

**Regular School Board Meeting
Monday, June 22, 2020, 7:00 PM
Pipestone Area Schools
MS/HS Commons
1401 7th St SW
Pipestone, MN 56164**

AGENDA

- 1. Call Meeting to Order**
- 2. Pledge of Allegiance**
- 3. Approval of Agenda**
 - 1. Additions**
 - 1. *Grant Everson, Phy-Ed Teacher (6.2.20)***
 - 2. *Meghan Erickson, MS Math Teacher (6.2.21)***
 - 3. *Lexi Fontana, Summer School Math (6.2.22)***
 - 4. *Library (10.1)***
 - 5. *Wind Turbine (10.2)***
 - 6. *Contract Order Request #21 - Firewall Updates (11.16)***
- 4. Public Forum**
- 5. Presentation**
- 6. Consent Agenda**
 - 1. Approve Minutes of the Regular School Board Meeting of May 18, 2020** **3**
 - 2. Approval of Contracts and/or Work Agreements**
 - 1. Emily Blaeser, Children's Librarian**
 - 2. Jody Wacker, Library Director**
 - 3. Kim VanHoecke, Community Library Aide**
 - 4. Sally Whittle, Community Library Aide**
 - 5. Corrine Brooke, Summer Custodian**
 - 6. Melissa Hansen, Summer Custodian**
 - 7. Deb VanSurksum, Summer Custodian**
 - 8. Heather DeWilde, Summer Custodian**
 - 9. Harold Westra, Summer Mower**
 - 10. Logan Stahl, Technology Technician**
 - 11. Morgan Taubert, Technology Technician**
 - 12. MacKenzie Manderscheid, Technology Technician**
 - 13. Paige Ahrendt, Technology Technician**
 - 14. Scott Lehman, Technology Technician**
 - 15. Toryn Woelber, Technology Technician**
 - 16. Kathryn Baker, MS/HS Administrative Assistant**
 - 17. Rick Zollner, Activities Director/Physical Education**
 - 18. Angela Claar, Heartland Colony Teacher**
 - 19. Scott Boomgaarden, Head Football Coach**
 - 20. *Grant Everson, Phy-Ed Teacher (ADDITION)***
 - 21. *Meghan Erickson, MS Math Teacher (ADDITION)***
 - 22. *Lexi Fontana, Summer School Math (ADDITION)***
 - 3. Approve Donations to the School** **7**
 - 1. Arrow Athletic Booster Club, Donation of \$587.30 to Baseball for Shin Pads and Catchers Gear**
 - 2. Arrow Athletic Booster Club, Donation of \$551.90 to Wrestling for Hotel Rooms**
 - 3. Arrow Athletic Booster Club, Donation of \$240.62 to Wrestling for Hotel Rooms**
 - 4. Arrow Athletic Booster Club, Donation of \$717.85 to Baseball for Pants**

5. Christ the King Lutheran Church, Donation of \$100.00 to the Wellness Room	
6. Luverne Area Community Foundation, Donation of \$400 on Behalf of SWMN CEO Business Class	
4. Letter of Resignation from Kris Ploeger, Pre-School Teacher	
5. Letter of Resignation from Tucker Coil, Phy-Ed and Health Teacher	
7. Financials	
1. Review New Elementary Building Bills	14
2. Approve Payment of Regular Monthly Bills	16
3. Approve Payment of High School Activity Bills	44
4. Approve Treasurer's Report on Elementary Building Bond for May	45
5. Approve Treasurer's Report for May 2020	46
6. Review of Budget Year-to-Date	47
7. Elementary Building Budget Year-to-Date	49
8. Board Forum/Information	
1. Board Reports and Updates	
9. Administrator's Report	
1. Superintendent's Board Report	
2. Principal's Board Report	
3. Director of CTL Board Report - Melany Wellnitz	
10. Discussion Items	
1. <i>Library (ADDITION)</i>	
2. <i>Wind Turbine (ADDITION)</i>	
11. Board Action	
1. Approve Learning Readiness Handbook	50
2. Approve Elementary Handbook	56
3. Approve Middle School Handbook	95
4. Approve High School Handbook	110
5. Approve Activities Handbook	146
6. Approve Letter of Resignation from JoAnn Alverson, Instructional Coach	
7. Approve Resolution Establishing Dates for Filing Affidavits of Candidacy	168
8. Approve Garbage and Recycling Proposal for 2020-2021	169
9. Approve 2020-2021 Resolution for Membership in the Minnesota State High School League	171
10. Approve Membership to MREA for 2020-2021	173
11. Approve Membership to MSBA for 2020-2021	175
12. Approve Modified MS Schedule MOU	176
13. Approve 2020-2021 Literacy Plan	177
14. Approve FY21 Budget	200
15. Change Order Request #12:PR O6R - IT Change #1 - \$42,278.64 and IT Change #2 - \$5,988 for a Total of \$48,276.64	215
16. <i>Contract Order Request #21 - Firewall Updates (ADDITION)</i>	225
17. Approve Commercial Insurance Renewal for 2020-2021	229
18. Approve Superintendent Kevin Enerson as the Identified Official with Authority to Authorize User Access to MDE Secure Websites for Pipestone Area Schools	
19. Superintendent Evaluation	
12. Adjournment	

Minutes of Regular School Board Meeting

Pipestone Area Schools

A Regular School Board Meeting of the Board of Trustees of Pipestone Area Schools was held Monday, May 18, 2020, beginning at 7:00 PM electronically via Zoom.

Members Present: Chairman Jeff Baatz; Directors Brad Carson, Lance Oye, Marcy Pals, Katie Wiese, Randy Erdman and Amy Nelson. Also present – Ex-Officio Kevin Enerson, Jacque Kennedy, Cory Strasser, Toni Baartman, Melany Wellnitz and Deb Peschon.

Visitors Present: Kyle Kuphal

Call Meeting to Order: Chairman Baatz called the meeting to order at 7:00 PM

Pledge of Allegiance

Approval of Agenda

Additions:

Recommendation for Termination (6.4)

Deletions:

Approve High School Activity Bills (7.3)

Motion by Oye, second by Erdman, approved agenda as presented. Motion carried unanimously.

Public Forum

Presentation

Consent Agenda

Approve Minutes of the Regular School Board Meeting of April 27, 2020:

Approval of Contracts and/or Work Agreements:

Alison Olberding, MS English/Language Arts Teacher 2020-2021:

Natalie Resch, Ag Teacher 2020-2021:

Approve Donations to the School:

Christ the King Lutheran Church, Donation of \$200.00 to the Wellness Room:

Tulsa Community Foundation, \$5,000.00 Grant for Internet Solutions for Distance Learning Efforts

Due to COVID 19:

Recommendation of Termination (ADDITION):

Motion by Carson, second by Erdman, approved all items in the Consent Agenda. Motion carried unanimously.

Financials

Approve Payment of Regular Monthly Bills: Regular monthly bills paid through May 13, 2020 totaled \$1,007,363.51. Motion by Erdman, second by Wiese, approved payment of regular monthly bills. Motion carried unanimously.

Approve High School Activity Bills- Deletion

New Elementary Building Bills: New building bills totaled \$613,843.61. This is informational only as they were approved in the regular monthly bills.

Approve Treasurer's Report for April 2020: The treasurer's report for month ended April 30, 2020 has a cash balance of \$6,764,400.56. Motion by Erdman, second by Carson, approved the treasurer's report. Motion carried unanimously.

Approve Treasurer's Report on Elementary Building Bond for April: The treasurer's report for month ended April 30, 2020 for the elementary building bonds has a cash balance of \$26,233,526.80. Motion by Erdman, second by Oye, approved the report. Motion carried unanimously.

Review of Budget Year-to-Date: The budget year-to-date shows expenditures as of May 13, 2020 at \$10,341,392.01 or 73%. This was non-action.

Elementary Building Budget Year-to-Date: The elementary building budget year-to-date shows expenditures as of May 13, 2020 at \$2,756,804.48. This was non-action.

Board Forum/Information

Board Reports and Updates: The Facility Steering Committee met and there are action items later in the construction update. Baatz received a request to bargain from secretarial and custodian group, and the paraprofessionals. They are going to wait until they are able to meet in person.

Administrator's Report

Superintendent's Board Report - Enrollment, Construction Update, Superintendent Evaluation:

May enrollment is 1119. The construction is going well and remodeling of the MS/HS office and secure entrance has begun, and circle drive will be started soon. Superintendent evaluation is conducted in a closed session in the June meeting. A Google form that is aligned with the goals will be emailed to board members. Assistant Deb Peschon will compile the list and give to Baatz.

Principal's Board Report - Cory Strasser, Toni Baartman: Enerson gave an update on graduation as it has been a big topic everywhere. The process starts at the beginning of the school year with seniors, with ceremony plans starting in January. Things were being planned for a traditional ceremony when we were closed with the idea of opening May 5. When it looked like the traditional ceremony was not going to be held, they discussed four options at the May meeting and ruled out three of them. Virtual ceremony preparations were then made for graduation. Strasser worked with the class committee to get ideas of what others are doing. They are working on a video based program to be held at the Hiawatha Grounds. The park was available and it is able to be closed down for the two day time frame needed. They hired Cabin 6 Films to do a professional recording and all editing. Being outside is much more acceptable and each student was given a time frame for their recognitions and graduation. Parents were able to attend and be on stage with their graduate. The video will be shown on May 24 at 2:00 on every media outlet possible. Strasser appreciates the community for the support given for the students.

Baartman is wrapping up the end of the year. Check in is next week with kids. A reverse parade will be at each school with teachers lined six feet apart around the block. This will give students and teachers a chance to see each other one more time and give closure to the school year. Baartman is starting plans for summer school.

Director of CTL Board Report - Melany Wellnitz: Guidance was received from the state on summer school, which will be held in July. They will be focusing on students that show the greatest need. Last week staff gave a virtual FAST assessment in grades K-4 in reading, and grades 5-8 had a math and reading assessment that is computer based. The data was used for something called "COVID Slide". FastBridge worked to establish an assessment protocol to look at a group growth report and compare what the predicted score from the winter assessment would be in the spring, and what the actual spring score was. This data will be used for recommending and encouraging parents for their student to participate in summer school. A hybrid model will be used for kids in grades K-3, so they will spend some time at school and some distance learning.

Credit recovery for grades 9-12 will be through distance learning. There will be ELL and ESY support through the hybrid model.

Discussion Items

Board Action

Letter of Resignation from Clay Anderson, Activities Director, Phy-Ed Teacher/Head Football Coach:

Motion by Erdman, second by Carson, approved Clay Anderson’s resignation. Motion carried unanimously.

Letter of Resignation from Keri Bloom, Heartland Colony Teacher: Motion by Erdman, second by Nelson, approved Keri Bloom’s resignation. Motion carried unanimously.

Construction Update

Paving Schedule: Motion by Oye, second by Erdman, approved the recommendation from the Facility Steering Committee to keep parking lots asphalt and to move forward with design and go out for bids to upgrade road to concrete at an estimated cost of \$109,000, and for Kraus Anderson to provide cost estimate to concrete the south road. Motion carried unanimously.

Weight-Fitness Room/Wrestling Room Remodel: Motion by Erdman, second by Wiese, approved the recommendation from the Facility Steering Committee to move forward with design and go out for bids on the weight-fitness/wrestling room at an estimated cost of \$964,000, and for Kraus Anderson to consider water drainage in the area of the site to make sure there is enough drain tile. Motion carried unanimously.

District Office Remodel: Facility Steering Committee recommends to hold off on this item until Contingency Budget is stabilized or if District determines Abatement Bonding for this addition. Decision deadline for this item is November, but committee will likely make a recommendation earlier.

Wind Tower Maintenance: Bearings need to be replaced in the generator portion of the wind tower, with a cost of \$3,700 and has been approved to take care of that portion. If damage has been done to the shaft, the generators will need to be replaced at a cost of \$65,000. The turbine generates power that is sold to Sioux Valley Energy. There is an agreement with the school district that lasts until 2021 for the amount they pay for the electricity generated by the turbine. It currently generates \$75,000/year and they have said it is going to be less than half of what we get now. Enerson said we should talk about negotiating rates. The turbine is coming to the end of its life expectancy and there comes a time when we ask how much do we want to put into it.

Adjournment

Motion by Erdman, second by Wiese, approved to adjourn the meeting at 8:16 PM. Motion carried unanimously.

/s/ Jeff Baatz
Jeff Baatz, Chairman

/s/ Marcy Pals
Marcy Pals, Clerk

Approved and dated by the board June 22, 2020
Submitted, Deb Peschon

ISD #2689 School Board

May 18, 2020

**MINUTES OF THE REGULAR SCHOOL BOARD MEETING OF INDEPENDENT SCHOOL DISTRICT
#2689, PIPESTONE COUNTY, PIPESTONE, MINNESOTA**

A regular meeting of the School Board, ISD #2689, was held electronically via Zoom on May 18, 2020 at 7:00 p.m.

The following members were present: Jeff Baatz, Randy Erdman, Katie Wiese, Amy Nelson, Marcy Pals, Brad Carson and Lance Oye.

Also present: Ex-Officio Kevin Enerson; Jacque Kennedy, Melany Wellnitz, Cory Strasser, Toni Baartman, Deb Peschon and Kyle Kuphal.

Chairman Baatz called the meeting to order. The Pledge of Allegiance was recited. Motion by Oye, second by Erdman, approved the agenda as presented. Motion carried unanimously. There were no visitors to address the board. Motion by Carson, second by Erdman, approve all items in the Consent Agenda. Motion carried unanimously. Items approved were minutes of the regular school board meeting of April 27, 2020; approved contracts for Alison Olberding, middle school English language arts teacher and Natalie Resch, Ag teacher; approved donations from Christ the King Lutheran Church, \$200.00 to the wellness room and Tulsa Community Foundation, \$5,000.00 grant for internet solutions for distance learning efforts due to COVID 19. In Financials, regular monthly bills paid through May 13, 2020 totaled \$1,007,363.51. Motion by Erdman, second by Wiese, approved payment of regular monthly bills. Motion carried unanimously. New building bills totaled \$613,843.61. This is informational only as they were approved in the regular monthly bills. The treasurer's report for month ended April 30, 2020 has a cash balance of \$6,764,400.56. Motion by Erdman, second by Carson, approved the treasurer's report. Motion carried unanimously. The treasurer's report for month ended April 30, 2020 for the elementary building bonds has a cash balance of \$26,233,526.80. Motion by Erdman, second by Oye, approved the report. Motion carried unanimously. The budget year-to-date shows expenditures as of May 13, 2020 at \$10,341,392.01 or 73%. This was non-action. The elementary building budget year-to-date shows expenditures as of May 13, 2020 at \$2,756,804.48. This was non-action.

Administrative Reports were given. May enrollment is 1119. There were no discussion items.

In Board Action items, Motion by Erdman, second by Carson, approved Clay Anderson's resignation. Motion carried unanimously. Motion by Erdman, second by Nelson, approved Keri Bloom's resignation. Motion carried unanimously. Motion by Oye, second by Erdman, approved the recommendation from the Facility Steering Committee to keep parking lots asphalt and to move forward with design and go out for bids to upgrade road to concrete at an estimated cost of \$109,000, and for Kraus Anderson to provide cost estimate to concrete the south road. Motion carried unanimously. Motion by Erdman, second by Wiese, approved the recommendation from the Facility Steering Committee to move forward with design and go out for bids on the weight-fitness/wrestling room at an estimated cost of \$964,000, and for Kraus Anderson to consider water drainage in the area of the site to make sure there is enough drain tile. Motion carried unanimously. Facility Steering Committee recommends to hold off on the district office remodel until Contingency Budget is stabilized or if District determines Abatement Bonding for this addition. Decision deadline for this item is November, but committee will likely make a recommendation earlier. Bearings need to be replaced in the generator portion of the wind tower, with a cost of \$3,700 and has been approved to take care of that portion. If damage has been done to the shaft, the generators will need to be replaced at a cost of \$65,000. The turbine generates power that is sold to Sioux Valley Energy. There is an agreement with the school district that lasts until 2021 for the amount they pay for the electricity generated by the turbine. It currently generates \$75,000/year and they have said it is going to be less than half of what we get now. Enerson said we should talk about negotiating rates. The turbine is coming to the end of its life expectancy and there comes a time when we ask how much do we want to put into it.

Motion by Erdman, second by Wiese, approved to adjourn the meeting at 8:16 PM. Motion carried unanimously.

Dated: May 18, 2020. Approved and dated by the board June 22, 2020.

Attest: Deb Peschon, Recording Secretary

Pipestone Area Schools
 1401 7th Street SW
 Pipestone, MN 56164

Invoice No. FY20-13

INVOICE

Customer

Name Athletic Booster Club
 Address _____
 City Pipestone State MN ZIP 56164
 Phone _____

Misc

Date 4/14/2020
 Order No. _____
 Rep _____
 FOB _____

Qty	Description	Unit Price	TOTAL
1	Set of Shin Pads	\$ 319.00	\$ 319.00
1	Catchers Gear	\$ 259.00	\$ 259.00
1	Shipping	\$ 9.30	\$ 9.30

7

Independent School District No. 2689
 Pipestone, Minnesota 56164

28476

Date 5-20-20

Received of Arrow Athletic Booster Club Amount \$ 587.30
 For Donations to Baseball for Shin Pads & Catchers Gear

Code	Amount	Description
	587.30	check

Signed [Signature]

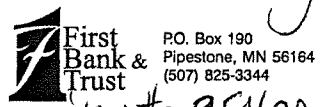
ARROW ATHLETIC BOOSTER CLUB
 PO BOX 431
 PIPESTONE, MN 56164

78-844
914

1474

DATE 5-15-2020

PAY TO THE ORDER OF PAS \$ 587.30
Five hundred eighty seven and 30/100 DOLLARS



MEMO INU# 8FY20-13

[Signature]

⑈091108116⑈ 318269⑈ 11.7L

Pipestone Area Schools
 1401 7th Street SW
 Pipestone, MN 56164

Invoice No. FY20-15

INVOICE

Customer

Name Athletic Booster Club
 Address _____
 City Pipestone State MN ZIP 56164
 Phone _____

Misc

Date 4/14/2020
 Order No. _____
 Rep _____
 FOB _____

Qty	Description	Unit Price	TOTAL
1	Hotel Rooms Wrestling	\$ 551.90	\$ 551.90

8

Independent School District No. 2689
 Pipestone, Minnesota 56164

Date 5-19-20 28475

Received of Arrow Athletic Booster Club Amount \$ 551.90

For Donation for Hotel Rooms for Wrestling

Code	Amount	Description
	551.90	check

Signed [Signature]

ARROW ATHLETIC BOOSTER CLUB
 PO BOX 431
 PIPESTONE, MN 56164

78-844 8 1473
 914
 DATE 5-15-2020

PAY TO PAS \$ 551.90
 THE ORDER OF Five hundred fifty one and 90/100
 DOLLARS

First Bank & Trust
 P.O. Box 190
 Pipestone, MN 56164
 (507) 825-3344

MEMO inv # FY20-15

[Signature] MP

⑆091408446⑆ 348269⑈ 1473

ARROW ATHLETIC BOOSTER CLUB
PO BOX 431
PIPESTONE, MN 56164

78-844
914^B

1472

DATE 5-15-2020

© SECURE www.cheek.com/checks

PAY TO
THE ORDER OF

PAS

\$ 240.62

Two hundred forty and 62/100

DOLLARS

Security Features
Included.
Details on Back.



P.O. Box 190
Pipestone, MN 56164
(507) 825-3344

MEMO

Inv # FY20-14

Camie Kelt NP

⑆091408446⑆ 348269⑆ 1472

SPECIALTY UNIT

ARROW ATHLETIC BOOSTER CLUB
PO BOX 431
PIPESTONE, MN 56164

78-844
914 8

1471

DATE 5-15-2020

© DELINE @line.com/checks

PAY TO PAS \$ 717.85
THE ORDER OF Seven hundred seventeen and 85/100 DOLLARS



P.O. Box 190
Pipestone, MN 56164
(507) 825-3344

MEMO INV# FY20-12

Camin [Signature]

10 NP

⑆091408446⑆ 348269⑈ 1471

SPECIALTY MINT

Independent School District No. 2689
Pipestone, Minnesota 56164

28484

Date 5-29-20

Received of Christ the King Lutheran Amount \$ 100-

For Donation to Wellness Room

Code							Amount	Description
							100-	check

Signed DP

THIS CHECK IS VOID WITHOUT THE SAFETY FEATURES LISTED ON THE BACK

Apply to account: **CTK - - CHRIST THE KING LUTHERAN CHURCH**

21052021661

CHRIST THE KING LUTHERAN CHURCH
PO Box 682
PIPESTONE, MN 56164-2227

78-844
0914

DATE
05/21/2020

0006601414

First Bank & Trust
P.O. Box 5057
Brookings SD 57006-5057

PAY (ONE HUNDRED DOLLARS AND NO/100)
TO THE ORDER OF PAS WELLNESS ROOM

AMOUNT
**\$100.00



Signature on File -
account holder has pre-approved this check
Void After 90 Days

⑈0006601414⑈ ⑆091408446⑆ 115887⑈



Luverne Area Community Foundation

102 E. Main St. • P.O. Box 623 • Luverne, MN 56156 • Phone (507) 220-2424

May 28, 2020

On behalf of the SWMN CEO Business Class, please accept this gift to be used at your discretion. The 2020 CEO Business Class has selected you as a recipient as you had some kind of influence, generosity or role in their operations and success this past year. This gift comes from their class business project as an act of “giving back” to their communities.

12

The SWMN CEO funds are held at the Luverne Area Community Foundation.

Sincerely,

Emily Crabtree

Executive Director

Luverne Area Community Foundation

507-220-2424

Emily@luvacf.org

Give Where You Live

today, tomorrow & beyond

Independent School District No. 2689
Pipestone, Minnesota 56164

Date 10-8-20 28487

Received of Luverne Area Comm. Found Amount \$ 400.00

For Donation on Behalf of SWMN CEO Business Class

Code							Amount	Description
							400.00	check

Signed [Signature]

DOCUMENT IS PRINTED ON CHEMICALLY REACTIVE PAPER. THE BACK OF THIS DOCUMENT INCLUDES A TAMPER EVIDENT CHEMICAL WASH WARNING BOX.

**LUVERNE AREA
COMMUNITY FOUNDATION**
P.O. BOX 623
LUVERNE, MN 56156

**FIRST FARMERS & MERCHANTS
NATIONAL BANK**
LUVERNE, MN 56156
75-1600/912

004644

05/28/2020

PAY TO THE ORDER OF Pipestone High School \$ ***400.00

Four hundred dollars and 00/100***** DOLLARS

Pipestone High School
1401 7th St SW
Pipestone, MN 56164

[Signature]
AUTHORIZED SIGNATURE



MEMO Gift from SW MN CEO Business Class

⑈004644⑈ ⑆091216007⑆ 4581022374⑈

Pipestone Area Schools ISD #2689 Voucher Detail Report by Voucher Number

Batch	Vo	St Ty Description	SKU Code	Loc	L	Fd	Org	Pro	Crs	Fin	O/S	Prd	Dist %	Units	Rate	Disc %	Amount
1	9802	HDI RAILING SYSTEMS															
	85959	New Elem. Construction															
		P I New Elem. Construction	MP	101	E	06	005	870	000	000	520	202011	100.00%	1.00	2,645.00	100.00%	2,645.00
																	Voucher Total
																	2,645.00
1	9723	AMERICAN ENGINEERING TESTING INC															
	85962	Consult & Serv.fees, Soil and M:															
		P I Consult & Serv.fees, Soil and Materials		101	E	06	005	870	000	000	305	202011	100.00%	1.00	2,137.50	100.00%	2,137.50
																	Voucher Total
																	2,137.50
1	5249	VISA															
	85976	Technology Equipment															
		P I Technology Equipment		101	E	06	005	870	000	000	555	202011	100.00%	1.00	164.60	100.00%	164.60
																	Voucher Total
																	164.60
1	9278	ISG															
	86029	Consult & Serv.fees, Constructic															
		P I Consult & Serv.fees, Construction		101	E	06	005	870	000	000	305	202011	100.00%	1.00	8,155.00	100.00%	8,155.00
																	Voucher Total
																	8,155.00
1	9278	ISG															
	86030	Consult & Serv.fees, BUILDING															
		P I Consult & Serv.fees, BUILDING STAKING		101	E	06	005	870	000	000	305	202011	100.00%	1.00	1,800.00	100.00%	1,800.00
																	Voucher Total
																	1,800.00
1	5138	PIPESTONE BUILDING MATERIALS															
	86038	Build Acq/Construct, FOOD SEF															
		P I Build Acq/Construct, FOOD SERVICE		101	E	06	005	870	000	000	520	202012	100.00%	1.00	177.02	100.00%	177.02
																	Voucher Total
																	177.02
1	9777	KRAUS-ANDERSON CONSTRUCTION COMPANY															
	86109	Consult & Serv.fees, CONSTRU															
		P I Consult & Serv.fees, CONSTRUCTION SER		101	E	06	005	870	000	000	305	202012	100.00%	1.00	99,472.34	100.00%	99,472.34
																	Voucher Total
																	99,472.34
1	9749	ACTIVE HEATING INC															
	86110	Build Acq/Construct															
		P I Build Acq/Construct		101	E	06	005	870	000	000	520	202012	100.00%	1.00	31,065.00	100.00%	31,065.00
																	Voucher Total
																	31,065.00

Pipestone Area Schools ISD #2689 Voucher Detail Report by Voucher Number

Batch	Vo	St Ty	Description	SKU Code	Loc	L	Fd	Org	Pro	Crs	Fin	O/S	Prd	Dist %	Units	Rate	Disc %	Amount	
1	9751		CORNERSTONE PLASTERING AND DRYWALL INC																
			86111 Build Acq/Construct																
		P I	Build Acq/Construct		101	E	06	005	870	000	000	520	202012	100.00%	1.00	15,033.75	100.00%	15,033.75	
																			Voucher Total
																			15,033.75
1	9755		HANDER INC PLUMBING AND HEATING																
			86112 Build Acq/Construct																
		P I	Build Acq/Construct		101	E	06	005	870	000	000	520	202012	100.00%	1.00	169,059.62	100.00%	169,059.62	
																			Voucher Total
																			169,059.62
1	9342		DUININCK, INC																
			86113 Build Acq/Construct																
		P I	Build Acq/Construct		101	E	06	005	870	000	000	520	202012	100.00%	1.00	284,016.94	100.00%	284,016.94	
																			Voucher Total
																			284,016.94
1	9752		DOOM AND CUYPERS CONSTRUCTION INC																
			86114 Build Acq/Construct																
		P I	Build Acq/Construct		101	E	06	005	870	000	000	520	202012	100.00%	1.00	20,499.19	100.00%	20,499.19	
																			Voucher Total
																			20,499.19
1	9764		THOMPSON ELECTRIC COMPANY																
			86115 Build Acq/Construct																
		P I	Build Acq/Construct		101	E	06	005	870	000	000	520	202012	100.00%	1.00	91,913.44	100.00%	91,913.44	
																			Voucher Total
																			91,913.44
1	9761		RUSTADS FLOORING AND SLEEP CENTER LLC																
			86116 Build Acq/Construct																
		P I	Build Acq/Construct		101	E	06	005	870	000	000	520	202012	100.00%	1.00	18,667.50	100.00%	18,667.50	
																			Voucher Total
																			18,667.50
1	9759		K&M CONCRETE CONSTRUCTION INC																
			86117 Build Acq/Construct																
		P I	Build Acq/Construct		101	E	06	005	870	000	000	520	202012	100.00%	1.00	371,244.64	100.00%	371,244.64	
																			Voucher Total
																			371,244.64
1	5181		TRANE																
			86118 Build Acq/Construct																
		P I	Build Acq/Construct		101	E	06	005	870	000	000	520	202012	100.00%	1.00	55,150.35	100.00%	55,150.35	
																			Voucher Total
																			55,150.35
																			Report Total
																			1,171,201.89

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	60797	8719		HAUFF MID-AMERICA		Check		
				E 01	300 292 208 000 401	General Supplies		\$897.75	
	PO#:	Voucher #:	85958	Invoice	Invoice No: 69775			Paid Amt:	\$897.75
						5/13/2020		Check Amount:	\$897.75
2689	FIN	60798	9802		HDI RAILING SYSTEMS		Check		
				E 06	005 870 000 000 520	New Elem. Construction		\$2,645.00	
	PO#: 17096	Voucher #:	85959	Invoice	Invoice No: 11018			Paid Amt:	\$2,645.00
						5/13/2020		Check Amount:	\$2,645.00
2689	FIN	60800	6290		FOLLETT SCHOOL SOLUTIONS, INC		Check		
				B 01	131 000	Prepaid Expenses & Deposits		\$5,527.66	
	PO#:	Voucher #:	85961	Invoice	Invoice No: 1399204			Paid Amt:	\$5,527.66
						5/14/2020		Check Amount:	\$5,527.66
2689	FIN	60801	4366		PRAIRIE ECOLOGY BUS CENTER		Check		
				E 01	207 203 172 000 430	Instructional Supply		\$50.00	
	PO#:	Voucher #:	85960	Invoice	Invoice No: 1244			Paid Amt:	\$50.00
						5/14/2020		Check Amount:	\$50.00
2689	FIN	60802	9723		AMERICAN ENGINEERING TESTING INC		Check		
				E 06	005 870 000 000 305	Consult & Serv.fees, Soil and Materials		\$2,137.50	
	PO#:	Voucher #:	85962	Invoice	Invoice No: 1302003			Paid Amt:	\$2,137.50
						5/14/2020		Check Amount:	\$2,137.50
2689	FIN	60803	00256		HILLYARD INC/ SIOUX FALLS		Check		
				E 01	005 810 161 000 401	General Supplies COVID		\$530.72	
	PO#:	Voucher #:	85967	Invoice	Invoice No: 603869375			Paid Amt:	\$530.72
						5/15/2020		Check Amount:	\$530.72
2689	FIN	60804	7353		JACK OF TRADES		Check		
				E 01	005 810 000 000 350	Repair&maint Service, PAULSON FIELD SIGN		\$646.22	
	PO#:	Voucher #:	85968	Invoice	Invoice No: 2020050401			Paid Amt:	\$646.22
						5/15/2020		Check Amount:	\$646.22
2689	FIN	60805	8835		NEW DOMINION SCHOOL		Check		
				E 01	300 211 000 000 392	to Out-of-State Dist, APRIL 2020		\$1,560.02	
	PO#:	Voucher #:	85970	Invoice	Invoice No: 8323			Paid Amt:	\$1,560.02
						5/15/2020		Check Amount:	\$1,560.02
2689	FIN	60806	01300		PIPESTONE CO. MEDICAL CENTER		Check		
				E 01	103 420 000 740 394	to Non-Ed Agency, APRIL 2020		\$2,233.00	
	PO#:	Voucher #:	85965	Invoice	Invoice No: PI PIP JAS S			Paid Amt:	\$2,233.00
						5/15/2020		Check Amount:	\$2,233.00

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	60807	9211		SCHOOL INFO APP LLC		Check		
				B 01	131 000	Prepaid Expenses & Deposits		\$1,500.00	
	PO#:	Voucher #:	85966	Invoice	Invoice No: 6627	5/15/2020	Paid Amt:	\$1,500.00	
							Check Amount:	\$1,500.00	
2689	FIN	60808	5983		SIOUX VALLEY ENERGY		Check		
				E 01	300 810 184 000 330	Utilities - Electricity, APRIL 2020		\$11,440.00	
	PO#:	Voucher #:	85963	Invoice	Invoice No: 7058684000	5/15/2020	Paid Amt:	\$11,440.00	
				E 01	300 810 184 000 330	Utilities - Electricity, FLASHING LIGHT APRIL 2		\$72.00	
	PO#:	Voucher #:	85964	Invoice	Invoice No: 7058684200	5/15/2020	Paid Amt:	\$72.00	
							Check Amount:	\$11,512.00	
2689	FIN	60809	3697		SW/WC SERVICE COOPERATIVE		Check		
				E 01	005 605 000 000 316	Tech Services Purchased Coop, MARCH 2020		\$7,369.00	
	PO#:	Voucher #:	85969	Invoice	Invoice No: 64164	5/15/2020	Paid Amt:	\$7,369.00	
							Check Amount:	\$7,369.00	
2689	FIN	60810	3697		SW/WC SERVICE COOPERATIVE		Check		
				E 01	005 640 173 316 366	Consult & Serv.fees, TYPE III TRAINING		\$24.00	
	PO#:	Voucher #:	85971	Invoice	Invoice No: 64098	5/18/2020	Paid Amt:	\$24.00	
				E 01	005 640 173 316 366	Curriculum Staff Development, KEVIN		\$45.00	
	PO#:	Voucher #:	85972	Invoice	Invoice No: 64205	5/18/2020	Paid Amt:	\$45.00	
							Check Amount:	\$69.00	
2689	FIN	60811	3697		SW/WC SERVICE COOPERATIVE		Check		
				E 01	005 110 000 000 316	Data Processing Svcs		\$2,350.00	
	PO#:	Voucher #:	85973	Invoice	Invoice No: 64232	5/18/2020	Paid Amt:	\$2,350.00	
							Check Amount:	\$2,350.00	
2689	FIN	60812	8925		VAST BROADBAND		Check		
				E 01	300 810 000 000 320	Communications/Phone, 5/12-6/11		\$109.95	
	PO#:	Voucher #:	85974	Invoice	Invoice No: 016458601	5/18/2020	Paid Amt:	\$109.95	
							Check Amount:	\$109.95	
2689	FIN	60813	7716		VERIZON WIRELESS		Check		
				E 01	300 810 000 000 320	Communications/Phone, 5/9-6/8		\$36.97	
	PO#:	Voucher #:	85975	Invoice	Invoice No: 9854192162	5/18/2020	Paid Amt:	\$36.97	
							Check Amount:	\$36.97	
2689	FIN	60814	5249		VISA		Check		
				E 01	005 605 150 000 329	Postage & Express		\$29.98	
				E 06	005 870 000 000 555	Technology Equipment		\$164.60	
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$19.00	
				E 01	005 605 150 000 465	Non-Instructional Tech Devices		\$264.99	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	60814	5249		VISA		Check		
				E 01	005 605 150 000 465			Non-Instructional Tech Devices	\$60.95
PO#:	Voucher #:	85976	Invoice	Invoice No:	4844	5/19/2020	Paid Amt:	\$539.52	
							Check Amount:	\$539.52	
2689	FIN	60815	6528		EDUCATORS BENEFIT CONSULTANTS		Check		
				B 01	215 085			Medical Flex	\$616.67
				B 01	215 086			Flex Dependent Care	\$796.67
PO#:	Voucher #:	85981	Invoice	Invoice No:	M2020110	5/21/2020	Paid Amt:	\$1,413.34	
							Check Amount:	\$1,413.34	
2689	FIN	60816	8402		LEGALSHIELD		Check		
				B 01	215 037			LGL-ID	\$157.40
				B 01	215 038			LGL-Sheild	\$13.95
PO#:	Voucher #:	85982	Invoice	Invoice No:	M2020110	5/21/2020	Paid Amt:	\$171.35	
							Check Amount:	\$171.35	
2689	FIN	60817	9640		MESSERLI & KRAMER		Check		
				B 01	215 060			Garnishment	\$823.04
PO#:	Voucher #:	85984	Invoice	Invoice No:	M2020110	5/21/2020	Paid Amt:	\$823.04	
							Check Amount:	\$823.04	
2689	FIN	60818	4867		MN CHILD SUPPORT PAYMENT CTR		Check		
				B 01	215 029			Child Support	\$95.00
PO#:	Voucher #:	85979	Invoice	Invoice No:	M2020110	5/21/2020	Paid Amt:	\$95.00	
							Check Amount:	\$95.00	
2689	FIN	60819	6424		PAESP		Check		
				B 01	215 043			PAE Supp Prof Dues	\$1,360.18
PO#:	Voucher #:	85980	Invoice	Invoice No:	M2020110	5/21/2020	Paid Amt:	\$1,360.18	
							Check Amount:	\$1,360.18	
2689	FIN	60820	01253		PJE		Check		
				B 01	215 040			Pipestone Ed. Assoc. Dues	\$6,896.11
PO#:	Voucher #:	85978	Invoice	Invoice No:	M2020110	5/21/2020	Paid Amt:	\$6,896.11	
							Check Amount:	\$6,896.11	
2689	FIN	60821	9599		TX CHILD SUPPORT SDU		Check		
				B 01	215 029			Child Support	\$47.52
PO#:	Voucher #:	85983	Invoice	Invoice No:	M2020110	5/21/2020	Paid Amt:	\$47.52	
							Check Amount:	\$47.52	
2689	FIN	60823	5249		VISA		Check		
				E 01	100 203 143 000 401			Daycare COVID Supplies	\$39.39
				E 01	102 203 171 000 430			Instructional Supply	\$32.32
				E 01	103 203 171 000 430			Instructional Supply	\$50.28

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	60823	5249		VISA		Check		
				E 01	300 211 172 000 430	Instructional Supply		\$385.97	
				E 01	300 640 172 316 401	General Supplies		\$9.82	
PO#:	Voucher #:	86000	Invoice	Invoice No:	7419	5/21/2020	Paid Amt:	\$517.78	
							Check Amount:	\$517.78	
2689	FIN	60824	9480		MINNESOTA PUBLIC EMPLOYEE INSURANCE PROGRAM(PEIP)		Check		
				B 01	215 030	Health Ins June Coverage Inv # 967307		\$68,477.88	
PO#:	Voucher #:	86001	Invoice	Invoice No:	M2020110	5/20/2020	Paid Amt:	\$68,477.88	
							Check Amount:	\$68,477.88	
2689	FIN	60825	01252		NCPERS Group Life Ins		Check		
				B 01	215 034	UNIT NUMBER: 203411		\$48.00	
PO#:	Voucher #:	86002	Invoice	Invoice No:	M2020110	5/20/2020	Paid Amt:	\$48.00	
							Check Amount:	\$48.00	
2689	FIN	60826	7348		Madison National Life		Check		
				B 01	215 032	Employer Paid Life		\$410.61	
				B 01	215 033	Supplemental Life		\$130.70	
				B 01	215 031	LTD		\$808.60	
PO#:	Voucher #:	86003	Invoice	Invoice No:	M2020110	5/20/2020	Paid Amt:	\$1,349.91	
							Check Amount:	\$1,349.91	
2689	FIN	60827	8313		3XGEAR WRESTLING		Check		
				E 01	300 294 210 000 430	Wrestling SInglets		\$1,170.00	
				E 01	300 294 210 000 430	Shipping		\$20.00	
PO#: 17032	Voucher #:	86006	Invoice	Invoice No:	11929	5/22/2020	Paid Amt:	\$1,190.00	
							Check Amount:	\$1,190.00	
2689	FIN	60828	9504		AURORA PLAINS ACADEMY		Check		
				E 01	300 211 000 000 392	to Out-of-State Dist, APRIL 2020		\$1,034.00	
				E 01	300 408 000 740 393	to Out-of-State Dist, APRIL 2020		\$1,334.08	
PO#:	Voucher #:	86004	Invoice	Invoice No:	350030	5/22/2020	Paid Amt:	\$2,368.08	
							Check Amount:	\$2,368.08	
2689	FIN	60829	9186		TAHER, INC.- BIN# 135092		Check		
				E 02	005 770 000 701 305	Consult & Serv.fees, APRIL 2020		\$54,142.41	
PO#:	Voucher #:	86005	Invoice	Invoice No:	0057170-IN	5/22/2020	Paid Amt:	\$54,142.41	
							Check Amount:	\$54,142.41	
2689	FIN	60830	7068		AMERITAS LIFE INSURANCE CORP.		Check		
				B 01	215 045	AMERITAS Vision Ins May Coverage		\$790.32	
PO#:	Voucher #:	86009	Invoice	Invoice No:	M2020110	19 5/26/2020	Paid Amt:	\$790.32	
							Check Amount:	\$790.32	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	60831	7067		DELTA DENTAL		Check		
				B 01	215 044	Dental Ins Inv #CNS0000470165 June Covera		\$1,597.42	
	PO#:	Voucher #:	86010	Invoice	Invoice No: M2020110	5/26/2020	Paid Amt:	\$1,597.42	
							Check Amount:	\$1,597.42	
2689	FIN	60832	7882		C & B OPERATIONS LLC		Check		
				E 01	005 810 000 000 401	General Supplies		\$386.25	
	PO#:	Voucher #:	86015	Invoice	Invoice No: 10742405	5/29/2020	Paid Amt:	\$386.25	
				E 01	005 810 000 000 401	General Supplies		\$67.29	
	PO#:	Voucher #:	86017	Invoice	Invoice No: 10743376	5/29/2020	Paid Amt:	\$67.29	
				E 01	005 810 000 000 350	Repair&maint Service		\$979.43	
	PO#:	Voucher #:	86019	Invoice	Invoice No: 10723244	5/29/2020	Paid Amt:	\$979.43	
							Check Amount:	\$1,432.97	
2689	FIN	60833	5782		CENTERPOINT ENERGY		Check		
				E 01	103 810 000 000 440	Fuel For Buildings, APRIL 2020		\$649.04	
				E 01	102 810 000 000 440	Fuel For Buildings, APRIL 2020		\$881.00	
				E 01	300 810 000 000 440	Fuel For Buildings, APRIL 2020		\$2,328.46	
	PO#:	Voucher #:	86022	Invoice	Invoice No: 8000015159-9	5/29/2020	Paid Amt:	\$3,858.50	
							Check Amount:	\$3,858.50	
2689	FIN	60834	00256		HILLYARD INC/ SIOUX FALLS		Check		
				E 01	005 810 000 000 401	General Supplies		\$570.80	
	PO#:	Voucher #:	86011	Invoice	Invoice No: 603879261	5/29/2020	Paid Amt:	\$570.80	
							Check Amount:	\$570.80	
2689	FIN	60835	03213		HUBERS TOWING AND REPAIR		Check		
				E 01	005 605 190 000 350	Repair&maint Service Vehicles		\$58.50	
	PO#:	Voucher #:	86020	Invoice	Invoice No: 2381	5/29/2020	Paid Amt:	\$58.50	
							Check Amount:	\$58.50	
2689	FIN	60836	7931		JOHNSON CONTROLS		Check		
				E 01	300 850 000 342 520	Build Acq/Construct, SECURITY UPGRADE		\$11,584.62	
	PO#:	Voucher #:	86025	Invoice	Invoice No: 00043193707	5/29/2020	Paid Amt:	\$11,584.62	
							Check Amount:	\$11,584.62	
2689	FIN	60837	9790		KURITA AMERICAN INC.		Check		
				E 01	005 810 000 000 401	General Supplies		\$190.00	
	PO#:	Voucher #:	86012	Invoice	Invoice No: 515116	5/29/2020	Paid Amt:	\$190.00	
							Check Amount:	\$190.00	
2689	FIN	60838	6406		LAWSON PRODUCTS, INC.		Check		
				E 01	005 810 000 000 401	General Supplies 20		\$103.09	
	PO#:	Voucher #:	86013	Invoice	Invoice No: 9307578849	5/29/2020	Paid Amt:	\$103.09	
							Check Amount:	\$103.09	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	60839	9804		NORWOOD YOUNG AMERICA		Check
				E 01	300 294 210 000 369	Entry Fees/Student Travel, WR 2020	\$200.00
PO#:	Voucher #:	86021	Invoice	Invoice No:	05/27/2020	5/29/2020	Paid Amt: \$200.00
							Check Amount: \$200.00
2689	FIN	60840	8018		OUTLAW CUSTOMS		Check
				E 01	300 810 000 000 350	Repair&maint Service, APRIL 2020	\$422.50
				E 01	103 810 000 000 350	Repair&maint Service, APRIL 2020	\$115.00
				E 01	102 810 000 000 350	Repair&maint Service, APRIL 2020	\$125.00
PO#:	Voucher #:	86014	Invoice	Invoice No:	1744	5/29/2020	Paid Amt: \$662.50
							Check Amount: \$662.50
2689	FIN	60841	9576		PREMIER FURNITURE AND EQUIPMENT		Check
				E 01	300 810 000 000 401	General Supplies, REPLACE CHAR SEATS	\$1,065.24
PO#:	Voucher #:	86016	Invoice	Invoice No:	2719	5/29/2020	Paid Amt: \$1,065.24
							Check Amount: \$1,065.24
2689	FIN	60843	9072		RENEW ENERGY MAINTENANCE LLC		Check
				E 01	300 810 000 000 350	Repair&maint Service	\$2,170.00
PO#:	Voucher #:	86018	Invoice	Invoice No:	191338	5/29/2020	Paid Amt: \$2,170.00
							Check Amount: \$2,170.00
2689	FIN	60844	9372		SPARKLE CAR WASH		Check
				E 01	005 810 000 000 350	Repair&maint Service	\$32.75
PO#:	Voucher #:	86007	Invoice	Invoice No:	201427	5/29/2020	Paid Amt: \$32.75
							Check Amount: \$32.75
2689	FIN	60845	9788		QUADIENT INC		Check
				E 01	005 020 000 000 329	Postage & Express	\$28.48
PO#:	Voucher #:	86023	Invoice	Invoice No:	16056393	5/29/2020	Paid Amt: \$28.48
				E 01	005 110 000 000 370	Rentals & Leases, 6/14-9/13	\$1,180.36
PO#:	Voucher #:	86024	Invoice	Invoice No:	N8305104	5/29/2020	Paid Amt: \$1,180.36
							Check Amount: \$1,208.84
2689	FIN	60846	00063		CITY OF PIPESTONE		Check
				E 01	005 810 183 000 330	Utilities Paulsen Field, MAY 2020	\$158.52
				E 01	300 810 183 000 330	Utilities - Water/Sewer, MAY 2020	\$62.38
				E 01	102 810 183 000 330	Utilities - Water/Sewer, MAY 2020	\$122.23
				E 01	103 810 183 000 330	Utilities - Water/Sewer, MAY 2020	\$79.48
				E 01	300 810 183 000 330	Utilities - Water/Sewer, MAY 2020	\$524.08
				E 01	300 810 183 000 330	Utilities - Water/Sewer, MAY 2020	\$847.27
				E 01	102 810 182 000 330	Utility Services, MAY 2020	\$168.19
				E 01	103 810 182 000 330	Utility Services, MAY 2020	\$168.19

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	60846	00063		CITY OF PIPESTONE		Check		
				E 01	103 810 182 000 330	Utility Services, MAY 2020		\$336.37	
	PO#:	Voucher #:	86033	Invoice	Invoice No: 0529/2020	6/1/2020	Paid Amt:	\$2,466.71	
							Check Amount:	\$2,466.71	
2689	FIN	60847	9278		ISG		Check		
				E 06	005 870 000 000 305	Consult & Serv.fees, Construction		\$8,155.00	
	PO#:	Voucher #:	86029	Invoice	Invoice No: 64337	6/1/2020	Paid Amt:	\$8,155.00	
				E 06	005 870 000 000 305	Consult & Serv.fees, BUILDING STAKING		\$1,800.00	
	PO#:	Voucher #:	86030	Invoice	Invoice No: 64457	6/1/2020	Paid Amt:	\$1,800.00	
							Check Amount:	\$9,955.00	
2689	FIN	60848	7293		NATIONAL RECOGNITION PRODUCTS		Check		
				E 01	300 211 000 000 401	General Supplies		\$455.44	
	PO#:	Voucher #:	86031	Invoice	Invoice No: 4561648	6/1/2020	Paid Amt:	\$455.44	
				E 01	300 211 000 000 401	General Supplies		\$14.68	
	PO#:	Voucher #:	86032	Invoice	Invoice No: 4562097	6/1/2020	Paid Amt:	\$14.68	
							Check Amount:	\$470.12	
2689	FIN	60849	6678		NDR CABLES & NETWORKS		Check		
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$940.09	
	PO#:	Voucher #:	86026	Invoice	Invoice No: 13345	6/1/2020	Paid Amt:	\$940.09	
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$146.93	
	PO#:	Voucher #:	86027	Invoice	Invoice No: 13347	6/1/2020	Paid Amt:	\$146.93	
							Check Amount:	\$1,087.02	
2689	FIN	60850	9366		SYNCB/AMAZON		Check		
				E 01	300 050 172 000 401	General Supplies		\$30.31	
				E 01	005 605 150 000 401	General Supplies		\$16.98	
	PO#:	Voucher #:	86028	Invoice	Invoice No: 6045787810217568	6/1/2020	Paid Amt:	\$47.29	
							Check Amount:	\$47.29	
2689	FIN	60851	7716		VERIZON WIRELESS		Check		
				E 01	300 810 000 000 320	Communications/Phone, 4/9-5/8		\$329.88	
	PO#:	Voucher #:	86035	Invoice	Invoice No: 9854192161	6/1/2020	Paid Amt:	\$329.88	
							Check Amount:	\$329.88	
2689	FIN	60852	00276		XCEL ENERGY		Check		
				E 01	005 810 184 000 330	Electricity - Paulsen Field, APRIL 2020		\$244.58	
	PO#:	Voucher #:	86034	Invoice	Invoice No: 51-6709448-8	6/1/2020	Paid Amt:	\$244.58	
							Check Amount:	\$244.58	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	60853	8072		ASHLEY GUSTAFSON		Check
				E 01	005 020 119 000 401 SHIPS Grant		\$794.53
	PO#:	Voucher #:	86047	Invoice	Invoice No: 06/03/2020	6/3/2020	Paid Amt: \$794.53
							Check Amount: \$794.53
2689	FIN	60854	9806		CABIN 6 FILMS		Check
				E 01	300 211 161 000 305 Consult & Serv.fees Virtual Graduation		\$16,436.47
	PO#:	Voucher #:	86037	Invoice	Invoice No: 511	6/3/2020	Paid Amt: \$16,436.47
							Check Amount: \$16,436.47
2689	FIN	60855	7494		DALE WILLIAM HESS		Check
				E 01	300 810 000 000 350 Repair&maint Service		\$40.00
	PO#:	Voucher #:	86043	Invoice	Invoice No: 06/03/2020	6/3/2020	Paid Amt: \$40.00
							Check Amount: \$40.00
2689	FIN	60856	9564		GOPHERMODS, LLC		Check
				E 01	005 605 150 000 350 Repair&maint Service		\$595.00
	PO#:	Voucher #:	86048	Invoice	Invoice No: 2560	6/3/2020	Paid Amt: \$595.00
				E 01	005 605 150 000 350 Repair&maint Service		\$645.00
	PO#:	Voucher #:	86049	Invoice	Invoice No: 2539	6/3/2020	Paid Amt: \$645.00
							Check Amount: \$1,240.00
2689	FIN	60857	7376		H & B SPECIALIZED PRODUCTS, IN		Check
				E 01	300 810 000 000 350 Repair&maint Service		\$398.00
	PO#:	Voucher #:	86045	Invoice	Invoice No: 30826	6/3/2020	Paid Amt: \$398.00
							Check Amount: \$398.00
2689	FIN	60858	00256		HILLYARD INC/ SIOUX FALLS		Check
				E 01	005 810 000 000 401 General Supplies		\$570.80
	PO#:	Voucher #:	86044	Invoice	Invoice No: 603872673	6/3/2020	Paid Amt: \$570.80
				E 01	005 810 000 000 401 General Supplies		\$439.11
	PO#:	Voucher #:	86052	Invoice	Invoice No: 603890277	6/3/2020	Paid Amt: \$439.11
							Check Amount: \$1,009.91
2689	FIN	60860	00224		LUDOLPH BUS INCORPORATED		Check
				E 03	005 760 000 713 360 Transp Cntrt W/Public, LB Benton & Out/Distri		\$2,372.40
				E 03	005 760 000 723 360 Transp Cntrt W/Public Handicap, May 2020		\$34,310.29
	PO#:	Voucher #:	86036	Invoice	Invoice No: 1860	6/3/2020	Paid Amt: \$36,682.69
							Check Amount: \$36,682.69
2689	FIN	60861	3814		MASA/MASE		Check
				E 01	005 020 000 000 820 Dues & Membership, KEVIN ENERSON		\$1,320.00
	PO#:	Voucher #:	86050	Invoice	Invoice No: 06/03/2020	23 6/3/2020	Paid Amt: \$1,320.00
							Check Amount: \$1,320.00

