

Regular School Board Meeting

Monday, July 24, 2023 7:00 PM

MS/HS Media Center, 1401 7th St SW, Pipestone, MN 56164

1. Call to Order and Roll Call

2. Pledge of Allegiance

3. Approval of Agenda

3.1. Additions

3.1.1. Kara Damm, Business Teacher (6.2.8)

4. Public Forum

5. Presentation

6. Consent Agenda

6.1. Approve Minutes of the Regular School Board Meeting of June 26, 2023

6.2. Approval of Contracts and/or Work Agreements

6.2.1. Michael Slaba, Summer Custodian

6.2.2. Wayne Page, Part-Time Custodian

6.2.3. Shelby Bloemendaal, 7th Grade Volleyball Coach

6.2.4. Todd Texley, Assistant Cross Country Coach

6.2.5. James Skyberg, Head Girls Tennis Coach

6.2.6. Tanya Schroyer, Assistant Girls Tennis Coach

6.2.7. Mariah Swanson, Fall Cheer Coach

6.2.8. Kara Damm, Business Teacher

6.3. Lane Change Approvals - Dawn Samuelson, BA; Cristin Bailey Winter, MA+60; Cole Maly, BA+15; Abbey Taubert, MA+60; Mike Zaske, MA+30; Jessica Chaulsett, MA+20

7. Financials

7.1. Review of Budget Year-to-Date

7.2. Approve Treasurer's Report for June 30, 2023

7.3. Approve Regular Bills for July 2023

7.4. Approve High School Activity Bills for July 2023

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 CTL and Community Education Board Report

10. Discussion Items

11. Board Action

11.1. Resolution Approving Gifts to the School

11.2. Resolution Approving Gifts to High School Activities

11.3. Approve 2023-2024 Little Arrows Preschool Handbook

11.4. Approve 2023-2024 Elementary Handbook

11.5. Approve 23-24 Middle School Handbook

11.6. Approve 23-24 Activities Handbook

11.7. Approve Heartland Colony Lease for 23-24

11.8. Approve Federal Title Representative and Homeless Liaison, Jennifer Moravetz

11.9. Resolution Approving School District No. 2689 Long-Term Facility Maintenance Ten Year Plan

11.10. Retirement Letter from Laurie Fruechte, Speech Therapist

11.11. MOU with South Dakota State University

11.12. Approve Policies 102 - Equal Educational Opportunity; 418 - Drug-Free Workplace/Drug-Free School; 419 - Tobacco-Free Environment; 424 - License Status; 507 - Corporal Punishment and Prone Restraint; 509 - Enrollment of Nonresident Students; 514 - Bullying Prohibition Policy; 516.5 - Overdose Medication; 532 - Use of Peace Officers and Crisis Teams; 602 - Organization of School Calendar and School Day; 709 - Student Transportation Safety Policy

Presenter: Board Chair

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 26, 2023 beginning at 7:00PM in the MS/HS Media Center.

Members Present: Chairman Brad Carson; Directors Katie Wiese, Chrissy DeBates, Daphne Likness, Mark Hiniker, and Lance Oye. Also present – Ex-Officio Kevin Enerson, Jacque Kennedy, Melany Wellnitz, and Deb Peschon.

Visitors Present: Tyler Fruechte, Kyle Kuphal, Jen Zupp, Carrie Schrecengost, Steve Pumper, Nancy Stiles, Klint Willert, Sharon Wolff, and Daren Sievers (Zoom).

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

Pledge of Allegiance

Approval of Agenda

Additions:

- Letter of Resignation from Crissa Fruechte, Ag Teacher (6.8)
- Letter of Resignation from Meghan Erickson, MS Math Teacher (6.9)
- Approve 2023-2024 Elementary Coordinator Contract (6.10)
- Summer Band Contracts - Colton Pottratz, Jamie Drey, Owen Minet, and Isaac Stiles (6.11)
- Letter of Resignation from Lupita Arellano, Student Services Assistant (6.12)
- Approve 23-24 Food Service Management Contract with Taher (11.16)
- Approve Paulsen Field Lease Agreement with City of Pipestone (11.17)
- Approve Joint Powers Agreement with City of Pipestone (11.18)
- Approve Baseball/Soccer Field Lease with City of Pipestone (11.19)

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

Public Forum – None.

Presentation

The board had requested a follow up survey for staff and parents. Daren Sievers with School Perceptions presented the results of the survey via Zoom.

Consent Agenda

Approve Minutes from the May 22, 2023 Regular School Board Meeting:

Approve Minutes from the May 22, 2023 Work Session Meeting:

Approve Minutes from the June 5, 2023 Special School Board Meeting:

Approve Minutes from the June 20, 2023 Work Session Meeting:

Approval of Contracts and/or Work Agreements:

- Connor Holt, Summer Custodian
- Adriana Gonzales Gonzales, Summer Custodian
- Jessica Quissell, SPED Teacher

Letter of Resignation from Jamie Strasser, Business Teacher:

Letter of Resignation from Steve Rops, Special Education Teacher and Coach:

Letter of Resignation from Crissa Fruechte, Ag Teacher:

Letter of Resignation from Meghan Erickson, MS Math Teacher:

Approve 2023-2024 Elementary Coordinator Contract:

Summer Band Contracts - Colton Pottratz, Jamie Drey, Owen Minet, and Isaac Stiles:

Letter of Resignation from Lupita Arellano, Student Services Assistant:

Motion by DeBates, second by Likness, approved all items in the Consent Agenda. Motion carried unanimously.

Financials

Review of Budget Year-to-Date: The budget year-to-date shows expenditures as of June 21, 2023 at \$13,793,479.05 or 85%. This is non-action.

Approve Treasurer's Report for May 2023: The treasurer's report for month ended May 31, 2023 has a cash balance of \$10,107,111.10. Motion by Wiese, second by Oye, approved the treasurer's report. Motion carried unanimously.

Approve Regular Bills for June 2023: Bills paid through June 20, 2023 totaled \$650,379.11. Motion by Wiese, second by DeBates, approved payment of the regular monthly bills. Motion carried unanimously.

Approve High School Activity Bills for June 2023: High School Activity bills paid through June 20, 2023 totaled \$12,470.32. Motion by DeBates, second by Wiese, approved payment of the high school activity bills. Motion carried unanimously.

Board Forum/Information

Board Reports and Updates: The Finance committee met and reviewed the budget that will be presented later in the agenda. The Negotiations committee met with Ludolph's and came to an agreement for transportation. This is on the agenda for approval.

Administrator's Report

Superintendent's Board Report: Enerson presented his final report to the board. He thanked the board, district, and community and stated it has been a good 7 years.

Principal's Board Report: Moravetz reported the elementary is in the 2nd week of summer school and the session is on reading. There are 90 students attending and they are all having a great time. July summer school session will focus on math.

Director of CTL and Community Education Board Report: PAS uses FastBridge as a formative assessment to screen students in grades K-8 in the fall, winter, and spring in the subjects of reading and math to identify gaps, plan classroom instruction, and provide intervention. Data reviewed at the June School Board meeting celebrated areas of growth and highlighted areas that will need further monitoring in the coming school years.

Community Ed participation rates have almost doubled since the winter. There are a few classes scheduled in July along with cribbage club at southwest park. Defensive driving has been offered, but there are no participants.

Discussion Items

First Reading of 23-24 Little Arrows Preschool Handbook:

First Reading of 23-24 Elementary Handbook:

First Reading of 23-24 Middle School Handbook:

First Reading of 23-24 High School Handbook:

First Reading of 23-24 Activity Handbook:

Readings on the above handbooks were non-action.

Bond Project: Discussion was held on the proposed projects. Steve Pumper with PMA presented a facilities financial plan explaining the funding sources for the identified facility improvements. The board identified the FACS room upgrade, Industrial Technology relocation, greenhouse expansion, a turf field with track, curb, track repair, drainage, and utilities, and track upgrades including surface and relocation of long jump and high jump areas as the projects they would like to move forward with. Motion by Oye, second by Likness, to move forward with projects 3, 4, 5, and 6 (FACS room upgrade, Industrial Technology relocation, greenhouse expansion, a turf field with track, curb, track repair, drainage, and utilities, and track upgrades including surface and relocation of long jump and high jump areas) financing through the sale of \$2,930,000 in school building bonds and to utilize capital facility bonds as an additional source to finance the identified projects. Roll call vote was taken with Likness, Carson, and Oye voting yes, and Wiese, Hiniker, and DeBates

voting no. Motion failed 3-3. Additional discussion was held and concerns were identified by board members. After discussion and further clarification on the project financing, a motion by Oye, second by DeBates, to reconsider. Motion carried unanimously.

CERTIFICATION OF MINUTES RELATING TO
\$2,930,000 GENERAL OBLIGATION SCHOOL BUILDING AND CAPITAL FACILITES BONDS,
SERIES 2023A

Issuer: Independent School District No. 2689 (Pipestone Area Schools), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held on June 26, 2023 at 7:00 p.m. in the Middle School/High School Library.

Members present: Brad Carson, Katie Wiese, Chrissy DeBates, Mark Hiniker, Lance Oye, and Daphne Likness.

Members absent: None.

Documents attached:

Minutes of said meeting (including):

RESOLUTION RELATING TO \$2,930,000 GENERAL OBLIGATION SCHOOL BUILDING AND CAPITAL FACILITES BONDS, SERIES 2023A; STATING OFFICIAL INTENT TO PROCEED WITH, AUTHORIZING THE ISSUANCE AND AUTHORIZING THE SUPERINTENDENT OR BUSINESS MANAGER AND ANY BOARD OFFICER TO AWARD THE SALE THEREOF AND TO TAKE SUCH ACTION AND EXECUTE ALL DOCUMENTS NECESSARY TO ACCOMPLISH SAID AWARD AND SALE; AND ESTABLISHING COMPLIANCE WITH REIMBURSEMENT BOND REGULATIONS UNDER THE INTERNAL REVENUE CODE

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the bonds referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said bonds; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer on this 26th day of June, 2023.

/s/ Katie Wiese
School District Clerk

Member Katie Wiese introduced the following resolution and moved its adoption, which motion was seconded by Member Lance Oye:

RESOLUTION RELATING TO \$2,930,000 GENERAL OBLIGATION SCHOOL BUILDING AND CAPITAL FACILITIES BONDS, SERIES 2023A; STATING OFFICIAL INTENT TO PROCEED WITH, AUTHORIZING THE ISSUANCE AND AUTHORIZING THE SUPERINTENDENT OR BUSINESS MANAGER AND ANY BOARD OFFICER TO AWARD THE SALE THEREOF AND TO TAKE SUCH ACTION AND EXECUTE ALL DOCUMENTS NECESSARY TO ACCOMPLISH SAID AWARD AND SALE; AND ESTABLISHING COMPLIANCE WITH REIMBURSEMENT BOND REGULATIONS UNDER THE INTERNAL REVENUE CODE

BE IT RESOLVED by the School Board (the Board) of Independent School District No. 2689 (Pipestone Area Schools), Minnesota (the District), as follows:

SECTION 1. AUTHORIZATION; ELECTION; PURPOSE; DISTRICT INDEBTEDNESS. The District is authorized, pursuant to Minnesota Statutes, Section 123B.62 and Chapter 475, to borrow money by the issuance of its General Obligation Capital Facilities Bonds in a principal amount that, when combined with interest thereon, may be paid from tax levies that, in combination with tax levies made pursuant to Minnesota Statutes, Section 123B.61, do not exceed in each year the lesser of: (a) the amount of the District's total operating capital revenue, or (b) the sum of the District's levy in the general and community service funds excluding the adjustments under Minnesota Statutes, Section 123B.61 for the year preceding the year the initial debt service levies are certified. This Board hereby authorizes the issuance and sale of its General Obligation School Building and Capital Facilities Bonds, Series 2023A (the Bonds) in an amount not to exceed \$2,930,000. A portion of the proceeds of the Bonds (approximately \$2,315,000) will be used to finance the acquisition and betterment of school sites and facilities, as approved by the electors at a special election held on April 9, 2019 (the School Building Projects) and a portion of the proceeds of the Bonds (approximately \$615,000) will be used to finance FACS classroom remodeling, industrial tech classroom relocation, greenhouse addition and a new turf field and track (the Capital Facilities Projects). The School Building Projects and the Capital Facilities Projects are referred to collectively herein as the Project. Pursuant to the provisions of Minnesota Statutes, Chapter 123B.62(b), it is hereby determined that the total amount of District indebtedness as of July 1, 2023 is \$23,265,000.

SECTION 2. APPROVAL BY COMMISSIONER OF EDUCATION OF THE STATE OF MINNESOTA. A list of the Capital Facilities Projects to be financed with the Bonds and the issuance of the Bonds to finance the Capital Facilities Projects will be submitted to the Commissioner of Education of the State of Minnesota for approval as provided in Minnesota Statutes, Section 123B.62(a) and such approval will be received prior to the date on which the Bonds are issued.

SECTION 3. OFFICIAL INTENT AND NOTICE PUBLICATION. In accordance with the provisions of Minnesota Statutes, Section 123B.62(c), this resolution shall be considered the District's official intent to issue the Bonds to finance the Capital Facilities Projects. The Clerk is authorized and directed to cause notice of the Capital Facilities Projects, the amount of the Bonds to be issued to finance the Capital Facilities Projects, and the total amount of the District's indebtedness to be published in a legal newspaper of general circulation in the District. The portion of the Bonds to be issued to finance the Capital Facilities Projects tentatively authorized by this resolution shall become finally authorized unless a petition signed by more than fifteen (15) percent of the registered voters of the District, calling for a referendum on the question of whether to issue the Bonds to finance the Capital Facilities Projects, is filed with the Board within thirty (30) days of adoption of this resolution.

SECTION 4. SOLICITATION OF PROPOSALS; APPROVAL OF THE SALE OF THE BONDS. The District has retained PMA Securities, LLC, in Albertville, Minnesota (PMA), as its independent municipal advisor with respect

to the sale of the Bonds. PMA is authorized to solicit proposals for the Bonds on behalf of the District on a competitive basis without requirement of published notice, in accordance with Minnesota Statutes, Section 475.60, Subdivision 2, paragraph (9). In consultation with PMA, the Superintendent or Business Manager and any Board officer are hereby authorized to approve the sale of the Bonds and execute a bond purchase agreement for the Bonds with the purchaser, provided that the par amount does not exceed \$2,930,000 and the true interest cost does not exceed 5.000%.

SECTION 5. BOARD RATIFICATION OF SALE. Upon approval of the sale of the Bonds by the Superintendent or Business Manager and any Board officer, this Board shall meet at its next regularly scheduled or special meeting to adopt a bond resolution prepared by the District's bond counsel ratifying the sale of the Bonds and incorporating the terms and conditions with respect thereto.

SECTION 6. STATE CREDIT ENHANCEMENT PROGRAM. (a) The District hereby covenants and obligates itself to notify the Commissioner of Education of a potential default in the payment of principal and interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55 to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the Registrar or any successor paying agent three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner of Education that it will be unable to make all or a portion of that payment. The Registrar for the Bonds is authorized and directed to notify the Commissioner of Education if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, there are insufficient funds to make that payment on deposit with the Registrar. The District understands that as a result of its covenant to be bound by the provision of Minnesota Statutes, Section 126C.55, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.

(b) The District further covenants to comply with all procedures now and hereafter established by the Departments of Management and Budget and Education of the State of Minnesota pursuant to Minnesota Statutes, Section 126C.55, subdivision 2(c) and otherwise to take such actions as necessary to comply with that section. The Chair, Vice Chair, Clerk, Superintendent and Business Manager are authorized to execute any applicable Minnesota Department of Education forms.

SECTION 7. OFFICIAL STATEMENT. PMA is authorized to prepare and distribute an Official Statement related to the sale of the Bonds.

SECTION 8. REIMBURSEMENT. (a) (i) The Internal Revenue Service has issued Section 1.150-2 of the Income Tax Regulations (the Regulations) dealing with the issuance of tax-exempt obligations all or a portion of the proceeds of which are to be used to reimburse the District for Project expenditures made by the District prior to the date of issuance (the Reimbursement Obligations).

(ii) The Regulations generally require that the District make a declaration of its official intent to reimburse itself for such prior expenditures out of the proceeds of a subsequently issued series of tax-exempt obligations within 60 days after payment of the expenditures, that such obligations be issued and the reimbursement allocation be made from the proceeds of such obligations within the reimbursement period (as defined in the Regulations), and that the expenditures reimbursed be capital expenditures or costs of issuance of the obligations.

(iii) The District desires to comply with requirements of the Regulations with respect to the Project.

(b) (i) The District proposes to undertake Project and to make original expenditures with respect thereto prior to the issuance of Reimbursement Obligations, and reasonably expects to issue Reimbursement Obligations for such project in the maximum principal amounts shown below:

<u>Project</u>	<u>Maximum Amount of Obligations Expected to be Issued for Project</u>
Acquisition and betterment of school facilities; remodeling the FACS classroom, industrial tech classroom relocation, greenhouse addition and a new turf field and track.	\$2,930,000

(ii) Other than (i) de minimis amounts permitted to be reimbursed pursuant to Section 1.150-2(f)(1) of the Regulations or (ii) expenditures constituting preliminary expenditures as defined in Section 1.150-2(f)(2) of the Regulations, the District will not seek reimbursement for any original expenditures with respect to the foregoing Project paid more than 60 days prior to the date of adoption of this resolution. All original expenditures for which reimbursement is sought will be capital expenditures or costs of issuance of the Reimbursement Obligations.

(c) As of the date hereof, there are no District funds reserved, pledged, allocated on a long-term basis or otherwise set aside (or reasonably expected to be reserved, pledged, allocated on a long-term basis or otherwise set aside) to provide permanent financing for the original expenditures related to the Project other than pursuant to the issuance of the Reimbursement Obligations. Consequently, it is not expected that the issuance of the Reimbursement Obligations will result in the creation of any replacement proceeds.

(d) The District's Business Manager shall be responsible for making the "reimbursement allocations" described in the Regulations, being generally the transfer of the appropriate amount of proceeds of the Reimbursement Obligations to reimburse the source of temporary financing used by the District to make payment of the original expenditures relating to the Project. Each reimbursement allocation shall be made not later than (i) eighteen (18) months after the date of the original expenditure or (ii) eighteen (18) months after the date the Project is placed in service or abandoned (but in no event later than three (3) years after the original expenditure is paid) and shall be evidenced by an entry on the official books and records of the District maintained for the Reimbursement Obligations and shall specifically identify the original expenditures being reimbursed.

SECTION 9. EXPIRATION OF AUTHORITY. If the Superintendent or Business Manager and any Board officer, in consultation with PMA, have not approved the sale of the Bonds and executed the related bond purchase agreement by December 31, 2023, this resolution shall expire.

Upon vote being taken thereon, the following voted in favor thereof: Likness, Wiese, Hiniker, Carson, DeBates, and Oye.

and the following voted against the same: None.

whereupon the resolution was declared duly passed 6-0 and adopted.

Board Action

Resolution Approving Gifts to the School:

Resolution for Acceptance of Gifts

Member DeBates introduced the following resolution and moved its adoption:

WHEREAS

- Christ the King Lutheran Church, Donation of \$100.00 to the Wellness Room
- Ken and Belva Senst, Donation of 2 trombones, 1 clarinet, and 1 mellophone to Pipestone Area Schools Band

have generously offered to donate the above items listed to Pipestone Area School District.

WHEREAS no conditions are placed on the gifts.

THEREFORE, BE IT RESOLVED by the Pipestone Area School Board to gratefully accept the gifts.

The motion for adoption of the foregoing resolution was duly seconded by Member Oye, and upon vote being taken thereon, the following voted in favor thereof: Carson, Likness, Wiese, DeBates, Oye, and Hiniker and the following voted against the same: None.

The foregoing resolution was approved this 26th day of June 2023. Carried 6-0.

Resolution Approving Gifts to High School Activities:

Resolution for Acceptance of Gifts

Member Wiese, introduced the following resolution and moved its adoption:

WHEREAS

- First Bank & Trust, Donation of \$300.00 to the French Club

have generously offered to donate the above items listed to High School Activities.

WHEREAS no conditions are placed on the gifts.

THEREFORE, BE IT RESOLVED by the Pipestone Area School Board to gratefully accept the gifts.

The motion for adoption of the foregoing resolution was duly seconded by Member Likness, and upon vote being taken thereon, the following voted in favor thereof: Carson, Likness, Wiese, DeBates, Oye, and Hiniker and the following voted against the same: None.

The foregoing resolution was approved this 26th day of June, 2023. Carried 6-0.

Surplus Technology Items: Motion by DeBates, second by Oye, to approve all Dell 3180 and 3189 Chromebooks and all Apple iPad Air and Air 2 model's surplus items. Motion carried unanimously.

Declare Equipment Items Obsolete: Motion by DeBates, second by Wiese, approved to declare the following equipment items obsolete – 2 rolling condiment carts, rolling storage cart for cans, large commercial mixer, 1 double stacked commercial oven, 1 commercial walk in warmer, 1 exercise bike, and 4 teacher's desks. Motion carried unanimously.

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 1, 2023 and shall close on August 15, 2023. 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 15, 2023.

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 1, 2023, and shall close at 5:00 o'clock p.m. on August 15, 2023.

The special election shall be held on Tuesday, November 7, 2023. At that election, one (1) member will be elected to the School Board for a term of one (1) year.

Affidavits of Candidacy are available from the school district clerk, 1401 7th St SW, Pipestone, MN 56164. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the special election, and must have no other affidavit on file for any other office at the same primary or next ensuing special 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 15, 2023.

