

## Regular School Board Meeting

Monday, July 25, 2022 7:00 PM

Conference Room 1148 MS/HS, 1401 7th St SW, Pipestone, MN 56164

### 1. Call to Order

### 2. Pledge of Allegiance

### 3. Approval of Agenda

#### 3.1. Additions

3.1.1. Kristin Zollner, Fall Cheer (6.3.7)

3.1.2. Monica Kennedy, .25 FTE Art Teacher  
(6.3.8)

3.1.3. Jake Evans, Football Assistant (6.3.9)

3.1.4. Deb Anderson, Math Teacher .625 FTE  
(6.3.10)

3.1.5. First Reading of Policy 524 - Internet  
Acceptable Use Policy (10.1)

3.1.6. Approve 22-23 Employee Handbook (11.6)

3.1.7. Approve 2022-2023 Safe Return to School  
Plan (11.8)

#### 3.2. Deletions

3.2.1. Katrina Hart, SPED Teacher (6.3.2)

### 4. Public Forum

### 5. Presentation

### 6. Consent Agenda

6.1. Approve Minutes of the Regular School Board  
Meeting on June 27, 2022

6.2. Approve Minutes of the Work Session Meeting on  
June 27, 2022

6.3. Approval of Contracts and/or Work Agreements

6.3.1. Jennifer Moravetz, Elementary Principal

6.3.2. Mitchel Carson, Jr High Football Coach

6.3.3. Morgyn Carson, 8th Grade Volleyball Coach

6.3.4. LeAnn Bloemendaal, 7th Grade Volleyball  
Coach

6.3.5. Todd Texley, Assistant Cross Country  
Coach

6.3.6. James Skyberg, Assistant Girls Tennis  
Coach

6.3.7. Kristin Zollner, Fall Cheer

6.3.8. Monica Kennedy, .25 FTE Art Teacher

6.3.9. Jake Evans, Football Assistant

6.3.10. Deb Anderson, Math Teacher .625 FTE

6.4. Approval of Gifts to the School

6.4.1. Christ the King Lutheran Church, Donation of \$100.00 to the Wellness Room

6.5. Approval of Lane Change - Jamie Fenicle - MA+30, Ryan Wielenberg - BA+30, and Lauren Olson - MA+30

6.6. Approve Fall Volunteer Coaches - Jay Johnson and Austin Moeller, Varsity Football

**7. Financials**

7.1. Review Elementary Building Budget Year-to-Date

7.1.1. Review New Elementary Building Bills

7.1.2. Approve Treasurer's Report for Elementary Building Bond

7.2. Review of Budget Year-to-Date

7.3. Approve Treasurer's Report for June 2022

7.4. Approve Regular Bills for July

**8. Board Forum/Information**

8.1. Board Reports and Updates

**9. Administrator's Report**

9.1. Superintendent's Board Report

9.2. Principal's Board Report

9.3. Director of Curriculum, Teaching, and Learning Board Report

**10. Discussion Items**

10.1. First Reading of Policy 524 - Internet Acceptable Use Policy

**11. Board Action**

11.1. First Reading of 2022-2023 Little Arrows Preschool Handbook

11.2. First Reading of 2022-2023 Elementary Handbook

11.3. First Reading of 22-23 Middle School Handbook

11.4. First Reading of 22-23 High School Handbook

11.5. Approve 22-23 Activities Handbook

- 11.6. Approve 22-23 Employee Handbook
- 11.7. Approve Heartland Colony Lease for 22-23
- 11.8. Approve 2022-2023 Safe Return to School Plan
- 11.9. Appoint Federal Title Representative and Homeless Liaison, Jennifer Moravetz
- 11.10. Sub Teacher Pay
- 11.11. Resolution Approving School District No. 2689 Long-Term Facility Maintenance Ten Year Plan
- 11.12. Superintendent Evaluation

12. **Adjournment**

# Minutes of the Regular School Board Meeting

## Pipestone Area Schools

A Regular School Board Meeting of the Board of Trustees of Pipestone Area Schools was held Monday, June 27, 2022 beginning at 7:00 p.m. in Conference Room 1148 at the MS/HS.

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

**Visitors Present:** Luke Johnson, Lisa Pease, Jen Zupp, Stacy Popma, Amy Thompson, Kyle Kuphal, Monica Sullivan, Kim VanHoecke, and Sharon Wolff.

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

### **Pledge of Allegiance**

### **Approval of Agenda**

#### **Additions:**

First Reading of the 2022-2023 Activity Handbook

Approve Membership with MREA for 2022-2023

#### **Deletions:**

Superintendent Evaluation

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

### **Public Forum**

**Presentation:** None

### **Consent Agenda**

#### **Approve Minutes of the Regular School Board Meeting of May 23, 2022:**

#### **Approval of Contracts and/or Work Agreements:**

Regina Gorter, General Music Teacher

Whitney Carpenter, ML Teacher

Erika Pelach, Music Teacher

Crissa Fruechte, Jr. High FFA Advisor

Michael Slaba, HS Science Teacher and Head Boys Basketball Coach

Kayse Slaba, MS/HS Social Worker

Mitchel Carson, MS Sped Teacher

Zach Ploeger, Band Director and Teacher

Jennifer Baartman, Paraprofessional

Shauna Kuehl, Paraprofessional

Deni Dedic, Night Custodian

Jamie Drey, Summer Band

Owen Minet, Summer Band

Isaac Stiles, Summer Band

McKenzie Dulas, Technology Technician

Kristofer Eischens, Chloe Olivier, Cameron Paulsen, and Taylin Muller - Summer Garden

#### **Approval of High School Activity Gifts to the School:**

First Bank and Trust, Donation of \$500.00 to FFA

#### **Letter of Resignation from Jodi Wolfe, Media Center Paraprofessional:**

#### **Letter of Resignation from Carli Menigoz, Kindergarten Teacher:**

#### **Letter of Resignation from Twyla Carlson, Paraprofessional:**

#### **Letter of Resignation from Todd Tinklenberg, Head Boys Basketball Coach:**

Motion by DeBates, second by Nelson, approved all items in the Consent Agenda. Motion carried unanimously. Chairman Baatz thanked the resigning employees for their years of service to the district.

## Financials

**Review Elementary Building Budget Year-to-Date:** The elementary building budget year-to-date shows expenditures as of June 14, 2022 at \$28,519,599.06. This was non-action.

**Review New Elementary Building Bills:** New elementary building bills paid through June 14, 2022 totaled \$2,228.00. These bills are for review only and are included in the regular monthly bills.

**Approve Treasurer's Report for Elementary Building Bond:** The treasurer's report on the elementary building bond for month ended May 31, 2022 shows a cash balance of \$317,598.80. Motion by Wiese, second by DeBates, approved the treasurer's report. Motion carried unanimously.

**Review of Budget Year-to-Date:** The budget year-to-date shows expenditures as of June 20, 2022 at \$13,407,453.26 or 86%. This is non-action.

**Approve Treasurer's Report for May 2022:** The treasurer's report for month ended May 31, 2022 has a cash balance of \$7,997,480.68. Motion by Carson, second by Oye, approved the treasurer's report. Motion carried unanimously.

**Approve Regular Bills for June 2022:** Bills paid through June 20, 2022 totaled \$517,786.35. Motion by Wiese, second by Nelson, approved payment of the regular monthly bills. Motion carried unanimously.

**Approve High School Activity Bills for June 2022:** High School Activity bills paid through June 17, 2022, totaled \$33,940.50. Motion by DeBates, second by Oye, approved payment of the high school activity bills. Motion carried unanimously.

## Board Forum/Information

**Board Reports and Updates:** Negotiations Committee met with classified staff and the district felt the raise negotiated was significant and suggested the negotiators go back to their groups for discussion. A letter was received from the City stating they did not accept the proposed agreement for the library, but without a reason why. Baatz read a prepared statement on his personal opinion as a parent and taxpayer. A press release was prepared by the Districts legal counsel for consideration. Carson stated he's had people asking him if an outfield fence is going to be installed on the new baseball fields on the north side of the school. Enerson was directed to go out for cost estimates on a permanent fence.

## Administrator's Report

**Superintendent's Board Report:** The poured rubber playground surfacing quote for the 2 remaining playgrounds came in at \$184,579.00. Motion by Nelson, second by Carson, to approve the proposal for the playground surface utilizing \$100,000 left in the contingency fund (building fund), with the remainder out of the General Fund. Motion carried unanimously.

**Principal's Board Report:** Summer programming has started with thirty-seven students enrolled in high school credit recovery and twelve students that participated in the middle school math program. Strasser is close to being done with hiring staff.

**Director of Curriculum, Teaching, and Learning Board Report:** Wellnitz reported June summer school numbers with 103 students attending. There will be a July session on math focus and 107 students are signed up.

## Discussion Items

**First Reading of the 2022-2023 Activity Handbook:** Non action.

## Board Action

**Resolution Establishing Dates of Filing Affidavits of Candidacy:**

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 August 2, 2022, and shall close on August 16, 2022. 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 16, 2022.

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 August 2, 2022, and shall close at 5:00 o'clock p.m. on August 16, 2022.

The general election shall be held on Tuesday, November 8, 2022. At that election, three (3) 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, Deb Peschon 1401 7<sup>th</sup> 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 16, 2022.

Dated: \_\_\_\_\_, 2022

BY ORDER OF THE SCHOOL BOARD

/s/ Katie Wiese, School District Clerk

Motion by Nelson, second by DeBates, approved the Resolution Establishing Dates for Filing Affidavits of Candidacy.

**Education Identity and Access Management Board Resolution:** Motion by Carson, second by Nelson, approved Superintendent Kevin Enerson as the Identified Official with Authority to authorize user access to MDE secure websites for Pipestone Area Schools. Motion carried unanimously.

**Memorandum of Agreement with SDSU:** Motion by Wiese, second by Carson, approved the MOU with SDSU. Motion carried unanimously.

**Approve Commercial Insurance Renewal for 2022-2023:** The total premium package costs \$128,897 and the Worker's Compensation package costs \$43,502 for a total of \$171,364 without terrorism coverage. Motion by Oye, second by Nelson, approved the renewal for 22-23. Motion carried unanimously.

**Approve SWWC Service Contracts for 2022-2023:** As this was tabled at the May meeting, a motion was made by Carson, second by Wiese, to take off the table. Motion carried unanimously. Motion by Oye, second by DeBates, approved the SWWC Service Contracts for 2022-2023. Motion carried unanimously.

**Approve Garbage and Recycling Proposal for 2022-2023:** The City of Pipestone was the only proposal received at a rate of \$850.00 per month. New to the proposal is it does not include removal of recyclable materials. Motion by Wiese, second by De Bates, approved the proposal from the City of Pipestone. Motion carried unanimously.

**Approve Membership to MSBA for 2022-2023:** Motion by Carson, second by DeBates, approved membership to MSBA for 22-23. Motion carried unanimously.

**Approve Membership with MREA for 2022-2023:** Motion by Wiese, second by Oye, approved membership to MREA for 22-23. Motion carried unanimously.

**Approve 2022-2023 Literacy Plan:** Motion by Carson, second by Wiese, approved the 2022-2023 Literacy Plan. Motion carried unanimously.

**Approve FY23 Budget:** Enerson presented the budget for FY23. There is a projected deficit of \$1,021,942.00 in the General Fund. There is \$100,000 contingency in the General Fund. The FY23 Food Service Fund has a projected fund balance of \$568,120.00. Community Education FY23 has an estimated fund balance of \$248,134.00. The FY23 ECFE has a projected positive fund balance of \$266,985.20 with Learning Readiness/Pre-School with a projected negative fund balance of \$20,921.00. FY23 Debt Service Fund has expenditures of \$18,545.00 over revenue and the FY23 Building Construction Fund has a projected fund balance of \$0.00. Motion by Carson, second by Wiese, approved the FY23 budget with the elimination of activity fees. Motion carried unanimously.

## **Adjournment**

Motion by Carson, second by DeBates, to adjourn the meeting at 8:32p.m. Motion carried unanimously.

/s/ Jeff Baatz  
Jeff Baatz, Chairman

/s/ Katie Wiese  
Katie Wiese, Clerk

Approved and dated by the board July 25, 2022.  
Submitted, Deb Peschon

## ISD #2689 School Board

June 27, 2022

### SUMMARY OF 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 in Conference Room 1148 at the MS/HS on June 27, 2022 at 7:00 p.m. The following members were present: - Chairman Jeff Baatz; Directors Katie Wiese, Amy Nelson, Brad Carson, Lance Oye, and Chrissy DeBates. Absent – Randy Erdman. Also present – Ex-Officio Kevin Enerson, Jacque Kennedy, Melany Wellnitz, Cory Strasser, Deb Peschon, Luke Johnson, Lisa Pease, Jen Zupp, Stacy Popma, Amy Thompson, Kyle Kuphal, Monica Sullivan, Kim VanHoecke, and Sharon Wolff. Chairman Baatz called the meeting to order. The Pledge of Allegiance was recited. Motion by Wiese, second by Oye, approved the agenda as presented. Motion carried unanimously. Public Forum – none. Presentation – none. Motion by DeBates, second by Nelson approved all items in the Consent Agenda. Motion carried unanimously. Items approved were Minutes of the Regular School Board Meeting of May 23, 2022; contracts/work agreements for Regina Gorter, General Music Teacher; Whitney Carpenter, ML Teacher; Erika Pelach, Music Teacher; Crissa Fruechte, Jr. High FFA Advisor; Michael Slaba, HS Science Teacher and Head Boys Basketball Coach; Kayse Slaba, MS/HS Social Worker; Mitchel Carson, MS Sped Teacher; Zach Ploeger, Band Director and Teacher; Jennifer Baartman, Paraprofessional; Shauna Kuehl, Paraprofessional; Deni Dedic, Night Custodian; Jamie Drey, Owen Minet, and Isaac Stiles, Summer Band; McKenzie Dulas, Technology Technician; Kristofer Eischens, Chloe Olivier, Cameron Paulsen, and Taylin Muller - Summer Garden; Approved a gift of \$500.00 to FFA from First Bank and Trust; Letters of Resignation from Jodi Wolfe, Media Center Paraprofessional; Carli Menigoz, Kindergarten Teacher; Twyla Carlson, Paraprofessional, Todd Tinklenberg, Head Boys Basketball Coach. Baatz thanked the staff that resigned for their years of service to the district.

Financials - The elementary building budget year-to-date shows expenditures as of June 14, 2022 at \$28,519,599.06. This was non-action. New elementary building bills paid through June 14, 2022 totaled \$2,228.00. These bills are for review only and are included in the regular monthly bills. The treasurer's report on the elementary building bond for month ended May 31, 2022 shows a cash balance of \$317,598.80. Motion by Wiese, second by DeBates, approved the treasurer's report. Motion carried unanimously. The budget year-to-date shows expenditures as of June 20, 2022 at \$13,407,453.26 or 86%. This is non-action. The treasurer's report for month ended May 31, 2022 has a cash balance of \$7,997,480.68. Motion by Carson, second by Oye, approved the treasurer's report. Motion carried unanimously. Bills paid through June 20, 2022 totaled \$517,786.35. Motion by Wiese, second by Nelson, approved payment of the regular monthly bills. Motion carried unanimously. High School Activity bills paid through June 17, 2022, totaled \$33,940.50. Motion by DeBates, second by Oye, approved payment of the high school activity bills. Motion carried unanimously.

Board and Administrative Reports were given. Motion by Nelson, second by Carson, to approve the proposal for the playground surface utilizing \$100,000 left in the contingency fund (building fund), with the remainder out of the General Fund. Motion carried unanimously. Discussion – There was no action on the first reading of the 2022-2023 Activity Handbook.

Board Action - 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 August 2, 2022, and shall close at 5:00 o'clock p.m. on August 16, 2022.

The general election shall be held on Tuesday, November 8, 2022. At that election, three (3) 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, Deb Peschon 1401 7<sup>th</sup> 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 16, 2022.

Dated: June 27, 2022

BY ORDER OF THE SCHOOL BOARD

/s/ Katie Wiese, School District Clerk

Motion by Nelson, second by DeBates, approved the Resolution Establishing Dates for Filing Affidavits of Candidacy.

Motion by Carson, second by Nelson, approved Superintendent Kevin Enerson as the Identified Official with Authority to authorize user access to MDE secure websites for Pipestone Area Schools. Motion carried unanimously. Motion by Wiese, second by Carson, approved the MOU with SDSU. Motion carried unanimously. The total premium package costs \$128,897 and the Worker's Compensation package costs \$43,502 for a total of \$171,364 without terrorism coverage. Motion by Oye, second by Nelson, approved the renewal for 22-23. Motion carried unanimously. As this was tabled at the May meeting, a motion was made by Carson, second by Wiese, to take off the table. Motion carried unanimously. Motion by Oye, second by DeBates, approved the SWWC Service Contracts for 2022-2023. Motion carried unanimously. The City of Pipestone was the only proposal received at a rate of \$850.00 per month. New to the proposal is it does not include removal of recyclable materials. Motion by Wiese, second by De Bates, approved the proposal from the City of Pipestone. Motion carried unanimously. Motion by Carson, second by DeBates, approved membership to MSBA for 22-23. Motion carried unanimously.

Motion by Wiese, second by Oye, approved membership to MREA for 22-23. Motion carried unanimously. Motion by Carson, second by Wiese, approved the 2022-2023 Literacy Plan. Motion carried unanimously. Enerson presented the budget for FY23. There is a projected deficit of \$1,021,942.00 in the General Fund. There is \$100,000 contingency in the General Fund. The FY23 Food Service Fund has a projected fund balance of \$568,120.00. Community Education FY23 has an estimated fund balance of \$248,134.00. The FY23 ECFE has a projected positive fund balance of \$266,985.20 with Learning Readiness/Pre-School with a projected negative fund balance of \$20,921.00. FY23 Debt Service Fund has expenditures of \$18,545.00 over revenue and the FY23 Building Construction Fund has a projected fund balance of \$0.00. Motion by Carson, second by Wiese, approved the FY23 budget with the elimination of activity fees. Motion carried unanimously. Motion by Carson, second by DeBates, to adjourn the meeting at 8:32p.m. Motion carried unanimously.

Dated: June 27, 2022. Approved and dated by the board July 25, 2022

Attest: Deb Peschon, Recording Secretary

A full text of the minutes is available for public inspection in the District Office of Pipestone Area Schools or by mail.

# Minutes of the Work Session Meeting

## Pipestone Area Schools

A Work Session Meeting of the Board of Trustees of Pipestone Area Schools was held Monday, June 27, 2022 beginning at 7:30p.m. in Conference Room 1148 at the MS/HS.

**Members Present:** Chairman Jeff Baatz; Directors Katie Wiese, Amy Nelson, Brad Carson, Lance Oye, and Chrissy DeBates. Absent – Randy Erdman. Also present – Ex-Officio Kevin Enerson, Melany Wellnitz, Cory Strasser, and Deb Peschon.

**Visitors Present:** Lisa Pease, Jen Zupp, Stacy Popma, Amy Thompson, Kyle Kuphal, Monica Sullivan, and Sharon Wolff.

**Call Meeting to Order:** Chairman Baatz called the meeting to order at 8:38p.m.

### Approval of Agenda

Motion by Wiese, second by Nelson, approved the agenda as presented. Motion carried unanimously.

**Brown and Hill Proceeds:** Discussion was held on the use of the proceeds from Brown and Hill. Several items were discussed, but no decision was made. The proceeds are required to be used on a capital project.

**Cell Phone Policy Discussion:** Discussion was held on a policy for cell phone use. Some staff members were in attendance and shared their thoughts and current practices. Strasser was directed to contact area school districts to see what their policies are, and they will be brought to the policy committee, which will report to the full board.

### Adjournment

Motion by Carson, second by Oye, to adjourn the meeting at 9:33p.m.

/s/ Jeff Baatz  
Jeff Baatz, Chairman

/s/ Katie Wiese  
Katie Wiese, Clerk

Approved and dated by the board July 25, 2022.  
Submitted, Deb Peschon

**ISD #2689 School Board**

**June 27, 2022**

**SUMMARY OF MINUTES OF THE WORK SESSION MEETING OF INDEPENDENT SCHOOL  
DISTRICT #2689, PIPESTONE COUNTY, PIPESTONE, MINNESOTA**

A work session meeting of the School Board, ISD #2689, was held in Conference Room 1148 at the MS/HS on June 27, 2022 at 7:30 p.m. The following members were present: - Chairman Jeff Baatz; Directors Katie Wiese, Amy Nelson, Brad Carson, Lance Oye, and Chrissy DeBates. Absent – Randy Erdman. Also present – Ex-Officio Kevin Enerson, Melany Wellnitz, Cory Strasser, Deb Peschon, Lisa Pease, Jen Zupp, Stacy Popma, Amy Thompson, Kyle Kuphal, Monica Sullivan, and Sharon Wolff. Chairman Baatz called the meeting to order at 8:38p.m. Motion by Wiese, second by Nelson, approved the agenda as presented. Motion carried unanimously. Discussion was held on the use of the proceeds from Brown and Hill. Several items were discussed, but no decision was made. The proceeds are required to be used on a capital project. Discussion was held on a policy for cell phone use. Some staff members were in attendance and shared their thoughts and current practices. Strasser was directed to contact area school districts to see what their policies are, and they will be brought to the policy committee, which will report to the full board. Motion by Carson, second by Oye, to adjourn the meeting at 9:33p.m.

Dated: June 27, 2022. Approved and dated by the board July 25, 2022

Attest: Deb Peschon, Recording Secretary

A full text of the minutes is available for public inspection in the District Office of Pipestone Area Schools or by mail.

Independent School District No. 2689  
Pipestone, Minnesota 56164

29809

Date 6-22-22

Received of Christ the King

Amount \$ 100-

For Donation to Wellness Room

Code							Amount	Description
							100-	check

Signed [Signature]

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

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

15062256336

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

78-844  
0914

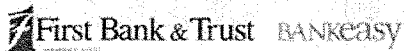
DATE  
06/15/2022

0006601841

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**



Memo: Donation

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

⑈0006601841⑈ ⑆091408446⑆ 115887⑈

PIPESTONE AREA SCHOOLS, ISD #2689  
PIPESTONE, MN 56164

LANE CHANGE

RECEIVED  
7-13-22

2022 - 2023 SCHOOL YEAR

EMAILED  
DATE 7-14-22

NAME: Jamie Fenicle

2021 - 2022 School Year

Degree MA Plus 30

2022 - 2023 School Year

Do you have a transcript of credits on file in the Superintendent's Office for additional credits?

Yes  No

Did you have prior approval to obtain the college credits?

Yes  No

My additional credits should place me on Degree MA Plus 60 for the 2022 - 2023 school year.

Superintendent: Kevin Emerson 7-14-22



PIPESTONE AREA SCHOOLS, ISD #2689  
PIPESTONE, MN 56164

LANE CHANGE

20 22 - 20 23 SCHOOL YEAR

RECEIVED  
5-24-22

NAME: Ryan Wielenberg

20 21 - 20 22 School Year

Degree BA Plus 30

20 22 - 20 23 School Year

Do you have a transcript of credits on file in the Superintendent's Office for additional credits? *(Attached)*

Yes  No

Did you have prior approval to obtain the college credits?

Yes  No

My additional credits should place me on Degree MA Plus 0 for the 20 22 - 20 23 school year.

Superintendent: *Kevin Emerson*

RECEIVED  
6-2-22

PIPESTONE AREA SCHOOLS, ISD #2689  
PIPESTONE, MN 56164

LANE CHANGE

20 22 - 20 23 SCHOOL YEAR

NAME: Lauren Olson

20 21 - 20 22 School Year

Degree MA Plus 30

20 21 - 20 22 School Year

Do you have a transcript of credits on file in the Superintendent's Office for additional credits?

Yes \_\_\_\_\_ No

Did you have prior approval to obtain the college credits?

Yes  No \_\_\_\_\_

My additional credits should place me on Degree MA Plus 60 for the 20 22 - 20 23 school year.

Superintendent: Kevin Emerson

6/3/22

## **Peschon, Deb**

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**From:** Zollner, Rick  
**Sent:** Thursday, July 14, 2022 7:55 AM  
**To:** Peschon, Deb  
**Subject:** coaches

Deb

Please add Jay Johnson as a volunteer varsity football coach.

I may have one other volunteer coach for cross country and am waiting to hear back.

Thanks, Rick

## **Peschon, Deb**

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**From:** Zollner, Rick  
**Sent:** Thursday, July 14, 2022 9:57 AM  
**To:** Peschon, Deb  
**Subject:** volunteer coach

Please add Austin Moeller as a volunteer varsity football coach.

Thanks, Rick





<b>INDEPENDENT SCHOOL DISTRICT NO. 2689</b>							
<b>PIPESTONE AREA SCHOOLS</b>							
<b>ELEMENTARY SCHOOL BUILDING BONDS</b>							
<b>FOR THE MONTH ENDED JUNE 30, 2022</b>							
		<b>CASH BALANCE</b>			<b>CASH BALANCE</b>		<b>CASH BALANCE</b>
	<b>FUND</b>	<b>BEGINNING</b>			<b>END OF</b>		<b>END OF</b>
<b>FUNDS</b>	<b>NUMBER</b>	<b>OF MONTH</b>	<b>NET CASH ACTIVITY</b>		<b>MONTH</b>	<b>ADJUSTMENTS</b>	<b>MONTH FY22</b>
ELEMENTARY SCHOOL BOND	06	\$317,598.80	(\$1,988.90)		\$315,609.90		\$315,609.90
TOTAL		\$317,598.80	(\$1,988.90)		\$315,609.90	\$0.00	\$315,609.90
<b>RECONCILEMENT OF TREASURE'S BALANCE WITH BANKS</b>							
		<b>CURRENT</b>	<b>BALANCE</b>			<b>OTHER</b>	<b>BALANCE PER</b>
<b>DESCRIPTION</b>	<b>ACCOUNT</b>	<b>RATE OF</b>	<b>PER BANK</b>	<b>OUTSTANDING</b>	<b>OUTSTANDING</b>	<b>RECONCILING</b>	<b>TREASURER'S</b>
	<b>NUMBER</b>	<b>INTEREST</b>	<b>STATEMENT</b>	<b>CHECKS</b>	<b>DEPOSITS</b>	<b>ITEMS</b>	<b>BOOKS</b>
MNTRUST		0.50%	\$315,609.90	\$0.00	\$0.00	\$0.00	\$315,609.90
MNTRUST TERM SERIES		1.54%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SECURITY(BONDS OR TREASURY NOTES)		Various	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CERTIFICATES OF DEPOSIT		Various	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL			\$315,609.90	\$0.00	\$0.00	\$0.00	\$315,609.90
						Signed	Jacque Kennedy