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	60862	8277		MEASURE BY DESIGN		Check
				E 01	005 810 000 000 401	General Supplies, SIGN PAULSEN FIELD	\$740.00
PO#:	Voucher #:	86051	Invoice	Invoice No:	2803	6/3/2020	Paid Amt: \$740.00
							Check Amount: \$740.00
2689	FIN	60864	5138		PIPESTONE BUILDING MATERIALS		Check
				E 06	005 870 000 000 520	Build Acq/Construct, FOOD SERVICE	\$177.02
PO#:	Voucher #:	86038	Invoice	Invoice No:	195411	6/3/2020	Paid Amt: \$177.02
							Check Amount: \$177.02
2689	FIN	60865	00300		PIPESTONE PUBLISHING CO INC		Check
				E 01	300 211 172 000 401	General Supplies, GRADUATION 2020	\$185.80
PO#:	Voucher #:	86040	Invoice	Invoice No:	10130	6/3/2020	Paid Amt: \$185.80
				E 01	300 211 172 000 401	General Supplies, GRADUATION 2020	\$173.30
PO#:	Voucher #:	86041	Invoice	Invoice No:	10115	6/3/2020	Paid Amt: \$173.30
							Check Amount: \$359.10
2689	FIN	60866	00276		XCEL ENERGY		Check
				E 01	102 810 184 000 330	Utilities/Electricity, APRIL 2002	\$998.03
				E 01	103 810 184 000 330	Utilities/Electricity, APRIL 2002	\$627.98
PO#:	Voucher #:	86039	Invoice	Invoice No:	51-6323555-0	6/3/2020	Paid Amt: \$1,626.01
							Check Amount: \$1,626.01
2689	FIN	60867	8073		INTERSTATE BATTERY CENTER		Check
				E 01	005 605 150 000 455	NonInstructional Tech Supplies	\$150.67
PO#:	Voucher #:	86046	Invoice	Invoice No:	1912999025553	6/3/2020	Paid Amt: \$150.67
							Check Amount: \$150.67
2689	FIN	60868	7293		NATIONAL RECOGNITION PRODUCTS		Check
				E 01	300 211 172 000 401	General Supplies, GRADUATION 2020	\$575.04
PO#:	Voucher #:	86042	Invoice	Invoice No:	4561647	6/3/2020	Paid Amt: \$575.04
							Check Amount: \$575.04
2689	FIN	60869	9822		ALAN KOR		Check
				R 01	005 292 208 000 050	Fees from Patrons Track	\$80.00
PO#:	Voucher #:	86074	Invoice	Invoice No:	06/08/2020	6/9/2020	Paid Amt: \$80.00
							Check Amount: \$80.00
2689	FIN	60870	9820		ANGIE JONES		Check
				R 01	005 292 208 000 050	Fees from Patrons Track	\$80.00
PO#:	Voucher #:	86073	Invoice	Invoice No:	06/08/2020	6/9/2020	Paid Amt: \$80.00
							Check Amount: \$80.00

Pipestone Area Schools ISD #2689

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	60871	9841		ANGIE VOSS		Check		
				R 01	005 292 208 000 050	Fees from Patrons Track		\$80.00	
	PO#:	Voucher #:	86099	Invoice	Invoice No:	06/09/2020	6/9/2020	Paid Amt:	\$80.00
								Check Amount:	\$80.00
2689	FIN	60872	9687		ANNETTE PUNT		Check		
				R 01	005 292 208 000 050	Fees from Patrons Track		\$40.00	
	PO#:	Voucher #:	86086	Invoice	Invoice No:	06/08/2020	6/9/2020	Paid Amt:	\$40.00
								Check Amount:	\$40.00
2689	FIN	60873	9809		ARACELY QUILANTAN CANDELARIA		Check		
				R 01	005 292 208 000 050	Fees from Patrons Track		\$80.00	
	PO#:	Voucher #:	86064	Invoice	Invoice No:	06/08/2020	6/9/2020	Paid Amt:	\$80.00
								Check Amount:	\$80.00
2689	FIN	60874	9808		BARRY & TANYA BERKENPAS		Check		
				R 01	005 292 208 000 050	Fees from Patrons Track		\$80.00	
	PO#:	Voucher #:	86053	Invoice	Invoice No:	06/08/2020	6/9/2020	Paid Amt:	\$80.00
								Check Amount:	\$80.00
2689	FIN	60875	9829		BRENDA AGUAYO		Check		
				R 01	005 292 208 000 050	Fees from Patrons Track		\$80.00	
	PO#:	Voucher #:	86076	Invoice	Invoice No:	06/08/2020	6/9/2020	Paid Amt:	\$80.00
								Check Amount:	\$80.00
2689	FIN	60876	9828		BRITTANI OLSON		Check		
				R 01	005 292 208 000 050	Fees from Patrons Track		\$80.00	
	PO#:	Voucher #:	86083	Invoice	Invoice No:	06/08/2020	6/9/2020	Paid Amt:	\$80.00
								Check Amount:	\$80.00
2689	FIN	60877	8693		CHAD BUDDEN		Check		
				R 01	005 292 208 000 050	Fees from Patrons Track		\$20.00	
				R 01	005 292 204 000 050	Fees from Patrons Golf		\$80.00	
	PO#:	Voucher #:	86057	Invoice	Invoice No:	06/08/2020	6/9/2020	Paid Amt:	\$100.00
								Check Amount:	\$100.00
2689	FIN	60878	9851		CORRINE BROOKE		Check		
				R 01	005 292 208 000 050	Fees from Patrons Track		\$40.00	
	PO#:	Voucher #:	86055	Invoice	Invoice No:	06/08/2020	6/9/2020	Paid Amt:	\$40.00
								Check Amount:	\$40.00
2689	FIN	60879	7926		CORY STRASSER		Check		
				R 01	005 292 208 000 050	Fees from Patrons Track		\$80.00	
	PO#:	Voucher #:	86094	Invoice	Invoice No:	06/09/2020	25 6/9/2020	Paid Amt:	\$80.00

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	60879	7926		CORY STRASSER		Check		
				R 01	005 292 208 000 050	Fees from Patrons Track		\$80.00	
	PO#:	Voucher #:	86095	Invoice	Invoice No: 06/09/2020			Paid Amt:	\$80.00
								Check Amount:	\$160.00
2689	FIN	60880	9885		COURTNEY BOSMAN		Check		
				R 01	005 292 208 000 050	Fees from Patrons Track		\$80.00	
	PO#:	Voucher #:	86105	Invoice	Invoice No: 06/09/2020			Paid Amt:	\$80.00
								Check Amount:	\$80.00
2689	FIN	60881	9214		DAN WAGNER		Check		
				R 01	005 292 208 000 050	Fees from Patrons Track		\$40.00	
	PO#:	Voucher #:	86100	Invoice	Invoice No: 06/09/2020			Paid Amt:	\$40.00
								Check Amount:	\$40.00
2689	FIN	60882	9215		DAVID SUTHERLAND		Check		
				R 01	005 292 208 000 050	Fees from Patrons Track		\$80.00	
	PO#:	Voucher #:	86096	Invoice	Invoice No: 06/09/2020			Paid Amt:	\$80.00
								Check Amount:	\$80.00
2689	FIN	60883	9860		ELOY CID		Check		
				R 01	005 292 208 000 050	Fees from Patrons Track		\$40.00	
	PO#:	Voucher #:	86058	Invoice	Invoice No: 06/08/2020			Paid Amt:	\$40.00
								Check Amount:	\$40.00
2689	FIN	60884	9031		HEATHER DEWILDE		Check		
				R 01	005 292 208 000 050	Fees from Patrons Track		\$40.00	
	PO#:	Voucher #:	86063	Invoice	Invoice No: 06/08/2020			Paid Amt:	\$40.00
								Check Amount:	\$40.00
2689	FIN	60885	01413		JEAN DAHMS		Check		
				R 01	005 292 208 000 050	Fees from Patrons Track		\$80.00	
	PO#:	Voucher #:	86060	Invoice	Invoice No: 07/06/2020			Paid Amt:	\$80.00
								Check Amount:	\$80.00
2689	FIN	60886	9800		JEAN STEENSTRA		Check		
				R 01	005 292 208 000 050	Fees from Patrons Track		\$80.00	
	PO#:	Voucher #:	86093	Invoice	Invoice No: 06/09/2020			Paid Amt:	\$80.00
								Check Amount:	\$80.00
2689	FIN	60887	9190		JENNIFER MILLER		Check		
				R 01	005 292 208 000 050	Fees from Patrons Track		\$80.00	
	PO#:	Voucher #:	86079	Invoice	Invoice No: 06/08/2020			Paid Amt:	\$80.00
								Check Amount:	\$80.00
2689	FIN	60888	9654		JENNIFER POTRATZ		Check		
				R 01	005 292 208 000 050	Fees from Patrons Track		\$40.00	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	60888	9654		JENNIFER POTRATZ		Check
				R 01	005 292 208 000 050	Fees from Patrons Track	\$80.00
PO#:	Voucher #:	86085	Invoice	Invoice No:	06/08/2020	6/9/2020	Paid Amt: \$120.00
							Check Amount: \$120.00
2689	FIN	60889	4414		JENNIFER ZUPP		Check
				R 01	005 292 208 000 050	Fees from Patrons Track	\$80.00
PO#:	Voucher #:	86104	Invoice	Invoice No:	06/09/2020	6/9/2020	Paid Amt: \$80.00
							Check Amount: \$80.00
2689	FIN	60890	9002		JODI HAAG		Check
				R 01	005 292 208 000 050	Fees from Patrons Track	\$40.00
				R 01	005 292 208 000 050	Fees from Patrons Track	\$40.00
PO#:	Voucher #:	86069	Invoice	Invoice No:	06/08/2020	6/9/2020	Paid Amt: \$80.00
							Check Amount: \$80.00
2689	FIN	60891	9865		JODY SWENSON		Check
				R 01	005 292 208 000 050	Fees from Patrons Track	\$40.00
PO#:	Voucher #:	86097	Invoice	Invoice No:	06/09/2020	6/9/2020	Paid Amt: \$40.00
							Check Amount: \$40.00
2689	FIN	60892	9207		JOHN DRAPER		Check
				R 01	005 292 208 000 050	Fees from Patrons Track	\$80.00
				R 01	005 296 206 000 050	Fees from Patrons, SB	\$40.00
PO#:	Voucher #:	86065	Invoice	Invoice No:	06/08/2020	6/9/2020	Paid Amt: \$120.00
							Check Amount: \$120.00
2689	FIN	60893	9826		LEASA KULM		Check
				R 01	005 292 208 000 050	Fees from Patrons Track	\$80.00
PO#:	Voucher #:	86075	Invoice	Invoice No:	06/08/2020	6/9/2020	Paid Amt: \$80.00
							Check Amount: \$80.00
2689	FIN	60894	9832		LORI MCGEE		Check
				R 01	005 292 208 000 050	Fees from Patrons Track	\$80.00
PO#:	Voucher #:	86078	Invoice	Invoice No:	06/08/2020	6/9/2020	Paid Amt: \$80.00
							Check Amount: \$80.00
2689	FIN	60895	9614		LORI GOELZ		Check
				R 01	005 292 208 000 050	Fees from Patrons Track	\$80.00
PO#:	Voucher #:	86067	Invoice	Invoice No:	06/08/2020	6/9/2020	Paid Amt: \$80.00
							Check Amount: \$80.00
2689	FIN	60896	9884		LOURDES GUERRERO & LUIS MENDOZA		Check
				R 01	005 292 208 000 050	Fees from Patrons Track	\$40.00
PO#:	Voucher #:	86090	Invoice	Invoice No:	06/09/2020	6/9/2020	Paid Amt: \$40.00
							Check Amount: \$40.00

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	60898	9883		MARIA PEREZ TAFOLLA		Check		
				R 01	005 292 208 000 050	Fees from Patrons Track		\$40.00	
	PO#:	Voucher #:	86088	Invoice	Invoice No:	06/09/2020		6/9/2020	
							Paid Amt:	\$40.00	
							Check Amount:	\$40.00	
2689	FIN	60899	9496		MELISSA HANSON		Check		
				R 01	005 292 208 000 050	Fees from Patrons Track		\$80.00	
	PO#:	Voucher #:	86071	Invoice	Invoice No:	06/08/2020		6/9/2020	
							Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
2689	FIN	60900	5525		Michelle Maschino		Check		
				R 01	005 292 208 000 050	Fees from Patrons Track		\$80.00	
	PO#:	Voucher #:	86077	Invoice	Invoice No:	06/08/2020		6/9/2020	
							Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
2689	FIN	60901	9551		MIKE DEGROOT		Check		
				R 01	005 294 200 000 050	Fees from Patrons Track		\$80.00	
	PO#:	Voucher #:	86062	Invoice	Invoice No:	06/08/2020		6/9/2020	
							Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
2689	FIN	60902	9882		NICHOLE RIECK		Check		
				R 01	005 292 208 000 050	Fees from Patrons Track		\$80.00	
	PO#:	Voucher #:	86087	Invoice	Invoice No:	06/08/2020		6/9/2020	
							Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
2689	FIN	60903	9833		PAT PAPE		Check		
				R 01	005 292 208 000 050	Fees from Patrons Track		\$80.00	
	PO#:	Voucher #:	86084	Invoice	Invoice No:	06/08/2020		6/9/2020	
							Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
2689	FIN	60904	7536		REGINA R. GORTER		Check		
				R 01	005 292 208 000 050	Fees from Patrons Track		\$40.00	
	PO#:	Voucher #:	86068	Invoice	Invoice No:	06/08/2020		6/9/2020	
							Paid Amt:	\$40.00	
							Check Amount:	\$40.00	
2689	FIN	60906	9862		RYAN JOLITZ		Check		
				R 01	005 292 208 000 050	Fees from Patrons Track		\$40.00	
	PO#:	Voucher #:	86072	Invoice	Invoice No:	06/08/2020		6/9/2020	
							Paid Amt:	\$40.00	
							Check Amount:	\$40.00	
2689	FIN	60907	9849		SARA HACH		Check		
				R 01	005 292 208 000 050	Fees from Patrons Track		\$40.00	
	PO#:	Voucher #:	86070	Invoice	Invoice No:	06/08/2020		6/9/2020	
							Paid Amt:	\$40.00	
							Check Amount:	\$40.00	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	60908	9853		SHAWN BRUNS		Check
				R 01	005 292 208 000 050	Fees from Patrons Track	\$40.00
	PO#:	Voucher #:	86056	Invoice	Invoice No: 06/08/2020		6/9/2020
							Paid Amt: \$40.00
							Check Amount: \$40.00
2689	FIN	60909	8756		SHELLY WINTER		Check
				R 01	005 292 208 000 050	Fees from Patrons Track	\$80.00
	PO#:	Voucher #:	86103	Invoice	Invoice No: 06/09/2020		6/9/2020
							Paid Amt: \$80.00
							Check Amount: \$80.00
2689	FIN	60910	8497		STACIE WALLCE		Check
				R 01	005 292 208 000 050	Fees from Patrons Track	\$40.00
	PO#:	Voucher #:	86101	Invoice	Invoice No: 06/09/2020		6/9/2020
							Paid Amt: \$40.00
				R 01	005 292 208 000 050	Fees from Patrons Track	\$80.00
	PO#:	Voucher #:	86102	Invoice	Invoice No: 06/09/2020		6/9/2020
							Paid Amt: \$80.00
							Check Amount: \$120.00
2689	FIN	60911	9818		STACY FEY		Check
				R 01	005 292 208 000 050	Fees from Patrons Track	\$80.00
	PO#:	Voucher #:	86066	Invoice	Invoice No: 06/08/2020		6/9/2020
							Paid Amt: \$80.00
							Check Amount: \$80.00
2689	FIN	60912	9850		STEPHANIE DARVEAUX		Check
				R 01	005 292 208 000 050	Fees from Patrons Track	\$40.00
	PO#:	Voucher #:	86061	Invoice	Invoice No: 06/08/2020		6/9/2020
							Paid Amt: \$40.00
							Check Amount: \$40.00
2689	FIN	60913	9817		TABITA LONG		Check
				R 01	005 292 208 000 050	Fees from Patrons Track	\$80.00
				R 01	005 292 208 000 050	Fees from Patrons Track	\$80.00
	PO#:	Voucher #:	86059	Invoice	Invoice No: 06/08/2020		6/9/2020
							Paid Amt: \$160.00
							Check Amount: \$160.00
2689	FIN	60914	01451		TAMI NELSON		Check
				R 01	005 292 208 000 050	Fees from Patrons Track	\$80.00
	PO#:	Voucher #:	86081	Invoice	Invoice No: 06/08/2020		6/9/2020
							Paid Amt: \$80.00
							Check Amount: \$80.00
2689	FIN	60915	9881		TONY RUSTAD		Check
				R 01	005 292 208 000 050	Fees from Patrons Track	\$40.00
	PO#:	Voucher #:	86089	Invoice	Invoice No: 06/09/2020		6/9/2020
							Paid Amt: \$40.00
							Check Amount: \$40.00

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	60916	9825		CALVIN MUSCH		Check
				R 01	005 292 208 000 050	Fees from Patrons Track	\$40.00
PO#:	Voucher #:	86080	Invoice	Invoice No:	06/08/2020	6/9/2020	Paid Amt: \$40.00
							Check Amount: \$40.00
2689	FIN	60917	9871		WENDI WEBER		Check
				R 01	005 294 200 000 050	Fees from Patrons, BASEBALL	\$80.00
				R 01	005 292 208 000 050	Fees from Patrons, TRACK	\$20.00
PO#:	Voucher #:	86054	Invoice	Invoice No:	06/08/2020	6/9/2020	Paid Amt: \$100.00
							Check Amount: \$100.00
2689	FIN	60918	9837		PATRICK THOFT		Check
				R 01	005 292 208 000 050	Fees from Patrons Track	\$80.00
PO#:	Voucher #:	86106	Invoice	Invoice No:	06/09/2020	6/9/2020	Paid Amt: \$80.00
							Check Amount: \$80.00
2689	FIN	60919	9873		RODGER OLIVIER		Check
				R 01	005 292 208 000 050	Fees from Patrons Track	\$40.00
PO#:	Voucher #:	86082	Invoice	Invoice No:	06/08/2020	6/9/2020	Paid Amt: \$40.00
							Check Amount: \$40.00
2689	FIN	60920	9811		MANDI DOPPENBERG		Check
				R 01	005 292 208 000 050	Fees from Patrons Track	\$80.00
PO#:	Voucher #:	86091	Invoice	Invoice No:	06/09/2020	6/9/2020	Paid Amt: \$80.00
				R 01	005 292 208 000 050	Fees from Patrons Track	\$80.00
PO#:	Voucher #:	86092	Invoice	Invoice No:	06/09/2020	6/9/2020	Paid Amt: \$80.00
							Check Amount: \$160.00
2689	FIN	60921	9831		SUE LINGEN		Check
				R 01	005 292 208 000 050	Fees from Patrons Track	\$200.00
PO#:	Voucher #:	86107	Invoice	Invoice No:	06/09/2020	6/9/2020	Paid Amt: \$200.00
							Check Amount: \$200.00
2689	FIN	60922	9257		U.S.BANK ST. PAUL		Check
				E 01	005 110 000 000 305	Consult & Serv.fees, FEES FOR BOND	\$500.00
PO#:	Voucher #:	86108	Invoice	Invoice No:	5747411	6/9/2020	Paid Amt: \$500.00
							Check Amount: \$500.00
2689	FIN	60923	9749		ACTIVE HEATING INC		Check
				E 06	005 870 000 000 520	Build Acq/Construct	\$31,065.00
PO#:	Voucher #:	86110	Invoice	Invoice No:	06/10/2020	6/10/2020	Paid Amt: \$31,065.00
							Check Amount: \$31,065.00

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	60924	9751		CORNERSTONE PLASTERING AND DRYWALL INC		Check		
				E 06 005 870 000 000 520	Build Acq/Construct			\$15,033.75	
	PO#:	Voucher #:	86111	Invoice	Invoice No: 002	6/10/2020	Paid Amt:	\$15,033.75	
							Check Amount:	\$15,033.75	
2689	FIN	60925	9752		DOOM AND CUYPERS CONSTRUCTION INC		Check		
				E 06 005 870 000 000 520	Build Acq/Construct			\$20,499.19	
	PO#:	Voucher #:	86114	Invoice	Invoice No: 16-19837	6/10/2020	Paid Amt:	\$20,499.19	
							Check Amount:	\$20,499.19	
2689	FIN	60926	9342		DUININCK, INC		Check		
				E 06 005 870 000 000 520	Build Acq/Construct			\$284,016.94	
	PO#:	Voucher #:	86113	Invoice	Invoice No: 16-1 9837	6/10/2020	Paid Amt:	\$284,016.94	
							Check Amount:	\$284,016.94	
2689	FIN	60927	9755		HANDER INC PLUMBING AND HEATING		Check		
				E 06 005 870 000 000 520	Build Acq/Construct			\$169,059.62	
	PO#:	Voucher #:	86112	Invoice	Invoice No: 1911033-02	6/10/2020	Paid Amt:	\$169,059.62	
							Check Amount:	\$169,059.62	
2689	FIN	60928	9759		K&M CONCRETE CONSTRUCTION INC		Check		
				E 06 005 870 000 000 520	Build Acq/Construct			\$371,244.64	
	PO#:	Voucher #:	86117	Invoice	Invoice No: 06/10/2020	6/10/2020	Paid Amt:	\$371,244.64	
							Check Amount:	\$371,244.64	
2689	FIN	60929	9777		KRAUS-ANDERSON CONSTRUCTION COMPANY		Check		
				E 06 005 870 000 000 305	Consult & Serv.fees, CONSTRUCTION SERVI			\$99,472.34	
	PO#:	Voucher #:	86109	Invoice	Invoice No: KA41493	6/10/2020	Paid Amt:	\$99,472.34	
							Check Amount:	\$99,472.34	
2689	FIN	60930	9761		RUSTADS FLOORING AND SLEEP CENTER LLC		Check		
				E 06 005 870 000 000 520	Build Acq/Construct			\$18,667.50	
	PO#:	Voucher #:	86116	Invoice	Invoice No: 06/10/2020	6/10/2020	Paid Amt:	\$18,667.50	
							Check Amount:	\$18,667.50	
2689	FIN	60931	9764		THOMPSON ELECTRIC COMPANY		Check		
				E 06 005 870 000 000 520	Build Acq/Construct			\$91,913.44	
	PO#:	Voucher #:	86115	Invoice	Invoice No: 06/10/2020	6/10/2020	Paid Amt:	\$91,913.44	
							Check Amount:	\$91,913.44	
2689	FIN	60932	5181		TRANE		Check		
				E 06 005 870 000 000 520	Build Acq/Construct			\$55,150.35	
	PO#:	Voucher #:	86118	Invoice	Invoice No: 06/10/2020	6/10/2020	Paid Amt:	\$55,150.35	
							Check Amount:	\$55,150.35	

Pipestone Area Schools ISD #2689

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	60933	7485		AMY LORANG		Check		
				R 01	005 294 207 000 050	REFUND SPRING SPORT		\$80.00	
	PO#:	Voucher #:	86120	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
2689	FIN	60934	4414		JENNIFER ZUPP		Check		
				R 01	005 294 207 000 050	REFUND SPRING SPORT		\$40.00	
	PO#:	Voucher #:	86127	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$40.00	
							Check Amount:	\$40.00	
2689	FIN	60935	9613		JODIE MINET		Check		
				R 01	005 294 207 000 050	REFUND SPRING SPORT		\$80.00	
	PO#:	Voucher #:	86121	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
2689	FIN	60936	8913		LETITIA MARIE KALLA		Check		
				R 01	005 294 207 000 050	REFUND SPRING SPORT		\$80.00	
	PO#:	Voucher #:	86124	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
2689	FIN	60937	3733		NANCY STILES		Check		
				R 01	005 294 207 000 050	REFUND SPRING SPORT		\$80.00	
	PO#:	Voucher #:	86125	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
2689	FIN	60938	9838		ROBERT WOODBURY		Check		
				R 01	005 294 207 000 050	REFUND SPRING SPORT		\$80.00	
	PO#:	Voucher #:	86126	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
2689	FIN	60939	3581		SANDRA NORBERG		Check		
				R 01	005 294 207 000 050	REFUND SPRING SPORT		\$40.00	
	PO#:	Voucher #:	86122	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$40.00	
							Check Amount:	\$40.00	
2689	FIN	60940	9859		SHANI WILSON		Check		
				R 01	005 294 207 000 050	REFUND SPRING SPORT		\$40.00	
	PO#:	Voucher #:	86119	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$40.00	
							Check Amount:	\$40.00	
2689	FIN	60941	9552		TIM PAULSON		Check		
				R 01	005 294 207 000 050	REFUND SPRING SPORT		\$80.00	
	PO#:	Voucher #:	86123	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$80.00	
							Check Amount:	\$80.00	

Pipestone Area Schools ISD #2689

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	60942	9813		CHRIS BOEKE		Check		
				R 01	005 292 204 000 050	REFUND SPRING SPORT		\$80.00	
	PO#:	Voucher #:	86128	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
2689	FIN	60943	9852		CHRISSEY DEBATES		Check		
				R 01	005 292 204 000 050	REFUND SPRING SPORT		\$40.00	
	PO#:	Voucher #:	86131	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$40.00	
							Check Amount:	\$40.00	
2689	FIN	60944	9886		DEAN HONKEN		Check		
				R 01	005 292 204 000 050	REFUND SPRING SPORT		\$40.00	
	PO#:	Voucher #:	86135	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$40.00	
							Check Amount:	\$40.00	
2689	FIN	60945	9816		DERRICK FEMRITE		Check		
				R 01	005 292 204 000 050	REFUND SPRING SPORT		\$80.00	
	PO#:	Voucher #:	86134	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
2689	FIN	60946	00099		KAREN KERKAERT		Check		
				R 01	005 292 204 000 050	REFUND SPRING SPORT		\$80.00	
	PO#:	Voucher #:	86137	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
2689	FIN	60947	9855		KATIE EINCK		Check		
				R 01	005 292 204 000 050	REFUND SPRING SPORT		\$40.00	
	PO#:	Voucher #:	86133	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$40.00	
							Check Amount:	\$40.00	
2689	FIN	60948	8392		LARAE DISBROW		Check		
				R 01	005 292 204 000 050	REFUND SPRING SPORT		\$80.00	
	PO#:	Voucher #:	86132	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
2689	FIN	60949	9887		SANDY KARLS		Check		
				R 01	005 292 204 000 050	REFUND SPRING SPORT		\$40.00	
	PO#:	Voucher #:	86136	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$40.00	
							Check Amount:	\$40.00	
2689	FIN	60950	9066		SHANNON BURMEISTER		Check		
				R 01	005 292 204 000 050	REFUND SPRING SPORT		\$40.00	
	PO#:	Voucher #:	86130	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$40.00	
							Check Amount:	\$40.00	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	60951	9114		TROY BUDDEN		Check		
				R 01	005 292 204 000 050	REFUND SPRING SPORT		\$80.00	
	PO#:	Voucher #:	86129	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
2689	FIN	60952	4424		AMY THOMPSON		Check		
				R 01	005 292 204 000 050	REFUND SPRING SPORT		\$80.00	
	PO#:	Voucher #:	86143	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
2689	FIN	60953	9046		AMY WILLEY		Check		
				R 01	005 292 204 000 050	REFUND SPRING SPORT		\$40.00	
	PO#:	Voucher #:	86146	Invoice	Invoice No:	0/10/2020		6/10/2020	
							Paid Amt:	\$40.00	
							Check Amount:	\$40.00	
2689	FIN	60954	9824		BOBBY KUIPER		Check		
				R 01	005 292 204 000 050	REFUND SPRING SPORT		\$80.00	
	PO#:	Voucher #:	86139	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
2689	FIN	60955	9825		CALVIN MUSCH		Check		
				R 01	005 292 204 000 050	REFUND SPRING SPORT		\$80.00	
	PO#:	Voucher #:	86142	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
2689	FIN	60956	9872		COOPER ERICKSON		Check		
				R 01	005 292 204 000 050	REFUND SPRING SPORT		\$40.00	
	PO#:	Voucher #:	86147	Invoice	Invoice No:	REFUND SPRING SPORT		6/10/2020	
							Paid Amt:	\$40.00	
							Check Amount:	\$40.00	
2689	FIN	60957	9214		DAN WAGNER		Check		
				R 01	005 292 204 000 050	Fees from Patrons Golf		\$80.00	
	PO#:	Voucher #:	86145	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
2689	FIN	60958	8309		JODI LYNN WACKER		Check		
				R 01	005 292 204 000 050	REFUND SPRING SPORT		\$80.00	
	PO#:	Voucher #:	86144	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
2689	FIN	60959	9479		MARY LAPHORN		Check		
				R 01	005 292 204 000 050	REFUND SPRING SPORT		\$80.00	
	PO#:	Voucher #:	86140	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$80.00	
							Check Amount:	\$80.00	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	60960	9864		NAOMI DeSCHEPPER LORENZEN		Check		
				R 01	005 292 204 000 050	REFUND SPRING SPORT		\$80.00	
	PO#:	Voucher #:	86141	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
2689	FIN	60961	9169		TANYA WITTE		Check		
				R 01	005 292 204 000 050	REFUND SPRING SPORT		\$80.00	
	PO#:	Voucher #:	86148	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
2689	FIN	60962	9863		VAL KONTZ		Check		
				R 01	005 292 204 000 050	REFUND SPRING SPORT		\$40.00	
	PO#:	Voucher #:	86138	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$40.00	
							Check Amount:	\$40.00	
2689	FIN	60963	9889		DAWN ROSSAW		Check		
				R 01	005 292 204 000 050	REFUND SPRING SPORT		\$40.00	
	PO#:	Voucher #:	86149	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$40.00	
							Check Amount:	\$40.00	
2689	FIN	60964	9888		KAYLA SCHULZE		Check		
				R 01	005 292 204 000 050	REFUND SPRING SPORT		\$80.00	
	PO#:	Voucher #:	86150	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
2689	FIN	60965	9890		MARIA BOEKE		Check		
				R 01	005 292 204 000 050	REFUND SPRING SPORT		\$80.00	
	PO#:	Voucher #:	86151	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
2689	FIN	60966	8693		CHAD BUDDEN		Check		
				R 01	005 294 200 000 050	REFUND SPRING SPORT		\$80.00	
	PO#:	Voucher #:	86155	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
2689	FIN	60967	8838		DAN HAILEY		Check		
				R 01	005 294 200 000 050	REFUND SPRING SPORT		\$40.00	
	PO#:	Voucher #:	86159	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$40.00	
							Check Amount:	\$40.00	
2689	FIN	60968	9858		ELSA STOGDILL		Check		
				R 01	005 294 200 000 050	REFUND SPRING SPORT		\$40.00	
	PO#:	Voucher #:	86157	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$40.00	
							Check Amount:	\$40.00	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	60969	9844		JESSICA CHAULSETT		Check		
				R 01	005 294 200 000 050	REFUND SPRING SPORT		\$40.00	
	PO#:	Voucher #:	86156	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$40.00	
							Check Amount:	\$40.00	
2689	FIN	60971	9819		MARIE LAROCK		Check		
				R 01	005 294 200 000 050	REFUND SPRING SPORT		\$80.00	
	PO#:	Voucher #:	86158	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
2689	FIN	60972	9686		SHELLY BOBENDRIER		Check		
				R 01	005 294 200 000 050	REFUND SPRING SPORT		\$80.00	
	PO#:	Voucher #:	86154	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
2689	FIN	60973	9843		STEPHANIE BACKER		Check		
				R 01	005 294 200 000 050	REFUND SPRING SPORT		\$40.00	
	PO#:	Voucher #:	86152	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$40.00	
							Check Amount:	\$40.00	
2689	FIN	60974	9871		WENDI WEBER		Check		
				R 01	005 294 200 000 050	REFUND SPRING SPORT		\$80.00	
	PO#:	Voucher #:	86153	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
2689	FIN	60975	9089		HEATHER HEIDEBRINK		Check		
				R 01	005 294 200 000 050	REFUND SPRING SPORT		\$80.00	
	PO#:	Voucher #:	86160	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
2689	FIN	60976	5082		JAY JOHNSON		Check		
				R 01	005 294 200 000 050	REFUND SPRING SPORT		\$80.00	
	PO#:	Voucher #:	86164	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
2689	FIN	60977	9812		LORI HOUSELOG		Check		
				R 01	005 294 200 000 050	REFUND SPRING SPORT		\$80.00	
	PO#:	Voucher #:	86163	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
2689	FIN	60978	9656		MINDY JOHNSON		Check		
				R 01	005 294 200 000 050	REFUND SPRING SPORT		\$40.00	
	PO#:	Voucher #:	86165	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$40.00	
				R 01	005 294 200 000 050	REFUND SPRING SPORT		\$80.00	
	PO#:	Voucher #:	86166	Invoice	Invoice No:	06/10/2020		6/10/2020	
							Paid Amt:	\$80.00	
							Check Amount:	\$120.00	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	60979	9810		NICKI HOLT		Check		
				R 01	005 294 200 000 050	REFUND SPRING SPORT		\$80.00	
	PO#:	Voucher #:	86161	Invoice	Invoice No: 06/10/2020	6/10/2020	Paid Amt:	\$80.00	
				R 01	005 294 200 000 050	REFUND SPRING SPORT		\$40.00	
	PO#:	Voucher #:	86162	Invoice	Invoice No: 06/10/2020	6/10/2020	Paid Amt:	\$40.00	
							Check Amount:	\$120.00	
2689	FIN	60980	9869		ALEJANDRO VIVANCO		Check		
				R 01	005 294 200 000 050	REFUND SPRING SPORT		\$40.00	
	PO#:	Voucher #:	86186	Invoice	Invoice No: 06/11/2020	6/11/2020	Paid Amt:	\$40.00	
							Check Amount:	\$40.00	
2689	FIN	60981	8066		AMANDA SANDY		Check		
				R 01	005 294 200 000 050	REFUND SPRING SPORT		\$40.00	
	PO#:	Voucher #:	86180	Invoice	Invoice No: 06/11/2020	6/11/2020	Paid Amt:	\$40.00	
							Check Amount:	\$40.00	
2689	FIN	60982	8351		AMY LUECK		Check		
				R 01	005 294 200 000 050	SPRING SPORT REFUND 2020		\$80.00	
	PO#:	Voucher #:	86170	Invoice	Invoice No: 06/11/2020	6/11/2020	Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
2689	FIN	60983	8506		BILLY QUIST		Check		
				R 01	005 294 200 000 050	SPRING SPORT REFUND 2020		\$40.00	
	PO#:	Voucher #:	86177	Invoice	Invoice No: 06/11/2020	6/11/2020	Paid Amt:	\$40.00	
							Check Amount:	\$40.00	
2689	FIN	60984	6431		BRENDA KELLEN		Check		
				R 01	005 294 200 000 050	SPRING SPORT REFUND 2020		\$80.00	
	PO#:	Voucher #:	86167	Invoice	Invoice No: 06/11/2020	6/11/2020	Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
2689	FIN	60985	9823		ERIN MUSCH		Check		
				R 01	005 294 200 000 050	SPRING SPORT REFUND 2020		\$80.00	
	PO#:	Voucher #:	86173	Invoice	Invoice No: 06/11/2020	6/11/2020	Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
2689	FIN	60986	9868		JAMI TIBBS		Check		
				R 01	005 294 200 000 050	REFUND SPRING SPORT		\$40.00	
	PO#:	Voucher #:	86185	Invoice	Invoice No: 06/11/2020	6/11/2020	Paid Amt:	\$40.00	
							Check Amount:	\$40.00	
2689	FIN	60987	9876		JENN FARRELL		Check		
				R 01	005 294 200 000 050	SPRING SPORT REFUND 2020		\$40.00	
	PO#:	Voucher #:	86171	Invoice	Invoice No: 06/11/2020	6/11/2020	Paid Amt:	\$40.00	
							Check Amount:	\$40.00	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	60988	9821		JENNIFER KOOIMAN		Check		
				R 01	005 294 200 000 050	SPRING SPORT REFUND 2020		\$80.00	
	PO#:	Voucher #:	86168	Invoice	Invoice No:	06/11/2020	6/11/2020	Paid Amt:	\$80.00
								Check Amount:	\$80.00
2689	FIN	60989	9877		JESSICA OSTERMEIER		Check		
				R 01	005 294 200 000 050	SPRING SPORT REFUND 2020		\$40.00	
	PO#:	Voucher #:	86174	Invoice	Invoice No:	06/11/2020	6/11/2020	Paid Amt:	\$40.00
								Check Amount:	\$40.00
2689	FIN	60990	9834		JESSICA POTTRATZ		Check		
				R 01	005 294 200 000 050	SPRING SPORT REFUND 2020		\$80.00	
	PO#:	Voucher #:	86176	Invoice	Invoice No:	06/11/2020	6/11/2020	Paid Amt:	\$80.00
								Check Amount:	\$80.00
2689	FIN	60991	7713		JOE SCHELHAAS		Check		
				R 01	005 294 200 000 050	REFUND SPRING SPORT		\$80.00	
	PO#:	Voucher #:	86181	Invoice	Invoice No:	06/11/2020	6/11/2020	Paid Amt:	\$80.00
								Check Amount:	\$80.00
2689	FIN	60992	9874		KIM MORGAN		Check		
				R 01	005 294 200 000 050	SPRING SPORT REFUND 2020		\$40.00	
	PO#:	Voucher #:	86172	Invoice	Invoice No:	06/11/2020	6/11/2020	Paid Amt:	\$40.00
								Check Amount:	\$40.00
2689	FIN	60993	00876		KRIS PLOEGER		Check		
				R 01	005 294 200 000 050	SPRING SPORT REFUND 2020		\$80.00	
	PO#:	Voucher #:	86175	Invoice	Invoice No:	06/11/2020	6/11/2020	Paid Amt:	\$80.00
								Check Amount:	\$80.00
2689	FIN	60994	9842		MEGAN STOUT		Check		
				R 01	005 294 200 000 050	REFUND SPRING SPORT		\$80.00	
	PO#:	Voucher #:	86183	Invoice	Invoice No:	06/11/2020	6/11/2020	Paid Amt:	\$80.00
								Check Amount:	\$80.00
2689	FIN	60995	9840		MYLES ZEPHIER		Check		
				R 01	005 294 200 000 050	REFUND SPRING SPORT		\$80.00	
	PO#:	Voucher #:	86187	Invoice	Invoice No:	06/11/2020	6/11/2020	Paid Amt:	\$80.00
								Check Amount:	\$80.00
2689	FIN	60996	8959		PEGGY REYNOLDS		Check		
				R 01	005 294 200 000 050	SPRING SPORT REFUND 2020		\$80.00	
	PO#:	Voucher #:	86179	Invoice	Invoice No:	06/11/2020	6/11/2020	Paid Amt:	\$80.00
								Check Amount:	\$80.00
2689	FIN	60997	8955		SCOTT KOR		Check		
				R 01	005 294 200 000 050	SPRING SPORT REFUND 2020		\$40.00	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	60997	8955		SCOTT KOR		Check
				R 01	005 294 200 000 050	SPRING SPORT REFUND 2020	\$40.00
	PO#:	Voucher #:	86169	Invoice	Invoice No: 06/11/2020	6/11/2020	Paid Amt: \$80.00
							Check Amount: \$80.00
2689	FIN	60998	6392		SHANE REINHARD		Check
				R 01	005 294 200 000 050	SPRING SPORT REFUND 2020	\$40.00
	PO#:	Voucher #:	86178	Invoice	Invoice No: 06/11/2020	6/11/2020	Paid Amt: \$40.00
							Check Amount: \$40.00
2689	FIN	60999	9866		TAMI TAUBERT		Check
				R 01	005 294 200 000 050	REFUND SPRING SPORT	\$40.00
	PO#:	Voucher #:	86184	Invoice	Invoice No: 06/11/2020	6/11/2020	Paid Amt: \$40.00
							Check Amount: \$40.00
2689	FIN	61000	9835		TODD SMITH		Check
				R 01	005 294 200 000 050	REFUND SPRING SPORT	\$80.00
	PO#:	Voucher #:	86182	Invoice	Invoice No: 06/11/2020	6/11/2020	Paid Amt: \$80.00
							Check Amount: \$80.00
2689	FIN	61001	8426		BENNET OFFICE TECHNOLOGIES		Check
				E 01	005 110 000 000 370	Rentals & Leases, 5/1-5/31	\$1,542.11
	PO#:	Voucher #:	86207	Invoice	Invoice No: 305171	6/15/2020	Paid Amt: \$1,542.11
							Check Amount: \$1,542.11
2689	FIN	61002	9807		BIOAG ENERGY SERVICES		Check
				E 06	005 870 000 000 520	Build Acq/Construct	\$21.59
	PO#:	Voucher #:	86211	Invoice	Invoice No: 18225	6/15/2020	Paid Amt: \$21.59
							Check Amount: \$21.59
2689	FIN	61003	5949		CDW GOVERNMENT, INC.		Check
				E 01	005 605 150 000 455	NonInstructional Tech Supplies	\$251.70
	PO#:	Voucher #:	86209	Invoice	Invoice No: XZG6205	6/15/2020	Paid Amt: \$251.70
							Check Amount: \$251.70
2689	FIN	61004	3512		CHILDRENS CARE HOSP & SCHOOL		Check
				E 01	102 411 000 000 392	to Out-of-State Dist, MAY 2020	\$1,164.33
				E 01	102 411 000 740 393	Sp Ed Contr Svcs Pup, MAY 2020	\$3,646.67
				E 01	100 411 000 000 392	to Out-of-State Dist, MAY 2020	\$1,164.33
				E 01	100 411 000 740 393	Sp Ed Contr Svcs Pup	\$3,646.67
	PO#:	Voucher #:	86218	Invoice	Invoice No: 30000944	6/15/2020	Paid Amt: \$9,622.00
							Check Amount: \$9,622.00
2689	FIN	61005	4757		CHS INC	39	Check
				E 01	005 810 000 000 440	Fuel For GROUNDS EQUIP.	\$493.95
	PO#:	Voucher #:	86216	Invoice	Invoice No: 1B2995	6/15/2020	Paid Amt: \$493.95

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	61005	4757		CHS INC		Check		
				E 01	005 810 000 000 440	Fuel For GROUNDS EQUIP.		\$414.80	
	PO#:	Voucher #:	86217	Invoice	Invoice No: IB2994	6/15/2020	Paid Amt:	\$414.80	
							Check Amount:	\$908.75	
2689	FIN	61006	4766		CHS/CENEX HARVEST STATES		Check		
				E 01	005 810 000 000 401	General Supplies		\$16.41	
	PO#:	Voucher #:	86206	Invoice	Invoice No: 24793	6/15/2020	Paid Amt:	\$16.41	
							Check Amount:	\$16.41	
2689	FIN	61007	6780		DENNY'S NAPA OF PIPESTONE		Check		
				E 01	300 810 000 000 401	General Supplies		\$379.25	
	PO#:	Voucher #:	86212	Invoice	Invoice No: 176309	6/15/2020	Paid Amt:	\$379.25	
				E 01	300 810 000 000 401	General Supplies		\$158.22	
	PO#:	Voucher #:	86213	Invoice	Invoice No: 177039	6/15/2020	Paid Amt:	\$158.22	
							Check Amount:	\$537.47	
2689	FIN	61008	4939		FIRST LUTHERAN CHURCH		Check		
				E 01	005 582 000 344 370	Rentals & Leases, JULY 2020		\$2,200.00	
	PO#:	Voucher #:	86221	Invoice	Invoice No: 06/15/2020	6/15/2020	Paid Amt:	\$2,200.00	
							Check Amount:	\$2,200.00	
2689	FIN	61009	00256		HILLYARD INC/ SIOUX FALLS		Check		
				E 01	005 810 000 000 401	General Supplies		\$920.72	
	PO#:	Voucher #:	86203	Invoice	Invoice No: 603902680	6/15/2020	Paid Amt:	\$920.72	
				E 01	005 810 000 000 401	General Supplies		\$1,099.23	
	PO#:	Voucher #:	86204	Invoice	Invoice No: 603902679	6/15/2020	Paid Amt:	\$1,099.23	
							Check Amount:	\$2,019.95	
2689	FIN	61010	9278		ISG		Check		
				E 06	005 870 000 000 305	Consult & Serv.fees, CONSTRUCTION ADMIN		\$11,097.00	
	PO#:	Voucher #:	86220	Invoice	Invoice No: 64861	6/15/2020	Paid Amt:	\$11,097.00	
							Check Amount:	\$11,097.00	
2689	FIN	61011	01140		JERS ELECTRIC INC		Check		
				E 01	300 810 000 000 350	Repair&maint Service		\$110.00	
	PO#:	Voucher #:	86215	Invoice	Invoice No: 2263	6/15/2020	Paid Amt:	\$110.00	
							Check Amount:	\$110.00	
2689	FIN	61012	7931		JOHNSON CONTROLS		Check		
				E 06	005 870 000 000 555	SECURTIY CAMERAS FOR GARAGE		\$4,023.55	
	PO#: 17031	Voucher #:	86210	Invoice	Invoice No: 1-96533351149	6/15/2020	Paid Amt:	\$4,023.55	
							Check Amount:	\$4,023.55	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	61013	00550		MIDLAND TIRE LLC		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$192.00	
	PO#:	Voucher #:	86198	Invoice	Invoice No: 80006	6/15/2020	Paid Amt:	\$192.00	
							Check Amount:	\$192.00	
2689	FIN	61014	3893		PAUL CUNNINGHAM		Check		
				E 02	005 770 000 701 350	Repair&maint Service		\$80.00	
	PO#:	Voucher #:	86205	Invoice	Invoice No: 6146	6/15/2020	Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
2689	FIN	61015	00300		PIPESTONE PUBLISHING CO INC		Check		
				E 01	005 010 000 000 305	Consult & Serv.fees, MAY 2020		\$948.42	
	PO#:	Voucher #:	86208	Invoice	Invoice No: 06/15/2020	6/15/2020	Paid Amt:	\$948.42	
							Check Amount:	\$948.42	
2689	FIN	61016	00751		PLUM CREEK LIBRARY SYSTEM		Check		
				E 01	300 620 591 000 485	Electronic Format		\$3,690.65	
	PO#:	Voucher #:	86222	Invoice	Invoice No: IV25403	6/15/2020	Paid Amt:	\$3,690.65	
							Check Amount:	\$3,690.65	
2689	FIN	61017	5969		RIDDELL/ALL AMERICAN SPORTS		Check		
				E 01	300 294 203 000 350	RECONDITIONING OF PADS & HELMETS		\$4,091.16	
	PO#:	Voucher #:	86197	Invoice	Invoice No: 951153812	6/15/2020	Paid Amt:	\$4,091.16	
							Check Amount:	\$4,091.16	
2689	FIN	61018	9739		SCHUMACHER ELEVATOR COMPANY		Check		
				E 01	300 810 000 000 350	Repair&maint Service, ELEVATOR MAINT.		\$630.00	
	PO#:	Voucher #:	86201	Invoice	Invoice No: 90496372	6/15/2020	Paid Amt:	\$630.00	
							Check Amount:	\$630.00	
2689	FIN	61019	00890		STOUT & EVINK		Check		
				E 01	300 810 000 000 350	Repair&maint Service		\$451.33	
	PO#:	Voucher #:	86214	Invoice	Invoice No: 89662	6/15/2020	Paid Amt:	\$451.33	
							Check Amount:	\$451.33	
2689	FIN	61020	00372		STURDEVANTS AUTO SUPPLY INC.		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$16.17	
	PO#:	Voucher #:	86202	Invoice	Invoice No: 1-180280 1	6/15/2020	Paid Amt:	\$16.17	
							Check Amount:	\$16.17	
2689	FIN	61021	3697		SW/WC SERVICE COOPERATIVE		Check		
				E 01	005 605 000 000 316	Tech Services Purchased Coop, MAY 2020		\$7,369.00	
	PO#:	Voucher #:	86219	Invoice	Invoice No: 64298	6/15/2020	Paid Amt:	\$7,369.00	
							Check Amount:	\$7,369.00	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	61022	8925		VAST BROADBAND		Check		
				E 04	005 582 000 344 320	Communications/Phone, 6/12-7/11		\$109.95	
PO#:	Voucher #:	86199	Invoice		Invoice No: 016458601	6/15/2020	Paid Amt:	\$109.95	
				E 01	300 810 000 000 320	Communications/Phone, 6/10-7/9		\$1,727.82	
PO#:	Voucher #:	86200	Invoice		Invoice No: 000459101	6/15/2020	Paid Amt:	\$1,727.82	
							Check Amount:	\$1,837.77	
2689	FIN	61023	9891		AMBER RIESE		Check		
				R 01	005 294 200 000 050	REFUND SPRING SPORT		\$40.00	
PO#:	Voucher #:	86224	Invoice		Invoice No: 06/16/2020	6/16/2020	Paid Amt:	\$40.00	
							Check Amount:	\$40.00	
2689	FIN	61024	6855		Baker & Taylor Books		Check		
				E 04	005 591 000 000 470	Library Books		\$51.30	
PO#:	Voucher #:	86225	Invoice		Invoice No: 2035223164	6/16/2020	Paid Amt:	\$51.30	
							Check Amount:	\$51.30	
2689	FIN	61025	8426		BENNET OFFICE TECHNOLOGIES		Check		
				E 04	005 591 000 000 401	General Supplies		\$14.93	
PO#:	Voucher #:	86226	Invoice		Invoice No: 305167	6/16/2020	Paid Amt:	\$14.93	
				E 04	005 591 000 000 401	General Supplies		\$4.17	
PO#:	Voucher #:	86227	Invoice		Invoice No: 304302	6/16/2020	Paid Amt:	\$4.17	
							Check Amount:	\$19.10	
2689	FIN	61026	7508		HILDI INC		Check		
				E 01	005 110 000 000 305	Consult & Serv.fees		\$3,100.00	
PO#:	Voucher #:	86223	Invoice		Invoice No: 11670	6/16/2020	Paid Amt:	\$3,100.00	
							Check Amount:	\$3,100.00	
2689	FIN	61027	00256		HILLYARD INC/ SIOUX FALLS		Check		
				E 01	005 810 161 000 401	General Supplies COVID		\$366.00	
PO#:	Voucher #:	86228	Invoice		Invoice No: 603902678	6/16/2020	Paid Amt:	\$366.00	
				E 01	005 810 161 000 401	General Supplies COVID, SURGICAL MASKS		\$1,500.00	
PO#:	Voucher #:	86229	Invoice		Invoice No: 603906518	6/16/2020	Paid Amt:	\$1,500.00	
							Check Amount:	\$1,866.00	
2689	FIN	61028	7931		JOHNSON CONTROLS		Check		
				E 01	300 850 000 342 520	Build Acq/Construct, SECURITY UPGRADE		\$4,166.78	
PO#:	Voucher #:	86230	Invoice		Invoice No: 00043453054	6/16/2020	Paid Amt:	\$4,166.78	
							Check Amount:	\$4,166.78	
2689	FIN	61029	9732		CEEC INC		Check		
				E 06	005 870 000 000 305	Consult & Serv.fees, TOWER REMOVAL		\$9,425.80	
PO#:	Voucher #:	86239	Invoice		Invoice No: 5735	6/16/2020	Paid Amt:	\$9,425.80	
							Check Amount:	\$9,425.80	

