN

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