Budget Presentation to the Board					
Expenditures as of 07/20/2022		FY2022			
General Fund				7/20/2022	Year to
Classification	Code	FY22REVISED	Year to Date		Date %
Administrative Salaries	110	\$523,368.00	\$526,201.98		101%
Teacher Salaries	140	\$4,647,198.00	\$4,599,519.27		99%
Non-Licensed Classroom Personnel	141	\$129,685.00	\$134,675.23		104%
Licensed Instructional Support Personnel	143	\$59,750.00	\$60,500.00		101%
Non-License Instructional Support Personnel	144	\$28,997.00	\$30,523.84		105%
Substitute Salaries	145	\$116,000.00	\$115,247.27		99%
Substitute Non-Licensed Classroom Salaries	146	\$28,000.00	\$27,576.76		98%
Language Pathologist	152	\$75,633.00	\$75,633.01		100%
School Nurse	154	\$95,500.00	\$81,612.87		85%
School Social Worker	156	\$52,993.00	\$52,107.09		98%
Certified Paraprofessional	161	\$402,769.00	\$390,194.26		97%
Certified One-to-One Paraprofessional	162	\$221,593.00	\$209,837.35		95%
School Counselor	165	\$115,496.00	\$115,773.27		100%
Non-Instructional Support	170	\$754,347.00	\$701,559.56		93%
DAPE Specialist	174	\$0.00	\$0.00		#DIV/0!
Other Salary Payment	185	\$643,534.00	\$702,073.65		109%
Severance	191	\$21,825.00	\$5,324.78		24%
Third Party Pay Expense Salaries	195	\$0.00	\$0.00		#DIV/0!
FICA	210	\$594,102.00	\$576,380.48		97%
PERA	214	\$125,035.00	\$108,654.32		87%
TRA	218	\$498,341.00	\$512,876.63		103%
Health Insurance	220	\$710,008.00	\$600,402.23		85%
Life Insurance	230	\$5,466.00	\$5,032.53		92%
Dental Insurance	235	\$1,191.00	\$1,119.60		94%
Long Term Disability	240	\$340.00	\$336.24		99%
TSA Match	250	\$92,450.00	\$90,458.13		98%
Employer Sponsored HSA's	251	\$86,486.00	\$92,759.92		107%
Workmens Comp	270	\$44,464.00	\$40,030.78		90%
Unemployment Compensation	280	\$0.00	\$0.00		#DIV/0!
Other Post-Employment Benefits	291	\$0.00	\$54,276.00		#DIV/0!
Third Party Pay Benefits	295	\$0.00	\$0.00		#DIV/0!
Total Salaries and Fringe		\$10,074,571.00	\$9,910,687.05		98%
Other Employee Benefits	299	\$0.00	\$0.00		#DIV/0!
Fed Sub Awards Under \$25,000	303	\$56,000.00	\$33,454.00		60%
Fed Sub Awards Over \$25,000	304	\$51,100.00	\$54,810.49		107%
Consulting and Servicing Fees	305	\$294,523.00	\$242,858.18		82%
School Resource Officer	310	\$46,350.00	\$34,248.00		74%
Services Purchased from Coop	316	\$126,641.00	\$140,225.33		111%
Computer and Technology Services	319	\$0.00	\$0.00		#DIV/0!
Communications/Phone	320	\$41,590.00	\$39,642.49		95%
Postage and Express	329	\$11,932.00	\$9,479.05		79%
Utility Services	330	\$275,246.00	\$270,960.74		98%
Short Term Rentals	335	\$13,000.00	\$11,242.00		86%
Property Insurance	340	\$108,976.00	\$108,676.46		100%
Repairs and Maintenance	350	\$214,437.00	\$233,891.25		109%
Transportation	360	\$1,122,482.00	\$1,065,520.60		95%
Travel	366	\$74,984.00	\$57,866.43		77%
Entry Fees/Student Travel	369	\$54,817.00	\$27,344.25		50%
Rentals and Leases	370	\$70,532.00	\$62,568.30		89%
Mental Health Professional Services	379	\$10,000.00	\$8,850.00		89%
Short Term Lease	380	\$0.00	\$3,670.62		#DIV/0!
Third Party Reimbursement Services	385	\$0.00	\$0.00		0%
To Other MN School Districts	390	\$60,000.00	\$51,946.15		87%
To Out of State Districts	392	\$29,600.00	\$12,609.13		43%
Special Ed Contracted Services	393	\$105,000.00	\$93,321.62		89%
To Non-Ed Agency	394	\$239,350.00	\$230,043.81		96%
Spec Ed Salary Purchased from Co-op	396	\$435,385.00	\$390,922.31		90%
Spec Ed Benefits Purchased from Co-op	397	\$23,767.00	\$15,761.59		66%
Charge Back	398	\$0.00	\$0.00		0%
General Supplies	401	\$226,941.36	\$238,075.23		105%
Non instructional Computer Software	405	\$52,464.00	\$36,460.33		69%
Instructional Software License	406	\$95,590.00	\$95,589.87		100%
Instructional Supplies	430	\$130,360.00	\$93,777.68		72%
Individualized Materials	433	\$31,375.00	\$25,964.59		83%
Fuel for Buildings	440	\$71,500.00	\$66,012.63		92%
Noninstructional Tech Supplies	455	\$15,000.00	\$12,948.18		86%
Instructional Tech Supplies	456	\$40,000.00	\$19,999.42		50%
Textbooks/Workbooks	460	\$65,613.00	\$48,053.15		73%
Standardized Tests	461	\$2,800.00	\$216.00		8%
Non-Instructional Tech Devices	465	\$37,809.64	\$36,768.74		97%
Instructional Technology Devices	466	\$289,568.00	\$287,179.97		99%
Library Books	470	\$17,800.00	\$12,446.08		70%
Audio Visual Aids	480	\$0.00	\$0.00		0%
Electronic Format	485	\$4,000.00	\$2,755.00		69%
Capital Non-Instruction Tech Software	505	\$8,500.00	\$8,500.00		100%
Site or Grounds Acquisition	510	\$365,000.00	\$356,290.20		98%
Building Acquisition and Construction	520	\$169,643.00	\$166,890.01		98%
Equipment Purchased	530	\$130,509.00	\$125,359.99		96%
Special Education Equipment	533	\$3,500.00	\$3,210.00		92%
Charge Back Tennis Courts	545	\$0.00	\$0.00		#DIV/0!
Eligible Pupil Transportation	548	\$65,000.00	\$0.00		0%
Vehicles Purchased	550	\$56,125.00	\$56,124.76		100%
Non-Instructional Technology Hardware	555	\$43,015.00	\$43,060.60		100%
Capitalized Instructional Technology Hardware	556	\$7,547.00	\$7,278.93		96%
Principal on Capital Lease	580	\$75,000.00	\$75,000.00		100%
Interest on Capital Lease	581	\$17,026.00	\$17,025.75		100%
Dues and Memberships	820	\$23,196.00	\$15,450.29		67%
Taxes and Special Assessments	896	\$5,340.00	\$5,331.04		100%
Affordable Care Act Penalties	897	\$10,625.00	\$10,625.00		100%
Miscellaneous Other Expenses	899	\$2,000.00	\$664.87		33%
Contingency		\$1,450.00	\$0.00		0%
Total		\$15,604,580.00	\$14,977,658.16		96%

The prior year to date percentage was 93%

INDEPENDENT SCHOOL DISTRICT NO. 2689								
PIPESTONE AREA SCHOOLS								
TREASURER'S REPORT TO SCHOOL BOARD								
FOR THE MONTH ENDED JUNE 30, 2022								
		CASH BALANCE			CASH BALANCE		CASH BALANCE	
FUNDS	FUND NUMBER	BEGINNING	NET CASH ACTIVITY		END OF	ADJUSTMENTS	END OF	END OF
		OF MONTH			MONTH		MONTH FY22	MONTH FY21
GENERAL FUND	01,03,05	\$6,366,923.15		\$383,469.85	\$6,750,393.00		\$6,750,393.00	\$6,798,117.22
FOOD SERVICE FUND	02	\$753,705.62		\$35,682.43	\$789,388.05		\$789,388.05	\$562,416.77
COMMUNITY SERVICE FUND	04	\$480,082.87		\$55,908.30	\$535,991.17		\$535,991.17	\$443,851.94
TOTAL OPERATING FUNDS		\$7,600,711.64		\$475,060.58	\$8,075,772.22		\$8,075,772.22	\$7,804,385.93
BUILDING FUND	06	\$0.00		\$0.00	\$0.00		\$0.00	(\$242,501.58)
DEBT SERVICE FUND	07	\$396,424.04		\$560,059.83	\$956,483.87		\$956,483.87	\$1,119,073.72
AGENCY FUND	09	\$345.00		\$0.00	\$345.00		\$345.00	\$345.00
CERTIFICATES OF DEPOSIT		\$0.00		\$0.00	\$0.00		\$0.00	\$0.00
TOTAL		\$7,997,480.68		\$1,035,120.41	\$9,032,601.09	\$0.00	\$9,032,601.09	\$8,681,303.07
RECONCILEMENT OF TREASURE'S BALANCE WITH BANKS								
		CURRENT	BALANCE	OUTSTANDING	OUTSTANDING	OTHER	BALANCE PER	BALANCE PER
DESCRIPTION	ACCOUNT NUMBER	RATE OF INTEREST	PER BANK STATEMENT	CHECKS	DEPOSITS	RECONCILING ITEMS	TREASURER'S BOOKS	TREASURER'S BOOKS
FIRST NATIONAL BANK-PAYROLL	200563	0.05%	\$219,982.22	(\$3,047.40)	\$0.00	\$0.00	\$216,934.82	\$163,111.12
FIRST NATIONAL BANK-MM	808263	0.22%	\$3,240,591.76	\$0.00	\$0.00	\$0.00	\$3,240,591.76	\$1,843,312.89
FIRST F&M	4534150062	0.0800%	\$673,692.01	(\$53,519.23)	\$0.00	\$0.00	\$620,172.78	\$1,805,589.35
MNTrust	6770	0.92%	\$3,608,983.38	\$0.00	\$0.00	\$0.00	\$3,608,983.38	\$3,378,753.55
TOTAL			\$7,743,249.37	(\$56,566.63)	\$0.00	\$0.00	\$7,686,682.74	\$7,190,766.91
CERTIFICATES OF DEPOSIT	CD #	Date Purchased	Maturity Date	Maturity Period	Interest Rate		Dollar Amount	Dollar Amount
MNTrust Full Flex		4/30/2022			1.30%		\$500,704.62	
US Treasury Security		4/21/2022	10/31/2022	6 Months	1.168%		\$296,279.10	
US Treasury Security		4/21/2022	1/31/2023	9 Months	1.541%		\$299,685.94	
Goldman Sachs Bank	48283-1	5/5/2021	5/5/2023	24 Months	0.100%		\$249,248.69	
Total							\$1,345,918.35	\$1,490,536.16
<b>Grand Total</b>							<b>\$9,032,601.09</b>	<b>\$8,681,303.07</b>
						Signed	Jacque Kennedy	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	65092	8402		<b>LEGALSHIELD</b>		Check		
				B 01	215 037	LGL-ID		\$184.50	
				B 01	215 038	LGL-Sheild		\$20.95	
				B 01	215 039	LGL-IDONLY		\$18.95	
<b>PO#:</b>	<b>Voucher #:</b>	<b>91987</b>	Invoice	<b>Invoice No:</b>	M2022120	<b>6/17/2022</b>	<b>Paid Amt:</b>	<b>\$224.40</b>	
							<b>Check Amount:</b>	<b>\$224.40</b>	
2689	FIN	65093	9983		<b>MICHAEL HODGEN</b>		Check		
				B 01	215 029	Child Support		\$547.52	
<b>PO#:</b>	<b>Voucher #:</b>	<b>91994</b>	Invoice	<b>Invoice No:</b>	M2022120	<b>6/17/2022</b>	<b>Paid Amt:</b>	<b>\$547.52</b>	
							<b>Check Amount:</b>	<b>\$547.52</b>	
2689	FIN	65094	6424		<b>PAESP</b>		Check		
				B 01	215 043	PAE Supp Prof Dues		\$1,150.14	
<b>PO#:</b>	<b>Voucher #:</b>	<b>91988</b>	Invoice	<b>Invoice No:</b>	M2022120	<b>6/17/2022</b>	<b>Paid Amt:</b>	<b>\$1,150.14</b>	
							<b>Check Amount:</b>	<b>\$1,150.14</b>	
2689	FIN	65095	01253		<b>PJE</b>		Check		
				B 01	215 040	Pipestone Ed. Assoc. Dues		\$6,766.31	
<b>PO#:</b>	<b>Voucher #:</b>	<b>91990</b>	Invoice	<b>Invoice No:</b>	M2022120	<b>6/17/2022</b>	<b>Paid Amt:</b>	<b>\$6,766.31</b>	
							<b>Check Amount:</b>	<b>\$6,766.31</b>	
2689	FIN	65096	01252		<b>NCPERS Group Life Ins</b>		Check		
				B 01	215 034	UNIT NUMBER: 203411		\$32.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>91995</b>	Invoice	<b>Invoice No:</b>	M2022120	<b>6/17/2022</b>	<b>Paid Amt:</b>	<b>\$32.00</b>	
							<b>Check Amount:</b>	<b>\$32.00</b>	
2689	FIN	65097	7348		<b>Madison National Life</b>		Check		
				B 01	215 032	Employer Paid Life		\$456.09	
				B 01	215 033	Supplemental Life		\$113.10	
				B 01	215 031	LTD		\$751.45	
<b>PO#:</b>	<b>Voucher #:</b>	<b>91996</b>	Invoice	<b>Invoice No:</b>	M2022120	<b>6/17/2022</b>	<b>Paid Amt:</b>	<b>\$1,320.64</b>	
							<b>Check Amount:</b>	<b>\$1,320.64</b>	
2689	FIN	65098	7067		<b>DELTA DENTAL</b>		Check		
				B 01	215 044	Dental Insurance Inv # CNS0000995539		\$2,735.30	
<b>PO#:</b>	<b>Voucher #:</b>	<b>91999</b>	Invoice	<b>Invoice No:</b>	M2022120	<b>6/17/2022</b>	<b>Paid Amt:</b>	<b>\$2,735.30</b>	
							<b>Check Amount:</b>	<b>\$2,735.30</b>	
2689	FIN	65099	7068		<b>AMERITAS LIFE INSURANCE CORP.</b>		Check		
				B 01	215 045	AMERITAS Vision Ins June Coverage		\$810.16	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92001</b>	Invoice	<b>Invoice No:</b>	M2022120	<b>6/17/2022</b>	<b>Paid Amt:</b>	<b>\$810.16</b>	
							<b>Check Amount:</b>	<b>\$810.16</b>	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	65100	10066		<b>ADLER COUNSELING PLLC</b>		Check		
				E 01	005 730 011 155 379	Mental Health Professional Ser		\$2,075.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>91997</b>	Invoice	<b>Invoice No:</b> 22-05-01	<b>6/20/2022</b>	<b>Paid Amt:</b>	<b>\$2,075.00</b>	
							<b>Check Amount:</b>	<b>\$2,075.00</b>	
2689	FIN	65101	8925		<b>BLUEPEAK</b>		Check		
				E 01	005 810 000 000 320	Communications/Phone. 6/10-7/9		\$1,638.11	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92002</b>	Invoice	<b>Invoice No:</b> 000459101	<b>6/20/2022</b>	<b>Paid Amt:</b>	<b>\$1,638.11</b>	
							<b>Check Amount:</b>	<b>\$1,638.11</b>	
2689	FIN	65102	9524		<b>ELITE LANDSCAPING</b>		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$200.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92003</b>	Invoice	<b>Invoice No:</b> 2211	<b>6/20/2022</b>	<b>Paid Amt:</b>	<b>\$200.00</b>	
							<b>Check Amount:</b>	<b>\$200.00</b>	
2689	FIN	65103	00300		<b>PIPESTONE PUBLISHING CO INC</b>		Check		
				E 01	300 211 172 000 305	Consult & Serv.fees MS/HS, GRAD. PROGRA		\$402.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>91998</b>	Invoice	<b>Invoice No:</b> 11582	<b>6/20/2022</b>	<b>Paid Amt:</b>	<b>\$402.00</b>	
							<b>Check Amount:</b>	<b>\$402.00</b>	
2689	FIN	65104	7716		<b>VERIZON WIRELESS</b>		Check		
				E 01	005 810 000 000 320	Communications/Phone, 6/9-7/8		\$386.86	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92000</b>	Invoice	<b>Invoice No:</b> 9908368056	<b>6/20/2022</b>	<b>Paid Amt:</b>	<b>\$386.86</b>	
							<b>Check Amount:</b>	<b>\$386.86</b>	
2689	FIN	65105	5949		<b>CDW GOVERNMENT, INC.</b>		Check		
				B 01	131 000	MICROSOFT YEARLY RENEWAL		\$9,089.60	
	<b>PO#: 17771</b>	<b>Voucher #:</b>	<b>92012</b>	Invoice	<b>Invoice No:</b> Z523784	<b>6/21/2022</b>	<b>Paid Amt:</b>	<b>\$9,089.60</b>	
							<b>Check Amount:</b>	<b>\$9,089.60</b>	
2689	FIN	65106	4766		<b>CHS/CENEX HARVEST STATES</b>		Check		
				E 01	005 810 000 000 401	General Supplies		\$16.41	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92011</b>	Invoice	<b>Invoice No:</b> 27702	<b>6/21/2022</b>	<b>Paid Amt:</b>	<b>\$16.41</b>	
							<b>Check Amount:</b>	<b>\$16.41</b>	
2689	FIN	65107	01468		<b>DOUBLE D GRAVEL</b>		Check		
				E 01	005 810 000 000 401	General Supplies, RED ROCK (PAULSEN)		\$353.11	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92014</b>	Invoice	<b>Invoice No:</b> 46271	<b>6/21/2022</b>	<b>Paid Amt:</b>	<b>\$353.11</b>	
							<b>Check Amount:</b>	<b>\$353.11</b>	
2689	FIN	65108	00975		<b>EWERT RECREATION CENTER</b>		Check		
				E 04	005 585 000 332 394	to Non-Ed Agency, AFTER SCHOOL PROGRA		\$5,000.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92016</b>	Invoice	<b>Invoice No:</b> 06/21/2022	<b>6/21/2022</b>	<b>Paid Amt:</b>	<b>\$5,000.00</b>	
							<b>Check Amount:</b>	<b>\$5,000.00</b>	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	65109	00975		<b>EWERT RECREATION CENTER</b>		Check		
				E 04	005 585 000 362 394	to Non-Ed Agency YOUTH PROGRAMS 2022		\$12,000.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92017</b>	Invoice	<b>Invoice No:</b>	06/21/2022	<b>6/21/2022</b>	<b>Paid Amt:</b>	<b>\$12,000.00</b>
								<b>Check Amount:</b>	<b>\$12,000.00</b>
2689	FIN	65110	00256		<b>HILLYARD INC/ SIOUX FALLS</b>		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$173.50	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92009</b>	Invoice	<b>Invoice No:</b>	700508661	<b>6/21/2022</b>	<b>Paid Amt:</b>	<b>\$173.50</b>
				E 01	005 810 000 000 401	General Supplies		\$4,127.15	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92010</b>	Invoice	<b>Invoice No:</b>	604743572	<b>6/21/2022</b>	<b>Paid Amt:</b>	<b>\$4,127.15</b>
								<b>Check Amount:</b>	<b>\$4,300.65</b>
2689	FIN	65111	10107		<b>MATT'S AUTO GLASS LLC</b>		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$308.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92007</b>	Invoice	<b>Invoice No:</b>	2535	<b>6/21/2022</b>	<b>Paid Amt:</b>	<b>\$308.00</b>
								<b>Check Amount:</b>	<b>\$308.00</b>
2689	FIN	65112	00300	00300	<b>PIPESTONE PUBLISHING CO INC</b>		Check		
				E 01	300 211 172 000 305	Consult & Serv.fees MS/HS		\$185.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92015</b>	Invoice	<b>Invoice No:</b>	11570	<b>6/21/2022</b>	<b>Paid Amt:</b>	<b>\$185.00</b>
								<b>Check Amount:</b>	<b>\$185.00</b>
2689	FIN	65113	9739		<b>SCHUMACHER ELEVATOR COMPANY</b>		Check		
				E 01	005 810 000 000 350	Repair&maint Service, QT MAINTENANCE EL		\$672.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92013</b>	Invoice	<b>Invoice No:</b>	90555100	<b>6/21/2022</b>	<b>Paid Amt:</b>	<b>\$672.00</b>
								<b>Check Amount:</b>	<b>\$672.00</b>
2689	FIN	65114	6446		<b>TRANE</b>		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$573.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92008</b>	Invoice	<b>Invoice No:</b>	312708875	<b>6/21/2022</b>	<b>Paid Amt:</b>	<b>\$573.00</b>
								<b>Check Amount:</b>	<b>\$573.00</b>
2689	FIN	65115	00372		<b>STURDEVANTS AUTO SUPPLY INC.</b>		Check		
				E 01	005 810 000 000 401	General Supplies		\$6.65	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92018</b>	Invoice	<b>Invoice No:</b>	1-236343	<b>6/21/2022</b>	<b>Paid Amt:</b>	<b>\$6.65</b>
								<b>Check Amount:</b>	<b>\$6.65</b>
2689	FIN	65116	5249		<b>VISA</b>		Check		
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$204.70	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92019</b>	Invoice	<b>Invoice No:</b>	1739	<b>6/21/2022</b>	<b>Paid Amt:</b>	<b>\$204.70</b>
								<b>Check Amount:</b>	<b>\$204.70</b>
2689	FIN	65117	5249		<b>VISA</b>		Check		
				E 01	300 294 207 000 369	Entry Fees/Student Travel		\$61.43	
				E 01	300 294 204 000 369	Entry Fees/Student Travel		\$93.29	
				E 01	300 296 204 000 369	Travel, AD		\$30.01	

## Pipestone Area Schools ISD #2689

### Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	65117	5249		VISA		Check
				E 01	005 605 150 000 366	TECH	\$31.24
				E 01	300 292 204 000 369	Entry Fees/Student Travel	\$57.09
				E 01	300 294 207 000 369	Entry Fees/Student Travel	\$39.61
				E 01	300 294 207 000 369	Entry Fees/Student Travel	\$29.40
				E 01	300 296 206 000 366	Travel, STAFF	\$43.87
				E 01	300 292 204 000 369	Entry Fees/Student Travel	\$48.37
				E 01	300 292 204 000 369	Entry Fees/Student Travel	\$75.00
				E 01	300 292 208 000 369	Entry Fees/Student Travel	\$93.39
				E 01	300 296 204 000 369	Entry Fees/Student Travel	\$33.23
				E 01	300 292 204 000 369	Entry Fees/Student Travel	\$101.46
				E 01	300 292 204 000 369	Entry Fees/Student Travel	\$78.15
				E 01	300 292 204 000 369	Entry Fees/Student Travel	\$105.55
				E 01	300 292 204 000 369	Entry Fees/Student Travel	\$27.02
				E 01	300 292 204 000 369	Entry Fees/Student Travel	\$97.77
				E 01	300 292 204 000 369	Entry Fees/Student Travel	\$70.01
				E 01	300 292 204 000 369	Entry Fees/Student Travel	\$59.30
				E 01	300 292 000 000 366	Travel	\$113.34
<b>PO#:</b>	<b>Voucher #:</b>	<b>92021</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>9871</b>	<b>6/21/2022</b>	<b>Paid Amt: \$1,288.53</b>
							<b>Check Amount: \$1,288.53</b>
2689	FIN	65119	5249		VISA		Check
				E 04	005 249 000 321 366	Travel, DR.ED	\$48.74
				E 04	005 249 000 321 366	Travel, DR.ED	\$62.66
<b>PO#:</b>	<b>Voucher #:</b>	<b>92023</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>1739</b>	<b>6/21/2022</b>	<b>Paid Amt: \$111.40</b>
							<b>Check Amount: \$111.40</b>
2689	FIN	65120	5249		VISA		Check
				E 01	103 203 011 161 430	Instructional Supply ESSER III LL	\$44.52
				E 01	103 203 011 161 430	Instructional Supply ESSER III LL	\$95.35
				E 01	300 211 173 000 406	Instructional Software License	\$3.50
				E 01	300 402 000 740 433	Individualized Mat.	\$10.00
				E 01	300 256 011 155 406	Instructional Software License	\$11.50
				E 01	103 203 011 161 406	Instructional Software License	\$8.75
				E 01	207 211 011 155 406	Instructional Software License	\$12.50
				E 01	103 203 011 161 430	Instructional Supply ESSER III LL	\$21.98
				E 01	005 640 173 316 401	General Supplies	\$46.99
				E 01	300 211 011 155 406	Instructional Software License	\$11.50
				E 01	300 296 205 000 401	General Supplies, GYMNASTICS	\$4,359.90
				E 01	300 292 000 000 401	General Supplies	\$11.95
				E 01	300 292 000 000 401	General Supplies	\$73.35

## Pipestone Area Schools ISD #2689

### Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	65120	5249		VISA		Check
				E 01	300 292 000 000 401	General Supplies	\$190.58
				E 01	300 292 000 000 401	General Supplies	\$10.68
				E 01	300 292 208 000 366	Travel, TRACK	\$25.00
				E 01	300 292 000 000 401	General Supplies	\$44.74
				E 01	300 292 000 000 366	Travel	\$16.05
				E 01	300 296 206 000 366	Travel	\$27.06
				E 01	300 296 206 000 366	Travel	\$24.61
				E 01	300 296 206 000 366	Travel	\$14.20
				E 04	005 580 000 325 369	Entry Fees/Student Travel	\$405.72
				E 01	300 710 305 000 401	General Supplies	\$28.41
				E 01	005 640 000 316 401	General Supplies	\$715.00
				E 01	300 710 305 000 401	General Supplies	\$0.00
				E 01	300 640 172 316 366	MS/HS Staff Development	\$293.38
				E 01	103 203 171 000 369	Entry Fees/Student Travel	\$549.47
				E 01	300 301 501 830 433	Individualized Mat.	\$23.92
				E 01	300 296 206 000 369	Entry Fees/Student Travel	\$166.22
				E 01	300 296 206 000 369	Entry Fees/Student Travel	\$204.62
				E 01	300 296 206 000 369	Entry Fees/Student Travel	\$98.50
				E 01	300 296 206 000 369	Entry Fees/Student Travel	\$68.76
				E 01	300 296 206 000 369	Entry Fees/Student Travel	\$224.01
				E 01	005 810 000 000 401	General Supplies	\$25.16
				E 01	005 810 000 000 401	General Supplies	\$231.90
				E 01	005 810 000 000 401	General Supplies	\$14.95
				E 01	005 810 000 000 401	General Supplies	\$114.18
				E 01	005 810 000 000 401	General Supplies	\$28.83
				E 01	005 810 000 000 401	General Supplies	\$96.08
				E 01	005 810 000 000 401	General Supplies	\$123.80
				E 01	207 203 172 000 401	General Supplies	\$68.06
				E 01	300 301 501 830 433	Individualized Mat.	\$46.40
				E 01	300 331 172 830 433	Individualized Mat.	\$53.78
				E 01	300 301 501 830 433	Individualized Mat.	\$78.21
				E 01	207 260 172 000 430	Instructional Supply	\$171.69
				E 01	300 211 172 000 430	Instructional Supply	\$81.20
				E 01	300 240 172 000 430	Instructional Supply	\$269.23
				E 01	300 211 172 000 430	Instructional Supply	\$261.84
				E 01	300 420 000 740 433	Individualized Mat.	\$27.39
				E 01	300 640 173 316 366	Travel	\$665.00
				E 01	300 301 501 830 433	Individualized Mat.	\$65.88

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	65120	5249		VISA		Check
				E 01	300 050 172 000 401		General Supplies \$7.99
				E 01	300 301 501 830 433		Individualized Mat. \$26.43
				E 02	005 770 000 701 366		Travel, FOOD SERVICE \$70.50
				E 01	005 810 000 000 401		General Supplies \$28.74
				E 01	005 810 000 000 401		General Supplies \$9.78
				E 01	005 810 000 000 401		General Supplies \$32.02
				E 01	005 810 000 000 401		General Supplies \$276.05
				E 01	005 810 000 000 401		General Supplies \$41.35
				E 01	005 810 000 000 401		General Supplies \$83.29
				E 01	005 810 000 000 401		General Supplies \$5.99
				E 01	005 810 000 000 401		General Supplies \$53.99
				E 01	005 810 000 000 401		General Supplies \$24.94
				E 01	005 810 000 000 401		General Supplies \$20.47
				E 01	005 810 000 000 401		General Supplies \$88.99
				E 01	005 810 000 000 401		General Supplies \$62.48
				E 01	005 810 000 000 401		General Supplies \$56.09
				E 01	005 810 000 000 401		General Supplies \$13.88
				E 01	005 810 000 000 401		General Supplies \$29.98
				E 01	005 810 000 000 401		General Supplies \$37.30
				E 01	005 810 000 000 401		General Supplies \$81.95
				E 01	005 810 000 000 401		General Supplies \$13.75
				E 01	005 020 000 000 401		General Supplies \$26.26
				E 01	005 010 000 000 401		General Supplies \$615.70
				E 01	300 211 172 000 430		Instructional Supply \$60.37
				E 02	005 770 000 701 401		General Supplies \$213.69
				E 01	300 292 208 000 369		Entry Fees/Student Travel \$192.68
				E 01	300 292 208 000 369		Entry Fees/Student Travel \$193.26
				E 01	300 292 208 000 369		Entry Fees/Student Travel \$193.26
				E 01	300 292 208 000 369		Entry Fees/Student Travel \$193.26
				E 01	300 292 208 000 369		Entry Fees/Student Travel \$193.26
				E 01	300 292 208 000 369		Entry Fees/Student Travel \$193.26
				E 01	300 292 208 000 369		Entry Fees/Student Travel \$193.26
				E 01	300 292 208 000 369		Entry Fees/Student Travel \$194.36
				E 01	300 292 208 000 369		Entry Fees/Student Travel \$155.31
				E 01	300 292 208 000 369		Entry Fees/Student Travel \$156.67
				E 01	300 292 208 000 369		Entry Fees/Student Travel \$82.02
				E 01	300 292 208 000 369		Entry Fees/Student Travel \$78.93