Pipestone Area Schools ISD #2689
Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	61030	00256		HILLYARD INC/ SIOUX FALLS		Check		
				E 01 005 810	161 000 401 General Supplies COVID			\$830.38	
PO#:	Voucher #:	86234	Invoice	Invoice No:	603886720	6/16/2020	Paid Amt:	\$830.38	
				E 01 005 810	161 000 401 General Supplies COVID			\$181.46	
PO#:	Voucher #:	86235	Invoice	Invoice No:	603886721	6/16/2020	Paid Amt:	\$181.46	
				E 01 005 810	161 000 401 General Supplies COVID			\$146.40	
PO#:	Voucher #:	86236	Invoice	Invoice No:	603886752	6/16/2020	Paid Amt:	\$146.40	
				E 01 005 810	161 000 401 General Supplies COVID			\$78.72	
PO#:	Voucher #:	86237	Invoice	Invoice No:	603886722	6/16/2020	Paid Amt:	\$78.72	
							Check Amount:	\$1,236.96	
2689	FIN	61031	9892		JOHNSON FEED, INC		Check		
				E 06 005 870	000 000 520 Build Acq/Construct, FOOD SERVICE MOVEC			\$803.00	
PO#:	Voucher #:	86231	Invoice	Invoice No:	12701	6/16/2020	Paid Amt:	\$803.00	
							Check Amount:	\$803.00	
2689	FIN	61032	7293		NATIONAL RECOGNITION PRODUCTS		Check		
				E 01 300 211	172 000 401 General Supplies, GRADUATION			\$265.67	
PO#:	Voucher #:	86238	Invoice	Invoice No:	4562885	6/16/2020	Paid Amt:	\$265.67	
							Check Amount:	\$265.67	
2689	FIN	61033	5983		SIOUX VALLEY ENERGY		Check		
				E 01 300 810	184 000 330 Utilities - Electricity, FLASHING LIGHT MAY 20:			\$50.00	
PO#:	Voucher #:	86232	Invoice	Invoice No:	7058684200	6/16/2020	Paid Amt:	\$50.00	
				E 01 300 810	184 000 330 Utilities - Electricity, MAY 2020			\$13,027.00	
PO#:	Voucher #:	86233	Invoice	Invoice No:	7058684000	6/16/2020	Paid Amt:	\$13,027.00	
							Check Amount:	\$13,077.00	
							Report Total:	\$1,531,021.91	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	HS	51996	9445		CENTER FFA CHAPTER		Check
				E 21	005 298 922 301 401 FFA	\$419.02	
	PO#:	Voucher #:	86192	Invoice	Invoice No: 06/15/2020	6/15/2020	Paid Amt: \$419.02
							Check Amount: \$419.02
2689	HS	51997	8698		NORTH AMERICAN WHOLESALE FLORIST		Check
				E 21	005 298 960 301 401 Class of 2020, GRADUATION	\$120.75	
	PO#:	Voucher #:	86194	Invoice	Invoice No: 1963326	6/15/2020	Paid Amt: \$120.75
							Check Amount: \$120.75
2689	HS	51998	9554		PIPESTONE FLORAL LLC		Check
				E 21	005 298 961 301 401 Class of 2020, GRADUATION	\$219.09	
	PO#:	Voucher #:	86195	Invoice	Invoice No: 100001217	6/15/2020	Paid Amt: \$219.09
							Check Amount: \$219.09
2689	HS	51999	4464		PIPESTONE GRAIN COMPANY		Check
				E 21	005 298 922 301 401 FFA	\$200.00	
	PO#:	Voucher #:	86193	Invoice	Invoice No: 06/15/2020	6/15/2020	Paid Amt: \$200.00
							Check Amount: \$200.00
2689	HS	52000	8698		NORTH AMERICAN WHOLESALE FLORIST		Check
				E 21	005 298 961 301 401 Class of 2020, GRADUATION	\$130.24	
	PO#:	Voucher #:	86196	Invoice	Invoice No: 1959577	6/15/2020	Paid Amt: \$130.24
							Check Amount: \$130.24
2689	HS	52001	9373		J & S LOGOS		Check
				E 21	005 298 961 301 401 Class of 2021, GRADUATION	\$90.00	
	PO#:	Voucher #:	86240	Invoice	Invoice No: 06/16/2020	6/16/2020	Paid Amt: \$90.00
							Check Amount: \$90.00
Report Total:							\$1,179.10

INDEPENDENT SCHOOL DISTRICT NO. 2689								
PIPESTONE AREA SCHOOLS								
ELEMENTARY SCHOOL BUILDING BONDS								
FOR THE MONTH ENDED MAY 31, 2020								
		CASH BALANCE			CASH BALANCE		CASH BALANCE	CASH BALANCE
	FUND	BEGINNING			END OF		END OF	END OF
FUNDS	NUMBER	OF MONTH	NET CASH ACTIVITY		MONTH	ADJUSTMENTS	MONTH FY20	MONTH FY19
ELEMENTARY SCHOOL BOND	06	\$26,233,526.80	(\$593,257.23)		\$25,640,269.57		\$25,640,269.57	\$0.00
TOTAL		\$26,233,526.80	(\$593,257.23)		\$25,640,269.57	\$0.00	\$25,640,269.57	\$0.00
RECONCILEMENT OF TREASURE'S BALANCE WITH BANKS								
		CURRENT	BALANCE			OTHER	BALANCE PER	BALANCE PER
DESCRIPTION	ACCOUNT NUMBER	RATE OF INTEREST	PER BANK STATEMENT	OUTSTANDING CHECKS	OUTSTANDING DEPOSITS	RECONCILING ITEMS	TREASURER'S BOOKS	TREASURER'S BOOKS
MNTRUST		0.41%	\$2,317,944.89	\$0.00	\$0.00	\$0.00	\$2,317,944.89	\$0.00
MNTRUST TERM SERIES		1.54%	\$1,000,000.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	\$0.00
SECURITY(BONDS OR TREASURY NOTES)		Various	\$3,852,226.68	\$0.00	\$0.00	\$0.00	\$3,852,226.68	\$0.00
CERTIFICATES OF DEPOSIT		Various	\$18,470,098.00	\$0.00	\$0.00	\$0.00	\$18,470,098.00	\$0.00
TOTAL			\$25,640,269.57	\$0.00	\$0.00	\$0.00	\$25,640,269.57	\$0.00
						Signed	Jacque Kennedy	

INDEPENDENT SCHOOL DISTRICT NO. 2689								
PIPESTONE AREA SCHOOLS								
TREASURER'S REPORT TO SCHOOL BOARD								
FOR THE MONTH ENDED MAY 31, 2020								
FUNDS	FUND NUMBER	CASH BALANCE			CASH BALANCE		CASH BALANCE	CASH BALANCE
		BEGINNING OF MONTH	NET CASH ACTIVITY		END OF MONTH	ADJUSTMENTS	END OF MONTH FY20	END OF MONTH FY19
GENERAL FUND	01,03,05	\$5,662,534.20	\$854,727.44		\$6,517,261.64		\$6,517,261.64	\$6,428,236.67
FOOD SERVICE FUND	02	\$535,229.63	(\$119,673.56)		\$415,556.07		\$415,556.07	\$304,977.81
COMMUNITY SERVICE FUND	04	\$306,610.67	\$51,616.51		\$358,227.18		\$358,227.18	\$322,496.37
TOTAL OPERATING FUNDS		\$6,504,374.50	\$786,670.39		\$7,291,044.89		\$7,291,044.89	\$7,055,710.85
BUILDING FUND	06	(\$42,667.58)	(\$4,422.84)		(\$47,090.42)		(\$47,090.42)	(\$80,055.40)
DEBT SERVICE FUND	07	\$302,348.64	\$640,366.00		\$942,714.64		\$942,714.64	\$700,811.07
AGENCY FUND	09	\$345.00	\$0.00		\$345.00		\$345.00	\$835.00
CERTIFICATES OF DEPOSIT		\$0.00					\$0.00	\$0.00
TOTAL		\$6,764,400.56	\$1,422,613.55		\$8,187,014.11	\$0.00	\$8,187,014.11	\$7,677,301.52
RECONCILEMENT OF TREASURE'S BALANCE WITH BANKS								
DESCRIPTION	ACCOUNT NUMBER	CURRENT RATE OF INTEREST	BALANCE PER BANK STATEMENT	OUTSTANDING CHECKS	OUTSTANDING DEPOSITS	OTHER RECONCILING ITEMS	BALANCE PER TREASURER'S BOOKS	BALANCE PER TREASURER'S BOOKS
FIRST NATIONAL BANK-PAYROLL	200563	0.05%	\$122,869.18	(\$126.28)	\$0.00	\$0.00	\$122,742.90	\$212,192.57
FIRST NATIONAL BANK-MM	808263	0.24%	\$1,384,912.87	\$0.00	\$0.00	\$0.00	\$1,384,912.87	\$3,126,185.56
FIRST F&M-MM	4534150062	0.10%	\$702,831.50	(\$199,971.96)	\$118,145.00	\$0.00	\$621,004.54	\$537,424.15
MSDLAF	600496							\$0.00
MSDMAX	600496							\$0.00
MNTrust	6770	0.41%	\$2,340,623.85	\$0.00	\$0.00	\$0.00	\$2,340,623.85	\$1,322,299.24
TOTAL			\$4,551,237.40	(\$200,098.24)	\$118,145.00	\$0.00	\$4,469,284.16	\$5,198,101.52
CERTIFICATES OF DEPOSIT	CD #	Date Purchased	Maturity Date	Maturity Period	Interest Rate		Dollar Amount	Dollar Amount
Savings Deposit Acct Bank of China		4/30/2020			0.480%		\$2,003,942.48	0
BMW Bank North America		11/22/2019	11/22/2021	24 Months	1.603%		\$247,468.97	
State Bank of India		11/27/2019	11/29/2021	24 Months	1.702%		\$247,718.50	
SONABANK		5/17/2019	11/17/2020	18 Months	2.538%		\$240,700.00	
Texas Capital Bank		3/9/2020	1/25/2021	10 Months	0.750%		\$248,300.00	
Farmers and Merchants Union Bank		5/17/2019	5/17/2021	24 Months	2.389%		\$238,500.00	
Pacific Western Bank		6/24/2019	6/24/2020	12 Months	2.316%		\$244,200.00	
East Boston Savings Bank		3/9/2020	1/25/2022	22 Months	0.649%		\$246,900.00	
Total							\$3,717,729.95	\$2,479,200.00
Grand Total							\$8,187,014.11	\$7,677,301.52
						Signed	Jacque Kennedy	

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Budget Presentation to the Board					
Expenditures as of 06/17/2020		FY2020			
General Fund				6/17/2020	Year to
Classification	Code	FY20REV	Year to Date		Date %
Administrative Salaries	110	\$526,575.00	\$481,157.80		91%
Teacher Salaries	140	\$4,333,701.00	\$3,354,784.65		77%
Non-Licensed Classroom Personnel	141	\$167,475.00	\$154,987.59		93%
Licensed Instructional Support Personnel	143	\$0.00	\$0.00		0%
Non-License Instructional Support Personnel	144	\$34,321.00	\$14,674.21		43%
Substitute Salaries	145	\$78,464.00	\$73,816.95		94%
Substitute Non-Licensed Classroom Salaries	146	\$50,000.00	\$31,207.45		62%
Language Pathologist	152	\$72,094.00	\$54,098.29		75%
School Nurse	154	\$54,435.00	\$40,019.99		74%
Certified Paraprofessional	161	\$294,323.00	\$272,322.86		93%
Certified One-to-One Paraprofessional	162	\$361,711.00	\$161,737.55		45%
School Counselor	165	\$110,044.00	\$80,266.25		73%
Non-Instructional Support	170	\$690,602.00	\$563,965.09		82%
DAPE Specialist	174	\$48,750.00	\$0.00		0%
Other Salary Payment	185	\$323,387.00	\$265,929.99		82%
Severance	191	\$29,736.00	\$17,735.96		60%
Third Party Pay Expense Salaries	195	\$0.00	\$0.00		
FICA	210	\$555,692.00	\$403,366.17		73%
PERA	214	\$125,394.00	\$91,020.45		73%
TRA	218	\$439,568.00	\$329,831.52		75%
Health Insurance	220	\$549,418.00	\$415,147.38		76%
Life Insurance	230	\$6,009.00	\$4,263.02		71%
Dental Insurance	235	\$1,140.00	\$992.20		87%
Long Term Disability	240	\$360.00	\$308.22		86%
TSA Match	250	\$85,865.00	\$65,654.22		76%
Employer Sponsored HSA's	251	\$80,450.00	\$74,526.87		93%
Workmens Comp	270	\$48,469.00	\$29,147.86		60%
Unemployment Compensation	280	\$10,000.00	\$796.12		8%
Other Post-Employment Benefits	291	\$55,350.00	\$55,350.00		100%
Third Party Pay Benefits	295	\$0.00	\$0.00		
Total Salaries and Fringe		\$9,133,333.00	\$7,037,108.66		77%
Other Employee Benefits	299	\$0.00	\$0.00		#DIV/0!
Fed Sub Awards Under \$25,000	303	\$0.00	\$0.00		#DIV/0!
Consulting and Servicing Fees	305	\$215,668.00	\$194,749.18		90%
Services Purchased from Coop	316	\$119,202.00	\$104,564.55		88%
Computer and Technology Services	319	\$0.00	\$0.00		#DIV/0!
Communications/Phone	320	\$53,519.00	\$25,892.48		48%
Postage and Express	329	\$8,520.00	\$7,808.32		92%
Utility Services	330	\$293,740.00	\$234,793.33		80%
Property Insurance	340	\$91,200.00	\$89,146.98		98%
Repairs and Maintenance	350	\$155,634.50	\$151,806.27		98%
Transportation	360	\$1,229,962.00	\$1,051,704.68		86%
Travel	366	\$100,041.00	\$65,712.23		66%
Entry Fees/Student Travel	369	\$39,842.50	\$19,003.08		48%
Rentals and Leases	370	\$71,379.00	\$64,758.97		91%
Third Party Reimbursement Services	385	\$0.00	\$0.00		0%
To Other MN School Districts	390	\$83,994.00	\$80,980.99		96%
To Out of State Districts	392	\$65,393.00	\$49,421.65		76%
Special Ed Contracted Services	393	\$337,503.00	\$199,764.16		59%
To Non-Ed Agency	394	\$213,500.00	\$176,183.77		83%
Spec Ed Salary Purchased from Co-op	396	\$398,580.00	\$393,407.99		99%
Spec Ed Benefits Purchased from Co-op	397	\$38,107.00	\$37,697.55		99%
Charge Back	398	\$0.00	\$0.00		0%
General Supplies	401	\$195,924.07	\$195,159.96		100%
Non instructional Computer Software	405	\$42,909.00	\$23,143.00		54%
Instructional Software License	406	\$43,048.00	\$39,931.35		93%
Instructional Supplies	430	\$95,525.00	\$75,911.50		79%
Individualized Materials	433	\$36,019.65	\$33,738.76		94%
Fuel for Buildings	440	\$88,087.00	\$57,894.19		66%
Noninstructional Tech Supplies	455	\$15,000.00	\$13,267.84		88%
Instructional Tech Supplies	456	\$10,836.00	\$10,821.02		100%
Textbooks/Workbooks	460	\$75,122.00	\$45,827.74		61%
Standardized tests	461	\$6,000.00	\$340.00		6%
Non-Instructional Tech Devices	465	\$50,500.00	\$35,604.26		71%
Instructional Technology Devices	466	\$63,495.00	\$62,612.49		99%
Library Books	470	\$14,403.70	\$13,627.68		95%
Audio Visual Aids	480	\$0.00	\$0.00		0%
Electronic Format	485	\$6,250.30	\$6,250.30		100%

Capital Non-Instruction Tech Software	505	\$0.00	\$0.00	#DIV/0!
Capital Inst Tech Software	506	\$0.00	\$0.00	#DIV/0!
Site or Grounds Acquisition	510	\$162,625.00	\$162,602.95	100%
Building Acquisition and Construction	520	\$334,756.40	\$329,150.06	98%
Equipment Purchased	530	\$22,000.00	\$20,797.00	95%
Special Education Equipment	533	\$0.00	\$0.00	#DIV/0!
Charge Back Tennis Courts	545	\$0.00	\$0.00	#DIV/0!
Eligible Pupil Transportation	548	\$0.00	\$0.00	0%
Vehicles Purchased	550	\$0.00	\$0.00	#DIV/0!
Non-Instructional Technology Hardware	555	\$41,060.00	\$32,226.64	78%
Capitalized Instructional Technology Hardware	556	\$0.00	\$0.00	#DIV/0!
Principal on Capital Lease	580	\$71,000.00	\$71,000.00	100%
Interest on Capital Lease	581	\$21,625.00	\$21,624.75	100%
Dues and Memberships	820	\$17,430.00	\$17,847.00	102%
Taxes and Special Assessments	896	\$1,250.00	\$1,038.00	83%
Affordable Care Act Penalties	897	\$8,800.00	\$8,757.50	100%
Scholarships	898	\$0.00	\$0.00	#DIV/0!
Miscellaneous Other Expenses	899	\$5,000.00	\$658.89	13%
Contingency		\$43,415.53	\$0.00	0%
Total		\$14,121,199.65	\$11,264,337.72	80%
The prior year to date percentage in FY2019 was 85%				
Not comparable because June payroll is not on this report.				

Kraus-Anderson						
Funding						
				6/11/2020	Balance	
Description						
Project Funds Available				\$28,281,962.19	Per Piper Jaffray	
Parking lot Abatment Funding				\$0.00	TBD	
Food Service Funding				\$150,000.00	TBD	
LTFM Funding				\$0.00		
Project Bond Interest Earnings				\$515,000.00	Projection	
Total Available				\$28,946,962.19		
					6/10/2020	
Construction Cost Budget				Budget	Expenditures	Balance
Current Construction Value(Subcontracts)				\$20,568,493.20	(\$1,693,653.34)	\$18,874,839.86
Project General Conditions&Reimbursables				\$846,780.00	(\$50,850.05)	\$795,929.95
Kraus Anderson Site Services				\$1,151,321.00	(\$223,573.59)	\$927,747.41
Construction Contingency				\$1,083,327.80	\$0.00	\$1,083,327.80
Kraus Anderson Construction Management Fee				\$451,332.00	(\$61,820.00)	\$389,512.00
Total Construction Budget				\$24,101,254.00	(\$2,029,896.98)	\$22,071,357.02
Soft Cost Budget				Budget	Expenditures	Balance
A/E Fees(ISG)including 7% of Construction Contingency				\$1,683,981.00	(\$1,597,610.00)	\$86,371.00
A/E Additional Services(Added Scope Design)				\$20,000.00	(\$6,401.00)	\$13,599.00
Building Permit Plan Review				\$103,976.00	(\$101,564.88)	\$2,411.12
SAC/WAC Costs				\$0.00	\$0.00	\$0.00
Geotechnical Survey Report				\$11,810.00	(\$11,810.00)	\$0.00
Special Inspections Testing				\$79,243.00	(\$237.50)	\$79,005.50
Commissioning/Test and Balance				\$25,400.00	\$0.00	\$25,400.00
Plans Production/Distribution				\$10,000.00	(\$1,147.50)	\$8,852.50
Total Soft Cost Budget				\$1,934,410.00	(\$1,718,770.88)	\$215,639.12
Owner Cost Budget				Budget	Expenditures	Balance
Telecommunications Tower Removal				\$9,825.00	\$0.00	\$9,825.00
Initial Surveying(Set Controls and Benchmarks)				\$5,000.00	\$0.00	\$5,000.00
Loan expenses or bonding costs				\$106,956.50	(\$73,456.50)	\$33,500.00
Furniture Fixtures and Equipment				\$750,000.00	\$0.00	\$750,000.00
Technology Equipment				\$250,000.00	(\$28,798.38)	\$221,201.62
Decommission Hill and Brown Schools				\$625,000.00	(\$15,000.00)	\$610,000.00
Legal Fees				\$40,000.00	(\$33,000.00)	\$7,000.00
Mis Owner Expense				\$50,000.00	(\$11,381.63)	\$38,618.37
Builders Risk Insurance				\$17,702.00	(\$17,702.00)	\$0.00
Total Owner Cost Budget				\$1,854,483.50	(\$179,338.51)	\$1,675,144.99
Total Project Costs				\$27,890,147.50	(\$3,928,006.37)	\$23,962,141.13

Little Arrows Preschool

Parent Handbook

2020-2021 School Year



Dawn Samuelson – 507-215-4855
or email dawn.samuelson@pas.k12.mn.us

Jenny VandenBosch – 507-215-1271
or email jenny.vandenbosch@pas.k12.mn.us

JUST PLAYING

When I am building in the block room,
Please don't say, "I'm just playing."
For, you see, I'm learning as I play
About balance and shapes.

When I'm getting all dressed up,
Setting the table, caring for the babies.
Don't get the idea I'm "just playing."
I may be a mother or father someday.

When you see me up to my elbows in paint,
Or standing at an easel, or modeling and shaping clay,
Please don't let me you say, "He's just playing."
For, you see, I am learning as I play.
I'm expressing myself and being creative.
I may be an artist or an inventor someday.

When you see me sitting in a chair
"Reading to an imaginary audience,
Please don't laugh and think I'm "just playing."
For, you see, I'm learning as I play.
I maybe a teacher someday.

When you see me combining the bushes of bugs,
Or packing my pockets with choice things I find.
Don't pass it off as "just playing."
For, you see, I'm learning as I play
I may be a scientist someday.

When you see me engaged in a puzzle.
Or "play anything" at my school.
Please don't feel the time is wasted in "play"
For, you see, I'm learning as I play.
I'm learning to solve a problem and concentrate
I may be in business someday.

When you see me cooking or tasting foods,
Please don't think that because I enjoy it, it is just "play."
For, you see, I'm learning as I play
I'm learning how my body works
I may be a doctor, nurse, or athlete someday.

When you ask me what I've done at school today,
And I say, "I played!"
Please don't misunderstand me.
For, you see, I'm learning as I play.
I'm learning to be successful in work.
I'm preparing for tomorrow.
Today, I'm a child and my work is play.

OUR PHILOSOPHY

It is the goal of PAS Learning Readiness to provide a high quality care and education in a safe, nurturing environment to families and children we serve. Children's school readiness is affected by the early care and learning experiences they receive. With current brain research from children birth to 5 it has shown these influences can help the child's ability to learn and succeed in school. Children will enter kindergarten with skills necessary for school success!

OUR CURRICULUM

We use Creative Curriculum. With the curriculum, each child can explore and discover as a way of learning. The curriculum enables children to develop confidence, creativity, and lifelong critical thinking skills. There are 10 areas of development and learning within this curriculum. The areas are social-emotional, physical, language, cognitive, literacy, science and technology, social studies, mathematics, the arts, and English language acquisitions. With our curriculum, we use an assessment called TS GOLD. This is completed twice a year on each child that attends. Our preschool is also receiving grant dollars from the MN Department of Education from a framework called Classroom Engagement Model.

CLASSROOM ENGAGEMENT MODEL (CEM)

What is Classroom Engagement Model (CEM)? A framework for using the DEC Recommended Practices to improve engagement, social relationships, and independence for children with and without disabilities; and to promote full participation of every child in a classroom setting.

How does CEM work? Through training and coaching, practitioners increase their ability to engage all children, learn strategies to engage individual children, generate ideas for teaming and collaboration and expand their understanding of how to use data to drive instruction and intervention. There is a partnership between the families and schools for goal setting.

Why we do CEM? When children are engaged, they are ready to learn.

CLASS SCHEDULE

3-4 year olds attend Monday/Thursday or Tuesday/Friday either AM or PM

4-5 year olds attend Monday thru Friday either AM or PM

AM Session 8:15-11:15

PM Session 12:15-3:15

TYPICAL DAILY SCHEDULE

During a school day we follow a daily schedule. Within this daily schedule is a circle time, center time, snack time, and free choice play time. Children will be able to work alone and in groups. Teachers will take observations during the day to identify the children's needs and interests.

CONFERENCES

We do have parent and teacher conferences during the school year. Teachers will be in contact with the parents to set these up during the school year.

SCHOOL CLOSINGS/LATE STARTS

When PAS is 2 hours late we will still have class.

AM session will go from 10:15 -12:15

PM session will go from 1:15-3:15.

If there are any early dismissals the afternoon session will not meet. School announcements can be seen on the local weather channel, heard on the radio, or you can sign up for the school app through the App store – Pipestone Area MS/HS. When a late start there is no breakfast or lunch served.

TRANSPORTATION

You as a parent are in charge of transporting your child to and from school. We do have the Pipestone Transit in town. You will have to call them to make arrangements and to buy tokens. Their number is 825-1180.

If you have older children that ride on a bus to and from school your child in preschool can either come to school with them or ride the bus home with them. You will be responsible to pick them up at 11:15 and drop them off at 12:15.

DROP OFF AND PICK UP TIME

If you are dropping off your child for either AM or PM session, please do not bring them prior to **7:50** for the morning session and **11:50** for the afternoon session unless you have made arrangements with the classroom teacher. Teachers are planning lessons and attending school meetings.

PLC's – EARLY DISMISSAL DAYS/Early Childhood Screenings

Your teacher will send a calendar home monthly. On this calendar will be days of **NO SCHOOL**. When there is an early dismissal, there is **NO** afternoon preschool. We do Early Childhood Screenings three times a year at the preschool. When we do those, there will also be **NO** preschool that day.

OPEN HOUSE

We will have an open house before school starts so your child can become familiar with the classroom and the staff that will be there.

SNACKS

We do have snack every class day. A snack calendar will be sent home every month of who brings snack on which days. Some examples of snacks include: crackers, cheese sticks, yogurt, pretzels, chex mix, pudding, applesauce, granola bars, or fruit cups.

BREAKFAST/LUNCH

If your child attends the AM session they will be offered breakfast that is provided by the school. If your child attends the PM session they will be offered lunch that is provided by the school.

TUITION

We have a set fee for the PAS Learning Readiness preschool program. Each family will fill out a Free/Reduced Meal form and that is how your tuition is based. The **2020-2021** school year Pathway II scholarship applications will be completed by all families. Scholarship funding will be determined if the families meet income guidelines.

3-4 year olds - \$75/month, 2 days a week, Reduced qualification - \$37.50/month, and Free qualification - \$25/month.

4-5 year olds - \$150/month, 5 days a week, Reduced qualification - \$75/month, and Free qualification - \$25/month.

Tuition will NOT be reimbursed due to any E-Learning days implemented.

Please make checks payable to PAS Learning Readiness

ITEMS TO BRING TO SCHOOL

Each child will need to bring a bookbag to school daily. Make sure the bookbag can be carried safely by your child and they can open it independently. We prefer the bag is large enough to fit a standard size art project of paper.

Listed below is items a child has to bring just one time during the school year:

2 Clorox Wipes

1 watercolor paint per child

2 glue sticks per child

1 glue bottle per child

1 package of napkins

1 box of Dixie Cups

1 bottle of hand sanitizer

1 box of Kleenexes

A change of clothes that can either stay in school or in their backpack.

TOILETING

Your child does not need to be toilet trained to attend preschool. If your child wears diapers or other toileting products send a supply to be left at school. Diapers or pull ups and wipes. If you are in the process of toilet training let us know what your strategies you are using at home so we can be consistent at school. If your child is in the process of toileting and using underwear. In their bag send dry underwear and pants just in case of accidents.

ILLNESS

If you as a parent feels that your child is not feeling well it is best for them and for the rest of the class if they stay home. If your child becomes sick or ill during the school day parents will be notified. For illness purposes please keep us informed on new phone numbers. Below is common sicknesses and a guide for you to follow.

*A fresh **cold** – nasal discharge, cough, watery eyes which has developed within 24 to 48 hours and contagious keep your child home.

*Must be **fever** free for 24 hours before returning to school.

*If you child has **vomited** or had **diarrhea** keep home for 24 hours after symptoms have resolved and the child can keep food and fluids down.

***Strep throat** you must wait 24 hours after antibiotics have begun.

*If your child has **pink eye** they need to have used prescribed eye ointment and should not return to school for 24 hours.

IMMUNIZATIONS

Every child has to have a record of their immunizations in their file. The school nurse will notify you if there is more information needed.

MEDICATIONS

If your child needs to take any medications, they need to come to school in the pharmacy bottle and notes. The medicine can be given to the classroom teacher.

ABSENCE

If your child is going to be absent for the day let the teacher know. You can either call the call or email the teacher.

CLOTHING

Please have your child wear comfortable clothing to school. We do some messy activities so do not send clothes that you don't want to get stained. We do art projects, we have playdough in the classroom as well as a sand/water table. Extra clothes can be sent⁶⁴ in the backpack or we can store them at school in a Ziploc bag.

DISCIPLINE POLICY

Discipline is a vital component to the learning process of a child. Gentle discipline is a means of teaching, guiding, and training. When boundaries and expectations are clearly defined, children feel secure. By setting rules and clearly communicating expectations, misbehaviors can be avoided and children can develop self-discipline and self-control. Children will be reminded of the rules, redirected, separated from the problem situation, or sometimes given a brief time-out. Time-out is the removal of a child, for a short period of time, from a situation in which the child is misbehaving and has not responded to other discipline techniques. The space is usually a chair and is located away from the classroom activity but within the teacher's sight. During the time-out the child has a chance to think about the misbehavior which led to their removal from the group. After a brief interval, the teacher discusses the incident and appropriate behavior with the child.

Pipestone Area Schools

2020-2021

Elementary Student & Parent Rights and Responsibilities Handbook



A.H. Brown Elementary School

Grades K - 1

Dolson Hill Elementary School

Grades 2-4

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The Pipestone Area School Board and school administration has reviewed the discipline policy as part of the process of adopting this handbook

Month of adoption -



Board of Education:

Lance Oye, Katie Wiese, Jeff Baatz, Randy Erdman, Marcy Pals
Brad Carson, and Amy Nelson

Administration:

Mr. Kevin Enerson
Cory Strasser
Toni Baartman
Jacqueline Kennedy
Calvin Jans
Taher Food Service

Superintendent
Secondary Principal
Elementary Principal
Business Manager
Maintenance Supervisor
Food Nutrition Service

Pipestone Area School District #2689

Pipestone Area Middle School / High School (grades 5 thru 12)
1401 7th St SW - Pipestone MN 56164
Phone: (507) 825-5861 Fax: (507) 825-6729

Alexander H. Brown Elementary (grades K - 1)
701 7th St SE - Pipestone MN 56164
Phone: (507) 825-6756 Fax: (507) 825-6749

Dolson Hill Elementary (grades 2 - 4)
900 6th Av SW - Pipestone MN 56164
Phone: (507) 825-6763 Fax: (507) 825-6757

Heartland School (grades K-8)
2171 100th Av - Lake Benton, MN 56149
Phone: (507) 368-3250 Fax: (507) 368-3250

Pipestone Area Schools website - <http://www.pas.k12.mn.us>



Pipestone Area Schools

Brown and Hill Elementary

701 7th St SE; 900 6th Ave. SW

Pipestone, MN 56164

Phone: (507) 825-6756; 825-6763

Fax: (507) 825-6749; 825-6757

Ms. Toni Baartman – Principal

Dear Students and Parents!

Welcome to Pipestone Area Elementary Schools! We are so happy and excited that you are here! Please know that we are going to always do what is best for our students who attend our elementary schools. Students will learn not only what is needed for academics, but also learn skills to help them be productive and helpful citizens. Our job is to get them prepared for the middle school, high school and for the journey they choose after their high school career.

Here at Pipestone Area Elementary Schools, we focus on the whole child. It is imperative to work together as a community, as a school, and with families to ensure our kids get the best opportunities to thrive and learn. I truly believe it takes a village to raise a child and together we will do that and promise to do what is best for our students that walk through our doors.

The handbook you receive contains the rules and policies of our school. Please read through the entire handbook. **You and your students are responsible for knowing the content of this handbook.** Please note that every year there may be some changes. We will be sure to let you know what they are. Communication is key for the success of our students!

We wish you a happy and thriving school year with a lot of positive experiences! If you have any questions about anything in the handbook or otherwise, please ask your teacher. If he or she cannot answer your question, my door is always open!

Have an AMAZING school year and I look forward to working with you for a successful year!

Sincerely,

Ms. Toni Jo Baartman

Elementary Principal

General Information

School Hours

Brown Elementary Office hours are from 8:00 a.m. to 4:00 p.m. and Hill Elementary Office hours are 7:30 am-3:30 pm, Monday thru Friday. If you should need to contact the office for any reason during this time, the telephone numbers are:

>Brown Elementary	825-6756 ext 4202
>Hill Elementary	825-6763 ext 5106
>Pipestone Area Middle School/High School	825-5861

Voice mail is also available in the offices and classrooms in the event that no one is available to answer your call.

Summer office hours are subject to change and will be posted on the school website as well as on the school doors. You may contact the school for more information.

School Day

First Bell rings	8:10 a.m.
Classes begin	8:15 a.m.
Lunch:	
Kindergarten	11:30 am (recess starts 11:50 am)
1st Grade	11:55 am(recess starts 11:35 am)
2nd Grade	11:40 am (recess starts 12:05 pm)
3rd Grade	11:50 am (recess starts 12:15 pm)
4th Grade	12:00 pm (recess starts 12:25 pm)

*These times are subject to change. Please call for exact times.



Arrival & Dismissal Times

The elementary school playground will be supervised by 7:50am each day. Students are allowed in the building at the 8:10am bell. If the weather dictates, students will be allowed in the school gym for free play. The tardy bell is at 8:15pm. Students who are late to school must come to the office for a tardy slip.

Smoke/Tobacco-Free Environment:

Smoking and use of tobacco products is prohibited by students and adults within all owned and leased school buildings and school vehicles of Independent School District #2689.

The student handbook does not include everything that may possibly happen during the school year. If any situation not specifically covered should arise, the administration will make every effort to act fairly and quickly. The best interest of the student, school, and community will be considered. Each situation is different and will be handled on an individual basis.

Security



To provide a safer environment for all students and staff, the following safety practice will be followed each school day:

After the 8:15 a.m. bell rings to indicate the start of the school day, the office and custodial staff will lock and secure ALL doors to Brown and Hill schools. All visitors MUST buzz the office (via the intercom) and give your name in order for the door to be opened. **All visitors/guests will be expected to enter through the main doors and report to the main office and follow the current registration practice**

The elementary schools have security cameras installed throughout the inside of the building as well as by the entrance doors. These cameras will enable the office personnel to monitor activities inside and outside of the school building which will help to provide a safer environment for all students and staff.

Visiting the School

Parents and guests are always welcome!! If you wish to visit, a call to your child's classroom teacher is appreciated. In order to provide a safe and secure environment for our students, the district policy requires that **ALL** guests who come into the building must register with the office manager. You will be given a name tag to indicate to other school staff members that you have been in the office. Your cooperation **each and every time** when you visit our schools is greatly appreciated.

Telephone Calls

Students may not be interrupted during the school hours by outside calls and message **except in case of an emergency**. If it is necessary to reach your child at school, the office manager will relay the message to your child's classroom teacher. In most cases, teachers will not answer calls to their classroom when they are instructing students. Any contact should be made before or after school. You may also make contact with the teacher via email or voicemail.



Emergency Phone Numbers

We must have on file the name, address and phone number of a relative or friend in case we cannot reach you in an emergency. **It is important that this record be kept current.** Please notify the office if there are changes or additions during the school year.

Weather Guidelines

Exercise, fresh air and play are important components in the daily routines of our students. As the weather changes to cooler temperatures, it is important that students come to school with appropriate clothing. Students will spend time outside in the morning and for noon recess every day except for rainy or extremely cold conditions. In general, students will stay indoors if the Fahrenheit temperature or wind chill value is **BELOW zero or at the discretion of the principal and/or playground supervisor**. Pipestone Schools uses the AccuWeather.com website for their weather information.

Playground supervisors may cancel outside recess if weather conditions deteriorate and students are already on the playground.

The school **requires** that students wear snowpants and boots. If parents need assistance in obtaining winter clothing like hats, mittens and other clothing needs, please contact your student's teacher. Students who do not wear boots will be required to stay on designated areas (cemented area). If you do not want your son/daughter to go outside due to an illness, we ask that you send a note or call the office first thing in the morning. Snowpants and boots will be required when there is snow and ice on the ground. When staff feels the playground is safe and temperatures start going above 65 degrees students **may** no longer require these winter items. However, please make sure there is an extra set of clothes for your student in case they accidentally get wet or muddy.



Storms/Emergency Dismissal

Official announcements regarding the operations of District #2689 are broadcast on the following radio stations:

KLOH - 1050 AM

KISD - 98.7 FM

KELO-land Closeline

Listen to the radio for these announcements, **PLEASE DO NOT CALL THE SCHOOL.**

If school is in session and the weather does not permit the busses to return the children to their homes, the bussed students will be instructed to remain at their designated storm homes.

All bussed families **must** list a residence their children can stay at in case the busses do not travel due to inclement weather. This particular section is included on the student information sheet handed out at the beginning of the school year.

Emergency Plans & Drills

The district's school board members have a written plan regarding tornado or emergency evacuations of the buildings. School personnel have a specific written plan regarding the complete procedure for this and is reviewed each year by the Site Council.

Emergency evacuation drills, ALICE drills, as well as fire and tornado drills are held throughout the school year for the protection of all persons in the building.

After School Plans

The school maintains a file with student's registration sheets, which include after school plans. If at any time during the year, those plans change on an ongoing basis, please notify your student's teacher as well as the office so that this can be updated.

If your student will be doing something different than what their normal after school plans are, please send a note to school with your child and/or call the school office. The office will send a note to the student and their teacher about the change in after school transportation, so that we can ensure your student goes where they need to.



Bus Transportation

ISD #2689 contracts with Ludolph Bus Service. The bus service phone number is 507-825-2303

According to Minnesota Law, riding the bus is a privilege. It is important to maintain a safe environment for all bus riders. If the rules are not followed, the privilege to ride the bus may be withdrawn. Serious violations or continued misbehavior may require permanent removal from the bus. See pg. 29 under student conduct for bus rules.

Bicycles

Students are allowed to ride bicycles to school. All bicycles must be parked in the bicycle racks provided. The school district assumes no responsibility for damaged or stolen bicycles.

Dress Code

Good grooming and proper dress ensure safety and sets the atmosphere; therefore each student in attendance is to be dressed in good taste and properly groomed. Students will not wear clothing which is offensive, promotes alcohol, drugs or tobacco products while in the building or at school sponsored activities or events. Students wearing such apparel will be required to call home for a change of clothing or asked to turn the article inside out.

Your child should be dressed according to the weather as they will be outside at noon unless the weather is extremely cold or it is raining. Please help your child understand the reason for dressing appropriately. Children should wear boots, snowpants, gloves, hats, etc. during the winter months while on the playground. Children who do not wear boots when snow is on the ground will stay on the cemented areas.

Parents are also asked to provide an extra set of clothing for your child to keep at school. If you do not want your son/daughter to go outside due to an illness, we ask that you send a written note or please call the office and notify us first thing in the morning.

Lost & Found

Each year we have a large collection of wearing apparel which has not been claimed. Careful consideration should be given to the following suggestions to help eliminate lost items:

- Clearly label your child's coats, sweaters, caps, mittens, gym shoes and boots with his/her full name.
- When an article is lost, have your child report the loss as soon as possible.
- Use caution in allowing articles of sentimental or monetary value to be brought to school.

Remind your child to check the lost and found when something disappears at school. Lost articles that are not claimed by the end of the school year will be given to charity.



Gym

In order to maintain the gym floor finish, we encourage children to have a clean pair of tennis shoes that remain at the school for Physical Education classes.

If a student must miss gym for injury or illness, a note must be written and signed by the parents saying so. A doctor's note is preferred.

Library

Values of books do not depreciate. The replacement cost of the book is owed in the event that the student loses or damages a library book.

It is also school policy that students having overdue or lost library books at the end of the school year will NOT be issued final report cards until the items are returned or paid for. Should the student not return the library book or pay for the cost of damages, the school reserves the right to consider alternative consequences.



Pledge of Allegiance

Hill and Brown Elementary Schools will recite the Pledge of Allegiance daily during the school year. Any student who wishes **NOT** to participate in the reciting of the pledge may do so and other students shall respect that right.

Photo & Video Use

If any parent does **NOT** wish to have their son/daughters picture included in a school publication, including internet web pages, and local TV broadcasting, his/her parent **MUST** notify the principal's office in writing before the picture is taken. You may also indicate that you disapprove permission on the consent form included in your child's information packet. Contact the school office if you did not receive this form.

Gifts

Gifts such as flowers and balloons delivered to the school are discouraged. Such gifts that are delivered are kept in the office and will be given to the student at the end of the day. A student who has such a gift delivered will need to pick it up as they leave the school building.

Money

Students are discouraged from bringing cash to school. Paying by check eliminates the problem of money being lost on the way to school. Please make checks payable to: Independent School District #2689 or Pipestone Area schools.

Party Invitations

Party invitations are not to be handed out at school. This helps to prevent hurt feelings among students who may not receive an invitation.

Attendance

The attendance expectation for students of Brown and Hill Elementaries is to attend school every day possible. The PAS Elementary goal for all students is to achieve 96% attendance for the year, which would be no more than 7 excused or unexcused absences for the year.

Severe Chronic	Chronic	At Risk	Satisfactory	Exemplary
Less than 91%	92-93%	94-95%	96-99%	100%
15 or more absences	11-14 absences	8-10 absences	1-7 absences	0 absences

Consistent school attendance leads to consistent academic progress. Minnesota State Statute requires that children attend school. For students under the age of 12, it is presumed that it is a parental responsibility to ensure the child's attendance. The principals and staff of the Pipestone Area School District will take the responsibility to promote consistent school attendance through an early intervention plan.

Parents must notify the school on the day their student is absent or tardy. Please notify the school NO LATER than 9:00am. The school office manager will attempt to call the parent/guardian before 11:00am to verify all student absences if no notification is received. Keep the school updated on changes to telephone and e-mail contact information.

On the next page is a list of excused and unexcused absences and some of the factors used to make that determination. This is not a complete list. The school remains the final decision makers as to whether or not an absence is considered excused. If a student is absent without lawful excuse on three or more days or any part of the school day, they are considered as truant. Truancy is a violation of Minnesota State Law (see Truancy on page 12). The law also mandates that parents compel their children to attend school. There are potential criminal penalties if a parent fails to do so. This can include fines and potentially jail time.

Research data tell us that students who become truant do not perform as well in school as those who attend school each and every day. Truancy could also lead to a student dropping out of school and sabotaging their opportunity for future employment success. The community, schools, parents and the student share in the responsibility to promote regular attendance.

Periodically, requests are received from parents to have their child excused from school for reasons other than illness or family emergency. If a parent decides to keep a child out of school for a special vacation, please inform the teacher and the school office prior to the absence.

1. Students returning to school following an absence will be expected to complete appropriate assignments within a reasonable period of time.
2. Leaving school grounds without permission of school personnel shall be subject to disciplinary action.

Excused Absences/Tardies	Unexcused Absences/Tardies
<p>Appointment (Medical, dental, mental health)</p> <p>Family Emergency</p> <p>Funeral</p> <p>Religious holiday</p> <p>Illness/hospitalization * Dr's note required if absent 3 days or longer OR if within chronic absence range</p> <p>Late bus</p> <p>Out of town/Vacation *Prior notice and making up work ahead of time required * No more than 5 days for year, without approval from principal</p> <p>Weather</p>	<p>Need for sleep/rest</p> <p>Missing the bus</p> <p>Employment/child care issue</p> <p>Illness/hospitalization without a dr's note if gone more than 3 days or within chronic absence range</p> <p>Out of town/vacation * without prior notice and making up work ahead of time *if more than 5 vacation days for the year without principal approval</p>



Tardiness

One of the most valuable life skills a student can learn is the responsibility of arriving at school every day on time. This skill can readily be accomplished and will transfer as a valuable asset for the future. One of the most important times of the school day is the morning when teachers define plans and goals are reviewed and set. The morning sets the tone of the day for a child. Please help support your children in learning habits that will help them be successful at school and throughout life.

Any student who is NOT in his/her classroom by 8:15 a.m. will be considered tardy. Students must report to the office to get an admittance slip if they enter the building after the 8:15 bell. It is the responsibility of the parents to get their children to school on time.

Unfortunately, detention may be assigned to students who are habitually tardy through no fault of their own. All tardies are included on attendance records. Other disciplinary measures may be taken as well as interventions to reinforce arrival on time.

Students arriving after 10:00am will be marked absent for 1/2 day. Tardiness is included on our attendance student records and without an excused reason for the tardy, the 1/2 day absence will be considered unexcused. When a student accumulates five unexcused tardies, the tardies will be considered one unexcused absence. Each five unexcused tardies accumulated thereafter will result in an additional unexcused absence.

Truancy Policy

Pipestone County Truancy Project 2007-2008

Adopted by Pipestone Area & Edgerton Public School Districts, 4/21/08

*Code sections in **bold** updated for PAS Elementaries 4/10/16*

What is the definition of truancy?

There are two classifications of truancy according to Minnesota law. A continuing truant and habitual truant are defined as follows:

A **continuing truant** is a student, under the age of 18, who is absent from attendance at school without lawful excuse for:

- ** 3 or more days in one school year in elementary school; or
- ** 3 or more class periods or 3 or more days in one school year in middle, junior and senior high school. **(Minnesota Statutes 260A.02, subd. 3)**

A **habitual truant** is a student, under 18, who is absent without a valid excuse for:

- **7 or more days in elementary school; or
- **1 or more class periods on seven school days or seven or more days in middle, junior and senior high school. **(Minnesota Statutes 260C.007, subd. 19)**

District/School Responsibility

The school is the arbitrator of whether or not a student's absences are excused or unexcused. Examples of excused absences could be parent/doctor verified illness, family emergencies and medical/dental appointments. Examples of unexcused absences could be overslept, babysitting, missed the bus and no call/note from the parent. Family vacations may be considered unexcused if prior arrangements have not been made with the school.

The district, under the umbrella of the mission of public education, shall provide instruction to every child between the ages of 7 and 18 (Minnesota Statute 120A.22, subd. 5). This means according to Minnesota Statute 260A.03, a child who has **one to three unexcused absences, the parent must be notified** immediately. The school is legally responsible to begin the intervention (see Truancy Intervention Levels) which includes parent notification. It also includes the school setting up a meeting with a parent and child (and Family Services after 3-6 absences) and/or detention for the child. **A school is required to report the student in violation of the law at seven unexcused absences** according to Minnesota Statute **260C.143**.

Parent Responsibility. Parents hold primary responsibility for their child's attendance at school (MN Statute 120A.22, subd. 1). Failure for parents to compel their children to attend school could result in criminal penalties. **(Minnesota statute 120A.34)**

Any student between the ages of 17 and 18 may withdraw from school if the student's parents or guardians do the following:

- **Attend a meeting with school personnel to discuss the educational opportunities available to the student including alternative education opportunities; and
- **Sign a written election to withdraw.

Pipestone County's Responsibility

Upon receipt of the Truancy Offense Report and Referral form from the school:

- **Review the information to insure that the Truancy Offense Report and Referral form is complete.
- **Participate in a team meeting with the child/family/school.
- **Provide intervention and services as needed to assist the child to return to school and stay in school.
- **Involve the court only when necessary.

Levels of Intervention

Level I

School/Parent Intervention

1-2 Unexcused Absences

- ~Letter to parent(s) with the School Truancy Policy included as well as the student's attendance record
- ~Explanation of attendance laws
- ~Communication with parent(s)/guardian
- ~Transportation alternatives
- ~Provide incentives for good attendance or behavior

Level II

(Chronic Truant)

School/Parent/Community/Social Services Intervention

3-6 Unexcused Absences

- ~Monitor attendance
- ~Meet with parent(s), student, Social Services and relevant community referrals
- ~Individual and/or family counseling referrals
- ~Tutor, mentor or peer helper services
- ~Provide incentives for good attendance or behavior
- ~Individual behavior/academic contract with student

Level III

(Habitually Truant)

School/Parent/Community/Social Services and Court Intervention

7 or more Unexcused Absences

- ~Mandated Educational Neglect report to Social Services
- ~Provide incentives for good attendance or behavior
- ~Individual behavior/academic contract with student
- ~Referral for County Attorney for court involvement which may include:
 1. Community work service or Sentence to Serve Crew
 2. Psychological and/or chemical dependency evaluation and counseling
 1. House arrest
 2. Out-of-Home placement
 5. Revocation of driver's license until the age of 18

Truancy Meeting

Attendance

1. School identifies students that would be deemed "chronic truant" (5 unexcused absences) or chronically absent (attendance rate less than 94%, 11 or more absences for the year).
2. School sets up a meeting with student's parents, giving the parent's at least a week's notice.
3. Have the meeting. School will present updated attendance, grades, and missing assignments at the meeting.
4. If attendance doesn't improve:
 - A. Social worker will set up another meeting.
 - B. The school may have to file educational neglect report.
5. Through the process, follow-up letters and calls will be made to families by the school social worker.

Attendance Rewards

To promote attendance, students with perfect attendance will receive a monthly award during a ceremony with the principal in their classroom.

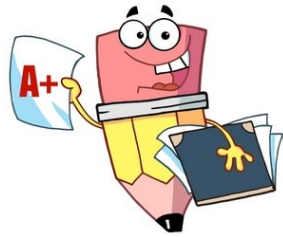


Academics

Conferences

Parent-teacher Conferences will occur as a “before school conference” in August prior to the first day of school. If you would like to schedule a conference at any point during the year, please contact your student’s teacher during school hours.

Please make every effort to attend the scheduled conferences set in October and February, as they are a very important part of your child’s education. It makes possible the sharing of information with parents, as well as providing the basis for genuine understanding and support of the school program.



Report Cards

Report cards for grades K-4 are issued at the end of each quarter. Students are evaluated in all subject areas as well as in study habits and social-emotional growth areas.

Right to Know/Teacher qualifications

Parents have the right to request and receive, in a timely manner, information about the professional qualifications of the staff providing instruction to their child including:

- I. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- II. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- III. The degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
- IV. Whether the child is provided services by paraprofessionals and, if so, their qualifications?

Testing

MCA tests are given in April to students in grades 3 and 4. This is the high stakes State test which compares and ranks all elementary schools in Minnesota. The tests are done for the subjects of reading and math.

FAST tests are given three times each year to grades K-4. This computerized test includes reading, math and language arts. The test questions adjust to the student responses to gauge the skills of each student. Results of the test will indicate the strength and weaknesses of students to better differentiate instruction for each student throughout the year.

Formative Assessment System for Teachers (FAST) has replaced AIMSweb testing. Both are quite similar in the format. Several one-minute times tests are administered and scored in reading and math. Testing is done three time a year to measure educational growth and individual needs. Testing will be done in grades K-4.

Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will help parents/guardians make informed decisions that benefit their children, schools and communities.

Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

Why does participation matter?

A statewide assessment is just one measure of your student’s achievement, but your student’s participation is important to understand how effectively the education at your student’s school is aligned to the academic standards.

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will be counted as "not proficient" for the purposes of school and district accountability, including opportunities for support and recognition.
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

Academic Standards and Assessments

What are academic standards?

The [Minnesota K–12 Academic Standards](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)

- Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8 and high school for science.
- Majority of students take the MCA.
- MTAS is an option for students with the most significant cognitive disabilities.

ACCESS and Alternate ACCESS for English Learners

- Based on the WIDA English Language Development Standards.
- Given annually to English learners in grades K–12 in reading, writing, listening and speaking.
- Majority of English learners take ACCESS for ELLs.
- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The reading and mathematics MCAs are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Because test content represents the academic standards as completely as possible, preparing for and taking the assessments uses the very same knowledge, processes and strategies included in the standards.

Are there limits on local testing?

As stated in 120B.301, for students in grades 1-6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7-12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

Where do I get more information?

Students and families can find out more on our [Statewide Testing page](http://education.state.mn.us) (education.state.mn.us > Students and Families > Statewide Testing).



Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three page form on the district website and include it in district student handbooks.

Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

*To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.*

Date _____ (This form is **only** applicable for the 20__ to 20__ school year.)

Student's Legal First Name _____ Student's Legal Middle Initial _____

Student's Legal Last Name _____ Student's Date of Birth _____

Student's District/School _____ Grade _____

Please initial to indicate you have received and reviewed information about statewide testing.

_____ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](#) (Students and Families > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

_____ MCA/MTAS Reading _____ MCA/MTAS Science

_____ MCA/MTAS Mathematics _____ ACCESS or Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my student will be counted as "not proficient" for the purpose of school and district accountability and waive the opportunity to receive a college-ready score that could save him/her time and money by not having to take remedial, non-credit courses at a Minnesota State college or university. My school and I may lose valuable information about how well my student is progressing academically. In addition, opting out may impact the school, district, and state's efforts to equitably distribute resources and support student learning.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only.	Student ID or MARSS Number _____
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E-Learning Days

In the event of a school closure due to inclement weather, learning expectations for all students may continue through “e-learning” activities, which will serve as student contact days. Thank you for partnering with us as we strive to provide meaningful, Minnesota State Standards-aligned, learning activities for our students.

At the Elementary Level, learning activities may be a combination of, but not limited to: BINGOCards, Seesaw, or google assignments. BINGOCards and e-learning assignments, developed by your child’s teacher, provide academic progress and knowledge for students, continue classroom instruction and provide an accountable means for students to show learning. Students will be required to turn in their BINGOCard and e-learning assignments and teachers will be required to grade materials. Teachers will communicate when assignments are due and in most cases will be due no later than 2 days after an e-learning day occurs.

Teachers will communicate with parents/guardians regarding how students can get help (or ask questions) about their e-Learning Day/BINGOCard assignments. Teachers will be available to students during regular school hours by phone, email or online processes (seesaw, remind, email, etc.).