Dated: June 26, 2023

BY ORDER OF THE SCHOOL BOARD

/s/ Katie Wiese

School District Clerk

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

Resolution Calling Special Election to Fill School Board Vacancy:

RESOLUTION CALLING SPECIAL ELECTION TO FILL SCHOOL BOARD VACANCY

WHEREAS, a vacancy exists in the office of school board member with a term expiring the first Monday in January, 2025; and

WHEREAS, the vacancy has occurred more than 90 days prior to the first Tuesday after the first Monday in November in the year in which the vacancy occurs;

NOW THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 2689, State of Minnesota, as follows:

1. The clerk shall accept affidavits of candidacy for this office during the same filing period as applicable to the school district general election, i.e. between 84 and 98 days before the date of the special election.

2. (a) It is necessary to hold a special election to elect one (1) individual to fill the vacancy in the term of School Board Member expiring the first Monday in January, 2025.

(b) The clerk shall include on the special election ballot the names of the individuals who file or have filed Affidavits of Candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

3. The special election shall be held on November, the 7th day of, 2023 between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m. This date is a uniform election date specified in Minnesota Statutes, Section 205A.05

4. The clerk is hereby authorized and directed to cause written notice of said special election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at

least seventy-four (74) days before the date of said special election. The notice shall include the date of said special election and the office to be voted on at said special election.

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

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

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

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

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

The notices to be posted and published may be combined with the Notice of General Election or the Notice of Primary Election if the general or primary and the special election are held together.

5. The names of candidates to fill a vacancy who have filed an affidavit of candidacy must be listed on the ballot under the separate heading "Special Election for School Board Member to fill vacancy in term expiring January 6, 2025." Their names must be listed as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

6. The name of each candidate to fill the vacancy in office at this special election shall be rotated with the names of the other candidates to fill the vacancy in office in the manner specified in Minnesota law.

7. The ballot shall be in substantially the following form:

Special Election Ballot
Independent School District No. 2689
(Pipestone Area Schools)

November 7, 2023

**Special Election
for School Board Member to fill vacancy
in term expiring January 6, 2025**

Instructions to Voters:

To vote, completely fill in the oval next to your choice like this: 

Vote for One



Name

Name

○ _____
write in, if any

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

Motion by Oye, second by Hiniker, approved the Resolution Calling Special Election to Fill School Board Vacancy. Motion carried unanimously.

Education Identity and Access Management Board Resolution:

Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: Pipestone Area Schools

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): 2689-01

Superintendent or Exec. Director Name: Dr. Klint Willert

Will act as the IOwA? X Yes ___ No

Motion by DeBates, second by Oye, approved Dr. Klint Willert as the Identified Official with Authority to authorize user access to MDE secure websites for Pipestone Area Schools. Motion carried unanimously.

Letter of Resignation from Cory Strasser, MS/HS Principal: Motion by Wiese, second by Oye, approved the letter of resignation from Cory Strasser, MS/HS Principal. Motion carried unanimously.

Approve Transportation Contract with Ludolph Bus, Inc.: Motion by Wiese, second by Hiniker, approved the transportation contract with Ludolph Bus Inc. Motion carried unanimously.

Approve Commercial Insurance Renewal for 2023-2024: The total premium package costs \$145,496.00 and the Worker's Compensation package costs \$36,193 for a total of \$182,109.00 without terrorism coverage. Motion by Oye, second by DeBates, approved the renewal for 23-24. Motion carried unanimously.

Approve Garbage and Recycling Proposal for 2023-2024: A proposal of \$1,150.00 per month, which includes Minnesota Solid Waste Management Tax was received from the City of Pipestone. This proposal does not include recyclable materials removal. A proposal of \$1,125.00 plus tax totaling \$1,234.68 per month was received from Van Dyke Sanitation. Motion by Wiese, second by Hiniker, to accept the proposal from the City of Pipestone. Motion carried unanimously.

Approve Membership to MSBA for 2023-2024: Motion by DeBates, second by Oye, approved membership to MSBA for 23-24. Motion carried unanimously.

Approve Membership to MREA for 2023-2024: Motion by Likness, second by Oye, approved membership to MREA for 23-24. Motion carried unanimously.

Approve 2023-2024 Literacy Plan: Motion by Wiese, second by Hiniker, approved the 2023-2024 Literacy Plan. Motion carried unanimously.

Approve FY24 Budget: Kennedy presented the budget for FY24. There is a projected deficit of \$476,648.32 in the General Fund. There is \$100,000 contingency in the General Fund. The FY24 Food Service Fund has a projected fund balance of \$576,761.00. Community Education FY24 has an estimated fund balance of \$261,486.00. The FY24 ECFE has a projected positive fund balance of \$290,067.20 with Learning Readiness/Pre-School with a projected fund balance of \$64,059.00. The FY24 Building Construction Fund has a projected fund balance of \$1,226,760.00 and FY24 Debt Service Fund has revenue of \$7,019.00 over expenditures. They FY24 High School Activities Fund has revenue of \$139,350.00 and expenditures of \$117,500.00. Motion by Wiese, second by Likness, approved the FY24 budget. Motion carried unanimously.

Approve 23-24 Food Service Management Contract with Taher: Motion by Wiese, second by Hiniker, approved the 23-24 Food Service Management contract with Taher. Motion carried unanimously.

Approve Paulsen Field Lease Agreement with City of Pipestone: Motion by Oye, second by Wiese, approved the Paulsen Field Lease Agreement with the City of Pipestone. Motion carried unanimously.

Approve Joint Powers Agreement with City of Pipestone: Motion by Likness, second by DeBates, approved the Joint Powers Agreement with the City of Pipestone. Motion carried unanimously.

Approve Baseball/Soccer Field Lease with City of Pipestone: Motion by Oye, second by Wiese, approved the Baseball/Soccer Field Lease with the City of Pipestone. Motion carried unanimously.

Adjournment

Motion by Wiese, second by Oye, to adjourn the meeting (9:11pm). Motion carried unanimously.

/s/ Brad Carson
Brad Carson, Chairman

/s/ Katie Wiese
Katie Wiese, Clerk

Approved and dated by the board July 24, 2023.
Submitted, Deb Peschon, Recording Secretary

ISD #2689 School Board

June 26, 2023

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 the MS/HS Media Center on June 26, 2023 at 7:00 p.m. The following members were present: Katie Wiese, Chrissy DeBates, Daphne Likness, Mark Hiniker, Lance Oye, and Brad Carson. Also present – Ex-Officio Kevin Enerson, Jacque Kennedy, Melany Wellnitz, Deb Peschon, Kyle Kuphal, Nancy Stiles, Tyler Fruechte, Jen Zupp, Carrie Schrecengost, Steve Pumper, Klint Willert, Sharon Wolff, and Daren Sievers (Zoom). Chairman Carson called the meeting to order. Motion by Wiese, second by Oye, approved the agenda as presented. Motion carried unanimously. Public Forum – None. Presentation - The board had requested a follow up survey for staff and parents. Daren Sievers with School Perceptions presented the results of the survey via Zoom. Motion by DeBates, second by Likness, approved all items in the Consent Agenda. Motion carried unanimously. Items approved were minutes of the May 22, 2023 regular school board meeting; minutes of the May 22, 2023 and June 20, 2023 work session meetings; minutes of the June 5, 2023 special school board meeting; work agreements for Connor Holt and Adriana Gonzales Gonzales, summer custodians; Jessica Quissell, sped teacher; summer band – Colton Pottratz, Jamie Drey, Owen Minet, and Isaac Stiles, and 23-24 contract for Elementary Coordinator; resignations from Jamie Strasser, business teacher; Steve Rops sped teacher and coach; Crissa Fruechte, ag teacher; Meghan Erickson, middle school math teacher; and Lupita Arellano, student services assistant.

Financials - The budget year-to-date shows expenditures as of June 21, 2023 at \$13,793,479.05 or 85%. This is non-action. The treasurer's report for month ended May 31, 2023 has a cash balance of \$10,107,111.10. Motion by Wiese, second by Oye, approved the treasurer's report. Motion carried unanimously. Bills paid through June 20, 2023 totaled \$650,379.11. Motion by Wiese, second by DeBates, approved payment of the regular monthly bills. Motion carried unanimously. High School Activity bills paid through June 20, 2023 totaled \$12,470.32. Motion by DeBates, second by Wiese, approved payment of the high school activity bills. Motion carried unanimously.

Board and Administrative reports were presented. Discussion – first readings on the 23-24 preschool handbook, elementary, middle school, high school, and activity handbook. The readings were non-action. Bond project - Discussion was held on the proposed projects. Steve Pumper with PMA presented a facilities financial plan explaining the funding sources for the identified facility improvements. The board identified the FACS room upgrade, Industrial Technology relocation, greenhouse expansion, a turf field with track, curb, track repair, drainage, and utilities, and track upgrades including surface and relocation of long jump and high jump areas as the projects they would like to move forward with. Motion by Oye, second by Likness, to move forward with projects 3, 4, 5, and 6 (FACS room upgrade, Industrial Technology relocation, greenhouse expansion, a turf field with track, curb, track repair, drainage, and utilities, and track upgrades including surface and relocation of long jump and high jump areas) financing through the sale of \$2,930,000 in school building bonds and to utilize capital facility bonds as an additional source to finance the identified projects. Roll call vote was taken with Likness, Carson, and Oye voting yes, and Wiese, Hiniker, and DeBates voting no. Motion failed 3-3. Additional discussion was held and concerns were identified by board members. After discussion and further clarification on the project financing, a motion by Oye, second by DeBates, to reconsider. Motion carried unanimously.

Member Katie Wiese introduced the following resolution and moved its adoption, which motion was seconded by Member Lance Oye:

RESOLUTION RELATING TO \$2,930,000 GENERAL OBLIGATION SCHOOL BUILDING AND CAPITAL FACILITIES BONDS, SERIES 2023A; STATING OFFICIAL INTENT TO PROCEED WITH, AUTHORIZING THE ISSUANCE AND AUTHORIZING THE SUPERINTENDENT OR BUSINESS MANAGER AND ANY BOARD OFFICER TO AWARD THE SALE THEREOF AND TO TAKE SUCH ACTION AND EXECUTE ALL DOCUMENTS NECESSARY TO ACCOMPLISH SAID AWARD AND SALE; AND ESTABLISHING COMPLIANCE WITH REIMBURSEMENT BOND REGULATIONS UNDER THE INTERNAL REVENUE CODE

Upon vote being taken thereon, the following voted in favor thereof: Likness, Wiese, Hiniker, Carson, DeBates, and Oye.

and the following voted against the same: None.

whereupon the resolution was declared duly passed 6-0 and adopted.

(Full Resolution available for public inspection in District Office or Pipestone Area Schools, or by email).

Board Action – Resolution Approving Gifts to the School – Christ the King Lutheran Church, \$100 to the wellness room; Ken and Belva Senst, 2 trombones, 1 clarinet, and 1 mellophone to the band. Motion by DeBates, second by Oye, approved the gifts to the high school. Motion carried unanimously. Resolution Approving Gifts to High School Activities – First Bank & Trust, \$300 to the French club. Motion by Wiese, second by Likness, approved the gift to high school activities. Motion carried unanimously. Motion by DeBates, second by Oye, to approve all Dell 3180 and 3189 Chromebooks and all Apple iPad Air and Air 2 model's surplus items. Motion carried unanimously. Motion by DeBates, second by Wiese, approved to declare the following equipment items obsolete – 2 rolling condiment carts, rolling storage cart for cans, large commercial mixer, 1 double stacked commercial oven, 1 commercial walk in warmer, 1 exercise bike, and 4 teacher's desks. Motion carried unanimously.

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 1, 2023 and shall close on August 15, 2023. 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 15, 2023.

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.

Motion by Oye, second by DeBates, approved the Resolution Establishing Dates of Filing Affidavits of Candidacy. Motion carried unanimously.

Resolution Calling Special Election to Fill School Board Vacancy – Motion by Oye, second by Hiniker, approved the Resolution Calling Special Election to Fill School Board Vacancy. Motion carried unanimously. (Full Resolution available for public inspection in District Office or Pipestone Area Schools, or by email). Motion by DeBates, second by Oye, approved Dr. Klint Willert 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 Oye, approved the letter of resignation from Cory Strasser, MS/HS Principal. Motion carried unanimously. Motion by Wiese, second by Hiniker, approved the transportation contract with Ludolph Bus Inc. Motion carried unanimously. Commercial insurance renewal for 23-24 - The total premium package costs \$145,496.00 and the Worker's Compensation package costs \$36,193 for a total of \$182,109.00 without terrorism coverage. Motion by Oye, second by DeBates, approved the renewal for 23-24. Motion carried unanimously. Garbage and recycling proposals for 23-24 - A proposal of \$1,150.00 per month, which includes Minnesota Solid Waste Management Tax was received from the City of Pipestone. This proposal does not include recyclable materials removal. A proposal of \$1,125.00 plus tax totaling \$1,234.68 per month was received from Van Dyke Sanitation. Motion by Wiese, second by Hiniker, to accept the proposal from the City of Pipestone. Motion carried unanimously. Motion by DeBates, second by Oye, approved membership to MSBA for 23-24. Motion carried unanimously. Motion by Likness, second by Oye, approved membership to MREA for 23-24. Motion carried unanimously. Motion by Wiese, second by Hiniker, approved the 2023-2024 Literacy Plan. Motion carried unanimously. Kennedy presented the budget for FY24. There is a projected deficit of \$476,648.32 in the General Fund. There is \$100,000 contingency in the General Fund. The FY24 Food Service Fund has a projected fund balance of \$576,761.00. Community Education FY24 has an estimated fund balance of \$261,486.00. The FY24 ECFE has a projected positive fund balance of \$290,067.20 with Learning Readiness/Pre-School with a projected fund balance of \$64,059.00. The FY24 Building Construction Fund has a projected fund balance of \$1,226,760.00 and FY24 Debt Service Fund has revenue of \$7,019.00 over expenditures. They FY24 High School Activities Fund has revenue of \$139,350.00 and expenditures of \$117,500.00. Motion by Wiese, second by Likness, approved the FY24 budget. Motion carried unanimously. Motion by Wiese, second by Hiniker, approved the 23-24 Food Service Management contract with Taher. Motion carried unanimously. Motion by Oye, second by Wiese, approved the Paulsen Field Lease Agreement with the City of Pipestone. Motion carried unanimously. Motion by Likness, second by DeBates, approved the Joint Powers Agreement with the City of Pipestone. Motion carried unanimously. Motion by Oye, second by Wiese, approved the Baseball/Soccer Field Lease with the City of Pipestone. Motion carried unanimously. Adjourn - Motion by Wiese, second by Oye, to adjourn the meeting (9:11pm). Motion carried unanimously.

Approved and dated by the board July 24, 2023.

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.

A full copy of the resolutions approving gifts are available upon request.



RECEIVED
4-4-23

PIPESTONE AREA SCHOOLS, ISD #2689
PIPESTONE, MN 56164

LANE CHANGE
for
20 23 - 20 24 SCHOOL YEAR

NAME: Dawn Samuelson

Current Degree AAS Plus _____ for 20 22-2023 school year

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

Yes X No _____

Did you have prior approval to obtain the college credits?

? Yes X No _____

My additional credits should place me on Degree BA Plus _____ for the 20 23 - 20 24 school year.

For Office Use Only:
Superintendent: Kevin Emerson
Date: 4/5/23

Date Received: 4/5/23

Date Emailed: 4/5/23

EMAILED
DATE 4-5-23

PIPESTONE AREA SCHOOLS, ISD #2689
PIPESTONE, MN 56164

LANE CHANGE
for
20 23 - 20 24 SCHOOL YEAR

NAME: Cristin Bailey Winter

Current Degree Masters Plus 45 for 20 22-20 23 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 Masters Plus 60 for the 20 23 - 20 24 school year.

For Office Use Only:

Superintendent: Kevin Emerson

Date: 4/24/23

Date Received: 4-21-23

Date Emailed: 4-24-23

PIPESTONE AREA SCHOOLS, ISD #2689
PIPESTONE, MN 56164

LANE CHANGE
for
2023 - 2024 SCHOOL YEAR

NAME: Cole Maly

Current Degree BA Plus _____ for 2022 -2023 school year

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

Yes _____ No X

Did you have prior approval to obtain the college credits?

Yes X No _____

My additional credits should place me on Degree BA Plus 15 for the 2023 - 2024 school year.

For Office Use Only:

Superintendent: Kevin Emerson

Date: 5/16/23

Date Received: 5-15-23

Date Emailed: 5-16-23



RECEIVED
5-31-23

PIPESTONE AREA SCHOOLS, ISD #2689
PIPESTONE, MN 56164

EMAILED
DATE 5-31-23

LANE CHANGE

20 22 - 20 23 SCHOOL YEAR

NAME: Abbey Taubert

20 22 - 20 23 School Year

Degree MASTERS OF ELEMENTARY Plus 45
EDUCATION

20 22 - 20 23 School Year

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

Yes X No _____

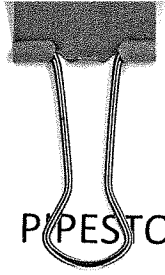
Did you have prior approval to obtain the college credits?

Yes X No _____

My additional credits should place me on Degree MA Plus 60 for the 20 23 - 20 24 school year.

Superintendent: Kevin Eversen

5-31-23



PIPESTONE AREA SCHOOLS, ISD #2689
PIPESTONE, MN 56164

LANE CHANGE

for
20~~23~~²³ - 20~~24~~²⁴ SCHOOL YEAR

NAME: Mike Zaskie

Current Degree Masters Plus ~~15~~¹⁵ for 20~~23~~²³ - 20~~24~~²⁴ 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 Masters Plus 30 for the 20~~23~~²³ - 20~~24~~²⁴ school year.

For Office Use Only:

Superintendent: Kevin Evers

Date: 5/17/23

Date Received: 5-17-23

Date Emailed: 5-17-23

PIPESTONE AREA SCHOOLS, ISD #2689
PIPESTONE, MN 56164

LANE CHANGE
for
20 23 - 20 24 SCHOOL YEAR

NAME: Jessica Chauissett

Current Degree MA Plus for 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 20
for the 2023 - 2024 school year.

For Office Use Only:

Superintendent: [Signature]

Date: 7-13-23

*off of the SMSU
transcripts:
Credits obtained
Spring / Summer / Fall
2022*

Date Received:

RECEIVED
6-30-23

Date Emailed:

EMAILED
DATE 7-13-23

Budget Presentation to the Board				
Expenditures as of 7/20/2023		FY2023		
General Fund				
Classification	Code	FY2023REVISED	7/20/2023	Year to
			Year to Date	Date %
Administrative Salaries	110	\$544,435.00	\$551,772.42	101%
Teacher Salaries	140	\$4,778,302.00	\$4,640,859.74	97%
Non-Licensed Classroom Personnel	141	\$195,908.00	\$106,310.22	54%
Licensed Instructional Support Personnel	143	\$61,450.00	\$69,041.09	112%
Non-Licensed Instructional Support Personnel	144	\$23,688.00	\$0.00	0%
Substitute Salaries	145	\$123,500.00	\$123,292.53	100%
Substitute Non-Licensed Classroom Salaries	146	\$32,500.00	\$27,393.94	84%
Language Pathologist	152	\$77,333.00	\$77,333.01	100%
School Nurse	154	\$98,150.00	\$94,538.49	96%
School Social Worker	156	\$48,556.00	\$48,162.21	99%
Certified Paraprofessional	161	\$528,963.00	\$475,566.33	90%
Certified One-to-One Paraprofessional	162	\$252,567.00	\$234,090.19	93%
School Counselor	165	\$119,046.00	\$118,703.03	100%
Non-Instructional Support	170	\$783,345.00	\$768,635.30	98%
DAPE Specialist	174	\$0.00	\$0.00	#DIV/0!
Other Salary Payment	185	\$530,607.00	\$520,597.84	98%
Severance	191	\$18,593.00	\$5,324.78	29%
Third Party Pay Expense Salaries	195	\$0.00	\$0.00	#DIV/0!
FICA	210	\$606,739.00	\$579,168.81	95%
PERA	214	\$141,295.00	\$121,944.28	86%
TRA	218	\$532,507.00	\$509,712.76	96%
Health Insurance	220	\$600,404.00	\$602,632.42	100%
Life Insurance	230	\$5,227.00	\$5,008.90	96%
Dental Insurance	235	\$1,127.00	\$929.70	82%
Long Term Disability	240	\$336.00	\$360.24	107%
TSA Match	250	\$101,294.00	\$90,144.42	89%
Employer Sponsored HSA's	251	\$162,669.00	\$170,511.70	105%
Workmens Comp	270	\$45,397.00	\$41,005.15	90%
Unemployment Compensation	280	\$30,000.00	\$23,560.66	79%
Other Post-Employment Benefits	291	\$39,695.00	\$39,695.00	100%
Third Party Pay Benefits	295	\$0.00	\$0.00	#DIV/0!
Total Salaries and Fringe		\$10,483,633.00	\$10,046,295.16	96%
Other Employee Benefits	299	\$0.00	\$0.00	#DIV/0!
Fed Sub Awards Under \$25,000	303	\$23,517.00	\$15,300.00	65%
Fed Sub Awards Over \$25,000	304	\$3,000.00	\$0.00	0%
Consulting and Servicing Fees	305	\$207,017.00	\$139,882.20	68%
School Resource Officer	310	\$47,200.00	\$48,498.00	103%
Services Purchased from Coop	316	\$155,005.00	\$137,308.98	89%
Computer and Technology Services	319	\$0.00	\$0.00	#DIV/0!
Communications/Phone	320	\$42,482.00	\$37,255.58	88%
Postage and Express	329	\$9,550.00	\$6,776.34	71%
Utility Services	330	\$283,172.00	\$273,132.38	96%
Short Term Rentals	335	\$20,285.00	\$20,285.00	100%
Property Insurance	340	\$132,559.00	\$132,559.41	100%
Repairs and Maintenance	350	\$165,115.00	\$216,941.17	131%
Transportation	360	\$1,201,069.00	\$1,208,282.86	101%
Travel	366	\$187,902.00	\$151,664.59	81%
Entry Fees/Student Travel	369	\$52,470.00	\$43,595.79	83%
Rentals and Leases	370	\$0.00	\$0.00	#DIV/0!
Mental Health Professional Services	379	\$18,000.00	\$4,325.00	24%
Short Term Lease	380	\$60,000.00	\$60,907.71	102%
Third Party Reimbursement Services	385	\$0.00	\$0.00	0%
To Other MN School Districts	390	\$61,224.00	\$36,218.00	59%
To Out of State Districts	392	\$48,476.00	\$14,114.65	29%
Special Ed Contracted Services	393	\$95,372.00	\$84,343.64	88%
To Non-Ed Agency	394	\$345,209.00	\$361,293.70	105%
Spec Ed Salary Purchased from Co-op	396	\$384,693.00	\$294,530.66	77%
Spec Ed Benefits Purchased from Co-op	397	\$10,875.00	\$10,152.19	93%
Charge Back	398	\$0.00	\$0.00	0%
General Supplies	401	\$193,994.00	\$216,537.04	112%
Non instructional Computer Software	405	\$59,053.00	\$57,804.39	98%
Instructional Software License	406	\$96,052.00	\$73,884.19	77%
Instructional Supplies	430	\$156,433.00	\$97,356.54	62%
Individualized Materials	433	\$39,163.00	\$29,739.31	76%
Fuel for Buildings	440	\$85,000.00	\$76,759.87	90%
Noninstructional Tech Supplies	455	\$23,405.00	\$26,434.04	113%
Instructional Tech Supplies	456	\$3,704.00	\$2,471.10	67%
Textbooks/Workbooks	460	\$156,074.00	\$143,915.27	92%
Standardized Tests	461	\$5,074.00	\$4,920.15	97%
Non-Instructional Tech Devices	465	\$55,838.00	\$54,964.52	98%
Instructional Technology Devices	466	\$236,284.00	\$234,933.35	99%
Library Books	470	\$17,800.00	\$14,960.72	84%
Audio Visual Aids	480	\$0.00	\$0.00	0%
Electronic Format	485	\$4,000.00	\$0.00	0%
Capital Non-Instruction Tech Software	505	\$8,500.00	\$8,500.00	100%
Site or Grounds Acquisition	510	\$50,000.00	\$49,942.00	100%
Building Acquisition and Construction	520	\$396,190.00	\$386,142.81	97%
Equipment Purchased	530	\$290,620.00	\$287,839.26	99%
Special Education Equipment	533	\$0.00	\$0.00	#DIV/0!
Eligible Pupil Transportation	548	\$93,628.75	\$93,628.75	0%
Vehicles Purchased	550	\$54,000.00	\$53,877.60	100%
Non-Instructional Technology Hardware	555	\$13,041.00	\$8,333.65	64%
Capitalized Instructional Technology Hardware	556	\$0.00	\$0.00	#DIV/0!
Principal on Capital Lease	580	\$77,000.00	\$77,000.00	100%
Interest on Capital Lease	581	\$14,632.00	\$14,631.75	100%
Dues and Memberships	820	\$18,888.00	\$18,901.66	100%
Taxes and Special Assessments	896	\$5,500.00	\$709.00	13%
Affordable Care Act Penalties	897	\$12,546.00	\$12,545.13	100%
Miscellaneous Other Expenses	899	\$2,000.00	\$1,061.50	53%
Contingency		\$37,811.25	\$0.00	0%
Total		\$16,244,056.00	\$15,391,456.61	95%
The prior year to date percentage was 96%				

INDEPENDENT SCHOOL DISTRICT NO. 2689								
PIPESTONE AREA SCHOOLS								
TREASURER'S REPORT TO SCHOOL BOARD								
FOR THE MONTH ENDED JUNE 30, 2023								
FUNDS	FUND NUMBER	CASH BALANCE			CASH BALANCE		CASH BALANCE	CASH BALANCE
		BEGINNING OF MONTH	NET CASH ACTIVITY	END OF MONTH	ADJUSTMENTS	END OF MONTH FY23	END OF MONTH FY22	
GENERAL FUND	01,03,05	\$7,544,568.85	(\$723,051.03)	\$6,821,517.82		\$6,821,517.82	\$6,750,393.00	
FOOD SERVICE FUND	02	\$830,355.62	(\$11,174.74)	\$819,180.88		\$819,180.88	\$789,388.05	
COMMUNITY SERVICE FUND	04	\$682,983.71	(\$22,430.98)	\$660,552.73		\$660,552.73	\$535,991.17	
TOTAL OPERATING FUNDS		\$9,057,908.18	(\$756,656.75)	\$8,301,251.43		\$8,301,251.43	\$8,075,772.22	
BUILDING FUND	06	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	
DEBT SERVICE FUND	07	\$1,024,630.30	\$84,557.20	\$1,109,187.50		\$1,109,187.50	\$956,483.87	
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		\$10,082,883.48	(\$672,099.55)	\$9,410,783.93	\$0.00	\$9,410,783.93	\$9,032,601.09	
RECONCILEMENT OF TREASURE'S BALANCE WITH BANKS								
DESCRIPTION	ACCOUNT NUMBER	CURRENT RATE OF INTEREST	BALANCE PER BANK STATEMENT	OUTSTANDING CHECKS	OUTSTANDING DEPOSITS	OTHER RECONCILING ITEMS	BALANCE PER TREASURER'S BOOKS	BALANCE PER TREASURER'S BOOKS
FIRST NATIONAL BANK-PAYROLL	200563	0.05%	\$40,756.88	(\$3,159.48)	\$0.00	\$0.00	\$37,597.40	\$216,934.82
FIRST NATIONAL BANK-MM	808263	0.45%	\$2,137,492.07	\$0.00	\$0.00	\$0.00	\$2,137,492.07	\$3,240,591.76
FIRST F&M	4534150062	0.20%	\$340,645.15	(\$216,604.55)	\$0.00	\$0.00	\$124,040.60	\$620,172.78
MNTrust	6770	5.00%	\$4,656,821.65	\$0.00	\$0.00	\$0.00	\$4,656,821.65	\$3,608,983.38
TOTAL			\$7,175,715.75	(\$219,764.03)	\$0.00	\$0.00	\$6,955,951.72	\$7,686,682.74
CERTIFICATES OF DEPOSIT	CD #	Date Purchased	Maturity Date	Maturity Period	Interest Rate		Dollar Amount	Dollar Amount
MNTrust Full Flex		10/1/2022	10/31/2022		5.08%		\$519,679.80	
Cornerstone Bank	1348781-1	5/9/2023	11/5/2024	18 Months	5.008%		\$232,350.00	
Charles Schwab Bank	59763-1	5/11/2023	11/5/2024	18 Months	4.906%		\$243,497.10	
Western Alliance Bank, CA	1346322-1	2/1/2023	1/31/2024	12 Months	4.745%		\$238,600.00	
ServisFirst Bank, FL	1346321-1	2/1/2023	1/31/2024	12 Months	4.771%		\$238,550.00	
Greenstate Credit Union, IA	1346323-1	2/1/2023	7/31/2024	18 Months	4.495%		\$234,150.00	
Amer Natl BK/FX Cities	58664-1	2/24/2023	8/23/2024	18 Months	4.420%		\$249,647.62	
Fist United Bank and Trust	58665-1	2/8/2023	2/10/2025	24 MOnths	4.360%		\$248,666.44	
Veritx Community Bank NA	58635-1	2/13/2023	2/13/2025	24 Months	4.355%		\$249,691.25	
Total							\$2,454,832.21	\$1,345,918.35
Grand Total							\$9,410,783.93	\$9,032,601.09
						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	66945	10223		MELISSA SNELLER		Check		
				E 04	005 505 420 321 305	Babysitting Class Community Education		\$1,050.00	
PO#:	Voucher #:	94698		Invoice	Invoice No: 06/20/2023	6/20/2023		Paid Amt:	\$1,050.00
								Check Amount:	\$1,050.00
2689	FIN	66946	8925		BLUEPEAK		Check		
				E 01	005 810 000 000 320	Communications/Phone 6/10-7/9		\$1,602.41	
PO#:	Voucher #:	94722		Invoice	Invoice No: 000459101	6/21/2023		Paid Amt:	\$1,602.41
								Check Amount:	\$1,602.41
2689	FIN	66947	5949		CDW GOVERNMENT, INC.		Check		
				E 01	300 620 591 302 470	Library Books		\$142.41	
				E 01	300 620 591 302 470	Library Books		(\$142.41)	
				E 01	005 605 150 000 455	Library Books		\$142.41	
PO#:	Voucher #:	94719		Invoice	Invoice No: KF31666	6/21/2023		Paid Amt:	\$142.41
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$113.68	
PO#:	Voucher #:	94720		Invoice	Invoice No: JZ33971	6/21/2023		Paid Amt:	\$113.68
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$1,116.60	
PO#:	Voucher #:	94721		Invoice	Invoice No: JR69261	6/21/2023		Paid Amt:	\$1,116.60
								Check Amount:	\$1,372.69
2689	FIN	66948	01140		JERS ELECTRIC INC		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$2,408.25	
PO#:	Voucher #:	94723		Invoice	Invoice No: 4337	6/21/2023		Paid Amt:	\$2,408.25
								Check Amount:	\$2,408.25
2689	FIN	66949	8402		LEGALSHIELD		Check		
				B 01	215 037	LGL-ID		\$495.60	
				B 01	215 039	LGL-IDONLY		\$56.85	
PO#:	Voucher #:	94711		Invoice	Invoice No: M2023120	6/21/2023		Paid Amt:	\$552.45
								Check Amount:	\$552.45
2689	FIN	66950	9983		MICHAEL HODGEN		Check		
				B 01	215 029	Child Support		\$547.52	
PO#:	Voucher #:	94718		Invoice	Invoice No: M2023120	6/21/2023		Paid Amt:	\$547.52
								Check Amount:	\$547.52
2689	FIN	66951	01253		PAEA		Check		
				B 01	215 040	Pipestone Ed. Assoc. Dues		\$6,414.71	
PO#:	Voucher #:	94714		Invoice	Invoice No: M2023120	6/21/2023		Paid Amt:	\$6,414.71
								Check Amount:	\$6,414.71

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	66952	6424		PAESP		Check		
				B 01	215 043				
						PAE Supp Prof Dues		\$1,254.06	
	PO#:	Voucher #:	94712	Invoice	Invoice No: M2023120	6/21/2023	Paid Amt:	\$1,254.06	
							Check Amount:	\$1,254.06	
2689	FIN	66953	10247		DCI CREDIT SERVICES, INC		Check		
				B 01	215 060				
						Garnishment		\$543.78	
	PO#:	Voucher #:	94725	Invoice	Invoice No: M2023120	6/22/2023	Paid Amt:	\$543.78	
							Check Amount:	\$543.78	
2689	FIN	66954	6783		Marcia Suda		Check		
				R 04	005 249 000 321 050				
						Fees from Patrons		\$50.00	
	PO#:	Voucher #:	83491	Invoice	Invoice No: 06/25/2019	6/22/2023	Paid Amt:	\$50.00	
							Check Amount:	\$50.00	
2689	FIN	66955	10138		HEALTH PARTNERS		Check		
				B 01	215 030				
						Health Insurance July Coverage Inv #1217473		\$76,214.41	
	PO#:	Voucher #:	94727	Invoice	Invoice No: M2023120	6/22/2023	Paid Amt:	\$76,214.41	
							Check Amount:	\$76,214.41	
2689	FIN	66956	9847		MICHELLE HAACK		Check		
				R 01	005 296 206 000 050				
						SOFTBALL 2020		\$40.00	
	PO#:	Voucher #:	86327	Invoice	Invoice No: SOFTBALL 2020	6/22/2023	Paid Amt:	\$40.00	
							Check Amount:	\$40.00	
2689	FIN	66957	01252		NCPERS Group Life Ins		Check		
				B 01	215 034				
						UNIT NUMBER: 203411		\$48.00	
	PO#:	Voucher #:	94728	Invoice	Invoice No: M2023120	6/22/2023	Paid Amt:	\$48.00	
							Check Amount:	\$48.00	
2689	FIN	66958	9962		MITCHELL BIEVER		Check		
				E 01	300 296 201 000 305				
						Consult & Serv.fees, GB 01/16/2021		\$50.00	
				E 01	300 296 201 000 305				
						Consult & Serv.fees, GB 01/28/2021		\$25.00	
				E 01	300 294 201 000 305				
						Consult & Serv.fees, BB 02/02/2021		\$30.00	
				E 01	300 296 201 000 305				
						Consult & Serv.fees, BB, 01/30/2021		\$50.00	
				E 01	300 296 201 000 305				
						Consult & Serv.fees, BB 1/22/2021		\$100.00	
				E 01	300 294 201 000 305				
						Consult & Serv.fees		\$125.00	
	PO#:	Voucher #:	88686	Invoice	Invoice No: 04/09/2021	6/22/2023	Paid Amt:	\$380.00	
							Check Amount:	\$380.00	
2689	FIN	66959	7348		Madison National Life		Check		
				B 01	215 032				
						Employer Paid		\$445.52	
				B 01	215 033				
						Supplemental Life		\$143.50	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	66959	7348		Madison National Life		Check		
				B 01	215 031 LTD			\$689.66	
	PO#:	Voucher #:	94729	Invoice	Invoice No: M2023120	6/22/2023	Paid Amt:		\$1,278.68
							Check Amount:		\$1,278.68
2689	FIN	66960	9902		JOSE LOPEZ		Check		
				R 01	005 296 206 000 050 SOFTBALL 2020			\$40.00	
	PO#:	Voucher #:	86331	Invoice	Invoice No: SOFTBALL 2020	6/22/2023	Paid Amt:		\$40.00
							Check Amount:		\$40.00
2689	FIN	66961	9686		SHELLY BOBENDRIER		Check		
				R 01	005 294 200 000 050 REFUND SPRING SPORT			\$80.00	
	PO#:	Voucher #:	86154	Invoice	Invoice No: 06/10/2020	6/22/2023	Paid Amt:		\$80.00
							Check Amount:		\$80.00
2689	FIN	66962	8392		LARAE DISBROW		Check		
				R 01	005 292 204 000 050 REFUND SPRING SPORT			\$80.00	
	PO#:	Voucher #:	86132	Invoice	Invoice No: 06/10/2020	6/22/2023	Paid Amt:		\$80.00
							Check Amount:		\$80.00
2689	FIN	66963	7068		AMERITAS LIFE INSURANCE CORP.		Check		
				B 01	215 045 AMERITAS Vision Insurnance June Coverage			\$781.00	
	PO#:	Voucher #:	94731	Invoice	Invoice No: M2023120	6/22/2023	Paid Amt:		\$781.00
							Check Amount:		\$781.00
2689	FIN	66964	10212		METROPOLITAN LIFE INSURANCE COMPANY		Check		
				B 01	215 044 Dental Insurance July Coverage			\$3,054.44	
	PO#:	Voucher #:	94732	Invoice	Invoice No: M2023120	6/22/2023	Paid Amt:		\$3,054.44
							Check Amount:		\$3,054.44
2689	FIN	66965	9813		CHRIS BOEKE		Check		
				R 01	005 292 204 000 050 REFUND SPRING SPORT			\$80.00	
	PO#:	Voucher #:	86128	Invoice	Invoice No: 06/10/2020	6/22/2023	Paid Amt:		\$80.00
							Check Amount:		\$80.00
2689	FIN	66966	9215		DAVID SUTHERLAND		Check		
				R 01	005 292 208 000 050 Fees from Patrons Track			\$80.00	
	PO#:	Voucher #:	86096	Invoice	Invoice No: 06/09/2020	6/22/2023	Paid Amt:		\$80.00
							Check Amount:		\$80.00
2689	FIN	66967	01253		PAEA		Check		
				B 01	215 040 Pipestone Ed. Assoc. Dues			\$6,639.28	
	PO#:	Voucher #:	82761	Invoice	Invoice No: M2019090	6/23/2023	Paid Amt:		\$6,639.28
							Check Amount:		\$6,639.28
2689	FIN	66968	5249		VISA		Check		
				E 01	005 020 000 000 305 Consult & Serv.fees			\$13.00	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	66968	5249		VISA		Check
				E 01	005 640 173 316 366	Curriculum Staff Development	\$16.45
				E 01	005 640 173 316 366	Curriculum Staff Development	\$553.26
				E 01	300 211 172 000 369	Entry Fees/Student Travel	\$392.40
				E 01	300 211 172 000 369	Entry Fees/Student Travel	\$129.60
				E 01	207 203 172 000 369	Entry Fees/Student Travel	\$500.00
				E 01	300 296 206 000 369	Entry Fees/Student Travel, STATE, SB	\$113.99
				E 01	300 296 206 000 369	Entry Fees/Student Travel, STATE, SB	\$70.05
				E 01	300 296 206 000 369	Entry Fees/Student Travel, STATE, SB	\$303.65
				E 01	300 296 206 000 369	Entry Fees/Student Travel, STATE, SB	\$308.26
				E 01	300 296 206 000 369	Entry Fees/Student Travel, STATE, SB	\$308.26
				E 01	300 296 206 000 369	Entry Fees/Student Travel, STATE, SB	\$308.26
				E 01	300 296 206 000 369	Entry Fees/Student Travel, STATE, SB	\$308.26
				E 01	300 296 206 000 369	Entry Fees/Student Travel, STATE, SB	\$308.26
				E 01	300 296 206 000 369	Entry Fees/Student Travel, STATE, SB	\$308.26
				E 01	300 296 206 000 369	Entry Fees/Student Travel, STATE, SB	\$308.26
				E 01	300 296 206 000 369	Entry Fees/Student Travel, STATE, SB	\$308.26
				E 01	300 296 206 000 369	Entry Fees/Student Travel, STATE, SB	\$308.26
				E 01	300 296 206 000 369	Entry Fees/Student Travel, STATE, SB	\$308.26
				E 01	300 296 206 000 369	Entry Fees/Student Travel, STATE, SB	\$308.26
				E 01	005 640 173 316 366	Entry Fees/Student Travel, STATE, SB	\$137.67
				E 01	005 640 173 316 366	Entry Fees/Student Travel, STATE, SB	\$195.00
				E 01	103 216 000 401 401	General Supplies	\$10.69
				E 04	005 580 000 325 369	General Supplies	\$342.00
				E 04	005 505 000 321 401	General Supplies	\$2,238.88
				E 01	207 260 173 000 406	Instructional Software License	\$12.50
				E 01	207 256 173 000 406	Instructional Software License	\$11.50
				E 01	300 292 204 000 401	General Supplies	\$68.29
				E 01	300 292 208 000 401	General Supplies	\$68.29
				E 01	300 294 207 000 401	General Supplies	\$68.29
				E 01	300 296 206 000 401	General Supplies	\$68.29
				E 01	300 294 200 000 401	General Supplies	\$68.29
				E 01	300 292 000 000 401	General Supplies	\$10.68
				E 01	300 292 000 000 401	General Supplies	\$303.44
				E 01	300 292 208 000 366	Travel	\$52.00
				E 01	300 296 206 000 366	Travel	\$332.92
				E 01	300 296 206 000 366	Travel	\$19.14
				E 01	300 296 206 000 366	Travel	\$28.56
				E 01	300 296 206 000 366	Travel	\$33.53
				E 01	300 296 206 000 366	Travel	\$22.22

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	66968	5249		VISA		Check
				E 01	207 204 000 414 401		General Supplies \$25.47
				E 01	207 211 172 000 369		Entry Fees/Student Travel \$504.00
				E 01	207 211 172 000 369		Entry Fees/Student Travel \$242.49
				E 01	207 211 172 000 369		Entry Fees/Student Travel \$210.00
				E 01	103 203 242 000 369		Entry Fees/Student Travel \$742.50
				E 01	005 640 000 316 401		General Supplies \$275.00
				E 01	300 640 172 316 366		MS/HS Staff Development \$200.00
				E 01	300 292 208 000 369		Entry Fees/Student Travel \$249.07
				E 01	300 292 208 000 369		Entry Fees/Student Travel \$149.45
				E 01	300 292 208 000 369		Entry Fees/Student Travel \$290.43
				E 01	300 292 208 000 369		Entry Fees/Student Travel \$290.43
				E 01	300 292 208 000 369		Entry Fees/Student Travel \$290.43
				E 01	300 292 208 000 369		Entry Fees/Student Travel \$290.43
				E 01	300 292 208 000 369		Entry Fees/Student Travel \$290.43
				E 01	300 292 208 000 369		Entry Fees/Student Travel \$290.43
				E 01	300 292 208 000 369		Entry Fees/Student Travel \$290.43
				E 01	300 292 208 000 369		Entry Fees/Student Travel \$102.12
				E 01	300 292 208 000 369		Entry Fees/Student Travel \$124.92
				E 01	300 292 208 000 369		Entry Fees/Student Travel \$90.96
				E 01	300 292 208 000 369		Entry Fees/Student Travel \$41.26
				E 01	300 292 208 000 369		Entry Fees/Student Travel \$283.44
				E 01	300 292 208 000 369		Entry Fees/Student Travel \$98.34
				E 01	300 292 208 000 369		Entry Fees/Student Travel \$94.00
				E 01	005 810 000 000 401		General Supplies \$17.99
				E 01	005 810 000 000 401		General Supplies \$31.98
				E 01	005 810 000 000 401		General Supplies \$238.00
				E 01	005 810 000 000 401		General Supplies \$16.99
				E 01	005 810 000 000 401		General Supplies \$53.94
				E 01	005 810 000 000 401		General Supplies \$59.44
				E 01	005 810 000 000 401		General Supplies \$34.35
				E 01	005 810 000 000 401		General Supplies \$33.99
				E 01	005 810 000 000 401		General Supplies \$25.13
				E 01	005 810 000 000 401		General Supplies \$299.99
				E 01	005 810 000 000 401		General Supplies \$4.78
				E 01	005 810 000 000 401		General Supplies \$16.00
				E 01	005 810 000 000 401		General Supplies \$52.47
				E 01	207 260 172 000 430		Instructional Supply \$37.94
				E 01	300 331 172 830 433		Individualized Mat. \$68.19