PO#: Voucher #: 92024 Invoice Invoice No: 9897

6/24/2022

Paid Amt: \$14,074.55

Check Amount: \$14,074.55

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	65121	3763		<b>AUTOMATIC BUILDING CONTROLS</b>		Check		
				E 01	300 865 000 363 350	Repair&maint Service		\$852.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92029</b>	Invoice		<b>Invoice No:</b> 231923	<b>6/28/2022</b>	<b>Paid Amt:</b>	<b>\$852.00</b>	
							<b>Check Amount:</b>	<b>\$852.00</b>	
2689	FIN	65122	5949		<b>CDW GOVERNMENT, INC.</b>		Check		
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$218.75	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92030</b>	Invoice		<b>Invoice No:</b> BB23028	<b>6/28/2022</b>	<b>Paid Amt:</b>	<b>\$218.75</b>	
							<b>Check Amount:</b>	<b>\$218.75</b>	
2689	FIN	65123	5782		<b>CENTERPOINT ENERGY</b>		Check		
				E 01	300 810 000 000 440	Fuel For Buildings, MAY 2022		\$4,251.24	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92028</b>	Invoice		<b>Invoice No:</b> 8000015159-9	<b>6/28/2022</b>	<b>Paid Amt:</b>	<b>\$4,251.24</b>	
							<b>Check Amount:</b>	<b>\$4,251.24</b>	
2689	FIN	65124	00063		<b>CITY OF PIPESTONE</b>		Check		
				E 01	005 810 183 000 330	Utilities, JUNE 2022		\$70.61	
				E 01	005 810 183 000 330	Utilities, JUNE 2022		\$1,138.01	
				E 01	005 810 183 000 330	Utilities Paulsen Field, MAY 2022		\$176.81	
				E 01	005 810 183 000 330	Utilities, JUNE 2022		\$1,452.71	
				E 01	005 810 182 000 330	Garbage, JUNE 2022		\$750.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92026</b>	Invoice		<b>Invoice No:</b> 06/28/2022	<b>6/28/2022</b>	<b>Paid Amt:</b>	<b>\$3,588.14</b>	
							<b>Check Amount:</b>	<b>\$3,588.14</b>	
2689	FIN	65125	6813		<b>COBORN'S INC.</b>		Check		
				E 01	300 301 501 830 401	General Supplies		\$74.67	
				E 01	300 301 501 830 401	General Supplies		(\$74.67)	
				E 01	300 301 501 830 433	General Supplies		\$74.67	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92031</b>	Invoice		<b>Invoice No:</b> 06/28/2022	<b>6/28/2022</b>	<b>Paid Amt:</b>	<b>\$74.67</b>	
							<b>Check Amount:</b>	<b>\$74.67</b>	
2689	FIN	65126	00276		<b>XCEL ENERGY</b>		Check		
				E 01	005 810 184 000 330	Electricity - Paulsen Field, MAY 2022		\$719.85	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92027</b>	Invoice		<b>Invoice No:</b> 51-6709448-8	<b>6/28/2022</b>	<b>Paid Amt:</b>	<b>\$719.85</b>	
							<b>Check Amount:</b>	<b>\$719.85</b>	
2689	FIN	65127	3512		<b>CHILDRENS CARE HOSP &amp; SCHOOL</b>		Check		
				E 01	100 411 000 740 393	Sp Ed Contr Svcs Pup, APRIL 2022		\$2,973.88	
				E 01	100 411 000 000 392	to Out-of-State Dist, APRIL 2022		\$286.12	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92032</b>	Invoice		<b>Invoice No:</b> 06/28/2022	<b>6/28/2022</b>	<b>Paid Amt:</b>	<b>\$3,260.00</b>	
							<b>Check Amount:</b>	<b>\$3,260.00</b>	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	65128	01179		<b>RATWIK ROSZAK &amp; MALONEY PA</b>		Check		
				E 01	005 010 113 000 305	Consult & Serv.fees		\$94.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92034</b>	Invoice		<b>Invoice No: 71407</b>		<b>6/28/2022</b>	<b>Paid Amt: \$94.00</b>	
								<b>Check Amount: \$94.00</b>	
2689	FIN	65129	9366		<b>SYNCB/AMAZON</b>		Check		
				E 01	300 211 000 320 460	Am Indian Ed Grant Textbooks		\$27.98	
				E 01	103 203 171 000 430	Instructional Supply		\$97.96	
				E 01	300 301 501 830 433	Individualized Mat.		\$60.33	
				E 01	300 050 172 000 401	General Supplies		\$15.10	
				E 01	300 402 000 740 433	Individualized Mat.		\$37.75	
				E 01	005 020 000 000 401	General Supplies		\$41.99	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92033</b>	Invoice		<b>Invoice No: 6045787810217568</b>		<b>6/28/2022</b>	<b>Paid Amt: \$281.11</b>	
								<b>Check Amount: \$281.11</b>	
2689	FIN	65130	5949		<b>CDW GOVERNMENT, INC.</b>		Check		
				E 01	300 260 150 000 466	Instructional Technology Devic		\$376.86	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92036</b>	Invoice		<b>Invoice No: Z627824</b>		<b>6/29/2022</b>	<b>Paid Amt: \$376.86</b>	
								<b>Check Amount: \$376.86</b>	
2689	FIN	65131	4766		<b>CHS/CENEX HARVEST STATES</b>		Check		
				E 01	005 810 000 000 401	General Supplies		\$41.02	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92041</b>	Invoice		<b>Invoice No: 27647</b>		<b>6/29/2022</b>	<b>Paid Amt: \$41.02</b>	
								<b>Check Amount: \$41.02</b>	
2689	FIN	65132	00096		<b>EDGERTON CHRISTIAN ELEM</b>		Check		
				E 03	005 760 000 720 360	Transp Cntrt W/Public, STUDENT (133 DAYS)		\$478.80	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92035</b>	Invoice		<b>Invoice No: 06/29/2022</b>		<b>6/29/2022</b>	<b>Paid Amt: \$478.80</b>	
								<b>Check Amount: \$478.80</b>	
2689	FIN	65133	9755		<b>HANDER INC PLUMBING AND HEATING</b>		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$2,508.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92039</b>	Invoice		<b>Invoice No: 00102180000</b>		<b>6/29/2022</b>	<b>Paid Amt: \$2,508.00</b>	
								<b>Check Amount: \$2,508.00</b>	
2689	FIN	65134	00256		<b>HILLYARD INC/ SIOUX FALLS</b>		Check		
				E 01	005 810 000 000 401	General Supplies		\$935.92	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92040</b>	Invoice		<b>Invoice No: 604780234</b>		<b>6/29/2022</b>	<b>Paid Amt: \$935.92</b>	
								<b>Check Amount: \$935.92</b>	
2689	FIN	65135	3811		<b>MN WEST-CANBY CAMPUS</b>		Check		
				E 01	300 211 966 000 394	PSEO		\$8.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92043</b>	Invoice		<b>Invoice No: 00266367</b>		<b>6/29/2022</b>	<b>Paid Amt: \$8.00</b>	
								<b>Check Amount: \$8.00</b>	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	65136	9186		TAHER, INC.- BIN# 135092		Check		
				E 01	005 640 173 316 401			General Supplies	\$123.15
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92042</b>	Invoice	<b>Invoice No:</b> 1066	<b>6/29/2022</b>	<b>Paid Amt:</b>		<b>\$123.15</b>
							<b>Check Amount:</b>		<b>\$123.15</b>
2689	FIN	65137	6446		TRANE		Check		
				E 01	005 810 000 000 350			Repair&maint Service	\$186.00
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92037</b>	Invoice	<b>Invoice No:</b> 312724213	<b>6/29/2022</b>	<b>Paid Amt:</b>		<b>\$186.00</b>
				E 01	005 810 000 000 350			Repair&maint Service	\$146.00
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92038</b>	Invoice	<b>Invoice No:</b> 312727393	<b>6/29/2022</b>	<b>Paid Amt:</b>		<b>\$146.00</b>
							<b>Check Amount:</b>		<b>\$332.00</b>
2689	FIN	65138	6855		Baker & Taylor Books		Check		
				E 04	005 591 000 000 470			Books	\$304.46
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92051</b>	Invoice	<b>Invoice No:</b> 2036809090	<b>6/30/2022</b>	<b>Paid Amt:</b>		<b>\$304.46</b>
							<b>Check Amount:</b>		<b>\$304.46</b>
2689	FIN	65139	6855		Baker & Taylor Books		Check		
				E 04	005 591 000 000 470			Books	\$57.72
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92050</b>	Invoice	<b>Invoice No:</b> 2036804996	<b>6/30/2022</b>	<b>Paid Amt:</b>		<b>\$57.72</b>
							<b>Check Amount:</b>		<b>\$57.72</b>
2689	FIN	65140	6855		Baker & Taylor Books		Check		
				E 04	005 591 000 000 470			Books	\$104.68
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92047</b>	Invoice	<b>Invoice No:</b> 2036778336	<b>6/30/2022</b>	<b>Paid Amt:</b>		<b>\$104.68</b>
							<b>Check Amount:</b>		<b>\$104.68</b>
2689	FIN	65141	3920		CENTER POINT INC.		Check		
				E 04	005 591 000 000 470			Books	\$577.65
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92049</b>	Invoice	<b>Invoice No:</b> 1936111	<b>6/30/2022</b>	<b>Paid Amt:</b>		<b>\$577.65</b>
							<b>Check Amount:</b>		<b>\$577.65</b>
2689	FIN	65142	3920		CENTER POINT INC.		Check		
				E 04	005 591 000 000 470			Books	\$275.04
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92048</b>	Invoice	<b>Invoice No:</b> 1933871	<b>6/30/2022</b>	<b>Paid Amt:</b>		<b>\$275.04</b>
							<b>Check Amount:</b>		<b>\$275.04</b>
2689	FIN	65143	10053		COORDINATED BUSINESS SERVICES LTD		Check		
				E 04	005 591 000 000 370			Copier	\$62.99
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92045</b>	Invoice	<b>Invoice No:</b> INV225513	<b>6/30/2022</b>	<b>Paid Amt:</b>		<b>\$62.99</b>
							<b>Check Amount:</b>		<b>\$62.99</b>
2689	FIN	65144	10136		MOUNTAIN LAKE PUBLIC LIBRARY		Check		
				E 04	005 591 000 000 475			The Bookpage	\$130.00
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92046</b>	Invoice	<b>Invoice No:</b> 06302022	<b>6/30/2022</b>	<b>Paid Amt:</b>		<b>\$130.00</b>
							<b>Check Amount:</b>		<b>\$130.00</b>

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	65145	3697		<b>SW/WC SERVICE COOPERATIVE</b>		Check		
				E 04	005 591 000 000 370	Wide Area Network		\$1,010.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92044</b>	Invoice	<b>Invoice No:</b> 69509	<b>6/30/2022</b>	<b>Paid Amt:</b>	<b>\$1,010.00</b>	
							<b>Check Amount:</b>	<b>\$1,010.00</b>	
2689	FIN	65146	10137		<b>BENS AUTO GLASS</b>		Check		
				E 01	005 810 000 000 350	Windshield Repair		\$371.10	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92052</b>	Invoice	<b>Invoice No:</b> 06302022	<b>6/30/2022</b>	<b>Paid Amt:</b>	<b>\$371.10</b>	
							<b>Check Amount:</b>	<b>\$371.10</b>	
2689	FIN	65147	9313		<b>AERCOR WIRELESS INC.</b>		Check		
				E 01	005 605 150 000 405	Non Instructional Comp Softwar		\$22,180.61	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92053</b>	Invoice	<b>Invoice No:</b> 17403	<b>7/7/2022</b>	<b>Paid Amt:</b>	<b>\$22,180.61</b>	
							<b>Check Amount:</b>	<b>\$22,180.61</b>	
2689	FIN	65148	10120		<b>JAMF SOFTWARE LLC</b>		Check		
				E 01	005 605 150 000 405	JAMF MDM TO MANAGE IPADS		\$2,750.00	
				E 01	005 605 150 000 405	SUPPORT		\$1,750.00	
	<b>PO#:</b> 17776	<b>Voucher #:</b>	<b>92054</b>	Invoice	<b>Invoice No:</b> 254989	<b>7/7/2022</b>	<b>Paid Amt:</b>	<b>\$4,500.00</b>	
							<b>Check Amount:</b>	<b>\$4,500.00</b>	
2689	FIN	65150	8979		<b>Teaching Strategies LLC</b>		Check		
				E 04	005 580 000 325 430	TS Gold Assessment for preschool students		\$985.50	
	<b>PO#:</b> 17860	<b>Voucher #:</b>	<b>92056</b>	Invoice	<b>Invoice No:</b> 147580	<b>7/7/2022</b>	<b>Paid Amt:</b>	<b>\$985.50</b>	
							<b>Check Amount:</b>	<b>\$985.50</b>	
2689	FIN	65151	9719		<b>SOTER TECHNOLOGIES LLC</b>		Check		
				E 01	300 718 150 342 401	FLYSENSE VAPE DETECTORS		\$9,540.00	
				E 01	300 718 150 342 401	SHIPPING		\$110.00	
	<b>PO#:</b> 17762	<b>Voucher #:</b>	<b>92055</b>	Invoice	<b>Invoice No:</b> 5792	<b>7/7/2022</b>	<b>Paid Amt:</b>	<b>\$9,650.00</b>	
							<b>Check Amount:</b>	<b>\$9,650.00</b>	
2689	FIN	65152	9074		<b>A-OX WELDING SUPPLY INC</b>		Check		
				E 01	300 301 501 830 433	Individualized Mat.		\$146.84	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92064</b>	Invoice	<b>Invoice No:</b> 00269272	<b>7/11/2022</b>	<b>Paid Amt:</b>	<b>\$146.84</b>	
							<b>Check Amount:</b>	<b>\$146.84</b>	
2689	FIN	65153	5949		<b>CDW GOVERNMENT, INC.</b>		Check		
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$216.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92065</b>	Invoice	<b>Invoice No:</b> V409982	<b>7/11/2022</b>	<b>Paid Amt:</b>	<b>\$216.00</b>	
							<b>Check Amount:</b>	<b>\$216.00</b>	
2689	FIN	65154	3920		<b>CENTER POINT INC.</b>		Check		
				E 04	005 591 000 000 470	Library Books		\$22.77	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92066</b>	Invoice	<b>Invoice No:</b> 1940131	<b>7/11/2022</b>	<b>Paid Amt:</b>	<b>\$22.77</b>	
							<b>Check Amount:</b>	<b>\$22.77</b>	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	65155	10053		<b>COORDINATED BUSINESS SERVICES LTD</b>		Check		
				E 01	005 110 000 000 380	Short Term Lease Comp Tech		\$3,670.62	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92057</b>	Invoice	<b>Invoice No:</b> 230405	<b>7/11/2022</b>	<b>Paid Amt:</b>	<b>\$3,670.62</b>	
							<b>Check Amount:</b>	<b>\$3,670.62</b>	
2689	FIN	65156	9564		<b>GOPHERMODS</b>		Check		
				E 01	005 605 150 000 350	Repair&maint Service		\$17,086.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92062</b>	Invoice	<b>Invoice No:</b> 3918	<b>7/11/2022</b>	<b>Paid Amt:</b>	<b>\$17,086.00</b>	
							<b>Check Amount:</b>	<b>\$17,086.00</b>	
2689	FIN	65157	5505		<b>MARK'S GENERAL MACHINE</b>		Check		
				E 01	005 810 000 000 401	General Supplies		\$275.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92058</b>	Invoice	<b>Invoice No:</b> 84282	<b>7/11/2022</b>	<b>Paid Amt:</b>	<b>\$275.00</b>	
							<b>Check Amount:</b>	<b>\$275.00</b>	
2689	FIN	65158	8053		<b>MN DEPT OF LABOR &amp; INDUSTRY</b>		Check		
				E 01	103 810 000 000 820	BOILER		\$20.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92059</b>	Invoice	<b>Invoice No:</b> ABR0282703X	<b>7/11/2022</b>	<b>Paid Amt:</b>	<b>\$20.00</b>	
				E 01	005 810 000 000 820	Dues & Membership, BOILERS		\$60.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92060</b>	Invoice	<b>Invoice No:</b> ABR0283216X	<b>7/11/2022</b>	<b>Paid Amt:</b>	<b>\$60.00</b>	
							<b>Check Amount:</b>	<b>\$80.00</b>	
2689	FIN	65159	5721		<b>SCAN AIR FILTER INC</b>		Check		
				E 01	005 810 000 000 401	General Supplies		\$1,684.71	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92061</b>	Invoice	<b>Invoice No:</b> 155819	<b>7/11/2022</b>	<b>Paid Amt:</b>	<b>\$1,684.71</b>	
							<b>Check Amount:</b>	<b>\$1,684.71</b>	
2689	FIN	65160	9807		<b>BIOAG ENERGY SERVICES</b>		Check		
				E 01	005 810 000 000 401	General Supplies		\$1,742.04	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92071</b>	Invoice	<b>Invoice No:</b> 697194012	<b>7/12/2022</b>	<b>Paid Amt:</b>	<b>\$1,742.04</b>	
							<b>Check Amount:</b>	<b>\$1,742.04</b>	
2689	FIN	65161	8138		<b>BSN SPORTS, LLC</b>		Check		
				E 01	300 294 203 000 401	General Supplies		\$630.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92070</b>	Invoice	<b>Invoice No:</b> 917409544	<b>7/12/2022</b>	<b>Paid Amt:</b>	<b>\$630.00</b>	
							<b>Check Amount:</b>	<b>\$630.00</b>	
2689	FIN	65162	7418		<b>KAPLAN EARLY LEARNING</b>		Check		
				E 01	103 203 011 161 430	31656 Wooden Wedgie Carreer People - set		\$84.95	
				E 01	103 203 011 161 430	31657 Wooden Wedgie families - set of 28		\$69.95	
				E 01	103 203 011 161 430	32073 The Village block - 20pc set		\$69.95	
				E 01	103 203 011 161 430	62491 Step-A-Forest		\$299.95	
				E 01	103 203 011 161 430	86824 Hopscotch play carpet		\$91.95	
				E 01	103 203 011 161 430	61444 River Stones - set of 6		\$84.95	
				E 01	103 203 011 161 430	62960 - Caterpillar story set - 14pc set		\$27.95	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	65162	7418		<b>KAPLAN EARLY LEARNING</b>		<b>Check</b>
				E 01	103 203 011 161 430	61445 Tactile discs - set of 8	\$119.95
				E 01	103 203 011 161 430	32068 The Happy Architect town - 26pcs	\$69.95
				E 01	103 203 011 161 430	90701 Prop-it Big Book easel	\$31.95
				E 01	103 203 011 161 430	SHIPPING	\$142.70
<b>PO#:</b>	<b>17775</b>	<b>Voucher #:</b>	<b>92073</b>	Invoice	<b>Invoice No:</b> 701400	<b>7/12/2022</b>	<b>Paid Amt: \$1,094.20</b>
							<b>Check Amount: \$1,094.20</b>
2689	FIN	65163	00224		<b>LUDOLPH BUS INCORPORATED</b>		<b>Check</b>
				E 01	300 296 206 733 360	Transp Cntrt W/Public STATE SB 2022	\$2,181.65
<b>PO#:</b>		<b>Voucher #:</b>	<b>92068</b>	Invoice	<b>Invoice No:</b> 4162	<b>7/12/2022</b>	<b>Paid Amt: \$2,181.65</b>
							<b>Check Amount: \$2,181.65</b>
2689	FIN	65164	00224		<b>LUDOLPH BUS INCORPORATED</b>		<b>Check</b>
				E 01	103 203 000 733 360	Transp Cntrt W/Public, FIELD TRIP	\$203.28
				E 01	103 203 000 733 360	Transp Cntrt W/Public, FIELD TRIP	\$82.35
				E 01	103 203 000 733 360	Transp Cntrt W/Public, FIELD TRIP	\$203.28
				E 01	103 203 000 733 360	Transp Cntrt W/Public, FIELD TRIP	\$82.35
				E 01	103 203 000 733 360	Transp Cntrt W/Public, FIELD TRIP	\$154.56
				E 01	103 203 000 733 360	Transp Cntrt W/Public, FIELD TRIP	\$73.20
				E 01	103 203 000 733 360	Transp Cntrt W/Public, FIELD TRIP	\$154.56
				E 01	103 203 000 733 360	Transp Cntrt W/Public, FIELD TRIP	\$73.20
				E 01	103 203 011 161 360	Transp Cntrt W/Public, FIELD TRIP	\$168.00
				E 01	103 203 011 161 360	Transp Cntrt W/Public, FIELD TRIP	\$32.03
				E 01	103 203 011 161 360	Transp Cntrt W/Public, FIELD TRIP	\$186.48
				E 01	103 203 011 161 360	Transp Cntrt W/Public ESSER III LL	\$27.45
				E 01	103 203 011 161 360	Transp Cntrt W/Public, FIELD TRIP	\$211.68
				E 01	103 203 011 161 360	Transp Cntrt W/Public, FIELD TRIP	\$91.50
				E 03	005 760 000 723 360	Transp Cntrt W/Public Handicap	\$5,718.24
				E 03	005 760 000 723 360	Transp Cntrt W/Public Handicap	\$2,167.20
				E 03	005 760 000 723 360	Transp Cntrt W/Public Handicap	\$357.12
				E 01	103 203 011 161 360	Transp Cntrt W/Public ESSER III LL	\$3,956.48
				E 01	103 203 011 161 360	Transp Cntrt W/Public ESSER III LL	\$783.36
<b>PO#:</b>		<b>Voucher #:</b>	<b>92069</b>	Invoice	<b>Invoice No:</b> 1938	<b>7/12/2022</b>	<b>Paid Amt: \$14,726.32</b>
							<b>Check Amount: \$14,726.32</b>
2689	FIN	65165	00550	1099	<b>MIDLAND TIRE LLC</b>		<b>Check</b>
				E 01	005 810 000 000 350	Repair&maint Service	\$30.00
<b>PO#:</b>		<b>Voucher #:</b>	<b>92072</b>	Invoice	<b>Invoice No:</b> 92086	<b>7/12/2022</b>	<b>Paid Amt: \$30.00</b>
							<b>Check Amount: \$30.00</b>

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	65166	7865		<b>MUSIC STREET</b>		Check		
				E 01	300 258 233 000 350	Repair&maint Service		\$60.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92074</b>	Invoice		<b>Invoice No:</b> 107243	<b>7/12/2022</b>	<b>Paid Amt:</b>	<b>\$60.00</b>	
				E 01	300 258 233 000 350	Repair&maint Service		\$60.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92075</b>	Invoice		<b>Invoice No:</b> 107317	<b>7/12/2022</b>	<b>Paid Amt:</b>	<b>\$60.00</b>	
							<b>Check Amount:</b>	<b>\$120.00</b>	
2689	FIN	65167	00300		<b>PIPESTONE PUBLISHING CO INC</b>		Check		
				E 01	005 010 000 000 305	Consult & Serv.fees, JUNE 2022		\$1,193.39	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92076</b>	Invoice		<b>Invoice No:</b> 07/12/2022	<b>7/12/2022</b>	<b>Paid Amt:</b>	<b>\$1,193.39</b>	
							<b>Check Amount:</b>	<b>\$1,193.39</b>	
2689	FIN	65168	00751		<b>PLUM CREEK LIBRARY SYSTEM</b>		Check		
				E 04	005 591 000 000 401	General Supplies		\$50.50	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92077</b>	Invoice		<b>Invoice No:</b> 25820	<b>7/12/2022</b>	<b>Paid Amt:</b>	<b>\$50.50</b>	
							<b>Check Amount:</b>	<b>\$50.50</b>	
2689	FIN	65169	5983		<b>SIOUX VALLEY ENERGY</b>		Check		
				E 01	300 810 184 000 330	Utilities - Electricity, JUNE 2022		\$78.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92081</b>	Invoice		<b>Invoice No:</b> 7058684200	<b>7/12/2022</b>	<b>Paid Amt:</b>	<b>\$78.00</b>	
				E 01	300 810 184 000 330	Utilities - Electricity, JUNE 2022		\$18,767.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92082</b>	Invoice		<b>Invoice No:</b> 7058684000	<b>7/12/2022</b>	<b>Paid Amt:</b>	<b>\$18,767.00</b>	
							<b>Check Amount:</b>	<b>\$18,845.00</b>	
2689	FIN	65170	3697		<b>SW/WC SERVICE COOPERATIVE</b>		Check		
				E 01	005 605 000 000 316	Tech Services Purchased Coop, MAY 2022		\$7,897.50	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92078</b>	Invoice		<b>Invoice No:</b> 69648	<b>7/12/2022</b>	<b>Paid Amt:</b>	<b>\$7,897.50</b>	
				E 01	005 605 000 000 316	Tech Services Purchased Coop		\$7,897.50	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92079</b>	Invoice		<b>Invoice No:</b> 69710	<b>7/12/2022</b>	<b>Paid Amt:</b>	<b>\$7,897.50</b>	
				E 01	005 640 173 316 366	Curriculum Staff Development		\$12.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92080</b>	Invoice		<b>Invoice No:</b> 69750	<b>7/12/2022</b>	<b>Paid Amt:</b>	<b>\$12.00</b>	
							<b>Check Amount:</b>	<b>\$15,807.00</b>	
2689	FIN	65171	3697		<b>SW/WC SERVICE COOPERATIVE</b>		Check		
				E 01	300 260 150 000 466	6 DELL 7090 COMPUTERS		\$6,930.44	
<b>PO#:</b> 17763	<b>Voucher #:</b>	<b>92083</b>	Invoice		<b>Invoice No:</b> 69842	<b>7/12/2022</b>	<b>Paid Amt:</b>	<b>\$6,930.44</b>	
							<b>Check Amount:</b>	<b>\$6,930.44</b>	
2689	FIN	65172	3512		<b>CHILDRENS CARE HOSP &amp; SCHOOL</b>		Check		
				E 01	100 411 000 000 392	to Out-of-State Dist , MAY 2020		\$1,430.60	
				E 01	100 411 000 740 393	Sp Ed Contr Svcs Pup, MAY 2022		\$7,690.40	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92086</b>	Invoice		<b>Invoice No:</b> 30000944	<b>7/13/2022</b>	<b>Paid Amt:</b>	<b>\$9,121.00</b>	
							<b>Check Amount:</b>	<b>\$9,121.00</b>	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	65173	7031		J. D.'S HOUSE OF TROPHIES		Check
				E 01	300 258 233 000 401	General Supplies	\$14.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>92084</b>	Invoice	<b>Invoice No:</b>	189358	<b>7/13/2022</b>	<b>Paid Amt: \$14.00</b>
							<b>Check Amount: \$14.00</b>
2689	FIN	65174	01622		PEPSI-COLA BOTTLING CO.		Check
				E 01	300 211 180 000 401	General Supplies	\$30.80
<b>PO#:</b>	<b>Voucher #:</b>	<b>92085</b>	Invoice	<b>Invoice No:</b>	1502443	<b>7/13/2022</b>	<b>Paid Amt: \$30.80</b>
							<b>Check Amount: \$30.80</b>
2689	FIN	65175	3697		SW/WC SERVICE COOPERATIVE		Check
				E 01	005 411 000 740 396	Special Ed Purchased From Dist, FINAL 1/4 AI	\$3,283.72
				E 01	005 411 000 740 397	Special Ed Purchased From Dist, FINAL 1/4 AI	\$1,116.46
				E 01	005 411 000 740 366	Special Ed Purchased From Dist, FINAL 1/4 AI	\$1,431.06
				E 01	005 408 000 740 396	Special Ed Purchased From Dist, FINAL 1/4 BI	\$2,842.10
				E 01	005 408 000 740 397	Special Ed Purchased From Dist, FINAL 1/4 BI	\$966.31
				E 01	005 408 000 740 366	Special Ed Purchased From Dist, FINAL 1/4 BI	\$1,249.09
				E 01	100 412 000 740 396	Special Ed Purchased From Dist, ECSE TEAC	\$13,614.00
				E 01	100 412 000 740 396	Special Ed Purchased From Dist, ECSE TEAC	\$1,184.25
				E 01	100 412 000 740 396	Special Ed Purchased From Dist, ECSE TEAC	\$7,399.50
				E 01	005 404 000 740 396	Special Ed Purchased From Dist, OCCUPATIC	\$15,177.75
				E 01	005 404 000 740 396	Special Ed Purchased From Dist, SCHOOL PS	\$10,610.00
				E 01	005 420 000 740 396	Special Ed Purchased From Dist, SCHOOL SC	\$4,755.50
				E 01	005 420 000 740 397	Special Ed Purchased From Dist, SCHOOL SC	\$1,616.87
				E 01	005 420 000 740 366	Special Ed Purchased From Dist, SCHOOL SC	\$1,593.38
				E 01	005 740 000 000 390	Special Ed Purchased From Dist, SCHOOL SC	\$12,459.25
				E 01	005 401 000 740 396	to Other MN District, SPEECH/LANGUAGE	\$16,850.75
				E 01	005 401 000 740 396	Special Ed Purchased From Dist, SCHOOL SC	\$16,850.75
				E 01	005 405 000 740 396	Special Ed Purchased From Dist, TEACHER C	\$5,131.00
				E 01	005 405 000 740 396	Special Ed Purchased From Dist, SCHOOL SC	\$4,955.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>92087</b>	Invoice	<b>Invoice No:</b>	69812	<b>7/13/2022</b>	<b>Paid Amt: \$123,086.74</b>
			E 01	300 211 011 155 304	MAY & JUNE ALC		\$18,723.96
<b>PO#:</b>	<b>Voucher #:</b>	<b>92088</b>	Invoice	<b>Invoice No:</b>	69739	<b>7/13/2022</b>	<b>Paid Amt: \$18,723.96</b>
							<b>Check Amount: \$141,810.70</b>
2689	FIN	65176	6813		COBORN'S INC.		Check
				E 01	103 720 000 000 401	Kleenex - Case	\$896.60
				E 01	103 720 000 000 401	SHIPPING - FREE	\$0.00
<b>PO#:</b> 17896	<b>Voucher #:</b>	<b>92089</b>	Invoice	<b>Invoice No:</b>	07/13/2022	<b>7/13/2022</b>	<b>Paid Amt: \$896.60</b>
							<b>Check Amount: \$896.60</b>