Attendance will be taken the following school day and will be dependent upon if e-learning or BINGOCard is complete and/or turned in. E-learning days will be announced via the school website, facebook, twitter, PAS app, and the Honeywell alert system.

Students whose family chooses to not participate in the e-learning day are reported as absent. It is up to the school whether to consider this an excused absence, according to Minnesota Statutes, section 120A.22 subdivision 12.

Minnesota Department of Education (MDE) e-Learning Days (MN statutes, section 120A.414)

The Minnesota Department of Education (MDE) e-Learning Days statute outlines how Minnesota school districts and implement these instructional days. According to the statute:

- Definition: “E-learning day” means a school day where a school offers full access to online instruction provided by students’ individual teachers due to inclement weather.
- Each students’ teacher must be accessible both online and by telephone during normal school hours on an e-learning day to assist students and parents.
- Notify parents and students at least two hours prior to the normal school start time that students need to follow the e0learning day plan for that day.
- Notify parents and students of the e-Learning day plan at the beginning of the school year. (Notification for the 2019-2020 school year occurred during conferences.)
- Accommodations for students without sufficient access to the internet, hardware or software in their homes. (School administration, teachers and other staff continually work with families to ensure equitable access to online resources or the assignment of alternative resources or assignments.)

Special Programs & Supports

In order for a student to be placed in a specialized program, the child must be referred to the Child Study Team. Teachers usually begin this process by referring the student and stating concerns about the student. A parent may also make a referral. Members of the Child Study Team include the principal, school psychologist, school nurse, special education teachers, speech therapists, para-professionals and the referring teacher.

Assessment

The Child Study Team will determine if assessment is necessary and who will administer the assessments. The assessment and staffing must be completed within 30 school days and reviewed with appropriate school personnel and the parents.

Program Planning

If a child qualifies for one of the programs, an individualized education plan (IEP) is developed and the child is placed in the program with parent permission.

The IEP identifies the student's needs, goals, and objectives and also lists the school personnel responsible for providing a specified service. Each student's IEP is reviewed annually to assess progress and to determine if any modifications need to be made to the student's program.

Autism Spectrum Disorders

Autism Spectrum Disorders (ASD) are a set of neurodevelopmental disorders that affect how children process information and see the world. ASD can impact children's social relationships, communication skills and behaviors in different ways and to different degrees. Children with ASD may have restricted interests or repetitive patterns of behavior. ASD usually appears during the first three years of a child's life. Most parents first notice the loss of skills or developmental delays when their child is 15 to 18 months old. Symptoms can range from very mild to severe. Each child might display a unique combination of characteristics ranging from low to high functioning forms of ASD, requiring individually determined educational and treatment programs (Minnesota Dept. of Education, 2014).

Developmental Adapted Physical Education (DAPE)

Developmental Adapted Physical Education (or DAPE as it is also called) means specially designed physical education instruction and services for pupils with disabilities who have a substantial delay or disorder in physical development. Developmental adapted physical education: special education instruction for pupils age three through 21 may include development of physical fitness, motor fitness, fundamental motor skills and patterns, skills in aquatics, dance, individual and group games and sports.

Students with conditions such as obesity, temporary injuries and short-term or temporary illnesses or disabilities are termed special needs students. Special needs students are not eligible for developmental adapted physical education.

Early Childhood Special Education

This program services children ages birth - 6 years of age that have special needs such as developmental delays or other handicapping conditions.

Special Education

Pipestone Area Schools makes every effort to locate, evaluate, and educate all special needs children under provisions of the Individuals with Disabilities Education Act of 1997, Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Programs and services are provided for eligible students in the areas of autism spectrum disorders, deaf and hard of hearing, deaf/blind, developmental delay for students under the age of 7, developmental cognitive disability, emotional or behavior disorder, other health disabilities, physically impaired, severely multiple impaired, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment.

If a parent is concerned about their child's progress in school, they should bring their concern to the attention of their child's teacher or principal, so that staff are aware of the concerns and can implement instructional support strategies and interventions as needed. If attempts have been made to address the concerns and the child continues to experience difficulties, a referral for special education evaluation can be made. These evaluations are made in order to determine whether the child's lack of progress is related to a specific educational disability. Parents will be asked for their written consent for the evaluation.

Emotional Behavioral Services

This program is for students who display persistent and intense behavioral difficulties which interfere with their learning relationships with others. Students who may be considered for special education under the Emotional or Behavioral Disorders (EBD) category need specialized services for emotional or behavioral supports for a wide range of complex and challenging emotional or behavioral conditions. Medical, biological and psychological conditions as well as genetic dispositions can affect these students' ability to learn and function in school (Minnesota Dept. of Education, 2014).

Learning Disabilities (LD)

The learning disabilities program is for students who have a significant discrepancy between their ability level and their actual achievement level. Students may qualify for this program in one of the following seven areas: basic reading skills, reading comprehension, math calculation, math reasoning, written expression, oral expression and listening comprehension. Students in this program must meet entrance criteria set by the Minnesota Department of Children, Families and Learning. Specific Learning Disability (SLD) is a disorder in one or more of the basic psychological processes involved in understanding or in using spoken or written language. The disability may be exhibited as an imperfect ability to listen, think, speak, read, write, spell, or do mathematical calculations. SLD also includes conditions such as perceptual disabilities, brain injury, minimal brain dysfunction, dyslexia and developmental aphasia (Minnesota Dept. of Education, 2014).

Low Incidence Services

The Service Cooperative provides regional consultants to assist schools and families with program planning, modifications and adaptations. Low incidence refers to children who are hearing impaired, visually impaired, deaf/blind, physically handicapped, autistic, severely/mentally handicapped, multiple handicaps and other health impairments. For more information concerning the Service Cooperative and its programs, contact the school office.

Developmentally Impaired Services

The goal of this program is to help students who are developmentally delayed, to reach their potential and gain the skills necessary to become a productive person. A child up to age seven who is experiencing a measurable delay in development according to diagnostic instruments and procedures fits the Developmental Delay (DD) disability category. Developmental Cognitive Disability (DCD) is defined as a condition that results in intellectual functioning significantly below average and is associated with concurrent deficits in adaptive behavior that require special education and related services (Minnesota Dept. of Education, 2014).

Other Health Disabilities

Other Health Disabilities (OHD) includes a wide range of chronic or acute health conditions that range from mild to severe. Medications, treatments, therapies and repeated hospitalizations can affect a student's ability to learn and function at school. A student with such a condition may be considered for special education under the OHD category (Minnesota Dept. of Education, 2014).

Psychologist

The school psychologist spends the majority of their time serving special education students as required by current state and federal rules. However, approximately 20% of their time can be centered in the areas of prevention and non-special education needs. These services include the following:

- Consulting with parents, teachers, administration, other professionals and agencies of the community.
- Individual evaluations of children in the areas of academic achievement, intelligence, personal social adjustment and sensory and eye-hand functioning.
- Referring parents and children to other helping resources.
- Small group and individual counseling with students.

Speech and Language Services

The Individuals with Disabilities Education Act (IDEA) defines speech/language impairment as a "communication disorder such as stuttering, impaired articulation, language impairment or a voice impairment that adversely affects a student's educational performance.

Minnesota Rule 3525.1343 outlines the specific categorical requirements and criteria for speech or language impairments eligibility in Minnesota.

- Fluency disorder means the intrusion or repetition of sounds, syllables and words; prolongation of sounds; avoidance of words; silent blocks; or inappropriate inhalation, exhalation, or phonation patterns. These patterns may also be accompanied by facial and body movements associated with the effort to speak.
- Voice disorder means the absence of voice or presence of abnormal quality, pitch, resonance, loudness or duration.
- Articulation disorder means the absence of or incorrect production of speech sounds or phonological processes that are developmentally appropriate (e.g. lisp, difficulty articulating certain sounds, such as L or R).
- Language disorder means a breakdown in communication as characterized by problems in expressing need, ideas or information that may be accompanied by problems in understanding (Minnesota Dept. of Education, 2014).

School Social Worker

The school social worker is a member of the education team who promotes and supports student academic and social success by providing specialized services that may include: assessment of student needs through observation, interviews, and testing; treatment of mental and emotional disorders; individual and group therapeutic services; crisis prevention and intervention; working with students in both general education and special education settings; advocacy for students, parents, and the school district; education and training for parents and guardians; information and referral; professional case management; collaboration and consultation with community agencies, organizations, and other professionals, classroom guidance curriculum; and staff & policy development. School social workers remove barriers with teachers, mediating disputes between multiple parties, implementing behavior plans, and developing intervention strategies for school prevention on needs like bullying, violence, etc. (Minnesota School Social Work Association, 2014).

Character Education

Each classroom in the elementary receives character education lessons by a trained and licensed professional. The lessons focus on character traits such as respect, responsibility, diversity, anti-bullying and empathy. The US Department of Education defines character education as “an explicit learning process from which students in a school community understand, accept and act on ethical values such as respect for others, justice, civic virtue and citizenship, and responsibility for self and others while stating that “character education teaches habits of thought and deed that help people live and work together as families, friends, neighbors, communities and nations.” (US Dept. of Education, 013).

Title I

Title I is a federally funded program whose purpose is to improve the academic opportunities of students who are functioning below grade level in reading and math. Its goals are to help students succeed in the regular classroom, attain grade level proficiency and improve their academic achievement. Parental permission must be received before regular, planned supplemental services can take place. Title 1 students receive supplemental service in language arts and math. They may receive additional instruction in the classroom and/or in the Title 1 classroom.

Supplemental instruction is provided by a teacher or paraprofessional. The Title 1 program strives to teach and reinforce skills that will help your child reach grade level proficiency.

504 Program

Section 504 of the Rehabilitation Act of 1973 (34 C.F.R. Part 104) is a federal civil rights statute that assures individuals will not be discriminated against based on their disability. All school districts that receive federal funding are responsible for the implantation of this law. This law protects a student with an impairment that substantially limits one or more major life activities, whether the student receives special education services or not. Section 504 is designed to provide equal access and fairness in general education to students with disabilities. A student is entitled to a 504 Accommodation Plan if they have been identified as having a disability and the evaluation show that the individual has a mental or physical impairment that substantially limits one ore more major life activities. If a parent is concerned about a child’s progress in school because of a disability, they should bring their concern to the attention of the school social worker and classroom teacher.

Food Services

In accordance with the State Health Department recommendations, school district policy prohibits food prepared at home to be brought to school for class parties, treats and snacks. This policy DOES NOT include school lunches. **We recommend that NO pop or candy be given to students for their lunchtime meals.**

Breakfast & Lunch– Provision & Payment

Our district offers breakfast and lunch at school. The Food Service Department strives to produce quality meals in an efficient and fiscally responsible manner. Pipestone Area Schools recognizes the parent/guardian's responsibility to provide breakfast and lunch for their children. Proper nutritional intake is essential for adequate learning to occur. The Food Service Department utilizes a computerized Point of Sale system requiring pre-payments. Students may purchase meals when funds have been deposited into their personal account. Cash payments are always accepted. Families may apply for free/reduced meals any-time during the school year.



To participate in the school's lunch program, **all accounts must be paid in advance** at all times. Family balances are available on Schoolview. Families are expected to have a positive balance in their students account. The parent/guardian will be notified when their students account reaches a balance of \$10 or less. The parent/guardian will receive a 2nd notification from the Food Service Director when their students account reaches a zero or negative balance. Further negative balances initiates notification from other school personnel including school counselors and the principal. Meetings with school personnel will occur to discuss options including providing a student with an alternate lunch.

Free & Reduced

Independent School District #2689 participates in the National School Lunch Program. This allows children from households that meet certain household sizes and monthly income criteria to receive either a free or reduced price meal. You may apply for these benefits at any time during the year by notifying the school office and requesting the appropriate forms or you can find them online under Food Services. Your application is strictly confidential and will be used only to determine eligibility and verification of data.

Note: Food Allergies & Other Meal Accommodation Requests

If your student has food allergies or may require any other special meal accommodations for any reason, please complete the appropriate paperwork through the Food Services personnel.

Backpack Program



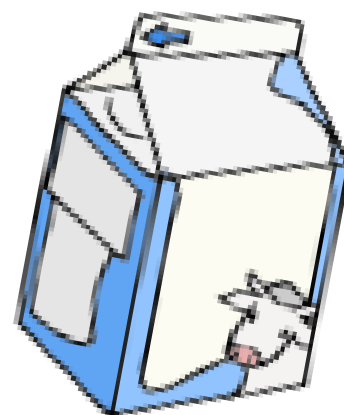
Our public school provides free and reduced meals to families in need through the National School Breakfast and Lunch Program. In some instances, if it weren't for these meals, our school-aged children would be trying to learn on an empty stomach. The Pipestone Backpack provides elementary students who qualify for Free or Reduced meals a pack filled with nutritious, easy-to-prepare foods for students until access to the school meal program resumes. We will be providing 2 pieces of fruit, 2 breakfast items, 2 lunches, and 2 snacks. If there is an extended weekend, we will pack for one additional day. We will never pack for more than three days because of the size of the bag needs to be manageable for children. The food will be placed in bags and then put into your student's backpack as discretely as possible. Please contact your student's classroom teacher, the school secretary or the school social worker for a backpack. program form to begin participating.

Milk Break

Elementary students have an option to take a milk break each day. The timing of these varies for each class, as it occurs at a time that fits within a teacher's schedule.

Milk break can be paid for the entire year or can be paid for by semester.

The cost of milk break for Kindergartners is **FREE**. For grades 1-4 and preschoolers, milk break is \$60/year OR \$30/semester



For more information about Food Service programs, please visit:

<https://bit.ly/2JBjDwr>

Food Service Director can be reached at 507-562-6018

Health Services

School nurses and health Paras will provide health services for students at Brown, Middle School/High School and Hill Schools. Please alert the school nurse if your child has a health concern that could affect his/her learning.

Vision and hearing screenings will be held regularly. Parents will be notified if results are not within normal limits. Routine screenings are not intended to replace medical check-ups by your doctor.

Illness

When a child develops a fever or other symptoms of illness, the parent or other person listed on the emergency form will be notified. It is the parent's responsibility to provide transportation home for the child. This should be done as soon as possible. Upon returning to school, the student should have a written note or telephone call from the parent stating a reason for the absence. If a child is absent for three or more consecutive days, the family may be contacted by the school health personnel, and should have a doctor's note upon their return. A child who has been absent from school for several days because of an infection or contagious disease, is required to present a statement from a doctor upon returning to school. Contagious diseases such as pink eye and impetigo must be treated for 24 hours prior to your child returning to school.



Exclusion from School

A child should be excluded from school for the following conditions:

1. Contagious disease - chicken pox, mumps, pink eye, impetigo, etc. (*treat for 24 hours before student can return to school. Must have a doctor's note if contagious.)
2. Skin eruptions or a suspicious rash.
3. Vomiting & diarrhea - student must stay home for 24 hours AFTER the last incident of vomiting or diarrhea.
4. Abnormal temperature (100° or more) - student must remain at home until 24 hours after their fever has broken (without medication).
5. Persistent cough to the point of vomiting or disruption of class - may return to school once the cough is under control.
6. Any child who has diarrhea & who is required to wear a diaper, must be excluded from school until the diarrhea has stopped.

****Please note:** If your student is found to have head lice, fleas or scabies, you will be notified and your student will be sent home. It is the expectation of the school that you and your students will seek the appropriate medical attention immediately. Appropriate steps need to be performed to your home IN ADDITION to those being done on your student and family. They may then return to school after the appropriate treatment(s) have been performed.

Accident Policy

All accidents must be reported to the nurse's office as soon as possible. A written report will be completed by the school personnel involved with the accident and given to the building principal. **Parent's will also be notified of the occurrence.**



Health/Medical Policy

The 1987 Legislature passed a statute dealing with giving medication in school. The statute is as follows:

“A licensed school nurse or, in the absence of the nurse, a principal, teacher or secretary may administer medication prescribed for a pupil under the conditions set forth in this section. Administration of medications by school personnel must only be done according to the written order of a licensed physician and written authorization of a parent.

Medication to be administered must be brought in to school in a container appropriately labeled by the pharmacy or physician. Medications that are not taken orally or that have the potential of dangerous side effects may be administered by a licensed school nurse/public health nurse.”

Medication/Prescription Policy

Students may take medication during school hours according to the following procedures:

1. **Non-Prescription:** Medications available without a prescription (over-the-counter) should be brought to the school in their original containers and left with the school nurse. **This includes cough drops.** A permission form will need to be completed by the parent.
2. **Prescription:** There will be forms at the doctor's office that can be filled out when a prescription is written, thus parents will immediately have the written order of the physician and the prescription bottle. Please consider adjusting medication schedules so it may be given at home.
3. **Medication:** Students who require daily prescription medication **MAY NOT** carry it on their person or keep it in their desk or locker. Medication **must** be in the original container and left with the nurse. A permission form must be completed by the parent. Students with asthma or allergies may carry their own prescribed inhaler if a doctor's order for the same is on file in the health office.

Immunization Policy

Parents will be asked to show the school nurse that immunizations have been given or have been started. If there is a medical reason why the child cannot be vaccinated, or if a parent/guardian objects to the immunization, this must also be documented and notarized.

Immunizations are required by law according to the Minnesota School Immunization Law (Minnesota Statutes 1988 Section 123.70). These are required in order to stay in school, for the safety of the other students and in order for graduation.



Are Your Kids Ready?

Minnesota's Immunization Law

Immunization Requirements Use this chart as a guide to determine which vaccines are required to enroll in child care, early childhood programs, and school (public or private).

Find the child's age/grade level and look to see if your child had the number of shots shown by the checkmarks under each vaccine. Children birth to 2 may not have received all doses. Look at the table on the back, it shows the age when doses are due.

Birth through 4 years Early childhood programs & Child care	Age: 5 through 6 years ^① For Kindergarten	Age: 7 through 11 years For 1st through 6 th grade	Age: 12 years and older For 7 th through 12 th grade
Hepatitis A (Hep A) <input type="checkbox"/> <input type="checkbox"/>			
Hepatitis B (Hep B) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Hepatitis B <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Hepatitis B <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Hepatitis B ^⑥ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
DTaP/DT <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	DTaP/DT ^④ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	tetanus and diphtheria containing doses <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Tdap ^⑦ <input type="checkbox"/> at 7 th grade
Polio <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Polio ^⑤ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Polio <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Polio <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
MMR <input type="checkbox"/>	MMR <input type="checkbox"/> <input type="checkbox"/>	MMR <input type="checkbox"/> <input type="checkbox"/>	MMR <input type="checkbox"/> <input type="checkbox"/>
Hib <input type="checkbox"/>			Meningococcal ^⑧ <input type="checkbox"/> at 7 th grade & at <input type="checkbox"/> age 16
Pneumococcal ^② <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
Varicella ^③ <input type="checkbox"/>	Varicella ^③ <input type="checkbox"/> <input type="checkbox"/>	Varicella ^③ <input type="checkbox"/> <input type="checkbox"/>	Varicella ^③ <input type="checkbox"/> <input type="checkbox"/>

Immunizations recommended but not required:

Influenza Annually for all children age 6 months and older	
Rotavirus For infants	Human papillomavirus At age 11 -12 years

- ① First graders who are 6 years old and younger must follow the polio and DTaP/DT schedules for kindergarten.
- ② Not required after 24 months.
- ③ If the child has already had chickenpox disease, varicella shots are not required. If the disease occurred after 2010, the child's doctor must sign a form.
- ④ Fifth shot of DTaP not needed if 4th was after age 4. Final dose of DTaP on or after age 4.
- ⑤ Fourth shot of polio not needed if 3rd was after age 4. Final dose of polio on or after age 4.
- ⑥ An alternate 2-shot schedule of hepatitis B may also be used for kids from age 11 through 15 years.
- ⑦ Proof of at least three doses of diphtheria and tetanus vaccination needed. If a child received Tdap at age 7-10 years another dose is not needed for 7th grade. However, if it was only a Td, a Tdap for 7th grade is needed.
- ⑧ One dose is required for 7th grade, a second dose at age 16 years (10th/11th grade).

Exemptions To go to school in Minnesota, students must show they've had these immunizations or a legal exemption with the school.
Parents may also a medical exemption signed by a health care provider or a conscientious objection signed by a parent/guardian and notarized.

Looking for Records? For copies of your child's vaccination records, talk to your doctor or call the Minnesota Immunization Information Connection (MIIC) at 651-201-5503 or 1-800-657-3970.

Student Conduct

The staff at Brown and Hill Elementary Schools recognize the rights of all students and staff and understand their right to be respected. We have three behavior expectations of Pipestone Elementary students. We expect them to conduct themselves in a safe manner, be respectful, and act responsibly.

Time will be spent throughout the year teaching students what behaviors are expected. Positive behavior is encouraged with rewards and recognition. Some unacceptable behaviors include: willful disobedience (refusal to cooperate), aggression and profanity. When a child does not meet the behavioral expectations, we will attempt to understand the behavior and help the child to determine if the chosen behavior got the response the child was seeking. At the Pre-K to grade 4 developmental level, children are learning about how to handle situations that come up in their lives. Hopefully, with our guidance, our students will learn to explore options and choose the best actions. If inappropriate behavior continues, the teacher will notify the parent/guardian. Other consequences might include removal from the situation, lose privileges (such as recess), or be given detention. Instances of severe, prolonged or frequent misbehavior may be referred to the office.

Although the student expectations listed above are written in a broad manner, they will be made more specific by each classroom teacher through instruction throughout the school year. The teacher's purpose in providing instruction will not only be to produce a given behavior, but to help each child see himself/herself as the kind of person who is responsible, respectful, safe and caring.

The following pages include procedures specific to our primary schools that will be used in conjunction with Pipestone Area School District's Discipline Policy (#506), other relevant conduct policies, as well as examples of our expectations and our "On-Target Arrows" tools and protocol.



Weapons Policy

A dangerous weapon may be many things. It includes guns, switchblades, brass knuckles, nun chucks, certain liquids & pellet guns. It does not matter whether the gun is loaded or unloaded. A dangerous weapon includes any device or instrument designed as a weapon or through its use, is capable of injury. Bringing a dangerous weapon, a replica weapon or a BB gun onto school property is a violation of Minnesota law and the Federal Gun-Free Schools Act. It is a serious violation and is called a **felony**. Law enforcement officials will be notified when this policy is violated. **You may NOT possess a dangerous weapon at any time on school property** producing great bodily harm or death.

A replica firearm is defined as a device or object that is not defined as a dangerous weapon, and that is a facsimile or toy version of, and reasonably appears to be a pistol, revolver, shotgun, sawed-off shotgun, rifle, machine gun rocket launcher or any other firearm.

Possession on school property includes on a school bus, on any property leased or owned by the school and whether the school is public or private. Violation of this policy will result in penalties including expulsion from school in addition to statutory penalties, which include significant fines and prison.



Vandalism

If any school property is damaged due to inappropriate acts or behavior by a student, the principal shall assess the cost against the student and/or parent and will determine any other disciplinary action for the student.

Cell Phones/**Gizmo Watches**

Cell phones or **gizmo watches** are NOT to be used during school hours. Please leave them at home. We are not responsible for any damage and all electronics brought to school from home must follow school technology policies while in the building. Devices MUST be turned off during school hours unless otherwise approved by the classroom teacher. Violations of this policy may lead to the cell phone being confiscated by the teacher and building principal. **Gizmo watches will be put in the students locker during school hours if parents want their student to wear them to and from school. The school is not responsible for lost or stolen items.**

Policy Against Religious, Racial, and Sexual Harassment and Violence

Everyone at District 2689 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.

- A. Name calling, jokes or rumors.
- B. Pulling on clothing.
- C. Graffiti.
- D. Notes or cartoons.
- E. Unwelcome touching of a person or clothing.
- F. Offensive or graphic posters or book covers.
- G. 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, para-professional, counselor, the principal or the Human Rights Officer.

You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights officer. Your privacy will be respected as much as possible. We will take seriously all reports of religious, racial or sexual harassment or violence and will take all the 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 made a report.

This is a summary of the school district policy against religious, racial and sexual harassment and violence. Complete policies are available in the Superintendent's Office upon request.

Religious, Racial and Sexual Harassment and Violence Are Against The Law. **Discrimination is against the law.**

CONTACT: Supt. Kevin Enerson
Human Rights Officer
Pipestone Area Schools
1401 7th St SW
Pipestone, MN 56164
Phone: (507) 562-6068

Bullying Prohibition

Highlights of Policy 514

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.

Bullying, continued

- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district’s policies and procedures, including the school district’s discipline policy. The school district may take into account the following factors:
1. The developmental ages and maturity levels of the parties involved;
 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 3. Past incidences or past or continuing patterns of behavior;
 4. The relationship between the parties involved; and
 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.




- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

For additional bullying information, go to the school website, district tab and click on “Safe and Supportive Schools”

This link gives the full district policy, the law it is based upon, as well as resources parents and educators can use when addressing bullying with their students.

On Target Arrows

The following pages are examples of tools the elementary schools will be using to create consistent behavior expectations and consistent intervention and discipline protocols.

	Classroom	Lunchroom	Hallway	Bathroom	Playground	Bus/Taxi
<p>On-Target Arrows are safe</p> 	<ul style="list-style-type: none"> *Listen and follow staff directions *Try your best 	<ul style="list-style-type: none"> *Eat your food *Stay seated *Raise your hand for help 	<ul style="list-style-type: none"> *Eyes forward *Walking feet 	<ul style="list-style-type: none"> *Go to bathroom *Flush *Wash your hands 	<ul style="list-style-type: none"> *Line up when bell rings *Play safely *Gentle touch *Follow staff directions *Use equipment appropriately- only use school provided equipment 	<ul style="list-style-type: none"> *Stay out of the "Danger Zone" *Stay seated *Keep head and hands inside bus *Only visit with driver when stopped *Alcohol, tobacco, drugs prohibited
<p>On-Target Arrows are respectful</p> 	<ul style="list-style-type: none"> *Use inside voice 1, 2, 3 *Hands and feet to self *Follow staff directions *Listen, be caring and polite 	<ul style="list-style-type: none"> *Use inside voice 1, 2, 3 *Hands and feet to self *Use good manners 	<ul style="list-style-type: none"> *Use silent voice — 1 *Set a good example *Hands and feet to self *Follow staff directions 	<ul style="list-style-type: none"> *Use whisper voice 1 or 2 *Respect others privacy *Set a good example 	<ul style="list-style-type: none"> *Use outside voice 1, 2, 3, 4 *Be kind to others *Take turns *Share *Include others *Give a helping hand *Follow directions *Tell an adult if someone is hurt 	<ul style="list-style-type: none"> *Use inside voice 1, 2, 3 *Hands and feet to self- on the bus and at bus stops *Use appropriate language *Be kind to others *Follow driver directions, including seat assignments
<p>On-Target Arrows are responsible</p> 	<ul style="list-style-type: none"> *Use furniture and materials appropriately *Keep classroom clean *Take Home Folders/Binders are returned *Take Home Practice is completed and returned 	<ul style="list-style-type: none"> *Two hands on tray *Dump and stack tray appropriately *Keep your space clean 	<ul style="list-style-type: none"> *Hands and feet to self *Keep hallway clean 	<ul style="list-style-type: none"> *Keep area clean *Report empty supplies *Report messes 	<ul style="list-style-type: none"> *Backpack on Line *Use and clean up toys appropriately *Take care of nature 	<ul style="list-style-type: none"> *Keep bus clean *Keep the aisle clear

On-Target Arrows Behavior

Minors (Yellow)	<ul style="list-style-type: none"> ◆ Student receives a yellow ticket ◆ Profanity, Willful Disobedience, Disrespect, and picking on someone will render a yellow ticket. ◆ Parent contacted by the teacher.
Warning Slip (Orange)	<ul style="list-style-type: none"> ◇ Student fills out 'Think' sheet ◇ Meets with Principal/Adult and reviews 'Think' sheet. ◇ Parent contacted by principal. ◇ 3 orange slips will render a pink slip. ◇ Student will serve 1 noon hour detention.
Major (Pink)	<ul style="list-style-type: none"> • Student fills out "Think" sheet. • Meets with Principal/Adult and reviews "Think" sheet. • Parent contacted and meeting if necessary with teacher and student. • Pink from receiving 3 orange warnings (9 minors) will mean 3 detentions (one after school detention and 2 noon hour detentions). • Weapons, fighting, physical aggression, threatening and stealing will mean an automatic pink slip and in-school suspension. These will also be up to the principal's discretion.

NOTE: All behavior consequences can or could be up to the principal's discretion.

Technology & Internet Use

The Pipestone Area School Technology and Internet Use policies and practices are in the process of being revised. These will be distributed in a separate Technology handbook or informational sheet with technology permission forms at the beginning of the year or at registration.



July 2020 - June 2021

July 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

4 - Independence Day

January 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1- NY Day- No School
4- First Day Semester 2
18- MLK Day/In-Service
19-S 20-T 20-P

August 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

17-20 - In-Service
24 - First Day of School
6-S 10-T 8-P

February 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

15 - Presidents Day
19-S 19-T 19-P

September 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7 - Labor Day, No School
16 - Early Dismissal
21-S 21-T 21-P

March 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4 & 9-P/T Conferences
10-Early Dismissal
19-No School
22-S 23-T 22-P

October 2020

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

7 - Early Dismissal
15-16 MEA - No School
28 - Early Dismissal
29 - P/T Conferences
20-S 20.5-T 20-P

April 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2-5 Spring Break
20-S 20-T 20-P

November 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

3-P/T Conferences
11 - Veterans Day
18-Early Dismissal
26-27 Thanksgiving - No School
19-S 19.5-T 19-P

May 2021

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

14 - Last Day of School (90)
16 - Graduation
17 - Workday
10-S 11-T 11-P

December 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

9 - Early Dismissal
23 - End of First Semester (83)
24-31 Winter Break No School
17-S 17-T 17-P

June 2021

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Make up Days -1-18, 2-15, 3-19, 5-17, 5-18, 5-19, 5-20, 5-21
E-Learning Days as needed (5)

Totals: Student: 173 Teacher: 181 Para: 177



PIPESTONE AREA SCHOOLS District No. 2689

Kevin Enerson, Superintendent
Cory Strasser, MS/HS Principal
Toni Baartman, Elementary Principal
Melany Wellnitz, Director of Curriculum

Jacque Kennedy, Business Manager
Rick Zollner, Activities Director
Cal Jans, Maintenance Director
Jean Bailey, Food Nutrition Director

"District and Community committed to working together to provide educational excellence and support our students for their future."

Notice of Non-Discrimination

The Pipestone Area Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Pipestone Area Brown & Hill Elementary Americans with Disabilities Act/Section 504

Coordinator

Toni Baartman
1401 7th St SW
Pipestone, MN 56164
507-825-6756

Toni.baartman@pas.k12.mn.us

Office Location: Brown and Hill Elementary Schools

Student Sex Nondiscrimination

A complete copy of the Student Sex Nondiscrimination policy #522 is on file in the Principal's Office, District Office and District website.

The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.

"Inspire life-long learners. Build Character. Prepare them for their future."

1401 7th St SW
Pipestone, MN 56164

District Phone: 507-562-6068
District Fax: 507-825-6718

www.pas.k12.mn.us

PIPESTONE AREA ELEMENTARY

STUDENT/PARENT HANDBOOK SIGNATURE PAGE

After reading the Student/Parent Handbook, please sign the appropriate lines below and return the form to your child's classroom teacher.

We, the parent (s)/guardians of _____ agree to follow and the policies outlined in the student handbook for the current school year. We recognize the right and responsibility to discuss the rules and policies with our child and recognize it is the right and responsibility of the staff and teachers to make the rules and reinforce them.

Signature of Parent/Guardian

Date _____

Signature of Parent/Guardian

Date _____

Pipestone Area Schools 2020-2021 Middle School Handbook



PIPESTONE AREA MIDDLE SCHOOL

The components of this handbook are derived from School District Policy. A complete copy of each policy is on file in the Principal's Office, District Office and on the District website.

I. GENERAL INFORMATION

A. School Agenda/Assignment Notebook

Each student will be issued an assignment handbook to promote organizational skills and increase student achievement. Students will always have their handbooks with them. Students who lose or intentionally destroy their handbook will be required to purchase a replacement at the cost of \$10.00.

B. Building Hours

The Pipestone Area School Building hours are from 7:45 A.M. to 3:45 P.M. **Students should not "hang out" in the building after 3:30 P.M.** Students who do not have a valid reason for being in the building will be asked to leave.

C. Visitors

All visitors are to report directly to the High School/Middle School Office upon entering the school. Student visitors are not allowed to attend classes during the school day.

D. Church/Family Night

Each Wednesday evening of the school year is designated as church/family night. There will be NO middle school/senior high school activities, practices, or work sessions scheduled after 7:00 P.M.

E. Teacher Qualifications

Parents may check the qualifications of their student's teachers by checking Pipestone Area Middle School's Website (www.pas.k12.mn.us) or by contacting the Principal's office.

F. Pledge of Allegiance

Pipestone Area Middle School will read the Pledge of Allegiance at least weekly during the school year. Any student who wishes to sit out the pledge may do so and other students will respect that right.

G. Fire/Tornado Drills

Drills are required by law and are an important safety precaution. When the fire signal is given, everyone must leave the building by the prescribed route. Students should walk quietly and rapidly across the street. When the tornado signal is given students are to proceed to the assigned shelter area. Each student should familiarize him/herself with the exit route that is posted in every classroom. At the end of the drills, students will return directly to their classes.

H. Student Pictures in School Publication/Internet Web Pages and Local TV Broadcasting

If any student does not wish to have his/her picture included in a school publication, including internet web pages, and local TV broadcasting, his/her parent must notify the principal's office in writing before the picture is taken.

II. ACADEMICS

The Pipestone Area Middle School will use the following grading scale for all classes.

A = 92 – 100%

B = 83 – 91 %

C = 74 – 82 %

D = 65 – 73 %

F = 64% and below

P/Pass = C

A. Report Card Information

Report cards are computer-generated and given out four times each school year. PAS uses a 4.0 (A) scale.

B. Honor Roll

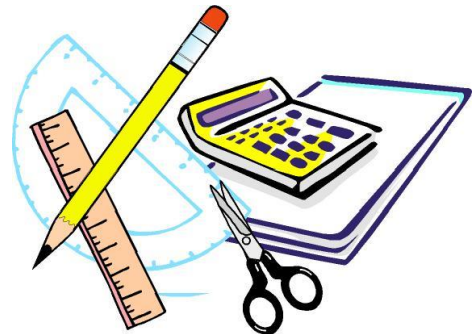
Specific requirements for eligibility:

1. Honor Roll I – Students must have a 3.5 or higher-grade point average for the current quarter to qualify for Honor Roll I.
2. Honor Roll II – Students must have a 2.75 to 3.49 grade point average for the current quarter to qualify for Honor Roll II.

C. Class Failure Policy

1. "Definition of Failing a Full Year Class" Add each of the four quarter percentages, divide that number by four, and then place that percentage into the current grading scale for the class.
2. Any student failing a course may take an online learning program during summer school. Upon successful completion of the summer school course(s), the student will be promoted to the next grade level.
3. Any student choosing to not complete the summer program will repeat the classes/grade level failed.

Any student not making adequate academic progress may be ineligible for extracurricular practices or games. The coach, athletic director and administration will determine reinstatement.



D. Academic Integrity Policy

1. Academic honesty is a core value at PAS. All students are encouraged to show personal honesty in their work and expect the same from others. Doing this allows each student to be evaluated on his or her personal accomplishments and at an equal basis with others while demonstrating the curriculum expectations.

2. Academic Honesty falls into two categories

a. Plagiarism – to steal and pass off (the ideas or works of another) as one’s own; to use (another’s production without crediting the source; to commit literacy theft, to present as new and original an idea or product derived from an existing source.

b. Sharing of Work

3. Examples

a. Cheating on a quiz or test by any means other than your own memory.

b. Copying an assignment or worksheet or sharing information about an assignment or test.

c. Offering another student the answers to an assignment, worksheet, or test.

d. Theft of items such as worksheets, notes, notebooks, tests, and /or answer keys.

e. Lying to a faculty member about academic activities.

f. Failing to indicate quotations taken from a source or to identify the source when writing.

g. Copying any pre-written essays or assignments found on the Internet or using an essay from another person.

4. Consequences

a. In a situation where a teacher suspects academic dishonesty, the teacher will determine the scope of plagiarism that has taken place. For intentional situations where work is submitted that is not your own, the teacher will refer the matter to administration. A meeting will take place that may involve the student, parents, teacher and administration. For cases deemed plagiarism the following apply:

i. 1st offense – 3 hours detention and completion of assignment. A record of the plagiarism will be kept on file in the office until you leave school permanently.

ii. 2nd offense – One day In-School Detention and completion (re-do) of the corresponding assignment.

iii. 3rd offense – A 3rd or subsequent offense may result in a longer suspension and/or removal from the class.

b. Sharing of Work

I. Students who allow another student to use their work and present it as their own will be referred by the teacher to the administration. They will serve an after-school detention.

ii. Students who use another student’s work and present it as their own will serve 3 hours after school detention and complete the assignment to demonstrate proficiency as determined by the teacher.

III. ATTENDANCE

Attendance has been shown to be a key component of student learning. Regular attendance allows students to participate in the full scope of the curriculum, gain learning experiences, and collaborate with peers and teachers. To that end, regular attendance is correlated to high academic achievement. Pipestone Area Schools has created a clear attendance system. This system holds students accountable for regular attendance in accordance with State and Local attendance laws. Therefore, PAS students are expected to arrive at school and class on time and attend school and classes daily. This is done in accordance with state statute 120A.22 on compulsory attendance.

A. Attendance Policy

To earn a credit in a course at Pipestone Area Middle School or High School, a student must satisfactorily complete all course work and tests as assigned and not be absent from the class more than ten (10) times in the semester. Any student surpassing 10 absences in a semester will receive an unexcused absence for each absence thereafter. The school administrator has the authority to determine excused and unexcused absences.

If a student is absent from a class more than ten (10) times in a semester, credit for that class maybe denied. School related absences will not count towards the maximum days of ten. The student will have the right to appeal the loss of credit and request that the credit be reinstated. Any student losing credit will be required to visit with a school counselor and/or principal to discuss alternatives.

Parent(s)/Guardians will be notified by a letter at:

A. seven (7) absences in a semester

B. ten (10) absences in a semester

A parental conference may be requested at eight (8) absences. A truancy petition will be filed for excessive absences. When a student misses more than ten (10) times a certified letter may be mailed indicating that credit has been denied in the class and the student has the right to appeal.

Excused Absences

The following are generally considered excused absences but may not be limited to:

1. Illness, injury or hospitalization of the student.
2. Appointments that generally cannot be scheduled outside the normal school day such as medical, dental, chiropractic, orthodontic, driver’s exam and counseling. Verification of appointments shall be provided to the office upon return to school.
3. Family emergency.
4. Mandatory court appearances.
5. Compliance with any part of Individual Education Plan or a 504 Accommodation Plan.
6. Students attending a State Tournament in which Pipestone Area School is a participant. Parent permission must be given in advance and verification of attendance shall be provided upon return. Attendance will be excuse as parent verified.

Exempt Absences

Exempt absences are those that do not count against the 10-day student absences.

1. Suspensions

Unexcused Absences

An unexcused absence will be given when the absence cannot be verified/approved by the school. The following will be unexcused:

1. Truancy (skipping school or class)
2. Appointments that could generally be done outside the normal school day (haircut, tanning booth, pictures, etc.)
3. Miscellaneous (oversleeping, sleeping in, missed bus, etc.)
4. No parent permission given for an absent.
5. Attending activities, school or other, as a spectator, which are not approved by the administration.

B. Student's Responsibility

It is the student's responsibility to be in school. It is also the student's responsibility to attend all classes regularly and to follow the correct procedures when absent from class.

C. Parent's Responsibility

It is the parent's responsibility to make sure the student attends school daily, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve attendance problems that may arise.

D. School's Responsibility

It is the school's responsibility to encourage the student to attend school, to maintain accurate attendance records in each class and study hall, to work cooperatively with the parents and the student to solve attendance problems.

E. Reporting Absences

When a student must leave school during the school day:

1. Students need a note or must have a parent call before they may leave school.
2. If a student becomes ill during the day they must report to the nurse's office before leaving the building.
3. Students must get an "Out of Building Pass" from the Principal's Office.
4. If a student does not follow these steps they will receive an unexcused absence from class.

When a student is absent for the entire day:

1. A parent should call the school before 9:30 A.M. with the reason the student will be gone.
2. Parents should write a note explaining the absence.
3. Students must get an "Admit Slip" from the office by 8:15 A.M. on the day they return to school.
4. If a student forgets a note or parents cannot be contacted they will receive an unexcused absence.

When a student will be gone from school:

1. Bring a note from a parent stating when you will be gone and the reason for the absence.
2. Get an advanced assignment sheet from the Principal's office.
3. Have your teachers complete the advance assignment sheet and make arrangements to make-up assignments that will be missed.

Make-up work:

Students shall have a reasonable amount of time within teacher discretion to complete school-work due to an absence.

F. Tardiness

Students are expected to be in class on time. Students will be considered tardy any time that they are not in an assigned area when the bell rings. A tardy is given if a student misses up to 15 minutes of a class. After 15 minutes a student is considered absent. Teachers may assign detention for tardiness. Students who continue to be tardy will be referred to the Principal's office. A parent conference, detention, loss of privileges or in school detention may result from excessive tardiness. Students who are tardy for 1st hour must report to the office to get a tardy slip. Students will be given one warning each semester. A parent conference, detention, loss of privileges, or in-school detention may result for excessive tardiness.

G. Extra-Curricular Absenteeism

Students must be in school for the entire afternoon starting with 5th hour, to participate or practice in any extracurricular activity that day. The principal or activities director may approve a waiver of this rule for medical, dental or other emergency situations.

H. Homebound Instructions

Students who are, or will be, absent for ten consecutive days due to injury, surgery, illness or pregnancy may be placed on home instruction with a medical doctor's written recommendation and approval of school administration. Application forms are available in the Principal's office.

I. Students Withdrawing or Transferring from School

Students withdrawing or transferring from school must complete the student withdrawal form available in the Counseling office.



J. Truancy

Pipestone Area Middle School will follow the Pipestone County Truancy Policy in dealing with students with unexcused absences. Truancy is defined according to MN Statutes 260A.02, subd. 3 and has two classifications.

1. A continual truant is any student who is absent from attendance at school without lawful excuse for three or more class periods or three or more days in one school year in middle, junior and senior high school.
 - a. A student who has one to three unexcused absences will have a parent notified. Interventions will begin.
 - b. A student who has three to six unexcused absences will have a meeting with the parent, child and family services. Further interventions such as students meeting with social workers and discipline such as detention will occur.
2. Habitual truancy is when a student has seven or more unexcused absences. A school is required to report the student in violation of the law at seven unexcused absences according to MN Statute 260.131, subd 1b.

IV. DISTRICT INFORMATION

Food Service Policy #760

Our district offers breakfast and lunch at school. The Food Service Department strives to produce quality meals in an efficient and fiscally responsible manner. Pipestone Area Schools recognizes the parent/guardian's responsibility to provide breakfast and lunch for their children. Proper nutritional intake is essential for adequate learning to occur. The Food Service Department utilizes a computerized Point of Sale system requiring pre-payments. Students may purchase meals when funds have been deposited into their personal account. Cash payments are always accepted and students selecting ala-carte options can use either cash or positive lunch account funds at the MS/HS. Families may apply for free/reduced meals anytime during the school year.

To participate in the school's lunch program, all accounts must always be paid in advance. Family balances are available on School view. Families are expected to have a positive balance in their students account. The parent/guardian will be notified when their students account reaches a balance of \$10 or less. The parent/guardian will receive a 2nd notification from the Food Service Director when their students account reaches a zero or negative balance. Further negative balances initiates notification from other school personnel including school counselors and the principal. Meetings with school personnel will occur to discuss options including providing a student with an alternate lunch.

Student Disability Nondiscrimination Policy #521

Section 504 of the Rehabilitation Act of 1973 (34 C.R.R. Part 104) is a federal civil rights statute that assumes' individuals will not be discriminated against based on their disability. All school districts that receive federal funding are responsible for the implementation of this law. This law protects a student with an impairment that substantially limits one or more major life activities, whether the student receives special education services or not. Section 504 is designed to provide equal access and fairness in general education to students with disabilities. A student is entitled to a 504 Accommodation Plan if they have been identified as having a disability and the evaluation shows that the individual has a mental or physical impairment that substantially limits one or more major life activities. If a parent is concerned about a child's progress in school because of a disability, they should bring their concern to the attention of the school social worker, counselor and/or teacher.

Pipestone Area School District Americans with Disabilities Act/Section 504 Coordinator – Ellen Dulas

Student Sex Nondiscrimination Policy #522

The school district provides equal educational opportunity for all students and does not unlawfully discriminate based on sex. No student will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under any educational program or activity operated by the school district based on sex.

Title IX Coordinator – Rick Zollner

Student Surveys Policy #520

Occasionally the school district utilizes surveys to obtain student opinions and information about students. Student surveys may be conducted as determined necessary by the school district. Student surveys will be conducted anonymously and in an indiscernible fashion. Parents can review surveys and to opt their student out of participating in the survey. Surveys, analyses, and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. 1232h.



Electronic Technologies Acceptable Use and Safety Policy #524

A. **Purpose** - The purpose of this policy is to set forth guidelines and parameters for access to acceptable and safe use of the District’s electronic technologies. Electronic technologies include but are not limited to computers and peripherals, printers, telephones, electronic applications, electronic communications, the District’s network and Internet social networking tools.

B. **General Statement of Policy** - Pipestone Area School District recognizes the value of providing technology equipment, network services and Internet access to students, staff, and community to enhance its mission of education. By providing electronic technologies, students and staff have access to explore libraries, databases, websites, online resources and exchange messages and communication with people around the world. The District expects instructional staff to utilize these electronic technologies and tools within its daily curriculum, while providing guidance and instruction to students in their use. Doing so promotes educational excellence at Pipestone area schools.

C. **Internet Use Agreement**

1. The proper use of the Internet and educational technologies and the educational value to be gained from proper usage is the joint responsibility of student, parents and employees of the district.
2. This policy requires the permission of and supervision by the school’s designated professional staff before a student may use a district account or educational technologies to access the Internet.
3. The Internet use agreement form (see Appendix I) for students must be read and signed by the student and the parent or guardian. The agreement must be signed to be granted access to the Internet via the district network. This policy requires that the signed, up-to-date form be retained electronically or physically.
4. A signature is required when the student begins in the district, in Kindergarten, 2nd grade, 5th grade and 9th grade.

5. Students have access to Internet resources through their classroom, library or school computer lab.
6. Students using social networking tools and curriculum content management software for a teacher’s assignment or class are required to keep personal information as stated in Section VIII of this policy out of their postings.
7. Students using the district’s educational technologies for social networking for a limited educational purpose must follow Policy 514, Bullying Prohibition.

D. **Student Online Acceptable Use Consent Form** - All students will be given an online acceptable use consent form their first day of school and once signed by parents and students will be kept on file throughout their Middle and High school years. Students will not be allowed to use Pipestone Area Schools’ Internet and electronic technologies without a signed consent form. New students, students going in to 5th grade and students going in to 9th grade will receive a consent form that must be signed and on file. A blank copy of the consent form is available in the High School/Middle School and Counseling offices.

Electronic Devices

Personal Electronic devices include but are not limited to: iPods, MP3 players, cell or smart phones, tablets (Kindles, iPads)

1. The school is not liable for the loss or destruction of these items. Electronic devices with picture/camera capability are not permitted in the Locker Rooms. Personal electronic devices are not to be used for taking, posting, or discriminating pictures, videos of students or staff for non-educational purposes.
2. Electronic Devices are permitted before and after school. During the school day they are to be turned off and in the student’s locker. Each teacher will determine and state the acceptable use of electronic devices for their classroom. If a teacher determines that a student has violated their classroom acceptable use, the teacher will collect the device and bring it to the Middle School office. Consequences may include loss of device for the school day, detention or parental notifications and collections.

V. STUDENT CONDUCT, RIGHTS and RESPONSIBILITIES

Code of Conduct 120B.232

PAS students exhibit quality character of themselves and toward others when they show the following character traits: attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking and resourcefulness. This should be strived for and exemplifies our goal of ‘Being on Target’.

A. Conduct for the Commons/School Building

The commons area is available for student and staff use. Please help make this a pleasant area by doing the following:

1. Treat other students and staff members with respect.
2. Treat school and personal property with respect.
3. Deposit all litter into wastebaskets.
4. Return trays and silverware to the dishwashing area.
5. Do not take food or UNSEALED drinks out of the commons.
6. PAS follows USDA guidelines for schools. Pop or energy drinks are **NOT** allowed until after school dismissal. Students can bring drinking water from home or the school store and to take water into the classroom provided that the water is in a clear capped container, such as a bottle, to prevent spills.

B. Study Hall Rules

Study halls are available so students may complete their schoolwork. Use of this time can be a great benefit to your learning. **Student expectations are:**

- Be on time and bring your assignments with you
- Be quiet and respectful of others in study hall.
- Follow the rules of the study hall teacher.
- Get a pass if you need to go to your locker, restroom, nurse or Library.
- Get a pass from the classroom teacher before study hall to go to a different classroom or other school area.
- Sign out when you leave study hall.
- Be quiet in the hallway and respect the rights of teachers and students in other classes.
- Go only to the place on the pass.
- Have the pass signed before returning to study hall.
- Sign back into study hall before the end of the hour.

Students who do not follow these rules will lose study hall privileges, be given detention or suspension.

C. Student Lockers Policy #502

All students are furnished lockers with combination locks at the beginning of the school year. (This includes the lockers and locks assigned for physical education.) All lockers and locks are owned and under the authority of Pipestone Area School District #2689. **The school reserves the right to inspect the contents of all lockers and to remove anything that violates school rules or is detrimental to the school.** It is the student's responsibility to keep the locker clean inside and out. The following rules apply to locker use:

1. **Do not leave valuables** (money, keys, purses, billfolds, calculators, etc.) **in the locker at any time!**
2. **Do not share your locker combinations.** The school will assume no responsibility for losses.
3. **Do not open another student's locker** (physical education or hallway) without permission from the other student.
4. **Report any thefts or damage** immediately to the office.

5. **Do not write on lockers, use stickers** or in any other way damage or **deface the locker.**
6. **Do not store pop or open food items** in lockers.
7. If you damage your locker, the locker or property of another student, or take something that does not belong to you, consequences include: detention, suspension, and/or pay for the damages or replacement of the locker or property. Thefts and vandalism will be reported to the police.
8. Student coats/jackets will remain in their locker and not be carried or worn to class.
9. Backpacks are to be placed in student lockers during the school day.

D. Money and Safekeeping

Students are requested to bring only the sum of money they will need each day. The school is not liable for the loss of money. If it is necessary to bring a large sum, check it into the office for safekeeping.

E. Student Conduct

All students at Pipestone Area Middle School have the right to attend school and gain an education. Students also have certain responsibilities. These responsibilities include:

1. Daily school and class attendance.
2. Arrival at school and class on time.
3. Appropriate school behavior: Classroom behavior that assures the right of every student to learn and the right of every teacher to teach. Appropriate out-of-classroom behavior shows respect for the personal and property rights of other students, faculty and staff.
4. Appropriate use and care of the buildings and facilities of the school.
5. Cooperation with the school staff as they attempt to meet the varied educational needs of all students.
6. Respectful and courteous treatment of fellow students and staff members.

When a student **chooses** to break the rules while attending Pipestone Area Middle School, appropriate disciplinary action will be taken. The consequences may include detention, loss of privileges, restrictions, in school detention, out of school suspension, parent conferences, etc.

The disciplinary action taken will depend on the severity and frequency of the student's misconduct. (For example, the consequence for a first-time unexcused absence is less severe than the consequence for a third time unexcused absence.)

F. Freedom of Expression Policy #505

Students of the Pipestone Area School District #2689 have the right to self-expression if they don't intrude on the rights of others.