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	66968	5249		VISA		Check
				E 01	300 301 501 830 433	Individualized Mat.	\$105.14
				E 01	300 219 172 000 460	Textbooks/Workbooks	\$57.75
				E 01	300 620 591 302 470	Library Books	\$287.87
				E 01	300 341 172 830 433	Individualized Mat.	\$124.95
				E 01	300 301 501 830 433	Individualized Mat.	\$47.73
				E 01	300 301 501 830 433	Individualized Mat.	\$68.84
				E 01	300 258 234 000 401	General Supplies	\$73.88
				E 01	300 050 172 000 401	General Supplies	\$2.99
				E 01	300 258 234 000 401	General Supplies	\$73.95
				E 01	103 204 000 414 401	General Supplies Title II	\$301.93
				E 01	103 204 000 414 401	General Supplies Title II	\$250.00
PO#:	Voucher #:	94726	Invoice	Invoice No:	9897	6/23/2023	Paid Amt: \$17,119.42
							Check Amount: \$17,119.42
2689	FIN	66969	10199		TROY RYAN HEIDEBRINK		Check
				E 01	005 810 000 000 350	Repair&maint Service, BOILER CHECK MAY :	\$700.00
PO#:	Voucher #:	94735	Invoice	Invoice No:	5	6/26/2023	Paid Amt: \$700.00
							Check Amount: \$700.00
2689	FIN	66970	10293		ERIN MASTBERGEN		Check
				R 02	005 000 000 701 601	Sales to Pupils	\$134.25
PO#:	Voucher #:	94741	Invoice	Invoice No:	06/26/2023	6/26/2023	Paid Amt: \$134.25
							Check Amount: \$134.25
2689	FIN	66971	8719		HAUFF MID-AMERICA		Check
				E 01	300 292 208 000 401	General Supplies	\$192.00
PO#:	Voucher #:	94738	Invoice	Invoice No:	120509	6/26/2023	Paid Amt: \$192.00
				E 01	300 292 208 000 401	General Supplies	\$1,907.50
PO#:	Voucher #:	94739	Invoice	Invoice No:	125886	6/26/2023	Paid Amt: \$1,907.50
							Check Amount: \$2,099.50
2689	FIN	66972	10292		SUMMER BLOMGREN		Check
				E 04	005 505 424 321 305	Consult & Serv.fees Hand Lettering	\$75.00
PO#:	Voucher #:	94742	Invoice	Invoice No:	06/26/2023	6/26/2023	Paid Amt: \$75.00
							Check Amount: \$75.00
2689	FIN	66973	9186		TAHER, INC.- BIN# 135092		Check
				E 02	005 770 000 701 305	Consult & Serv.fees, MAY 2023	\$87,188.78
PO#:	Voucher #:	94740	Invoice	Invoice No:	0065244	6/26/2023	Paid Amt: \$87,188.78
							Check Amount: \$87,188.78

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor				Pmt/Void Date		Pmt Type
2689	FIN	66974	5249		VISA						Check
				E 04	005 249 000 321 366	Travel, DR ED				\$44.21	
	PO#:	Voucher #:	94743	Invoice	Invoice No: 1739			6/26/2023			Paid Amt: \$44.21
											Check Amount: \$44.21
2689	FIN	66975	5249		VISA						Check
				E 01	103 203 242 000 369	Entry Fees/Student Travel				\$700.00	
				E 01	005 605 150 000 455	NonInstructional Tech Supplies				\$34.76	
				E 01	005 605 150 000 350	Repair&maint Service				\$39.00	
				E 01	005 605 150 000 455	NonInstructional Tech Supplies				\$80.16	
				E 01	005 605 150 000 455	NonInstructional Tech Supplies				\$5.49	
				E 01	005 605 150 000 455	NonInstructional Tech Supplies				\$7.99	
				E 01	005 605 150 000 455	NonInstructional Tech Supplies				\$35.80	
	PO#:	Voucher #:	94745	Invoice	Invoice No: 1739			6/26/2023			Paid Amt: \$903.20
											Check Amount: \$903.20
2689	FIN	66976	8719		HAUFF MID-AMERICA						Check
				E 01	300 292 208 000 401	General Supplies				\$1,567.50	
	PO#:	Voucher #:	94746	Invoice	Invoice No: 120516			6/27/2023			Paid Amt: \$1,567.50
				E 01	300 292 208 000 401	General Supplies				\$23.90	
	PO#:	Voucher #:	94747	Invoice	Invoice No: 126232			6/27/2023			Paid Amt: \$23.90
				E 01	300 292 208 000 401	General Supplies				\$480.00	
	PO#:	Voucher #:	94748	Invoice	Invoice No: 121691			6/27/2023			Paid Amt: \$480.00
											Check Amount: \$2,071.40
2689	FIN	66977	5637		OLE'S LOCK & KEY						Check
				E 01	005 810 000 000 350	Repair&maint Service				\$61.63	
	PO#:	Voucher #:	94750	Invoice	Invoice No: 6999			6/27/2023			Paid Amt: \$61.63
											Check Amount: \$61.63
2689	FIN	66978	7716		VERIZON WIRELESS						Check
				E 01	005 810 000 000 320	Communications/Phone 06/09-07/08				\$286.26	
	PO#:	Voucher #:	94749	Invoice	Invoice No: 9936795930			6/27/2023			Paid Amt: \$286.26
											Check Amount: \$286.26
2689	FIN	66979	5249		VISA						Check
				E 01	300 296 204 000 369	Entry Fees/Student Travel				\$33.01	
				E 01	207 211 000 733 360	Transp Cntrt W/Pubc				\$20.04	
				E 01	207 211 172 733 360	Transp Cntrt W/Pubc				\$62.08	
				E 01	300 296 206 000 366	Travel				\$26.18	
				E 01	005 640 173 316 366	Curriculum Staff Development				\$62.34	
				E 01	300 294 207 000 369	Entry Fees/Student Travel				\$34.00	
				E 01	300 294 207 000 369	Entry Fees/Student Travel				\$25.04	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	66979	5249		VISA		Check
				E 01	300 294 204 000 369	Entry Fees/Student Travel	\$51.00
				E 01	300 296 206 000 366	Travel	\$84.88
				E 01	300 294 204 000 369	Entry Fees/Student Travel	\$47.02
				E 01	103 203 242 000 369	Entry Fees/Student Travel	\$14.56
				E 01	300 292 208 000 369	Entry Fees/Student Travel	\$87.00
				E 01	300 294 204 000 369	Entry Fees/Student Travel	\$71.32
				E 01	300 292 208 000 366	Travel	\$50.01
				E 01	103 203 000 733 360	Transp Cntrt W/Public	\$37.52
				E 01	300 292 208 000 369	Entry Fees/Student Travel	\$50.01
				E 01	300 292 208 000 369	Entry Fees/Student Travel	\$14.04
				E 01	300 296 204 000 369	Entry Fees/Student Travel	\$62.19
				E 01	103 203 000 733 360	Transp Cntrt W/Public	\$17.73
				E 01	300 292 208 000 369	Entry Fees/Student Travel	\$20.87
				E 01	300 296 206 000 366	Travel	\$25.99
				E 01	300 296 206 000 366	Travel	\$14.60
				E 01	300 292 208 000 366	Travel	\$28.93
				E 01	005 020 000 000 366	Travel	\$70.54
				E 01	300 296 204 000 369	Entry Fees/Student Travel	\$63.03
				E 01	103 203 242 000 369	Entry Fees/Student Travel	\$19.19
				E 01	300 292 208 000 369	Entry Fees/Student Travel	\$78.93
				E 01	300 211 172 000 369	Entry Fees/Student Travel	\$69.69
				E 01	300 211 172 000 369	Entry Fees/Student Travel	\$65.53
PO#:	Voucher #:	94751	Invoice	Invoice No:	9871	6/28/2023	Paid Amt: \$1,307.27
							Check Amount: \$1,307.27
2689	FIN	66980	01588		BREEZY POINT		Check
				E 01	300 640 172 316 366	MS/HS Staff Development	\$675.00
				E 01	300 640 172 316 366	MS/HS Staff Development	\$224.41
PO#:	Voucher #:	94752	Invoice	Invoice No:	RESERVATION # 403687	6/29/2023	Paid Amt: \$899.41
							Check Amount: \$899.41
2689	FIN	66981	5782		CENTERPOINT ENERGY		Check
				E 01	300 810 000 000 440	Fuel For Buildings, MAY 2023	\$2,689.18
PO#:	Voucher #:	94755	Invoice	Invoice No:	8000015159-9	6/29/2023	Paid Amt: \$2,689.18
							Check Amount: \$2,689.18
2689	FIN	66982	3512		CHILDRENS CARE HOSP & SCHOOL		Check
				E 01	100 411 000 000 392	to Out-of-State Dist, MAY 2023	\$1,430.60

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	66982	3512		CHILDRENS CARE HOSP & SCHOOL		Check		
				E 01	100 411 000 740 393	to Out-of-State Dist, MAY 2023		\$7,041.40	
	PO#:	Voucher #:	94757	Invoice	Invoice No: 30000944	6/29/2023	Paid Amt:	\$8,472.00	
							Check Amount:	\$8,472.00	
2689	FIN	66983	00063		CITY OF PIPESTONE		Check		
				E 01	005 810 183 000 330	Utilities, JUNE 2023		\$108.61	
				E 01	005 810 183 000 330	Utilities, JUNE 2023		\$1,510.81	
				E 01	005 810 183 000 330	Utilities, JUNE 2023		\$1,991.91	
				E 01	005 810 182 000 330	Garbage, JUNE 2023		\$850.00	
				E 01	005 810 182 000 330			\$1,130.81	
	PO#:	Voucher #:	94753	Invoice	Invoice No: 06/29/2023	6/29/2023	Paid Amt:	\$5,592.14	
							Check Amount:	\$5,592.14	
2689	FIN	66984	6836		Midwest Alarm		Check		
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$2,943.55	
	PO#:	Voucher #:	94754	Invoice	Invoice No: 344970	6/29/2023	Paid Amt:	\$2,943.55	
							Check Amount:	\$2,943.55	
2689	FIN	66985	00276		XCEL ENERGY		Check		
				E 01	005 810 184 000 330	Electricity - Paulsen Field		\$593.05	
	PO#:	Voucher #:	94756	Invoice	Invoice No: 51-6709448-8	6/29/2023	Paid Amt:	\$593.05	
							Check Amount:	\$593.05	
2689	FIN	66986	10182		CARLSON&STEWART REFRIGERATION, INC		Check		
				E 02	005 770 000 701 350	Repair&maint Service		\$5,411.95	
	PO#:	Voucher #:	94761	Invoice	Invoice No: 50623	6/29/2023	Paid Amt:	\$5,411.95	
							Check Amount:	\$5,411.95	
2689	FIN	66988	10085		MN Playground, INC		Check		
				E 01	300 810 000 000 350	REPAIR PLAYGROUND SURFACE (SEE AT		\$28,723.00	
	PO#: 18167	Voucher #:	94763	Invoice	Invoice No: 2023245	6/29/2023	Paid Amt:	\$28,723.00	
							Check Amount:	\$28,723.00	
2689	FIN	66989	9739		SCHUMACHER ELEVATOR COMPANY		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$917.52	
	PO#:	Voucher #:	94758	Invoice	Invoice No: 90585965	6/29/2023	Paid Amt:	\$917.52	
							Check Amount:	\$917.52	
2689	FIN	66990	00890	00890	STOUT & EVINK		Check		
				E 01	005 810 000 000 305	Consult & Serv.fees		\$14.65	
	PO#:	Voucher #:	94762	Invoice	Invoice No: 97493	6/29/2023	Paid Amt:	\$14.65	
							Check Amount:	\$14.65	

Pipestone Area Schools ISD #2689

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	66991	6446		TRANE		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$250.50	
PO#:	Voucher #:	94759	Invoice	Invoice No:	313678398	6/29/2023	Paid Amt:	\$250.50	
				E 01	005 810 000 000 350	Repair&maint Service		\$259.00	
PO#:	Voucher #:	94760	Invoice	Invoice No:	313627222	6/29/2023	Paid Amt:	\$259.00	
							Check Amount:	\$509.50	
2689	FIN	66992	00256		HILLYARD INC/ SIOUX FALLS		Check		
				E 01	005 810 000 000 401	General Supplies		\$251.14	
PO#:	Voucher #:	94764	Invoice	Invoice No:	605160843	6/29/2023	Paid Amt:	\$251.14	
				E 01	005 810 000 000 401	General Supplies		\$496.17	
PO#:	Voucher #:	94765	Invoice	Invoice No:	605145721	6/29/2023	Paid Amt:	\$496.17	
				E 01	005 810 000 000 401	General Supplies		\$904.13	
PO#:	Voucher #:	94766	Invoice	Invoice No:	605147284	6/29/2023	Paid Amt:	\$904.13	
				E 01	005 810 000 000 401	General Supplies		\$453.40	
PO#:	Voucher #:	94767	Invoice	Invoice No:	605159485	6/29/2023	Paid Amt:	\$453.40	
							Check Amount:	\$2,104.84	
2689	FIN	66998	10199		TROY RYAN HEIDEBRINK		Check		
				E 01	005 810 000 000 350	Repair&maint Service, JUNE 2023		\$580.00	
PO#:	Voucher #:	94774	Invoice	Invoice No:	5	7/3/2023	Paid Amt:	\$580.00	
							Check Amount:	\$580.00	
2689	FIN	66999	7403		BOMGAARS SUPPLY INC		Check		
				E 01	005 810 000 000 401	General Supplies		\$490.70	
PO#:	Voucher #:	94780	Invoice	Invoice No:	046-573-3	7/10/2023	Paid Amt:	\$490.70	
							Check Amount:	\$490.70	
2689	FIN	67000	5949		CDW GOVERNMENT, INC.		Check		
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$59.32	
PO#:	Voucher #:	94794	Invoice	Invoice No:	KJ18086	7/10/2023	Paid Amt:	\$59.32	
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$241.70	
PO#:	Voucher #:	94795	Invoice	Invoice No:	KF999369	7/10/2023	Paid Amt:	\$241.70	
							Check Amount:	\$301.02	
2689	FIN	67001	7194		CUMMINS SALES AND SERVICE		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$589.60	
PO#:	Voucher #:	94790	Invoice	Invoice No:	J6-43910	7/10/2023	Paid Amt:	\$589.60	
				E 01	005 810 000 000 350	Repair&maint Service		\$574.67	
PO#:	Voucher #:	94791	Invoice	Invoice No:	J6-20978	7/10/2023	Paid Amt:	\$574.67	
							Check Amount:	\$1,164.27	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	67002	10284		EICKHOFF ENTERPRISES, INC		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$1,071.58	
PO#:	Voucher #:	94789	Invoice		Invoice No: 158778	7/10/2023	Paid Amt:	\$1,071.58	
							Check Amount:	\$1,071.58	
2689	FIN	67003	10153		FUN EXPRESS, LLC		Check		
				E 01	103 203 012 161 430	Camp Suncatchers		\$10.39	
				E 01	103 203 012 161 430	8 color Neon Suncather Paint pens		\$17.99	
				E 01	103 203 012 161 430	Camp Adventure Tablecloth		\$7.58	
				E 01	103 203 012 161 430	Shipping		\$9.95	
PO#: 18172	Voucher #:	94784	Invoice		Invoice No: 72500863401	7/10/2023	Paid Amt:	\$45.91	
				E 01	103 203 012 161 430	Camp Nametag Necklace		\$43.14	
				E 01	103 203 012 161 430	Camping Pencils		\$17.97	
				E 01	103 203 012 161 430	Adventure Mini Spiral Notebooks		\$21.09	
				E 01	103 203 012 161 430	Bulk Adventure Bookmarks		\$7.03	
				E 01	103 203 012 161 430	Shipping		\$9.95	
PO#: 18194	Voucher #:	94797	Invoice		Invoice No: 72502995001	7/10/2023	Paid Amt:	\$99.18	
							Check Amount:	\$145.09	
2689	FIN	67004	9755		HANDER INC PLUMBING AND HEATING		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$1,354.51	
PO#:	Voucher #:	94781	Invoice		Invoice No: 001063470000	7/10/2023	Paid Amt:	\$1,354.51	
							Check Amount:	\$1,354.51	
2689	FIN	67005	00256		HILLYARD INC/ SIOUX FALLS		Check		
				E 01	005 810 000 000 401	General Supplies		\$783.40	
PO#:	Voucher #:	94788	Invoice		Invoice No: 605156046	7/10/2023	Paid Amt:	\$783.40	
							Check Amount:	\$783.40	
2689	FIN	67006	6458		HUBERT COMPANY LLC		Check		
				E 02	005 770 000 701 401	ICE BLANKETS (#56404)		\$146.34	
PO#: 18155	Voucher #:	94798	Invoice		Invoice No: 168129	7/10/2023	Paid Amt:	\$146.34	
							Check Amount:	\$146.34	
2689	FIN	67007	00224		LUDOLPH BUS INCORPORATED		Check		
				E 01	300 292 208 733 360	Transp Cntrt W/Public, TRACK		\$769.03	
				E 01	300 296 206 733 360	Transp Cntrt W/Public, SB		\$675.00	
				E 01	300 296 206 733 360	Transp Cntrt W/Public, SB		\$1,639.10	
PO#:	Voucher #:	94802	Invoice		Invoice No: 4262	7/10/2023	Paid Amt:	\$3,083.13	
							Check Amount:	\$3,083.13	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	67008	8053		MN DEPT OF LABOR & INDUSTRY		Check		
				E 01	005 810 000 000 820	Dues & Membership, BOILER		\$50.00	
	PO#:	Voucher #:	94783	Invoice	Invoice No: ABR0306378X	7/10/2023	Paid Amt:	\$50.00	
							Check Amount:	\$50.00	
2689	FIN	67009	7256		PIZZA RANCH		Check		
				E 01	103 203 012 161 369	Entry Fees/Student Travel		\$42.75	
	PO#:	Voucher #:	94796	Invoice	Invoice No: ORDER# 7878399	7/10/2023	Paid Amt:	\$42.75	
							Check Amount:	\$42.75	
2689	FIN	67010	9927		QUADIENT LEASING USA, INC.		Check		
				E 01	005 020 000 000 329	Postage & Express		\$1,037.05	
	PO#:	Voucher #:	94792	Invoice	Invoice No: 7900044080886389	7/10/2023	Paid Amt:	\$1,037.05	
							Check Amount:	\$1,037.05	
2689	FIN	67011	01065		RETROFIT RECYCLING, INC.		Check		
				E 01	005 810 000 000 401	General Supplies		\$570.86	
	PO#:	Voucher #:	94799	Invoice	Invoice No: 0120333	7/10/2023	Paid Amt:	\$570.86	
							Check Amount:	\$570.86	
2689	FIN	67013	00890	00890	STOUT & EVINK		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$874.40	
	PO#:	Voucher #:	94782	Invoice	Invoice No: 97534	7/10/2023	Paid Amt:	\$874.40	
							Check Amount:	\$874.40	
2689	FIN	67014	6446		TRANE		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$3,135.37	
	PO#:	Voucher #:	94785	Invoice	Invoice No: 14661311	7/10/2023	Paid Amt:	\$3,135.37	
				E 01	005 810 000 000 350	Repair&maint Service		\$186.00	
	PO#:	Voucher #:	94786	Invoice	Invoice No: 313688123	7/10/2023	Paid Amt:	\$186.00	
				E 01	005 810 000 000 350	Repair&maint Service		\$334.00	
	PO#:	Voucher #:	94787	Invoice	Invoice No: 313708554	7/10/2023	Paid Amt:	\$334.00	
							Check Amount:	\$3,655.37	
2689	FIN	67015	10266		UNIVERSITY OF HOUSTON-ARTE PUBLICO PRESS		Check		
				E 01	103 620 591 000 470	Bilingual Chapter books for Middle readers 1		\$54.00	
				E 01	103 620 591 000 470	Bilingual Chapter books the Mickey Rangel		\$30.00	
				E 01	103 620 591 000 470	Bilingual Paperback Picture books set		\$60.00	
				E 01	103 620 591 000 470	Environmental/Flora & Fauna set 2		\$60.00	
				E 01	103 620 591 000 470	Folktales set		\$40.00	
				E 01	103 620 591 000 470	Immigration set		\$70.00	
				E 01	103 620 591 000 470	Music & Art Set		\$80.00	
				E 01	103 620 591 000 470	Sports/Physical Activity/Dance set		\$60.00	