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	65177	5949		<b>CDW GOVERNMENT, INC.</b>		Check		
				E 01	103 203 171 000 456	Instructional Tech Supplies		\$47.80	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92100</b>	Invoice		<b>Invoice No: BG 18096</b>	<b>7/14/2022</b>	<b>Paid Amt:</b>	<b>\$47.80</b>	
				E 01	103 203 171 000 456	Instructional Tech Supplies		\$98.00	
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$42.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92101</b>	Invoice		<b>Invoice No: BG15493</b>	<b>7/14/2022</b>	<b>Paid Amt:</b>	<b>\$140.00</b>	
							<b>Check Amount:</b>	<b>\$187.80</b>	
2689	FIN	65178	9518		<b>INNOVATIVE OFFICE SOLUTIONS LLC</b>		Check		
				E 01	103 203 171 000 430	general supplies see attached		\$90.49	
<b>PO#: 17863</b>	<b>Voucher #:</b>	<b>92096</b>	Invoice		<b>Invoice No: 3848911</b>	<b>7/14/2022</b>	<b>Paid Amt:</b>	<b>\$90.49</b>	
				E 01	103 203 173 000 430	general supplies - see attached		\$62.93	
				E 01	300 256 173 000 430	general supplies - see attached		\$103.66	
<b>PO#: 17905</b>	<b>Voucher #:</b>	<b>92097</b>	Invoice		<b>Invoice No: 33848957 &amp; 384890</b>	<b>7/14/2022</b>	<b>Paid Amt:</b>	<b>\$166.59</b>	
				E 04	005 580 000 325 430	general supplies - see attached		\$31.72	
<b>PO#: 17836</b>	<b>Voucher #:</b>	<b>92098</b>	Invoice		<b>Invoice No: 3848926</b>	<b>7/14/2022</b>	<b>Paid Amt:</b>	<b>\$31.72</b>	
				E 01	103 408 000 740 401	See attached general supplies		\$102.07	
<b>PO#: 17794</b>	<b>Voucher #:</b>	<b>92099</b>	Invoice		<b>Invoice No: 3848942</b>	<b>7/14/2022</b>	<b>Paid Amt:</b>	<b>\$102.07</b>	
							<b>Check Amount:</b>	<b>\$390.87</b>	
2689	FIN	65179	8073		<b>INTERSTATE BATTERY CENTER</b>		Check		
				E 01	103 203 171 000 401	General Supplies		\$395.70	
				E 01	300 211 172 000 401	General Supplies		\$394.80	
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$117.90	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92095</b>	Invoice		<b>Invoice No: 1912903026074</b>	<b>7/14/2022</b>	<b>Paid Amt:</b>	<b>\$908.40</b>	
							<b>Check Amount:</b>	<b>\$908.40</b>	
2689	FIN	65180	01140		<b>JERS ELECTRIC INC</b>		Check		
				E 01	005 810 000 000 350	Repair&maint Service, SIGN REPAIRS		\$3,460.30	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92093</b>	Invoice		<b>Invoice No: 3701</b>	<b>7/14/2022</b>	<b>Paid Amt:</b>	<b>\$3,460.30</b>	
							<b>Check Amount:</b>	<b>\$3,460.30</b>	
2689	FIN	65181	00425		<b>SOJOS SPORTSWEAR</b>		Check		
				E 01	300 296 206 000 401	General Supplies, SB		\$3,330.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92092</b>	Invoice		<b>Invoice No: 225919</b>	<b>7/14/2022</b>	<b>Paid Amt:</b>	<b>\$3,330.00</b>	
							<b>Check Amount:</b>	<b>\$3,330.00</b>	
2689	FIN	65182	8794		<b>BIG SOUTH CONFERENCE</b>		Check		
				E 01	300 292 000 000 401	General Supplies		\$435.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92106</b>	Invoice		<b>Invoice No: 07/15/2022</b>	<b>7/14/2022</b>	<b>Paid Amt:</b>	<b>\$435.00</b>	
							<b>Check Amount:</b>	<b>\$435.00</b>	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	65183	3920		<b>CENTER POINT INC.</b>		Check		
				E 04	005 591 000 000 470	Library Books		\$275.04	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92103</b>	Invoice		<b>Invoice No:</b> 1941104	<b>7/14/2022</b>	<b>Paid Amt:</b>	<b>\$275.04</b>	
							<b>Check Amount:</b>	<b>\$275.04</b>	
2689	FIN	65184	9709		<b>CENTRAL MN ECATIONAL REASEARCH AND DEVEL COUNCIL</b>		Check		
				E 01	005 610 173 000 405	Non Instructional Comp Softwar		\$4,593.12	
				E 01	005 400 000 372 305	Consult & Serv.fees		\$320.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92104</b>	Invoice		<b>Invoice No:</b> 186979	<b>7/14/2022</b>	<b>Paid Amt:</b>	<b>\$4,913.12</b>	
							<b>Check Amount:</b>	<b>\$4,913.12</b>	
2689	FIN	65185	9490		<b>CONNECTIONS UNLIMITED, INC</b>		Check		
				E 01	103 203 150 000 456	Headphones		\$1,496.00	
				E 01	103 203 150 000 456	Shipping		\$58.00	
<b>PO#: 17947</b>	<b>Voucher #:</b>	<b>92107</b>	Invoice		<b>Invoice No:</b> 220326	<b>7/14/2022</b>	<b>Paid Amt:</b>	<b>\$1,554.00</b>	
							<b>Check Amount:</b>	<b>\$1,554.00</b>	
2689	FIN	65186	7177		<b>DAKTRONICS, INC</b>		Check		
				E 01	300 292 201 302 530	Equipment Purchased, SHOT CLOCK		\$6,855.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92108</b>	Invoice		<b>Invoice No:</b> 6986182	<b>7/14/2022</b>	<b>Paid Amt:</b>	<b>\$6,855.00</b>	
							<b>Check Amount:</b>	<b>\$6,855.00</b>	
2689	FIN	65187	00511		<b>G &amp; R CONTROLS</b>		Check		
				E 01	005 810 000 000 350	Repair&maint Service, MAINT. AGRREMENT :		\$3,520.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92109</b>	Invoice		<b>Invoice No:</b> S9641	<b>7/14/2022</b>	<b>Paid Amt:</b>	<b>\$3,520.00</b>	
							<b>Check Amount:</b>	<b>\$3,520.00</b>	
2689	FIN	65188	6299		<b>HERC-U-LIFT</b>		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$348.44	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92111</b>	Invoice		<b>Invoice No:</b> W557457	<b>7/14/2022</b>	<b>Paid Amt:</b>	<b>\$348.44</b>	
							<b>Check Amount:</b>	<b>\$348.44</b>	
2689	FIN	65189	6947		<b>HORIZON SOFTWARE INTERNATIONAL</b>		Check		
				E 02	005 770 000 701 405	Non Instructional Comp Softwar, ROLLOVER		\$250.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92110</b>	Invoice		<b>Invoice No:</b> 155385	<b>7/14/2022</b>	<b>Paid Amt:</b>	<b>\$250.00</b>	
							<b>Check Amount:</b>	<b>\$250.00</b>	
2689	FIN	65190	6880		<b>ITC</b>		Check		
				E 01	006 810 000 000 320	Communications/Phone, 07/01-07-31		\$39.57	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92105</b>	Invoice		<b>Invoice No:</b> 11474177	<b>7/14/2022</b>	<b>Paid Amt:</b>	<b>\$39.57</b>	
							<b>Check Amount:</b>	<b>\$39.57</b>	
2689	FIN	65191	01140		<b>JERS ELECTRIC INC</b>		Check		
				E 01	005 605 150 000 555	Technology Equipment, CAMERA BY LIBRAR'		\$903.40	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92112</b>	Invoice		<b>Invoice No:</b> 3699	<b>7/14/2022</b>	<b>Paid Amt:</b>	<b>\$903.40</b>	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	65191	01140		<b>JERS ELECTRIC INC</b>		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$304.90	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92113</b>	Invoice		<b>Invoice No: 3700</b>	<b>7/14/2022</b>	<b>Paid Amt:</b>	<b>\$304.90</b>	
							<b>Check Amount:</b>	<b>\$1,208.30</b>	
2689	FIN	65192	5354		<b>LAKESHORE LEARNING MATERIALS</b>		Check		
				E 01	103 203 171 000 430	GG315X Reading Comprehension Games Libr		\$179.00	
				E 01	103 203 171 000 430	Freight		\$26.85	
<b>PO#: 17783</b>	<b>Voucher #:</b>	<b>92116</b>	Invoice		<b>Invoice No: 235061070522</b>	<b>7/14/2022</b>	<b>Paid Amt:</b>	<b>\$205.85</b>	
							<b>Check Amount:</b>	<b>\$205.85</b>	
2689	FIN	65193	7213		<b>LIGHTSPEED TECHNOLOGIES INC</b>		Check		
				E 01	005 810 150 000 520	Hearing Impaired Systems		\$5,520.00	
<b>PO#: 17950</b>	<b>Voucher #:</b>	<b>92114</b>	Invoice		<b>Invoice No: 143880</b>	<b>7/14/2022</b>	<b>Paid Amt:</b>	<b>\$5,520.00</b>	
				E 01	005 605 150 000 455	POWER SUPPLY BRACKET		\$2,400.00	
<b>PO#: 17777</b>	<b>Voucher #:</b>	<b>92115</b>	Invoice		<b>Invoice No: 143866</b>	<b>7/14/2022</b>	<b>Paid Amt:</b>	<b>\$2,400.00</b>	
							<b>Check Amount:</b>	<b>\$7,920.00</b>	
2689	FIN	65194	6836		<b>Midwest Alarm</b>		Check		
				E 02	005 770 000 701 350	Repair&maint Service		\$85.73	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92119</b>	Invoice		<b>Invoice No: 314668</b>	<b>7/14/2022</b>	<b>Paid Amt:</b>	<b>\$85.73</b>	
							<b>Check Amount:</b>	<b>\$85.73</b>	
2689	FIN	65195	10085		<b>MN Playground, INC</b>		Check		
				E 01	103 850 012 160 530	Elementary Playground ESSER III		\$50,819.06	
<b>PO#: 17738</b>	<b>Voucher #:</b>	<b>92117</b>	Invoice		<b>Invoice No: 2022179</b>	<b>7/14/2022</b>	<b>Paid Amt:</b>	<b>\$50,819.06</b>	
							<b>Check Amount:</b>	<b>\$50,819.06</b>	
2689	FIN	65196	7331		<b>PROJECT LEAD THE WAY, INC.</b>		Check		
				E 01	300 361 849 302 406	Instructional Software License		\$4,150.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92118</b>	Invoice		<b>Invoice No: 341304</b>	<b>7/14/2022</b>	<b>Paid Amt:</b>	<b>\$4,150.00</b>	
							<b>Check Amount:</b>	<b>\$4,150.00</b>	
2689	FIN	65197	9917		<b>SEESAW LEARNING INC</b>		Check		
				E 04	005 582 000 344 406	Instructional Software License		\$123.75	
				E 01	103 201 173 000 406	Instructional Software License		\$371.25	
				E 01	103 203 173 000 406	Instructional Software License		\$1,567.50	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92122</b>	Invoice		<b>Invoice No: 2021-50365</b>	<b>7/14/2022</b>	<b>Paid Amt:</b>	<b>\$2,062.50</b>	
							<b>Check Amount:</b>	<b>\$2,062.50</b>	
2689	FIN	65198	9900		<b>SOCIALSCHOOL4EDU</b>		Check		
				E 01	005 020 000 000 505	Cap Noninstructional Tech Soft		\$8,500.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>92121</b>	Invoice		<b>Invoice No: 14-2104</b>	<b>7/14/2022</b>	<b>Paid Amt:</b>	<b>\$8,500.00</b>	
							<b>Check Amount:</b>	<b>\$8,500.00</b>	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	65199	3697		<b>SW/WC SERVICE COOPERATIVE</b>		Check		
				E 01	300 211 012 160 406	Instructional Software License		\$3,840.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92120</b>	Invoice	<b>Invoice No:</b> 69882	<b>7/14/2022</b>	<b>Paid Amt:</b>	<b>\$3,840.00</b>	
							<b>Check Amount:</b>	<b>\$3,840.00</b>	
2689	FIN	65200	6574		<b>TEACHER DIRECT</b>		Check		
				E 01	103 203 171 000 430	B44OBK BOS Bostitch desk stapler black		\$34.44	
				E 01	103 203 171 000 430	559VAD4PK MMM Post it easel pad white 25x		\$139.88	
				E 01	103 203 171 000 430	83901 T Sweet scents stinky stickers pack		\$12.88	
				E 01	103 203 171 000 430	7127 TCR Everyone is welcome Woven straigh		\$8.96	
				E 01	103 203 171 000 430	7125 TCR Everyone is welcome hearts straigh		\$8.96	
				E 01	103 203 171 000 430	7158 TCR Everyone is welcome dots scalloper		\$8.96	
	<b>PO#:</b> 17820	<b>Voucher #:</b>	<b>92123</b>	Invoice	<b>Invoice No:</b> 2022/12251	<b>7/14/2022</b>	<b>Paid Amt:</b>	<b>\$214.08</b>	
							<b>Check Amount:</b>	<b>\$214.08</b>	
2689	FIN	65202	9518		<b>INNOVATIVE OFFICE SOLUTIONS LLC</b>		Check		
				E 01	103 203 171 000 430	general supplies see attached		\$53.82	
	<b>PO#:</b> 17881	<b>Voucher #:</b>	<b>92124</b>	Invoice	<b>Invoice No:</b> 3848923	<b>7/14/2022</b>	<b>Paid Amt:</b>	<b>\$53.82</b>	
				E 01	103 203 171 000 430	General supplies - see attached		\$24.06	
	<b>PO#:</b> 17831	<b>Voucher #:</b>	<b>92125</b>	Invoice	<b>Invoice No:</b> 3855267	<b>7/14/2022</b>	<b>Paid Amt:</b>	<b>\$24.06</b>	
				E 01	103 203 171 000 430	Instructional Supply		\$108.25	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92126</b>	Invoice	<b>Invoice No:</b> 3848933	<b>7/14/2022</b>	<b>Paid Amt:</b>	<b>\$108.25</b>	
				E 04	005 580 000 325 430	UNV55400 #2 WOODCASE PENCIL		\$1.64	
				E 04	005 580 000 325 430	MMM6200341296 INVISIBLE PERMANENT T.		\$3.72	
				E 04	005 580 000 325 430	UNV10210 MEDIUM BINDER CLIPS		\$2.16	
				E 04	005 580 000 325 430	UNV35672 SELF STICK NOTE PADES YELLC		\$7.32	
				E 04	005 580 000 325 430	UNV21130 TOP LOAD SHEET PROTECTORC		\$3.97	
	<b>PO#:</b> 17898	<b>Voucher #:</b>	<b>92127</b>	Invoice	<b>Invoice No:</b> 3849014	<b>7/14/2022</b>	<b>Paid Amt:</b>	<b>\$18.81</b>	
				E 01	103 050 171 000 401	UNV20951 1/2" VIEW BINDERS		\$55.20	
				E 01	103 050 171 000 401	UNV20840 INSERTABLE TAB DIVIDERS 24/E		\$16.67	
	<b>PO#:</b> 17898	<b>Voucher #:</b>	<b>92128</b>	Invoice	<b>Invoice No:</b> 3848789	<b>7/14/2022</b>	<b>Paid Amt:</b>	<b>\$71.87</b>	
				E 01	103 203 171 000 430	SAN30001 FINE TIP BLACK MARKER		\$9.00	
				E 01	103 203 171 000 430	UNV75611 CORRECTION TAPE		\$9.89	
	<b>PO#:</b> 17898	<b>Voucher #:</b>	<b>92129</b>	Invoice	<b>Invoice No:</b> 3848843	<b>7/14/2022</b>	<b>Paid Amt:</b>	<b>\$18.89</b>	
				E 04	005 580 000 325 430	UNV35663 SELF STICK NOTE PADS ASST P		\$2.12	
				E 04	005 580 000 325 430	MMM260018A ECONOMY MASKING TAPE 3'		\$5.70	
	<b>PO#:</b> 17898	<b>Voucher #:</b>	<b>92130</b>	Invoice	<b>Invoice No:</b> 3855274	<b>7/14/2022</b>	<b>Paid Amt:</b>	<b>\$7.82</b>	
							<b>Check Amount:</b>	<b>\$303.52</b>	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	65203	7599		<b>RAM MUTUAL INSURANCE COMPANY</b>		Check		
				B 01	215 042	Workman's Comp		\$43,511.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92131</b>	Invoice	<b>Invoice No:</b>	WC 190140.13	<b>7/14/2022</b>	<b>Paid Amt:</b>	<b>\$43,511.00</b>
								<b>Check Amount:</b>	<b>\$43,511.00</b>
2689	FIN	65204	9354		<b>FRONTLINE TECHNOLOGIES GROUP LLC</b>		Check		
				E 01	005 110 000 000 305	Consult & Serv.fees		\$7,132.33	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92133</b>	Invoice	<b>Invoice No:</b>	US157765	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$7,132.33</b>
				E 01	005 110 000 000 305	Consult & Serv.fees		\$2,435.62	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92134</b>	Invoice	<b>Invoice No:</b>	US155046	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$2,435.62</b>
								<b>Check Amount:</b>	<b>\$9,567.95</b>
2689	FIN	65205	6947		<b>HORIZON SOFTWARE INTERNATIONAL</b>		Check		
				E 02	005 770 000 701 405	Non Instructional Comp Softwar		\$4,631.89	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92135</b>	Invoice	<b>Invoice No:</b>	153702	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$4,631.89</b>
								<b>Check Amount:</b>	<b>\$4,631.89</b>
2689	FIN	65206	7386		<b>MREA</b>		Check		
				E 01	005 010 000 000 820	Dues & Membership, KEVIN		\$2,254.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92137</b>	Invoice	<b>Invoice No:</b>	2023-1691	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$2,254.00</b>
								<b>Check Amount:</b>	<b>\$2,254.00</b>
2689	FIN	65207	00259		<b>MSBA</b>		Check		
				E 01	005 010 000 000 820	Dues & Membership, BOARDBOOK		\$7,672.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92136</b>	Invoice	<b>Invoice No:</b>	01502-DO3T1	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$7,672.00</b>
								<b>Check Amount:</b>	<b>\$7,672.00</b>
2689	FIN	65208	10009		<b>PBIS REWARDS</b>		Check		
				E 01	207 211 189 000 401	General Supplies Arrow Way		\$1,777.50	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92138</b>	Invoice	<b>Invoice No:</b>	Proposal #v139588	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$1,777.50</b>
								<b>Check Amount:</b>	<b>\$1,777.50</b>
2689	FIN	65209	9767		<b>VIP FLORAL</b>		Check		
				E 06	005 870 000 000 520	Build Acq/Construct		\$600.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92132</b>	Invoice	<b>Invoice No:</b>	10502	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$600.00</b>
								<b>Check Amount:</b>	<b>\$600.00</b>
2689	FIN	65210	5816		<b>BAKER &amp; TAYLOR</b>		Check		
				E 04	005 591 000 000 470	Library Books		\$83.08	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92144</b>	Invoice	<b>Invoice No:</b>	2036835546	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$83.08</b>
								<b>Check Amount:</b>	<b>\$83.08</b>
2689	FIN	65211	10053		<b>COORDINATED BUSINESS SERVICES LTD</b>		Check		
				E 04	005 591 000 000 370	Rentals & Leases, 6/1-6/30		\$85.44	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92145</b>	Invoice	<b>Invoice No:</b>	231022	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$85.44</b>
								<b>Check Amount:</b>	<b>\$85.44</b>

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	65212	9139		<b>FUN EXPRESS LLC</b>		Check		
				E 01	103 201 171 000 430	Instructional Supply		\$184.88	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92143</b>	Invoice	<b>Invoice No:</b> 717201132-01	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$184.88</b>	
							<b>Check Amount:</b>	<b>\$184.88</b>	
2689	FIN	65213	9782		<b>MASSP</b>		Check		
				E 01	300 640 173 316 820	Dues & Membership, CORY 22/23		\$875.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92141</b>	Invoice	<b>Invoice No:</b> 22087	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$875.00</b>	
							<b>Check Amount:</b>	<b>\$875.00</b>	
2689	FIN	65214	9308		<b>RSCHOOL TODAY</b>		Check		
				E 01	300 050 172 000 405	Non Instructional Comp Softwar		\$383.00	
				E 01	300 292 000 000 405	Non Instructional Comp Softwar		\$1,149.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92140</b>	Invoice	<b>Invoice No:</b> 07/15/2022	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$1,532.00</b>	
							<b>Check Amount:</b>	<b>\$1,532.00</b>	
2689	FIN	65216	9739		<b>SCHUMACHER ELEVATOR COMPANY</b>		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$414.75	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92146</b>	Invoice	<b>Invoice No:</b> 90556186	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$414.75</b>	
							<b>Check Amount:</b>	<b>\$414.75</b>	
2689	FIN	65217	9211		<b>SCHOOL INFO APP LLC</b>		Check		
				E 01	300 050 172 000 405	Non Instructional Comp Softwar		\$3,000.50	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92139</b>	Invoice	<b>Invoice No:</b> 07869	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$3,000.50</b>	
							<b>Check Amount:</b>	<b>\$3,000.50</b>	
2689	FIN	65218	9518		<b>INNOVATIVE OFFICE SOLUTIONS LLC</b>		Check		
				E 01	103 203 171 000 430	General supplies - see attached		\$49.94	
	<b>PO#:</b> 17828	<b>Voucher #:</b>	<b>92147</b>	Invoice	<b>Invoice No:</b> 3848938	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$49.94</b>	
				E 01	103 203 171 000 430	Instructional Supply		\$12.03	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>92148</b>	Invoice	<b>Invoice No:</b> 3855269	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$12.03</b>	
				E 04	005 582 000 344 401	General supplies see attached		\$7.82	
	<b>PO#:</b> 17806	<b>Voucher #:</b>	<b>92149</b>	Invoice	<b>Invoice No:</b> 3855270	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$7.82</b>	
				E 04	005 582 000 344 401	General supplies see attached		\$91.56	
	<b>PO#:</b> 17806	<b>Voucher #:</b>	<b>92150</b>	Invoice	<b>Invoice No:</b> 3848943	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$91.56</b>	
							<b>Check Amount:</b>	<b>\$161.35</b>	
2689	FIN	65219	9518		<b>INNOVATIVE OFFICE SOLUTIONS LLC</b>		Check		
				E 01	103 203 171 000 430	general supplies see attached		\$2.78	
	<b>PO#:</b> 17854	<b>Voucher #:</b>	<b>92151</b>	Invoice	<b>Invoice No:</b> 3855266	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$2.78</b>	
				E 01	103 203 171 000 430	general supplies see attached		\$45.75	
	<b>PO#:</b> 17854	<b>Voucher #:</b>	<b>92152</b>	Invoice	<b>Invoice No:</b> 3848924	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$45.75</b>	
				E 01	103 203 171 000 430	general supplies		\$12.03	
	<b>PO#:</b> 17884	<b>Voucher #:</b>	<b>92153</b>	Invoice	<b>Invoice No:</b> 3855265	<b>7/15/2022</b>	<b>Paid Amt:</b>	<b>\$12.03</b>	

# Pipestone Area Schools ISD #2689

## Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	65219	9518		INNOVATIVE OFFICE SOLUTIONS LLC		Check
				E 01	103 203 171 000 430 general supplies		\$37.71
	PO#: 17884	Voucher #:	92154	Invoice	Invoice No: 3848919	7/15/2022	Paid Amt: \$37.71
							Check Amount: \$98.27
							Report Total: \$545,457.07

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

MSBA/MASA Model Policy 524

Orig. 1996

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

Rev. 2022

## **524 INTERNET ACCEPTABLE USE AND SAFETY POLICY**

***[Note: School districts are required by statute to have a policy addressing these issues.]***

### **I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

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

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

### **III. LIMITED EDUCATIONAL PURPOSE**

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

### **IV. USE OF SYSTEM IS A PRIVILEGE**

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

### **V. UNACCEPTABLE USES**

A. While not an exhaustive list, the following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
  - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
  - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
  - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
  - d. information or materials that could cause damage or danger of disruption to the educational process;
  - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

***[Note: School districts should consider the impact of this paragraph on present practices and procedures, including, but not limited to, practices pertaining to employee communications, school or classroom websites, and student/employee use of social networking websites. Depending upon school district policies and practices, school districts may wish to add one or more of the following clarifying paragraphs.]***

- a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between

employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).

- b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
  - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
  - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook," "Twitter," "Instagram," "Snapchat," "TikTok," "Reddit," and similar websites or applications.
- 7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
  - 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
  - 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
  - 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

- B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

## VI. FILTER

~~***[Note: Pursuant to state law, school districts are required to restrict access to inappropriate materials on school computers with Internet access. School districts seeking technology revenue pursuant to Minnesota Statutes section 125B.26 or certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. Those districts are required to comply with additional standards in restricting possible access to inappropriate materials. Therefore, school districts should select one of the following alternative sections depending upon whether the school district is seeking such funding and the type of funding sought.]***~~

### **ALTERNATIVE NO. 1**

~~***[Note: For a school district that does not seek either state or federal funding in connection with its computer system, the following language should be adopted. It reflects a mandatory requirement under Minnesota Statutes section 125B.15.]***~~

~~All computers equipped with Internet access and available for student use at each school site will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.~~

~~***[Note: The purchase of filtering technology is not required by state law if the school site would incur more than incidental expense in making the purchase. In the absence of filtering technology, school sites still are required to use "other effective methods" to restrict student access to such materials.]***~~

## ALTERNATIVE NO. 2

~~**[Note: Technology revenue is available to school districts that meet the additional condition of also restricting adult access to inappropriate materials. School districts that seek such state technology revenue may adopt or retain the following language. However, the school district is not required to do so.]**~~

- ~~A. All school district computers with Internet access and available for student use will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law.~~
- ~~B. All school district computers with Internet access, not just those accessible and available to students, will be equipped to restrict, by use of available software filtering technology or other effective methods, adult access to materials that are reasonably believed to be obscene or child pornography under state or federal law.~~
- ~~C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.~~

## ALTERNATIVE NO. 3

~~**[Note: School districts that receive certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. This law requires school districts to adopt an Internet safety policy that contains the provisions set forth below. Also, the Act requires such school districts to provide reasonable notice and hold at least one public hearing or meeting to address the proposed Internet safety policy prior to its implementation. School districts that do not seek such federal financial assistance need not adopt the alternative language set forth below nor meet the requirements with respect to a public meeting to review the policy. The following alternative language for school districts that seek such federal financial assistance satisfies both state and federal law requirements.]**~~

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
  - 1. Obscene;
  - 2. Child pornography; or
  - 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
  - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
  - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the

genitals; and

3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
  - D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
  - E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

***[Note: Although school districts are not required to adopt the more restrictive provisions contained in either Alternative No. 2 or No. 3 if they do not seek state or federal funding, they may choose to adopt the more restrictive provisions as a matter of school policy.]***

#### **VII. CONSISTENCY WITH OTHER SCHOOL POLICIES**

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

#### **VIII. LIMITED EXPECTATION OF PRIVACY**

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents may have the right at any time to investigate or review the contents of their child's files and e-mail files in accordance with the school district's Protection and Privacy of Pupil Records Policy. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure, or discovery under Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

**IX. INTERNET USE AGREEMENT**

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

**X. LIMITATION ON SCHOOL DISTRICT LIABILITY**

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

**XI. USER NOTIFICATION**

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
  - 1. Notification that Internet use is subject to compliance with school district policies.
  - 2. Disclaimers limiting the school district's liability relative to:
    - a. Information stored on school district diskettes, hard drives, or servers.
    - b. Information retrieved through school district computers, networks, or online resources.
    - c. Personal property used to access school district computers, networks, or online resources.
    - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
  - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
  - 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for

enforcing the provisions of this acceptable use policy.

5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Public and Private Personnel Data Policy, and Protection and Privacy of Pupil Records Policy.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

## **XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
  1. A copy of the user notification form provided to the student user.
  2. A description of parent/guardian responsibilities.
  3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
  4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
  5. A statement that the school district's acceptable use policy is available for parental review.

## **XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS**

- A. "Technology provider" means a person who:
  1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
  2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.

- B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:
  - 1. identify each curriculum, testing, or assessment technology provider with access to educational data;
  - 2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
  - 3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.
- D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.
- E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
  - 1. the technology provider's employees or contractors have access to educational data only if authorized; and
  - 2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

#### **XIV. SCHOOL-ISSUED DEVICES**

- A. "School-issued device" means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.
- B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:
  - 1. any location-tracking feature of a school-issued device;
  - 2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
  - 3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.