1. Student protests or demonstrations cannot stop or interfere with the general operation of the school. Students will maintain responsibility to schedules and will be advised to return to assigned classes. Students who do not return to class will be regarded as truant, absences recorded as unexcused, and appropriate consequences assigned.
2. Students may not wear clothing or other items which are inappropriate or that interfere with the orderly and healthy operation of the school.
3. Students should use good judgement and common sense in showing displays of affection for other individuals on school property.
4. Students have the right to free press (students guilty of libel or slander will be suspended and subject to state and federal laws).
5. Symbolic, verbal and written freedom of expression cannot interfere with the rights of others. Profane or obscene language and threats of harm to a person or property cannot be used.
6. Student publications or other materials cannot be written, published or handed out on school property without permission from the principal.

G. School Dress

The responsibility of proper dress rests with students and parents. Students should take pride in their attire. Common courtesy means appropriate dress, including footwear, be worn at all times. It is expected that students will dress modestly during the school day and at school events. The Appearance of students becomes the concern of the school if it causes disruption of the educational program or if it is offensive or inappropriate to others.

Examples of inappropriate dress and grooming:

1. Hats, caps, hoods, bandanas and other head attire during the school day. Exceptions can be made for religious and medical reasons.
2. Clothing that is hazardous to them in school activities such as shop, lab work, physical education or art.
3. Clothing that is potentially dangerous, such as, but not limited to: Studded dog collars, wallet chains, or open safety pins.
4. Clothing resembling sleepwear, such as pajamas, slippers, house shoes (unless approved by administration for a special school event).
5. Clothing that does not cover the shoulders or midriff. Clothing that is ripped or torn.
6. Clothing that is extremely short.
7. "Sagging" or "bagging" jeans are prohibited.
8. Clothing has profanity or suggests themes such as: alcohol, drugs, sex, violence or has slogans offensive to the rights of others.



H. Bus Safety and Conduct Rules Student Transportation Safety Policy #709

According to Minnesota Law and Pipestone Area Board of Education Policy, riding the school bus is a privilege. It is important to maintain a safe environment for all bus riders. If the rules are not followed, the privilege to ride the bus may be withdrawn. Serious violation or contained misbehavior may require permanent removal from the bus. The bus driver has the authority to assign seats.

Follow these rules:

1. Sit in assigned seats.
2. Be courteous to other riders and the driver.
3. Profanity is not permitted.
4. Keep the bus clean.
5. No roughhousing is allowed on the bus or at the bus stops.
6. Remain seated while the bus is in motion.
7. The possession or use of alcohol, tobacco or other illegal drugs is prohibited.
8. Keep hands and head inside the bus at all times.
9. Do not destroy property. Students will be required to pay for any damages and authorities may be notified.
10. Do not distract the driver. Visit with the driver only when the bus is stopped.
11. always Keep bus aisle clear.
12. Only the bus driver may authorize use of the emergency door.
13. When leaving the bus stay at least ten feet away from the bus.

I. Sexual Harassment

Sexual harassment is unwelcome sexual advances, requests for sexual acts, sexually motivated physical conduct or communication of a sexual nature when:

1. That conduct or communication interferes with your job or education, or makes it uncomfortable for you to work or go to school with this person.
2. Submission to or not agreeing to that conduct or communication is used to make a decision about your job or education.
3. Submission to that conduct or communication is necessary to obtain or keep a job or education (grades, etc.)

Sexual harassment may include these types of actions:

- 102 ■ Verbal harassment or abuse (inappropriate comment)
- Subtle pressure for sexual activity
- Constant brushing against your body

- Demanding sexual favors while implying or making threats about your job or education
- Demanding sexual favors while making promises about giving you special treatment at your job or in school
- Any sexually motivated unwelcome touching

Any person that believes they have been the victim of sexual harassment by a student or employee of the Pipestone Area School District #2689 should report the incident immediately to the Administration and/or any other staff member. Any other person who knows about or believes that the conduct of someone may be sexual harassment should also report it.

Minimum consequences for behavior that is determined to be harassment of other students will be five (5) hours of detention and parent notification. Failure to change harassing behavior or retaliating against a student who reports harassment will result in out-of-school suspension for a minimum of one (1) day.

J. Hazing Policy #526

Hazing means committing an act against a student that creates a substantial risk of harm to that person in order for the student to be initiated into a student organization.

Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. This applies to behavior that occurs on or off school property, also before, during or after school hours.

K. Bullying Policy #413 & #514

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student’s ability to learn and/or a teacher’s ability to educate students in a safe environment.

“Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. An actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. Materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services or privileges.

The term, “bullying,” specifically includes cyberbullying as defined in the policy. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound or data, including a post on a social network Internet website, or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on

school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

1. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district’s policies and procedures, including the school district’s discipline policy.

L. Chemical Use & Abuse Policy #417

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. The school board believes that the public school has a role in education, intervention and prevention of chemical use and abuse.

The school district shall establish and maintain a chemical abuse pre-assessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.

M. Tobacco Free Environment Policy #419

Use or possession of tobacco, tobacco-related devices, non-prescribed drugs or alcoholic beverages on or around school property is not permitted. Violators may receive a suspension from school. Readmission will be made by the parents through the Principal’s office.

N. Student Vehicles

Pipestone Area School District #2689 school authorities and law enforcement personnel working with the school, reserve the right to inspect/search student vehicles parked on school property and remove anything contrary to school rules or detrimental to the school or students. Vehicles not parked in student parking areas are subject to towing and/or loss of parking privileges. No profanity, language, pictures or symbols may be displayed on any vehicles on school property.

VI. NOTIFICATION OF RIGHTS, PROTECTION AND PRIVACY OF EDUCATION DATA ON STUDENTS

Privacy Rights of Students and Parents

Independent School District #2689 policy and regulation on student information kept by schools comply with Federal and State laws which protect the student’s right to privacy and guarantee parents the right to examine and challenge the contents of their children’s records.

- 103 Others who have access to the child’s records include: school staff having a legitimate educational interest in the child; another school district, college or education institution

in which the student may enroll; and when the record is requested by judicial subpoena. Other third parties may have access to records only with the written permission of the student, parent, or legal guardian, except the military institution. Before records (other than directory information) are sent to any other person, agency or institution, written consent is required from parents or eligible students – except branches of the Armed Forces. The School District does maintain the right to refuse data to the Armed Forces on a case by case basis.

Information defined by the School Board as directory information includes: *student name, Date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and diplomas and awards received.*

Information Collected, Storage, and Retention

For each student enrolled, a permanent cumulative file is established. This file contains official student records and other data school officials believe is needed to provide the best instructional services for each student. Information typically collected includes, but is not limited to identifying data, academic courses completed, level of achievement including grades and test scores; scores on standardized intelligence, aptitude, and psychological test; health data; and teacher comments.

Student records are kept at the student's school of attendance. The District Record Manager keeps permanent student records.

Data shall be maintained only so long as necessary for the administration of authorized programs unless retention guidelines are specified by law or district policy. Nonpermanent records may be destroyed when the retention period expires.

Parental Rights Regarding Student Information

You have a right to ask about and to obtain information on records kept on your child.

You have a right (upon presenting proper identification) to see your child's record and to have the contents of the record explained to you within a reasonable period of time after making the request.

You have a right to challenge the accuracy or completeness of the record. You may make a written request that school officials change it, explaining the basis of your challenge. If the change that you have requested is not made within thirty days, then the school officials must notify you of that decision. If you disagree with their decision you have a right to a hearing. In the meantime, a copy of your written challenge to the accuracy or completeness of the record will be included in your child's record.

You have a right to file a complaint with the Family Policy and Regulations Office, U.S. Department of Education, regarding district compliance with federal confidentiality regulations.

The Family Educational Right and Privacy Act

The Family Educational Rights and Privacy Act requires school districts to notify parents that certain information

from student records will be released and made public without the written consent of the parents or students eighteen years of age or older.

When a student has reached eighteen years of age, the permission and consent required of, and the right accorded to the parents of the student, shall thereafter only be required of the student.

Release of Directory Information

Thirty days after the publication of this notice, officials of the school district may release directory information about your child without permission, unless building principals have been notified that it should not be released.

Further information on rules and procedures regarding student records can be found in the Superintendent's Office at 1401 7th St. SW, Pipestone, MN 56164

VII. STUDENT DISCIPLINE Policy #506

All of our students at Pipestone Area Schools have the right to attend school and gain an education. Rules and procedures must be followed so that our school can function in an orderly manner. These rules and procedures have been established to promote honesty, fairness, protection and respect for individual student rights in the school setting. Along with these rights, students have a responsibility to follow school rules and procedures. According to Minnesota Law, the School Board has the responsibility and authority to establish reasonable rules and regulations for the school district (K-12). This is in accordance with MN Statute 120A.20, Subd. 1 "Notwithstanding the provisions of any law to the contrary, the conduct of all students under 21 years of age attending a public secondary school is governed by a single set of reasonable rules and regulations promulgated by the school board." Student are expect to follow school rules as well as all local, state and federal laws while on school grounds and while off school grounds at a school activity or trip.

When a student misbehaves while attending PAS, appropriate disciplinary action will be taken. This action may include detention, forfeiture of certain privileges, restrictions, suspensions (in and out of school), parent conferences, etc. Student of District No. 2689 who do not follow the established rules and procedures of the school system may be dismissed from school attendance (suspension, exclusion or expulsion) under the Pupil Fair Dismissal Act.

As a general rule, the disciplinary action taken will depend on how often and how severe the student misconduct.

To help maintain the best learning environment possible at Pipestone Area Schools, the administration and faculty have expectations of students. The school expects:

1. Arrival at school and class on time.
2. Daily school and class attendance

3. Appropriate school behavior: Classroom behavior that assures the right of every student to learn and the right of every teacher to teach; out-of-classroom behavior that shows respect for the personal and property rights of other students, faculty and staff.
4. Cooperation with the school staff as they attempt to meet the varied educational needs of all students.
5. Appropriate use and care of the textbooks and facilities of the school.

A. Detention

Teacher Assigned:

Each teacher has rules (classroom management plan) for their classroom. These rules and the school rules will be followed. If a teacher assigns detention, students need to make arrangements with the teacher to do the detention. If detention is not done by the scheduled time, students' detention will be doubled and served with the teacher.

Principal Assigned:

If the Principal assigns detention, the student is to report to the detention room on the day assigned. The following guidelines will apply to detention.

1. Students are responsible for signing in. The supervisor will maintain a log of student detention hours. If a student fails to sign in, no record will be kept.
2. Morning and after school detention may be served in 30 minute blocks of time.
3. Failure to complete detention will result in the following consequences.
 - 1st Offense:** Time doubled.
 - 2nd Offense:** In-School Detention.
 - 3rd Offense:** Both: Time doubled & In-School Detention.

NOTE-Detention assignments will be served regardless of involvement in extra-curricular activities.

B. Removal or Sent out of Class

If a teacher asks you to leave the classroom you need to report to the Principal's office immediately and explain the situation. If you do not come to the office when you are "sent from" class you may be assigned additional detention and/or in school detention.

C. Suspension

Short-term suspensions (In School Detention or Out of School Suspension) from class may be used in dealing with student misconduct. Suspensions may be from one class period to five (5) days in length. All suspensions will be according to the guidelines of the Pupil Fair Dismissal Act.

A parent conference may be required before a student returns to school from out-of-school suspension. If you continue to be suspended for your behavior, you may be expelled from school.

If a student breaks a local, state or federal law you will also be reported to the Pipestone Sheriff's Department.

D. Exclusion/Expulsion

Expulsion or exclusion may be necessary for critical situations or repeated breaking of the school rules. The Superintendent is notified about the situation. The Superintendent will then start the hearing process following the guidelines in the Pupil Fair Dismissal Act.

E. Student Behavior Issues-"Zero Tolerance" Rule

Pipestone Area Schools will not tolerate any student behavior that disrupts or threatens to disrupt the regular functions of the school.

Students who choose to behave in such a manner may be immediately disciplined and/or suspended in-school or out of school, depending on the seriousness and severity of the student misconduct.

Such behavior includes but is not limited to:

1. **Fighting**, threatening other students or staff, intimidating other students or staff, using physical force to stop the regular function of the school, etc.
2. **Inappropriate language**, including the use of profanity in the presence of any staff member, arguing disruptively with a student or staff member, etc.
3. **Insubordination**, refusing to cooperate or follow through with directions given by any staff member.
4. Being **in** any part of the **school building or grounds** and not allowing other students or staff the right to use it, including blocking doors, classrooms, or hallways.
5. **Setting fire to, vandalizing**, or in any way causing damage to the school building or property.
6. **Possession** or use of laser pointers, fireworks or other explosive devices on school property.
7. **Gambling** on school property.
8. Continuing to make noise or behave in ways that keep the teacher from teaching and other student from learning.
9. **Possessing, using, selling**, giving away or being under the influence of alcohol or other mood altering substances on or in any school property or at any school sponsored activity.
10. **Creating, encouraging, promoting** or participating in attempts to interfere with normal school functions or activities.
11. **Possession** of or use of any tobacco product, including a lighter, in or on school property.
12. **Nuisance** items such as toys, spray bottle, dog whistles, lasers, fireworks or any item that can cause harm to person or property.

- 13. **Stealing** from Pipestone Area Schools, any individual in this school, and/or from any other school/individual while representing Pipestone Area Schools.
- 14. **Harassment** and/or **bullying**.
- 15. **Gangs**, no gang clothing, symbols, signs, accessories, or behaviors will be tolerated.

F. Weapons Policy #501

Bringing a dangerous weapon on school property is a violation of Minnesota law. It is a felony. You may not possess a dangerous weapon at any time on school property.

A dangerous weapon may be many things. It includes guns, switchblades, knives, brass knuckles, num-chuks, certain liquids, pellet guns, and laser pointers. It does not matter, for instance, whether the gun is loaded or unloaded. A dangerous weapon includes any device or instrument designed as a weapon or through its use is capable of producing great bodily harm or death.

There are some exceptions. Firearms being transported in accordance with Minnesota law are accepted. If you have any questions about an exception you must talk to the principal. A principal must authorize an exception in writing.

School property includes; school buses, vehicles or anything leased by the school.

Violation of the terms of Minnesota law will result in penalties including expulsion from school in addition to statutory penalties that include significant fines and prison.

Discipline Guidelines

- Tardy to School
Or after lunch
 - 1st tardy = warning
 - 2nd tardy = detention - 30 minutes
 - 3rd tardy = detention - 60 minutes
 - 4th tardy = detention – 1 hour
 - 5th or more = Detention 3-5 hours or 1 day ISD
 - 8 or more = referral to board, habitual truancy
- Tardy to Class
 - 3-5 = detention
 - 5 or more = ISD for every like occurrence

*MS Students will receive "Arrow Code" notices

Unexcused Absences - As outlined in the Student Handbook. PAS is a closed campus. Includes skipping a class without leaving the building. Skipping a class and leaving the building begins at 2nd offense.

- 1st offense = 1 hour detention
- 2nd offense = 3 hours detention
- 3rd offense = 5 hours detention & Pre-Truancy meeting

Habitual (7) = Suspension and truancy filed with County

Cell Phone/Electronic Device Violations

- 1st offense = Loss of cell phone for 5 days
- 2nd offense = Loss of cell phone for 10 days
- 3rd offense = Parent meeting

Academic Dishonesty (MS)

- Plagiarism
 - 1st offense = 3 hours Detention/parent notification
 - 2nd offense = 1 day ISD/Assignment completion

Academic Dishonesty

- sharing student work
 - 1st offense = After school detention
 - 2nd offense = 3 hours detention

Behavior associated with Minnesota Bullying Law:

"Bullying" - intimidating, threatening, abusive, or harming conduct. Cyberbullying, harassment, pornographic materials, disrespectful or obscene language directed at a staff member, physical aggression, vandalism. (Harassment of staff member warrants special consideration)

Consequences

- 1st offense = Up to Five (5) hours of detention or ISD
- 2nd offense = 1-3 days ISD/police notified
- 3rd offense = 1-3 days OSS/police notified
- Habitual = 5 days OSS /police notified or referral to board for possible long term OSS or expulsion

Fighting, physical injury, use of tobacco, destruction of property, secret societies.

- 1st offense = 1-3 days OSS/police notified
- 2nd offense = 3-5 days OSS/police notified
- 3rd offense = long term OSS or expulsion/Police notified

Drugs, alcohol, using or under the influence, possessing drug paraphernalia includes huffing, violence and assault, theft

- 1st offense = (3-5) days of OSS/police notified
- 2nd offense = (5-9) days of OSS/police notified
- 3rd offense = long term OSS or expulsion. Police notified
*May be reduced if student agrees to the necessary assessment and treatment if so advised.

Weapons, bomb threat, fires, endangering the lives of others. (Weapons Policy #501)

- 1st offense = long term suspension or expulsion, police notified



VIII. STUDENT SERVICES

Pipestone Area Middle School offers a variety of Student Support Services. These services are to benefit the social, emotional, behavioral and academic needs of students. Services include Guidance Counselors, Social Workers, School Based Mental Health, School Psychologist and Crisis Management, Programming for Special Education and English Language Learners is available.

A. Counseling Office

Pipestone Area Middle and High School offers a comprehensive counseling program. The Counseling program is designed to provide general curriculum guidance, individual student planning, responsive services and system support. The program exists for the benefit of every student in Pipestone Area High School. These services are available to all students. The doors to the guidance office are always open to you. Parents are also welcome to confer with the counselors at their convenience. The purposes of the guidance department are to:

1. Help each student get the most from actual class work.
2. Help each student find his or her place in the extra-curricular program.
3. Help each student plan his or her life work.
4. Assist each student with personal and social skills.
5. Give students information about available scholarships.
6. Administer aptitude, interest, and achievement tests to help students realize their capabilities.
7. Assist students in the selection of an appropriate vocation.

B. Nurse's (Health) Office

A nurse is available to monitor students with health concerns. If a student becomes ill or injured during the school day, a pass is required from the teacher to visit the nurse. If the nurse is not in, students should talk to one of the administrative assistants.

If your student is found to have head lice, fleas, or scabies you will be notified and your student will be sent home. It is

the expectation of the school that you and your student will seek the appropriate medical attention immediately. Appropriate steps need to be performed to your home in addition to those being done with your student and family. Your student may return to school after the appropriate treatment has been performed.

C. Medication Policy

Students may take medication during school hours according to the following procedures:

- **All medication must be kept in the health office and dispensed from there.** Students with asthma/allergies may carry their own prescribed inhaler if a Doctor's Order for the same is on file in the health office.
- **Non-prescription** – must have signed parent request (form available in health office).
- **Prescription** – A written doctor's order and signed parent request (form available in the health office).
- **Medication** – must be in the original container or prescription bottle.

Students may not carry any medication with them or keep medication in lockers with the following exception: Students with asthma/allergies may carry their own prescribed inhaler if a doctor's order for the medication is on file in the health office.

D. Student Health Insurance

The Pipestone Area School District **does not** provide health insurance for accidental injury or illness for students during the day. Students may purchase a policy from the school that is in addition to their family policy. If this "student insurance program" is purchased by parents it is an agreement between your family and the insurance company. Information regarding student health insurance is included in the registration packet you receive when picking up your schedule.

E. Immunization Policy

All students enrolled in Pipestone Area Schools are required to show proof of immunizations according to the current Minnesota School Immunization Law (Minnesota Statutes 1988 Section 123.70). If a student has NOT received the immunizations required by state law, the student will not be permitted to attend school until all such immunization requirement have been met or one of following conditions have been met:

1. A statement signed by the physician or staff of an immunization clinic stating that the student has commenced a schedule of the immunizations, the dates of the initial immunizations, and planned dates for further immunizations are included. The subsequent vaccinations must be completed within 30 days of the vaccine being due or the student will be excluded from school.
2. A statement signed by a physician stating that the immunization is contra-indicated for medical reasons, or that laboratory confirmation of the presence of adequate immunity exists.

3. A notarized statement signed by the student's parent or legal guardian stating that the prescribed immunizations are contrary to conscientiously held beliefs of the parent or guardian.



IX. ACTIVITIES

Activity Academic/Athletic Ineligibility & Probation Policy #551

- Purpose
The purpose of this policy is to define the method for determining whether a student is academically eligible to participate in school activities. The activities include but are not limited to the following:
Baseball – Basketball – Cross Country
Tennis – Track & Field – Cheerleading
Golf – Softball – Volleyball – Football
Wrestling – Gymnastics – Robotics
FFA – Speech – Knowledge Bowl
Marching Band – Musical Ensembles
- General Statement of Policy
It is the intention of this policy to motivate students to keep a sound academic record and graduate on time from Pipestone Area Schools. The Activities director will inform the high/middle school staff, coaches, and director of students that are ineligible.
- The Minnesota State High School League policy states that to be eligible for participation in MSHSL activities, one must be making satisfactory progress towards graduation. Our goal is to develop the total student in all of our programs. This requirement will improve our students and give much needed credibility to our programs.
- Standards of academic eligibility to participate in extracurricular activities will be measured by:
 - Students (Grades 7-12) must have no F's in any class.
 - Four Grading periods-most current grading period is used to determine eligibility.
-1st quarter-2nd quarter-3rd quarter-4th quarter
 - Four quarter grades will roll over for the following school year.

Administrators have discretion over unique or extenuating circumstances

Student Activity Tickets

All PAS students in grades K-12 receive an activity pass. An Adult pass (1) is \$80.00. All other children's tickets are free. Senior Citizens (age 65 and older) may request and receive a free activity pass.

Student Activity Participation Fee Participation fees are as follows:

Per Activity: \$40.00 for grades 9-12 (\$50.00 max. per student per season) Per Activity: \$20.00 for grades 7-8 (\$25.00 max per student per season)

*****\$100.00 maximum per family per season*****

Students may NOT practice until the fee is paid and paperwork completed. Any exceptions must be approved by the administration.

C. Student Fees

*Student Fees are as follows:

Students will be allowed to print 75 pages per school year from any school computer with no charge. Copying charges over and above 75 pages will be an additional \$5.00 per 75 pages paid in advance in the Superintendent/District offices.

***Fees are subject to change**

D. School Dances

The Student Council is responsible for the timing and coordination of their events. Organizations that choose to sponsor a dance must make application through their respective Student Council. The Student Council and Principal will arrange the dates and chaperones. Dances can begin immediately after a game/contest and end by 11:50pm on Friday and Saturday. During the school week, dances will conclude at 10:00pm.

The following are eligible to attend:

1. Only Grades 5-8 will be allowed to attend middle school dances/parties.
2. Grades 9-12: Homecoming Coronation Sock-Hop.
3. Grades 9-12: After-game dances.
4. Grades 9-12: Homecoming Dance.
5. Only grades 9-12 students will be allowed to attend other senior high dances/parties.
6. Out of school guests must have approval from Principal prior to the dance.
7. Prom is designated for Juniors' and Seniors' at PAS. More information can be found in the high school handbook.

PAS School Board Approved Handbook June 2020.

Summary of changes to Handbooks

Activity Fees and Passes

Title IX coordinator - Rick

HS Table of Contents (Compressed a few things and shrunk it a lil-saved a whole page!!)

Policy 505 title



Pipestone Area

High School

Student Handbook

2020-2021

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PIPESTONE AREA SCHOOL HIGH SCHOOL HANDBOOK

WELCOME

Welcome to Pipestone Area High School. We sincerely hope that the year ahead will be rewarding and enjoyable. Pipestone Area High School is filled with resources for academic and personal growth, along with a concerned and skilled faculty anxious to direct your curricular and extra co-curricular endeavors. Strive to do your best and make this a good year.

Dr. Cory Strasser
Principal

The components of this handbook are derived from School District Policy. A complete copy of each policy is on file in the Principal's Office, District Office and District website.

School Song

Hail to our High School and let us sing to her royalty.
High may her banners fly so let us ever loyal be.
Sing to her fighting team
and let the athletes all know we're here.
Hats off to our high school and raise our voices loud and clear.

Academics and Instruction

Graduation Requirements from Pipestone Area High School

1. Credit is granted on a semester basis. One credit is granted for successful completion of a semester's work, and two credits indicates successful completion of a yearlong course. Credits for graduation begin in the 9th grade.
2. A minimum of forty-four (44) total credits in grades 9-12 are required for graduation from Pipestone Area Senior High School and must include:

English/Language Arts	8 credits
Social Studies	7 credits
Mathematics	6 credits
Science	6 credits
Physical Education	2 credits
Health	1 credit
Fine Arts	2 credits
Additional Classes/Electives	12 credits

The twelve additional credits may be selected from any of the available senior high courses.

3. A minimum of 12 credit courses and an assignment (i.e. peer helper, study-hall, peer-tutoring, office cadet) must be taken during each of the four years of high school. **Students are expected to carry six (6) credits per semester.** Any exceptions must be granted by the High School Principal. Seniors who take two or more concurrent enrollment courses on-campus at PAHS may carry five (5) credits per semester. Seniors electing to only carry five credits per semester must be making adequate progress toward graduation. Only those credits earned in grades 9-12 can be applied toward meeting graduation requirements.
4. We will keep a record of your credits, however, it is also your responsibility to check yearly to see that you are meeting graduation requirements.
5. All grades/coursework for seniors must be done by the last day seniors are here for the 2nd semester by 3:15 p.m.
6. Commencement:
 - a. Students who have completed the 44 credit requirements set forth by the Board of Education of District #2689, Pipestone Area High School, or a prescribed I.E.P. and are in good standing may participate in commencement. The credit requirements must be met by the last day of the 2nd semester for seniors.
 - b. The graduation ceremony is an optional ceremony. Students wishing to participate are required to wear a cap, gown, and tassel according to school procedures.
7. Graduation Honors
 The Laude Latin model will be used to recognize academic excellence. Students will work to compete against the academic criterion for academic honors - not each other. Students may earn the right to wear honor cords during commencement. The following levels of academic honors will be used:
 - a. Summa Cum Laude “with highest distinction” - Cumulative GPA average of 4.0
 - b. Magna Cum Laude “with great distinction” - Cumulative GPA average of 3.75 - 3.99
 - c. Cum Laude “with distinction” - Cumulative GPA average of 3.50 - 3.74
8. Diploma
 To receive a diploma, students must meet the educational program as prescribed by the State of Minnesota, the Board of Education of District #2689, Pipestone Area High School, or a prescribed I.E.P.

Credit for Learning

Pipestone Area High School recognizes student achievement which occurs in Post-Secondary Enrollment Options and other advanced enrichment programs. This includes recognizing student achievement which occurs in other accredited schools, in alternative learning sites, and in pre-approved out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. In the process of awarding credit, the school district does not offer weighted grades.

Promotion/Retention Policy

Pipestone Area High School is a four year high school. Students are expected to attend and accumulate graduation credits for all four years. There are no provisions for graduating early or for taking a reduced course load. The purpose of this policy is to encourage the timely accumulation of credits and successful completion of the high school program. It is not intended to allow students to graduate early or be promoted to the next grade level prior to the end of the school year.

Beginning with the 9th grade, students must pass a certain number of credits (required and elective) to meet Pipestone Area High School graduation requirements. Students who do not make appropriate progress each year - earning 12 or more credits - will not be on track to graduate. The following chart shows the recommended minimum credits to be earned each year to stay on track to graduate.

Grade Minimum Credits Passed

9	10
10	20
11	30
12	44 –credits needed to graduate

Credits will be reviewed at the end of each semester. A student will not be promoted to a grade level higher than the number of years they have spent in school. (Example: a student who is in the 11th grade or 3rd year of high school cannot be promoted to the 12th grade until they have finished their 3rd year/11th grade.)

Schedule Change Guidelines

1. Classes may be dropped without penalty during the first five (5) school days of each semester. **You must maintain 6 credits worth of classes in your schedule.** Any exceptions must be approved by the High School Principal.
2. Any student-initiated schedule change after the first five (5) school days of each semester will require communication with your parents, teacher and counselor along with permission from the Principal. When your schedule is changed, you will receive a withdrawal (W) for the class.
3. Any student-initiated schedule change after the first quarter of the semester will result in failure for that semester and no credit (WF) will be indicated on your transcript.
4. Any student-initiated change after the first semester (or third quarter) of a full year class will result in a failure for that semester and no credit (WF) will be indicated on your transcript.

Note:

- If you are failing the course at the time of the withdrawal, your transcript will indicate a "withdrawal fail" (WF).
- A withdrawal fail grade will affect your overall GPA.
- Special circumstances or exceptions may be requested and must be approved by HS Principal

Academic Integrity Policy

Purpose:

All students are encouraged to show personal honesty in their work and expect the same from others. Doing this allows each student to be evaluated on his or her personal accomplishments and at an equal basis with others.

Definition:

Academic dishonesty includes, but is not limited to the following:

1. Cheating on a quiz or test by any means other than your own memory.
2. Copying an assignment or worksheet or sharing information about an assignment or test.
3. Offering another student the answers to an assignment, worksheet, or test.
4. Theft of items such as; worksheets, notes, notebooks, tests, and/or answer keys.
5. Lying to a faculty member about academic activities.
6. Failing to indicate quotations taken from a source or to identify the source when writing.
7. Copying any pre-written essays or assignments found on the Internet or using an essay from another person.

Penalty:

Students who act in an academically dishonest manner will receive no credit for any assignment that was not their own intellectual work. A person who knowingly shared answers also will receive a zero on that particular assignment. Students who participate in copying essays or assignments will be required to re-do the assignment. There may also be additional consequences for academic dishonesty on a case-by-case basis.

Incomplete Grades

Incomplete grades at quarter marking period impact a students semester grades. Students receiving an incomplete grade at the end of each quarter or semester marking period will have one school week from the end of that quarter / semester to complete the required schoolwork. If the required schoolwork is not completed in that time frame it will become an incomplete fail (IF)

1. An incomplete fail (IF) for a semester course will be recorded as IF on a student transcript.
2. An incomplete fail (IF) affects your overall GPA. In case of emergency, illness or other special reasons, more time may be given.
3. Students receiving an IF will need to repeat the course through alternative means for credit recovery.
4. If special circumstances exist, you may appeal the decision of an incomplete fail grade to the principal's office.

Failures

A student who fails a subject for the year/semester will be expected to make up the failure in one of the following ways:

1. Repeating the subject during Summer School if it is offered.
2. Repeating the subject during the next school year.
3. Fulfilling specific requirements prescribed by the school through an appropriate alternative program.

Whenever a student in grades 9-12 fails a subject for the semester he/she will receive no credit toward meeting the graduation requirement of forty-four (44) credits. If the subject is required for graduation, it must be repeated. If the subject is not required for graduation, it may be repeated or another subject may be substituted in its place.

Report Card Information

Report Cards are computer generated and given out four times each school year. Grading is based on a 4.0 grade scale. The report card also shows cumulative GPA for each semester from grades 9-12.

Honor Roll and Requirements

General Requirements for Eligibility:

1. **Students must have a minimum of six classes earning credit during the seven period day.** Only one study hall/tutor period is allowed. Students who are office cadets, peer tutors, peer helpers, etc. do not receive graduation credit, therefore, they do not count toward the minimum of six credit hours. Exception: Seniors who qualify for only having five classes earning credit during the seven period day. College level courses taken through PSEO do not apply toward the honor roll.
2. No "D", "F", or "I" grades in any of the credit hours are allowed.
3. P for Pass will be = to a C

Specific Requirements For Eligibility

1. **Honor Roll I** - Students must have a 3.50 or higher grade point average for the current quarter to qualify for Honor Roll I.
2. **Honor Roll II** - Students must have a 2.75 to 3.49 grade point average for the current quarter to qualify for Honor Roll II.

General Information

Teacher Qualifications

Parents may check the qualifications of their student's teachers by checking Pipestone Area High School's website, the State Education website or by contacting the Principal's office.

Pledge of Allegiance

Pipestone Area High School will read the Pledge of Allegiance at least weekly during the school year. Any student who wishes to sit out the pledge may do so and other students will respect that right.

Building Hours

The high school building hours are from 7:45 a.m. to 3:45 p.m. However, students should not "hang out" in the

building after 3:15 p.m. Students who do not have a valid reason for being in the building will be asked to leave.

Visitors

All visitors are to report directly to the High School Office upon entering the school. Student visitors are not allowed to attend classes during the school day.

Campus Regulations

PAS is a 'closed campus.' Once students arrive at school they are to remain in the building throughout the school day, including lunch.

PSEO students are expected to sign out and sign in through the office during their designated PSEO hour(s).

Students Withdrawing or Transferring From School

Students withdrawing or transferring from school must complete the student withdrawal form available in the Counseling Office.

Homebound Instruction

Students who are or will be absent for ten consecutive days due to injury, surgery, illness or pregnancy may be placed on home instruction with a medical doctor's written recommendation and approval of school administration.

Student Activity Tickets

All PAS students in grades K-12 receive an activity pass. An Adult pass (1) is \$80.00. All other children's tickets are free. Senior Citizens (age 65 and older) may request and receive a free activity pass.

Student Activity Participation Fee

Participation fees are as follows:

Per Activity: \$40.00 for grades 9-12 (\$50.00 max. per student per season)

Per Activity: \$20.00 for grades 7-8 (\$25.00 max per student per season)

****\$100.00 maximum per family per season****

Students may NOT practice until the fee is paid and paperwork completed. Any exceptions must be approved by the administration.

Student Fees

Student fees are as follows:

Students will be allowed to print 75 pages per school year from any school computer with no charge. Copying charges over and above 75 pages will be an additional \$5.00 per 75 pages paid in advance in the Business office.

Money and Safekeeping

Students are requested to bring only the sum of money they will need each day. The school is not liable for the loss of money. If it is necessary to bring a large sum, check it with the office for safekeeping.

Fire Drills

Fire drills are required by law and are an important safety precaution. When the fire signal is given, everyone must leave the building by the prescribed route. Each student should familiarize him/herself with the exit route that is posted in every classroom. Students should walk quietly and rapidly across the street. At the conclusion of the drill, students will return directly to their classes.

Church/Family Night

Each Wednesday evening of the school year is designated as church/family night. There will be NO middle/senior high school activities, practices, or work sessions scheduled after 7:00 p.m.

Student Pictures in School Publications/Internet web pages/and Local TV Broadcasting

If any student does not wish to have his/her picture included in a school publication, including internet web pages, and local TV broadcasting, his/her parents must notify the principal's office in writing before the picture is taken.

School Dances

The Student Councils are responsible for the timing and coordination of their respective events. Organizations that choose to sponsor a dance must make an application through their respective Student Council. The Council and principal will arrange the dates and chaperones. Dances can begin immediately after a game/contest, and end by 11:50 p.m. on Friday and Saturday. During the school week, dances will conclude at 10:00 p.m.

The following are eligible to attend:

- Only grades 5-8 will be allowed to attend middle school dances or parties.
- Grades 9-12: Homecoming Coronation Sock-hop.
- Grades 9-12: After-game dances.
- Grades 9-12: Homecoming Dance.
- Only 9-12 students will be allowed to attend other senior high dances or parties.
- Out of school guests must have approval from Principal prior to the dance.

Prom

- Prom is designated for juniors and seniors at PAS.
- 10th graders may attend as a guest of 11-12th graders.
- Workers for the Prom will be 9th graders.
- Prom guests must be in grades 10-12th at another school or not be older than 20 years at the time of the Prom. School administrators reserved the right to deny guest requests.
- Prom guests must be signed-up and approved by the stated deadline.

Attendance

Introduction

Attendance has been shown to be a key component of student learning. Regular attendance allows students to participate in the full scope of the curriculum, gain learning experiences, and collaborate with peers and teachers. To that end, regular attendance is correlated to high academic achievement. Pipestone Area Schools has created a clear attendance system. This system holds students accountable for regular attendance in accordance with State and Local attendance laws. Therefore, PAHS students are expected to arrive at school and class on time. They are expected to have daily class and school attendance. This is done in accordance with state statute 120A.22 on compulsory attendance.

Student's Responsibility

It is the student's responsibility to be in school. It is also the student's responsibility to attend all classes regularly and to follow the correct procedures when absent from class.

Parent's Responsibility

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

School's Responsibility

It is the school's responsibility to encourage the student to attend school, to maintain accurate attendance records in each class and study hall, to work cooperatively with the parents and the student to solve attendance problems

that may arise.

Reporting Absences

When a student must leave school during the school day:

1. Please use the Attendance Line 507-562-6100.
2. You need a note or have your parents call before you can leave school.
3. If you become ill during the day you must report to the nurse's office before you may leave. (This includes feeling ill when you leave for lunch if you do not think you will return after lunch.)
4. You must get an "Out of Building Pass" from the Principal's Office and sign out in the High School Office.
5. If you do not follow these steps you will receive an unexcused absence from class. NOTE: In special circumstances, a student may be allowed to leave the school during the school day without parent permission.

When a student is absent for the entire day:

1. Your parents should call or email the school before 9:30 a.m. with the reason you will be gone.
2. Your parents should write a note explaining why you were absent.
3. You should get an "Admit" slip from the office by 8:15 a.m. on the day you return to school.
4. If you forget a note or your parents cannot be contacted you will receive an unexcused absence.

When a student will be gone from school/Verified absence:

1. Bring a note from a parent stating when you will be gone from school and the reason you will be absent.
2. Get an advanced assignment sheet from the principal's office.
3. Have your teachers complete the advance assignment sheet and make arrangements to make-up assignments that will be missed.

Make-up work

Students who missed school – Students shall have a reasonable amount of time within teacher discretion to complete school-work due to an absence.

Attendance Policy

To earn a credit in a semester course at Pipestone Area Middle or High School, a student must satisfactorily complete all coursework and tests as assigned and not be absent from the class more than ten (10) times in the semester. Any student surpassing 10 absences in a semester will receive an unexcused absence for each absence thereafter. The school administrator has the authority to determine excused and unexcused absences as well as make exceptions for students with disabilities.

Attendance Appeals

If a student is absent from a class more than ten (10) times in a semester, credit for that class may be denied. School related absences will not count towards the maximum of ten (10) days. The student will have the right to appeal the loss of credit and request that the credit be reinstated. This appeal shall be made to an appeals board consisting of one (1) school administrator and two (2) teachers, the school nurse and one member of the counseling staff. Requests for an appeal must be made in writing within three (3) school days following notification of loss of credit. During the appeal process, and until a decision is made, the student shall continue to attend the class. If credit is denied, the student will be able to attend the class as an audit if: (A) they are not a discipline problem or (2) if they have no further absences. A student choosing not to audit a class will be placed in a structured study hall for the remainder of the semester. Any student losing credit will also be required to visit with a school counselor to discuss alternatives. High School students will need to make up each semester course through alternative options or during the next year.

Parent(s)/Guardians of emancipated students will be notified by letter, when a student has missed a class seven (7) times and 10 (ten) times in a semester. A certified letter shall be mailed indicating that credit has been denied in the class and that the student has the right to appeal.

Excused Absences

The following are generally considered excused absences but may not be limited to:

1. Illness, injury or hospitalization of the student.
2. Appointments that generally cannot be scheduled outside the normal school day such as medical, dental, chiropractic, orthodontic, driver's exam and counseling. Verification of appointments shall be provided to the office upon return to school.
3. Family emergency.
4. Mandatory court appearances.
5. Compliance with any part of the Individual Education Plan or a 504 Accommodation Plan.

Exempt Absences

1. Students attending a State Tournament in which Pipestone Area Schools are participants. Verification of attendance shall be provided upon return. Attendance will be excused as parent verified
2. Suspensions
3. College visits for seniors. Seniors are allowed two absences during the year; further absences for college visits must be approved by school administration.
4. College visits for juniors. Juniors are allowed one absence during the year; further absences must be approved by school administration.

Unexcused Absences

1. An unexcused absence will be given when the absence cannot be verified/approved by the school. The following will be unexcused:
 - a. Truancy (skipping school or class)
 - b. Appointments that could generally be done outside the normal school day (haircut, tanning booth, car repair, etc).
 - c. Car trouble
 - d. Miscellaneous (oversleeping, sleeping in, etc.)
 - e. No parent permission given for the absence
 - f. "Skip Days" (State Department of Education rules prohibit "skip days" or other avoidable absences that are not approved by both the parent and the school.)
 - g. Attending activities, school or other, as a spectator which is not approved by the administration.

Extra-Curricular Absenteeism

Students must be in school at the start of 2nd hour and be present in the classroom the remainder of the day, to participate or practice in any extracurricular activity that day. The principal or activities director may approve a waiver of this rule for medical, dental or other emergency situations.

Tardiness

Students are expected to be in class on time. You will be considered tardy any time you are not in an assigned area when the bell rings. A tardy is given if a student misses up to 15 minutes of a class. After 15 minutes a student is considered absent Teachers may assign detention or extra work for tardiness. Students who continue to be tardy will be referred to the Principal's office. Students tardy to 1st hour or the hour after lunch must report to the office to get a tardy slip. Students will be given one warning each semester. A parent conference, detention, loss of privileges, or in-school detention may result from excessive tardiness.

Truancy

Pipestone Area High School will follow the Pipestone County Truancy Policy in dealing with students with unexcused absences. Truancy is defined according to MN Statutes 260A.02, subd. 3 and has two classifications.

1. A continual truant is any student who is absent from attendance at school without lawful excuse for three or more class periods or three or more days in one school year in middle, junior and senior high school.
 - a) A student who has one to three unexcused absences will have a parent notified. Interventions will begin.
 - b) A student who has three to six unexcused absences will have a meeting with the parent, child and family services. Further interventions such as students meeting with social workers and discipline such as detention will occur.
2. Habitual truancy is when a student has seven or more unexcused absences. A school is required to report the student in violation of the law at seven unexcused absences according to MN Statute 260.131, subd 1b.

Student Discipline

A complete copy of the Student Discipline policy #506 is on file in the Principal's Office, District Office and District website.

All of our students at Pipestone Area High School have the right to attend school and gain an education. Rules and procedures must be followed so that our school can function in an orderly manner. These rules and procedures have been established to promote honesty, fairness, protection and respect for individual student rights in the school setting. Along with these rights, students have a responsibility to follow school rules and procedures. According to Minnesota Law, the School Board has the responsibility and authority to establish reasonable rules and regulations for the school district (K-12). This is in accordance with MN Statute 120A.20, Subd.1 "Notwithstanding the provisions of any law to the contrary, the conduct of all students under 21 years of age attending a public secondary school is governed by a single set of reasonable rules and regulations promulgated by the school board." Students are expected to follow school rules as well as all local, state and federal laws while on school grounds and while off school grounds at a school activity or trip.

When a student misbehaves while attending Pipestone Area High School, appropriate disciplinary action will be taken. This action may include detention, forfeiture of certain privileges, restrictions, suspensions (in and out of school), parent conferences, etc. Students of District No. 2689 who do not follow the established rules and procedures of the school system may be dismissed from school attendance (suspension, exclusion or expulsion) under the Pupil Fair Dismissal Act.

As a general rule, the disciplinary action taken will depend on how often and how severe the student misconduct.

To help maintain the best learning environment possible at Pipestone Area High School, the administration and faculty have expectations of the students. The school expects:

1. Arrival at school and class on time.
2. Daily school and class attendance.
3. Appropriate school behavior: Classroom behavior that assures the right of every student to learn and the right of every teacher to teach; out-of-classroom behavior that shows respect for the personal and property rights of other students, faculty and staff.
4. Cooperation with the school staff as they attempt to meet the varied educational needs of all students.
5. Appropriate use and care of the textbooks and facilities of the school.

"Zero Tolerance" Rule

Pipestone Area High School will not tolerate any student behavior that disrupts or threatens to disrupt the regular

functions of the school. Students who choose to behave in such a manner will be immediately disciplined and/or suspended in-school or out of school, depending on the seriousness and severity of the student misconduct.

Such behavior includes but is not limited to:

1. **Fighting**, threatening other students or staff, intimidating other students or staff, using physical force to stop the regular function of the school, etc.
2. **Inappropriate language**, including the use of profanity or arguing disruptively with a student or staff member, etc.
3. **Insubordination -Refusing to cooperate** or follow through with directions given by any staff member.
4. Being **in** any part of the **school building or school grounds** and not allowing other students or staff the right to use it, including blocking doors, classrooms or hallways of the building.
5. **Setting fire to, vandalizing**, or in any way causing damage to the school building or property.
6. **Possession** or use of laser pointers, fireworks or other explosive devices on school property.
7. **Gambling** on school property.
8. Continuing to make noise or behave in ways that keep the teacher from teaching and other students from learning.
9. **Possessing, using, selling**, giving away or being under the influence of alcohol or other mood altering substances on or in any school property or at any school sponsored activity.
10. **Creating, encouraging, promoting** or participating in attempts to interfere with normal school functions or activities.
11. **Possession** of or use of any tobacco product, including a lighter, in or on school property.
12. **Nuisance** items such as toys, spray bottles, dog whistles, lasers, fireworks that cause harm to person or property.
13. **Stealing** from Pipestone Area High School, any individual in this school, and/or from any other school/individual while representing Pipestone Area High School.
14. **Harassment and/or bullying**
15. **Gangs- No gang clothing, symbols, signs, or other behaviors will be tolerated.**

Weapons Policy Policy #501

Bringing a dangerous weapon on school property is a violation of Minnesota law. It is a felony. You may not possess a dangerous weapon at any time on school property.

A dangerous weapon can be many things. It includes guns, knives, switchblades, brass knuckles, nunchucks, certain liquids and pellet guns and laser pointers. It does not matter, for instance, whether the gun is loaded or unloaded. A dangerous weapon includes any device or instrument designed as a weapon or through its use is capable of producing great bodily harm or death.

There are some exceptions. Firearms being transported in accordance with Minnesota law are accepted. If you have any questions about an exception, however, you must talk to the principal. A principal must authorize an exception in writing.

Possession on school property includes: on a school bus or on school property, or on any property leased by the school.

Violation of the terms of Minnesota law will result in penalties including expulsion from school in addition to statutory penalties which include significant fines and prison.

Detention Teacher

Assigned

Each teacher has a set of rules (classroom management plan) for their classroom. These rules and the school rules

will be followed in the classroom. If a teacher assigns you detention you need to make arrangements with the teacher to do the detention. If you do not do the detention when it is scheduled the detention will be doubled and served with the teacher.

Principal Assigned

If a principal assigns you detention, you are to report to the detention room on the day assigned. The following guidelines will apply to detention assignments:

1. You are responsible for signing in. The supervisor will maintain a log of student detention hours. If you fail to sign in, no record will be kept.
2. Morning and after school detention may be served in 30 min blocks of time
3. Failure to complete detention will result in the following consequences:

1st offense: Time doubled

2nd offense: In-School Detention.

3rd offense: Both: Time doubled and In-School Detention

NOTE: Detention assignments will be served regardless of involvement in extra-curricular activities.

Removed or Sent Out of Class

If a teacher asks you to leave the classroom you are to come to the Principal's Office immediately and explain the situation. If you do not come to the office when you are "sent from" class you may be assigned additional detention and/or school suspension.

Suspension/Removal from Class

Short term suspensions/ (In School or Out of School)/Removal from class may be used in dealing with student misconduct. Suspensions may be from a class period to five days in length. All suspensions will be according to the guidelines of the Pupil Fair Dismissal Act.

A parent conference may be required before you may return to school. If you continue to be suspended for your behavior, you may be expelled from school.

***If you break a local, state or federal law** you will also be reported to the Pipestone Sheriff's Department.

Exclusion/Expulsion

Expulsion or exclusion may be necessary for critical situations or repeated breaking of the school rules. The Superintendent is notified about the situation. The Superintendent will then start the hearing process following the guidelines in the Pupil Fair Dismissal Act.

Student Conduct, Rights and Responsibilities

Code of Conduct 120B.232

PAS students exhibit quality character of themselves and toward others when they show the following character traits: attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking and resourcefulness. This should be strived for and exemplifies our goal of 'Being On Target'.

Conduct for the Commons/School Building

The commons is available for student and staff use. Please help make this a pleasant area by doing the following:

1. Treat other students and staff members with respect.
2. Treat school and personal property with respect
3. Deposit all litter in wastebaskets.
4. Return trays and silverware to the dish washing area.
5. PAS follows USDA guidelines for schools. Pop or energy drinks are **NOT** allowed until after school dismissal. Students are allowed to bring drinking water from home or the school store and to take water into

- the classroom, provided that the water is in a clear capped container, such as a bottle, to prevent spills.
6. Do not take food or UNSEALED drinks out of the commons.

Study Hall

Study halls are available so that students may complete school work. Use of this time can be a great benefit to your learning.

1. Be on time every day and bring your work with you.
2. Be quiet and respectful of others in study hall.
3. Follow the rules of the study hall teacher.
4. Get a pass if you need to go to your locker, restroom, nurse or library.
5. Get a pass from your classroom teacher before you go to the study hall if you need to go to that classroom or other school area for that class.
6. Sign out when you leave study hall.
7. Be quiet in the hallway and respect the rights of teachers and students in other classes.
8. Go only to the place on your pass.
9. Have your pass signed before returning to study hall
10. Sign back in to study hall before the end of the hour.

*If you do not follow these rules you will lose your privileges, be given detention or a school suspension.

Student Lockers Policy # 502

All students' are furnished lockers, with combination locks, at the beginning of the school year. (This includes the lockers and locks assigned for physical education.) All lockers and locks are owned and under the authority of Pipestone Area School District #2689. **The school reserves the right to inspect the contents of all lockers and to remove anything contrary to school rules or is detrimental to the school.** It is the student's responsibility to keep the locker clean inside and out. The following rules apply to locker use:

1. Do not leave valuables (money, keys, purses, billfolds, calculators, etc.) in your locker at any time!
2. **Do not** tell anyone your locker combination; the school will assume no responsibility for losses!
3. Do not go into another student's locker (physical education or hallway) to look for or borrow anything without permission from that student.
4. Report any thefts or damage immediately to the office.
5. Do not write on your locker, use stickers or in any other way damage or deface your locker.
6. Do not store pop or open food items in your locker.
7. If you damage your locker, the locker or property of another student, or take something that does not belong to you, consequences include: detention, suspension, and/or pay for the damages or replacement of the locker or property. Thefts and vandalism will be reported to the police.

Student Vehicles

Pipestone Area School District #2689 school authorities and law enforcement personnel working with the school, reserve the right to inspect/search student vehicles parked on school property and remove anything contrary to school rules or detrimental to the school or students. Vehicles not parked in student parking areas are subject to towing and/or loss of parking privileges. No seen profanity, language, pictures or symbols may be displayed on any vehicles on school property.

Backpacks

Students are allowed access to their backpacks during the school day. Backpacks are subject to school policy #502 regarding search of personal possessions.

Student Dress and Appearance Policy #504

The responsibility of proper dress rests with students and parents. Students should take pride in their attire.

Common courtesy means appropriate dress, including footwear, be worn at all times. It is expected that students will dress modestly during the school day and at school events. The appearance of students becomes the concern of the school if it causes disruption of the educational program or if it is offensive or inappropriate to others.

Examples of inappropriate dress and grooming:

1. Hats, caps, hoods, bandanas and other head attire during the school day. Exceptions can be made for religious and medical reasons.
2. Clothing that is hazardous to them in school activities such as shop, lab work, physical education or art.
3. Clothing that is potentially dangerous, such as, but not limited to: studded dog collars, wallet chains or open safety pins.
4. Clothing resembling sleepwear, such as pajamas, slippers, house shoes (unless approved by administration for a special school event).
5. Clothing that does not cover the shoulders or midriff. Clothing that is ripped or torn.
6. Clothing that is extremely short.
7. "Sagging" or "bagging" of jeans.
8. Clothing that has profanity or suggests themes such as alcohol, drugs, sex, violence, or has slogans offensive to the rights of others.
9. Student coats/jackets will remain in their locker and not be carried or worn to class.

Electronic devices including but not limited to: iPods, MP3 players, cell or smart phones, tablets (kindle, iPads)

1. The school is not liable for the loss or destruction of these items. *No electronic devices with picture/camera capability allowed in Locker Rooms.
2. Electronic devices are allowed before school, during lunch and after school. Each teacher will determine the acceptable use of electronic devices for their classroom. If a teacher determines that a student has violated their classroom acceptable use, the teacher will collect the device and determine the consequence.
3. In accordance with Electronic Technologies and Acceptable Use and Safety Policy #524 and Bullying policies #413 and #514, students who possess personal electronic devices with wireless capabilities may carry and operate them for approved educational purposes. Misuse of personal devices includes taking, posting or disseminating pictures/videos of students or staff not for stated educational purposes.