Pipestone Area Schools ISD #2689

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	67015	10266		UNIVERSITY OF HOUSTON-ARTE PUBLICO PRESS		Check		
				E 01	103 620 591 000 470	Shipping		\$55.61	
	PO#: 18157	Voucher #:	94793	Invoice	Invoice No: ID # 155513	7/10/2023	Paid Amt:	\$509.61	
							Check Amount:	\$509.61	
2689	FIN	67016	10066		ADLER COUNSELING PLLC		Check		
				E 01	005 730 012 160 379	Mental Health Professional Ser. JUNE 2023		\$50.00	
	PO#:	Voucher #:	94817	Invoice	Invoice No: 23-06-01	7/10/2023	Paid Amt:	\$50.00	
							Check Amount:	\$50.00	
2689	FIN	67017	10232		AMAZON CAPITAL SERVICES		Check		
				E 01	300 050 172 000 401	General Supplies		\$136.20	
				E 01	300 620 591 000 401	General Supplies Library		\$69.90	
				E 04	005 505 425 321 430	S102 Building Robotic Hands CE		\$47.89	
				E 04	005 505 427 321 430	Instructional Supply		\$45.90	
				E 01	103 203 012 161 430	Instructional Supply		\$292.54	
				E 01	103 050 171 000 401	General Supplies		\$192.26	
	PO#:	Voucher #:	94807	Invoice	Invoice No: 1NXX-9JF-M7F7	7/10/2023	Paid Amt:	\$784.69	
							Check Amount:	\$784.69	
2689	FIN	67018	7829		APPLE INC		Check		
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$116.00	
	PO#:	Voucher #:	94805	Invoice	Invoice No: MA00912722	7/10/2023	Paid Amt:	\$116.00	
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$1,900.00	
	PO#:	Voucher #:	94806	Invoice	Invoice No: MA01768891	7/10/2023	Paid Amt:	\$1,900.00	
							Check Amount:	\$2,016.00	
2689	FIN	67019	4831		CDW GOVERNMENT INC		Check		
				B 01	131 000	YEARLY MICROSOFT AGREEMENT		\$9,089.60	
	PO#: 18159	Voucher #:	94803	Invoice	Invoice No: KH47806	7/10/2023	Paid Amt:	\$9,089.60	
							Check Amount:	\$9,089.60	
2689	FIN	67020	10024		CYBERSCHOOL LLC		Check		
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$43.95	
	PO#:	Voucher #:	94804	Invoice	Invoice No: 94805	7/10/2023	Paid Amt:	\$43.95	
							Check Amount:	\$43.95	
2689	FIN	67021	01468		DOUBLE D GRAVEL		Check		
				E 01	005 810 000 000 401	General Supplies		\$3,044.37	
	PO#:	Voucher #:	94812	Invoice	Invoice No: 49293	7/10/2023	Paid Amt:	\$3,044.37	
							Check Amount:	\$3,044.37	
2689	FIN	67022	10079		IS RESTAURANT DESIGN EQUIPMENT AND SUPPLY		Check		
				E 02	005 770 000 701 530	COMBI GAS OVENS, INSTALLATION PARTS		\$126,940.41	
	PO#: 18053	Voucher #:	94808	Invoice	Invoice No: 0242947	7/10/2023	Paid Amt:	\$126,940.41	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	67022	10079		IS RESTAURANT DESIGN EQUIPMENT AND SUPPLY		Check		
				E 02	005 770 000 701 530	Equipment Purchased		\$24,922.39	
PO#:	Voucher #:	94809	Invoice	Invoice No:	023840	7/10/2023	Paid Amt:	\$24,922.39	
							Check Amount:	\$151,862.80	
2689	FIN	67023	00300	00300	PIPESTONE PUBLISHING CO INC		Check		
				E 01	005 010 000 000 401	General Supplies		\$37.32	
PO#:	Voucher #:	94810	Invoice	Invoice No:	54470	7/10/2023	Paid Amt:	\$37.32	
							Check Amount:	\$37.32	
2689	FIN	67024	9521		SCHOOL PERCEPTIONS L.L.C.		Check		
				E 01	005 010 000 000 305	Consult & Serv.fees		\$5,800.00	
PO#:	Voucher #:	94813	Invoice	Invoice No:	5168	7/10/2023	Paid Amt:	\$5,800.00	
							Check Amount:	\$5,800.00	
2689	FIN	67025	00890	00890	STOUT & EVINK		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$5,714.00	
PO#:	Voucher #:	94811	Invoice	Invoice No:	97411	7/10/2023	Paid Amt:	\$5,714.00	
							Check Amount:	\$5,714.00	
2689	FIN	67026	3697		SW/WC SERVICE COOPERATIVE		Check		
				E 01	005 605 000 000 316	Tech Services Purchased Coop, MAY 2023		\$8,192.00	
				E 01	005 605 150 000 316	Data Processing Svcs		\$1,250.51	
PO#:	Voucher #:	94814	Invoice	Invoice No:	72688	7/10/2023	Paid Amt:	\$9,442.51	
				E 01	005 640 173 316 366	Curriculum Staff Development		\$48.00	
PO#:	Voucher #:	94815	Invoice	Invoice No:	72720	7/10/2023	Paid Amt:	\$48.00	
				E 01	300 211 000 000 394	to Non-Ed Agency, MAY 2023		\$38,429.25	
PO#:	Voucher #:	94816	Invoice	Invoice No:	72778	7/10/2023	Paid Amt:	\$38,429.25	
							Check Amount:	\$47,919.76	
2689	FIN	67027	8082		BORCH'S SPORTING GOODS, INC.		Check		
				E 01	300 294 201 000 430	Instructional Supply		\$2,530.00	
PO#:	Voucher #:	94822	Invoice	Invoice No:	AAT0081747-AT02	7/11/2023	Paid Amt:	\$2,530.00	
							Check Amount:	\$2,530.00	
2689	FIN	67028	9709		CENTRAL MN ECATIONAL REASEARCH AND DEVEL COUNCIL		Check		
				E 01	005 610 173 000 405			\$4,752.32	
				E 01	005 400 000 372 305	Consult & Serv.fees		\$320.00	
PO#:	Voucher #:	94835	Invoice	Invoice No:	192005	7/11/2023	Paid Amt:	\$5,072.32	
							Check Amount:	\$5,072.32	
2689	FIN	67029	10024		CYBERSCHOOL LLC		Check		
				E 01	300 211 172 000 406	Instructional Software License		\$11,625.00	
PO#:	Voucher #:	94830	Invoice	Invoice No:	92686	7/11/2023	Paid Amt:	\$11,625.00	
							Check Amount:	\$11,625.00	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	67030	10282		EDLIO LLC		Check		
				E 01	005 020 000 000 405	Non Instructional Comp Softwar		\$2,500.00	
	PO#:	Voucher #:	94825	Invoice	Invoice No: 2023-18526	7/11/2023	Paid Amt:	\$2,500.00	
				E 01	005 020 000 000 405	Non Instructional Comp Softwar		\$4,774.00	
	PO#:	Voucher #:	94826	Invoice	Invoice No: 2023-18523	7/11/2023	Paid Amt:	\$4,774.00	
							Check Amount:	\$7,274.00	
2689	FIN	67031	9499		EMS LINQ INC		Check		
				E 02	005 770 000 701 401	General Supplies		\$854.63	
	PO#:	Voucher #:	94831	Invoice	Invoice No: C-115889	7/11/2023	Paid Amt:	\$854.63	
							Check Amount:	\$854.63	
2689	FIN	67032	9354		FRONTLINE TECHNOLOGIES GROUP LLC		Check		
				E 01	005 110 000 000 305	Consult & Serv.fees		\$7,667.25	
	PO#:	Voucher #:	94828	Invoice	Invoice No: 182091	7/11/2023	Paid Amt:	\$7,667.25	
							Check Amount:	\$7,667.25	
2689	FIN	67034	6880		ITC		Check		
				E 01	006 810 000 000 320	Communications/Phone 07/01-07/31		\$39.14	
	PO#:	Voucher #:	94823	Invoice	Invoice No: 11663142	7/11/2023	Paid Amt:	\$39.14	
							Check Amount:	\$39.14	
2689	FIN	67035	9473		JIMMY JOHNS		Check		
				E 01	300 296 209 000 369	Entry Fees/Student Travel-Volleyball		\$250.00	
	PO#:	Voucher #:	94820	Invoice	Invoice No: 07/11/2023	7/11/2023	Paid Amt:	\$250.00	
							Check Amount:	\$250.00	
2689	FIN	67036	3814		MASA/MASE		Check		
				E 01	005 640 173 316 820	Dues & Membership		\$1,330.00	
	PO#:	Voucher #:	94839	Invoice	Invoice No: 21-33333	7/11/2023	Paid Amt:	\$1,330.00	
							Check Amount:	\$1,330.00	
2689	FIN	67037	7620		MASBO		Check		
				E 01	005 110 000 000 820	Dues & Membership		\$110.00	
	PO#:	Voucher #:	94829	Invoice	Invoice No: 300007048	7/11/2023	Paid Amt:	\$110.00	
							Check Amount:	\$110.00	
2689	FIN	67039	8484		POWER OF ICU...JJ & ZAK		Check		
				E 01	300 050 172 000 405	ICU Database Renewl		\$1,199.00	
				E 01	300 050 172 000 405	Local Number		\$100.00	
				E 01	300 050 172 000 405	Completion Text		\$200.00	
				E 01	300 050 172 000 405	Advisory Integration		\$400.00	
				E 01	300 050 172 000 405	Do not invoice until after 7/1/23 when our new		\$0.00	
	PO#: 18218	Voucher #:	94821	Invoice	Invoice No: 07/11/2023	7/11/2023	Paid Amt:	\$1,899.00	
							Check Amount:	\$1,899.00	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	67040	7599		RAM MUTUAL INSURANCE COMPANY		Check		
				B 01	215 042	Workman's Comp.		\$36,193.00	
	PO#:	Voucher #:	94832	Invoice	Invoice No: 146788	7/11/2023	Paid Amt:	\$36,193.00	
							Check Amount:	\$36,193.00	
2689	FIN	67041	9516		REGION I INFORMATION SERVICES		Check		
				E 01	005 050 000 000 405	Non Instructional Comp Softwar		\$13,485.19	
	PO#:	Voucher #:	94834	Invoice	Invoice No: 13042	7/11/2023	Paid Amt:	\$13,485.19	
							Check Amount:	\$13,485.19	
2689	FIN	67042	9308		RSCHOOL TODAY		Check		
				E 01	300 292 000 000 401	General Supplies		\$1,532.00	
	PO#:	Voucher #:	94819	Invoice	Invoice No: 89740	7/11/2023	Paid Amt:	\$1,532.00	
							Check Amount:	\$1,532.00	
2689	FIN	67043	9918		SCHOLASTIC NEWS		Check		
				E 01	300 331 173 830 433	Choices Magazine Print + Digital		\$189.80	
				E 01	300 331 173 830 433	SHIPPING		\$18.98	
				E 01	300 331 173 830 433	Do not ship prior to 7/15/23		\$0.00	
	PO#: 18242	Voucher #:	94836	Invoice	Invoice No: M7410137	7/11/2023	Paid Amt:	\$208.78	
							Check Amount:	\$208.78	
2689	FIN	67044	9917		SEESAW LEARNING, INC		Check		
				E 01	103 203 173 000 406	Instructional Software License		\$2,062.50	
	PO#:	Voucher #:	94827	Invoice	Invoice No: 2021-50366	7/11/2023	Paid Amt:	\$2,062.50	
							Check Amount:	\$2,062.50	
2689	FIN	67045	9900		SOCIALSCHOOL4EDU		Check		
				E 01	005 020 000 000 505	Cap Noninstructional Tech Soft		\$9,500.00	
	PO#:	Voucher #:	94833	Invoice	Invoice No: 14-2691	7/11/2023	Paid Amt:	\$9,500.00	
							Check Amount:	\$9,500.00	
2689	FIN	67046	10287		SYNERGY 1 GROUP INC		Check		
				E 01	006 203 173 000 406	Book Taco 1 Year Classroom account for up tc		\$64.99	
	PO#: 18248	Voucher #:	94824	Invoice	Invoice No: 552	7/11/2023	Paid Amt:	\$64.99	
							Check Amount:	\$64.99	
2689	FIN	67047	9206		TEACHING STRAEGIES, LLC		Check		
				E 04	005 580 000 325 430	TS Gold Assessment for preschool students		\$1,030.50	
	PO#: 18257	Voucher #:	94838	Invoice	Invoice No: 172229	7/11/2023	Paid Amt:	\$1,030.50	
							Check Amount:	\$1,030.50	
2689	FIN	67048	9676		HUDL		Check		
				E 01	300 294 203 000 401	General Supplies		\$2,750.00	
				E 01	300 296 209 000 401	General Supplies		\$1,750.00	
				E 01	300 296 201 000 401	General Supplies		\$1,794.38	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	67048	9676		HUDL		Check		
				E 01	300 294 201 000 401	General Supplies		\$1,794.35	
	PO#:	Voucher #:	94818	Invoice	Invoice No: H00013516	7/11/2023	Paid Amt:	\$8,088.73	
							Check Amount:	\$8,088.73	
2689	FIN	67049	7386		MREA		Check		
				E 01	005 010 000 000 820	Dues & Membership, KLINT		\$2,279.00	
	PO#:	Voucher #:	94840	Invoice	Invoice No: 2024-5000-1691	7/11/2023	Paid Amt:	\$2,279.00	
							Check Amount:	\$2,279.00	
2689	FIN	67050	01613		MCGRAW-HILL SCHOOL EDUCATION HOLDINGS, LLC		Check		
				E 01	300 256 173 000 406	Reveal Math 2020 - Algebra 2 (6 year license)		\$2,752.79	
				B 01	131 000	Reveal Math 2020 Algebra 2 (6 year license)		\$10,552.81	
				B 01	131 000	Shipping & Handling		\$606.10	
	PO#: 18219	Voucher #:	94837	Invoice	Invoice No: 128461326001	7/11/2023	Paid Amt:	\$13,911.70	
							Check Amount:	\$13,911.70	
2689	FIN	67051	01140		JERS ELECTRIC INC		Check		
				E 01	300 865 000 370 520	Build Acq/Construct, LIGHTING		\$12,924.80	
	PO#:	Voucher #:	94843	Invoice	Invoice No: 4385	7/12/2023	Paid Amt:	\$12,924.80	
							Check Amount:	\$12,924.80	
2689	FIN	67052	10286		INTERSTATE COMMERCIAL LAUNDRY LLC		Check		
				E 01	005 810 000 000 350	Error on Check #66941		\$30.00	
	PO#:	Voucher #:	94844	Invoice	Invoice No: 06302023	7/12/2023	Paid Amt:	\$30.00	
							Check Amount:	\$30.00	
2689	FIN	67053	8082		BORCH'S SPORTING GOODS, INC.		Check		
				E 01	300 294 201 000 401	General Supplies		\$2,530.00	
	PO#:	Voucher #:	94847	Invoice	Invoice No: AAT008159-AT02	7/13/2023	Paid Amt:	\$2,530.00	
							Check Amount:	\$2,530.00	
2689	FIN	67054	10053		COORDINATED BUSINESS SERVICES LTD		Check		
				E 01	005 110 000 000 380	Short Term Lease Comp Tech 5/31-6/29		\$1,567.69	
	PO#:	Voucher #:	94846	Invoice	Invoice No: 311518	7/13/2023	Paid Amt:	\$1,567.69	
							Check Amount:	\$1,567.69	
2689	FIN	67055	00300	00300	PIPESTONE PUBLISHING CO INC		Check		
				E 01	005 010 000 000 305	Consult & Serv.fees, JUNE 2023		\$1,746.34	
	PO#:	Voucher #:	94845	Invoice	Invoice No: 07/13/2023	7/13/2023	Paid Amt:	\$1,746.34	
							Check Amount:	\$1,746.34	
2689	FIN	67056	10182		CARLSON&STEWART REFRIGERATION, INC		Check		
				E 02	005 770 000 701 350	Repair&maint Service		\$2,078.91	
	PO#:	Voucher #:	94848	Invoice	Invoice No: 51211	7/13/2023	Paid Amt:	\$2,078.91	
							Check Amount:	\$2,078.91	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	67057	10213		NUTRIEN AG SOLUTIONS INC		Check
				E 01	300 810 000 000 401 General Supplies		\$46.80
	PO#:	Voucher #:	94849	Invoice	Invoice No: 51574501	7/13/2023	Paid Amt: \$46.80
							Check Amount: \$46.80
2689	FIN	67058	5983		SIOUX VALLEY ENERGY		Check
				E 01	300 810 184 000 330 Utilities - Electricity, JUNE 2023		\$74.00
	PO#:	Voucher #:	94850	Invoice	Invoice No: 7058684200	7/13/2023	Paid Amt: \$74.00
				E 01	300 810 184 000 330 Utilities - Electricity, JUNE 2023		\$20,458.00
	PO#:	Voucher #:	94851	Invoice	Invoice No: 7058684000	7/13/2023	Paid Amt: \$20,458.00
							Check Amount: \$20,532.00
2689	FIN	67059	01300		PIPESTONE CO. MEDICAL CENTER		Check
				E 01	005 715 000 342 310 School Resource Officer, APRIL & JUNE 2023		\$12,501.00
	PO#:	Voucher #:	94852	Invoice	Invoice No: 17/13/2023	6/30/2023	Paid Amt: \$12,501.00
							Check Amount: \$12,501.00
2689	FIN	67060	10121		SD TEACHER PLACEMENT CENTER		Check
				E 01	005 020 000 000 820 Dues & Membership		\$750.00
	PO#:	Voucher #:	94868	Invoice	Invoice No: 07/17/2023	7/17/2023	Paid Amt: \$750.00
							Check Amount: \$750.00
2689	FIN	67061	8925		BLUEPEAK		Check
				E 01	005 810 000 000 320 Communications/Phone 7/10-8/9		\$1,602.88
	PO#:	Voucher #:	94853	Invoice	Invoice No: 000459101	7/17/2023	Paid Amt: \$1,602.88
							Check Amount: \$1,602.88
2689	FIN	67062	9921		EXPLORE LEARNING		Check
				E 01	103 203 173 000 406 Bundle:Reflez + Frax Foundations 1 & 2; 2 year		\$3,894.75
				B 01	131 000 Bundle: Relex + Frax Foundations 1 & 2; 2 year		\$3,894.74
	PO#: 18232	Voucher #:	94857	Invoice	Invoice No: 6852174	7/17/2023	Paid Amt: \$7,789.49
							Check Amount: \$7,789.49
2689	FIN	67063	00212		HOBART SALES & SERVICE		Check
				E 02	005 770 000 701 350		\$1,701.00
	PO#:	Voucher #:	94864	Invoice	Invoice No: EC595836	7/17/2023	Paid Amt: \$1,701.00
							Check Amount: \$1,701.00
2689	FIN	67064	10289		KINDERMUSIK INTERNATIONAL INC		Check
				E 01	103 203 173 302 460 13-00-00303 PreK/ K 1 year class kit Level 4:1		\$1,450.00
				E 01	103 203 173 302 460 Shipping		\$101.50
	PO#: 18263	Voucher #:	94858	Invoice	Invoice No: Order # N293847	7/17/2023	Paid Amt: \$1,551.50
							Check Amount: \$1,551.50
2689	FIN	67065	9528		LEARNING A-Z		Check
				E 01	300 219 173 317 406 Raz-Plus ELL		\$405.33

Pipestone Area Schools ISD #2689
Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	67065	9528		LEARNING A-Z		Check		
				E 01	103 203 173 000 406	Raz-Plus		\$624.00	
				E 01	103 203 173 000 406	Raz-Plus ELL		\$405.33	
				E 01	103 203 173 000 406	Vocabulary A-Z		\$351.00	
				E 01	300 219 173 317 406	Raz-Plus ELL		\$405.33	
	PO#: 18256	Voucher #:	94854	Invoice	Invoice No: 6852635	7/17/2023	Paid Amt:	\$2,190.99	
							Check Amount:	\$2,190.99	
2689	FIN	67066	10288		MORPHEME MAGIC		Check		
				E 01	103 203 173 000 430	Morpheme Magic		\$111.00	
				E 01	103 203 173 000 430	Shipping		\$16.25	
	PO#: 18264	Voucher #:	94859	Invoice	Invoice No: 2792	7/17/2023	Paid Amt:	\$127.25	
							Check Amount:	\$127.25	
2689	FIN	67067	8908		PRESS4KIDS, INC.		Check		
				E 01	103 203 173 000 406	News O Matic		\$575.00	
	PO#: 18249	Voucher #:	94862	Invoice	Invoice No: 2023070702	7/17/2023	Paid Amt:	\$575.00	
							Check Amount:	\$575.00	
2689	FIN	67068	01622		PEPSI-COLA BOTTLING CO.		Check		
				E 01	300 211 180 000 401	General Supplies		\$32.00	
	PO#:	Voucher #:	94856	Invoice	Invoice No: 1504883	7/17/2023	Paid Amt:	\$32.00	
							Check Amount:	\$32.00	
2689	FIN	67069	3485		REALLY GOOD STUFF, LLC		Check		
				E 01	103 203 171 000 430	161689 Deluxe Chair Pockets with Pencil Cas		\$166.47	
				E 01	103 203 171 000 430	155787 Desktop Helper™ 18" Self-Adhesive \		\$72.74	
				E 01	103 203 171 000 430	164624 Paw Prints Self-Adhesive Vinyl Desktc		\$39.99	
				E 01	103 203 171 000 430	159550 Really Good Stuff® Desktop Helper™		\$48.48	
				E 01	103 203 171 000 430	156661 Really Good Stuff® It's My Birthday Cr		\$23.97	
	PO#: 18278	Voucher #:	94867	Invoice	Invoice No: 8252145	7/17/2023	Paid Amt:	\$351.65	
							Check Amount:	\$351.65	
2689	FIN	67070	9659		REALLY GOOD STUFF, LLC		Check		
				E 01	103 203 171 000 430	156518 Really Good Stuff® Intermediate Math		\$134.97	
				E 01	103 203 171 000 430	Freight		\$0.00	
	PO#: 18273	Voucher #:	94865	Invoice	Invoice No: 8252815	7/17/2023	Paid Amt:	\$134.97	
				E 01	103 203 171 000 430	16475 Classroom plastic bags -30 pack		\$24.99	
				E 01	103 203 171 000 430	167011 The Organized Teacher Folders Set O		\$12.49	
				E 01	103 203 171 000 430	171284 Dual Language Morning Meeting Card		\$0.00	
				E 01	103 203 171 000 430	164316 Neon Pop 6-Pack Medium Book Bask		\$29.99	
	PO#: 18272	Voucher #:	94866	Invoice	Invoice No: 8254061	7/17/2023	Paid Amt:	\$67.47	
							Check Amount:	\$202.44	