- C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:
  - 1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
  - 2. the activity is permitted under a judicial warrant;
  - 3. the school district is notified or becomes aware that the device is missing or stolen;
  - 4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
  - 5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or
  - 6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.
- D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

**XV. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN**

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

**XVI. IMPLEMENTATION; POLICY REVIEW**

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

**Legal References:**

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
**Minn. Stat. § 13.32 (Educational Data)**  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
**Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)**  
Minn. Stat. § 125B.15 (Internet Access for Students)  
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)  
15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)  
17 U.S.C. § 101 *et seq.* (Copyrights)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))  
47 C.F.R. § 54.520 (FCC rules implementing CIPA)  
*Mahanoy Area Sch. Dist. v. B.L.*, 594 U.S. \_\_\_, 141 S. Ct. 2038 (2021)  
*Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503 (1969)  
*United States v. Amer. Library Assoc.*, 539 U.S. 194 (2003)  
*Sagehorn v. Indep. Sch. Dist. No. 728*, 122 F.Supp.2d 842 (D. Minn. 2015)  
*R.S. v. Minnewaska Area Sch. Dist. No. 2149*, 894 F.Supp.2d 1128 (D. Minn. 2012)  
*Tatro v. Univ. of Minnesota*, 800 N.W.2d 811 (Minn. App. 2011), *aff’d* on other grounds 816 N.W.2d 509 (Minn. 2012)  
*S.J.W. v. Lee’s Summit R-7 Sch. Dist.*, 696 F.3d 771 (8<sup>th</sup> Cir. 2012)  
*Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist.*, 853 F.Supp.2d 888 (W.D. Mo. 2012)  
*M.T. v. Cent. York Sch. Dist.*, 937 A.2d 538 (Pa. Commw. Ct. 2007)

## Changes made to Learning Readiness Handbook

1. Cover Page – date
2. Cover page – phone numbers for all staff
3. Cover Page – Change Jenny VandenBosch’s last name to Amundson
4. Page 3 – our philosophy – changed PAS Learning Readiness to Little Arrows
5. Page 3 – our curriculum – removed Our preschool is also receiving grant dollars from the MN Department of Education from a framework called Classroom Engagement Model.
6. Page 3 under Our Curriculum – added Our preschool also participates in a framework called Classroom Engagement Model (CEM).
7. Page 3 – under Typical daily schedule – removed “and” and added – and outside time (weather permitting)
8. Page 3 – under school closings – removed When a late start there is no breakfast or lunch served.
9. Page 4 – transportation section – updated the whole section
10. Page 4 – change time to 11:55
11. Page 4 – PLC – remove – there is no afternoon preschool.
12. Page 4 – PLC – added follow the early out schedule provided by your classroom teacher
13. Page 4 – Tuition - changed PAS Learning Readiness to Little Arrows
14. Page 4 – Tuition – change dates
15. Page 5 – under absences – added call the office at 562-6204

# Little Arrows Preschool

## Parent Handbook

2022-2023 School Year



Dawn Samuelson – 507-562-6300  
or email [dawn.samuelson@pas.k12.mn.us](mailto:dawn.samuelson@pas.k12.mn.us)

Jenny Amundson – 507-562-6301  
or email [jenny.amundson@pas.k12.mn.us](mailto:jenny.amundson@pas.k12.mn.us)

Abbey Behr – 507-562-6302  
or email [abbey.behr@pas.k12.mn.us](mailto:abbey.behr@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~~ **Little Arrows** 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.~~ **Our preschool also participates in a framework called Classroom Engagement Model (CEM).**

## **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, **and outside time (weather permitting)**. 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.

## **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

We have several different options for you to pick from when it comes to transporting your child to and from school. Parents can pick up and drop off their children. Use the parent pick up and drop off line in the front of the elementary school. Parents can call the Pipestone Transit at 507-825-1180. Parents are responsible for buying tokens/passes and communicating with the transit about where to pick up and drop off their children. If older siblings ride on the bus to or from school the preschool child can also ride with them. We are also now offering busing from Ludolph Bus Service at 11:15 and 12:15 times. Talk to your child's teacher about this.

## 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 **11:55** 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. **Follow the early out schedule provided by your classroom teacher.** We do Early Childhood Screenings three times a year at the preschool. When we do those, there will also be **NO** preschool that day.

## \*\*\*\*New schedule due to the early out schedule on most Wednesday's\*\*\*\*

On those, Wednesday's the morning session classes will be held on the 1<sup>st</sup> & 3<sup>rd</sup> Wednesday of the month and for the afternoon session classes will be held on the 2<sup>nd</sup> & 4<sup>th</sup> Wednesday of the month in the morning.

## 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~~ **Little Arrows** preschool program. Each family will fill out a Free/Reduced Meal form and that is how your tuition is based. The **2022-23** 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 - \$125/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

### **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 **office at 562-6204** 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 sent 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.

1. Cover page – date
2. Page 3 – Elementary principal left open until we hire
3. Page 4 – remove/replace
4. Page 5 – added times grade level comes in from morning recess
5. Page 5 – added – will be locked
6. Page 5 – removed – the office and custodial staff will lock and secure
7. Page 6 – added We are not responsible for lost items
8. Page 10 – under Testing added – May.
9. Page 10 – under Testing added – testing dates are found on the school website under curriculum and learning
10. Page 12 – under Nursing – remove and health paras
11. Page 15 – On Target Arrows – replace
12. Page 16 – On Target Arrow Behavior – replace
13. Page 17 – Replace school calendar

# Pipestone Area Schools

**2022-2023**

## **Elementary Student & Parent Rights and Responsibilities Handbook**



**Pipestone Elementary School**

**K-5**

**1401 7th St SW**

**Pipestone, MN 56164**

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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

July 26, 2021



## **Board of Education:**

Lance Oye, Katie Wiese, Jeff Baatz, Randy Erdman, Chrissy DeBates  
Brad Carson, and Amy Nelson

## **Administration:**

Mr. Kevin Enerson  
Cory Strasser  
Jennifer Moravetz  
Jacqueline Kennedy  
Rich Stangle  
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 6 thru 12)  
1401 7th St SW - Pipestone MN 56164  
Phone: (507) 825-5861 Fax: (507) 825-6729

**Pipestone Elementary (prek-5)**  
1401 7th St SW- Pipestone MN 56164  
Phone: (507) 562-6200 Fax: (507) 562-4820

**Heartland School** (grades K-8)  
2171 100th Avenue - 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 District No. 2689

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

Jacque Kennedy, Business Manager  
Rick Zollner, Activities Director  
Richard Stangle, Maintenance Director  
Jean Bailey, Food Service Director

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

Dear Pipestone Area Students and Families,

Welcome to Pipestone Elementary School and the 2022 – 2023 school year! I hope you have had a restful, yet adventurous summer and are ready to embark on our exciting year of teaching, learning and growing.

It is my great pleasure and honor to join the Pipestone Elementary team and serve you as the new principal. I look forward to meeting with all of you and working collaboratively as a family to ensure our students are provided with the best educational experience possible.

As we begin our journey together, I make it my mission to make this school year the best one ever. I view education as a life-long process and believe students are at the center of all school-related decisions. Most importantly, I place great value on building relationships to cultivate a positive school climate and culture where every individual feels safe, respected, valued, and has a sense of belonging.

The pages of this handbook are filled with important information regarding school policy and procedures. Parents/Guardians and students should review the content together. Open and clear communication between school and home is important to the success of students and our educational program. I look forward to our new school year ahead filled with rich academic experiences and while fostering each child's social, emotional, and physical well-being.

I have an open-door policy and value every stakeholder's opinion. I wholeheartedly welcome your conversation and positive input throughout this school year. I am eager and excited to dedicate my time to serving the Pipestone Elementary family. Together we will make a long-lasting positive impact on our students. Here's to an amazing school year!

Mrs. Jennifer Moravetz

Elementary Principal

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

1401 7<sup>th</sup> St SW  
Pipestone, MN 56164

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

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

## General Information

### School Hours

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

- >Pipestone Elementary 562-6200
- >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

JrK-K	8:15 a.m.
Grades 2-3	8:20 a.m.
Grades 4-5	8:25 a.m.
First Bell rings	8:25 a.m.
Classes begin	8:30 a.m.
Dismissal	3:15 p.m.

### Arrival & Dismissal Times

The elementary school playground will be supervised by at 7:50 am each day. Students are allowed in the building at the 8:00 am if breakfast is needed. If the weather dictates, students will be allowed in the school gym or flex learning areas for free play. The tardy bell is at 8:30 am. Students who are late to school must come to the office for a tardy slip. School is dismissed at 3:15pm.

### 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.

### Elastic Clause

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 8:30 a.m. bell rings to indicate the start of the school day, ~~the office and custodial staff will lock and secure~~ ALL doors will be locked to the elementary school. Any entry into the building must be through the front doors and follow procedures provided. 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

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

The school requires that students wear snow pants 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 Closesline

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 buses 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.

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 or 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. **We are not responsible for lost items.**

\*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

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

Pipestone 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 Pipestone Elementary 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—less than 91% (15 or more absences)

Chronic—92-93% (11-14 absences)

At Risk—94-94% (8-10 absences)

Satisfactory—96-99% (1-7 absences)

Exemplary—100% (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.

Below there 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.

\*Students returning to school following an absence will be expected to complete appropriate assignments within a reasonable period of time.

\*Leaving school grounds without permission of school personnel shall be subject to disciplinary action.

## Excused Absences/Tardies

**Appointment** (Medical, dental, mental health)

**Family Emergency**

**Funeral**

**Religious holiday**

**Illness/hospitalization**

\* Doctor's note required if absent 3 days or longer OR if within chronic absence range

**Late bus**

**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

**Weather**

## Unexcused Absences/Tardies

**Need for sleep/rest**

**Missing the bus**

**Employment/child care issue**

**Illness/hospitalization** without a dr's note if gone more than 3 days or within chronic absence range

**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

## 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 8:30 a.m. will be considered tardy.** Students must report to the office to get an admittance slip if they enter the building after the 8:30 bell. It is the responsibility of the parents to get their children to school 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**

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**

### **Communication**

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.

Teachers will be communicating once a month throughout the school year.

## Report Cards

Report cards for grades K-5 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.

## Testing

MCA tests are given in April and May to students in grades 3, 4 and 5. 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. **Testing dates are found on the school website under Curriculum/Teaching & Learning.**

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 times a year to measure educational growth and individual needs. Testing will be done in grades K-5.

## 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: Seesaw, or google assignments. 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 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 assignments. Teachers will be available to students during regular school hours by phone, email or online processes (seesaw, email, etc.).

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

## 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.

## 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 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 account.

The parent/guardian will be notified when their students account reaches a balance of \$10 or less. The parent/guardian will receive a 2<sup>nd</sup> 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.

## 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.

**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 Pipestone Elementary and Middle School/High School. 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.

**\*\*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.

## Student Conduct & Discipline

The staff at Pipestone 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 5 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.

Pipestone Elementary is in the process of moving to PBIS.

### 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 can 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.

### 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.

## 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 un-

comfortable, 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

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
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.

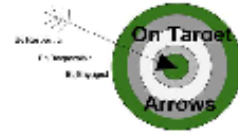
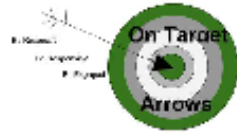
The term, "bullying," specifically includes cyberbullying as defined in the policy. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound or data, including a post on a social network Internet 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.

**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.**

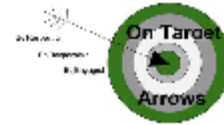
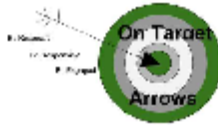
# On Target Arrows

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



## Behavior Expectations

Noise Levels	Classroom/Flex Area	Lunchroom	Hallway/Stairs	Bathroom	Rec Areas <i>playground, gym</i>	Bus/Taxi	Device Use <i>Chromebook/iPad</i>
<p><b>VOICE LEVELS</b></p>	<p>*Use inside voice 0, 1, 2, 3</p>	<p>*Use inside voice 1, 2, 3</p>	<p>*Use inside voice 0 or 1</p>	<p>*Use whisper voice 0 or 1</p>	<p>*Use outside voice 3,4,5</p>	<p>*Use inside voice 1, 2, 3</p>	
<p><b>On-Target Arrows are respectful</b></p>	<p>*Hands and feet to self</p> <p>*Follow staff directions</p> <p>*Listen, be caring and polite</p> <p>*Keep learning space and locker area clean</p>	<p>*Use good manners</p> <p>*Listen to directions</p> <p>*Hands and feet to self</p>	<p>*Go straight to destination without distracting others</p> <p>*Walk quietly</p> <p>*Hands and feet to self</p> <p>*Follow staff directions</p>	<p>*Respect others' privacy</p> <p>*Set a good example</p>	<p>*Be kind to others</p> <p>*Take turns</p> <p>*Share</p> <p>*Include others</p> <p>*Give a helping hand</p> <p>*Use equipment appropriately</p> <p>*Listen to staff on duty</p>	<p>*Hands and feet to self</p> <p>*Be kind to others</p>	<p>*Kind and appropriate comments and visuals when on devices</p> <p>*Value school property</p>
<p><b>On-Target Arrows are responsible.</b></p>	<p>*Use furniture and materials appropriately</p> <p>*Keep classroom clean</p> <p>*Follow classroom expectations</p> <p>*Be ready to learn</p>	<p>*Two hands on tray</p> <p>*Put silverware in tub</p> <p>*Dispose of food and stack tray appropriately</p> <p>*Keep your space clean</p>	<p>*Hands and feet to self</p> <p>*Keep hallway and stairway clean</p> <p>*Keep to the right side of hallway and stairs</p>	<p>*Keep area clean</p> <p>*Report empty supplies</p> <p>*Return directly to class</p>	<p>*Use and clean up equipment appropriately</p> <p>*Take care of nature</p> <p>*Play safely</p> <p>*Tell an adult if someone is hurt</p>	<p>*Keep bus clean</p> <p>*Keep the aisle clear</p> <p>*Follow driver directions</p> <p>*Wear masks appropriately</p>	<p>*Store/charge device appropriately</p> <p>*Turn in assignments when they are due</p> <p>*Use the internet safely</p>



## Behavior Expectations

<p><b>On-Target Arrows are engaged.</b></p> 	<ul style="list-style-type: none"> <li>*Whole body listening</li> <li>*Follow staff directions</li> <li>*Try your best</li> <li>*Participate in activity/lesson</li> </ul>	<ul style="list-style-type: none"> <li>*Enjoy your meal</li> <li>*Remain seated</li> <li>*Raise your hand for help</li> </ul>	<ul style="list-style-type: none"> <li>*Whole body listening</li> </ul>	<ul style="list-style-type: none"> <li>*Go to bathroom</li> <li>*Flush</li> <li>*Wash your hands</li> </ul>	<ul style="list-style-type: none"> <li>*Listen for the bell or whistle to line up promptly</li> <li>*Use equipment appropriately</li> </ul>	<ul style="list-style-type: none"> <li>*Be aware of the "Danger Zone"</li> <li>*Remain seated</li> </ul>	<ul style="list-style-type: none"> <li>* Be on the intended tab/website/app</li> <li>*Participate in activity/lesson</li> </ul>
<p><b>Adult Role</b></p> <ul style="list-style-type: none"> <li>*Use specific praise in every area</li> </ul>	<ul style="list-style-type: none"> <li>*Post, teach, and reinforce behavior matrix</li> </ul>	<ul style="list-style-type: none"> <li>*Use active supervision (move, scan, and interact)</li> </ul>	<ul style="list-style-type: none"> <li>*Be present during passing transitions in the hallways and stairs</li> </ul>	<ul style="list-style-type: none"> <li>*Actively listen to ensure appropriate behavior</li> <li>*Ensure students wash their hands and put garbage in the receptacles</li> </ul>	<ul style="list-style-type: none"> <li>*Use active supervision (move, scan, and interact)</li> </ul>	<ul style="list-style-type: none"> <li>*Ensure students are safely getting to and on the bus and acting appropriately</li> </ul>	<ul style="list-style-type: none"> <li>*Teach and monitor online safety and appropriate usage</li> </ul>

Pipestone Area Elementary strives to create a community of "On Target Arrows" who are responsible, respectful, and engaged.

*\*This is a draft/working document June 6, 2022*

## Classroom Managed-vs-Office Managed Behaviors

<b>Classroom Managed</b> <b>(Minor)</b> Most behaviors will be classroom managed	<b>Office Managed</b> <b>(Major)</b>
<ul style="list-style-type: none"> <li>● Profanity or Obscene Gestures</li> <li>● Disrespecting Personal Boundaries</li> <li>● Disrespect                             <ul style="list-style-type: none"> <li>○ Low-intensity, socially rude or dismissive messages to adults or students</li> </ul> </li> <li>● Disruption                             <ul style="list-style-type: none"> <li>○ Low-intensity but inappropriate disruption</li> </ul> </li> <li>● Defiance                             <ul style="list-style-type: none"> <li>○ Brief or low-intensity failure to follow directions or talks back</li> <li>○ Example: Refusal to do work</li> </ul> </li> <li>● Technology Violation                             <ul style="list-style-type: none"> <li>○ Off-Task Usage</li> </ul> </li> <li>● Lying/Cheating                             <ul style="list-style-type: none"> <li>○ First Offense</li> </ul> </li> <li>● Picking on others</li> </ul> <p>***Students with an IEP/Behavior plan <b>MUST</b> be followed and may render different circumstances and consequences.</p> <p><b>***MOST BEHAVIORS WILL BE CLASSROOM MANAGED!!!</b></p>	<ul style="list-style-type: none"> <li>● Physical Aggression/Fighting</li> <li>● Bringing Weapons to School***</li> <li>● Technology Violation                             <ul style="list-style-type: none"> <li>○ Sexual Material, Bullying, and Threatening Behavior</li> </ul> </li> <li>● Lying/Cheating                             <ul style="list-style-type: none"> <li>○ Second Offense</li> </ul> </li> <li>● Stealing</li> <li>● Vandalism</li> <li>● Elopement                             <ul style="list-style-type: none"> <li>○ Leaving the classroom without the teacher's permission</li> </ul> </li> <li>● Bullying                             <ul style="list-style-type: none"> <li>○ Bullying includes any repeated written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or perceived as causing distress to one or more students</li> </ul> </li> <li>● Harassment                             <ul style="list-style-type: none"> <li>○ Related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class<sup>1</sup></li> </ul> </li> <li>● Continual Minor Behavior</li> </ul> <p>***Students with an IEP/Behavior plan <b>MUST</b> be followed and may render different circumstances and consequences.</p>

<sup>1</sup>Check with the case manager for students with an I.E.P.

\*If other behaviors arise it is up to the teacher's and principal's discretion

# July 2022 - June 2023

## July 2022

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						

## January 2023

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				

2 - No School  
11 - Early Dismissal - 2:00  
18, 25 - Early Dismissal - 2:00  
20 - End of First Semester  
23 - Workday/No School  
20 - S 21 - T 20 - P

## August 2022

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			

29-31 - In-Service  
0 - S 3 - T 2 - P

## February 2023

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				

1 - Early Dismissal - 2:00  
8 - Early Dismissal - 2:00  
15, 22 - Early Dismissal - 2:00  
20 - President's Day/No School  
19 - S 19 - T 19 - P

## September 2022

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	

1 - In-Service  
5 - Labor Day  
6 - First Day of School  
21-28 Early Dismissal - 2:00  
19 - S 20 - T 19 - P

## March 2023

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, 8 - Early Dismissal - 2:00  
14 - Township Elec/No Mtgs  
15 - Early Dismissal - 2:00  
17 - No School  
22, 29 - Early Dismissal - 2:00  
22 - S 22 - T 22 - P

## October 2022

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					

5 - Early Dismissal - 2:00  
12 - Early Dismissal - 2:00  
19 - 2:00 Dismiss 20-21 MEA  
26 - Early Dismissal - 2:00  
19 - S 19 - T 19 - P

## April 2023

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						

6-7, 10 - Spring Break  
12 - Early Dismissal - 2:00  
19 - Early Dismissal - 2:00  
26 - Early Dismissal - 2:00  
17 - S 17 - T 17 - P

## November 2022

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, 9, 16, 30 - Early Dismissal 2:00  
8 - Election Day/No Mtg/Act  
11 - Veteran's Day/No Mtgs  
23 - In-Service/No School  
24 - Thanksgiving/25 - No School  
19 - S 20 - T 20 - P

## May 2023

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		

3 - Early Dismissal - 2:00  
10 - Early Dismissal - 2:00  
17 - Early Dismissal - 2:00  
28 - Graduation  
29 - Memorial Day  
22 - S 22 - T 22 - P

## December 2022

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 - 2:00  
14 - Early Dismissal - 2:00  
23-30 - Winter Break/No School  
16 - S 16 - T 16 - P

## June 2023

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	

1 - Last Day of School  
2 - Workday  
1 - S 2 - T 2 - P



# PIPESTONE AREA SCHOOLS District No. 2689

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

Jacque Kennedy, Business Manager  
Rick Zollner, Activities Director  
Richard Stangle, Maintenance Director  
Jean Bailey, Food Service 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 Elementary School Americans with Disabilities Act/Section 504**

#### **Coordinator**

Jennifer Moravetz

1401 7<sup>th</sup> St SW

Pipestone, MN 56164

507-562-6202

[Jennifer.Moravetz@pas.k12.mn.us](mailto:Jennifer.Moravetz@pas.k12.mn.us)

Office Location: Pipestone Elementary School

#### **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 7<sup>th</sup> St SW  
Pipestone, MN 56164

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

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



**Please sign and return this page to the office.**

**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** \_\_\_\_\_

## Proposed Changes for High School Handbook 2022-2023:

P. 4 Rewording - All grades/coursework for seniors must be done by the **designated** last day for seniors ~~are here for~~ in the 2<sup>nd</sup> semester by 3:15 p.m.

P. 4 Rewording - The graduation ceremony is an optional ceremony. Students wishing to participate are required to wear a cap, gown, and tassel ~~according to school procedures~~ **that are consistent with other graduating students and prescribed by the school administration.**

P. 4 Addition - 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. **Pipestone Area High School does not academically rank students within the Laude Latin model.** The following levels of academic honors will be used:

P. 7 - Addition

### **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. **Students may not order out and have food delivered to, or bring lunch into the school.**

P. 7 - Addition/strike - **PSEO Attendance**

**Students who participate in PSEO will be allowed access to the high school building, computers and/or other technology resources during regular school hours. Students will be expected to follow the rules and regulations of Pipestone Area High School, including, but not limited to the following:**

- **Students must sign in and out of the building at the high school office.**
- **Students will report to the Library Media Center during all scheduled class times. Students must remain in the Library Media Center at all times and are expected to follow the Library Media Center rules and expectations.**

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

P. 8 Update - **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\*\***

There is no cost for student participation in activities. Students may NOT practice until ~~the fee is paid and~~ **all** paperwork **is** completed. Any exceptions must be approved by the administration.

P. 11 - Addition -

### **Extra-Curricular Absenteeism**

Students must be in school at the start of second hour **(9:37am)** 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.

P. 13 - Additions

1. **Harassment and/or bullying - intimidating, threatening, abusive, or harming conduct**

2. **Cyberbullying.** Photos or videos taken without prior consent of person in photo/video and/or published photos/videos on a social media site. It may include indecent exposure, and words or actions that negatively affects an individual or group based on their racial, cultural or religious background, their sex, or any disabilities they may have.

P. 15 - Additions

**Backpacks**

Students are allowed access to their backpacks during the school day for educational purposes. Students using backpacks to store other items (food, make-up, etc) may lose the privilege to carry their backpack at any time. Backpacks are subject to school policy #502 regarding search of personal possessions.

P. 15 Changes - Student Dress

1. Clothing that is potentially dangerous, such as, but not limited to: studded dog collars, wallet chains or open safety pins, or may be detrimental to the learning environment.
2. Clothing resembling sleepwear, such as pajamas, slippers, house shoes (unless approved by administration for a special school event).
3. Clothing that does not cover the shoulders or midriff. ~~Clothing that is ripped or torn.~~

**Electronic devices including but not limited to: iPods, cell or smart phones, tablets (kindle, iPads), headphones/earbuds**

- ~~1. —~~
- ~~2. The school is not liable for the loss or destruction of these items.~~
- ~~3. 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.~~
4. Cell Phones and other personal communication and electronic devices will be allowed before school, during lunch, after school, and between classes. Students are not allowed to use these devices during the time that class is in session. Such items include, but are not limited to, cell phones and smart devices. It is the expectation of the school that students place their cell phones on silent in a designated location within the classroom that has been determined by the classroom teacher.
5. 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 teacher approved educational purposes. Misuse of personal devices includes taking, posting or disseminating pictures/videos of students or staff not for stated educational purposes. No electronic devices with picture/camera capability are allowed in Locker Rooms. If a student is in possession of a phone or other smart device during a quiz/test, it will be considered to be a cheating incident.
6. If a teacher determines that a student has violated this policy, the teacher will collect the device and bring it to the office. The use of such devices in school is a privilege and not a guaranteed student right. The school will not be held accountable for the security of electronic equipment brought to school.

P. 25-26

**Cell Phone/Electronic Device Violations**

- |                         |   |   |
|-------------------------|---|---|
| 1 <sup>st</sup> offense | = | Loss of phone until end of school day.<br>Parent contact.<br><del>Loss of cell phone for 5 school days — held in the office</del> |
| 2 <sup>nd</sup> offense | = | Phone held in office during school day.   |

3<sup>rd</sup> offense = Parent/Guardian must pick up.  
~~Loss of cell phone for 10 days~~  
Loss of phone during school day for 3 days. Parent/Guardian meeting.

P. 16 Recommendation for policy #524 - Change to 6th grade

- a. A signature is required when the student begins in the district, in Kindergarten, 2<sup>nd</sup> grade, 5<sup>th</sup> grade and 9<sup>th</sup> grade.

### Proposed Changes for Middle School Handbook 2022-2023:

P.4 - Addition -

#### Extra-Curricular Absenteeism

Students must be in school at the start of second hour (9:37am) 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.

P. 8 Changes - Student Dress

1. Clothing that is potentially dangerous, such as, but not limited to: studded dog collars, wallet chains or open safety pins. or may be detrimental to the learning environment.
2. Clothing resembling sleepwear, such as pajamas, slippers, house shoes (unless approved by administration for a special school event).
3. Clothing that does not cover the shoulders or midriff. ~~Clothing that is ripped or torn.~~

P. 14 Update - 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\*\*~~

There is no cost for student participation in activities. Students may NOT practice until the fee is paid and all paperwork is completed. Any exceptions must be approved by the administration.

# Pipestone Area Schools 2022-2023 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](http://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

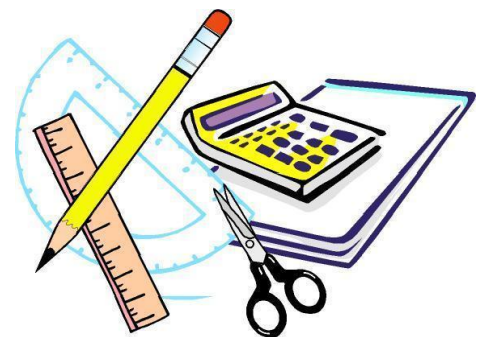
**Specific requirements for eligibility:**

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. 1<sup>st</sup> 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. 2<sup>nd</sup> offense – One day In-School Detention and completion (re-do) of the corresponding assignment.

iii. 3<sup>rd</sup> offense – A 3<sup>rd</sup> 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 may be 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 excused as parentverified.

## **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 absence.
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 1<sup>st</sup> 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 5<sup>th</sup> hour,~~ at the start of second hour (9:37am) 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.

### ***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' accounts. The parent/guardian will be notified when their student's account reaches a balance of \$10 or less. The parent/guardian will receive a 2<sup>nd</sup> notification from the Food Service Director when their student's 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, 2<sup>nd</sup> grade, 6<sup>th</sup> grade and 9<sup>th</sup> 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 into 6<sup>th</sup> grade and students going into 9<sup>th</sup> 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.
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. No electronic devices with picture/camera capability are allowed in Locker Rooms. If a student is in possession of a phone or

other smart device during a quiz/test, it will be considered to be a cheating incident.

4. If a teacher determines that a student has violated this policy, the teacher will collect the device and bring it to the office. The use of such devices in school is a privilege and not a guaranteed student right. The school will not be held accountable for the security of electronic equipment brought to school.

## 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 and 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.~~ or may be detrimental to the learning environment.
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 the 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:**

- 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.

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. Non Permanent 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 7<sup>th</sup> 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." 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 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.  
**1<sup>st</sup> Offense:** Time doubled.  
**2<sup>nd</sup> Offense:** In-School Detention.  
**3<sup>rd</sup> Offense:** Both: Time doubled & In-School Detention.

**NOTE-**Detention assignments will be served regardless of involvement in extracurricular 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	1 <sup>st</sup> tardy = warning
Or after lunch	2 <sup>nd</sup> tardy = detention - 30 minutes
	3 <sup>rd</sup> tardy = detention - 60 minutes
	4 <sup>th</sup> tardy = detention – 1 hour
	5 <sup>th</sup> 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.

1 <sup>st</sup> offense	=	1 hour detention
2 <sup>nd</sup> offense	=	3 hours detention
3 <sup>rd</sup> offense	=	5 hours detention & Pre-Truancy meeting
Habitual (7)	=	Suspension and truancy filed with County

### **Cell Phone/Electronic Device Violations**

1 <sup>st</sup> offense	=	Loss of cell phone for 5 days
2 <sup>nd</sup> offense	=	Loss of cell phone for 10 days
3 <sup>rd</sup> offense	=	Parent meeting

### **Academic Dishonesty (MS)**

-Plagiarism

1 <sup>st</sup> offense	=	3 hours Detention/parent notification
2 <sup>nd</sup> offense	=	1 day ISD/Assignment completion

### **Academic Dishonesty**

-sharing student work

1 <sup>st</sup> offense	=	After school detention
2 <sup>nd</sup> 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 <sup>st</sup> offense	=	Up to Five (5) hours of detention or ISD
2 <sup>nd</sup> offense	=	1-3 days ISD/police notified
3 <sup>rd</sup> 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<sup>st</sup> offense = 1-3 days OSS/police notified
- 2<sup>nd</sup> offense = 3-5 days OSS/police notified
- 3<sup>rd</sup> 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<sup>st</sup> offense = (3-5) days of OSS/police notified
  - 2<sup>nd</sup> offense = (5-9) days of OSS/police notified
  - 3<sup>rd</sup> 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)**

- 1<sup>st</sup> 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 a signed parent request (form available in the 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.  
-1<sup>st</sup> quarter-2<sup>nd</sup> quarter-3<sup>rd</sup> quarter-4<sup>th</sup> 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\*\*~~*

*There is no cost for student participation in activities. Students may NOT practice until ~~the fee is paid and all paperwork all 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 an 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 6-8 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 the 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 July 2021.**

## Proposed Changes for High School Handbook 2022-2023:

P. 4 Rewording - All grades/coursework for seniors must be done by the **designated** last day for seniors ~~are here for~~ in the 2<sup>nd</sup> semester by 3:15 p.m.