PAS District #2689 Electronic Technologies and Acceptable Use and Safety Policy # 524

1. Purpose - The purpose of this policy is to set forth guidelines and parameters for access to acceptable and safe use of the District's electronic technologies. Electronic technologies include but are not limited to computers and peripherals, printers, telephones, electronic applications, electronic communications, the District's network and Internet social networking tools.
2. General Statement of Policy - Pipestone Area School District recognizes the value of providing technology equipment, network services and Internet access to students, staff, and community in order to enhance its mission of education. By providing electronic technologies, students and staff have access to explore libraries, databases, websites, online resources and exchange messages and communication with people around the world. The District expects instructional staff to utilize these electronic technologies and tools within its daily curriculum, while providing guidance and instruction to students in their use. Doing so promotes educational excellence at Pipestone area schools.
3. Internet Use Agreement
 - a. The proper use of the Internet and educational technologies and the educational value to be gained from proper usage is the joint responsibility of students, parents and employees of the district.
 - b. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a district account or educational technologies to access the Internet.
 - c. The Internet use agreement form (see Appendix I) for students must be read and signed by the student and the parent or guardian. The agreement must be signed in order to be granted access to

the Internet via the district network. This policy requires that the signed, up-to-date form be retained electronically or physically.

- d. A signature is required when the student begins in the district, in Kindergarten, 2nd grade, 5th grade and 9th grade.
 - e. Students have access to Internet resources through their classroom, library or school computer lab.
 - f. Students using social networking tools and curriculum content management software for a teacher's assignment or class are required to keep personal information as stated in Section VIII of this policy out of their postings.
 - g. Students using the district's educational technologies for social networking for a limited educational purpose must follow Policy 514, Bullying Prohibition.
4. Student Online Acceptable Use Consent Form - All students will be given an online acceptable use consent form their first day of school and once signed by parents and students will be kept on file throughout their Middle and High school years. Students will not be allowed to use Pipestone Area Schools' Internet and electronic technologies without a signed consent form. New students, students going into 5th grade and students going into 9th grade will receive a consent form that must be signed and on file. A blank copy of the consent form is available in the High School/Middle School and Counseling offices.

E-Learning

Pipestone Area Schools has embraced the philosophy of E-Learning for our students. The state of Minnesota allows up to 5 E-Learning days per year. While E-Learning can not replace face-to-face instruction, it is a way to keep moving forward with learning when circumstances such as weather don't allow us to be face-to-face in school. While all E-Learning covers all electronic based learning, there is a difference between E-Learning and Virtual Days. The main difference is that Virtual Days are planned and school is not closed.

What does E-Learning look like

E-Learning is a way for teachers to deliver instruction and support through electronic or virtual means. Teachers post learning goals, deliver instruction, provide support and feedback, respond to student questions by the end of the school day, and take attendance. This instruction is sequential and fits within the current unit of study. Teachers plan their regular instruction with E-Learning in mind.

Communication

Since E-Learning happens at often unannounced times, teachers communicate E-Learning day expectations to students on a consistent basis. Communication can be through e-mail or virtual means such as Google Hangouts. All teachers have phone access and a number students can call.

Meeting the Needs of All Students

Teachers work with Special Education teachers and support staff to meet the various learning needs of all students. This occurs both electronically and with paper based school work. SPED teachers work out plans for meeting service time and goals with students while also being available to communicate and provide service during the day.

Technology

Technology creates opportunities for E-Learning. Teachers take advantage of technology based resources such as Google Classroom to deliver high quality lessons. Other resources include media based learning and online programs like IXL or Reading Eggs.

Student Access

Students have access to E-Learning materials and resources through the district's 1:1 Chromebook initiative but may use any electronic device that can connect to the Internet. In addition, teachers work with students who have limited Internet on ways to get the lesson information and assignments.

Attendance

Students are expected to attend E-Learning days by checking in online and completing the required lessons. Each teacher communicates to students how they take attendance and check for that in their lesson. Students not in attendance are marked unexcused. Attendance is submitted by the end of the school day.

Completion of Work

Students are expected to complete assignments as on a typical school day. Teachers communicate to students when assignments are due.

Minnesota Department of Education (MDE) e-Learning Days (MN statutes, section 120A.414)

Bus Safety and Conduct Rules

A complete copy of the Student Transportation Safety policy #709 is on file in the Principal's Office, District Office and District website.

According to Minnesota Law and Pipestone Area Board of Education Policy riding the school bus is a privilege. It is important to maintain a safe environment for all bus riders. If the rules are not followed, the privilege to ride the bus may be withdrawn. Serious violation or continued misbehavior may require permanent removal from the bus. Observe the following rules.

1. The bus driver has the authority to assign seats.
2. Be courteous to other riders and the driver.
3. Profanity is not permitted.
4. Keep the bus clean.
5. Roughhousing is prohibited on the bus and at the bus stop.
6. Remain seated while the bus is in motion.
7. The possession or use of alcohol, tobacco or other illegal drugs is prohibited.
8. Keep hands and heads inside the bus at all times.
9. Do not destroy property. You will be required to pay for any damages and authorities may be notified.
10. Do not distract the driver. Visit with the driver only when the bus is stopped.
11. Keep the bus aisle clear at all times.
12. Only the bus driver may authorize the use of emergency doors.
13. When leaving the bus stay at least 10 feet away from the bus.

Distribution Of Non School-Sponsored Materials On School Premises By Students And Employees Policy #505

A complete copy of policy #505 is on file in the Principal's Office, District Office and District website.

Students of the School District #2689 have the right to self-expression as long as they don't intrude on the rights of others.

1. Student protests or demonstrations cannot stop or interfere with the general operation of the school. Students will maintain responsibility to their schedules and will be advised to return to their assigned class. Students who do not return to class will be regarded as truant, their absences recorded as unexcused, and appropriate consequences assigned.
2. Students may not wear clothing or other items which are inappropriate or that interfere with the orderly and healthy operation of the school.
3. Students should use good judgment and common sense in showing displays of affection for other individuals on school property.
4. Students have the right to free press (students guilty of libel or slander will be suspended and subject to state and federal laws).

5. Symbolic, verbal and written freedom of expression cannot interfere with the rights of others. Profane or obscene language and threats of harm to a person or property cannot be used.
6. Student publications or other materials cannot be written, published or handed out on school property without permission from the principal.

Hazing Policy #526

Means committing an act against a student that creates a substantial risk of harm to that person in order for the student to be initiated into a student organization.

Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. This applies to behavior that occurs on or off school property and during and after school hours.

Sexual Harassment

Sexual harassment is unwelcome sexual advances, requests for sexual acts, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is necessary to obtain or keep a job or education (grades, etc.).
2. Submission to or not agreeing to that conduct or communication is used to make a decision about your job or education.
3. That conduct or communication interferes with your job or education, or makes it uncomfortable for you to work or go to school with this person. Sexual harassment may include, but is not limited to, these types of actions:
 - a. Verbal harassment or abuse (inappropriate comment)
 - b. Subtle pressure for sexual activity
 - c. Constant brushing against your body
 - d. Demanding sexual favors while implying or making threats about your job or education
 - e. Demanding sexual favors while making promises about giving you special treatment at your job in school
 - f. Any sexually motivated unwelcome touching

Any person that believes they have been the victim of sexual harassment by a student or employee of the Pipestone Area School District No. 2689 should report the incident immediately to the Administration and/or any other staff member. Any other person who knows about or believes that the conduct of someone may be sexual harassment should also report it.

Minimum consequences for behavior which is determined to be harassment of other students

- will be five (5) hours of detention and parent notification.
- Failure to change harassing behavior or retaliating against a student who reports harassment will result in suspension from school for a minimum of one (1) day.

Bullying Policy # 413 and #514

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment.

“Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, “bullying,” specifically includes cyberbullying as defined in this policy. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment

1. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district’s policies and procedures, including the school district’s discipline policy.

Alcohol, Tobacco, and Chemical Misuse Policy # 419

Use or possession of tobacco, tobacco products, tobacco-related devices, electronic delivery devices, non-prescribed drugs or alcoholic beverages on or around school property is not permitted. Violators may receive an automatic suspension from school. Re-admission will be made by the parents through the principal's office.

Student Services

Pipestone Area High School offers a variety of Student Support Services. These services are to benefit the social, emotional, behavioral and academic needs of students. Services include Guidance Counselors, Social Workers, School Based Mental Health, School Psychologist and Crisis Management. Programming for Special Education and English Language Learners is available.

Counseling

Pipestone Area Middle and High School offers a comprehensive counseling program. The Counseling program is designed to provide general curriculum guidance, individual student planning, responsive services and system support. The program exists for the benefit of every student in Pipestone Area High School. These services are available to all students and counselors engage with students through large group, small group and individual direct services. Students and parents are encouraged to connect with the school counselors. The purposes of the guidance department are to:

1. Help each student get the most from actual class work.
2. Help each student find his or her place in the extra-curricular program.
3. Help each student plan his or her life work.
4. Assist each student with personal and social skills.
5. Give students information about available scholarships.
6. Administer aptitude, interest, and achievement tests to help students realize their capabilities.
7. Assist students in the selection of an appropriate vocation.

If you wish to see the guidance counselor, make an appointment with her and get a pass from her for the scheduled time.

Nurse's Office

A nurse is available to monitor students with health concerns. If you become ill or are injured during the school day, a pass is required from your teacher. If the nurse is not in, tell one of the administrative assistants and they will help you.

If your student is found to have head lice, fleas, or scabies you will be notified and your student will be sent home. It is the expectation of the school that you and your student will seek the appropriate medical attention immediately.

Appropriate steps need to be performed to your home in addition to those being done with your student and family. Your student may return to school after the appropriate treatment has been performed.

Medication Policy:

Students may take medication during school hours according to the following procedures:

1. **All medication** - must be kept in the health office and dispensed from there. Students with asthma/allergies may carry their own prescribed inhaler if a Doctor's Orders for the same is on file in the health office.
2. **Nonprescription** - must have a signed parent request (form available in office).
3. **Prescription** - A written doctor's order and signed parent request (form available in office).
4. **Medication** - must be in the original container or prescription bottle.

Immunization Policy

Immunizations are required by law according to the Minnesota School Immunization Law (Minnesota Statutes 1988 Section 123.70). These are required in order to stay in school, for the safety of your student, the other students, and in order for graduation. See the nurse or your health care provider for a list of immunizations needed for your student.

All students enrolled in Pipestone Area Schools are required to show proof of immunizations according to the current Minnesota Immunization Law. If a student has NOT received the immunizations required by state law, the student will not be permitted to attend school until all such immunization requirements have been met or one of the following conditions have been met:

1. A statement signed by the physician or staff of an immunization clinic stating that the student has commenced a schedule of the immunizations, and the dates of the initial immunizations and planned dates for further immunizations are included. The subsequent vaccinations must be completed within 30 days of the vaccine being due or the student will be excluded from school.
2. A statement signed by a physician stating that the immunization is contra-indicated for medical reasons, or that laboratory confirmation of the presence of adequate immunity exists.
3. A notarized statement signed by the student's parent or legal guardian stating that the prescribed immunizations are contrary to conscientiously held beliefs of the parent or guardian.

Student Health Insurance

The Pipestone Area School District **does not** provide health insurance for accidental injury or illness for students during the school day. You may purchase a policy that is in addition to your family policy from the school. If this "student insurance program" is purchased by your parents it is an agreement between your family and the insurance company. Information regarding student health insurance is included in the registration packet you receive when you pick up your schedule.

Activity Academic/Athletic Ineligibility and Probation Policy # 551

I. Purpose

The purpose of this policy is to define the method for determining whether a student is academically eligible to participate in school activities. The activities include but are not limited to the following:

Baseball	Basketball	Cross Country	Tennis
Track and Field	Cheerleading	Golf	Softball
Volleyball	Plays/Musicals	F.F.A.	Football
Gymnastics	Wrestling	Marching Band	Musical
Ensembles	Speech	Knowledge Bowl	Robotics

II. General Statement of Policy

It is the intention of this policy to motivate students to keep a sound academic record and graduate on time from Pipestone Area Schools. The athletic/activities director will inform the high/middle school staff of students that are ineligible.

- III. The Minnesota State High School League policy states that to be eligible for participation in MSHSL activities, one must be making satisfactory progress towards graduation. Our goal is to develop the total student in all of our programs. This requirement will improve our students and give much needed credibility to our programs.

Standards

Standards of academic eligibility to participate in extracurricular activities will be measured by:

- Students (Grades 7-12) must have no Incomplete Grades or F's in any class.
- Four Grading Periods- most current grading period is used to determine eligibility.
-1st quarter -2nd quarter -3rd quarter -4th quarter
- Fourth quarter grades will roll over for the following school year.

Consequences:

Athletics (Category I activities)

- Students that fail to meet these standards will miss two weeks or two contests (whichever is longer).
- If after two weeks/two contests, the student is meeting expectations (completed progress form signed by all teachers) he/she will regain their eligibility.

Activities/Fine Arts (Category II activities)

- Students shall miss the next one event/contest he/she participates in.
 - If after the event/contest, the student is meeting expectations completed progress form signed by all teachers) he/she will regain their eligibility.
- If at any time a student makes up work for the previous quarters failed class(s) the student becomes immediately eligible once the grade change has been recorded and corrected.

- Any player deemed ineligible to participate, regardless of reason, whether academic, chemical violation, coach's decision, etc., cannot dress for the contest/s they are ineligible for. Furthermore, the coach determines whether or not the ineligible player can go to away contests.

2. **ICU List** – Students in activities are expected to make adequate progress toward graduation. To achieve this, students should remain off the ICU list – a list of missing assignments and school work updated daily by teachers. Students on the ICU list are subject to missing practice and/or contests until their assignments are completed. Coaches will use discretion when mandating students complete their ICU assignments. Multiple supports are available to students including study sessions before, during and after school.

***Administrators have discretion over unique or extenuating circumstances.**

Appeal Policy-

Students have the right to appeal their academic ineligibility. Any student who chooses to appeal their Academic Ineligibility should do so within 3 days after grades have been posted. Appeals should be made to the Activities Director in writing.

A committee consisting of an Administrator, teacher, and counselor will review the appeal.

District Information

Food Service Policy #760

Our district offers breakfast and lunch at school. The Food Service Department strives to produce quality meals in an efficient and fiscally responsible manner. Pipestone Area Schools recognizes the parent/guardian's responsibility to provide breakfast and lunch for their children. Proper nutritional intake is essential for adequate learning to occur. The Food Service Department utilizes a computerized Point of Sale system requiring pre-payments. Students may purchase meals when funds have been deposited into their personal account. Cash payments are always accepted and students selecting ala-carte options can use either cash or positive lunch account funds at the MS/HS. Families may apply for free/reduced meals anytime during the school year.

To participate in the school's lunch program, all accounts must be paid in advance at all times. Family balances are available on Schoolview. Families are expected to have a positive balance in their students' accounts. The parent/guardian will be notified when their students account reaches a balance of \$10 or less. The parent/guardian will receive a 2nd notification from the Food Service Director when their students account reaches a zero or negative balance. Further negative balances initiates notification from other school personnel including school counselors and the principal. Meetings with school personnel will occur to discuss options including providing a student with an alternate lunch.

Chemical Use and Abuse Policy #417

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. The school board believes that the public school has a role in education, intervention and prevention of chemical use and abuse.

The school district shall establish and maintain a chemical abuse pre-assessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.

Student Surveys Policy #520

Occasionally the school district utilizes surveys to obtain student opinions and information about students. Student surveys may be conducted as determined necessary by the school district. Student surveys will be conducted anonymously and in an indiscernible fashion. Parents have the opportunity to review surveys and to opt their student out of participating in the survey. Surveys, analyses, and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. 1232h.

Student Disability Nondiscrimination Policy #521

Section 504 of the Rehabilitation Act of 1973 (34 C.R.R. Part 104) is a federal civil rights statute that assumes individuals will not be discriminated against based on their disability. All school districts that receive federal funding are responsible for the implementation of this law. This law protects a student with an impairment that substantially limits one or more major life activities, whether the student receives special education services or not.

Section 504 is designed to provide equal access and fairness in general education to students with disabilities. A student is entitled to a 504 Accommodation Plan if they have been identified as having a disability and the evaluation shows that the individual has a mental or physical impairment that substantially limits one or more major life activities. If a parent is concerned about a child’s progress in school because of a disability, they should bring their concern to the attention of the school social worker, counselor and/or teacher.

Notice of Non-Discrimination

Pipestone Area Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies.

Pipestone Area School District Americans with Disabilities Act/Section 504

Coordinator

Ellen Dulas
ellen.dulas@pas.k12.mn.us
Phone: 507-562-6090
Office Location: HS Counseling Area

Alternate

Tanya Schroyer
tanya.schroyer@pas.k12.mn.us
Phone: 507-562-6090
Office Location: HS Counseling Area

Student Sex Nondiscrimination

A complete copy of the Student Sex Nondiscrimination policy #522 is on file in the Principal’s Office, District Office and District website.

The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.

Title IX Coordinator

Rick Zollner
rick.zollner@pas.k12.mn.us
Phone: 507-562-6099
Office Location: HS office

Alternate

Cory Strasser
cory.strasser@pas.k12.mn.us
507-562-6099
Office Location: HS Office

**NOTIFICATION OF RIGHTS, PROTECTION AND PRIVACY
OF EDUCATION DATA ON STUDENTS**

Privacy Rights of Students and Parents

Independent School District #2689 policy and regulation on student information kept by schools comply with Federal and State laws which protect the student’s right to privacy and guarantee parents the right to examine and challenge the contents of their children’s records.

Others who have access to the child’s records include: school staff having a legitimate educational interest in the child; another school district, college or education institution in which the student may enroll; and when the record is

Or after lunch	2 nd tardy	=	detention - 30 minutes
	3 rd tardy	=	detention - 60 minutes
	4 th tardy	=	detention – 1 hour
	5 th or more	=	Detention 3-5 hours or 1 day of ISD
	8 or more	=	referral to board, habitual truancy
Tardy to Class	3-5	=	detentions
	5 or more	=	ISD for every like occurrence

*MS Students will receive “Arrow Code” notices

Unexcused Absences - As outlined in the Student Handbook. PAS is a closed campus. Includes skipping a class without leaving the building. Skipping a class and leaving the building begins at 2nd offense.

1 st offense	=	1 hour detention
2 nd offense	=	3 hours detention
3 rd offense	=	5 hours detention & Pre-Truancy meeting
Habitual (7)	=	Suspension and truancy filed with County

Cell Phone/Electronic Device Violations

1 st offense	=	Loss of cell phone for 5 days
2 nd offense	=	Loss of cell phone for 10 days
3 rd offense	=	Parent meeting

Academic Dishonesty (MS)	1 st offense	=	3 hours Detention/parent notification
-Plagiarism	2 nd offense	=	1 day ISD/Assignment completion
Academic Dishonesty	1 st offense	=	After school detention
-sharing student work	2 nd offense	=	3 hours detention

Behavior associated with Minnesota Bullying Law:

"Bullying" - intimidating, threatening, abusive, or harming conduct. Cyberbullying, harassment, pornographic materials, disrespectful or obscene language directed at a staff member, physical aggression, vandalism. (Harassment of staff member warrants special consideration)

Consequences

1 st offense	=	Up to Five (5) hours of detention or ISD
2 nd offense	=	1-3 days ISD/police notified
3 rd offense	=	1-3 days OSS/police notified
Habitual	=	5 days OSS /police notified or referral to board for possible long term OSS or expulsion

Fighting, physical injury, use of tobacco, destruction of property, secret societies.	1 st offense	=	1-3 days OSS/police notified
	2 nd offense	=	3-5 days OSS/police notified
	3 rd offense	=	long term OSS or expulsion/Police notified

Drugs, alcohol, using or under the influence, possessing drug paraphernalia includes huffing, violence and assault, theft	1 st offense	=	(3-5) days of OSS/police notified
	2 nd offense	=	(5-9) days of OSS/police notified
	3 rd offense	=	long term OSS or expulsion. Police notified

*May be reduced if a student agrees to the necessary assessment and treatment if so Advised.

Weapons, bomb threat, fires, endangering the lives of others <i>Weapons Policy #501</i>	1 st offense	=	long term suspension or expulsion/police notified
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Pipestone Area Schools
1:1 Technology Handbook for Parents and Students

Chromebook and Online Acceptable Use

Pipestone Area Schools strives to prepare students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing students to succeed in a global community. Integrating technology effectively into student learning environments promotes innovation, critical thinking, and collaboration which are critical components for achieving these outcomes. PAS also has an “Internet Acceptable Use and Safety Policy” that covers all of our internet and electronic technologies rules and expectations. This policy also gives PAS consent to post photographs, film or videos of your student on the school website. Please take the time to go over these policies with your student as well as the following information on checking out Chromebook. The school will need your permission and agreement stating these policies will be followed. The attached consent form will need to be signed and returned for your student to check out a chromebook and be allowed access to the internet.

Some of the benefits of 1:1 technology initiatives:

- More equitable digital access among students
- Increased student engagement
- Options for more personalized learning opportunities
- Increased opportunity to effectively utilize digital resources

General Information

- Each student will receive a Chromebook and AC charger.
- The Chromebooks are property of Pipestone Area Schools. Students should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported email service.
- Chromebooks and AC chargers will be returned during the final week of school so they can be checked for serviceability.
- Pipestone Area Schools reserves the right at any time to require the return of the device.

District Policies

Students and parents are responsible for reviewing the following PAS district policies that specifically pertain to the use of technology: (Full Policies are available on the PAS website: www.pas.k12.mn.us or in the District office)

- PAS Policy 514 - Bullying Prohibition Policy
 - Cyberbullying is included within this policy and is specifically defined in section III-B.
- PAS Policy 524 - Internet Acceptable Use and Safety Policy
- PAS Policy 506 - Student Discipline

Guidelines

- Students should use the Chromebook assigned to them and not lend their device to others.
- Chromebooks must remain free of any writing, drawing, stickers, skins, or labels except those placed on the Chromebook by the district. Stickers and labels placed on the Chromebook by the district must remain intact.
- Students are responsible for keeping the Chromebook's battery charged for school each day.
- Chromebooks must never be left in a car, unlocked locker, or any unsupervised area.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Students are expected to bring their Chromebook with them every day just as they would with their textbooks.
- As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group. ***Cameras may never be used in a locker room or restroom.***
- Backgrounds must be appropriate and in good taste at the sole discretion of the teacher and building administrator.

- Chromebooks in need of repair should be taken to the Tech Office or Library Media Center.
- In case of theft, an official police report will be required.

Fees and Damages

Students and parents are responsible for the care of Electronic Devices (Chromebooks) issued by the school and paying assigned fees.

- Fees for damages will be assessed and determined by school technology staff.
- Examples of damages include:
 - Broken screens, broken hinges, etc.
- Replacement cost will be assigned for lost or missing Chromebooks and chargers.

Technology Discipline

Most tech-related behavior violations are equivalent to “traditional” classroom violations.

- Leaving your Chromebook at home is equivalent to leaving your textbook or school supplies at home.
- Cutting and pasting without citing sources or putting it into your own words is equivalent to plagiarism.
- Cyber-bullying is equivalent to bullying or harassment.
- Damaging or defacing the Chromebook or accessories is equivalent to vandalism or property damage.

Parent/Guardian Responsibilities

- Talk to your student about the values and standards you expect your student to follow as they use the Internet just as you talk to them about their use of all other media information sources such as television, telephone, movies, radio, etc.
- Parents are encouraged to monitor student activity at home, especially their Internet use.

Suggestions for Parents/Guardians

- Investigate parental controls available through your Internet/phone service provider and/or your wireless router.
- Develop a set of rules/expectations for device use at home. Some websites provide parent/child agreements for you to sign.
- Only allow device use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
- Demonstrate a genuine interest in what your student is doing on the device. Ask questions and request that they show you his or her work often.

Important Safety/Privacy Practices for Parents to Teach Students

- Never accept files or downloads from unknown sources; this includes familiar sources if you were not expecting them. Accepting files or downloads from unknown sources can bring a virus that could harm the device.
- Never give out real name, telephone or cell phone number(s), mailing address, or passwords. Giving away personal information can lead to identity theft or worse.
- Take great care when posting photographs in publicly accessible sites. The settings for ANY social networking profiles should be PRIVATE and new friends are accepted only if they are known to the child AND parent.
- Posting pictures online or sending images can have dangerous consequences.
- Report Cyberbullying to an adult. (Cyber-bullying refers to the practice of using technology to harass, or bully, someone else).

Pipestone Area Schools

Chromebook and Online Consent Form 20-21

My student and I have read, discussed, and agree to abide by the information and guidelines found in the PAS 1:1 Technology Handbook for Parents and Students and the “Internet Acceptable Use Policy”.

Student Name (print): _____ Student Grade _____

Student Signature: _____

I also understand that by signing this consent form I give PAS permission to post photographs, film, or video of your student on the school website. I agree to defend, indemnify and hold harmless Pipestone Area Schools and TIES (School View) from any and all claims arising out of or related to the use of this interconnected computer system. I further understand that I have the right to withdraw my approval, by written request, at any time. I also understand that I may opt out of photographs, film, or video posted on the website by signing and returning an “opt out” form that may be picked up in the school office.

Parent/Guardian Signature: _____

Parent/Guardian-Initiated Restricted Access

It is the belief of PAS that every student should be granted equal access to the resources provided by the school district for learning. It is not the district’s recommendation that a student be restricted access to any learning resource that is granted to all other students. If circumstances outside of school call for a student to have limited or restricted access to district- provided resources, a written request by the student’s parent/guardian, in collaboration with a school administrator, must be placed on file with the particular school from which the parent/guardian is requesting the special accommodation. If the request is initiated by parent/guardian, then approved by a school administrator, and placed on file, a student may be granted “as needed only” or “by teacher request only” access to their laptop, rather than having it issued permanently into the student’s possession.

Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will help parents/guardians make informed decisions that benefit their children, schools and communities.

Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

Why does participation matter?

A statewide assessment is just one measure of your student’s achievement, but your student’s participation is important to understand how effectively the education at your student’s school is aligned to the academic standards.

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will be counted as "not proficient" for the purposes of school and district accountability, including opportunities for support and recognition.
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

Academic Standards and Assessments

What are academic standards?

The [Minnesota K–12 Academic Standards](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)	ACCESS and Alternate ACCESS for English Learners
<ul style="list-style-type: none"> • Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8 and high school for science. • Majority of students take the MCA. • MTAS is an option for students with the most significant cognitive disabilities. 	<ul style="list-style-type: none"> • Based on the WIDA English Language Development Standards. • Given annually to English learners in grades K–12 in reading, writing, listening and speaking. • Majority of English learners take ACCESS for ELLs. • Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The reading and mathematics MCAs are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Because test content represents the academic standards as completely as possible, preparing for and taking the assessments uses the very same knowledge, processes and strategies included in the standards.

Are there limits on local testing?

As stated in 120B.301, for students in grades 1-6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7-12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

Where do I get more information?

Students and families can find out more on our [Statewide Testing page](http://education.state.mn.us) (education.state.mn.us > Students and Families > Statewide Testing).



Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three page form on the district website and include it in district student handbooks.

Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required each year parents/guardians wish to opt the student out of statewide assessments.

Date _____ (This form is **only** applicable for the 20__ to 20__ school year.)

Student's Legal First Name _____ Student's Legal Middle Initial _____

Student's Legal Last Name _____ Student's Date of Birth _____

Student's District/School _____ Grade _____

Please initial to indicate you have received and reviewed information about statewide testing.

_____ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](#) (Students and Families > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

_____ MCA/MTAS Reading _____ MCA/MTAS Science
 _____ MCA/MTAS Mathematics _____ ACCESS or Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my student will be counted as "not proficient" for the purpose of school and district accountability and waive the opportunity to receive a college-ready score that could save him/her time and money by not having to take remedial, non-credit courses at a Minnesota State college or university. My school and I may lose valuable information about how well my student is progressing academically. In addition, opting out may impact the school, district, and state's efforts to equitably distribute resources and support student learning.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only.	Student ID or MARSS Number _____
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All School Board Policies are available to be viewed on the District Website – www.pas.k12.mn.us - or in the Principal's Office and District Office.

The School Board approved this handbook in **June of 2020**.



Pipestone Area

High School

Student Handbook

2020-2021

Promotion/Retention Policy

Pipestone Area High School is a four year high school. Students are expected to attend and accumulate graduation credits for all four years. There are no provisions for graduating early or for taking a reduced course load. The purpose of this policy is to encourage the timely accumulation of credits and successful completion of the high school program. It is not intended to allow students to graduate early or be promoted to the next grade level prior to the end of the school year.

~~Beginning with the 9th grade, students must pass a certain number of credits (required and elective) to meet Pipestone Area High School graduation requirements. Because the successful completion of high school credits is the only way to graduate, a student will not be promoted from one grade to the next without obtaining graduation credits. In order to be promoted to the next grade level a student must successfully complete the minimum number of credits outlined below.~~

Beginning with the 9th grade, students must pass a certain number of credits (required and elective) to meet Pipestone Area High School graduation requirements. Students who do not make appropriate progress each year - earning 12 or more credits - will not be on track to graduate. The following chart shows the recommended minimum credits to be earned each year to stay on track to graduate.

Grade	Minimum Credits Passed
9	10
10	20
11	30
12	44 –credits needed to graduate

~~Students who do not meet the minimum number of credits will not be promoted to the next grade until they have done so. Credits will be reviewed at the end of each semester. A student will not be promoted to a grade level higher than the number of years they have spent in school. (Example: a student who is in the 11th grade or 3rd year of high school cannot be promoted to the 12th grade until they have finished their 3rd year/11th grade.)~~

~~**Example:** In order to be classified as a 10th grader, a student must have passed at least 10 credits by the end of the 9th grade. To be classified as an 11th grader, a minimum of 20 credits must have been passed by the end of the 10th grade. To be classified as a 12th grader, a minimum of 30 credits must have been passed by the end of the 11th grade.~~

Student Activity Tickets

All PAS students in grades K-12 receive an activity pass. An Adult pass (1) is \$80.00. All other children's tickets are free. Senior Citizens (age 65 and older) may request and receive a free activity pass.

Student Activity Participation Fee

Participation fees are as follows:

Per Activity: \$40.00 for grades 9-12 (\$50.00 max. per student per season)

Per Activity: \$20.00 for grades 7-8 (\$25.00 max per student per season)

****\$100.00 maximum per family per season****

Students may NOT practice until the fee is paid and paperwork completed. Any exceptions must be approved by the administration.

Reporting Absences

When a student must leave school during the school day:

1. Please use the **Attendance Line 507-562-6100**.
2. You need a note or have your parents call before you can leave school.
3. If you become ill during the day you must report to the nurse's office before you may leave. (This includes feeling ill when you leave for lunch if you do not think you will return after lunch.)
4. You must get an "Out of Building Pass" from the Principal's Office and sign out in the High School Office.
5. If you do not follow these steps you will receive an unexcused absence from class. NOTE: In special circumstances, a student may be allowed to leave the school during the school day without parent permission.

P.16

Student Dress and Appearance Policy #504

The responsibility of proper dress rests with students and parents. Students should take pride in their attire. Common courtesy means appropriate dress, including footwear, be worn at all times. It is expected that students will dress modestly during the school day and at school events. The appearance of students becomes the concern of the school if it causes disruption of the educational program or if it is offensive or inappropriate to others.

Distribution Of Non School-Sponsored Materials On School Premises By Students And Employees Policy #505

A complete copy of policy #505 is on file in the Principal's Office, District Office and District website.

Students of the School District #2689 have the right to self-expression as long as they don't intrude on the rights of others.

1. Student protests or demonstrations cannot stop or interfere with the general operation of the school. Students will maintain responsibility to their schedules and will be advised to return to their assigned class. Students who do not return to class will be regarded as truant, their absences recorded as unexcused, and appropriate consequences assigned.
2. Students may not wear clothing or other items which are inappropriate or that interfere with the orderly and healthy operation of the school.
3. Students should use good judgment and common sense in showing displays of affection for other individuals on school property.
4. Students have the right to free press (students guilty of libel or slander will be suspended and subject to state and federal laws).
5. Symbolic, verbal and written freedom of expression cannot interfere with the rights of others. Profane or obscene language and threats of harm to a person or property cannot be used.
6. Student publications or other materials cannot be written, published or handed out on school property without permission from the principal.

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PIPESTONE AREA ARROWS ATHLETIC/ACTIVITIES POLICY BOOK 2020-2021

I. Administration of Interscholastic Athletics/Activities

A. Statement of Philosophy

It is the intention of Pipestone Area High School to provide for all students interested to participate in athletic and/or activities for which they have the physical and mental qualifications to be able to compete on an interscholastic basis, to promote standards of sportsmanship and encourage growth of responsible citizenship among students with our school and schools with which we compete, to encourage athletes to attain a higher degree of scholarship within the classroom.

B. Objectives of Participation

To develop physical skills, mental skills, good citizenship, good health habits, responsibility, leadership, discipline, loyalty.

Code of Ethics

Minnesota State High School Coaches Association

AS A PROFESSIONAL EDUCATOR

I WILL

1. Strive to develop in each participant the qualities of leadership, initiative, and good judgment.
2. Respect the integrity and personality of the individual participant.
3. Encourage the highest standards of conduct and scholastic achievement among all participants.
4. Seek to inculcate good health habits including the establishment of sound training rules.
5. Fulfill responsibilities to provide health services and an environment free of safety hazards.
6. Exemplify the highest moral character, behavior, and leadership.
7. Promote ethical relationships among coaches.

8. Encourage a respect for all athletics and/or activities and their values.
9. Abide by the rules of the game in letter and spirit.
10. Respect the integrity and judgment of officials.
11. Display modesty in victory and graciousness in defeat.
12. Demonstrate a mastery of and continuing interest in coaching principles and techniques through professional improvement.

I WILL NOT

1. I will not approve commercialism, solicitation, subsidizing, or professionalism entering into high school athletics and/or activities.

C. Administration Organization

School District 2689 Board of Education is the policy making body. They select the administration who are responsible for carrying out its policies.

1. The ~~superintendent of schools~~ High School Principal, along with the activities director, will recommend to the Board of Education the coaching assignments. The superintendent or the activities director will represent the school or delegate this responsibility at all Subsection/Section 3A and other Minnesota State High School League meetings. The superintendent has the right to question and change any internal decisions made by the principals, activities director, or coaches.
2. The activities director reports to the ~~superintendent~~ High School Principal. Primary responsibility of the activities director is to supervise the interscholastic athletic and fine arts activities programs. All home athletic contests are under the direction of the activities director and the administration regardless if they are conference, non-conference, district, regional, or state related events. There are times that the activities director, with administrative approval, will delegate someone as site manager at a home contest or appoint someone to be the official school representative at away contests. These people will carry out the duties and responsibilities that are required of the position.
3. The head coach is responsible for all matters pertaining to the organization and administration of coaching the team under his/her direction and shall enforce all rules of the Minnesota State High School League as they pertain to the respective activity. He/she will make decisions relative to the successful operation of the activity that are consistent with established policies and procedures. The head coach is to be responsive to the instructions of the activities director and building administrators.
4. The assistant coach supports the head coach in conducting the athletic/activities program of that particular sport/activity and the total athletic/activities program of the

Pipestone Area School system in general. In the absence of the head coach, he/she shall assume all the responsibilities herein designated as those of the head coach.

D. Affiliations

1. Minnesota State High School League

- A. Membership is extended to each Minnesota High School as approved by its governing board, high schools associated with state supported universities or colleges, and state supported institutional high schools. Schools must be doing a minimum of (3) years of senior high school work or (4) years of grades 9-12 accredited by the State Department of Education. To be eligible for membership in the Minnesota State High School League, the governing board of each such school must pass a resolution applying for membership for each of its high schools in which it agrees to abide by and enforce the Articles of Incorporation, Constitution, By-Laws, and Rules and Regulations of the League.
- B. The annual membership dues shall be established by the board of Directors and shall be payable by October 1 of each year. Schools failing to pay dues for any year are not eligible to participate in league activities for that year.
- C. Being a member school of the high school league, Pipestone Area is placed in Section 3A and Sub Section 10 of league related events.

II. Staff Responsibilities

A. Activities Director

- 1. Actively participate and maintain membership in the Minnesota Interscholastic Athletic Administrators Association and its affiliate organizations.
- 2. Exert a positive influence in the processes of employment, selection, and assignment of coaching personnel.
- 3. Schedule all competitive sports/activities.
- 4. Evaluate both programs and personnel.
- 5. Represent Pipestone Area High School at Subsection, Sectional District, Region, Conference, and higher level meetings.
- 6. Supervision of all coaches.
 - a) Unify systems and coaching staff according to the needs and desires of the head coach.
 - b) Establish with administration a site manager for home events.
 - c) Make arrangements with custodial staff for home contests, be responsible for tickets and money box, and turn in all worker vouchers.

7. Make arrangements for athletic/fine arts banquets.
8. Supervise award system.
9. Interview new applicants and help assign all coaches in the system.
10. Supervise and authorize purchase of athletic/activities equipment.
11. Arrange for all transportation.
12. Arrange for all necessary meals.
13. Prepare annual reports, policies, and booklet.
14. Work with all service clubs.
15. Responsible for building project.
16. Hire officials for all home contests.
17. Arrange for concessions at athletic events.
18. Work with the principals and counselors.
19. Assist in money-raising projects for athletic & activity programs.
20. Work closely with the Minnesota State High School League in all matters pertaining to rules and regulations of the association.
21. Work with the Booster Club.
22. Handle reservations for any overnight trip.
23. Arrange for publicity to local newspapers when necessary.
24. Coordinate the use of athletic facilities.

B. Head Coaches

1. Be familiar with the objectives, organization, policies, and procedures of the Pipestone Area School, Conference, Subsection, Section and State, relative to the athletic/activities program.
2. Conduct training and game experiences in such a manner that the welfare of each participant is always of paramount consideration.
3. Maintain technical competence by participating in clinics, rules meetings, etc.
4. Directly supervise all matters relative to the sport/activity.

- a) Instruct subordinates in a preplanned reasonable and purposeful manner.
 - b) Keep school officials, particularly the Activities Director, advised of situations pertinent to the conduct of your sport/activity.
 - c) Make decisions relative to the successful operation of the sport/activity that are consistent with established athletic/activity policies and procedures.
 - d) Act as a positive spokesman for athletic/activity policies and procedures to participant personnel.
 - e) Establish rules for participant conduct as deemed necessary. Clearly define the expectations of team members.
 - f) Plan and conduct all practice sessions.
5. Be responsible for preparing public information releases regarding his/her particular activity. Telephone or personal interviews, when requested by news agencies, are not considered a press release. In interviews, coaches and others connected with the athletic/activities program should bear in mind that their statements are published and read by people who are for and against the school's program. Consequently, these statements should be carefully weighed and considered before they are given to the mass media personnel.
 6. Submit an alphabetized list of the students who will participate inter scholastically to the activities director within the 1st week of the start of each athletic season. This is mandatory for all levels.
 7. On the MSHSL website see that your roster and schedule is posted and keep it up to date. The MSHSL and Section 3A look at this site. Rosters for games & programs will be taken from the website. If your team/individuals make it to state, all info will be taken from the website. Also, keep your scores up to date.
 8. Conduct all staff meetings and be in charge of all tryouts, practices, team meetings, and contests for your sport/activity.
 9. Report injuries by filling out an injury report of participant/s to the proper school officials, and inform the principal and/or Activities Director. Coaches are cautioned to exercise great care in dealing with all injuries and particularly those that are of serious nature. In all cases, when a participant seeks advice from a medical professional for an injury or health related issue, they must get a release from that medical professional (signed and in writing) to return to participation in that activity.
 10. Support and conform to decisions and policies that have been established.

11. Select Student managers as necessary.
12. Report the scores and results of all home contests to the media.
13. Lettering - Submit to the activities director a written copy of your criteria at the beginning of your sport/activity (season) and convey to the participant the criteria that you will use.
14. Determine if an ineligible participant will travel out of town with the team.

C. Assistant Coaches/Junior High Coaches

1. Communicate with the head coach and the team.
2. Attend staff meetings when called by the head coach.
3. Assist with scouting of varsity games, if applicable.
4. Assume any duties assigned to him/her by the head coach.
5. Be at all practices. There may be times when you will be asked to attend or help at varsity practices.

D. Coaches outside the school system must be approved by the Activities Director and Administration. This person needs to complete a background check prior to coaching.

E. Volunteer Coaches

Any person helping out as a volunteer coach must be approved by the Activities Director and the Administration. This person must have a background check prior to volunteering.

III. Policies

A. Students are required to have a physical every 3 years to participate in athletics, cheerleading and marching band (includes Flags) it is recommended that participants get a physical done the start of their 7th grade year and 10th grade year. Students are required to have a medical physical before they participate in any activity in accordance with Minnesota High School state policy.

B. Students in athletics and cheerleading are required to have impact testing prior to participation. Impact testing is every three (3) years. If athlete/cheerleader started competition in 7th grade they would have it done prior to participation and then again in 10th grade. Impact testing gives the Doctors a baseline to check with a person who might have a concussion in the field of play.

C. ATTENDANCE AT COACHING CLINICS

Upon prior approval from the activities director, the school will pay \$125.00 for a head

coach and \$125.00 for an assistant coach to attend one coaching clinic per year. To be reimbursed, receipts must be turned in to the activities director. School vehicles can be used if they are available.

D. TRANSPORTATION

For out-of-town contests the school shall provide the transportation and all coaches shall remain in charge of their squad until the students are returned safely to Pipestone. In the event that a parent wishes to take their child from a contest, the parent must fill out a Travel Release Form which can be found on the school's web-site or they may obtain one in the activities office at the high school. The form needs to be filled out completely, dated and signed, and then returned to the activities office either physically or emailed directly to the activities director no later than 12:00pm the day of the contest. The activities director will then inform the coach that the student has been cleared to leave with his/her parents.

E. EARLY DISMISSAL

A list of the participants to be excused should be emailed to staff as soon as reasonably possible, preferably at least a day before departure.

F. SCRIMMAGES

Scrimmages can be arranged by coaches but must be approved by the activities director. The MN State High School League defines an inter-school scrimmage as a practice and training period or session and said practice or training sessions not to approximate or equal actual game conditions. An inter-school scrimmage or practice session must be designated as a game, and count as one of the maximum permitted, if any one of the following conditions pertain to said event:

- If game rules, time limits, etc., are observed.
- If game officials are used.
- If game is advertised, and/or admissions are charged.
- Athletes who are ineligible may compete in scrimmage.

G. ISSUING OF ATHLETIC EQUIPMENT

The Head Coach of that sport will be responsible for the issuing of equipment to the athletes. The coaches will maintain a complete record of all the equipment issued. Before any student may be engaged in any sport sponsored by Pipestone Area High School he/she must complete and pass a physical examination by a qualified physician, and have a clearance slip from the office.

The clearance slip requires:

1. Parents or guardian signature on insurance questionnaire and if they chose to take out insurance, payment of such premium;
2. Eligibility slip signed by the parent/guardian showing that the rules have been

read;

3. Up to date Impact (concussion) test
4. Payment of the activity fee
5. Any/all lost equipment fines paid.
6. Physical on file.

H. CARE OF EQUIPMENT

All coaches are expected to instruct the athletes in the care of equipment issued to them. An appreciation of the cost of quality equipment should lead to a more careful handling and storage. Equipment issued to athletes and coaches is to be used or worn only for official practices, games, or meets.

I. LOCKER ROOM RESPONSIBILITIES

Each coach is responsible for the actions of the members of his/her squad from the time they report to the locker room for practice until they leave the building after practice. It is the coach's responsibility to be present at the time that the athletes are to report for practice, games, or meets, home or away, and stay until the last athlete has left to ensure that lights and showers are turned-off, the doors are locked, and equipment is locked up, and the room left as neat as possible.

J. SCHOOL ATTENDANCE

Students must be in school at the start of the 2nd hour and be present in the classroom the remainder of the day, to participate or practice in any extracurricular activity that day. The principal or activities director may approve a waiver of this rule for medical, dental or other emergency situations.

K. SCHEDULING CONFLICTS

Any scheduling conflicts between activities shall be solved by the activities director, building administrator, coach, and activity advisor involved, and prior to informing the students.

L. STATE TOURNAMENTS

1. If Pipestone Area High School has any participants involved in the State Tournament the school will pay transportation, meals, and room expenses for the head coach, assistant, and state participant(s). Meal allowance for state participants will be \$7.00 breakfast, \$10.00 lunch, \$13.00 dinner, or \$30 per day.
2. If only one participant qualifies for the State Tournament, he/she may take one teammate along for company. Preferably this person is to be a senior, who has been out for the same activity.

3. Cheerleaders:

If any sports team qualifies for state tournament all varsity cheerleaders can go with all expenses paid. In any sport where there is individual advancement as well as team, no cheerleaders will go to individual advancement. Cheerleading advisors will work with the Activities Director to arrange transportation to the event. We will try to arrange a fan bus first for transportation of the cheerleaders, though they may be placed on the players bus if needed.

4. If Pipestone Area participants are not involved in state tournament play only the head coach will be allowed to attend the state tournament. Approval must be secured in advance from the superintendent. Transportation is the coach's responsibility with no reimbursement from the school. When the receipt for tickets is submitted to the activities administrator, the coach will be reimbursed for the cost of the tickets.

M. PARENTS NIGHT

Each activity is allowed a parents night for the varsity players if they choose to have one. It will be up to each head coach to arrange and plan for parent's night. The Arrow Booster Club may help.

N. BAND

The band will play only at those athletic contests that they chose to. Usually they will play no more than twice a week.

O. AWARDS

1. Lettering –Participants may receive one letter for sports/activity throughout their career. Anyone lettering in another sport/activity or the same sport/activity the following year will receive a certificate and pin. The major letter is mainly for participants in grades 10-11-12.
2. Numeral - Receive upon lettering for the first time.
3. Pins - For those who earn their 1st varsity letter and thereafter - only given out for varsity awards.
4. Certificate - Anyone who earns a letter.
5. 7th -8th - No specific award given, unless they earn a varsity award.
6. Ineligibility clarification:
Participants who are ineligible when the athletic/fine arts banquet is held will not receive public recognition at the banquet but will receive their awards due to them. The participant may pick up his/her award from the head coach of the sport/activity at a different time. **(Not the night of the banquet)**

If the participant is ineligible during a period of time in a sport season, but eligible at the time of the banquet and has earned an award for that season, he/she will be

recognized at the banquet and receive the award due them. Cheerleaders will follow the same rules.

P. CHURCH NIGHT

Wednesday night is Church Night in Pipestone, therefore all students will be out of the building by 7:00 pm or earlier.

Q. WINTER TRAVEL

In the event of possible bad weather conditions (cold temps or blizzard type weather), it shall be the responsibility of the coaches to enforce the following: gloves/mittens, some form of headgear and warm foot wear. Participants do not need to wear them, but must have them in their possession (Duffel bag)

R. OFFICIAL SQUAD (TEAM)

The official squad can be no more than what MSHSL allows for. The official squad may include less, but not more than what the MSHSL authorizes. This includes number of athletes, managers, and coaches.

S. Student Acceleration to Higher-Level Athletic Activities follow school policy.

T. STUDENT CODE OF RESPONSIBILITIES

As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:

1. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
2. I will be fully responsible for my own actions and the consequences of my actions.
3. I will respect the property of others.
4. I will respect and obey the rules of my school and the laws of my community, state and country.
5. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

A student who is under penalty, whose character or conduct violates the Student Code of Responsibilities, and is not in good standing, shall be ineligible for a period of time as determined by the Principal.

U. SOCIAL MEDIA STANDARDS

1. Pipestone Area Schools has social media guidelines to help our students understand that the words they choose to communicate to others through social media can be powerful, have great potential to do both good and bad and can have a negative impact on a school, it's programs , or the school district regardless of the student's intent.

2. All Pipestone Area students are representatives of the school district, the school that they attend, and the activity or sport in which they participate. The Pipestone Area Activities department and the school district expect students to use common sense, temperance, civility and empathy when posting on social media. We ask that students use public forums for the purpose of affirmation and information, and we will hold students accountable for posts that do not hold up to the spirit and intent of our guidelines.

Posts should show good sportsmanship, speak positively about individuals, teams, schools, programs, opponents, and current public trends. Students who post mean vulgar opinions which bring controversy or any negative impact to Pipestone Area Schools or its programs may receive consequences that affect their participation as this would be a violation of our district's bullying and cyberbullying policies and standards laid out in the PAS Policy # 514 and MSHSL Code of Conduct

V. MOOD-ALTERING CHEMICALS

1. Reference Bylaw 205

Twelve (12) months of the year, a student shall not at any time, regardless of the quantity: (1) use or consume, have in possession a beverage containing alcohol; (2) use or consume, have in possession tobacco; or, (3) use or consume, have in possession, buy, sell, or give away any other controlled substance or drug paraphernalia, (4) use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals. "Tobacco products" means: any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product, (5) use or consume, have in possession, buy, sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substance or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal law.

- A. The bylaw applies continuously from the first signing of the student Eligibility Brochure.
- B. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by her/his doctor.

PENALTY:

1. First Violation: After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks 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.
2. Second Violation: After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant or three (3) weeks, whichever is greater. No exception is permitted for a

student who becomes a participant in a treatment program.

3. **Third and Subsequent Violations:** After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant or four (4) weeks, whichever is greater. If after the third or subsequent violations, the student has been assessed to be chemically dependent and the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, then the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.
4. Penalties are progressive and consecutive.
5. **Denial Disqualification:** A student shall be disqualified from all interscholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

W. Activity Academic/Athletic Ineligibility

1. Purpose

The purpose of this policy is to define the method for determining whether a student is academically eligible to participate in school activities. The activities include but are not limited to the following:

Baseball	Basketball	Cross Country	Tennis
Track and Field	Cheerleading	Golf	Softball
Volleyball	Plays/Musicals	F.F.A.	Football
Gymnastics	Wrestling	Marching Band	Robotics
Pep Band	Musical Ensembles	Knowledge Bowl	Speech

2. General Statement of Policy

It is the intention of this policy to motivate students to keep a sound academic record and graduate on time from Pipestone Area Schools. The Activities director will inform the high/middle school staff, coaches, and director of students that are ineligible.

3. The Minnesota State High School League policy states that to be eligible for participation in MSHSL activities, one must be making satisfactory progress towards graduation. Our goal is to develop the total student in all of our programs. This requirement will improve our students and give much needed credibility to our programs.

Standards

Standards of academic eligibility to participate in extracurricular activities will be measured by:

- a) Students (Grades 7-12) must have no Incomplete Grades or F's in any class.
- b) Four Grading Periods- most current grading period is used to determine eligibility.
 - 1st quarter -2nd quarter -3rd quarter -4th quarter
- c) Fourth quarter grades will roll over for the following school year.

Consequences:

Athletics (Category 1 activities)

- a) Students that fail to meet these standards will miss two weeks or two contest (whichever is longer).

- b) If after two weeks/two contests, the student is meeting expectations (completed progress form signed by all teachers) he/she will regain their eligibility.

Activities/Fine Arts (Category II activities)

- a) Students shall miss the next one event/contest he/she participates in.
 - b) If after the event/contest, the student is meeting expectations completed progress form signed by all teachers) he/she will regain their eligibility.
- If at any time a student makes up work for the previous quarters failed class(s) the student becomes immediately eligible once the grade change has been recorded and corrected.
4. Any player deemed ineligible to participate, regardless of reason, whether academic, chemical violation, coach's decision, etc. cannot dress for the contest/s they are ineligible for. Furthermore, the coach determines whether or not the ineligible player can go to away contests.
 5. ICU List – Students in activities are expected to make adequate progress toward graduation. To achieve this, students should remain off the ICU list – a list of missing assignments and school work updated daily by teachers. Students on the ICU list are subject to missing practice and/or contests until their assignments are completed. Coaches will use discretion when mandating students complete their ICU assignments. Multiple supports are available to students including study sessions before, during and after school.

*Administrators have discretion over unique or extenuating circumstances.

Appeal Policy-

Students have the right to appeal their academic ineligibility. Any student who chooses to appeal their Academic Ineligibility should do so within 3 days after grades have been posted. Appeals should be made to the Activities Director in writing.

A committee consisting of an Administrator, teacher, and counselor will review the appeal.

BOARD OF EDUCATION

**Lance Oye, Jeff Baatz, Marcy Pals, Amy Nelson,
Brad Carson, Katie Wiese, Randy Erdman**

ADMINISTRATION

**Mr. Kevin Enerson, Superintendent
Mr. Cory Strasser, High School Principal
Mr. Rick Zollner, Activities Director**

Student Disability Nondiscrimination Policy #521

Section 504 of the Rehabilitation Act of 1973 (34 C.R.R. Part 104) is a federal civil rights statute that assumes individuals will not be discriminated against based on their disability. All school districts that receive federal funding are responsible for the implementation of this law. This law protects a student with an impairment that substantially limits one or more major life activities, whether the student receives special education services or not. Section 504 is designed to provide equal access and fairness in general education to students with disabilities. A student is entitled to a 504 Accommodation Plan if they have been identified as having a disability and the evaluation shows that the individual has a mental or physical impairment that substantially limits one or more major life activities. If a parent is concerned about a child’s progress in school because of a disability, they should bring their concern to the attention of the school social worker, counselor and/or teacher.