Pipestone Area Schools ISD #2689

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	67071	9796		REALLY GREAT READING COMPANY LLC		Check
				E 01	103 203 171 000 430	BLASTOL Blast online Subscription	\$95.00
				E 01	103 203 171 000 430	LTFP_1_1YR Letter tile play online	\$59.00
	PO#: 18292	Voucher #: 94861		Invoice	Invoice No: 41115	7/17/2023	Paid Amt: \$154.00
							Check Amount: \$154.00
2689	FIN	67072	7050		SCHOOL NURSE SUPPLY, INC.		Check
				E 01	103 720 000 000 401	51485 U by Kotex Thin Pads-28 ct	\$11.35
				E 01	103 720 000 000 401	22012 Triple Antibiotic Foil Packs 144 ct	\$24.65
				E 01	103 720 000 000 401	20210 4x6 ThermaKool Hot/Cold Packs 100ct	\$118.75
				E 01	103 720 000 000 401	20215 4x7 ThermaKool Covers 100ct	\$135.35
				E 01	103 720 000 000 401	34103C Large Gloves 1000ct	\$62.70
				E 01	103 720 000 000 401	34102C Medium Gloves 1000ct	\$62.70
				E 01	103 720 000 000 401	50272 1x3 Flexible Fabric Bandages 5000ct	\$133.00
				E 01	103 720 000 000 401	38741 LifeVac Choking School Kit	\$251.75
				E 01	103 720 000 000 401	50280 SNS XL Bandages 50ct	\$4.41
				E 01	103 720 000 000 401	5300 SNS Knuckle Bandage 100ct	\$5.12
				E 01	103 720 000 000 401	5305 Finger Tip Small Bandage 100ct	\$5.55
				E 01	103 720 000 000 401	5310 Finger Tip Large Bandage 100ct	\$6.64
				E 01	103 720 000 000 401	5316 4-Wing Bandage 50ct	\$6.83
				E 01	103 720 000 000 401	34149 Skintegrity Wound Cleanser 16oz	\$25.64
				E 01	103 720 000 000 401	14210 3" Cotton Applicators 1000ct	\$6.73
				E 01	103 720 000 000 401	15110 4x5 Elastic Bandages	\$19.20
				E 01	103 720 000 000 401	13432 Quart Storage Bags	\$54.62
				E 01	103 720 000 000 401	16253C SaniCloth Germicidal Wipes	\$121.60
				E 01	103 720 000 000 401	13481 Seemless Air Sickness Bags 50ct	\$51.28
				E 01	103 720 000 000 401	45805 3mm Disposable Specula for Otoloscope	\$13.77
				E 01	103 720 000 000 401	45807 5mm Disposable Specula for Otoloscope	\$13.77
				E 01	103 720 000 000 401	51040 Lubriderm Advanced Lotion 16oz	\$36.90
				E 01	103 720 000 000 401	18147 Anti-Itch Cream	\$2.93
				E 01	103 720 000 000 401	22015 Hydrocortisone Cream 144ct	\$16.95
				E 01	103 720 000 000 401	53526 Tooth Necklace 144ct	\$14.01
				E 01	103 720 000 000 401	18204 Safetac Lip Balm 144ct	\$24.60
				E 01	103 720 000 000 401	18270 Sterile Eye Wash	\$5.40
				E 01	103 720 000 000 401	31500C Exam Table Paper 21in Crepe	\$178.60
	PO#: 18294	Voucher #: 94863		Invoice	Invoice No: 0956653	7/17/2023	Paid Amt: \$1,414.80
							Check Amount: \$1,414.80

Pipestone Area Schools ISD #2689

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	67073	10017		SCHOOL SPECIALTY LLC		Check
				E 01	103 203 171 000 430	608904- TackBoard Mooreco Valu-Tak Alum T	\$249.75
	PO#: 18268	Voucher #:	94860	Invoice	Invoice No: 208132474131	7/17/2023	Paid Amt: \$249.75
							Check Amount: \$249.75
							Report Total: \$717,333.98

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	HS	52287	10290		MOLLY SCHILLING		Check		
				E 21	005 298 926 301 401			Girls Basketball	\$225.00
PO#:	Voucher #:	94733	Invoice	Invoice No:	06/23/2023	6/23/2023	Paid Amt:	\$225.00	
							Check Amount:	\$225.00	
2689	HS	52288	10290		MOLLY SCHILLING		Check		
				E 21	005 298 914 301 401			Boys Basketball	\$225.00
PO#:	Voucher #:	94734	Invoice	Invoice No:	06/23/2023	6/23/2023	Paid Amt:	\$225.00	
							Check Amount:	\$225.00	
2689	HS	52289	9554		PIPESTONE FLORAL LLC		Check		
				E 21	005 298 963 301 401			Class of 2023, RIBBONS & FLOWERS FOR C	\$903.50
PO#:	Voucher #:	94736	Invoice	Invoice No:	1000017528	6/26/2023	Paid Amt:	\$903.50	
							Check Amount:	\$903.50	
2689	HS	52290	9186		TAHER, INC.- BIN# 135092		Check		
				E 21	005 298 963 301 401			Class of 2023, SENIOR BREAKFAST	\$360.00
PO#:	Voucher #:	94737	Invoice	Invoice No:	1102	6/26/2023	Paid Amt:	\$360.00	
							Check Amount:	\$360.00	
2689	HS	52291	5249		VISA		Check		
				E 21	005 298 930 301 401			HS Student Council	\$225.00
				E 21	005 298 930 301 401			HS Student Council	\$101.01
PO#:	Voucher #:	94744	Invoice	Invoice No:	0671	6/26/2023	Paid Amt:	\$326.01	
							Check Amount:	\$326.01	
2689	HS	52292	10133		LEADING EDGE FUNDRAISING ANDRENALINE VOLLEYBALL		Check		
				E 21	005 298 946 301 401			Volleyball, SUMMER SLAM TOURN.	\$25.00
PO#:	Voucher #:	94800	Invoice	Invoice No:	07/10/2023	7/10/2023	Paid Amt:	\$25.00	
							Check Amount:	\$25.00	
2689	HS	52293	8610		MINNESOTA WEST		Check		
				E 21	005 298 946 301 401			Volleyball, C.J. NELSON	\$150.00
PO#:	Voucher #:	94801	Invoice	Invoice No:	07/10/2023	7/10/2023	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
2689	HS	52294	8082		BORCH'S SPORTING GOODS, INC.		Check		
				E 21	005 298 914 301 401			Boys Basketball	\$1,120.00
PO#:	Voucher #:	94870	Invoice	Invoice No:	AAT008160-AT01	7/17/2023	Paid Amt:	\$1,120.00	
							Check Amount:	\$1,120.00	
								Report Total:	\$3,334.51

Category <i>(Hyperlinks indicate more resources, including policies, are available on the linked website)</i>	Who	New Law or Requirement	Date of Final Enactment	1-Jul-23	CBA Effective July 1, 2023	1-Aug-23	School Year 23-24	1-Jan-24	1-Jul-24	School Year 24-25	1-Jul-25	School Year 25-26	School Year 26-27	School Year 27-28	School Year 28-29
A - Color Codes			X	X	X	X	X	X	X	X	X	X	X	X	X
American Indian Education	District	Changes in American Indian Education Aid - 124D.81	X												
Transportation	District	Grants: School Bus Stop-Signal Arm Camera Systems				X									
Transportation	District	Inspection - Compliance Certificate				X									
Transportation	District	Inspection - Rejection Sticker: Operation and Penalty				X									
Transportation	District	Transportation Costs for a Special Education Student in Foster Care				X									
Universal Meals	District	School Breakfast Program: ECSE Students Added				X									
American Indian Education	MDE	Conduct a needs assessment by December 31, 2023 to inform the development of resources.					X								
Curriculum	District	Student can receive Acadmic Credit for Employment with Health Care Provider					X								
Curriculum	MDE	Computer Science Working Group Established - October 1, 2023					X								
Curriculum	MDE	Ethnics Studies Working Group Established - April 1, 2024					X								
Curriculum	MDE	Holocaust, Genocide of Indigenous Peoples Working Group Established - April 1, 2024					X								
Curriculum - READ Act	District	First Screening of k-3 within the the first six weeks - Need approved screener					X								
Elections	District	District with responsibility to accept/reject absentee ballots or <i>to administer early voting</i> must establish a ballot board (see effective date options) [Ch 62] 203B.121					X								
Employment Continuing Contract	District	Community Education Teachers; Licensure Requirements (Expands Continuing Contract/Tenure Rights) - Effective for the 2023-2024 School Year and Later					X								
Funding/Revenue/Aid	District	American Indian Education Aid					X								
Funding/Revenue/Aid	District	Basic Skills Revenue					X								
Funding/Revenue/Aid	District	Basic Skills Revenue Uses Expanded					X								
Funding/Revenue/Aid	District	Building Allocations					X								
Funding/Revenue/Aid	District	Compensation Revenue Pupil Units and Voluntary Pre-K					X								
Funding/Revenue/Aid	District	Declining Enrollment Revenue and Pre-K					X								
Funding/Revenue/Aid	District	English Learner Inclusion of ECSE					X								
Funding/Revenue/Aid	District	Extended Time Revenue					X								
Funding/Revenue/Aid	District	Nonpublic School Transportation Plan					X								
Funding/Revenue/Aid	District	Pupil Transportation Adjustment					X								
Funding/Revenue/Aid	District	School Library Aid					X								
Funding/Revenue/Aid	District	School Lunch Aid Amounts					X								
Funding/Revenue/Aid	District	State Total Adult Basic Education Aid					X								
Funding/Revenue/Aid	District	Student Support Personnel Aid					X								
Funding/Revenue/Aid	District	Total Operating Capital Revenue					X								
Funding/Revenue/Aid	District	Uses of Total Operating Capital Revenue					X								
Operations and Policy	District	Admission or Readmission Plan					X								
Operations and Policy	District	Minimum Education Services					X								
Operations and Policy	District	NED Policies and Practices					X								
Operations and Policy	District	Provision of Alternative Programs/Alt Education					X								
Operations and Policy	District	Provision of Alternative Programs/NED Requirement					X								
Operations and Policy	District	Pupil Withdrawal Agreement					X								
Operations and Policy	District	Student Withdrawals					X								
Operations and Policy	District	Voluntary Pre-K Participation Limits					X								
Operations and Policy	District	Written Notice					X								
Special Education	District	Special Education Separate Sites and Programs Aid					X								
Student Discipline	District	Discipline Policies to be Established					X								
Curriculum - READ Act	MDE	Work with CAREI to list at least five curricula that meets the requirements of the Act.						X							
Employment Leaves / Benefits	District	Earned Safe & Sick Time (Repeals 181.9413)						X							

PIPESTONE

SOCIAL MEDIA REPORT CARD »

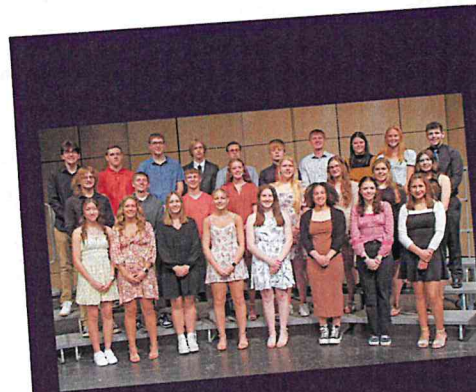
APR - JUNE 2023



Total Followers:
2,860

Growth: +60

Average Monthly Reach: 17,567



5/10 - Congratulations National Honors Society students!

5,426 REACHED

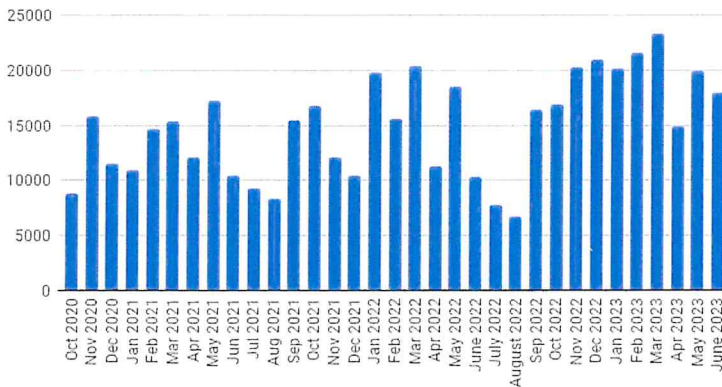


6/8 - Good luck to state track athletes!

4,754 REACHED

POPULAR POSTS

Pipestone Facebook - Monthly Reach



Total Followers:
651

Growth: +30

Average Monthly Reach:
636



Total Followers:
311

Growth:
+5

Average Monthly Tweet Impressions: 1,126



	Minnesota School District	District Enrollment	Facebook Monthly Reach	Facebook Followers	Instagram Followers	Twitter Followers
1	Mankato	8,400	53,467	8,418	1,872	1,767
2	Owatonna	5,300	92,333	5,356	1,107	1,715
3	Alexandria	4,214	37,433	6,851	1,649	637
4	Hibbing	2,392	50,400	5,909	1,430	243
5	ROCORI	2,075	12,000	3,346	1,339	1,190
6	Proctor	1,800	26,633	3,808	1,214	513
7	Esko	1,250	24,600	2,417	1,206	212
8	Cannon Falls	1,150	32,333	2,741	590	169
9	Pipestone	1,120	17,567	2,860	651	311
10	Wabasha-Kellogg	480	13,933	1,807	594	86
11	Edgerton	400	10,073	1,249	394	53
12	Wheaton	385	12,200	1,396	515	92
13	Rothsay	300	16,387	1,688	370	60
14	Cannon Valley SEC	100	4,876	176	52	12

Resolution for Acceptance of Gifts

Member _____ introduced the following resolution and moved its adoption:

WHEREAS

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

have generously offered to donate the above items listed to Pipestone Area School District.

WHEREAS no conditions are placed on the gifts.

THEREFORE, BE IT RESOLVED by the Pipestone Area School Board to gratefully accept the gifts.

The motion for adoption of the foregoing resolution was duly seconded by Member _____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

The foregoing resolution was approved this 24th day of July 2023.

Date 6-30-23

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**

14062325321

CHRIST THE KING LUTHERAN CHURCH
PO BOX 682
PIPESTONE, MN 56164-0682

78-844
0914

DATE
06/14/2023

0006602037

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

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

AMOUNT

****\$100.00**



Memo: Donation

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

⑈0006602037⑈ ⑆091408446⑆ 115887⑈

Resolution for Acceptance of Gifts

Member _____ introduced the following resolution and moved its adoption:

WHEREAS

- Melany Wellnitz, Donation of \$300.00 to Football
- Anonymous, Donation of \$2,530.00 for Boys Basketball Uniforms

have generously offered to donate the above items listed to High School Activities.

WHEREAS no conditions are placed on the gifts.

THEREFORE, BE IT RESOLVED by the Pipestone Area School Board to gratefully accept the gifts.

The motion for adoption of the foregoing resolution was duly seconded by Member _____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

The foregoing resolution was approved this 24th day of July, 2023.

Little Arrows Preschool

Parent Handbook

2023-2024 School Year



Dawn Samuelson – 507-562-6300 or
email dawn.samuelson@pas.k12.mn.us

Jenny Amundson – 507-562-6301 or
email jenny.amundson@pas.k12.mn.us

Abbey Behr – 507-562-6302 or
email 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 Little Arrows Preschool to provide high-quality care and education in a safe, nurturing environment to the 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 **the** 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 for each child that attends. 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 do 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 the school day, we follow a daily schedule. Within this daily schedule **are** circle time, center time, snack time, 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, **or** heard on the radio, or you can sign up for the school app through the App Store – Pipestone Area MS/HS.

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 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 child(ren). 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. **To set up that service call Ludolph Bus Service at 507-825-2303.**

DROP OFF AND PICK UP TIME

If you are dropping off your child for either **the** AM or PM session, please do not bring them prior to **7:50am** for the morning session and **11:55am** for the afternoon session unless you have made arrangements with the classroom teacher. Teachers are planning lessons and attending school meetings.

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. 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 Wednesdays*****

On those, Wednesday's the morning session classes will be held on the 1st & 3rd Wednesday of the month and for the afternoon session classes will be held on the 2nd & 4th 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 **who that** will be there.

SNACKS

We do have a snack every class day. A snack calendar will be sent home every month of who brings the 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 Little Arrows preschool program. Each family will fill out a Free/Reduced Meal form and that is how your tuition is based. The **2023-2024** 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. **There will be a \$5 late fee for every month your bill is not paid by the end of the month.**

TOILETING

Your child **does need** to be potty trained if attending 4/5-year-old preschool. Your child **does not need** to be toilet trained to attend 3/4-year-old 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 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/guardian **feel that** your child is not feeling well, it is best for them and 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 are common sicknesses and a guide for you to follow.

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

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

*If your 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 **school nurse**.

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 of 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 a behavior is occurring ~~the child is misbehaving~~ and ~~they have~~ ~~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 situation ~~misbehavior~~ which led to their removal from the group. After a brief interval, the teacher **will** **discusses** the incident and appropriate behavior with the child.

Pipestone Area Schools

2023 - 2024

Elementary Student & Parent Rights and Responsibilities Handbook Handbook



Pipestone Elementary School

Pre-K—5

1401 7th St SW

Pipestone, MN 56164

PAS Information	pg 3
Welcome	pg 4
General Information	pg 5
Arrival/Dismissal times	5
After School Plans	5
Bicycles	5
Bus Transportation	5
Dress Code	5
Elastic Clause	5
Emergency Plans & Drills	5
Emergency Phone Numbers	5
Gifts	5
Gym	5
Library	6
Lost and Found	6
Money	6
School hours/School Day	6
Party Invitations	6
Pledge of Allegiance	6
Photo & Video Use	6
Smoke/Tobacco-Free Environment	6
Telephone Calls	6
Visiting the school	6
Weather Guidelines	7
Storms /Emergency Dismissal	7
Attendance	pg 7
Excused & Unexcused Absences	8
Tardies	8
Truancy Policy	8
District/School Responsibility	8
Levels of Intervention	9
Truancy Meeting	9
Academics	pg 9
Communication	9
E-Learning Days	10
Report Cards	10
Testing	10
Special Programs & Supports	pg 10-11
Assessment	10
Program Planning	10
Special Education	10
Food Services	pg 11
Breakfast & Lunch	11
Backpack program	11
Free & Reduced	11
Allergies	11
Health Services	pg 12
Accidents	12
Health/Medical Policy	12
Illness	12
Immunization policy	12
Medication/Prescription Policy	12

Student Conduct & Discipline	pg 13
Bullying Prohibition	14
Cell phones /Gizmo Watches	13
Technology/Internet Use	13
Weapons Policy	13
Vandalism	13
Policy Against Religious, Racial, Sexual Harassment & Violence policy	13
On-Target Arrows	14
On-Target Behavior Expectations	16-17
2023-24 School Calendar	pg 18
Notice of Non-Discrimination	pg 19
Parent Signature Page	pg 20

The Pipestone Area School Board and school administration has reviewed the discipline policy as part of the process of adopting this handbook. July __, 2023

Board of Education

Lance Oye, Katie Wiese, ~~Jeff Baatz, Randy Erdman~~, Chrissy DeBates, Brad Carson and ~~Amy Nelson, Daphne Likness, Mark Hiniker, Tyler Fruechte~~

Administration

Dr. Klint Willert Mr. Kevin Enerson	Superintendent
Cory Strasser	Secondary Principal
Jennifer Moravetz	Elementary Principal
Jacqueline Kennedy	Business Manager
Rich Stangle	Maintenance Supervisor
Jean Bailey	Food Nutrition Service
	Taher Food Service

Pipestone Area School District #2689

Pipestone Area Middle/High School

(grades 6 - 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

General Information

Arrival & Dismissal Times and School hours

Students may enter the building starting at 7:30am to eat breakfast or go to recess.

First Bell rings	8:05 a.m.
Classes begin	8:15 a.m.
Dismissal	3:15 p.m.

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

- Pipestone Elementary 507-562-6200
- Pipestone Area Middle/High School 507-825-5861

Voice mail is ~~also~~ available in the ~~main~~ 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.~~

~~The elementary school playground will be supervised by at 7:30 am each day. Students are allowed in the building at the 7:30 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 8:15 am. Students who are late to school must come to the office for a tardy slip. School is dismissed at 3:15pm.~~

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, please notify your student's teacher as well as the main 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.~~

Bicycles

~~Students are allowed to ride bicycles to school.~~
If your child rides their bike to school, all bicycles must be parked in the bicycle racks provided. The school district does not assume responsibility for damaged or stolen bicycles.

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.

Dress Code

Students need to dress appropriately for the school day, weather, and activities in school. 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. ~~Clothes~~ 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.~~

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.

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 ~~each 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.

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.