P. 4 Rewording - The graduation ceremony is an optional ceremony. Students wishing to participate are required to wear a cap, gown, and tassel ~~according to school procedures~~ **that are consistent with other graduating students and prescribed by the school administration.**

P. 4 Addition - 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. **Pipestone Area High School does not academically rank students within the Laude Latin model.** The following levels of academic honors will be used:

P. 7 - Addition

### **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. **Students may not order out and have food delivered to, or bring lunch into the school.**

P. 7 - Addition/strike - **PSEO Attendance**

**Students who participate in PSEO will be allowed access to the high school building, computers and/or other technology resources during regular school hours. Students will be expected to follow the rules and regulations of Pipestone Area High School, including, but not limited to the following:**

- **Students must sign in and out of the building at the high school office.**
- **Students will report to the Library Media Center during all scheduled class times. Students must remain in the Library Media Center at all times and are expected to follow the Library Media Center rules and expectations.**

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

P. 8 Update - **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\*\***

There is no cost for student participation in activities. Students may NOT practice until ~~the fee is paid and~~ **all** paperwork **is** completed. Any exceptions must be approved by the administration.

P. 11 - Addition -

### **Extra-Curricular Absenteeism**

Students must be in school at the start of second hour **(9:37am)** 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.

P. 13 - Additions

1. **Harassment and/or bullying - intimidating, threatening, abusive, or harming conduct**

2. **Cyberbullying.** Photos or videos taken without prior consent of person in photo/video and/or published photos/videos on a social media site. It may include indecent exposure, and words or actions that negatively affects an individual or group based on their racial, cultural or religious background, their sex, or any disabilities they may have.

P. 15 - Additions

**Backpacks**

Students are allowed access to their backpacks during the school day for educational purposes. Students using backpacks to store other items (food, make-up, etc) may lose the privilege to carry their backpack at any time. Backpacks are subject to school policy #502 regarding search of personal possessions.

P. 15 Changes - Student Dress

1. Clothing that is potentially dangerous, such as, but not limited to: studded dog collars, wallet chains or open safety pins, or may be detrimental to the learning environment.
2. Clothing resembling sleepwear, such as pajamas, slippers, house shoes (unless approved by administration for a special school event).
3. Clothing that does not cover the shoulders or midriff. ~~Clothing that is ripped or torn.~~

**Electronic devices including but not limited to: iPods, cell or smart phones, tablets (kindle, iPads), headphones/earbuds**

- ~~1. —~~
- ~~2. The school is not liable for the loss or destruction of these items.~~
- ~~3. 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.~~
4. Cell Phones and other personal communication and electronic devices will be allowed before school, during lunch, after school, and between classes. Students are not allowed to use these devices during the time that class is in session. Such items include, but are not limited to, cell phones and smart devices. It is the expectation of the school that students place their cell phones on silent in a designated location within the classroom that has been determined by the classroom teacher.
5. 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 teacher approved educational purposes. Misuse of personal devices includes taking, posting or disseminating pictures/videos of students or staff not for stated educational purposes. No electronic devices with picture/camera capability are allowed in Locker Rooms. If a student is in possession of a phone or other smart device during a quiz/test, it will be considered to be a cheating incident.
6. If a teacher determines that a student has violated this policy, the teacher will collect the device and bring it to the office. The use of such devices in school is a privilege and not a guaranteed student right. The school will not be held accountable for the security of electronic equipment brought to school.

P. 25-26

**Cell Phone/Electronic Device Violations**

- |                         |   |  |
|-------------------------|---|--|
| 1 <sup>st</sup> offense | = | Loss of phone until end of school day.<br>Parent contact.<br><del>Loss of cell phone for 5 school days— held in the office</del> |
| 2 <sup>nd</sup> offense | = | Phone held in office during school day.  |

3<sup>rd</sup> offense = Parent/Guardian must pick up.  
~~Loss of cell phone for 10 days~~  
Loss of phone during school day for 3 days. Parent/Guardian meeting.

P. 16 Recommendation for policy #524 - Change to 6th grade

- a. A signature is required when the student begins in the district, in Kindergarten, 2<sup>nd</sup> grade, 5<sup>th</sup> grade and 9<sup>th</sup> grade.

### Proposed Changes for Middle School Handbook 2022-2023:

P.4 - Addition -

#### Extra-Curricular Absenteeism

Students must be in school at the start of second hour (9:37am) 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.

P. 8 Changes - Student Dress

1. Clothing that is potentially dangerous, such as, but not limited to: studded dog collars, wallet chains or open safety pins. or may be detrimental to the learning environment.
2. Clothing resembling sleepwear, such as pajamas, slippers, house shoes (unless approved by administration for a special school event).
3. Clothing that does not cover the shoulders or midriff. ~~Clothing that is ripped or torn.~~

P. 14 Update - 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\*\***

There is no cost for student participation in activities. Students may NOT practice until the fee is paid and all paperwork is completed. Any exceptions must be approved by the administration.



**HIGH SCHOOL  
STUDENT  
HANDBOOK  
2022-2023**

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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.

### **District Vision**

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

### **District Mission**

*“Inspire life-long learners. Build Character. Prepare them for their future.”*

### **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 quarter or semester basis. Each course earns 1 credit upon successful completion. Credits for graduation begin in the 9<sup>th</sup> grade.
2. A minimum of fifty nine (59) 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 credit
Health	1 credit
Careers	1 credit
Fine Arts	2 credit
Additional Classes/Electives	26 credits

The additional classes/elective credits may be selected from any of the available senior high courses.

3. Sixteen (16) credit courses must be taken during each of the four years of high school. Only those credits earned in grades 9-12 can be applied toward meeting graduation requirements.
4. A record of your credits is maintained in the student information system. 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 **designated** last day for seniors ~~are here for~~ in the 2<sup>nd</sup> semester by 3:15 p.m.
6. Commencement:
  - a. Students who have completed the 59 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 2<sup>nd</sup> 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~~ **that are consistent with other graduating students and prescribed by the school administration.**
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. **Pipestone Area High School does not academically rank students within the Laude Latin model.** 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

\*For the class of 2025,

- a. Summa Cum Laude “with highest distinction” - Cumulative GPA average of 3.9 - 4.0
- b. Magna Cum Laude “with great distinction” - Cumulative GPA average of 3.75 - 3.89
- 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. The purpose of this policy is to encourage the timely accumulation of credits and successful completion of the high school program.

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 take 16 credits per school year. Students who do not make appropriate progress each year - by not successfully completing courses - will not be on track to graduate. Students are informed of their progress at the end of each school year, are presented with alternative learning options, and have their transcripts updated.

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 11<sup>th</sup> grade or 3rd year of high school cannot be promoted to the 12<sup>th</sup> grade until they have finished their 3rd year/11<sup>th</sup> grade.)

### **Schedule Change Guidelines**

1. Classes may be dropped without penalty during the first three (3) days of each quarter or first five (5) school days of each semester. Any exceptions must be approved by the High School Principal.
2. Any student-initiated schedule change after the first three (3) or five (5) school days of each quarter/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.a
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 the quarter marking period impact a student's 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.

## **Failing Grades**

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 fifty-nine 59 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. Honor Roll recognition is earned at each quarter based on the students quarter grade in a semester length class or their final grade in a quarter length class. 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. **Students may not order out and have food delivered to, or bring lunch into the school.**

### **PSEO Attendance**

**Students who participate in PSEO will be allowed access to the high school building, computers and/or other technology resources during regular school hours. Students will be expected to follow the rules and regulations of Pipestone Area High School, including, but not limited to the following:**

- **Students must sign in and out of the building at the high school office.**
- **Students will report to the Library Media Center during all scheduled class times. Students must remain in the Library Media Center at all times and are expected to follow the Library Media Center rules and expectations.**

~~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 Student

Services 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\*\***~~

There is no cost for student participation in activities. Students may NOT practice until the fee is paid and all paperwork is 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 to their designated safe area. 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 the Principal prior to the dance.

### **Prom**

- Prom is designated for juniors and seniors at PAS.
- 10<sup>th</sup> graders may attend as a guest of 11-12<sup>th</sup> graders.
- Workers for the Prom will be 9<sup>th</sup> graders.
- Prom guests must be in grades 10-12<sup>th</sup> at another school or not be older than 19 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 five (5) times for a quarter based class or ten (10) times in a semester based class. Any student surpassing 5 absences in a quarter or 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 five (5) times in a quarter or ten (10) times in a semester, credit for that class may be denied. School related absences will not count towards the maximum of five (5) or 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 three (3) and five (5) times in a quarter or 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 second hour (9:37am) 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 the 1st class period or the class period after lunch must report to the office to get a tardy slip. Students will be given one warning each quarter or 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** - intimidating, threatening, abusive, or harming conduct
  15. **Cyberbullying**. Photos or videos taken without prior consent of person in photo/video and/or published photos/videos on a social media site. It may include indecent exposure, and words or actions that negatively affects an individual or group based on their racial, cultural or religious background, their sex, or any disabilities they may have.
  16. **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.

### **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.

### **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 to promote health and wellness. Students may bring contained drinking water from home into the school and the classroom. Students using these contained bottles may take advantage of the school's water fountains during the school day. Outside beverages other than water may be allowed at the discretion of the classroom teacher.

6. Students have the opportunity for 2nd chance breakfast, therefore outside food is not to be brought into the school or classroom.

### **Student Lockers Policy # 502**

Student lockers are available upon request 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 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 **for educational purposes. Students using backpacks to store other items (food, make-up, etc) may lose the privilege to carry their backpack at any time.** 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. Clothing, such as hats, caps, and hoods, that are hazardous to students in school activities such as shop, lab work, physical education, or art.
2. Clothing that is potentially dangerous, **such as, but not limited to: studded dog collars, wallet chains or open safety pins. or may be detrimental to the learning environment.**
3. Clothing resembling sleepwear, such as pajamas, slippers, house shoes (unless approved by administration for a special school event).
4. Clothing that does not cover the shoulders or midriff. ~~Clothing that is ripped or torn.~~
5. Clothing that is extremely short.
6. "Sagging" or "bagging" of jeans.

7. Clothing that has profanity or suggests themes such as alcohol, drugs, sex, violence, or has slogans offensive to the rights of others.

**Electronic devices including but not limited to: iPods, 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, 2<sup>nd</sup> grade, 5<sup>th</sup> grade and 9<sup>th</sup> 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 5<sup>th</sup> grade and students going into 9<sup>th</sup> 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 have 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 checks 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:

- 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.  
-1<sup>st</sup> quarter      -2<sup>nd</sup> quarter      -3<sup>rd</sup> quarter      -4<sup>th</sup> quarter
- c) Fourth quarter grades will roll over for the following school year.

### **Consequences:**

#### **Athletics (Category I activities)**

- a) Students that fail to meet these standards will miss two weeks or two contests (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 quarter's failed class(s) the student becomes immediately eligible once the grade change has been recorded and corrected.
1. 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 MyPaymentPlus. Families are expected to have a positive balance in their students' accounts. The parent/guardian will be notified when their student's account reaches a balance of \$10 or less. The parent/guardian will receive a 2<sup>nd</sup> notification from the Food Service Director when their student's 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(s) 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**

Kaysee Slaba

[kaysee.slaba@pas.k12.mn.us](mailto:kaysee.slaba@pas.k12.mn.us)

Phone: 507-562-6090

Office Location: Student Services

**Alternate Coordinator**

Ellen Dulas

[ellen.dulas@pas.k12.mn.us](mailto:ellen.dulas@pas.k12.mn.us)

Phone: 507-562-6090

Office Location: Student Services

**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](mailto:rick.zollner@pas.k12.mn.us)

Phone: 507-562-6099

Office Location: HS office

**Alternate**

Cory Strasser

[cory.strasser@pas.k12.mn.us](mailto:cory.strasser@pas.k12.mn.us)

Phone: 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 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. Non Permanent 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 7<sup>th</sup> St. SW, Pipestone, MN 56164

**Discipline Guidelines**

Tardy to School	1 <sup>st</sup> tardy	=	warning
Or after lunch	2 <sup>nd</sup> tardy	=	detention - 30 minutes
	3 <sup>rd</sup> tardy	=	detention - 60 minutes
	4 <sup>th</sup> tardy	=	detention – 1 hour
	5 <sup>th</sup> 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 <sup>st</sup> offense	=	1 hour detention
2 <sup>nd</sup> offense	=	3 hours detention
3 <sup>rd</sup> offense	=	5 hours detention & Pre-Truancy meeting
Habitual (7)	=	Suspension and truancy filed with County

**Cell Phone/Electronic Device Violations**

1 <sup>st</sup> offense	=	Loss of cell phone for 5 days
2 <sup>nd</sup> offense	=	Loss of cell phone for 10 days
3 <sup>rd</sup> offense	=	Parent meeting

<b>Academic Dishonesty (MS)</b>	1 <sup>st</sup> offense	=	3 hours Detention/parent notification
-Plagiarism	2 <sup>nd</sup> offense	=	1 day ISD/Assignment completion
Academic Dishonesty	1 <sup>st</sup> offense	=	After school detention
-sharing student work	2 <sup>nd</sup> 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 <sup>st</sup> offense	=	Up to Five (5) hours of detention or ISD
2 <sup>nd</sup> offense	=	1-3 days ISD/police notified
3 <sup>rd</sup> 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 <sup>st</sup> offense	=	1-3 days OSS/police notified
	2 <sup>nd</sup> offense	=	3-5 days OSS/police notified
	3 <sup>rd</sup> 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 <sup>st</sup> offense	=	(3-5) days of OSS/police notified
	2 <sup>nd</sup> offense	=	(5-9) days of OSS/police notified
	3 <sup>rd</sup> 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 <sup>st</sup> 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](http://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(s), 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.

<p style="text-align: center;"><b>Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Majority of students take the MCA.</li> <li>• MTAS is an option for students with the most significant cognitive disabilities.</li> </ul>	<p style="text-align: center;"><b>ACCESS and Alternate ACCESS for English Learners</b></p> <ul style="list-style-type: none"> <li>• Based on the WIDA English Language Development Standards.</li> <li>• Given annually to English learners in grades K–12 in reading, writing, listening and speaking.</li> <li>• Majority of English learners take ACCESS for ELLs.</li> <li>• Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.</li> </ul>
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### 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:
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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) \_\_\_\_\_

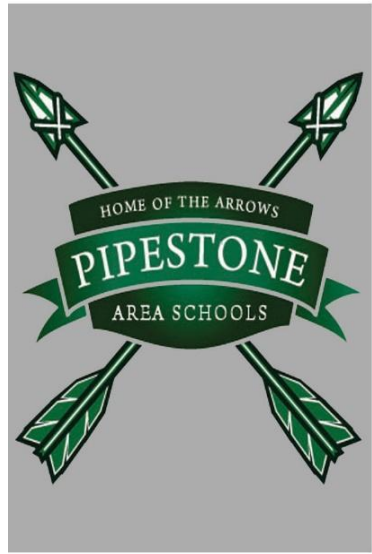
Parent/Guardian Signature \_\_\_\_\_

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](http://www.pas.k12.mn.us) - or in the Principal's Office and District Office.**

The School Board approved this handbook in **June of 2020**.

# Athletic/Activity HANDBOOK



# PAS ARROWS



**2022-2023**

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# **PIPESTONE AREA ARROWS ATHLETIC/ACTIVITIES POLICY BOOK 2021-2022**

## **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 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 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 boxes, 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 booklets.
14. Work with all service clubs.
15. Responsible for building projects.
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 an athlete/cheerleader started competition in 7<sup>th</sup> grade they would have it done prior to participation and then again in 10<sup>th</sup> 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 **\$50 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 **and varsity assistant coach(es)** will be allowed to attend the state tournament **for two (2) days**. Approval must be secured in advance from the ~~superintendent~~ **high school principal**. ~~Transportation is the coach's responsibility with no reimbursement from the school.~~ **The school will pay transportation, meals, and room expenses.** 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. 7<sup>th</sup> -8<sup>th</sup> - 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 a number of athletes, managers, and coaches.

**S. Student Acceleration to Higher-Level Athletic Activities follow school policy.**

**T. STUDENT CODE OF RESPONSIBILITIES**

Participating in interscholastic activities is a privilege which is accompanied by responsibility. As a student participating in league sponsored 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 substances 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 for 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 contests (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 quarter's 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, Amy Nelson, Chrissy DeBates,  
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**  
Kaysee Slaba  
[kaysee.slaba@pas.k12.mn.us](mailto:kaysee.slaba@pas.k12.mn.us)  
Phone: 507-562-6111  
Office Location: Room 1102  
1401 7<sup>th</sup> St SW Pipestone, MN 56164

**Section 504 Coordinator**  
**Alternate**  
Tanya Schroyer  
[tanya.schroyer@pas.k12.mn.us](mailto:tanya.schroyer@pas.k12.mn.us)  
Phone: 507-562-6090  
Office Location: HS/MS Counseling Area  
1401 7<sup>th</sup> 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](mailto:rick.zollner@pas.k12.mn.us)  
Phone: 507-562-6099  
Office Location: HS office  
1401 7<sup>th</sup> St SW Pipestone, MN 56164

**Title IX Alternate**  
Cory Strasser  
[cory.strasser@pas.k12.mn.us](mailto:cory.strasser@pas.k12.mn.us)  
Phone: 507-562-6099  
Office Location: HS office  
1401 7<sup>th</sup> St SW Pipestone, MN 56164

## **FOOTBALL**

Head Coach: Scott Boomgaarden

Assistant Coaches: Jake Evans and Ryan Koopman

B Team Coach: Trevor Tiefenthaler

9th Grade Coaches: Paul Young and Cole Maly

Jr. High Coaches: Shane Reinhard, Ryan Wielenberg, Steve Rops, and Mitchel Carson

## **CROSS COUNTRY (BOYS & GIRLS)**

Head Coach: Mark Moeller

Assistant Coach: Todd Texley

## **GIRLS TENNIS**

Head Coach: Colin Hoppe

Assistant Coach: James Skyberg

## **VOLLEYBALL**

Head Coach: Dave Dulas

Assistant Coach: Morgan Taubert

9<sup>th</sup> Grade Coach: Jennifer Evans

8<sup>th</sup> Grade Coach: Morgyn Carson

7<sup>th</sup> Grade Coach: Leann Bloemendaal

## **BOYS BASKETBALL**

Head Coach: Michael Slaba

Assistant Coach: Jay Johnson

9th Grade Coach:

8th Grade Coach: Robert Petersen

7th Grade Coach: Steve Rops

## **WRESTLING**

Head Coach: Brian Bos

Assistant Coach: Gary Hauptert

Junior High Coach: Paul Young, Colin Hoppe

## **GIRLS BASKETBALL**

Head Coach: Grant Everson

Assistant Coach:

9th Grade Coach:

8th Grade Coach:

7th Grade Coach:

## **GIRLS GYMNASTICS**

Head Coach: Stacie Wallace

Assistant Coach: Cristin Winter

## **BASEBALL**

Head Coach: Rick Zollner

Assistant Coach: Danny Moffit

B-squad: Ryan Koopman

8<sup>th</sup> grade: Scott Sterud

7<sup>th</sup> grade: Ryan Wielenberg

## **GOLF**

Boys Head Coach: Craig Boedekker

Girls Head Coach: Steve Rops

Jr. High: Grant Everson

## **BOYS TENNIS**

Head Coach: Colin Hoppe

Jr High: James Skyberg

## **BOYS & GIRLS TRACK**

Head Coach: Todd Tinklenberg

Assistant Coach: Todd Texley, Mark Moeller,

Jr. High Coaches: Cole Maly, Jake Evans

## **SOFTBALL**

Head Coach: Troy Bouman

Assistant Coach: Robert Petersen

B-squad: Jennifer Evans

Jr. High Coach: Shane Reinhard, Allison Mead

## **CHEERLEADING**

Head: Kristin Zollner

## **ONE-ACT**

Head: Katrina Hart

## **SPEECH**

Head: Samantha Davis

Assistant: Emily Williamson

Jr. High: Monica Sullivan

## **ROBOTICS**

Head: Travis Dethlefs

## **FFA**

Head: Natalie Resch

Jr. High: Crissa Fruechte

## **KNOWLEDGE BOWL**

Head: Dave Dulas

## **BAND**

Head: Zach Ploeger

Assistant:

## **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 7<sup>th</sup> or 8<sup>th</sup> 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 9<sup>th</sup> grade or junior varsity sports may have limited participants. A 9<sup>th</sup> 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 an 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.



## PAS Employee Handbook Changes

- Front Cover – 2022-2023
- Footer – 2022-2023
- Page 5 – Changed Toni Baartman to Jennifer Moravetz
- Page 5 – Added Larissa Pemberton as Attendance/Activities Assistant
- Page 12 – Changed meal maximum to \$50 from \$35
- Page 14 – Changed Travis Dethlefs to Rich Stangle

# Pipestone Area Schools

## Employee Handbook

**2022-2023**

KEVIN ENERSON

Superintendent of Schools

507-562-6068

[kevin.enerson@pas.k12.mn.us](mailto:kevin.enerson@pas.k12.mn.us)

ISD #2689 web page: <https://www.pas.k12.mn.us/>

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# Pipestone Area Public Schools Strategic Action Plan 2020-2025

## **Vision:**

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

## **Mission:**

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

## **Beliefs:**

We believe:

1. In providing a physical and emotionally safe and secure environment so that all students can learn & excel.
2. That open communication, transparency, and accountability are key for making the best possible decisions for every learner and stakeholder.
3. That collaboration, mutual respect, and support between the home, the school, and the community has a positive impact on each student.
4. That all students, staff, and community members are unique, have worth, value, and deserve to be treated with respect.
5. All learners will be provided with the necessary tools and be offered an education developed to meet their individual needs to achieve all they can.
6. That all students are offered an equitable education developed by a growth-minded staff to enable them to be productive citizens and leaders of the world.

## **Goals:**

1. We will achieve the goals of the World's Best Workforce (WBWF) for all students in the school district.
2. Increase the academic achievement of all students through effective instruction and challenging, engaging, and aligned curriculum and assessments.
3. Provide the resources, programs and personnel that enable all students to be successful.
4. Meet the needs of all students.
5. We will create and maintain a school culture that promotes and builds positive relationships and mutual respect among/ between students, staff, parents/guardians and the community as a whole.
6. We will equip learners and staff with the skills to better prepare for college and workforce.
7. We will maintain a strong fund balance and promote financially responsible spending.
8. The district will effectively communicate to all stake holders in a way that engages stake holders to actively advocate for education.

## DIRECTORY OF INDEPENDENT SCHOOL DISTRICT #2689

<u>Name of School</u>	<u>Address</u>	<u>Phone</u>
<b>District Offices</b> <b>Kevin Enerson</b> 7:30 a.m. to 4:00 p.m.    Superintendent	<b>1401 7<sup>th</sup> St. SW</b>	<b>507-562-6068</b>
Superintendent's Office-Deb Peschon		507-562-6068
Maintenance Director – Rich Stangle		507-562-6036
Food Services Director-Jean Bailey		507-562-6018
Business Manager-Jacque Kennedy		507-562-6072
Human Resources/Payroll-Jennifer Dunn		507-562-6071
Accounts Payable-Carol Rudie		507-562-6024
Director of Curriculum/Teaching & Learning- Melany Wellnitz		507-562-6015
Technology Director-Josh Stukel		507-562-6105
Community Education- <b>Melany Wellnitz</b>		507-562-6015
<b>Pipestone Elementary-Jennifer Moravetz, Principal</b>	<b>1401 7<sup>th</sup> St. SW</b>	<b>507-562-6200</b>
Administrative Assistant - Kristie Weinkauf		507-562-6200
Office Manager/Attendance -Lori Ilse		507-562-6200
<b>Pipestone Area Middle/High School-</b> <b>Cory Strasser, Principal</b>	<b>1401 7<sup>th</sup> St. SW</b>	<b>507-825-5861</b>
Administrative Assistant -Kathryn Baker		507-562-6099
Dean of Student's-Scott Boomgaarden		507-562-6083
Activities Director-Rick Zollner		507-562-6084
Attendance/Activities Assist- <b>Larissa Pemberton</b>		507-562-6076
Student Services Office-Lupita Campos		507-562-6090

## ABOUT OUR SCHOOL DISTRICT

### I. GENERAL DESCRIPTION

ISD #2689 is located in Pipestone, Murray, and Rock Counties and covers 418 square miles. The population of the school district exceeds 7,000.

The communities served in ISD #2689 include Hatfield, Holland, Ihlen, Jasper, Pipestone, and Woodstock along with the surrounding rural areas.

ISD #2689 is in the heart of agricultural production as the primary economic resource. Major employers include Pipestone, New Horizon Grains, JBS Meats, Pepsi Distribution, Double D Gravel, and Wilson Manufacturing. Everything here revolves around agriculture.

ISD #2689 is also fortunate to have an education partner with the MN West-Pipestone Campus located north of town.

### II. SCHOOLS

- A. Pipestone Area Middle/High School was built in 2003 and encompasses over 196,000 square feet. The building has collaborative learning spaces, outdoor learning areas, an excellent performing arts center, four gym athletic complex, outside athletic facilities for football, baseball, tennis, softball and track. The middle/high school educates students in grades 6-12.
- B. Pipestone Area Elementary School **opened** September 2021 and is an 85,000 square foot addition to the MS/HS. It **houses** Preschool through grade five.
- C. MN West leases classroom areas to Pipestone Area Schools for Metal Working classes and Construction Trades.
- D. The District Offices are located in the Middle/High School building. Conference Room 1148 in the MS/HS is used for School Board Meetings.
- E. ISD #2689 contracts with Taher for Food Service Management Services and Ludolph Bus Company for transportation services.

## **EMPLOYEE QUESTIONS AND CONCERNS**

The order for resolving employee questions and concerns is as follows:

1. Employees are encouraged to resolve questions and concerns as close to the source as possible.
2. Communicate with building principal.
3. Communicate with Union Representative.
4. If applicable, file grievance through employment contract.
5. Communicate with superintendent.
6. Communicate with appropriate board level subcommittee.
7. Refer to the board of education for determination.

Administration supports this process and guarantees free access to the use of this problem-solving procedure.

## **EMPLOYEE POLICIES AND PRACTICES**

### **Absences/Delayed Arrival**

When an employee must be absent due to illness or will be late in arriving to work, the employee should notify the supervisor. All staff members should track their leave on Frontline Absence Management.

### **Absence Management**

Frontline Absence Management is an automated substitute calling system. This program allows a paperless way to perform absence (leave) approvals. Teachers, paraprofessionals, and clerical will perform absence requests via Absence Management.

The website is [www.aesonline.com](http://www.aesonline.com). The employee sets up a user name and password. The Employee's PIN is assigned by the Frontline Absence Management Administrator. The employee will create the absence that also doubles as the absence request.

Sick leave has been set up to bypass this approval procedure. Employees will still need to create the absence so that it goes to the substitute pool. With all other absence reasons, employees should know enough ahead of time to be able to get the absence created, approved and a substitute assigned.

If the employee is not familiar with Frontline Absence Management, simple instructions are on the district website "Employee QuickStart Guide" or contact the Frontline Absence Management Administrator at 507-562-6071.

When an absence is created, in the area titled "Notes to Administrator," please indicate the reason for the absence: i.e., doctor's appointment, aunt's funeral, child's orthodontist appointment, closing on house, wedding out of town, etc.

REMEMBER: Any absence other than sick leave the employee creates, does NOT go to the substitute pool until it is approved by the superintendent, principal, or supervisor. Keep this in mind so that the absence is created in a timely manner to get the substitute in place.

### **Building Security**

It is the responsibility of every employee to ensure building security. At no time should exterior doors be propped open. Students are not allowed in the building without adult supervision.

### **Child Custody**

As a result of changing family structures, child custody issues are critical. All employees must acquaint themselves with custody procedures. Building principals will explain the legal aspects of child custody matters to the staff this is applicable to.

### **Confidentiality**

Information you obtain as the result of your employment with the School District is confidential. Respect for the dignity of our students requires that you discuss any student issues with only those staff members and parents who need to know the information.

In addition to student information, confidentiality is expected in other areas including staff information or School District business information. The School District will comply with requests for public information as they are received in accordance with state law and School District policy. Requests should be directed to the appropriate building or the District Office for processing.

### **Contributions and Solicitations**

Solicitations by individuals, other than school employees, must be approved by the superintendent. Contributions and solicitations by employees may constitute hardship for some, as well as create ill feelings on the part of others. Please be considerate of others when “hat passing”, selling tickets and other similar activities. Whenever possible, please restrict these activities to break room areas. These activities should not interfere with the employee's work routine.