Notice of Non-Discrimination

Pipestone Area Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies.

Pipestone Area School District Americans with Disabilities Act/Section 504 Coordinator

Ellen Dulas
ellen.dulas@pas.k12.mn.us
Phone: 507-562-6090
Office Location: HS Counseling Area
1401 7th St SW Pipestone, MN 56164

Section 504 Coordinator Alternate

Tanya Schroyer
tanya.schroyer@pas.k12.mn.us
Phone: 507-562-6090
Office Location: HS Counseling Area
1401 7th St SW Pipestone, MN 56164

Student Sex Nondiscrimination

A complete copy of the Student Sex Nondiscrimination policy #522 is on file in the Principal’s Office, District Office and District website.

The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.

Title IX Coordinator

Rick Zollner
rick.zollner@pas.k12.mn.us
Phone: 507-562-6099
Office Location: HS office
1401 7th St SW Pipestone, MN 56164

Title IX Alternate

Cory Strasser
cory.strasser@pas.k12.mn.us
Phone: 507-562-6099
Office Location: HS office
1401 7th St SW Pipestone, MN 56164

FOOTBALL

Head Coach: Scott Boomgaarden

Assistant Coaches: Tucker Coit

B Team Coach: Trevor Tiefenthaler

9th Grade Coaches: Paul Young, Kyle Owings

Jr. High Coaches: Shane Reinhard, Jeff Schelhaas, Brian Bos, Chuck Schroyer

CROSS COUNTRY (BOYS & GIRLS)

Head Coach: Erin Clauson-Gordon

Assistant Coach: Todd Texley

GIRLS TENNIS

Head Coach: Ed Gustafson

Jr. High Coach: Tanya Schroyer/ James Skyberg

VOLLEYBALL

Head Coach: Dave Dulas

Assistant Coach: Cheryl Fey

9th Grade Coach: Jennifer Evans

8th Grade Coach: Mariah Thiessen

7th Grade Coach: Micah Thiessen

BOYS BASKETBALL

Head Coach: Todd Tinklenberg

Assistant Coach: Tucker Coit

9th Grade Coach: Tim Stotz

8th Grade Coach: Robert Petersen

7th Grade Coach: Steve Rops

WRESTLING

Head Coach: Brian Bos

Assistant Coach: Gary Hauptert

Junior High Coach: Paul Young/ Kyle Owings (Split)

GIRLS BASKETBALL

Head Coach: Ed Gustafson

Assistant Coach: James Skyberg

9th Grade Coach: Carli Arnoldi

8th Grade Coach: Tina Kanthak

7th Grade Coach: Craig Boedekker

GIRLS GYMNASTICS

Head Coach: Stacie Wallace

Assistant Coach: Cristin Winter

BASEBALL

Head Coach: Rick Zollner

Assistant Coach:

B-squad: Micah Thiessen

8th grade: Scott Sterud

7th grade: Ryan Wielenberg

GOLF

Boys Head Coach: Steve Rops

Girls Head Coach: Craig Boedekker

Jr. High: Scott Boomgaarden

TENNIS

Head Coach: Ed Gustafson

BOYS & GIRLS TRACK

Head Coach: Todd Tinklenberg

Assistant Coach: Erin Gordon, Todd Texley, Rich Schroyer,

Jr. High Coaches: Trevor Tiefenthaler, Evelyn Klein

SOFTBALL

Head Coach: Troy Bouman

Assistant Coach: Robert Petersen

B-squad: Jeff Schelhaas

Jr. High Coach: Jennifer Evans, Shane Reinhard

CHEERLEADING

Head: Kristin Zollner

ONE-ACT

Head: Reggie Gorter

SPEECH

Head: Jody Wacker

Assistant: Nathan Lamb

ROBOTICS

Head: Travis Dethlefs

FFA

Head: Heidi Rogness

Jr. High - Natalie Resch

KNOWLEDGE BOWL

Head: Dave Dulas

BAND

Head: Alexander Kisecker

Assistant: Peggy Reynolds

STUDENT ACCELERATION TO HIGHER- LEVEL ATHLETIC ACTIVITIES POLICY

PURPOSE

The purpose of this policy is to provide guidelines for the promotion of middle school athletes to compete at a high school level.

I. GENERAL STATEMENT OF POLICY

It is the general policy of Pipestone Area School District not to accelerate students from Middle School (grades 7-8) athletic programs to high school (grades 9-12) athletic programs. Participation by students on athletic teams representing the high school of Pipestone Area School will normally be limited to those students who regularly attend high school classes. Such teams constitute an integral part of the total education program and are primarily designed to serve the needs of the high school students. This represents a basic guideline for athletic participation in our school district. However, on rare occasions, a middle school athlete in the 7th or 8th grade may be so physically gifted that consideration should be given to allowing the student to leave their middle school team and compete at the high school level. Such a decision requires a thoughtful and critical look at:

1. The needs of the student athlete and concern for their physical, mental and emotional well-being.
2. The effect on the student athlete's current grade level team.
3. The displacement of student athletes currently on the team of the proposed acceleration.

At the middle school, emphasis shall be placed on participation and skill development as compared to the philosophy of stronger competitiveness and playing to win at the high school level.

II. DEFINITIONS:

Grades 9-12 shall be considered as the high school program.

Grades 7-8 shall be considered the middle school programs considered for acceleration.

III. EXCEPTION:

Some 9th grade or junior varsity sports may have limited participants. A 9th grade or junior varsity sport that has limited participants may temporarily accelerate middle school participants on an as needed basis. The varsity coach of the activity must submit a written request of need to temporarily accelerate middle school participants to the Activities Director or High School Principal or in their absence the Superintendent in absence of the principal. These students would continue to play at their respective middle school level. This acceleration is intended to allow the district to field a team in a time when its current players are not available (because of injury, illness, etc.). The administrator will make a determination if the temporary acceleration is necessary. A permission form will be signed by the parents or guardians of the middle school athlete who is being

accelerated. It must be turned in to the athletic director prior to the participation. The coach is responsible to verify that the permission has been signed and turned into the activities director.

IV. PROCEDURE

- A. A formal request from the coach to the activities director must be made to accelerate the athlete and must be in writing.
- B. A meeting will then take place between the head coach of the sport involved, the principal and the activities director. The three will discuss any issues (academic, social, eligibility, physical abilities, etc.) and make a consensus decision.
- C. A meeting with both parents if available will be held to discuss the advancement.
- D. If the consensus decision was a “no” a meeting will be held with the parent(s) to explain the rationale for saying “no”.
- E. If the consensus decision was a “yes” a meeting will be held with the parent(s) to explain the advantages and disadvantages of acceleration.
- F. The coach will be responsible to have both custodial parents sign all documents. The documents signify a meeting took place and the parents agreed the student athlete would be accelerated.

VI. PROBLEM CLAUSE

Within the course of the season, if the move is not working for the student, a meeting can be initiated by either the parent or the coach with the activities director and the principal to discuss any problems. If it is deemed that the move has not been the correct thing for the student, the student can be assigned to return back to their original team. However, the student cannot play on their original team and a higher level team at the same time.

VII. REFERENCES

MSHSL Bylaws - 105, 302, 109, 303.4 and 105.00 Interpretations

ACCELERATION OVERVIEW

Advantages of Acceleration:

1. Need to challenge the athletes by playing with and against better competition.
2. Opportunity to participate in increased number of contests.
3. The athlete may experience frustrations due to the disparity in skill level if they continue to play at present level.
4. More opportunities will exist for the athletes from the team the player left. A non-starter now may become a starter.
5. The competition for positions on the team they are moved to may be increased, which may improve intensity and skill development for everyone.

6. Athletes will be given an opportunity to advance their skill level in a team sport just as they can in an individual sport.

Disadvantages of Acceleration:

1. The parents and athletes of members of the team the athlete is moving to will feel they or their child is being displaced.
2. The athletes/parents from the team they are leaving and the team they are going to could disagree with the promotion causing socialization issues in school and the community for the accelerated athlete.
3. Athletes will sometimes feel they are not connected to any team.
4. The team the athlete is moving from loses a role model and an extra peer teacher to help that team develop the better skills.
5. Expectations for the accelerated athlete may be greater by the coaches, parents, and fans. These expectations may not be realized and thus a sense of failure may emerge.
6. An increased time commitment, longer season, split shifts in practice, transportation issues etc. may negatively impact school work and home responsibilities.
7. The continuity of the grade level team and the team accelerated to could be high disrupted.
8. Acceleration may open the athlete up to scrutiny by parents, classmates and community members.
9. The injury and risk factor is increased due to participation against bigger, faster and stronger athletes

At the time your son/daughter has excellent skills and potential. We believe they have the social and mental capabilities to be accelerated. However, this in no way guarantees them a starting position on a team later in their career. Physical growth, maturity, determination, work ethic, team chemistry and other player development can impact future opportunities.

Activity Handbook Summary of Changes

Page 1 - Table of Contents – Updated page numbers

Page 2 – Updated year

Page 3 – Changed from Superintendent to High School Principal

Page 14 – Changed to Rick Zollner, Activities Director

Page 15 – Changed Title IX Coordinator to Rick Zollner

Page 16, 17 & 18 – Changes in Yellow are new assignments, changes in green need to be updated as hired.

RESOLUTION ESTABLISHING DATES
FOR FILING AFFIDAVITS OF CANDIDACY

BE IT RESOLVED by the School Board of Independent School District No.2689, State of Minnesota, as follows:

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No.2689 shall begin on July 28, 2020 and shall close on August 11, 2020. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on August 11, 2020.

2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the official newspaper of the district, at least two (2) weeks prior to the first day to file affidavits of candidacy.

3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten (10) days prior to the first day to file affidavits of candidacy.

4. The notice of said filing dates shall be in substantially the following form:

**NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO. 2689
PIPESTONE AREA SCHOOLS
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 2689 shall begin on July 28, 2020, and shall close at 5:00 o'clock p.m. on August 11, 2020.

The general election shall be held on Tuesday, November 3, 2020. At that election, four (4) members will be elected to the School Board for terms of four (4) years each.

Affidavits of Candidacy are available from the school district clerk, 1401 7th St SW, Pipestone, MN 56164. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or next ensuing general election.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5:00 o'clock p.m. on August 11, 2020.

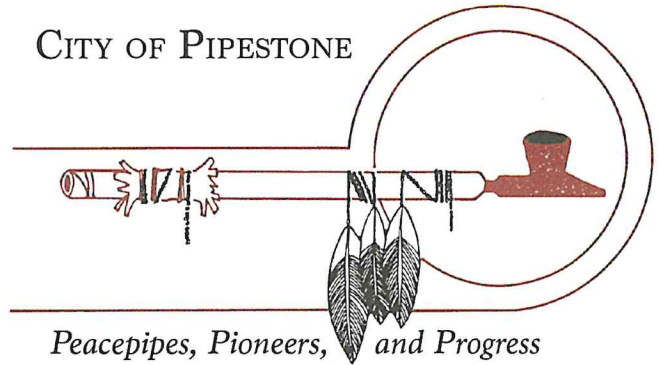
Dated: _____, 20 ____

BY ORDER OF THE SCHOOL BOARD

/s/ _____
School District Clerk

City Office Building
119 2nd Ave S.W.
Pipestone, MN 56164
(507) 825-3324
(VOICE & TDD)
Fax (507) 825-5353

CITY OF PIPESTONE



June 8, 2020

Pipestone Area Schools
Attn: Cal Jans
1401 7th St. SW
Pipestone MN 56164

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RE: PIPESTONE AREA SCHOOLS GARBAGE AND CARDBOARD REMOVAL

Dear Cal:

The City of Pipestone will remove garbage daily year-round at the middle/high school and daily at the grade schools while school is in session and twice a week during summer months at a rate of \$700.00 per month. This includes Minnesota Solid Waste Management Tax. The services the school will receive are inclusive to the advertisement.

The City of Pipestone would like to thank you for the opportunity to assist the Pipestone Area Schools with all your refuse needs.

If you have any questions, feel free to contact me at (507) 215-2211.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Bloemendaal", is written over a horizontal line.

Mike Bloemendaal
Public Works Director

MB:kp

VAN DYKE SANITATION INC

PO Box 150 • Edgerton, MN 56128 • (507) 442-7241

June 11, 2020

Attn: Cal Jans
Pipestone Area Schools
1401 7th St SW
Pipestone, MN 56164

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Cal:

Our garbage and recyclable materials removal proposal includes daily removal year round for the MS/HS. Elementary buildings will be picked up daily throughout the school year and twice a week during the summer. Recycling pick-up will be twice a week. Our proposed rate is \$ 935.00 per month (includes MN solid waste management tax). This figure includes 2 yd dumpsters at Hill & Brown Schools, an 8 yd garbage & 4 yd cardboard dumpster at the High School, 1.5 yd dumpster at maintenance building. The rate also includes all dumpsters & totes for all buildings and athletic events at no extra charge & no additional fees.

This bid is for fiscal year July 1, 2020 to June 30, 2021. Or if you wish, we would extend it for an additional two years at the same rate.

If you have any questions, please call 507-442-7241.

Thank you,

Van Dyke Sanitation Inc



Norm Van Dyke, President

VDS:jlf



**2020-2021 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

RESOLVED, that the Governing Board of School District Number 2689, County of Pipestone, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the high school(s) listed below (name all high schools in the district):

Pipestone Area Middle/High School

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

(If more than four high schools, attach an additional list)

is/are authorized by this, the Governing Board of said school district or school to:

1. Renew its membership in the Minnesota State High School League; and,
OR;
 Make new application for membership in the Minnesota State High School League.
School Enrollment (9-12): **Click or tap here to enter text.**
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representatives identified by this Governing Board.

Signing the Resolution for Membership affirms that this Governing Board has viewed the WHY WE PLAY training video which defines the purpose and value of education-based athletic and activity programs and assists school communities in communicating a shared common language.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed: **Marcy Pals**
(Clerk/Secretary - Local Governing Board)

Signed: **Kevin Enerson**
(Superintendent or Head of School)

Date: 6/22/2020

Date: 6/22/2020

District Office address, City, Zip: **1401 7th St SW, Pipestone, MN 56164**

School Superintendent's Phone: **507-562-6068**

School Superintendent's Email: **kevin.enerson@pas.k12.mn.us**

2020-2021 RESOLUTION FOR MEMBERSHIP

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and mail ballots.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

Name of School: **Pipestone Area Middle/High School**

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

Designated School Board Member: **Brad Carson**

Email Address: **brad.carson@pas.k12.mn.us**

Designated School Representative: **Rick Zollner**

Email Address: **rick.zollner@pas.k12.mn.us**

208.02 ACTIVITY REPRESENTATIVES

Boys Sports: **Rick Zollner**

Girls Sports: **Rick Zollner**

Speech: **Rick Zollner**

Music: **Rick Zollner**

*Mailing Representative: **Rick Zollner**

*The Mailing Representative is the person to whom all mailings from the League office will be sent. Schools usually name the activity director as the primary recipient of the mailings and email messages.

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

Board Member: **Click or tap here to enter text.**

Student: **Click or tap here to enter text.**

Parent: **Click or tap here to enter text.**

Faculty Member: **Click or tap here to enter text.**

Please complete and submit this form with your school's 2020-2022 Resolution for Membership to mshsl_info@mshsl.org If the school board is responsible for more than one (1) high school, please complete a form for EACH high school.

Submit this form to mshsl_info@mshsl.org

2100 Freeway Boulevard, Brooklyn Center, Minnesota 55430-1735 | (763) 560-2262 | www.mshsl.org



Voice for Greater Minnesota Education

June 5, 2020

Superintendent Kevin Enerson
Pipestone Area Schools
1401 7th St SW
Pipestone MN 56164-1877

Dear Kevin,

During the COVID-19 pandemic MREA has remained steadfast to our mission to advocate for Greater Minnesota education, providing extensive support for the move to distance learning and assistance for pandemic planning. Our team has remained actively engaged with legislators and state officials to address E-12 distance learning funding and policy issues, track tax and budget issues with new federal funds, and advocate for flexible financing tools.

New Membership Fee Reductions

While we continue navigating this ever-changing environment and advocate for Pipestone Area Schools, we also seek to support our members with membership fee reductions for 2020-21 and 2021-22:

In the new membership year beginning July 1, members will receive a 10% membership fee reduction for 2020-21 and a 15% reduction for 2020-22, when paid by July 30, 2020.

See your enclosed invoice for details, and know we are grateful for your district’s membership that helps us guide rural schools like yours through immediate and ongoing COVID-19 impacts.

Your Voice at the Capitol

MREA’s constant presence at the Capitol on behalf of Pipestone Area Schools is a cornerstone of our educational advocacy. As the Legislature moves into special session this summer, we’ll continue leading and collaborating to gain critical legislative approvals. Key outcomes in the past session include:

- Preserve SPED and other categorical program funding despite distance learning service interruptions
- Provide school board fund transfer authority for fiscal years 2020-21
- Reduce youth vaping by raising the tobacco-purchasing age to 21
- Promote COVID-19 educational guideline flexibility and clarity

Nearly 98% of MREA members are satisfied with MREA’s advocacy. See more about our key advocacy efforts on the enclosed flyer or at MREAvoice.org/progressreport.

Advocating Together for Greater Minnesota

As you look forward to the 20-21 school year, now is the time to renew your MREA membership, because only together are we the Voice for Greater Minnesota Education. **Renew by July 30 to take advantage of special membership discounts.** Contact Diane Vosen, Administrative Coordinator, with questions.

Thank you for the privilege of representing Pipestone Area Schools.

Sincerely,

Lance Bagstad, Board President
Superintendent, Park Rapids Area Schools

Fred Nolan, Executive Director



MAIL

PO Box 187
St. Cloud, MN 56302-0187

VISIT

2233 Roosevelt Rd, Suite 7
St. Cloud, MN 56301

CALL

(320) 762-6574
Toll-Free (833)-MNVOICE

LEARN

MREAvoice.org

**MEMBERSHIP RENEWAL
INVOICE**

2020-21 MEMBERSHIP YEAR

~ Special 1- and 2-Year Renewal Discounts~

BILL TO:

Kevin Enerson, Superintendent
Pipestone Area Schools
1401 7th St SW
Pipestone MN 56164-1877

Date: June 5, 2020
Invoice #: 2021-1691
Due: July 30, 2020

Current expiration: June 30, 2020
New membership year: July 1, 2020-June 30, 2021
2020-21 Membership type: Full ISD Membership
APU = 1219
****Shared District:** NA

**\$1.00 per Adjusted Pupil Unit (APU) to \$1,400 maximum, based on MDE APU estimates for 2020-21.*

***If sharing superintendent with another district, \$275 discount has already been applied to Base Fee. Districts with shared Superintendents must each join MREA to qualify for discount. Please notify MREA if your Shared District information has changed.*

Base Fee:\$1100
Legislative Fee:.....+1219*
Standard FY21 Dues **\$2319**

CHECK DUES ENCLOSED:

2020-21 Discount-\$10%

1 Yr. Enclosed:..... **\$2087**

***** OR *****

2020-22 Discount-\$15%

Dues each year\$1971

2 Yrs. Enclosed: **\$3942**

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CORRECT the information below and on your enclosed subscription list as needed for 2020-21:

Organization: Pipestone Area Schools
Superintendent: Kevin Enerson
Email Address: kevin.enerson@pas.k12.mn.us
Address: 1401 7th St SW

City, State, Zip: Pipestone MN 56164-1877
Phone: 507 - 825-5861
Website: www.pas.k12.mn.us

Update and return this form with membership dues payment.

MREA is a nonprofit 501(c)(4) membership association and dues are not tax deductible as charitable contributions. We estimate 45.1% of FY21 dues will be attributable to nondeductible lobbying activity and are NOT deductible under Internal Revenue Code Section 162 as an ordinary and necessary business expense. Provide a copy of this notice to your accountant and/or tax preparer.

Questions? Contact Diane Vosen, Administrative Coordinator
info@mreavoiced.org or (833)-MNVOICE



MAIL

PO Box 187
St. Cloud, MN 56302 0187

VISIT

2233 Roosevelt Rd, Suite 7
St. Cloud, MN 56301

CALL

(320) 762 6574
Toll Free (833)-MNVOICE

LEARN

MREAVoice.org



Minnesota School Boards Association
1900 West Jefferson Ave
St. Peter, MN 56082-3015
507-934-2450 or 800-324-4459

INVOICE

ATTN: Accounts Payable
I.S.D. 2689
1401 7TH ST SW
PIPESTONE, MN 56164-1877

Invoice No: 25094Q9K5G3
Invoice Date: 6/11/2020
Acct No: 331
Due Date: 11/15/2020
PO Number:

Invoice Item	Qty	Unit Price	Extended
Association Dues (FY 7/1/20 to 6/30/21)	1	\$4,816.00	\$4,816.00
BoardBook Subscription Tier I	1	\$700.00	\$700.00
Policy Services Renewal (FY 7/1/20 to 6/30/21)	1	\$715.00	\$715.00
		Subtotal:	\$6,231.00
		Amount Paid:	\$0.00
		Balance Due:	\$6,231.00

Dues for **ISD #2689** are based on 1150.65 "Average Daily Membership of Students Served" for the fiscal year ended June 30, 2019, as provided by the Minnesota Department of Education.

MSBA is not able to accept Credit, Debit, or Procurement Cards as a method of payment of your 2020-21 Dues Invoice. Please remit payment of this invoice to MSBA by CHECK. Thank you for your cooperation.

In accordance with IRS Code Sec. 6113, contributions or gifts (including membership dues) to MSBA are not deductible as charitable contributions for Federal income tax purposes.

MEMORANDUM OF UNDERSTANDING

Middle School Modified 7-Period Schedule

WHEREAS, the Pipestone Area Education Association (“Union”) and Independent School District No. 2689 (“School District”) are parties to the Teachers’ Collective Bargaining Agreement (“CBA”); and

WHEREAS, the Union and the School District recognize that daily schedules may need to be modified to best fit the needs of the students.

NOW, THEREFORE, the Union and the School District agree to edit Article VII, Section 6 as follows:

Subd. 4: High School and Non-Core Middle School - So long as the School District uses a seven (7) period day as the student day for the high school and non-core middle school, the normal teaching day will consist of five (5) instructional classes and one (1) supervisory assignment. Any change in the student day will be a topic for the meet and confer process.

Subd. 5: Core Middle School – For core middle school teaching assignments, the normal teaching day will consist of four (4) instructional classes, one (1) intervention assignment, one (1) advisory assignment, one (1) common planning preparation period and one (1) preparation period. Core teaching assignments are defined as Mathematics, Language Arts, Social Studies, and Science.

Subd. 6: By mutual consent, a high school teacher or non-core middle school teacher may assume an extra class (sixth class in a seven period day) with or without pay. Lunch room duty will be paid at a rate of \$600.00 per semester for grades 5 – 12. Other supervisory duties and study hall assignments shall be distributed fairly. If a teacher had a study hall first semester and is assigned one the second semester it will be paid at a rate of \$600.00 for that semester. Volunteers will be requested before assignments are made.

This Memorandum of Understanding shall remain in force and effect, unless it is terminated or amended in writing by the parties.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding as follows:

PIPESTONE AREA EDUCATION
ASSOCIATION

INDEPENDENT SCHOOL DISTRICT
NO. 2689

BY: _____
President

BY: _____
Chairperson

Date: _____

Date: _____

BY: _____
Chief Teacher Negotiator

BY: _____
Clerk

Date: _____

Date: _____

Pipestone Area Schools
Local Literacy Plan
2020-2021



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Brown, Hill, & Heartland Elementary Schools

*The purpose of the literacy plan is to ensure that ALL students will achieve grade-level proficiency and read well by Grade 3.
This plan fulfills requirements of MN Statute 120B.12.*

Approved June 22, 2020 by Pipestone's Board of Education

For further information or questions about the Pipestone Area Schools Local Literacy Plan for grades K-4, please contact:
Toni Baartman, Elementary Principal, toni.baartman@pas.k12.mn.us, 507-825-6756
Melany Wellnitz, Director of Curriculum, Teaching & Learning, melany.wellnitz@pas.k12.mn.us, 507-825-6756 ext. 4216

SUMMARY:

Our district began the implementation of Journey's, a balanced literacy approach, to teach reading in Kindergarten through Grade 6 beginning in the fall of 2017-2018. Included in this program are components for writing, reading, listening, and speaking. This includes guided reading and writing, shared reading and writing, interactive reading and writing, independent reading and writing, and read/write aloud/modeled reading/writing. To enhance this curriculum, our district has an elementary library with a variety of fiction and nonfiction reading materials, covering a wide range of reading levels. Each classroom also has a reading center where students can enjoy books and other resources selected by their classroom teachers. All K-3 students receive classroom reading instruction for a minimum of 90 minutes each day. Relevant technology engages students in meaningful learning activities. A variety of technologies have been integrated into the curriculum and instruction to meet the needs of the district's diverse learners.

All students in grades K-8 are screened using the FastBridge Learning assessments in the fall, winter, and spring. Using [FastBridge Learning](#), [Observational Survey \(OS\)](#), pre- and post-core curriculum assessments, common assessments, reading records, and anecdotal notes, struggling and at-risk students are identified and referred for interventions. Specific interventions are based on further assessments, and the interventions are implemented through the collaborative efforts of the classroom teacher and other specialists. Each student's progress is monitored on a weekly basis, and if the intervention selected is not working, another intervention is selected and implemented. Students not responding to these interventions are referred to the Student Assessment Team (SAT) and then may be referred for possible special education assessment. Parents are kept informed of their child's progress at every step of the process.

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Pipestone Area Elementary Schools has also been fortunate to have [Reading Corp](#) tutors. Reading Corp provides evidence-based literacy interventions and data-based assessments to children from age three to grade three. It provides what struggling readers need - individualized, data-driven instruction, one-on-one attention, well-trained tutors, instruction delivered with fidelity, and the frequency and duration necessary for student achievement. During the 2020-2021 school year, we are maintaining the number of MN Reading Corps tutors at four: a Pre-K Reading Corp tutor who pushes into classrooms, a K focus tutor, a First grade tutor, and a Second and Third grade tutor. These tutors support students who are right below the benchmark by providing them with quick interventions to get those students to meet the benchmark.

The goal of the Pipestone district is to ensure that all learners successfully master the Minnesota K-12 Academic Standards in English Language Arts (2010) for their grade level. The standards are aligned with the district's curriculum through continual curriculum alignment to ensure that the standards are taught within the time available.

GOAL AND OBJECTIVES:

Overarching Goal: All students will read at grade-level by Grade 3, as determined by the Reading Minnesota Comprehensive Assessment (MCA).

Objectives:

Each year educators will review and disaggregate reading data at grade levels K, 1, 2, & 3. Proficiency, growth, and trend data will be analyzed and used to set specific learning targets for each child and for each cohort of students. Pre-K data will be accessed and utilized, when available.

The intervention and grade level teachers review, following each FAST assessment, the effectiveness of current pedagogical practices including core instruction, differentiation, remediation, and intervention. Curriculum resources will be aligned to the most current standards. Standards will be prioritized and pacing guides developed. Formative assessments will be used to modify instruction and to identify students who are not on pace to meet proficiency.

Grade level teams meet to analyze the effectiveness of current literacy practices. During these team meetings, special attention is paid to closing the achievement gaps between groups of students that lag behind their classmates and best practices being implemented.

Grade level teachers will use common assessments to enhance the effectiveness of weekly/unit tests from the core curriculum. Kindergarten through Third Grade uses the Daily 5 format/workshop structure to enhance word work, writing, listening, and reading skills. They also provide differentiated instruction through leveled guided reading, small-group sessions.

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ASSESSMENTS:

- **FastBridge Learning**
 - **earlyReading**, available in English and Spanish, is designed to screen and monitor PreK-1 students, yet may be administered to older students as needed. Of 12 subtests, four key subtests derived from the latest research are suggested per benchmark period—fall, winter, spring—varying over time. They provide a trusted, insightful composite score indicating students’ readiness or risk.
 - **CBMreading (Curriculum-Based Measurement for Reading)** is a simple, efficient, evidence-based assessment used for universal screening in grades 1-8, and progress monitoring for grades 1-12 in English or Spanish. A teacher listens and evaluates a student’s performance, including accuracy, error types, and qualitative features, while they read aloud from a grade-level passage for one minute.
- **Observational Survey**, a systematic way of capturing early reading and writing behaviors and is the primary assessment tool used in Reading Recovery.

- **MN Comprehensive Assessment—Reading MCA-III**

- 2010 MN English Language Arts—Reading standards were assessed for the first time spring 2012-2013.
- The MN Department of Education required that all students taking the MCA-III for Reading be taken online only.

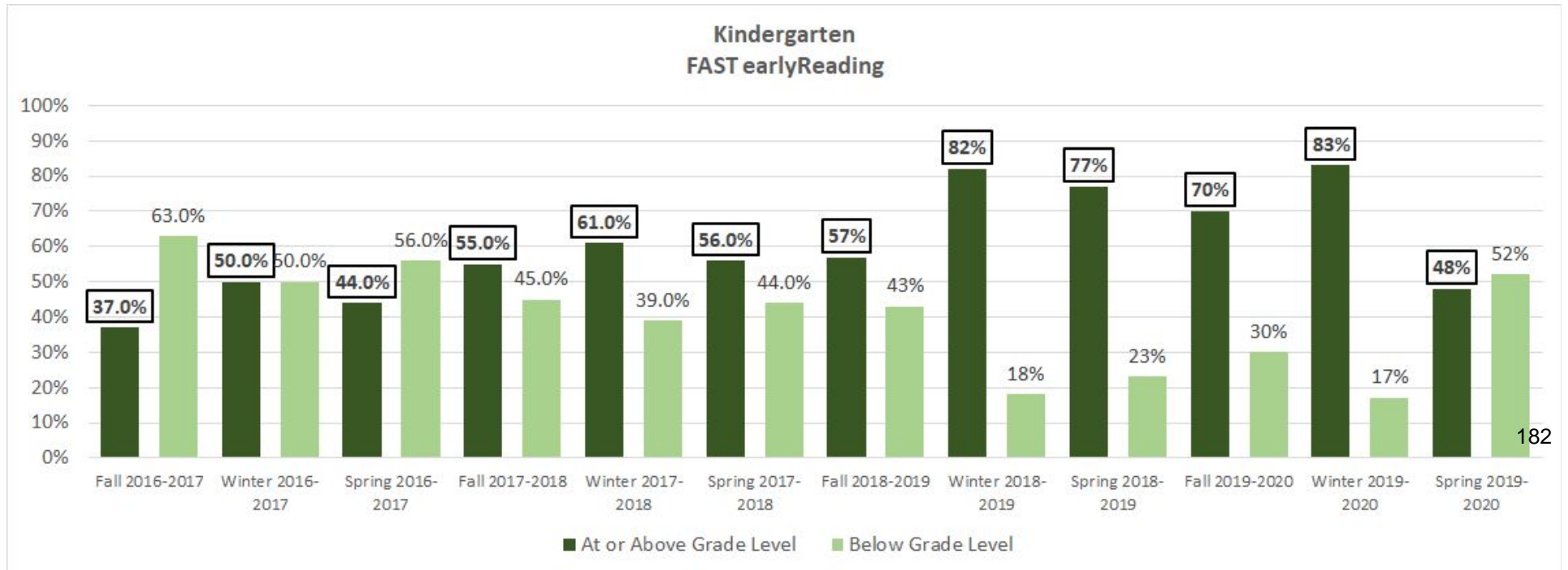
Grade Level	Assessment Administered	Time Administered
Kindergarten	Observational Survey	Before entering the intervention / when leaving the intervention / at the end of the school year
	FAST earlyReading <ul style="list-style-type: none"> ● Composite (Dyslexia Screener) (S, J, M) ● Decodable Words (S, J, M) ● Letter Sounds (S, J, M) ● Letter Names (S, M) ● Onset Sounds (S, J) ● Concepts of Print (S) ● Nonsense Words (J, M) ● Word Segmenting (J, M) ● Sight Words (M) 	September / January / May
First Grade	Observational Survey	Before entering the intervention / when leaving the intervention / at the end of the school year
	FAST earlyReading <ul style="list-style-type: none"> ● Composite (Dyslexia Screener) (S, J, M) ● Decodable Words (S, J, M) ● Sight Words (S, J, M) ● Words Segmenting (S, J, M) ● Nonsense Words (S, J, M) ● CBMR (J, M) ● Letter Sounds (S) 	September / January / May

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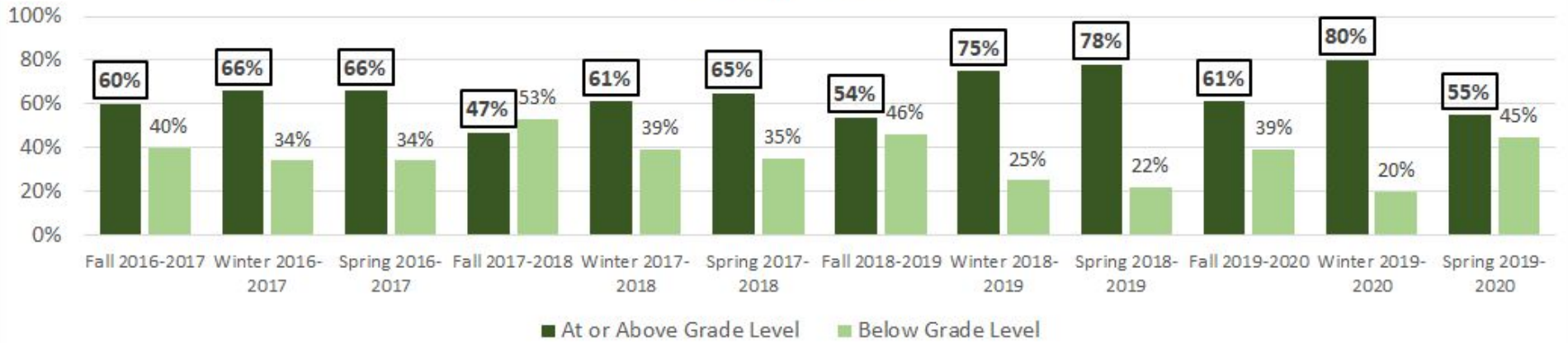
	<ul style="list-style-type: none"> ● Sentence Reading (S) 	
	FAST CBMreading	January / May
Second Grade	Observational Survey	Before entering the intervention / when leaving the intervention / at the end of the school year
	FAST CBMreading (Dyslexia Screener)	September / January / May
Third Grade	Observational Survey	Before entering the intervention / when leaving the intervention / at the end of the school year
	FAST CBMreading (Dyslexia Screener) Minnesota Comprehensive Assessments	September / January / March April/May
Fourth Grade	FAST CBMreading (Dyslexia Screener) Minnesota Comprehensive Assessments	September / January / March April/May

READING TREND DATA:

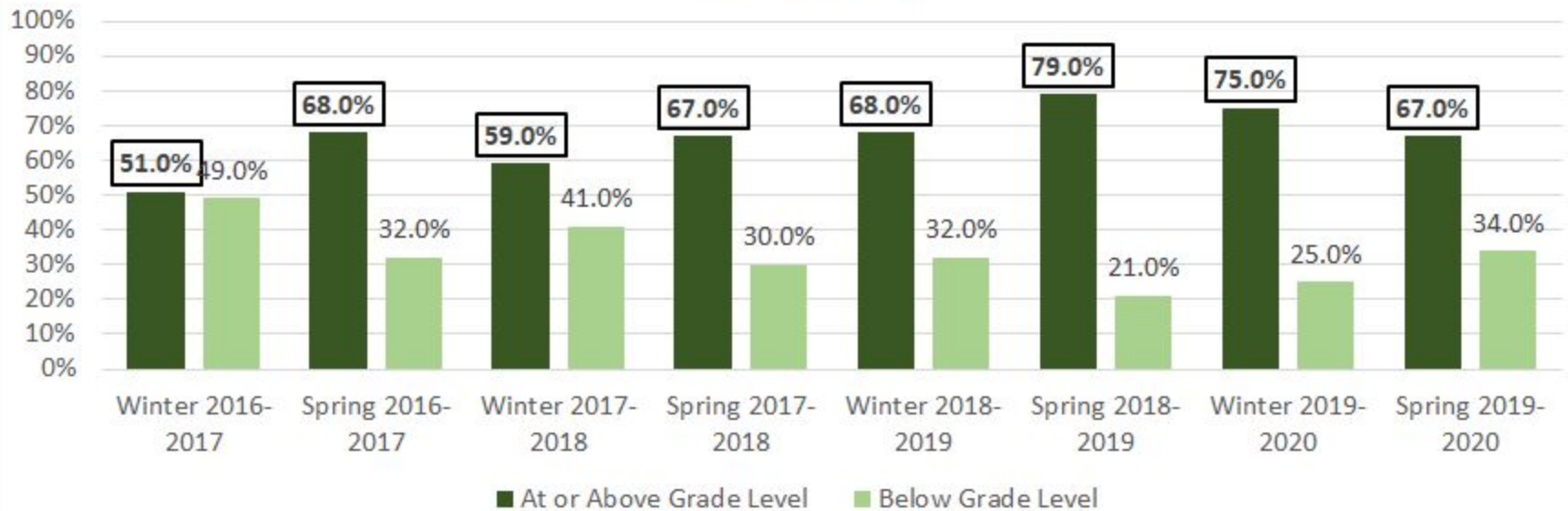
The following graphs denote the percentages of students meeting grade-level benchmarks, based on data from the following assessment tools:



**First Grade
FAST earlyReading**

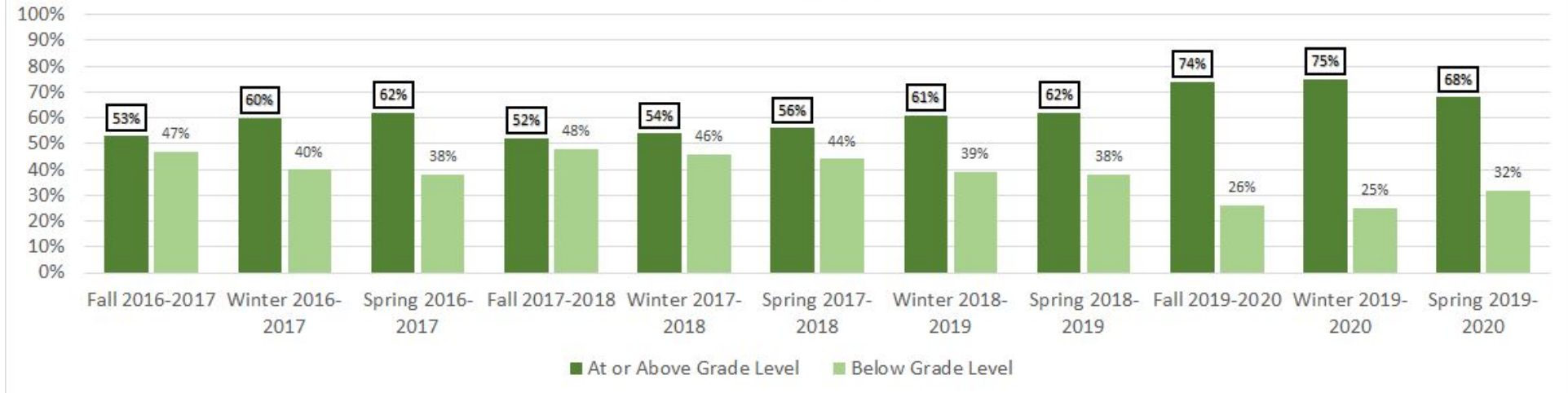


**First Grade
FAST Reading CBMR**

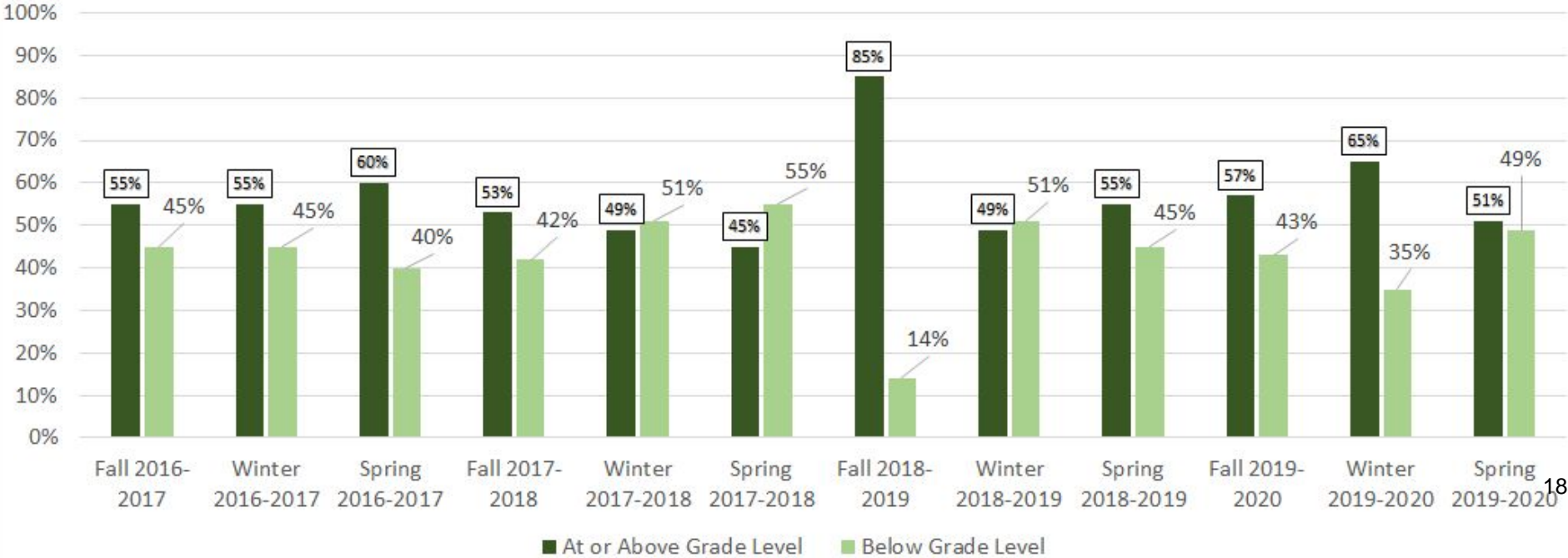


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2nd Grade FAST Reading CBMR

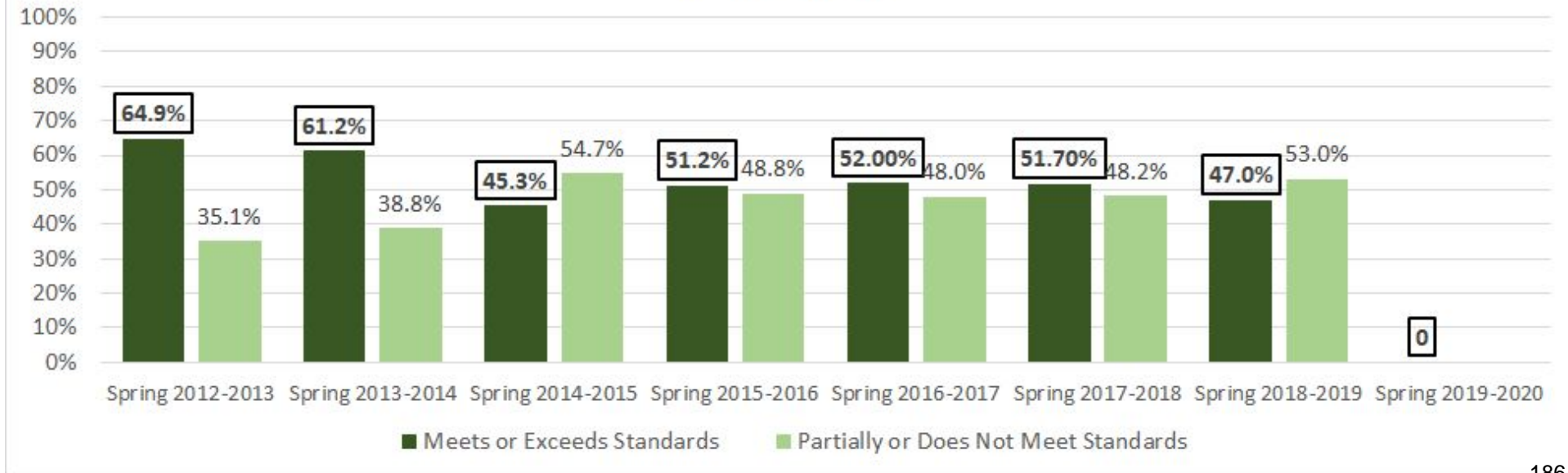


3rd Grade FAST Reading CBMR



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3rd Grade Reading MCA-III



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PROCESS OF ASSESSMENT:

Classroom teachers and trained proctors administer the screening and diagnostic assessments listed below.

Students who did not meet the target score as listed above received interventions to improve specific skills. Observation Survey Summary, individual running records, and progress monitoring are used continually to guide instruction and monitor student progress toward grade-level reading goals.

Based on the current FAST results, instruction and interventions have been matched to the student’s needs in one or more of the five pillars of reading (phonemic awareness, phonics, fluency, vocabulary, or comprehension).

FAST target scores are based on the FAST National Norms.

Following the assessments, parents will receive information regarding the results, supports, interventions and further diagnostic assessments that will be used to help their child meet the reading goals for their grade level. Parents will be invited in to visit about their child’s educational needs and asked if they have any questions. The FAST scores will be included with the report cards – which are sent home in fall, winter, and spring.

Progress monitoring data collected by the Reading Corp tutors will be collected and analyzed on a bi-weekly basis. The following process will be used:

- A. Examine the student chart after 4-6 data points have been plotted and a trend line has been generated.
- B. Change and choose a new intervention if a student has 4 data points clearly and consistently below the aim line.
- C. Continue the intervention if the student meets the grade-level benchmark by hit achieving 4 data points on or above the aim line.
- D. Refer the student to the SAT team if the student has 4 data points below the goal line for the second intervention.
- E. Discontinue the intervention when the student has met the grade level benchmarks. Exit criteria: 6 data points above the aim line with one data point at or above the next benchmark target.
- F. Continue progress monitoring at least three times following the discontinuation of intervention to ensure that progress has been maintained.

During the 2019-2020 school year, we are increasing the number of MN Reading Corps tutors from two to four: a Pre-K Reading Corp tutor who pushes into classrooms, a K focus tutor, a First grade tutor, and a Second and Third grade tutor. Right below the benchmark, quick strategies to get them back up, and constantly rotating students.

Entrance and exit criteria are based on a triangulation of assessment data along with classroom teacher input.

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PARENT COMMUNICATION AND INVOLVEMENT:

Our district considers parent/school communication and cooperation to be a key element to student success.

Parent Communication Plan

1. Brown and Hill Elementary Schools hold back to school conferences during in-service week which includes a one-on-one conference with families. During this meeting, teachers and staff explain the plans and expectations to parents and students. It is at this time that parents are able to ask questions and share pertinent student information in private.
2. Twice a year face-to-face parent/teacher conferences will include reviewing FAST assessment results, sharing progress on running records/anecdotal notes and weekly standards-based assessments, and planning forward with parents to include reading at home.
3. During the school year, the staff continues communication with parents through individually arranged conferences, phone calls, written reports, newsletters, and website updates. The faculty continues to explore ways to increase parent/student responsibility in the literacy process.

The following are resources and ideas for parents, caregivers, and/or community members to use in support of literacy practices at home:

Online Resources/Ideas for Home Practice:

- <http://www.starfall.com/>
- <http://www.spellingcity.com/>
- <http://www.readingrockets.org/>
- <http://www.abcya.com/>
- <https://www.getepic.com/>
- <https://readtheory.org/>

Daily Practice Every Family Should Be Doing:

- Listen to your child read.
- Read to your child.
- Review daily work with your child.

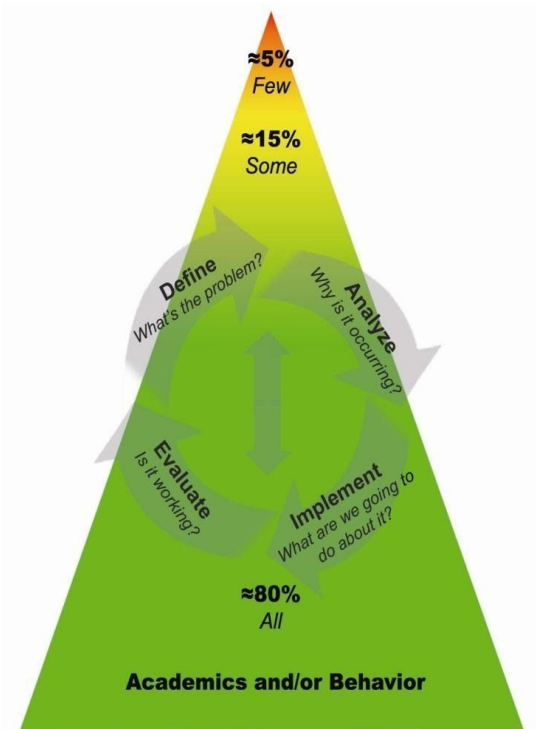
MULTI-TIERED SYSTEMS OF SUPPORT:

A Model of School Supports and the Problem Solving Process:

Tier 3
Intensive, Individualized Interventions
Students who need individualized instruction

Tier 2
Targeted Group Interventions
Students who need more support in addition to the core curriculum

Tier 1
Core Curriculum
All students



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The first level of support occurs in the classroom with 60-90 minutes of core instruction delivered by the classroom teacher using the district's reading curriculum which is aligned to the 2010 Minnesota English Language Arts Standards. Research-based reading instruction will address the 5 strands of reading (phonemic awareness, phonics, fluency, vocabulary, and comprehension). Teachers differentiate instruction in small groups and individually, according to the learner's diverse needs. This framework is based on the structures of RtI and the Daily 5.

Based on screening and diagnostic assessments, the second level of support identifies students not meeting grade-level targets who are, then, provided supplemental reading interventions according to their skill deficit(s). This level of support will be provided by the Title I

teacher/Interventionist or classroom teachers during WIN Time (What I Need Time) which includes small group instruction using both pull-out and push-in instruction such as daily 30 minute sessions accompanied by support from paraprofessionals and Reading Corp tutors.

Tier 3 students receive the most intensive and individualized level of support outside of the 90 minutes of core instruction (Core+). This level of support will be provided by the Title I teacher/Interventionist or classroom teachers during WIN Time (What I Need Time) which includes small group instruction using both pull-out and push-in instruction such as daily 30 minute sessions accompanied by support from paraprofessionals.

SCIENTIFICALLY-BASED READING INSTRUCTION:

The scientifically-based reading curriculum Pipestone uses is *Journeys* (Houghton Mifflin Harcourt) which has been aligned with the Minnesota Academic Standards in English Language Arts (2010). Balanced Literacy components.

The following are interventions employed at different tiers to provide targeted skill practice for those students who are not achieving grade-level success with the core instruction:

Tier	Interventions
Tier 3	<ul style="list-style-type: none"> ● Great Leaps ● Reading Recovery Strategies ● Sound Partners ● High Frequency Word Phrases ● Road to the Code ● Explode the Code ● WIN Time
Tier 2	<ul style="list-style-type: none"> ● Guided Reading ● Journeys Interventions ● Great Leaps ● Making Words ● Sound Partners ● Sounds Abound ● Road to Reading ● WIN Time ● Leveled Readers

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Tier 1	<ul style="list-style-type: none"> ● High-frequency Words ● Phonics/Vocabulary ● Re-reads ● Daily 5 - CAFE ● Guided Reading ● Small group instruction ● Close Readers ● Leveled Readers ● WIN Time ● Common Assessments
---------------	---

INTERVENTIONS BY TARGET SKILL:

Phonemic Awareness	Road to the Code Phonemic Awareness – Sound by Sound Reading A-Z Tutor	191
Phonics	Explode the Code 1-7 KLS Word Identification	
Fluency	PALS Reading A-Z Tutor Readers’ Theater	
Comprehension	PALS Reading A-Z Tutor Cloze/Comprehension Beyond the Code 1-2	
Vocabulary	High-Frequency Words/Phrases (Fry)	

PROFESSIONAL DEVELOPMENT:

Professional Development days and PLC times during the year allow for staff to evaluate and plan for an ever-improving learning environment.