Gifts

Gifts such as flowers and balloons delivered to the school are discouraged. If such gifts ~~that~~ are delivered, ~~they will be~~ are kept in the office and will be given to the student at the end of the school day at 3:15pm. ~~A student who has such a gift delivered will need to pick it up as they leave the school building.~~

Gym

Students have PE each day. If a student must miss PE for injury or illness, a note must be written and signed by the parents stating the injury, PE restrictions, and the timeframe for the restrictions. A doctor's note is preferred.

Library

Students check out library books once a week. ~~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 an overdue or lost library book(s) 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.

Lost & Found

Each year we have a large collection of clothing which has not been claimed. Remind your child to check the lost and found area located outside the main office when something disappears at school. Pictures of lost items will be sent out via SeeSaw as well. Lost articles that are not claimed by the end of the school year will be given to charity. We are not responsible for lost items.

The following considerations should be taken to ~~the following suggestions to~~ help eliminate lost items:

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

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.

Photo & Video Use

Photos of students are taken throughout the school year and are frequently published on social media or on other platforms through the school district. ~~If any parent/guardian does NOT wish to have their son/daughter(s) picture included in a school publication, including internet web pages, and local TV broadcasting, his/her parents/guardians MUST notify the principal's office in writing before the picture is taken. You may also indicate that you disapprove permission on the~~ During our Back to School Open House, a consent form will be included in your child's informational packet. Fill out this form

to approve or deny permission to have your child's photo taken and placed on social media. Contact the school office if you did not receive this form.

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.

Security

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

~~After the 8:15 a.m. bell rings to indicate the start of the school day.~~

ALL doors will be locked after 8:15am to the elementary school. Any entry into the building must be through the front doors and follow security procedures provided.

~~All visitors/guests MUST buzz the office (via the intercom) and give your name in order for the door to be opened.~~

All visitors/guests ~~are will be~~ expected to enter through the main doors (via the intercom) and report to the main office to follow the current registration practice. Upon arrival, guests must state their purpose for their visit, check-in, and then check-out when leaving the building.

~~The elementary schools have~~ Security cameras have been installed throughout the elementary to ~~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.

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.

Telephone Calls

Students may not be interrupted during the school hours by outside calls and messages **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.

Visiting the School

Parents/guardians, community members, and guests are always welcome to visit our school building. All visitors must comply with safety protocols, state their reason for visiting, stay in the designated area of their visit and may not disrupt the student learning process or employee working environment. If you wish to visit the elementary, please

contact the main office **ahead of time**. ~~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 **in the main office**. ~~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. **The building principal reserves the right to revoke permission and access to the elementary school if safety protocols are not followed or if the visit is not in the best interest of students, employees or the school district. See school board policy #903 for more information.**

Weather Guidelines

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

The school requires that students wear snow pants and boots **when snow/slush is present on the playground. Also, please prepare your child with caps, gloves, and a coat.** If parents/guardians need assistance in obtaining winter clothing ~~like hats, mittens and other clothing needs, please,~~ contact your student's teacher. Students who do not wear **snowpants and boots** will be required to stay on designated areas (cemented areas). ~~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/Weather/Emergency Dismissal

Official announcements regarding the operations of School District #2689 **will be broadcasted** on the following stations:

- KLOH - 1050 AM
- KISD - 98.7 FM
- KELOLAND Closesline
- **Dakota News Now**
- **School Messenger**

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

All bussed families **must** list a residence their child(ren) can

stay at in case **school is in session** and the busses do not travel due to inclement weather. ~~If school is in session and the weather does not permit the busses to return the children to their homes, the~~ Bussed students will be instructed to remain at their designated storm homes. This **information particular section** is included in the student information sheet handed out at the beginning of the school year.

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% (~~8-7~~-10 absences)

Satisfactory—96-99% (~~1-6-7~~-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 9:00 am. The school office manager will attempt to call the parent/guardian before 11:00 am 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 maker 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**
- **Late bus**
- **Weather**
- **Illness/hospitalization**
 - Doctor's note required if absent 3 days or longer OR if within chronic absence range
- **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

Unexcused Absences/Tardies

- **Need for sleep/rest**
- **Missing the bus**
- **Employment/child care issue**
- **Illness/hospitalization**
 - without a **doctor'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 8:15 a.m. will be considered tardy. Students must report to the office to get an admittance slip if they enter the building after the 8:15 bell. It is the responsibility of the parents to get their children to school on time.

Students arriving after 10:00 am 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:~~

1. 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**)

2. 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/guardian must be notified** immediately. The school is legally responsible to begin the intervention (see Truancy Intervention Levels) which includes parent/guardian 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/guardian 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 ensure 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
 3. 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/Conferences

Parent-teacher Conferences will occur during the Back to School Open House ~~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. Student-led conferences will take place in February. Teachers will be communicating on-going with families ~~once a month~~ **throughout the school year.**

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 ~~and~~ e-learning assignments and teachers will be required to grade materials. Teachers will communicate when assignments are due and in most cases will be due no later than 2 days after an e-learning day occurs.

Teachers will communicate with parents/guardians regarding how students can get help (or ask questions) about their e-Learning Day 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.)

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.

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

~~Formative Assessment System for Teachers (FAST) has replaced AIMSweb testing. Both are quite similar in the format. Several one minute times tests are administered and scored in reading and math. Testing is done three time a year to measure educational growth and individual needs. Testing will be done in grades K-5.~~

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 ~~an~~ 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. ~~Starting the beginning of the 2023-2024 school year, all first servings of school breakfast and school lunch will be provided at no cost to families. Any grade level student may purchase an additional breakfast item, juice or milk for an additional cost. Any 4th or 5th grade student may purchase an additional lunch entree or milk for an additional cost.~~

~~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' accounts.

~~The parent/guardian will be notified when their students~~

~~account reaches a balance of \$10 or less. The parent/guardian will receive a 2nd notification from the Food Service Director when their students account reaches a zero or negative balance. Further negative balances initiates notification from other school personnel including school counselors and the principal. Meetings with school personnel will occur to discuss options including providing a student with an alternate lunch.~~

Backpack Program

Our public school provides free **breakfast and lunch 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 **Jennifer Dunn in our HR department.** ~~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.**

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.

Health Services

School nurses 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.

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."*

Illness

When a child develops a fever or other symptoms of illness, the parent/**guardian** or other person listed on the emergency form will be notified. **It is the parent/guardian'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 student(s) 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. **Your** student(s) may then return to school after the appropriate treatment(s) have been performed.

Immunization Policy

Parents/**guardians** 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.

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.

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, loss of 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.~~

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.

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 damages that may occur at school.~~ 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 **and will need to be picked up in the main office by a parent/guardian.** ~~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, damaged, or stolen items.

Policy Against Religious, Racial, and Sexual Harassment and Violence

Everyone at District 2689 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.

A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender.

- A. Name calling, jokes or rumors.
- B. Pulling on clothing.
- C. Graffiti.
- D. Notes or cartoons.
- E. Unwelcome touching of a person or clothing.
- F. Offensive or graphic posters or book covers.
- G. Any words or actions that make you feel

uncomfortable, embarrass you, hurt your feelings or make you feel bad.

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, para-professional, counselor, the principal or the Human Rights Officer.

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

The school district will also take action if anyone tries to intimidate you or take action to harm you because you have

made a report.

This is a summary of the school district policy against religious, racial and sexual harassment and violence. Complete policies are available in the Superintendent's Office upon request. [See school board policy #413 for more information.](#)

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

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

Technology & Internet Use

The Pipestone Area School Technology and Internet Use policies and practices [are laid out in school board policy #524.](#) ~~The **These** technology & internet use information will be distributed to all families to sign-in a separate Technology handbook or informational sheet with technology permission will be sent out~~ during Back to School Open House ~~forms~~ at the beginning of the year. ~~or at registration.~~

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/~~guardian~~ and will determine any other disciplinary action for the student.

Weapons Policy

A dangerous weapon may be many things. It includes guns, switchblades, brass knuckles, nunchucks, 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.

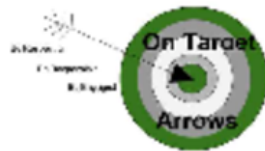
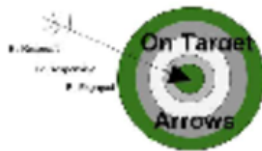
Possession on school property includes on a school bus, on any property leased or owned by the school and whether the

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.

[See school district policy #501.](#)

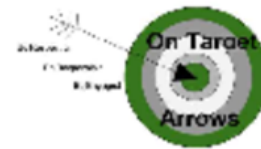
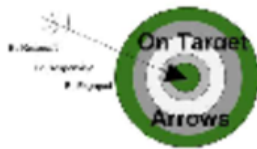
On Target Arrows

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>VOICE LEVELS</p> <p>0 Silence is Golden <i>Use when you are listening to someone else speak.</i></p> <p>1 Soft Talk <i>Use when you are talking to someone nearby.</i></p> <p>2 Low Noise <i>Use when you are talking to a group.</i></p> <p>3 Normal Noise <i>Use when you are talking to a class.</i></p> <p>4 Loud Crowd <i>Use when you are talking to a large group.</i></p> <p>5 Out of Control <i>Use when you are shouting.</i></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>On-Target Arrows are respectful</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>On-Target Arrows are responsible.</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>On-Target Arrows are engaged.</p> 	<ul style="list-style-type: none"> *Whole body listening *Follow staff directions *Try your best *Participate in activity/lesson 	<ul style="list-style-type: none"> *Enjoy your meal *Remain seated *Raise your hand for help 	<ul style="list-style-type: none"> *Whole body listening 	<ul style="list-style-type: none"> *Go to bathroom *Flush *Wash your hands 	<ul style="list-style-type: none"> *Listen for the bell or whistle to line up promptly *Use equipment appropriately 	<ul style="list-style-type: none"> *Be aware of the "Danger Zone" *Remain seated 	<ul style="list-style-type: none"> *Be on the intended tab/website/app *Participate in activity/lesson
<p>Adult Role</p> <ul style="list-style-type: none"> *Use specific praise in every area 	<ul style="list-style-type: none"> *Post, teach, and reinforce behavior matrix 	<ul style="list-style-type: none"> *Use active supervision (move, scan, and interact) 	<ul style="list-style-type: none"> *Be present during passing transitions in the hallways and stairs 	<ul style="list-style-type: none"> *Actively listen to ensure appropriate behavior *Ensure students wash their hands and put garbage in the receptacles 	<ul style="list-style-type: none"> *Use active supervision (move, scan, and interact) 	<ul style="list-style-type: none"> *Ensure students are safely getting to and on the bus and acting appropriately 	<ul style="list-style-type: none"> *Teach and monitor online safety and appropriate usage

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

<div style="background-color: #90EE90; display: inline-block; padding: 2px 5px;">Classroom Managed</div> <div style="background-color: #90EE90; display: inline-block; padding: 2px 5px;">(Minor)</div>	<div style="background-color: #90EE90; display: inline-block; padding: 2px 5px;">Office Managed</div> <div style="background-color: #90EE90; display: inline-block; padding: 2px 5px;">(Major)</div>
<p>Most behaviors will be classroom managed</p> <ul style="list-style-type: none"> ● Profanity or Obscene Gestures ● Disrespecting Personal Boundaries ● Disrespect <ul style="list-style-type: none"> ○ Low-intensity, socially rude or dismissive messages to adults or students ● Disruption <ul style="list-style-type: none"> ○ Low-intensity but inappropriate disruption ● Defiance <ul style="list-style-type: none"> ○ Brief or low-intensity failure to follow directions or talks back ○ Example: Refusal to do work ● Technology Violation <ul style="list-style-type: none"> ○ Off-Task Usage ● Lying/Cheating <ul style="list-style-type: none"> ○ First Offense ● Picking on others <p>***Students with an IEP/Behavior plan MUST be followed and may render different circumstances and consequences.</p> <p>***MOST BEHAVIORS WILL BE CLASSROOM MANAGED!!!</p>	<ul style="list-style-type: none"> ● Physical Aggression/Fighting ● Bringing Weapons to School*** ● Technology Violation <ul style="list-style-type: none"> ○ Sexual Material, Bullying, and Threatening Behavior ● Lying/Cheating <ul style="list-style-type: none"> ○ Second Offense ● Stealing ● Vandalism ● Elopement <ul style="list-style-type: none"> ○ Leaving the classroom without the teacher's permission ● Bullying <ul style="list-style-type: none"> ○ 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 ● Harassment <ul style="list-style-type: none"> ○ Related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class¹ ● Continual Minor Behavior <p>***Students with an IEP/Behavior plan MUST be followed and may render different circumstances and consequences.</p>

3 referrals = conference with principal, teacher, call home to parents

6 referrals = Conference with parents/guardians in-person

9 referrals = missed quarter party

¹*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

Last Updated 6/6/22

July 2023 - June 2024

July 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					

January 2024

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 – New Year's Day
 10,17,24,31 Early Dismissal 2:00
 15 – MLK/No Meetings
 19- End of First Semester
 22 – Inservice/Workday
 21-S 22-T 22-P

August 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		

28-31 - Inservice
 0-S 4-T 2-P

February 2024

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		

7,14,21,28 Early Dismissal 2:00
 15 – Elem Student Led Conf
 19 – President's Day/No School
 27 – No Mtgs/Activities
 20-S 20-T 20-P

September 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

4 – Labor Day
 5 – First Day of School
 20, 27 -Early Dismissal 2:00
 19-S 19-T 19-P

March 2024

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						

6,13,20 – Early Dismissal 2:00
 12 – No Mtgs/Act 6-8 pm
 26 – 3rd Qtr Ends
 27 – Inservice/Work Day
 28 – 29 Spring Break
 18-S 19-T 18-P

October 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				

4,11,18,25 Early Dismissal 2:00
 19-20 MEA No School
 20-S 20-T 20-P

April 2024

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				

1-2 Spring Break
 10,17,24 Early Dismissal 2:00
 20-S 20-T 20-P

November 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		

7 – Election Day/No Mtgs/Act 6-8
 9 – 1st Qtr Ends
 10 – Veterans (Public)/No Mtgs
 10 – Inservice/Workday
 1,8,15,22,29 Early Dismissal 2:00
 23 – Thanksgiving/24 No School
 19-S 20-T 20-P

May 2024

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
 26 - Graduation
 27 – Memorial Day/No School
 30 – Last Day of School
 31 - Workday
 21-S 22-T 22-P

December 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						

6,13 Early Dismissal 2:00
 22-29 Winter Break/No School
 15-S 15-T 15-P

June 2024

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						

173-S 181-T 178-P

Snow Makeup Days: 12/22, 1/22, 2/19, 3/27, 3/28, 4/1, 4/2, 5/31, 6/3, 6/4, 6/5, 6/6, 6/7



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 7th St SW
Pipestone, MN 56164
507-562-6202

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 7th St SW
Pipestone, MN 56164

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

www.pas.k12.mn.us

PIPESTONE AREA ELEMENTARY

STUDENT/PARENT HANDBOOK SIGNATURE PAGE

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

We, the parent (s)/guardians of, agree to follow 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.

Student name _____

Signature of Parent/Guardian _____

Date _____

Signature of Parent/Guardian _____

Date _____

Please sign and return this page to the office.

Pipestone Area Schools

2023-2024

Middle School

Handbook



PIPESTONE AREA MIDDLE SCHOOL

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

I. GENERAL INFORMATION

A. School Agenda/Assignment Notebook

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

B. Building Hours

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

C. Visitors

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

D. Church/Family Night

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

E. Teacher Qualifications

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

F. Pledge of Allegiance

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

G. Fire/Tornado Drills

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

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

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

II. ACADEMICS

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

A = 92 – 100%

B = 83 – 91 %

C = 74 – 82 %

D = 65 – 73 %

F = 64% and below

P/Pass = C

A. Report Card Information

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

B. Honor Roll

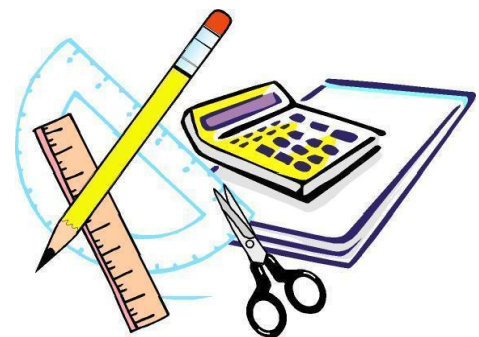
Specific requirements for eligibility:

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

C. Class Failure Policy

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

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



D. Academic Integrity Policy

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

2. Academic Honesty falls into two categories

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

b. Sharing of Work

3. Examples

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

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

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

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

e. Lying to a faculty member about academic activities.

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

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

4. Consequences

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

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

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

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

b. Sharing of Work

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

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

III. ATTENDANCE

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

A. Attendance Policy

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

If a student is absent from a class more than ten (10) times in a semester, credit for that class 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 parent verified.

Exempt Absences

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

1. Suspensions

Unexcused Absences

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

1. Truancy (skipping school or class)
2. Appointments that could generally be done outside the normal school day (haircut, tanning booth, pictures, etc.)
3. Miscellaneous (oversleeping, sleeping in, missed bus, etc.)
4. No parent permission given for an 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 the 1st hour must report to the office to get a tardy slip. Students will be given one warning each semester. ~~A parent conference, detention, loss of privileges, or in school detention may result in excessive tardiness.~~

G. 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.

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

School Meals Policy #534

Our district offers breakfast and lunch at school. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

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.

The Food Service Program is a pre-payment program. Families are expected to have a positive balance in their students' accounts at the beginning of the year and during the course of the school year. The parent/guardian will be

notified when their student's account reaches a balance of \$10.00 or less. The parent/guardian will receive a 2nd notification from the Food Service Director when their student's account reaches a zero or negative balance. When a student has a negative account balance, the student will not be allowed to charge an ala carte item. A negative balance of \$10.00 initiates notification to the school principal, who will communicate to appropriate staff to contact parent/guardian. Further negative balances initiates notification from other school personnel including school counselors and the principal. Meetings with school personnel will occur to discuss options including providing a student with an alternate lunch.

Student Disability Nondiscrimination Policy #521

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

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

Student Sex Nondiscrimination Policy #522

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

Title IX Coordinator – Rick Zollner

Student Surveys Policy #520

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



Electronic Technologies Acceptable Use and Safety Policy #524

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

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

- C. **Internet Use Agreement**
 - 1. The proper use of the Internet and educational technologies and the educational value to be gained from proper usage is the joint responsibility of student, parents and employees of the district.
 - 2. This policy requires the permission of and supervision by the school’s designated

- professional staff before a student may use a district account or educational technologies to access the Internet.
- 3. The Internet use agreement form (see Appendix I) for students must be read and signed by the student and the parent or guardian. The agreement must be signed to be granted access to the Internet via the district network. This policy requires that the signed, up-to-date form be retained electronically or physically.
- 4. A signature is required when the student begins in the district, in Kindergarten, 2nd grade, 6th grade and 9th grade.
- 5. Students have access to Internet resources through their classroom, library or school computer lab.
- 6. Students using social networking tools and curriculum content management software for a teacher’s assignment or class are required to keep personal information as stated in Section VIII of this policy out of their postings.
- 7. Students using the district’s educational technologies for social networking for a limited educational purpose must follow Policy 514, Bullying Prohibition.

Mobile Device Handbook for Parents and Students

In accordance with **Policy #524** Pipestone Area Schools sets expectations for the use of mobile devices. Students in grades 5-12 will have a Chromebook with a charger. If your child is in need of internet access for home use, a personal hotspot wi-fi device can be checked out.

Title and Ownership - The legal title and ownership of the mobile device (iPad, Chromebook, hotspot) is maintained by Pipestone Area School District 2689.

District Policies specific to the use of Technology - Your right of possession and use is limited to and conditioned upon your complete compliance with the following PAS school board policies (these can be found on the PAS website under the “District” tab):

- Internet Acceptable Handbook (#524)
- Cyberbullying Policy, which is part of the PAS Bullying Prohibition Policy (#514),
- Student Discipline Policy (#506)

Failure to comply with the district policies or guidelines in this handbook regarding care and use of the mobile device may result in the loss of privilege to take the mobile device home or use the mobile device in general.

Mobile Device Check-Out and Check-In - Mobile devices will be distributed each fall during designated dates and times. Parents/Guardians and students must sign the Mobile Device Agreement as well as the Internet Acceptable Use document. Students will turn in their device, charging cord, and hotspot (if used) at the end of the school year at a

designated date and location. Students who withdraw enrollment from Pipestone Area Schools for any reason must return the mobile device and accessories on the date of withdrawal. If a student fails to return the mobile device, accessories (charging cord, case) and hotspot (if used), the student will be billed for the full replacement cost of the equipment.

Lost, Stolen, or Damaged Mobile Devices (including accessories)

***If the mobile device is lost, it must be reported immediately.**

- Elementary students/parent-guardian should report the lost device to their classroom teacher.
- MS/HS students/parent-guardian should report the lost device to the Tech Office.
- It is the responsibility of the student/parent/guardian to recover or replace the lost mobile device.

***If the mobile device is stolen, it must be reported immediately.**

- Elementary students/parent-guardian should report the stolen device to their classroom teacher.
- MS/HS students/parent-guardian should report the stolen device to the Tech Office.
- It is also the responsibility of the student/parent-guardian to report the stolen mobile device to the police. A police report must be filed and a copy provided to the school.

*** If a mobile device is damaged through normal student use, it must be reported immediately.**

- Elementary students/parent-guardian should report the damaged device to their classroom teacher.
- MS/HS students/parent-guardian should report the damaged device to the Tech Office.
- A repair form will need to be filled out immediately. If damage was caused by mis-use or abuse, it is the student/parent/guardian's responsibility to replace the device at their own expense. Student discipline may also be given following existing PAS disciplinary policies.

***If a student device is undergoing repair, a loaner device may be issued.**

Taking Care of the Mobile Device and Accessories

Mobile hotspots for home internet use may be available for checkout from the technology department.