### **Copy Machines**

Copy machines, fax machines and laminating machines and printers may be used for educational materials for use in classrooms or assigned school-sponsored activities. Machines used for personal or non-school purposes will have a per page fee. Contact building office staff for this information.

### **Data Privacy**

Schools and school districts collect and maintain a great deal of information about students, teachers and other employees. The collection, release and use of such information is regulated by federal and state law to provide data privacy for the individuals affected, as well as to foster freedom of information and public access to government information. Questions on this subject should be directed to the superintendent's office.

### **District #2689 Computer and Network Tennessee Notice**

The computers, mobile devices, installed software and the network is the property and responsibility of District #2689. District #2689 expects that the computers, mobile devices, software and networks function well. As per district policy, District #2689 expects that the system be in keeping with copyright law, and that the computers, mobile devices, and network be used in a legal manner. As district property, the district has the right and authority to inspect computers, mobile devices, software and network connections as necessary. The district has installed management software that permits monitoring of software installation and computers, mobile devices, use, and permits remote monitoring and maintenance of computer software and hardware. Staff should realize that, due to the nature of networks and "Internet", email is not private. Reference Policy 524, Internet Acceptable Use and Safety Policy.

Management software will be used to manage the network and computer resources of District #2689. Data gathered will be kept on file in the District #2689 Technology Office. If a district policy infraction is found, employees are subject to reprimand and discipline. If criminal action is committed, law enforcement will be notified.

### **Dress Code**

Employees are expected to be neat, clean, and to wear appropriate clothing for the work that is in good taste and suitable for the job at hand. Staff are expected to dress in business casual attire. Building Principals may approve exceptions for appropriate school activities.

### **Employee Performance**

Personnel are the most impactful segment of school operations. All employees are expected to effectively contribute to the overall operation of the school system. Therefore, all employees are encouraged to take appropriate actions to maintain licensure and improve skills by participating in appropriate professional development training opportunities. Supervisory personnel shall periodically communicate job expectations and performance to employees within their supervision responsibilities.

### **Family Medical Leave Act (FMLA)**

FMLA is provided by law for the following: 1) Birth of a child. 2) Adoption or foster child placement. 3) Care for qualified family member. 4) Employee serious health condition. The employee needs to complete an FMLA Application Form (found on the SMARTeR website) as soon as they know they may be eligible. Please contact the business office who will respond within five business days as to eligibility for this leave.

### **Gifts or Favors**

Employees of Independent School District #2689 shall not directly or indirectly receive or agree to receive any payment of expense, compensation, gift, reward, gratuity, favor, service, promise of future employment or other future benefit from any source for any activity related to the duties of the employee.

Token gifts of appreciation from students/parents are acceptable.

### **Job Posting/Employment Application**

All openings will be publicized in one or more of the following: the local newspaper, school website, or on statewide job sites. Interested personnel are encouraged to apply online at [www.pas.k12.mn.us](http://www.pas.k12.mn.us). Click on Employment Opportunities to begin the application process.

### **Mail**

Mailboxes are provided for employees. Employees should check their mailboxes in the morning and before leaving the building in the afternoon. Staff members are expected to respond to communications in a timely manner.

### **Email**

E-mail is the official method of communication with all district employees. E-mail accounts should be checked daily. The district provides a Google account with easily accessible **e-mail** and other online tools used for collaboration and communication between employees. This account is free of charge and currently is active as long as the employee remains active. Staff members are responsible for all information sent to them via their district assigned e-mail account. Staff will not send or forward on sensitive student information to people not authorized to receive it. Please use the format below for your email signature:

Name, Title  
State Building  
1401 7<sup>th</sup> St SW  
Pipestone, MN 56164  
Direct Phone Number  
[www.pas.k12.mn.us](http://www.pas.k12.mn.us)

Confidentiality Notice: This E-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply E-mail and destroy all copies of the original message.

### **Mandated Reporting**

School employees are required by law to make a report to county Human Services if they suspect child abuse or neglect. When you make a report, you should let your building counselor/social worker know you are doing so; principals would also like to be informed. Do not rely on someone else to make the report for you. Building principals, counselors, and social workers have the reporting forms.

Any employee suspected of abuse or neglect must be reported to the Minnesota Department of Education.

### **Medication**

For the students' protection and care, we ask your cooperation in the matter of administering medications. Only the school nurse and approved health office personnel may administer medications, including over-the-counter medication.

**Before any kind of medication can be given**, a physician's signed authorization and written parental authorization must be given to the school nurse. Not even aspirin can be given to a child by the school nurse without parent's and doctor's consent. **All medications must be in original pharmacy containers.**

Medications should be brought in and/or picked up by a parent or other adult. If you have any questions or concerns, please talk with the nurse in your building

### **Name Badges and Keys**

All employees are required to wear a district issued picture identification while on duty in a school district building or on district property. Keys and Fobs that are issued to you are school district property and it is your responsibility to maintain control of them at all times. Students and non-employees are not allowed to use your keys and Fobs. Report lost or stolen keys immediately to your building principal.

### **Outside Employment/Employee Conflict of Interest**

No employees of the district shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with duties and responsibilities in the school system. Nor shall any employee engage in any type of private business during school time or on school property.

### **Personal Leave**

A request for a personal leave day must be made in accordance with employee Master Agreements. Personal Leave is allowed to take care of personal business with permission of the Superintendent of Schools.

### **Personal Property on School District Premises**

The school district is not responsible for the loss of money and/or valuables belonging to employees. If articles or money are missing, supervisors should be notified immediately. Any lost items found on school district property should be turned over to the building principal's or superintendent's office in an attempt to find the rightful owner. PAS asks that employees not bring personal furniture into the school. Any questions regarding this should be directed to your building principal.

### **Personnel Records**

The superintendent's office maintains employment records. Personnel files are the property of Independent School District #2689; however, employees have the right to review their personnel files. The conditions under which files are reviewed will be in accordance with state laws.

It is necessary that the district keep employee records current. Employees should notify the payroll department/superintendent's office if the following happens:

1. Change in address and/or telephone number.
2. Change in marital status.
3. Court-ordered payroll deductions for child support.
4. Birth, adoption or death of any dependent.
5. Legal change in name.
6. Citizenship status.

### **Purchasing of Supplies**

All purchases are required to be approved by Administration prior to purchase. Complete instructions are available at <https://www.pas.k12.mn.us/page/6069>.

### **Reimbursement of Expenses**

An Expense Claim Form must be filled out to receive reimbursement for authorized travel expenses. Receipts must be attached to the Expense Claim Form for every expense except mileage. Must be submitted by the 10<sup>th</sup> to be on monthly payroll.

If a meal is included in the registration cost of a conference or meeting, it is expected that the employee will not request reimbursement if the employee chooses to eat the meal elsewhere. It is also expected that if the employee could reasonably eat a meal at home or at work before leaving for or after returning from an out-of-district trip, no reimbursement will be requested for that meal if the employee chooses to eat the meal elsewhere. No reimbursement will be made for alcoholic beverages. The maximum reimbursable amount for meals is not to exceed \$50 per day.

Expenses will not be reimbursed without prior approval by the building principal or appropriate supervisor. The time limitation for expense reimbursement is 45 days. Please refer to Policy #412 - Expense Reimbursement.

### **Resignation/Termination**

Non-certified employees are asked to give at least ten (10) working days' notice in writing to their supervisor if they wish to terminate employment.

### **School Vehicles**

All requests for the school vehicle must be scheduled and approved by the business office. You can request a vehicle on the school website under the District tab. The cost of school vehicle use will be charged to the appropriate budget. If transporting students, Type III Certification is required.

### **School Closing**

Occasionally, school may be canceled due to emergency situations. The school district has an instant messaging system known as School Messenger. Parents and staff will automatically receive a telephone message, e-mail and/or text message announcing the cancellation. Local television/radio stations will also be notified. All school closings, delayed starts or early dismissals will be announced as early as possible.

### **Social Media**

PAS Policy 479 provides guidance when using social media. Employees are expected to serve as positive ambassadors of Pipestone Area Schools. Any employee who fails to comply with the guidance set forth may be subject to disciplinary action.

### **Staff Development Requests**

Please use the following link to access the online form for the building you are assigned to request to attend professional development opportunities: <https://sites.google.com/pas.k12.mn.us/ctl/staff-development>

## **Technology and Internet Acceptable Use & Safety**

PAS Policy 524 sets policies and guidelines for access to school computer systems and the internet for students and employees. The use of the system is a privilege and limited to educational purposes, therefore, there is limited expectations of privacy.

## **Telephones**

Telephones are provided for use by school personnel. Please provide a professional greeting for your voicemail box. Any long-distance calls by personnel, without an assigned phone, should be made in the office and recorded on the appropriate sheet. Long distance calls must be for school business purposes only. Excessive use of phones for personal purposes during the workday is not acceptable. Personal cell phones should be activated only during a scheduled break period or a non-contact time with students.

## **Telephone and Voicemail Service Guidelines for School Buildings:**

### **Answering External Phone Calls:**

*Hello (or good morning/good afternoon), state school building, this is (give at least first name), how may I help you?*

### **Answering Internal Phone Calls:**

*State School Building, this is (give at least first name).*

### **Standard Voicemail Greeting:**

*Hello, you have reached the voicemail for name (first and last) with state building. I am unable to take your call at this time. Please leave a message and I will contact you as soon as possible. If your call needs immediate assistance please contact (state person and phone number).*

### **Out of Office/Out of District Greeting:**

*Hello, you have reached the voicemail for name (first and last) with state building. I am out of the office until (give date). Please leave me a message and I will return your call when I am back in the office. If you need immediate assistance please contact (give name and number).*

## **Visitors/Registration of Visitors**

Visitors must register in the principal's office and be issued an identification sticker or visitor badge before conducting any activity within the school building. Employees are expected to approach any individual who is not wearing an identification sticker, ask if they can be of assistance and direct/escort the individual to the office.

## **BUILDING UTILIZATION/SAFETY**

### **Access to Building After Hours**

Authorized employees may enter the building in which the individual works after working hours for preparation and study. Employees are responsible for the building during the time they are in the building after hours and are to see that all doors and windows are locked and all lights are out upon leaving the building. Buildings are not to be used for unauthorized activities at any time. If there are any

questions as to the use of the building after hours, contact the building principal. Do not allow any unauthorized personnel into the building after hours.

### **Crisis Management Handbook**

Employees should know each building's crisis management plan. District #2689 has procedures in place for evacuation situations such as a tornado, fire, and other crisis situations. A copy of the plan is located in each classroom and office containing details of emergency procedures.

### **Health and Safety**

Independent School District #2689 is committed to providing a healthy and safe working environment for all employees and students. The Health and Safety Committee is chaired by **Rich Stangle** who may be contact at [Richard.stangle@pas.k12.mn.us](mailto:Richard.stangle@pas.k12.mn.us).

### **Parking**

Parking facilities are provided near school buildings and other district facilities. Employees may select a parking space in staff lots, on a first come/first serve basis. Do not park in student or visitor areas. Independent School District #2689 is not responsible for fire, theft or personal liability for employees' vehicles or the contents of the vehicle.

### **Property of Independent School District #2689**

All offices, lockers, desks, files, computers, etc. are considered property of Independent School District #2689. District #2689 reserves the right to inspect any/all such property at any time.

### **School Lunch**

All employees may purchase school lunches at the adult rate established annually.

### **Smoke Free Environment**

Minnesota law prohibits the use of tobacco products in school buildings, school-owned vehicles, school grounds and at all school-sponsored events and activities.

## **EQUAL EMPLOYMENT OPPORTUNITY**

ISD #2689 will comply with all applicable laws governing equal employment opportunity. This policy extends to all applicants and employees and to all aspects of the employment relationship including, but not limited to, recruiting, hiring, promotion, transfer and compensation.

Specifically, the school district will provide equal employment and advancement opportunity on the basis of merit within the context of its unique business environment, and without regard to race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, veteran status or age or any other characteristic protected by municipal, state or federal laws.

A complaint of discrimination or harassment should be reported immediately to the District Human Rights Officer, Kevin Enerson.

ISD #2689 employees are expected to be familiar with and adhere to all policies of the district. Suggested policies to reference are:

- 410 Family and Medical Leave Act
- 413 Harassment and Violence
- 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- 501 Weapons
- 514 Bullying Prohibition
- 516 Student Medication
- 610 Field Trips

\*Policies are subject to change by action of the school board and employees are responsible for being aware of changes. The policy manual can be found on the district web site.

<https://www.pas.k12.mn.us/page/4195>

## CODE OF ETHICS FOR MINNESOTA TEACHERS

Each teacher upon entering the teaching profession assumes a number of obligations, one of which is to adhere to a set of principles, which defines professional conduct. These principles are reflected in the following code of ethics, which sets forth to the education profession and the public it serves, standards of professional conduct and procedures for implementation.

This code shall apply to all persons licensed according to rules established by the Board of Teaching.  
Standards of Professional Conduct

The standards of professional conduct are as follows:

- A. A teacher shall provide professional education services in a nondiscriminatory manner.
- B. A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.
- C. In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
- D. A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.
- E. A teacher shall not use professional relationships with students, parents, and colleagues to private advantage.
- F. A teacher shall delegate authority for teaching responsibilities only to licensed personnel.
- G. A teacher shall not deliberately suppress or distort subject matter.
- H. A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.
- I. A teacher shall not knowingly make false or malicious statements about students or colleagues.
- J. A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.

The enforcement of the provisions of the Code of Ethics for Minnesota Teachers shall be in accordance with Minnesota Administrative Rule 8710.2100

## **CODE OF ETHICS FOR PIPESTONE AREA SUPPORT STAFF**

The Code of Ethics applies to all persons who are part of the support staff.

### **Standards of Professional Conduct**

The standards of professional conduct are as follows:

- A.** Support staff shall provide professional services in a nondiscriminatory manner.
- B.** Support staff shall take reasonable action to provide an atmosphere conducive to learning.
- C.** Support staff shall take reasonable action to protect students and staff from conditions harmful to health and safety.
- D.** In accordance with state and federal laws, support staff shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
- E.** Support staff shall not use professional relationships with students, parents and colleagues to private advantage.
- F.** Support staff shall not knowingly falsify or misrepresent records or facts relating to that support staff's qualifications or to other support staffs' qualifications.
- G.** Support staff shall not knowingly make false or malicious statements about students or colleagues.

## **CODE OF ETHICS FOR MINNESOTA SCHOOL ADMINISTRATORS**

The Code of Ethics applies to all persons licensed as school administrators.

### **Standards of Professional Conduct**

The standards of professional conduct are as follows:

- A.** A school administrator shall provide professional educational services in a nondiscriminatory manner.
- B.** A school administrator shall take reasonable action to protect students and staff from conditions harmful to health and safety.
- C.** A school administrator shall take reasonable action to provide an atmosphere conducive to learning.
- D.** A school administrator shall not misuse professional relationships with students, parents and caregivers, staff, or colleagues to private advantage.
- E.** A school administrator shall disclose confidential information about individuals only when a compelling professional purpose is served in accordance with state and federal laws, and school district policies.
- F.** A school administrator shall not knowingly falsify or misrepresent records or facts relating to the administrator's qualifications, or to the qualifications of other staff or personnel.
- G.** A school administrator shall not knowingly make false or malicious statements about students, students' families, staff, or colleagues.

- H. A school administrator shall not accept gratuities, gifts, or favors that impair professional judgment, nor offer any favor, service, or item of value to obtain special advantage.
- I. A school administrator shall only accept a contract for a position when licensed for the position or when a school district is granted a variance by the commissioner of the Minnesota Department of Education under Minnesota Statutes, section 121.11, subdivision 7b.
- J. A school administrator, in filling positions requiring licensure, shall employ, recommend for employment, and assign only appropriately licensed personnel, or persons for whom the school district has been granted a variance by the appropriate state board or agency, unless, after making reasonable efforts to obtain a variance, an appropriately licensed person cannot be assigned and the position must be filled to meet a legitimate emergency educational need.
- K. A school administrator shall not engage in conduct involving dishonesty, fraud, or misrepresentation in the performance of professional duties.

## **EMPLOYEE WORKING CONDITIONS**

Employee working conditions are defined in each respective employee master agreement. Employees are requested to familiarize themselves with their respective master agreements. Any unanswered questions should be referred to the union representative or building principal. Specific attention should be paid to: holidays, vacations, leaves, work breaks, absences, hours of work, resignation and termination. Staff should refer to employee master agreement for references to snow day procedures.

### **Compensation**

Wages, salaries and benefits are established through negotiated labor contract agreements between the Independent School District #2689 Board of Education and the Exclusive Representative for the following employee groups:

Pipestone Area Educational Support Professionals for Paraprofessionals

Pipestone Area Educational Support Professionals for Custodians, Secretaries, and Accounts Payable

Pipestone Area Education Association

Pipestone Area Principals Association

Any questions regarding compensation, benefit enrollment, coverage or claim processing should be directed to the Human Resource/Payroll Officer located in the business office.

### **Wage Theft Law**

MN Wage Theft Law – Effective July 1, 2019 – MN Statutes 181.032 & 177.30 & 181.101 requires the following from employers and employees

- 1) Employees will be provided with earnings statements (pay stubs and/or direct deposit notices).
- 2) A “Wage Statement Report” will be provided at the start of employment, and for current employees the first time there is a change to one of the listed Wage Statement items listed below:

- Employee’s employment status and whether an employee is exempt from minimum wage, overtime and other state wage and hour laws, and on what basis.
- Number of days in the employee’s pay period and the regularly scheduled payday.
- Date the employee will receive the first payment of wages earned.
- Employee’s rate or rates of pay and the basis thereof, including whether the employee is paid by the hour, shift, day, week, salary, piece, commission or other method and the specific application of any additional rates.
  - Allowances, if any, that may be claimed for permitted meals and lodging.
  - Provision of paid vacation, sick time or other paid time off (PTO), how the paid time off will accrue and terms for its use.
- A list of deductions that may be made from the employee’s pay.
- Employer’s legal name and the operating name, if different.
- Physical address of employer’s main office or principal place of business and a mailing address, if different.
- Employer’s telephone number.

\*This statement must be signed by the employee (may be electronically) and the district is required to keep a copy of every signed statement based on the record retention requirement.

- 3) The district will track that personnel policies have been provided to employees and on what date. This list should include a list of policies available to employees and a brief summary about each of the policies.

The District will use SMARTeR to meet the requirements of the MN Wage Theft Law.

### **Direct Deposit**

Individuals are required to use automatic deposit. Payroll checks will automatically be deposited in employee accounts the morning of payday. Please contact the payroll coordinator for SMARTeR information to be able to view the deposit online.

### **Income Withholding**

Any court order/notice for income withholding (child/spousal support, earnings withholding, etc.) will be followed as directed by the court and will continue until the school district is notified by the court to stop the withholdings.

### **Payday**

Payday occurs on the 20th of each month. If this date falls on a Saturday or Sunday, employees will be paid on the preceding workday. Pay stubs will be available for viewing on SMARTeR the morning of payday.

### **Overtime Pay**

Employees eligible for overtime must have prior approval by the employee’s supervisor. Payment will be made at the next payroll period.

## **Timesheets**

Timesheets for all hourly employees are created electronically through TimeClock Plus. Corrections are due to Payroll/HR by the 10<sup>th</sup> of each month. Principals will approve final timesheets.

\*Custodians will punch in and out, as they have done in the past.

## **Unemployment Compensation**

The school district complies with state laws covering this employee benefit. If the employee believes he/she may be eligible for benefits under this program, contact the local Minnesota Job Service office.

## **Wage Disclosure Protection**

Under the Minnesota Wage Disclosure Protection Law, you have the right to tell any person the amount of your wages. Your employer cannot retaliate against you for disclosing your own wages. Your remedies under the wage disclosure protection law are to bring a civil action against your employer and/or file a complaint with the Minnesota Department of Labor and Industry at 651-284-5070 or 800-342-5354.

## **Workers' Compensation**

The school district is enrolled in a workers' compensation certified managed care plan with SFM. If an employee is injured at work, the supervisor must be contacted immediately. A first report of injury is then completed, returned to the business office and then will be forwarded to the workers' compensation insurance carrier. If injury results in loss of work, and reimbursement is received from the workers' compensation company, send a copy of the check to the business office.

## **Retirement Plans**

### **PERA**

Non-certified employees who meet PERA requirements must participate in PERA (Public Employees Retirement Association). The current member and the school district contribute to the employee's retirement account. All rates are controlled by legislation.

### **TRA**

Licensed teaching and administrative positions are covered by TRA (Teachers Retirement Association). The employee and the school district currently contribute to the employee's retirement account. All rates are controlled by legislation.

### **Social Security**

Employees are covered under the Federal Social Security Program. The Social Security deduction consists of two parts: the OASDI (Old Age Survivors and Disability Insurance) portion and the MEDI (Medicare) portion. The school district pays an equal amount into the employee's Social Security account program. The rates are subject to federal regulations.

## **LEASE AGREEMENT**

This lease is entered into this 25th day of July, 2022, by and between Independent School District No. 2689 (hereinafter referred to as “District”), with offices located at 1401 7<sup>th</sup> Street SW, Pipestone, MN 56164 and the Heartland Colony (hereinafter referred to as “Colony”), with offices located at Heartland Colony, 2171-100<sup>th</sup> Avenue, Lake Benton, MN 56149.

District is a public-school municipal corporation under the laws of the State of Minnesota. Colony is a not for profit corporation organized under Chapter 317A of the laws of the State of Minnesota.

Colony hereby leases to District a portion of its Heartland School located at 2171-100<sup>th</sup> Avenue, Lake Benton, MN 56149, under the following circumstances and subject to the following terms.

I. Leased Premises.

- A. The Leased Premises shall consist of approximately 3,388 square feet of space located on the bottom floor of the Heartland Church Building.
- B. District students, faculty and visitors shall, additionally, have access to and use of stairwells, lavatories and hallways of the building in which the Leased Premises are located, as well as its parking lot and yard.

II. Use of Leased Premises.

- A. The Leased Premises are to be used by the District for purposes of conducting a public elementary school, consisting of a single multi-age class for grades K-12 (hereinafter “School”).
- B. Students enrolled in the School will be taught by a licensed teacher(s) (which may include a teacher(s) with a provisional license, or a teacher(s) teaching under a waiver granted by the Department of Children, Families and Learning). The teacher will be employed by the District and the District has the sole discretion to determine which teacher(s) to assign to the School.
- C. Instruction in the School will conform to the curriculum required by the District in its other public elementary schools, and the District retains sole discretion to determine the curriculum and the classroom materials used in the School and the services offered to the students of the School, subject to the exemption described in Article II.D, as authorized by Minn. Stat. §126.699(1996).
- D. To the extent authorized by law, the School will not use cable television as part of its curriculum due to pre-existing parental requests for such an exemption from the projected students of the School. The District will, however, provide a TV monitor for VCR usage. If students enroll in the School who do not request exemptions from the curriculum, the District retains the sole discretion to determine whether and in what manner such students will be provided with access to cable television, without infringing on the rights of the students who have requested the aforementioned curriculum exemption.
- E. The District will not provide transportation or lunch to the School because the students currently projected to enroll in the school intend to provide their own lunch and do not require transportation. If additional students enroll in the School, the District will make arrangements

for the provision of transportation and lunch as determined by the District to be appropriate and necessary under the law.

- F. The School will follow all applicable District policies and procedures, including, but not limited to, policies regarding student and employee discipline and the operation of a smoke and drug-free environment.
- G. District will provide special education to eligible students enrolled in the School as determined by the District to be necessary under the law. District maintains the sole discretion to provide special education at an alternative site.
- H. District will operate the School on the Leased Premises so long as at least 15 full-time students are enrolled in the School. The School has a minimum capacity of 15 students. Enrollment in the School shall be open to all elementary school students residing in the District and assignment to the School shall be made according to parent request. In the event that enrollment in the School drops below 15 full-time students, the District may terminate the lease and reassign the remaining students to other schools in the District.
- I. District shall have the sole discretion to establish the School calendar pursuant to Minn. Stat. §120A.40 and hours during which the Leased Premises will be used for school purposes.
- J. Colony will have access to and use of the Leased Premises at all times other than during regular school hours and such other times as the Parties agree upon.
- K. Colony will ensure that no religious symbols and/or artifacts are displayed in the Leased Premises and will not attempt to provide religious instruction to students of the School during school hours.

### III. Maintenance, Care and Structure of Leased Premises.

- A. The Colony is solely responsible for the maintenance and repair of the Leased Premises. Colony will maintain the Premises up to the standards of the other elementary school buildings in the District and all maintenance and repair will be performed in a timely manner. All repair and maintenance costs associated with the Leased Premises shall be paid in a timely manner by Colony.

Maintenance of the Leased Premises expressly includes maintenance of the grounds of the Leased Premises, including the parking lot and the yard of the Leased Premises. The Colony is solely responsible for the removal of snow and ice from the sidewalk, steps and sidewalk of the Leased Premises and shall conduct such snow and ice removal in timely manner and up to the standards of the other elementary school buildings in the District. The Colony is solely responsible for mowing all grass and trimming all shrubs, bushes and/or trees on the grounds of the Leased Premises and will perform such maintenance regularly and as necessary to maintain the Premises up to the standards of the other elementary school buildings in the District.

- B. Colony shall make adequate provision and fully and promptly pay for all electricity, gas, oil, water, sewer, telephone services or other public utilities of every kind requested by the District and furnished to the Leased Premises throughout the term hereof.

- C. The Colony will have the Leased Premises inspected by the State Fire Marshal, or his delegate, prior to the opening of the School. The Fire Marshal must verify that the Leased Premises meets all requirements for use as a public elementary school.
- D. The Colony is solely responsible to ensure that the Leased Premises meets all buildings code requirements for public elementary schools as well as all other local, state and federal laws, ordinances, codes or rules regarding the structural requirements applicable to public elementary schools. In the event that any maintenance, repairs, improvements and/or alterations are required to bring the leased Premises into compliance with any applicable law, code, ordinance or rule, Colony will be solely responsible for performing such maintenance, repairs, improvements and/or alterations at its own expense.
- E. Colony will ensure that parking space near the Leased Premises is available for the District's use and that the parking lot conforms will all be applicable to laws, rules, ordinances and codes for school parking lots.
- F. The District agrees to use the Leased Premises in a manner, which keeps the Leased Premises in a reasonably clean and sanitary condition. District shall make no permanent alterations, additions, or changes in the Leased Premises, including the installation of fixtures, without the advance written consent of the Colony. Such consent shall not be unreasonably withheld. All alterations, additions, and improvements which may be made or installed by District upon the Leased Premises and which are permanently attached to the floors, walls or ceilings shall remain upon and be surrendered with the Leased Premises as a part thereof, without damage or injury beyond normal wear and tear. Furniture and instructional or decorative equipment and materials, which are not attached to the floor, walls or ceilings of the Leased Premises, remain the property of the District.
- G. District agrees to observe reasonable precautions to prevent waste of heat, electricity, water, air conditioning and any other utility or service provided to the Leased Premises.
- H. Colony shall be solely responsible for the security of the Leased Premises.

IV. Term of Lease.

- A. This Lease Agreement shall have an initial term commencing on September 6, 2022, to June 1, 2023, unless extended as provided below.
- B. The Parties agree that the Lease Agreement may be extended for additional, consecutive one-year terms, if the Parties mutually agree, in writing, by August 1 prior to the commencement of the renewal term.

V. Termination and Renewal of Lease.

- A. The Lease Agreement will automatically terminate upon the expiration of the lease term unless both parties agree to a renewal pursuant to the terms required in Article IV.B.
- B. Either the District or the Colony may unilaterally terminate the Lease for any reason during the period of the initial lease term, or during any annual renewal period, by giving thirty (30) days written notice of the intent to terminate the lease.

- C. District may automatically terminate the Lease Agreement and close the School without providing thirty (30) days written notice if the enrollment of the School drops to below 15 students. Notice of such a termination must be in writing, but need not adhere to the thirty (30)-day notice period.
- D. If at any time during the lease term it is determined that the Leased Premises are untenable or unfit for occupancy as a school building, in whole or in part, due to fire, casualty, or structural defects, this Lease may be immediately terminated by either party by providing notice in writing to the other party. Notice of such a termination must be in writing, but need not adhere to the thirty (30)-day notice period.

VI. Rent.

For the initial term of this Lease, and during any renewals thereof, the Colony will lease the Leased Premises to the District of the sum of one dollar (\$1.00) per year.

VII. Furnishings and Instructional Equipment.

- A. District is responsible for providing, at its sole expense, all furniture and instructional equipment necessary for its use of the Leased Premises for the purposes described in Article II, above.
- B. Any furniture or instructional equipment placed in the Leased Premises by District shall remain the property of District.