Professional Development is provided through:

- Grade-Level Common Planning Time
- Train the Trainer
- Outside Resources/Consultants
- Leadership Team

District Curriculum Director will hold data mines quarterly with the Elementary Leadership Team who will examine and incorporate findings into PLC work to implement a variety of assessment practices to analyze student growth in relationship to instruction. Data will be disaggregated and analyzed. Key findings and areas of celebration and concerns will be shared with the appropriate linked teams and used at the district level in goal creation.

ENGLISH LEARNERS AND OTHER DIVERSE POPULATIONS:

The district currently assesses all English Learners using the World-Class Instructional Design and Assessment (WIDA) assessments (W-APT and ACCESS).¹⁹²

W-APT stands for the WIDA-ACCESS Placement Test. It is an English language proficiency "screener" test given to incoming students who may be designated as English Learners, typically administered only to new students. It assists educators with programmatic placement decisions such as identification and placement of ELs.

Assessing Comprehension and Communication in English State-to-State for English Learners (ACCESS for ELs) is a secure, large-scale English language proficiency assessment given to Kindergarten through 12th graders who have been identified as English Learners (ELs). It is given annually in Minnesota & began in the 2011-2012 school year to monitor students' progress in acquiring academic English.

W-APT and ACCESS for ELs test items are written from the model performance indicators of WIDA's five English Language Proficiency (ELP) standards:

- Social & Instructional Language
- Language of Language Arts
- Language of Mathematics

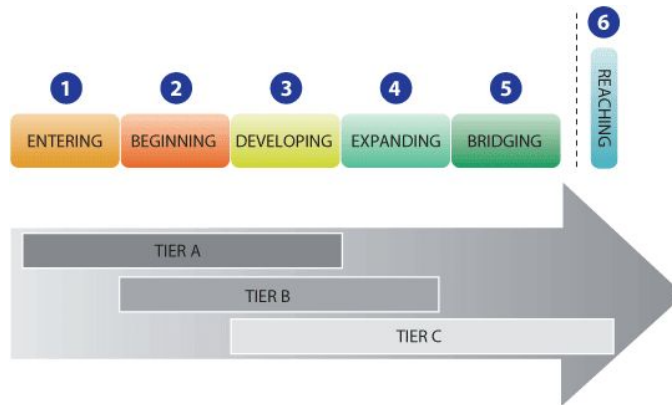
- Language of Science
- Language of Social Studies

Test forms are divided into five grade-level clusters:

- Kindergarten
- Grades 1-2
- Grades 3-5
- Grades 6-8
- Grades 9-12

Each form of the W-APT test assesses the four language domains of Listening, Speaking, Reading, and Writing.

Within each grade-level cluster (except Kindergarten), ACCESS 2.0 for ELs consists of three forms: Tier A (beginning), Tier B (intermediate), and Tier C (advanced). This keeps the test shorter and more appropriately targets each student’s range of language skills.



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Based on the W-APT and ACCESS assessments, students who qualify for ESL support will receive the intervention of focused language skill development from a licensed ESL teacher, in addition to the core instruction.

Pipestone Area School District Demographics for the 2019-2020 school year:

ETHNIC POPULATION	COUNT	PERCENT
American Indian/Alaskan Native	5	0.4%
Asian	6	0.5%
Native Hawaiian/Pacific Islander	0	0.0%
Hispanic or Latino	181	16.1%
Black or African-American	21	1.9%
White	851	75.7%
Two or More Races	60	5.3%
ALL STUDENTS	1,146	100.0%
SPECIAL POPULATION	COUNT	PERCENT
English Learner	85	7.6%
Special Education	180	16.0%
Free/Reduced Priced Lunch	474	42.2
Homeless	15	1.3

Based on these demographics, resources will be allocated and professional development will be determined by the Staff Development Committee 194 annually.

Instructional materials will be analyzed for its culturally appropriate content and purchased during the district’s curriculum cycle for core subjects. EL curriculum materials and interventions, used to develop language skills, will be updated as-needed or developed on-site.

Training / Coaching / Resources available for all school staff:

- EL teachers take on trainer/coaching roles with regular education teachers

The W-APT and ACCESS assessments are used with EL students. These assessments are used in conjunction with the previously mentioned assessments administered to the entire student body: FAST, OS, and MCAs. The disaggregated data compiled from each of those assessments will be used to improve programs, strengthen core instruction, and accelerate the acquisition of oral language and literacy skills of ELs.

DATA TO SUBMIT TO THE COMMISSIONER ANNUALLY:

Each year the following data will be submitted to the Commissioner: K-3 FAST Data and 3rd grade state assessment data. The report identifying the percentage of students in grades K, 1, and 2 that are currently at or above grade level proficiency was submitted to the Minnesota Department of Education June 23, 2020.

If you have any questions, please contact Toni Baartman at 507-825-6756 or toni.baartman@pas.k12.mn.us or Melany Wellnitz, melany.wellnitz@pas.k12.mn.us, 507-825-6756 ext. 4216.

CONTACT US

ADDRESS:

Pipestone Area Schools, District #2689
1401 7th Street SW
Pipestone, MN 56164

WEBSITE:

www.pas.k12.mn.us

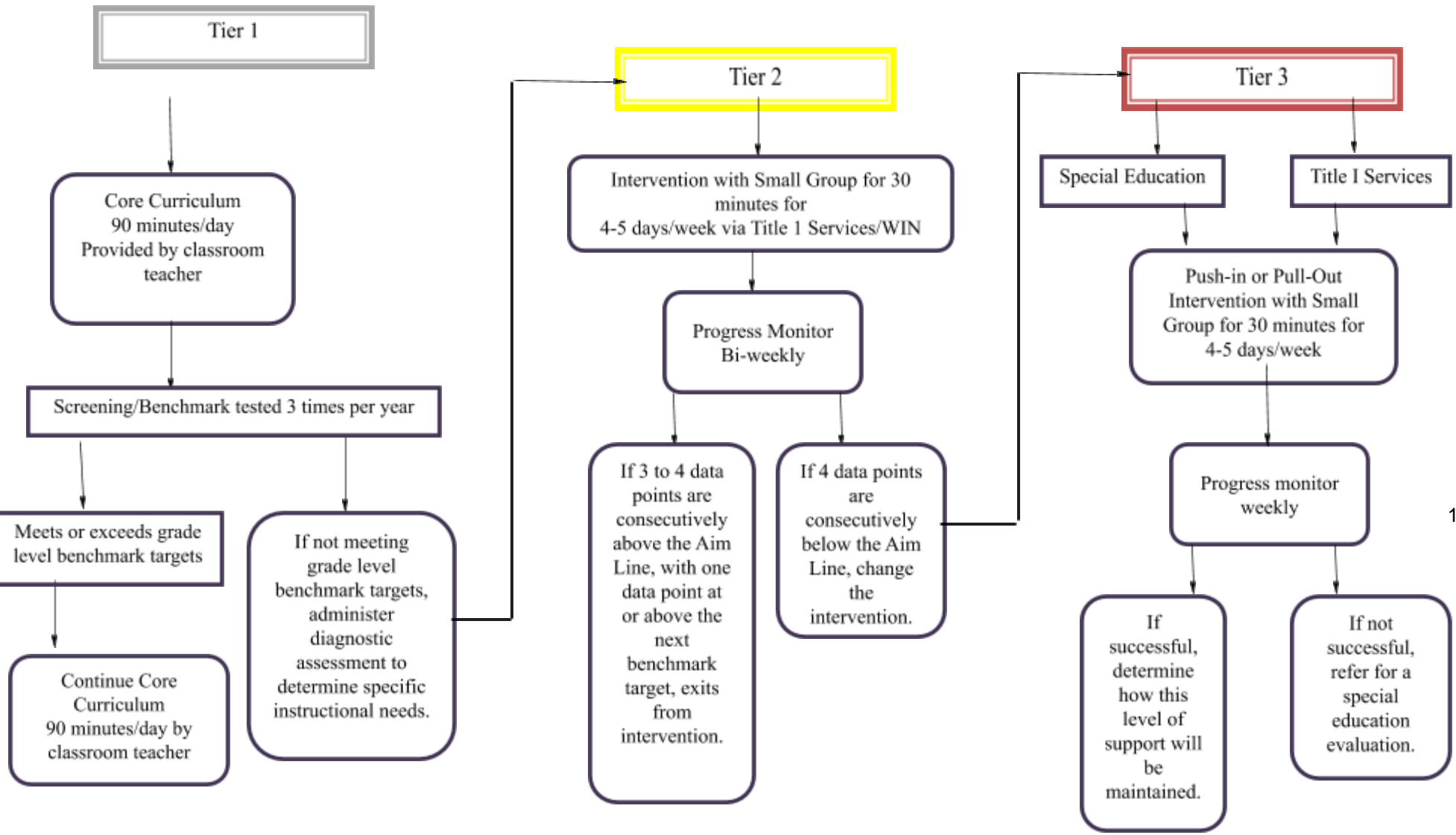
195

District Office:
507-825-5861

Alexander Hugh Brown Elementary:
507-825-6756

Dolson Hill Elementary:
507-825-6763

Heartland Colony School:
507-368-9589



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**PAS 2020-2021 Literacy Equity-Based
Negotiable and Non-negotiable List**

<u>Negotiables</u>	<u>Non-negotiables</u>
Build a leveled library within our schools for teachers only (work toward this year)	Leveled Readers <ul style="list-style-type: none"> ● Use leveled readers ● Epic, A-Z, or classroom libraries
Close Reader - when have time	
Training on visual phonics training for all staff.	Phonics/Vocab (spelling) <ul style="list-style-type: none"> ● Phonics PreK-2 <ul style="list-style-type: none"> ○ Visual phonics - need training on ○ Phonics rules - goes w/visual phonics ○ Consistent across grade level ● Vocab 2-4 <ul style="list-style-type: none"> ○ Consistent across grade level ○ Keep with differentiated spelling list for now
Grade-level Common Assessments <ul style="list-style-type: none"> ● Grab and Go *(Online/Kit) and other assessments - try it out this year (loose) <ul style="list-style-type: none"> ○ What are we aligning? Standards ○ It's about what they know. Retesting <ul style="list-style-type: none"> ● Go back and reteach or practice more ● It takes longer for se to show what they know 	Grade-level Common Assessments <ul style="list-style-type: none"> ● Graded: "Show what you know" <ul style="list-style-type: none"> ○ Standards-based (tight) ○ Vocabulary and weekly assessments (tight) ○ Spelling <ul style="list-style-type: none"> ■ 1-4 standards spelling list ● Not Graded: <ul style="list-style-type: none"> ○ Running Records or Anecdotal Notes will be used ○ Daily Practice
WIN Time <ul style="list-style-type: none"> ● K-4 ● 3-4 days a week ● 30 minutes ● Use fast to progress monitor only those that need it from early 	Writing <ul style="list-style-type: none"> ● 2-3 days a week ● Output ● Writing, sharing, notes ● 3rd grade writing lessons

<p>and a assessments</p> <ul style="list-style-type: none"> ● SWAT (School-Wide Assessment Team) <ul style="list-style-type: none"> ○ K-1 earlyReading and earlymath ○ Classroom aReader and aMath ○ earlyReading and early math can be used for lower level readers and EL Spanish assessments can be used for EL 	<ul style="list-style-type: none"> ○ See how it goes and share ● Will be Standards based ● Revisit in 2019-2020 school year (finalize in the 2020-2021 school year)
	<p>Workshop Structure (10 minute mini-lesson; 45 minute reading practice; 5 min. Share out)</p> <ul style="list-style-type: none"> ● Guided reading ● Running records/anecdotal notes once a week ● Day one intro to vocab and read story ● Use mini lessons to intro topic/strategy
<p>Home Reading</p> <ul style="list-style-type: none"> ● Reading sign off by month (reading log) ● Consistent by grade level ● Next year non-negotiable 2019-2020 	198
<p>Homework</p> <ul style="list-style-type: none"> ● Solidify grade-wide ● Practice on a skill ● Consistent by grade level ● Next year (2019-2020) non-negotiable 	
<p>Morning Work</p> <ul style="list-style-type: none"> ● Crate of books for classrooms from library K-3 for reading ● Morning work ● Grounding ● Handwriting/cursive - Pull one person from each grade level in Oct. to meet to plan 	<p>Morning Work</p> <ul style="list-style-type: none"> ● Consistent by grade level ● “Gear up” time - Get ready for the day. Review of what they have learned. Pull back students who were gone from the previous day to catch them up. ● Morning meeting - Circle time, talk about what you are going to do with the day, relationship connection time.

Hug the Rug - Huddle Time

- By 2019-2020 school year, every classroom will have a huddle rug or carpet squares/pillow
- Mini-lessons, Morning Meeting will take place on the rug

Independent School District #2689
FY21 Original General Fund Revenue and Expenditures
June 16, 2020

FY21 Projected Original Revenue	\$14,009,132.00
FY21 Projected Original Expenditures	<u>(\$14,090,157.00)</u>
FY21 Projected Deficit	<u><u>(\$81,025.00)</u></u>

Independent School District #2689				
FY21 Original General Fund Expenditures				
June 16, 2020				
	Code	21 Original Budget	20 RVSD Budget	Difference
Administrative Salaries	110	\$538,902.00	\$526,575.00	\$12,327.00
Teacher Salaries	140	\$4,365,977.00	\$4,333,701.00	\$32,276.00
Non-Licensed Classroom Personnel	141	\$190,489.00	\$147,475.00	\$43,014.00
Licensed Instructional Support Personnel	143	\$0.00	\$0.00	\$0.00
Non-Licensed Instructional Support Personnel	144	\$18,522.00	\$34,321.00	(\$15,799.00)
Substitute Salaries	145	\$140,000.00	\$78,464.00	\$61,536.00
Substitute Non-Licensed Classroom	146	\$45,000.00	\$50,000.00	(\$5,000.00)
Language Pathologist	152	\$74,483.00	\$72,094.00	\$2,389.00
School Nurse	154	\$55,930.00	\$54,435.00	\$1,495.00
Certified Paraprofessional	161	\$426,665.00	\$294,323.00	\$132,342.00
Certified One-to-One Paraprofessional	162	\$213,267.00	\$381,711.00	(\$168,444.00)
School Counselor	165	\$113,094.00	\$110,044.00	\$3,050.00
Non-Instructional Support	170	\$696,932.00	\$690,602.00	\$6,330.00
DAPE Specialist	174	\$56,000.00	\$48,750.00	\$7,250.00
Other Salary Payment	185	\$362,291.00	\$323,387.00	\$38,904.00
Severance	191	\$23,979.00	\$29,736.00	(\$5,757.00)
FICA	210	\$557,409.00	\$555,692.00	\$1,717.00
PERA	214	\$119,728.00	\$125,394.00	(\$5,666.00)
TRA	218	\$459,577.00	\$439,568.00	\$20,009.00
Health Insurance	220	\$534,887.00	\$549,418.00	(\$14,531.00)
Life Insurance	230	\$5,507.00	\$6,009.00	(\$502.00)
Group Dental Insurance	235	\$1,115.00	\$1,140.00	(\$25.00)
Long Term Disability	240	\$336.00	\$360.00	(\$24.00)
TSA Match	250	\$88,625.00	\$85,865.00	\$2,760.00
Employer Sponsored H S A	251	\$80,296.00	\$80,450.00	(\$154.00)
Workmens Comp	270	\$48,369.00	\$48,469.00	(\$100.00)
Unemployment Compensation	280	\$5,000.00	\$10,000.00	(\$5,000.00)
Other Post Employment Benefits	291	\$66,928.00	\$55,350.00	\$11,578.00
Total Salaries and Fringe		\$9,289,308.00	\$9,133,333.00	\$155,975.00
Other Employee Benefits	299	\$0.00	\$0.00	\$0.00
Fed Sub Awards under \$25,000.00	303	\$1,110.00	\$0.00	\$1,110.00
Consulting and Servicing Fees	305	\$195,766.00	\$215,668.00	(\$19,902.00)
Services Purchased from Coop	316	\$124,311.00	\$119,202.00	\$5,109.00
Computer and Technology Services	319	\$0.00	\$0.00	\$0.00
Communications/Phone	320	\$52,877.00	\$53,519.00	(\$642.00)
Postage and Express	329	\$8,735.00	\$8,520.00	\$215.00
Utility Services	330	\$287,308.00	\$293,740.00	(\$6,432.00)
Property Insurance	340	\$91,821.00	\$91,200.00	\$621.00
Repairs and Maintenance	350	\$85,097.00	\$140,302.00	(\$55,205.00)
Transportation	360	\$1,141,612.00	\$1,229,962.00	(\$88,350.00)
Travel	366	\$109,132.00	\$100,041.00	\$9,091.00
Entry Fees/Student Travel	369	\$49,725.00	\$39,842.00	\$9,883.00
Rentals and Leases	370	\$73,616.00	\$71,379.00	\$2,237.00
To Other MN School Districts	390	\$103,685.00	\$83,994.00	\$19,691.00
To Out of State Districts	392	\$62,200.00	\$65,393.00	(\$3,193.00)
Special Ed Contracted Services	393	\$263,450.00	\$337,503.00	(\$74,053.00)
To Non-Ed Agency	394	\$175,100.00	\$213,500.00	(\$38,400.00)
Special Ed Salary Purchased from Co-op	396	\$358,243.00	\$398,580.00	(\$40,337.00)
Special Ed Benefits Purchased Co-op	397	\$62,251.00	\$38,107.00	\$24,144.00
Charge Back	398	\$0.00	\$0.00	\$0.00
General Supplies	401	\$129,067.00	\$180,924.00	(\$51,857.00)
Non-Instructional Computer Software	405	\$62,330.00	\$42,909.00	\$19,421.00
Instructional Software License	406	\$61,115.00	\$43,048.00	\$18,067.00
Instructional Supplies	430	\$162,370.00	\$100,517.00	\$61,853.00
Individualized Materials	433	\$39,047.00	\$36,020.00	\$3,027.00
Fuel for Buildings	440	\$91,684.00	\$88,087.00	\$3,597.00
Non-Instructional Tech Supplies	455	\$0.00	\$12,000.00	(\$12,000.00)
Instructional Tech Supplies	456	\$1,089.00	\$10,336.00	(\$9,247.00)
Textbooks/Workbooks	460	\$84,035.00	\$77,292.00	\$6,743.00
Standardized tests	461	\$0.00	\$6,000.00	(\$6,000.00)
Non-Instructional Tech Devices	465	\$1,280.00	\$53,500.00	(\$52,220.00)
Instructional Technology Devices	466	\$89,958.00	\$63,495.00	\$26,463.00
Library Books	470	\$17,800.00	\$18,054.00	(\$254.00)
Audio Visual Aids	480	\$0.00	\$0.00	\$0.00
Electronic Format	485	\$2,600.00	\$2,600.00	\$0.00
Cap Noninstructional Tech Software	505	\$8,500.00	\$0.00	\$8,500.00
Cap Instructional Tech Software	506	\$0.00	\$0.00	\$0.00
Site or Grounds Acquisition	510	\$15,000.00	\$162,625.00	(\$147,625.00)
Building Acquisition and Construction	520	\$306,594.00	\$318,756.00	(\$12,162.00)
Equipment Purchased	530	\$151,137.00	\$22,000.00	\$129,137.00

Special Education Equipment	533	\$5,000.00	\$0.00	\$5,000.00
Chargeback	545	\$0.00	\$0.00	\$0.00
Vehicles Purchased	550	\$0.00	\$0.00	\$0.00
Technology Equipment	555	\$107,717.00	\$42,300.00	\$65,417.00
Technology Equipment Special Education	556	\$0.00	\$0.00	\$0.00
Principal on Capital Lease	580	\$73,000.00	\$71,000.00	\$2,000.00
Interest on Capital Lease	581	\$19,357.00	\$21,625.00	(\$2,268.00)
Dues and Memberships	820	\$11,880.00	\$17,430.00	(\$5,550.00)
Taxes and Special Assessments	896	\$1,250.00	\$1,250.00	\$0.00
Affordable Care Act Penalties	897	\$8,000.00	\$8,800.00	(\$800.00)
Scholarships	898	\$0.00	\$0.00	\$0.00
Miscellaneous Other Expenses	899	\$5,000.00	\$5,000.00	\$0.00
Contingency		\$100,000.00	\$81,846.00	\$18,154.00
Total		\$14,090,157.00	\$14,121,199.00	(\$31,042.00)
There is a total of \$100,000.00 Contingency included in this budget.				

Independent School District #2689			
FY21 Overall Budget			
Food Service Fund			
FY21 Projected Revenue			\$927,900.00
FY21 Projected Expenditures			(\$1,044,500.00)
FY21 Projected Deficit			(\$116,600.00)
Preliminary Budget			
06.30.19 Fund Balance			\$346,931.00
Projected FY20 Deficit			(\$15,148.00)
Projected 6.30.21 Fund Balance			\$331,783.00
Projected FY21 Deficit			(\$116,600.00)
Projected 06.30.21 Fund Balance			\$215,183.00

Independent School District #2689					
FY21 Original Food Service Revenue					
Food Service Fund					
Classification		Code	FY21 ORIG Budget	FY20 REV Budget	Change
Interest Income		092	\$18,000.00	\$19,157.00	(\$1,157.00)
State Aids and Grants		300	\$63,900.00	\$63,300.00	\$600.00
School Lunch Federal		471	\$56,000.00	\$57,500.00	(\$1,500.00)
Free-Reduced Lunch		472	\$221,000.00	\$210,000.00	\$11,000.00
Commodity Distribution		474	\$65,000.00	\$60,000.00	\$5,000.00
Special Milk Program		475	\$0.00	\$0.00	\$0.00
Breakfast		476	\$124,000.00	\$125,000.00	(\$1,000.00)
Summer Food Program		479	\$33,000.00	\$33,000.00	\$0.00
Sales to Pupils		601	\$330,000.00	\$335,000.00	(\$5,000.00)
Special Function Food Sales		608	\$17,000.00	\$2,000.00	\$15,000.00
Total			\$927,900.00	\$904,957.00	\$22,943.00

Independent School District #2689					
FY21 Original Food Service Expenditures					
Food Service Fund					
Classification		Code	FY21 ORIG Budget	FY20 REV Budget	Change
Unemployment Compensation		280	\$0.00	\$0.00	\$0.00
Consulting Fees		305	\$796,000.00	\$790,000.00	\$6,000.00
Postage and Express		329	\$5,750.00	\$3,000.00	\$2,750.00
Repairs and Maintenance		350	\$10,000.00	\$10,000.00	\$0.00
Travel		366	\$1,200.00	\$1,380.00	(\$180.00)
General Supplies		401	\$12,250.00	\$12,250.00	\$0.00
NonInstr Computer Software		405	\$4,300.00	\$8,475.00	(\$4,175.00)
Food		490	\$0.00	\$0.00	\$0.00
Commodities		491	\$65,000.00	\$60,000.00	\$5,000.00
Equipment Purchased		530	\$150,000.00	\$30,000.00	\$120,000.00
Technology Equipment		555	\$0.00	\$5,000.00	(\$5,000.00)
Total			\$1,044,500.00	\$920,105.00	\$124,395.00

FY21 Community Education Fund Balance

06/30/2019 Actual Fund Balance	\$183,266.00
FY20 Estimated Revenue Over Expenditures	<u>\$13,515.00</u>
06/30/2020 Estimated Fund Balance	<u>\$196,781.00</u>
FY21 Estimated Revenue Over Expenditures	<u>\$6,944.00</u>
06/30/2021 Estimated Fund Balance	<u>\$203,725.00</u>

FY 21 Original Budget						
Community Education						
Projected Revenue						
Interest Income						\$7,200.00
Community Education Levy						\$35,691.00
Disparity						\$2,686.00
Ag Market Value Credit						\$3,473.00
Abatement						\$0.00
Non-Public Aid						\$460.00
Drivers Education Fees						\$20,000.00
Community Soccer League						\$1,000.00
Youth Traveling Basketball						\$4,000.00
JO Volleyball						\$3,000.00
Youth Football						\$2,000.00
Little Arrow Wrestling						\$500.00
Little Arrow Running Club						\$800.00
Babysitting Class						\$600.00
Home-Visiting Levy						\$989.00
Home Visiting Aid						\$188.00
Pre-School Screening						\$3,549.00
After School Enrichment Levy						\$14,278.00
Youth Service Levy						\$7,718.00
Public Library						\$147,900.00
Total Projected Revenue						\$256,032.00
Projected Expenditures						
Drivers Education						\$22,773.00
Director and Assistant Salary and Benefits						\$27,403.00
Advertisement, Postage, Prof Dues						\$950.00
Community Soccer League						\$1,000.00
Little Arrow Wrestling						\$500.00
Little Arrow Running Club						\$800.00
Babysitting Class						\$600.00
Traveling Youth Basketball						\$4,000.00
JO Volleyball						\$3,000.00
Youth Football						\$2,000.00
Preschool Screening						\$4,162.00
After School Program						\$5,000.00
Summer Recreation Programs						\$12,000.00
Public Library						\$147,900.00
PAS Contribution to Public Library						\$17,000.00
						\$249,088.00
FY21 Projected Original Revenue						\$256,032.00
FY21 Projected Original Expenditures						(\$249,088.00)
Total Projected Revenue over Expenditures						\$6,944.00

FY 21 Original Budget					
Learning Readiness/Preschool					
Aid					\$43,584.00
Lease Levy					\$24,454.00
Tuition	(Parents, Pathways II, Special Needs)				\$71,550.00
E-Rate Reimbursement Internet					\$924.00
Total Projected Revenue					\$140,512.00
Salaries and Benefits					\$171,589.00
Instructional Supplies					\$850.00
Communications Phone					\$1,380.00
Lease					\$26,400.00
Postage					\$150.00
Total Projected Expenditures					\$200,369.00
Projected Expenditures over Revenue					\$59,857.00
06.30.2019 Negative Fund Balance					(\$23,753.00)
FY20 Projected Revenue over Expenditures					\$62,391.00
Projected 06.30.2020 Negative Fund Balance					\$38,638.00
FY21 Projected Expenditures over Revenue					(\$59,857.00)
06.30.2021 Projected Negative Fund Balance					(\$21,219.00)
The FY20 Projected Revenue increased by \$100,000.00					
due to a one-time Voluntary Pre-K funding.					
The \$100,000.00 is a conservative estimate.					

FY 21 Original Budget						
Early Childhood Family Education						
Levy						\$48,036.00
Aid						\$5,806.00
Tuition						\$1,400.00
Other						\$0.00
Total Projected Revenue						\$55,242.00
Salaries and Benefits						\$16,758.00
Postage						\$425.00
Instructional Supplies						\$2,000.00
Entry Fees						\$500.00
Total Projected Expenditures						\$19,683.00
Projected Revenue Over Expenditures						\$35,559.00
06.30.2019 Positive Fund Balance						\$102,434.00
FY20 Projected Revenue over Expenses						\$35,249.66
Projected 06.30.2020 Positive Fund Balance						\$137,683.66
FY21 Projected Revenue over Expenditures						\$35,559.00
06.30.2021 Projected Positive Fund Balance						\$173,242.66

Independent School District #2689
FY21 Budget
Building Construction Fund

Projected 6.30.2020 Fund Balance	\$24,421,896.00
FY21 Construction Costs	<u>(\$19,244,970.00)</u>
Projected 6.30.2021 Fund Balance	<u><u>\$5,176,926.00</u></u>

Independent School District #2689				
FY21 Debt Service Fund Revenue and Expenditures				
May 20th, 2020				
FY21 Debt Service Revenue				\$1,870,227.00
FY21 Debt Service Expenditures				(\$1,835,730.00)
Difference				\$34,497.00

Independent School District #2689			
FY21 Debt Service Revenue			
May 20th, 2020			
		21 Original Budget	20 RVSD Budget
			Difference
Levy		\$1,267,477.00	\$641,291.00
Interest Income		\$9,616.00	\$10,364.00
Disparity Reduction		\$34,886.00	\$36,000.00
Homestead/Ag Mkt Value Credit		\$44,752.00	\$44,000.00
Ag to School Credit		\$513,496.00	\$840,000.00
Total Debt Service Fund Revenue		\$1,870,227.00	\$1,571,655.00
			\$298,572.00

Independent School District #2689								
FY21 Original Debt Service Fund Expenditures								
May 20th, 2020								
		Code	21 Original Budget		20 Revised Budget		Difference	
Bond Redemption		710	\$395,000.00		\$1,510,000.00		(\$1,115,000.00)	
Bond Interest		720	\$1,440,730.00		\$25,670.00		\$1,415,060.00	
Total Expenditures			\$1,835,730.00		\$1,535,670.00		\$300,060.00	



KRAUS-ANDERSON®
Construction Company

Change Order Request

Project: 1911033-02
 Pipestone Schools New Elementary School
 1401 7th Street West
 Pipestone, MN 56164

COR # 12.00

Date: 5/22/2020

To: Owner Pipestone Area Schools
 1404 Seventh Street SW
 Pipestone, MN 56164

From: Kraus-Anderson Construction Company
 502 - 2nd Avenue SW
 Rochester, MN 55902

PCO # 11 - PR 06R - IT Changes

Item #	Description	Vendor	Amount
1	PR 06R - IT Changes <i>Thompson Electric</i>	Thompson Electric Company	\$42,278.64
2	PR 06R - IT Changes <i>Doom & Cuypers</i>	Doom & Cuypers Construction, Inc.	\$5,998.00
Total For Change Order			\$48,276.64

Approved By: Pipestone Area Schools

Signed: _____

Date: _____

Submitted By: Kraus-Anderson Construction Company

Signed: _____

Date: _____

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Accepted By: ISG

Signed: _____

Date: _____

Job ID: CM 2019 - 030
Project: PIPESTONE ELEMENTARY



www.thompsonelectriccompany.com

CO: CO-0008: PR# 06 IT CHANGES

Top Sheet Report

Vendor: GB_SFALLS Labor Level: CONEST 21 May 2020 14:11:52
Tax Rate status: Default Bid Name: BASE BID Bid Template: TEC SIOUX FALLS

Description	Column 1	Column 2	
DIRECT LABOR HRS	296.78		
DIRECT LABOR DOLLARS		20,774.45	
INDIRECT LABOR HRS			
INDIRECT LABOR DOLLARS			
LABOR ESCALATION			
LABOR TAX			
MATERIAL W/ESC DOLLARS		7,774.44	
QUOTES DOLLARS		-1,133.52	217
MATERIAL & QUOTE TAX		534.88	
DJC			
SUB CONTRACTS TOTAL		9,670.00	
EQUIPMENT TOTAL		1,200.00	
EQUIP/SUB CONTRACT TAX			
OVERHEAD MARGIN TOTAL		3,458.39	
PROFIT MARGIN TOTAL			
MISC TOTAL			

Bid Memo:

Bid Total: 42,278.64

THOMPSON ELECTRIC OF SIOUX FALLS

520 S. VALLEY VIEW RD.
SIOUX FALLS, SD 57106

Phone: 605-331-4588

Web:

Job ID: CM 2019 - 030
Project: PIPESTONE ELEMENTARY

CO: CO-0008: PR# 06 IT CHANGES

Summary by Item Number

Vendor: GB_SFALLS Labor Level: CONEST 21 May 2020 14:21:14

Item #	Size	Description	Q/M	Quantity	U/M	Material Unit	Mat Result
57		CHIEF PAC525FW RECESSED BOX	M	22.00	EA	80.0000	1,760.00
64		6 PACK	M	2.00	EA	85.0000	170.00
10047	3/4	EMT	M	550.00	FT	0.6400	352.00
10048	1	EMT	M	350.00	FT	1.1200	392.00
10051	2	EMT	M	160.00	FT	2.6000	416.00
10061	2	PVC SCH 40	M	1,810.00	FT	0.5560	1,006.36
10062	2 1/2	PVC SCH 40	M	20.00	FT	0.9800	19.60
10192	3	CORED HOLE UP TO 8" DEEP	M	1.00	EA	0.0000	0.00
20005	2	PVC SCH 40 90-DEG ELBOW	M	21.00	EA	1.5300	32.13
20006	2 1/2	PVC SCH 40 90-DEG ELBOW	M	2.00	EA	2.3700	4.74
20173	2	EMT 90-DEG ELBOW	M	8.00	EA	5.3800	43.04
20174	2 1/2	EMT 90-DEG ELBOW	M	2.00	EA	12.3500	24.70
30127	3/4	EMT STEEL-SS COUPLING	M	60.00	EA	0.2500	15.00
30128	1	EMT STEEL-SS COUPLING	M	35.00	EA	0.4000	14.00
30133	2	EMT STEEL-SS COUPLING	M	24.00	EA	1.5800	37.92
30199	3/4	EMT STEEL SS CONNECTOR	M	128.00	EA	0.2820	36.10
30200	1	EMT STEEL SS CONNECTOR	M	70.00	EA	0.4612	32.28
30203	2	EMT STEEL SS CONNECTOR	M	10.00	EA	1.7595	17.59
30204	2 1/2	EMT STEEL SS CONNECTOR	M	2.00	EA	7.8000	15.60
30263	2	PVC COUPLING	M	23.00	EA	0.3967	9.12
30264	2 1/2	PVC COUPLING	M	3.00	EA	0.6300	1.89
30293	2	PVC MALE ADAPTER	M	14.00	EA	0.5800	8.12
30294	2 1/2	PVC MALE ADAPTER	M	2.00	EA	0.9800	1.96
30559	2	EMT LB CONDUIT BODY	M	3.00	EA	78.6718	236.02
30560	2 1/2	EMT LB CONDUIT BODY	M	1.00	EA	25.0000	25.00
30624	2 1/2	PVC LB CONDUIT BODY	M	1.00	EA	40.0000	40.00
40030	OUNCE	PVC (GLUE) CEMENT	M	165.00	OZ	0.3500	57.75
40120	2	LOCKNUT	M	14.00	EA	0.6700	9.38
40121	2 1/2	LOCKNUT	M	2.00	EA	1.5500	3.10
40172	3/4	PLASTIC BUSHING	M	8.00	EA	0.0997	0.80
40173	1	PLASTIC BUSHING	M	70.00	EA	0.1588	11.12

THOMPSON ELECTRIC OF SIOUX FALLS 520 S. VALLEY VIEW RD.
SIOUX FALLS, SD 57106

Phone: 605-331-4588
Web:

Item #	Size	Description	Q/M	Quantity	U/M	Material Unit	Mat Result
40176	2	PLASTIC BUSHING	M	24.00	EA	0.4777	11.46
40177	2 1/2	PLASTIC BUSHING	M	4.00	EA	0.9100	3.64
70033	12	THHN/THWN CU (STR)	M	1,775.00	FT	0.1050	186.38
70118	12.	GREEN THHN CU (GRD 20A)	M	450.00	FT	0.0930	41.85
100070	#18 to 8	WIRE-NUT MED - RED	M	6.00	EA	0.1300	0.78
100079	#12	PIGTAIL W/GRD SCREW	M	63.00	EA	0.5000	31.50
100092	18-12	PSH-IN 3-WIRE CONN	M	60.00	EA	0.1300	7.80
100093	18-12	PSH-IN 4-WIRE CONN	M	20.00	EA	0.1300	2.60
140012	20A	DX RECEPT COMMERCIAL GRADE	M	60.00	EA	4.2500	255.00
140486	1-DUPLEX	1G STAINLESS STEEL PLATE	M	60.00	EA	1.0000	60.00
150014	1-1/2"D 21.0-CI	4"SQ CMB- KO FH- BRKT	M	4.00	EA	1.0000	4.00
150015	1-1/2"D 21.0-CI	4"SQ CMB- KO FM- BRKT	M	60.00	EA	1.0000	60.00
150062	1.0"RISE 7.5-CI	1G 4"SQ PLASTER-RING	M	64.00	EA	1.0000	64.00
150122	2-1/8"D 42.0-CI	4-11/16" BOX /NO BRKT 1KO	M	3.00	EA	2.0000	6.00
150131	1.0"RISE 7.5-CI	1G 4-11/16" PLASTER-RING	M	3.00	EA	19.4900	58.47
160559	#10 x 1"	TEK SCREW	M	642.00	EA	0.0494	31.71
160614	7"	TY-WRAP	M	50.00	EA	0.1000	5.00
180088	20/1	BOLT-ON BREAKER	M	4.00	EA	20.0000	80.00
390106	6" WIDE	HAND TRIM ROCKY TRENCH	M	1,830.00	FT	0.0000	0.00
390360		STEEL TIE WIRE	M	275.00	FT	0.0500	13.75
440001	6-12 FBR	FIBER OPTIC T-BUFFER IN CABLE TRAY -	M	600.00	FT	2.2000	1,320.00
500093		PULL LINE (STRING)	M	594.00	FT	0.0195	11.57
500125	3/4	ENCLOSURE HOLE PUNCH	M	1.00	EA	0.0000	0.00
630052	1/2 3/4 or AC/MC	EMT SCREW-ON SUPPORT (USE W/1-1/2D BOX)	M	120.00	EA	0.4343	52.12
630062	3/4	COND SNP-CLOSE HGR TO SCR-W-ON STUD-WALL	M	29.00	EA	1.0000	29.00
630063	1	COND SNP-CLOSE HGR TO SCR-W-ON STUD-WALL	M	70.00	EA	1.0000	70.00
630111	3/4	COND HAMMER-ON HGR 1/4-FLANGE PUSH-IN HD	M	80.00	EA	1.0000	80.00
630267	2	COND BOT-MNT SNAP-CLOSE CLAMP 1/2 BEAM	M	21.00	EA	2.1984	46.17
640001		4-Sq HGR SCREW TO STUD-WALL	M	3.00	EA	0.6394	1.92
1050017		POWER METER TEST- SGL DIRECT	M	12.00	EA	0.0000	0.00
1050034		LABEL- WORKAREA- FIBER	M	12.00	EA	0.2000	2.40
1060261	UNLOADED-STAND	1U DRAWER-STYLE RACK MOUNT ENCLOSURE	M	1.00	EA	220.0000	220.00
1060445	FOR 62.5 M-MODE FBR	SC FBR CONN W/COMPOSITE FERRULE	M	14.00	EA	16.0000	224.00
Phase/Group totals:							7,774.44
Job totals:							7,774.44



QUOTE

FOR

THOMPSON ELECTRIC

220

JOB:

PIPESTONE ELEMENTARY PR #6

Matt Lais | Quotations/Project Management-Electrical
Dakota Supply Group | Sioux Falls
Cell (605) 370-7134(Preferred) | Branch Direct(605) 782-4902
| Fax (605) 336-3935
3610 N Saint Paul Ave | Sioux Falls, SD 57104

For all the right connections!

3610 North Saint Paul Avenue, Sioux Falls, SD 57104
P (605)336-3090 F (605)336-3935

dakotasupplygroup.com





DAKOTA SUPPLY GROUP - SXF
 3610 N SAINT PAUL AVE
 SIOUX FALLS, SD 57104-5454
 Phone 605-336-3090
 Fax



Quotation

EXPIRATION DATE	QUOTE NUMBER
05/07/2020	S100078933
DAKOTA SUPPLY GROUP - SXF 3610 N SAINT PAUL AVE SIOUX FALLS, SD 57104-5454 Phone 605-336-3090 Fax	
PAGE NO.	
1 of 1	

QUOTE TO:

SHIP TO:

THOMPSON ELEC OF SOUTH DAKOTA
 PO BOX 88338
 SIOUX FALLS, SD 57109-8338

THOMPSON ELEC OF SOUTH DAKOTA
 1028 S LYONS AVE
 SIOUX FALLS, SD 57106

CUSTOMER NUMBER	CUSTOMER PO NUMBER	JOB NAME / RELEASE NUMBER	SALESPERSON	
1792			Kelly Hooker	
WRITER	SHIP VIA	TERMS	SHIP DATE	FREIGHT ALLOWED
Matthew Lais	BID	Net 25th Prx	04/07/2020	No
ORDER QTY	DESCRIPTION		UNIT PRICE	EXT PRICE
-6ea	TYPE D6 * Item not returnable without RGA * Pn: 103330		296.875/ea	-1781.25
6ea	TYPE D6 4SNLED-LD5-30SL-LW-UNV-L840-CD1- * Item not returnable without RGA * Pn: 103336		107.955/ea	647.73
			Subtotal	-1133.52
			S&H Charges	0.00
			Amount Due	-1133.52

221



ESTIMATE

DATE	ESTIMATE #
4/3/2020	9222

PROJECT
PIPESTONE ELEMENTARY

27055 Sunset Blvd.
Suite 5
Sioux Falls, SD 57106

PROJECT
PR-06 222

DESCRIPTION

FOSS COMMUNICATIONS, INC. HEREBY SUBMITS A PRICE FOR PR-06 FOR THE PIPESTONE ELEMENTARY PROJECT.

ESTIMATE PRICE INCLUDES ALL PARTS SPECIFIED AND LABOR TO COMPLETE THE FOLLOWING:

PROJECT –

ADDITIONAL CABLES FOR PR-06.

TOTAL MATERIAL = \$5710.00
 TOTAL LABOR = \$3960.00
 TOTAL = \$9670.00

WE LOOK FORWARD TO WORKING WITH YOU	TOTAL \$9670.00
-------------------------------------	------------------------

SIGNATURE _____

PROPOSAL

PROPOSAL SUBMITTED TO Tyler Kaczmarek		TODAY'S DATE 4/20/2020	DATE OF PLANS/PAGE #'S
PHONE NUMBER 507.226.8690	FAX NUMBER	JOB NAME Pipestone Area Schools- New Elementary School – PR 006	
ADDRESS, CITY, STATE, ZIP 502 2nd Avenue SW, Rochester, MN 55902		JOB LOCATION Pipestone, MN	

PR 006

Division 1:	\$127.00
<ul style="list-style-type: none"> • Bond • Travel 	
Division 6:	\$581.00
<ul style="list-style-type: none"> • Blocking material • Fasteners 	
Labor (73 Hrs. @ \$65.00/Hr.):	\$4,745.00
Markup (10%):	\$545.00
Total:	\$5,998.00

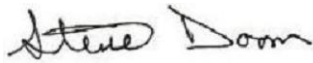
We propose hereby to furnish material and labor – complete in accordance with above specifications for the sum of:

Five thousand nine hundred ninety-eight _____ dollars (\$ 5,998.00)

Payment as follows: Each 30 days to the value of ninety five per cent of completion

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. If either party commences legal action to enforce its rights pursuant to this agreement, the prevailing party in said legal action shall be entitled to recover its reasonable attorney's fees and costs of litigation relating to said legal action, as determined by a court of competent jurisdiction.

Authorized Signature



Note: this proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Signature _____

Date of Acceptance _____



ESTIMATE

DATE	ESTIMATE #
4/3/2020	9222

PROJECT
PIPESTONE ELEMENTARY

27055 Sunset Blvd.
 Suite 5
 Sioux Falls, SD 57106

PROJECT
PR-06 224

DESCRIPTION

FOSS COMMUNICATIONS, INC. HEREBY SUBMITS A PRICE FOR PR-06 FOR THE PIPESTONE ELEMENTARY PROJECT.

ESTIMATE PRICE INCLUDES ALL PARTS SPECIFIED AND LABOR TO COMPLETE THE FOLLOWING:

PROJECT –

ADDITIONAL CABLES FOR PR-06.

TOTAL MATERIAL = \$5710.00

TOTAL LABOR = \$3960.00

TOTAL = \$9670.00

WE LOOK FORWARD TO WORKING WITH YOU

TOTAL \$9670.00

SIGNATURE _____



KRAUS-ANDERSON®
Construction Company

Change Order Request

Project: 1911033-02
 Pipestone Schools New Elementary School
 1401 7th Street West
 Pipestone, MN 56164

COR # 21.00

Date: 6/19/2020

To: Owner Pipestone Area Schools
 1404 Seventh Street SW
 Pipestone, MN 56164

From: Kraus-Anderson Construction Company
 502 - 2nd Avenue SW
 Rochester, MN 55902

PCO # 28 - PR 15 - Firewall Updates

Item #	Description	Vendor	Amount
1	PR 15 - Firewall Updates <i>The Caulkers Comapny</i>		\$38,900.00
Total For Change Order			\$38,900.00

Approved By: Pipestone Area Schools

Signed: _____

Date: _____

Submitted By: Kraus-Anderson Construction Company

Signed: _____

Date: _____

225

Accepted By: ISG

Signed: _____

Date: _____

Hughes, Hillary

From: Kaczmarek, Tyler
Sent: Thursday, June 18, 2020 1:13 PM
To: Hughes, Hillary
Subject: FW: 19837 Pipestone Firewall Exhibit

Hillary,

Are you able to enter the value below into a PCO/COR for PR#15 with The Caulkers Company listed in the notes as a company?

We can't issue them a contract until the COR is approved.

Let me know if you have any questions ,

Thanks,

Tyler

Tyler Kaczmarek | Project Manager
tyler.kaczmarek@krausanderson.com | direct 701.866.5402

KRAUS-ANDERSON CONSTRUCTION COMPANY
502 2nd Avenue SW, Rochester, MN 55902
Office 507.226.8690 | Cell 701.866.5402 | krausanderson.com

Together, strengthening the communities we serve

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Kraus-Anderson is an EOE AA M/F/Vet/Disability Employer

From: Monte Linder <monte@thecaulkersco.com>
Sent: Thursday, June 18, 2020 11:56 AM
To: Kaczmarek, Tyler <tyler.kaczmarek@krausanderson.com>
Subject: RE: 19837 Pipestone Firewall Exhibit

Tyler,

Good morning. I walked the school with Bill yesterday. This is no small undertaking. There are many existing conditions that will make a standard UL system impossible to implement. Under those conditions we would have to get EJs or removal of soffits, HVAC, etc. would have to take place. If an independent engineer is going to be doing the inspections they will have to be available quite frequently to rule on the various conditions prior to, during and after installation.

We would prefer to use 3Ms fire products but can use Hilti if that is specified. Our price to address these walls is \$38,900.00. If awarded the work we would begin immediately to get ahead of the mechanical installation in the boiler room and the ceilings in the remodeled office.

From: Kaczmarek, Tyler <tyler.kaczmarek@krausanderson.com>
Sent: Thursday, June 11, 2020 7:03 AM
To: Monte Linder <monte@thecaulkersco.com>

Cc: Born, Bill <bill.born@krausanderson.com>

Subject: FW: 19837 Pipestone Firewall Exhibit

Monte,

Please see the attached revised exhibit from what I sent you yesterday.

Thanks,

Tyler

Tyler Kaczmarek | Project Manager

tyler.kaczmarek@krausanderson.com | direct 701.866.5402

KRAUS-ANDERSON CONSTRUCTION COMPANY

502 2nd Avenue SW, Rochester, MN 55902

Office 507.226.8690 | Cell 701.866.5402 | krausanderson.com

Together, strengthening the communities we serve



Please consider the environment before printing this email.

Kraus-Anderson is an EOE AA M/F/Vet/Disability Employer

From: Born, Bill <bill.born@krausanderson.com>

Sent: Thursday, June 11, 2020 6:49 AM

To: Kaczmarek, Tyler <tyler.kaczmarek@krausanderson.com>

Subject: FW: 19837 Pipestone Firewall Exhibit

New fire wall layout

Bill Born | Project Superintendent

bill.born@krausanderson.com | direct 612.709.0387

KRAUS-ANDERSON CONSTRUCTION COMPANY

416 South Broadway, Rochester, MN 55904

office 507.226.8690 | cell 612.709.0387 | krausanderson.com

Together, strengthening the communities we serve

From: Josh Muckenhirn <Josh.Muckenhirn@ISGInc.com>

Sent: Wednesday, June 10, 2020 5:14 PM

To: Born, Bill <bill.born@krausanderson.com>

Subject: 19837 Pipestone Firewall Exhibit

Bill,

Attached is updated exhibit for the firestopping associated with PR15. The only change is the wall at the Performing Arts – that is good to go because it is a high/low roof condition.

I have sent this off to Mark so he is aware as well.

Cheers,





Josh Muckenhirn, AIA

Architect

Employee Owner

P 605.274.6401

E Josh.Muckenhirn@ISGInc.com

A 101 South Reid Street + Suite 202 + Sioux Falls, SD 57103

W ISGInc.com



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Commercial Insurance Renewal for:
PIPESTONE ISD#2689
07-01-20 TO 07-01-21

LIBERTY MUTUAL INSURANCE

Property Coverage

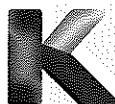
Renewal

Real or Personal Property	52,921,834
Blanket Coverage, Replacement Cost, Agreed Value	
Deductible	5,000
Business Income and Extra Expense	73,440
Equipment Breakdown	Included
School Extension Ultra Plus Endorsement	Included

Inland Marine Coverage

Deductible	500
Miscellaneous Equipment	500,000
Musical Instruments & Uniforms	514,500
Audio/Visual Equipment	157,500
Computer Equipment	1,715,000
Signs – Scheduled	130,000
Fine Arts	50,000
Dwelling Under Construction	100,000
Wind Turbine (Deductible \$25,000)	994,685

401 8th Ave SE, Pipestone, MN 56164
Phone: 507-825-3366
Fax: 507-825-3369
Toll Free: 888-825-3366



www.kozlowski-insurance.com

212 South Kniss Ave, Luverne, MN 56156
Phone: 507-283-3704
Fax: 507-283-3733
Toll Free: 877-631-3704

Public Liability Coverage

Renewal

Bodily Injury and Property Damage	1,000,000/Person 2,000,000 Aggregate
Employee Benefits Liability (Retro7-1-07) Deductible	1,000,000 Each Employee/3,000,000 Agg. 1,000
School Violent Acts – Crisis Expense Protection	25,000 / 300,000 Aggregate
Medical Payments: (Excluding Students)	15,000
Sexual Misconduct	1,000,000/1,000,000

Crime Coverage

Deductible	500
Faithful Performance/Employee Dishonesty	150,000
Forgery or Alteration	15,000
Computer Fraud	25,000
Funds Transfer Fraud	25,000
Theft Disappearance & Destruction	10,000 Inside 10,000 Outside

Identity Recovery and Data Compromise Coverage

Attack & Extortion/Network Security	250,000 Annual Aggregate
Deductible	10,000
Data Compromise Response Expense	250,000 Annual Aggregate/2500 Deductible
Data Compromise Defense and Liability	250,000 Annual Aggregate/2500 Deductible

Auto & Garage Coverage

Renewal

Auto Liability (Including Hired & Non-Owned)	1,000,000
Personal Injury Protection	40,000
Uninsured & Underinsured	1,000,000
Comprehensive and Collision	Per Auto Schedule/ 500 Deductible
Garage Keepers Comprehensive	120,000 100 Ded
Garage Keepers Collision	120,000 500 Ded
Towing (Driver Training Auto Only)	50.00 each disablement

Excess Liability

Coverage	1,000,000 Each Occurrence
	1,000,000 Aggregate
	-0- Retention

School Leaders Legal Liability (Retro Date 7-1-07)

Coverage	1,000,000 each wrongful act
	1,000,000 Aggregate
Deductible	5,000

Workers Compensation

Policy issued by RAM Mutual Insurance Company

Part 1 MN Statutory Benefit Levels	
Part 2 Employers Liability	1,000,000 BI Each Accident
	1,000,000 BI Disease Policy Limit
	1,000,000 BI Each Employee
8868 Professional Employees	\$7,093,465 (.50)
9101 All other Employee	\$376,099 (4.50)
7382 Bus Drivers	\$5,579 (5.14)
Credit	40%
Exp Mod	1.24

Premium Breakdown

	<u>Renewal</u>
Property	43,613
Inland Marine	13,440
Public Liability	20,482
Identity Recovery/Data Compromise	Included
School Leaders Legal Liability	Included
Auto Coverage	11,480
Crime Coverage	473
Excess Liability	2,236
Equipment Breakdown	<u>3,383</u>
<i>Total Package Premium:</i>	<i>\$95,107</i>
Workers Compensation	\$39,541
Volunteer Workers Accident Program	\$420
<i>Total Account Package Premium:</i>	<u><i>\$135,068</i></u>

**Premium factors:*

1. *Workers Compensation Experience Modification 1.24*
2. *Net increase in premium from 2019 is \$3,613*
3. *Package Increase of \$3,892*
4. *Total Increase of \$7,505*