VIII. Hold Harmless and Indemnification.

- A. Colony expressly agrees to release the District, its servants, agents, or employees, from all liability for any demands, injuries, damages, attorney fees, court costs and disbursements, actions or causes of action, or claims of whatever nature, including subrogation claims, arising from injury to person or property or any other claim arising out of or in connection with District's use and occupancy of the Leased Premises, whether or not covered by insurance. This clause expressly includes claims arising out of the negligence of the District, their servants, agents or employees, but for purposes of personal or property injury claims, it does not include claims arising out of the intentional, willful or wanton misconduct of the District, their servants, agents or employees.
- B. Colony agrees to indemnify, defend, protect, and hold harmless District, its servants, agents or employees, from and against any and all liabilities, damages, costs, expenses (including all attorney fees and expenses), causes of action, suits, claims, demands or judgments of any nature, including subrogation claims arising out of or in connection with District's use and occupancy of the Leased Premises. This clause expressly includes claims arising out of the negligence of the District, its servants, agents or employees, but for purposes of personal and property injury claims, it does not include claims arising out of the intentional, willful or wanton misconduct of the District, its servants, agents or employees.

IX. Insurance.

Colony must, at Colony's sole cost and expense, provide and maintain during the term of this Agreement a blanket or general liability insurance policy against claims for personal injury, death,

property damage or violation of constitutional or statutory rights occurring in connection with the use and occupancy of the Leased Premises by the District. Said policy must have limits of not less than \$1,000,000 combined single limit. The District must be named in said insurance policy as an additional insured. The insurance carrier shall be notified by the Colony of the terms of this Agreement.

Insurance policies (or riders) required by this Agreement, (i) must be taken out by Colony and maintained with solvent and responsible insurance companies organized under the laws of one of the states of the United States and licensed to do business in the State of Minnesota, (ii) must contain a provision that the insurer may not cancel or revise coverage thereunder without giving written notice to the insured party and to the District as an additional insured at least thirty (30) days before cancellation or revision becomes effective, (iii) must name Colony as an insured party and District as an additional insured, and (iv) must be evidenced by a Certificate of Insurance listing District as an additional insured which must be filed with the District prior to commencement of the term of this Agreement.

X. Assignment.

Neither District nor Colony shall assign or transfer any rights or obligations under this Agreement without prior written approval of the other Party.

XI. Title.

Colony represents that it has full right, power and authority to enter into a lease of the Leased Premises in question and for the term herein granted and that the Leased Premises may be used by the District for the entire term, unless earlier terminated, as provided for herein.

XII. Taxes.

Colony shall be responsible for the payment of any and all real estate taxes with respect to the Leased Premises and shall made payment of any such taxes promptly when due.

XIII. Notices.

All notices required to be given by one party to another party under this Agreement shall be in writing and sent by mail to the individuals designated below:

Pipestone Area Schools  
Superintendent Kevin Enerson  
1401 7<sup>th</sup> Street SW  
Pipestone, MN 56164

Heartland Colony  
Mr. Jerry Wipf  
2171-100<sup>th</sup> Avenue  
Lake Benton, MN 56149

All notices required to be provided on a specific day or date shall be considered as timely if postmarked on or before the date due.

XIV. Construction of Agreement.

It is agreed that this Lease Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Minnesota.

XV. Amendments.

No amendments shall be made to this Lease Agreement except in writing and signed by the designees of the parties.

XVI. Savings Clause.

Should any provision or provisions of this Lease Agreement be found unlawful, the other provisions of this Lease Agreement shall remain in force and effect if by doing so the purposes of this Lease Agreement, taken as a whole, can be made operative. Should any provision or provisions be found unlawful, the parties shall meet and attempt to agree upon an amendment to this Lease Agreement to replace the unlawful part or parts. This section shall not be interpreted to alter Article V, Termination and Renewal of Lease.

XVII. Integration.

This Lease Agreement sets forth the entire Agreement and understanding of the Parties with respect to the transaction contemplated hereby and supersedes all prior Agreements, arrangements and understandings relating to the subject matter hereof. No representation, promise, inducement or statement of intention has been made which is not embodied in this Lease Agreement or in the documents referred to herein, and neither Party shall be bound by or liable for any alleged representation, promise, inducement or statement of intention not so set forth.

IN WITNESS WHEREOF, the undersigned Parties have caused this Agreement to be signed on their behalf intending to be bound thereby, and intending to bind their heirs, successors, executors, administrators and assigns.

INDEPENDENT SCHOOL DISTRICT  
NO. 2689, PIPESTONE AREA SCHOOLS

HEARTLAND COLONY

BY: \_\_\_\_\_

(Jeff Baatz)

TITLE: \_\_\_\_\_  
Chair

DATE: \_\_\_\_\_

BY: \_\_\_\_\_

(Jerry Wipf)

TITLE: \_\_\_\_\_  
President

DATE: \_\_\_\_\_

BY: \_\_\_\_\_

(Katie Wiese)

TITLE: \_\_\_\_\_  
Clerk

DATE: \_\_\_\_\_

Heartland Colony Lease:  
July 25, 2022  
For  
2022-2023 School Year

1. A written excuse is required by the student/parent if a student is absent.
2. The students will be allowed to go to the library once a month.
3. The students will be allowed four educational trips each school year.
4. The Colony will supply the school with a helper for Kindergarten.
5. The students will be allowed to attend educational speakers/groups that are offered to elementary students at Pipestone Elementary.
6. The students will be allowed to attend all school lyceums that the students in Pipestone Elementary.
7. The Colony must supply each student with the needed school supplies that are required of students at Pipestone Elementary.
8. The Colony must supply each student with the needed supplies for Art projects if requested by the teacher at the Colony. I.E. Christmas & Mother's Day.

Date:

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Jerry Wipf, CEO/Hutterite Colony School

Date:

---

Superintendent of Schools

Date:

---

Chair of the School Board

Date:

---

Clerk of the School Board

## **Pipestone Area Schools 2022-23 School Year Safe Return to School**

These pages contain Pipestone Area Schools plans for school during the 2022-23 school year. Pipestone Area Schools will return to In-Person Learning for all students. Everyone has a responsibility to each other to keep COVID-19 out of our schools! Each family is responsible to follow the guidelines, procedures, and policies that have been established for the safe operation of our schools.

### **2022-23 School Year**

School will begin on Tuesday, September 6 and we will follow the school calendar. School Activities will follow their season schedules. The school year will conclude on June 1, 2023.

The superintendent will frequently consult with Pipestone County Health and Human Services and the MN Department of Health to monitor our community and school conditions to determine if a change in learning models is needed to keep all students and staff safe. Alternative options from In-Person will be Hybrid Learning where students attend In-Person and Distance Learning on alternating days or a full Distance Learning Model.

### **Face Coverings**

Face Masks/Shields will not be required in all schools during normal operation. If conditions with COVID-19 change in our community or school, Pipestone Area Schools may require face coverings of all employees and students in accordance with State guidelines. All masks/shields must comply with School District Dress Code Policy.

### **General Health and Safety Guidelines**

In all stages and all phases of the pandemic response and recovery, our school must comply with Center for Disease Control (CDC), State, and Local guidelines. We must provide reasonable accommodations for staff and students at higher risk for severe illness and promote behaviors that reduce spread, social distancing, frequent hand washing, and face coverings.

- Each building will screen and monitor students, but we do ask that parents follow the guidelines and monitor each child before sending to school. Please, do not send ill children to school.
- Please follow each building's procedures for coming to and leaving school.
- Hand sanitizer is available in every classroom and at the entrances to each building.

### **Food Service**

Procedures have been established at each site. Self-service will not be allowed and social distancing during meals will be required.

### **Transportation**

Assigned seating, face coverings, loading, and unloading procedures will be prescribed as needed during the school year. Ludolph Transportation will be connecting with families on regular routes. We would encourage families to transport children if possible and utilize household carpooling when possible.

### **Special Education**

Students who qualify to receive special education services will attend school as prescribed by their individual education plans, unless the school district is required to use Distance Learning. Special Education Case Managers will contact each family regarding services.

## **Support of Mental Health and Wellness**

The COVID-19 pandemic is causing a tremendous amount of stress, fear, and anxiety for many people. It's important that Minnesotans have access to the mental health care resources they need to stay well during this challenging time. Our school can play an important role in helping students and staff cope, access needed resources, and build resilience.

- We will provide staff, families, and students (age-appropriate) with information on how to access resources for mental health and wellness.
- We will increase capacity to offer social support services by increasing the number of professionals on-site.
- We will encourage staff, students, and families to talk with people they trust about their feelings and concerns regarding COVID-19.

## **Required Health Practices**

In a partnership between the MN Dept. of Education and MN Dept. of Health, Regional Support Teams have been established to support school districts for Rapid Response issues and for Health Consultation. If needed, they will coordinate testing, contact tracing, and monitor trends in our community.

Required health practices must be implemented by all Minnesota public schools. These practices are foundational to minimizing the risks of exposure to COVID-19 for students, staff, and families. These practices are considered the minimum level of implementation, and schools may not be less restrictive. Recommended health practices are additional strategies for schools to use to minimize the spread of COVID-19. The following guidance includes addressing these required health practices:

1. **COVID-19 Program Coordinators:** The point of contact for the District will be Superintendent Kevin Enerson. Additionally, each building principal will be the point of contact coordinators for their respective school building. These administrators will communicate concerns, challenges, and lessons learned related to COVID-19 preventive activities as needed with staff, students/families, school and district leadership, and local health officials.
2. **Monitoring and Excluding for Illness:** It is proven that regular screening for symptoms and ongoing self-monitoring throughout the school day can help to quickly identify signs of illness and help reduce exposure. Staff and students should be encouraged to self-monitor symptoms throughout the day. Staff or students who develop symptoms during the school day must notify school health services or another identified point of contact in the school building immediately.

The CDC does not currently recommend universal testing to inform admitting students or staff into school. Viral testing only determines infection at the point in time the test occurs, and may miss cases in the early stages of infection. It is not known whether previous infection and recovery from COVID-19 illness protects people from reinfection. The School District will use the following procedures to monitor and exclude for illness:

- Educate staff, students, and families about the signs and symptoms of COVID-19, and when they/their children should stay home and when they can return to school.
- Require that staff and students stay home if they have tested positive for or are showing COVID-19 symptoms, until they meet criteria of the MDH Decision Tree (Appendix B) for return.
- Require that staff and students stay home if they have recently had close contact with a person with COVID-19, until they meet criteria for return. (Appendix C)
- The District will follow the MDH Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs to determine who must stay home and when staff or students may return to school.

- A Health Screening Checklist is posted at entrances for any person entering the school building. Any employee or visitor physically entering the school building shall abide by this checklist. (Appendix D)
  - Establish and enforce sick policies to prevent the spread of disease, including enforcing staff staying home if sick.
  - Establish liberal use of sick days for students.
3. **Handling Suspected or Confirmed Positive Cases of COVID-19:** Our School Nurse will be responsible for responding to COVID-19 concerns and will help coordinate with local health authorities regarding positive COVID-19 cases.
- Our District will allow staff and families to self-report to the school if they or their student have symptoms of COVID-19, a positive test for COVID-19, or had a close exposure to someone with COVID-19 within the last 14 days in a manner that is consistent with applicable law and privacy policies, including with the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA).
  - Our District will post signage at main entrance(s) requesting that people who have been symptomatic not enter the building.
  - Our District will follow the MDH Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs to determine when a student or staff member may return to school following illness or COVID-19 testing.
  - We will establish a dedicated space for symptomatic individuals who are waiting to go home. Distinguish this space from areas where student health services will be delivered to those who are well and need routine types of care (e.g., medication administration or first aid). This designated space will accommodate social distancing of at least 6 feet for multiple individuals if needed.
  - We will implement cleaning processes for the dedicated space between uses and as needed.
  - We will immediately isolate symptomatic individuals in the designated space at school and send them home.
  - We will ensure that symptomatic students who are waiting to be picked up remain under the visual supervision of a staff member who is at least 6 feet away. Both the symptomatic student and the supervising adults should wear a cloth face covering and a mask.
  - We will not place cloth face coverings or surgical masks on anyone who is unconscious or has trouble breathing, anyone who is incapacitated or otherwise unable to remove the face covering without assistance, or anyone who cannot tolerate a cloth face covering due to developmental, medical, or behavioral health needs.
  - We will implement cleaning and disinfecting procedures following the COVID-19 Cleaning and Disinfecting Guidance for Schools and Child Care.
  - We will coordinate with Regional Support Teams and Pipestone County Health for notifying staff, families, and the public as needed if a person with COVID-19 was on the school premises while infectious in coordination with local health officials while maintaining confidentiality in accordance with FERPA and all other state and federal laws.

### **Future Guidance and Flexibility**

This document offers broad guidance to support our ideas for our District and School scenario-based planning. Supplemental guidance and tools will be released periodically on many topics as the need appears. MDH and MDE will update strategies and guidance for our District as we learn more from experiences in Minnesota, as the COVID-19 virus changes, and as directed by the CDC.



# PIPESTONE AREA SCHOOLS District No. 2689

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

Jacque Kennedy, Business Manager  
Rick Zollner, Activities Director  
Richard Stangle, Maintenance Director  
Jean Bailey, Food Service Director

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

Date: July 19, 2022

To: ISD 2689 School Board

Re: Substitute Teacher Pay

From: Kevin Enerson, Superintendent

To address the shortage of substitute teachers, I recommend the board set the following pay rate for the 2022-23 school year for substitute teacher compensation:

1. Days 1 – 5 worked each calendar month at \$160 per day.
2. Days 6 – 10 worked each calendar month at \$180 per day.
3. 11 or more days worked each calendar month at \$200 per day.

In reviewing the area rates of compensation, this will help us be competitive in attracting substitute teachers.

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

Pipestone Area Schools LTFM FY 2023-2033


		<b>2023</b>		
	<b>Item</b>	<b>Cost</b>	<b>Revenue</b>	
<b>Code</b>	Health & Safety	\$ 27,500		
	1st Floor study	\$ 2,000		
	LED Retrofitting	\$ 40,000		
	Paulsen Field Fencing	\$ 50,000		
	Stair Tread	\$ 6,000		
	HS Gym Floor	\$ 50,000		
	<b>Total</b>	<b>\$ 175,500</b>	\$ 188,468	
			\$ 12,968	\$ (84,064)
		<b>2024</b>		
	<b>Item</b>	<b>Cost</b>	<b>Revenue</b>	
<b>Code</b>	Health & Safety	\$ 27,850		
	Gym Air Handler-Move to ESSER			\$ 145,000
	Exterior lighting to LED	\$ 30,000		
	Paulsen Field Fencing	\$ 50,000		
	<b>Total</b>	<b>\$ 107,850</b>	\$ 199,628	
			\$ 91,778	\$ 7,714
		<b>2025</b>		
	<b>Item</b>	<b>Cost</b>	<b>Revenue</b>	
<b>Code</b>	Health & Safety	\$ 28,150		
	replace ceiling tiles	\$ 15,000		
	Auditorium Air Handler-Move to ESSER in 2024			\$ 145,000
	Paulsen Field Concession Remodel	\$100,000		
	Generators Enclosure	\$ 2,500		
	<b>Total</b>	<b>\$ 145,650</b>	\$ 212,207	
			\$ 66,557	\$ 74,271
		<b>2026</b>		
	<b>Item</b>	<b>Cost</b>	<b>Revenue</b>	
<b>Code</b>	Health & Safety	\$ 28,500		
	Track Resurface	\$ 110,000		
	Classroom Occupancy Sensors	\$ 10,400		
	<b>Total</b>	<b>\$ 148,900</b>	\$ 224,786	
			\$ 75,886	\$ 150,157

Pipestone Area Schools LTFM FY 2023-2033

		<b>2027</b>		
	<b>Item</b>	<b>Cost</b>	<b>Revenue</b>	
<b>Code</b>	Health & Safety	\$ 29,300		
	Tennis Court Resurface	\$ 120,000		
	<b>Total</b>	<b>\$ 149,300</b>	\$ 237,365	
			\$ 88,065	\$ 238,222
		<b>2028</b>		
	<b>Item</b>	<b>Cost</b>	<b>Revenue</b>	
<b>Code</b>	Health & Safety	\$ 30,175		
	Tuckpoint and Seal	\$ 150,000		
	<b>Total</b>	<b>\$ 180,175</b>	\$ 249,944	
			\$ 69,769	\$ 307,991
		<b>2029</b>		
	<b>Item</b>	<b>Cost</b>	<b>Revenue</b>	
<b>Code</b>	Health & Safety	\$ 30,950		
	MS/HS Roof-Yr 1 of 10	\$ 300,000		
	<b>Total</b>	<b>\$ 330,950</b>	\$ 262,523	
			\$ (68,427)	\$ 239,564
		<b>2030</b>		
	<b>Item</b>	<b>Cost</b>	<b>Revenue</b>	
<b>Code</b>	Health & Safety	\$ 31,500		
	MS/HS Roof-Yr 2 of 10	\$ 300,000		
	<b>Total</b>	<b>\$ 331,500</b>	\$ 275,102	
			\$ (56,398)	\$ 183,166
		<b>2031</b>		
	<b>Item</b>	<b>Cost</b>	<b>Revenue</b>	
<b>Code</b>	Health & Safety	\$ 32,050		
	MS/HS Roof-Yr 3 of 10	\$ 300,000		
	<b>Total</b>	<b>\$ 332,050</b>	\$ 287,681	
			\$ (44,369)	\$ 138,797
		<b>2032</b>		
	<b>Item</b>	<b>Cost</b>	<b>Revenue</b>	
<b>Code</b>	Health & Safety	\$ 32,900		
	MS/HS Roof-Yr 4 of 10	\$ 300,000		
	Tuckpoint and Seal? - Get assessment			
	<b>Total</b>	<b>\$ 332,900</b>	\$ 300,260	
			\$ (32,640)	\$ 106,157

Pipestone Area Schools LTFM FY 2023-2033

<b>2033</b>				
	<b>Item</b>	<b>Cost</b>	<b>Revenue</b>	
<b>Code</b>	Health & Safety	\$ 32,900		
	MS/HS Roof-Yr 5 of 10	\$ 300,000		
	<b>Total</b>	<b>\$ 332,900</b>	\$ 313,500	
			\$ (19,400)	\$ 86,757
<b>2034</b>				
	<b>Item</b>	<b>Cost</b>	<b>Revenue</b>	
<b>Code</b>	Health & Safety	\$ 32,900		
	MS/HS Roof-Yr 6 of 10	\$ 300,000		
	<b>Total</b>	<b>\$ 332,900</b>	\$ 325,000	
			\$ (7,900)	\$ 78,857
<b>2035</b>				
	<b>Item</b>	<b>Cost</b>	<b>Revenue</b>	
<b>Code</b>	Health & Safety	\$ 32,900		
	MS/HS Roof-Yr 7 of 10	\$ 300,000		
	<b>Total</b>	<b>\$ 332,900</b>	\$ 339,000	
			\$ 6,100	\$ 84,957
<b>2036</b>				
	<b>Item</b>	<b>Cost</b>	<b>Revenue</b>	
<b>Code</b>	Health & Safety	\$ 32,900		
	MS/HS Roof-Yr 8 of 10	\$ 300,000		
	<b>Total</b>	<b>\$ 332,900</b>	\$ 345,000	
			\$ 12,100	\$ 97,057
<b>2037</b>				
	<b>Item</b>	<b>Cost</b>	<b>Revenue</b>	
<b>Code</b>	Health & Safety	\$ 32,900		
	MS/HS Roof-Yr 9 of 10	\$ 300,000		
	<b>Total</b>	<b>\$ 332,900</b>	\$ 357,000	
			\$ 24,100	\$ 121,157
<b>2038</b>				
	<b>Item</b>	<b>Cost</b>	<b>Revenue</b>	
<b>Code</b>	Health & Safety	\$ 32,900		
	MS/HS Roof-Yr 10 of 10	\$ 300,000		
	<b>Total</b>	<b>\$ 332,900</b>	\$ 369,000	
			\$ 36,100	\$ 157,257

 DEPARTMENT OF EDUCATION	Division of School Finance 400 NE Stinson Blvd Minneapolis, MN 55413	Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only	ED - 02478-08
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**Instructions:** Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes 2021, section 123B.595, subd. 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.

District Info.	Enter Information	District Info.	Enter Information									
District Name:	Pipestone Area Schools	Date:	7/26/2022									
District Number:	2689	Email:	kevin.enerson@pas.k12.mn.us									
District Contact Name:	Kevin Enerson											
Contact Phone #	507-562-6068											

**Fiscal Year (FY) Ending June 30**

	2022 (base year)	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
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**Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.**

Finance Code	Category (1)											
347	Physical Hazards	\$649	\$1,120	\$1,120	\$1,120	\$1,200	\$1,250	\$1,280	\$1,300	\$1,400	\$1,475	\$1,500
349	Other Hazardous Materials	\$1,906	\$5,157	\$5,157	\$5,157	\$5,200	\$5,250	\$5,275	\$5,250	\$5,300	\$5,400	\$5,450
352	Environmental Health and Safety Management	\$10,850	\$11,323	\$11,673	\$11,973	\$12,100	\$12,300	\$12,450	\$12,600	\$12,700	\$12,800	\$12,950
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$21,329	\$9,900	\$9,900	\$9,900	\$10,000	\$10,500	\$11,170	\$11,800	\$12,100	\$12,375	\$13,000
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Health and Safety Capital Projects</b>		<b>\$34,734</b>	<b>\$27,500</b>	<b>\$27,850</b>	<b>\$28,150</b>	<b>\$28,500</b>	<b>\$29,300</b>	<b>\$30,175</b>	<b>\$30,950</b>	<b>\$31,500</b>	<b>\$32,050</b>	<b>\$32,900</b>

**Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year**

Finance Code	Category (2)											
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Health and Safety Capital Projects \$100,000 or More</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151**

Finance Code	Category (3)											
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Remodeling for Approved Voluntary Pre-K Projects</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Accessibility**

Finance Code	Category (4)											
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Accessibility Projects</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Deferred Capital Expenditures and Maintenance Projects**

Finance Code	Category (5)											
368	Building Envelope	\$19,187	\$0	\$0	\$2,500	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0
369	Building Hardware and Equipment	\$15,750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
370	Electrical	\$54,850	\$40,000	\$30,000	\$0	\$10,400	\$0	\$0	\$0	\$0	\$0	\$0
379	Interior Surfaces	\$88,299	\$56,000	\$0	\$115,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
380	Mechanical Systems	\$0	\$2,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
381	Plumbing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
383	Roof Systems	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$290,000	\$290,000	\$290,000	\$290,000
384	Site Projects	\$356,290	\$50,000	\$0	\$0	\$110,000	\$120,000	\$0	\$0	\$0	\$0	\$0
<b>Total Deferred Capital Expense and Maintenance</b>		<b>\$534,376</b>	<b>\$148,000</b>	<b>\$30,000</b>	<b>\$117,500</b>	<b>\$120,400</b>	<b>\$120,000</b>	<b>\$150,000</b>	<b>\$290,000</b>	<b>\$290,000</b>	<b>\$290,000</b>	<b>\$290,000</b>
<b>Total Annual 10-Year Plan Expenditures</b>		<b>\$569,110</b>	<b>\$175,500</b>	<b>\$57,850</b>	<b>\$145,650</b>	<b>\$148,900</b>	<b>\$149,300</b>	<b>\$180,175</b>	<b>\$320,950</b>	<b>\$321,500</b>	<b>\$322,050</b>	<b>\$322,900</b>

**Fund Balance Section**

	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
<b>Fund 01</b>											
Beginning Fund Balance 01-467-XX	\$114,247	-\$97,346	-\$97,032	\$44,747	\$111,304	\$187,190	\$275,255	\$345,024	\$286,597	\$240,199	\$205,830
LTFM Fiscal Year Revenue - Levy	\$316,133	\$147,283	\$165,143	\$166,280	\$172,937	\$184,005	\$193,752	\$203,509	\$213,258	\$223,013	\$232,772
LTFM Fiscal Year Revenue - AID if Applicable	\$41,384	\$28,531	\$34,486	\$45,927	\$51,849	\$53,360	\$56,192	\$59,014	\$61,844	\$64,668	\$67,489
LTFM Fiscal Year Revenue Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Transfer OUT if applicable - Special Legislation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Estimated Fiscal Year Expenditures	\$569,110	\$175,500	\$57,850	\$145,650	\$148,900	\$149,300	\$180,175	\$320,950	\$321,500	\$322,050	\$322,900
<b>Ending Fiscal Year Fund Balance 01-467-XX</b>	<b>-\$97,346</b>	<b>-\$97,032</b>	<b>\$44,747</b>	<b>\$111,304</b>	<b>\$187,190</b>	<b>\$275,255</b>	<b>\$345,024</b>	<b>\$286,597</b>	<b>\$240,199</b>	<b>\$205,830</b>	<b>\$183,191</b>
<b>Fund 06</b>											
Beginning Fund Balance 06-467-XX	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Fiscal Year Bonded Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Fiscal Year Revenue Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Estimated Fiscal Year Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Ending Fiscal Year Fund Balance 06-467-XX</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

End of worksheet

FY 24 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection			Revised 5/04/2022														
2689	Type in School District Number																
	PIPESTONE AREA SCHOOL DISTRICT																
Calculations for Ten Year Projection			Pay 22	Change only if requiring levy adjustments	Payable 2022 LLC Certification	Current Estimate											
	LLC #		FY 2022	FY 2023	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032			
1	Type your district number in cell A2 (Minneapolis = 1.2)																
2	Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 16b to 18, 20, 21, 26, 27 and 50b																
3	Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33																
4	Look-up data from following tabs																
5	<b>Initial Formula Revenue</b>																
6	Current year APU	57		1,154.20	1,167.38	1,158.59	1,158.59	1,158.59	1,158.59	1,158.59	1,158.59	1,158.59	1,158.59	1,158.59	1,158.59	1,158.59	1,158.59
6a	Additional Pre-K Pupil Units ( line 19 of Pre-K application)																
6b	Total Adjusted Pupil Units = (6) + (6a)																
7	District average building age (uncapped)	451		14.03	14.87	15.87	16.87	17.87	18.87	19.87	20.87	21.87	22.87	23.87			
8	Formula allowance																
9	Building age ratio = (Lesser of 1 or (7) / 35)	452		\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00
10	Initial revenue = (6) * (8) * (9)	453		175,814	188,468	199,628	212,207	224,786	237,365	249,944	262,523	275,102	287,681	300,260			
11	<b>Added revenue for Eligible H&amp;S Projects &gt; \$100,000 / site</b>																
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess	702															
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)	756															
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)	701															
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)	755															
16a	Existing Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue from "IAQFAA Bonds" tab																
16b	New debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue																
17	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue = (16a) + (16b)																
18	Pay as you go revenue for eligible new H&S projects > \$100,000 / site	455															
19	Total additional revenue for eligible H&S projects >\$100,000 / site (12) (13) + (14) -(15) + (17) + (18)	456															
<b>Added revenue for Pre-K remodeling (for VPK approvals only)</b>																	
20a	Net debt service for bonds approved for Pre-K remodeling	768															
20b	Pay as you go for projects approved for Pre-K remodeling	457															
20c	Total Pre-K revenue																
20d	Total New Law Revenue (10) + (19) + (20c)	458		188,468	199,628	212,207	224,786	237,365	249,944	262,523	275,102	287,681	300,260				



FY 24 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/04/2022														
2689 <= Type in School District Number																		
PIPESTONE AREA SCHOOL DISTRICT																		
<i>Calculations for Ten Year Projection</i>				Pay 22	Change only if requiring levy adjustments	Payable 2022 LLC Certification	Current Estimate											
	LLC #	FY 2022	FY 2023	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032					
54	489			-	-	-	-	-	-	-	-	-	-					
55	490			-	-	-	-	-	-	-	-	-	-					
56	<b>General Fund Portion of Revenue (non-grandfather districts)</b>																	
57	491			188,468	199,628	212,207	224,786	237,365	249,944	262,523	275,102	287,681	300,260					
58	492			188,468	199,628	212,207	224,786	237,365	249,944	262,523	275,102	287,681	300,260					
59	493			30,297	34,486	45,927	51,849	53,360	56,192	59,014	61,844	64,668	67,489					
60	494			158,171	165,143	166,280	172,937	184,005	193,752	203,509	213,258	223,013	232,772					
61	495			-	-	-	-	-	-	-	-	-	-					
62	496			158,171	165,143	166,280	172,937	184,005	193,752	203,509	213,258	223,013	232,772					
<b>Notes:</b>																		
1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid.																		
2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan.																		
3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.																		

**Extract of School Board Meeting Minutes  
Independent School District No. 2689  
Pipestone Area Schools  
State of Minnesota**

Pursuant to due call and notice thereof, a School Board meeting of Independent School District No. 2689, State of Minnesota, was held on July 25, 2022 at 7:00 p.m., for the purpose in part, of approving the District's Fiscal Year (FY) 24 Long-Term Facility Maintenance Ten-Year Plan as established in Minnesota Statutes, section 123B.595.

School Board Member \_\_\_\_\_ introduced the following resolution and moved its adoption.

**Resolution Adopting Independent School District No. 2689  
FY24 Long-Term Facilities Maintenance Ten-Year Plan**

**Be It Resolved** that the School Board of Independent School District No. 2689, State of Minnesota, approves the attached FY24 Long-Term-Facilities Maintenance Ten-Year Plan.

The motion for the adoption of the foregoing resolution was duly seconded by School Board Member \_\_\_\_\_

and, upon vote being thereon, the following voted in favor of the motion:

And the following voted against:

**Whereupon** the resolution was declared duly \_\_\_\_\_ and adopted on the 25<sup>th</sup> day of July, 2022.

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