General Care

- Students are responsible for keeping the mobile device's battery charged for school each day.
- Only use a clean soft cloth to clean the screen. Please not use any cleaning wipes (Clorox, Windex, etc...) of any kind
- Use care when inserting cords and cables into the mobile device ports to prevent damage.
- Mobile devices must never be left in a location that is susceptible to extreme cold or extreme heat.
- Pipestone Area Schools has individuals trained in

repairing and fixing mobile devices. NEVER try to repair mobile device yourself or have someone outside the district work on it, as this could void the warranty and cause additional expense incurred by the student and/or parent or guardian.

- Mobile Devices must remain free of any writing, drawing, stickers, skins, or labels except those placed on the device by the district. Stickers and labels placed on the device by the district, must remain intact. Please do not eat food or drink while working on the mobile device.
- Protective cases must remain on the iPad at all times.

Mobile Device Security

- The mobile device should not be left unattended. When not in your personal possession, the mobile device should be in a secure location.
- Do not lend your mobile device or charger to another person. Each device and charger are assigned to individual students. The responsibility for that device rests with the individual.
- Each mobile device has a unique identification number/label. This may not be modified or removed.
- Students are required to use their school issue secure sign-in when logging into their mobile device within Pipestone Area School District Wi-Fi.

Backgrounds and Screensavers

In alignment with the Internet Acceptable Use and Safety Policy (#524), inappropriate media may not be used as a screensaver or background for the mobile device.

Using the Mobile Device at School

1. Each student will have their own personal, unique login name and password. This information needs to be written down and memorized, if possible.
2. Mobile Devices are intended for use at school each day and MUST come to school with full charge.
3. MS/HS students are expected to bring their device to each class, unless otherwise noted by the teacher.
4. Apps installed by the Pipestone Area Schools District must remain on the mobile device and be easily accessible at all times. From time to time, the district may load other apps needed for instruction.
5. Teachers will be using a variety of apps and programs throughout the school year. If you ever have a question about an app your child is using, please contact the teacher for more information.
6. If students are running out of space on the mobile device, any non-school related materials will be deleted from the device.
7. Updates of apps are required from time to time. Before installing an update, PLEASE talk with your classroom teacher or tech office.
8. The Mobile Device has been checked out to the student and should be used solely by that individual. Allowing other family members to use the device is strongly discouraged.
9. Students and parents/guardians are responsible for

the care of the mobile device at all times, including while at home.

10. Parents/Guardians: talk to your students about the values and standards you expect your student to follow as they use the internet, just as you would talk to them about their use of other media sources such as television, telephone, movies, radio, etc...
11. Parents are encouraged to monitor student activity at home, especially their internet use.
12. Experts suggest parking all technology devices, from cell phones to mobile devices, in a common family room overnight to charge. This will help discourage late night, unmonitored use, and sleep disruption.
13. The school district does monitor student activity on the Mobile Device. Students must understand that technology staff and administration has the ability to inspect internet use and browsing history while at school and away from school.

By receiving this **MOBILE DEVICE HANDBOOK**, I accept and agree to the terms and use of this device and technology at Pipestone Area Schools. There is no need to return this handbook to school. Please keep it for your reference.

D. Electronic Devices

Personal Electronic devices include but are not limited to: cell or smart phones, tablets (Kindles, iPads), headphones/earbuds

1. Electronic Devices are permitted before and after school. During the school day they are to be turned off and in the student's locker. Consequences may include loss of device for the school day, detention or parental notifications and collections.
2. Electronic devices work in accordance with Internet Acceptable Use and Safety Policy #524 and Bullying policies #413 and #514.
3. No electronic devices with picture/camera capability are allowed in Locker Rooms.
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 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.

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.
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.
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 Policy #413

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 develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement

Every school that participates in a school district chemical abuse program shall establish 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 Policy #515

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 7th St. SW, Pipestone, MN 56164

VII. STUDENT DISCIPLINE Policy #506

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

Data Practices Notice before the Detention Section

Administrators interview students in order to collect information about an incident. Students do not have to talk with the administrator if they choose not to, but if they do not, the administrator will make a decision without the student's information. This information would be used to determine what happened and any action the school district needs to take. The administrator will try to keep this as private as possible, but they may need to talk to other school officials.

A. Detention

Teacher Assigned:

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

Principal Assigned:

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

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

NOTE-Detention assignments will be served regardless of involvement in 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 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 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** - intimidating, threatening, abusive, or harming conduct
15. **Cyberbullying**. Photos or videos taken without prior consent of the 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, 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 st tardy = warning
Or after lunch	2 nd tardy = detention - 30 minutes
minutes	3 rd tardy = detention - 60
	4 th tardy = detention – 1 hour

5th or more = Detention 3-5 hours
or 1 day ISD
8 or more = referral to board,
habitual truancy
3-5 = detention
5 or more = ISD for every like
occurrence

Tardy to Class

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

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

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

Cell Phone/Electronic Device Violations

1st offense = Loss of phone until end of school day. Parent contact.
2nd offense = Phone held in office during school day. Parent/Guardian must pick up.
3rd offense = Loss of phone during school day for 3 days. Parent/Guardian meeting.

Academic Dishonesty (MS)

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

Academic Dishonesty

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

Behavior associated with Minnesota Bullying Law:

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

Consequences

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

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

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

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

1st offense = (3-5) days of OSS/police notified

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

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



VIII. STUDENT SERVICES

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

A. Counseling Office

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

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

~~7. Assist students in the selection of an appropriate vocation.~~

Pipestone Area Schools supports all students in social development, well-being, mental health, and academic achievement through our comprehensive counseling program. The counseling department promotes positive student connections with peers, family, school, and community. We support students' development of healthy relationships, self-reflection, problem-solving skills and academic planning to optimize college and career readiness. Services offered are social and emotional, academic, and career counseling. In addition, the counselor can assist in referrals to outside counseling agencies.

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 Requirements Policy #530

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.

E. Immunization Policy #530

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:

- a statement from a physician, advanced practice registered nurse, physician assistant, or a public clinic which provides immunizations (hereinafter "medical statement"), affirming that the student received the immunizations required by law, consistent with medically acceptable standards; or
- a medical statement affirming that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month and year each immunization

was administered, consistent with medically acceptable standards.

- The statement of a parent or guardian of a student or an emancipated student may be substituted for the medical statement. If such a statement is substituted, this statement must indicate the month and year each immunization was administered. Upon request, the designated school district administrator will provide information to the parent or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.

F. General Pesticide Notice

A Minnesota law sent into effect in year 2000 that requires schools to inform parents and guardians if they apply certain pesticides on school property.

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or copying at each school office.

State law also requires that you be told that the long-term health effects on children from the application of such pesticides or class of chemicals to which they belong may not be fully understood.

If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule, please contact Richard Stangle, Maintenance Supervisor, Pipestone Area School, 1401 7th ST. SW, Pipestone Minnesota, 56164 or call at (507)825-5861.

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~~ the building principal 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 emphasize to our students and give much needed credibility to our programs.~~ the alignment with Policy 510 - School Activities, and our beliefs in the value of co-curricular activities.
- Standards of academic eligibility to participate in extracurricular activities will be measured by:
 - o Students (Grades 7-12) must have no F's in any class.
 - o Four Grading periods-most current grading period is used to determine eligibility.
-1st quarter-2nd quarter-3rd quarter-4th quarter
 - o 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:

There is no cost for student participation in activities. Students may NOT practice until all paperwork is 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

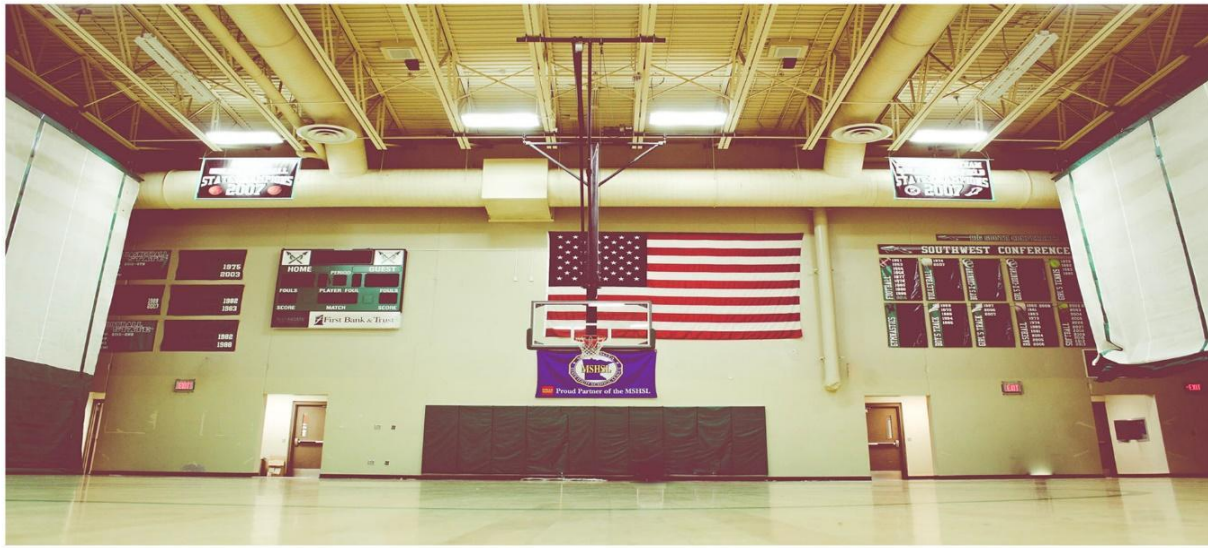
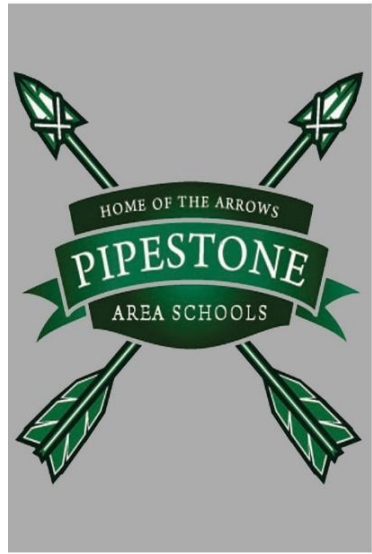
The Student Council is responsible for the timing and coordination of their events. Organizations that choose to sponsor a dance must make an application through their respective Student Council. The Student Council and Principal will arrange the dates and chaperones. ~~Dances can begin immediately after a game/contest and end by 11:50pm on Friday and Saturday. During the school week, dances will conclude at 10:00pm.~~ Only Grades 6-8 will be allowed to attend middle school dances/parties.

~~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 Soek-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 Juniors² and Seniors² at PAS. More information can be found in the high school handbook.~~

PAS School Board Approved Handbook July 2022.

Athletic/Activity HANDBOOK



2023-2024

TABLE OF CONTENTS

Code of Ethics-----	2
Administration Organization-----	3
Staff Responsibilities-----	4
Head Coach Responsibilities-----	5
Assistant/Junior High Coach Responsibilities-----	7
Transportation, Early Dismissal, Scrimmages-----	8
Athletic Equipment, Clearance Slips-----	8
Care of Equipment, Locker Rm Responsibilities-----	9
School Attendance, Scheduling Conflicts-----	9
State Tournaments, Parents Night, Band, Awards-----	9-10
Church Night, Student Responsibilities-----	10-11
Social Media Standards-----	11
Mood Altering Chemicals, Penalty-----	12
Activity Academic/Athletic Ineligibility-----	13
ICU, Appeal Policy, Board of Ed, Administration-----	14-15
Student Disability/Sex Non-Discrimination, Title IX/504 Coord-----	16
Activity Coach Information-----	17-19
Student Acceleration-----	20

PIPESTONE AREA ARROWS ATHLETIC/ACTIVITIES POLICY BOOK 2023-2024

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 7th grade they would have it done prior to participation and then again in 10th grade. Impact testing gives the Doctors a baseline to check with a person who might have a concussion in the field of play.

C. ATTENDANCE AT COACHING CLINICS

Upon prior approval from the activities director, the school will pay \$125.00 for a head coach and \$125.00 for an assistant coach to attend one coaching clinic per year. To be reimbursed, receipts must be turned in to the activities director. School vehicles can be

used if they are available.

D. TRANSPORTATION

For out-of-town contests the school shall provide the transportation and all coaches shall remain in charge of their squad until the students are returned safely to Pipestone. In the event that a parent wishes to take their child from a contest, the parent must fill out a Travel Release Form which can be found on the school's web-site or they may obtain one in the activities office at the high school. The form needs to be filled out completely, dated and signed, and then returned to the activities office either physically or emailed directly to the activities director no later than 12:00pm the day of the contest. The activities director will then inform the coach that the student has been cleared to leave with his/her parents.

E. EARLY DISMISSAL

A list of the participants to be excused should be emailed to staff as soon as reasonably possible, preferably at least a day before departure.

F. SCRIMMAGES

Scrimmages can be arranged by coaches but must be approved by the activities director. The MN State High School League defines an inter-school scrimmage as a practice and training period or session and said practice or training sessions not to approximate or equal actual game conditions. An inter-school scrimmage or practice session must be designated as a game, and count as one of the maximum permitted, if any one of the following conditions pertain to said event:

- If game rules, time limits, etc., are observed.
- If game officials are used.
- If game is advertised, and/or admissions are charged.
- Athletes who are ineligible may compete in scrimmage.

G. ISSUING OF ATHLETIC EQUIPMENT

The Head Coach of that sport will be responsible for the issuing of equipment to the athletes. The coaches will maintain a complete record of all the equipment issued. Before any student may be engaged in any sport sponsored by Pipestone Area High School he/she must complete and pass a physical examination by a qualified physician, and have a clearance slip from the office.

The clearance slip requires:

1. Eligibility slip signed by the parent/guardian showing that the rules have been read;
2. Up to date Impact (concussion) test;
3. Any/all lost equipment fines paid;

4. 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, 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 high school principal. 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. 7th-8th - No specific award given, unless they earn a varsity award.
6. Ineligibility clarification:
Participants who are ineligible when the athletic/fine arts banquet is held will not receive public recognition at the banquet but will receive their awards due to them. The participant may pick up his/her award from the head coach of the sport/activity at a different time. **(Not the night of the banquet)**

If the participant is ineligible during a period of time in a sport season, but eligible at the time of the banquet and has earned an award for that season, he/she will be recognized at the banquet and receive the award due them. Cheerleaders will follow the same rules.

P. CHURCH NIGHT

Wednesday night is Church Night in Pipestone, therefore all students will be out of the building by 7:00 pm or earlier.

Q. WINTER TRAVEL

In the event of possible bad weather conditions (cold temps or blizzard type weather), it shall be the responsibility of the coaches to enforce the following: gloves/mittens, some form of headgear and warm foot wear. Participants do not need to wear them, but must have them in their possession (Duffle 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, its 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. 551 ACTIVITY ACADEMIC INELIGIBILITY AND PROBATION

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	Robotics
Pep Band	Musical Ensembles	Knowledge Bowl	Speech

II. GENERAL STATEMENT OF POLICY

- A. It is the intention of this policy to stress the value of a sound academic record and graduate on time from Pipestone Area Schools. The Activities director will inform the high/middle school staff, coaches, and the building principal of students that are ineligible.
- B. 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 emphasize to students the alignment with Policy 510 – School Activities, and our beliefs in the value of co-curricular activities.

III. STANDARDS

- A. Standards of academic eligibility to participate in extracurricular activities will be measured by:
 1. Students (Grades 7-12) must have no incomplete grades or F's in any class.
 2. Four grading periods- most current grading period is used to determine eligibility.

-1st quarter -2nd quarter -3rd quarter -4th quarter
 3. Fourth quarter grades will roll over for the following school year.

IV. CONSEQUENCES

A. Athletics (Category I Activities)

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

B. Activities/Fine Arts (Category II Activities)

1. Students shall miss the next one event/contest he/she participates in.
2. 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(es) the student becomes immediately eligible once the grade change has been recorded and corrected.

C. 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.

D. ICU List – 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.

E. Administration has discretion over unique or extenuating circumstances.

V. APPEAL POLICY

A. 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.

1. A committee consisting of an administrator, teacher, and counselor will review the appeal.
2. The committee will make a decision within two (2) days after hearing the appeal.

BOARD OF EDUCATION

**Daphne Likness, Mark Hiniker, Amy Nelson, Chrissy DeBates,
Brad Carson, Katie Wiese, Tyler Fruechte**

ADMINISTRATION

**Dr. Klint Willert, Superintendent
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
Phone: 507-562-6111
Office Location: Room 1102
1401 7th St SW Pipestone, MN 56164

Section 504 Coordinator Alternate

Tanya Schroyer
tanya.schroyer@pas.k12.mn.us
Phone: 507-562-6090
Office Location: HS/MS Counseling Area
1401 7th St SW Pipestone, MN 56164

Student Sex Nondiscrimination

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

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

Title IX Coordinator

Rick Zollner
rick.zollner@pas.k12.mn.us
Phone: 507-562-6099
Office Location: HS office
1401 7th St SW Pipestone, MN 56164

Title IX Alternate

Phone: 507-562-6099
Office Location: HS office
1401 7th St SW Pipestone, MN 56164

FOOTBALL

Head Coach: Scott Boomgaarden

Assistant Coaches: Ryan Koopman and _____

B Team Coach: Trevor Tiefenthaler

9th Grade Coaches: Paul Young and Cole Maly

Jr. High Coaches: Shane Reinhard, Ryan Wielenberg, Mitchel Carson, _____

CROSS COUNTRY (BOYS & GIRLS)

Head Coach: Mark Moeller

Assistant Coach: Todd Texley

GIRLS TENNIS

Head Coach: James Skyberg

Assistant Coach: Tanya Schroyer

JH Coach: _____

VOLLEYBALL

Head Coach: Dave Dulas

Assistant Coach: Morgan Taubert

9th Grade Coach: Jennifer Evans

8th Grade Coach: Morgyn Carson

7th Grade Coach: Shelby Bloemendaal

BOYS BASKETBALL

Head Coach: Michael Slaba

Assistant Coach: Tim Stotz

9th Grade Coach: _____

8th Grade Coach: Robert Petersen

7th Grade Coach: _____

WRESTLING

Head Coach: Brian Bos

Assistant Coach: Gary Hauptert ?

Junior High Coach: Paul Young, _____

GIRLS BASKETBALL

Head Coach: Grant Everson

Assistant Coach: James Skyberg

9th Grade Coach: _____

8th Grade Coach: _____

7th Grade Coach: Morgyn Carson

GIRLS GYMNASTICS

Head Coach: Stacie Wallace
Assistant Coach: Cristin Winter
JH Coach: Jennings Wallace

BASEBALL

Head Coach: Ryan Koopman
Assistant Coach: Cody Heidebrink
B-squad: Mitchel Carson
8th grade: Scott Sterud
7th grade: Ryan Wielenberg

GOLF

Boys Head Coach: Craig Boedekker
Girls Head Coach: Steve Rops
Jr. High: Grant Everson

BOYS TENNIS

Head Coach: James Skyberg
Jr High: _____

BOYS & GIRLS TRACK

Head Coach: Todd Tinklenberg
Assistant Coach: Todd Texley, Mark Moeller, Cole Maly
Jr. High Coaches: Ashley Maly, _____

SOFTBALL

Head Coach: Troy Bouman
Assistant Coach: Robert Petersen
B-squad: Jennifer Evans
Jr. High Coach: Shane Reinhard, _____

CHEERLEADING

Mariah Swanson

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: **Matti Boomgaarden**

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 7th or 8th grade may be so physically gifted that consideration should be given to allowing the student to leave their middle school team and compete at the high school level. Such a decision requires a thoughtful and critical look at:

1. The needs of the student athlete and concern for their physical, mental and emotional well-being.
2. The effect on the student athlete's current grade level team.
3. The displacement of student athletes currently on the team of the proposed acceleration.

At the middle school, emphasis shall be placed on participation and skill development as compared to the philosophy of stronger competitiveness and playing to win at the high school level.

II. DEFINITIONS:

Grades 9-12 shall be considered as the high school program.

Grades 7-8 shall be considered the middle school programs considered for acceleration.

III. EXCEPTION:

Some 9th grade or junior varsity sports may have limited participants. A 9th grade or junior varsity sport that has limited participants may temporarily accelerate middle school participants on an as needed basis. The varsity coach of the activity must submit a written request of need to temporarily accelerate middle school participants to the Activities Director or High School Principal or in their absence the Superintendent in absence of the principal. These students would continue to play at their respective middle school level. This acceleration is intended to allow the district to field a team in a time when its current players are not available (because of injury, illness, etc.). The administrator will make a determination if the temporary acceleration is necessary. A permission form will be signed by the parents or guardians of the middle school athlete who is being accelerated. It must be turned in to the athletic director prior to the participation. The coach is responsible to verify that the permission has been signed and turned into the activities

director.

IV. PROCEDURE

- A. A formal request from the coach to the activities director must be made to accelerate the athlete and must be in writing.
- B. A meeting will then take place between the head coach of the sport involved, the principal and the activities director. The three will discuss any issues (academic, social, eligibility, physical abilities, etc.) and make a consensus decision.
- C. A meeting with both parents if available will be held to discuss the advancement.
- D. If the consensus decision was a “no” a meeting will be held with the parent(s) to explain the rationale for saying “no”.
- E. If the consensus decision was a “yes” a meeting will be held with the parent(s) to explain the advantages and disadvantages of acceleration.
- F. The coach will be responsible to have both custodial parents sign all documents. The documents signify a meeting took place and the parents agreed the student athlete would be accelerated.

VI. PROBLEM CLAUSE

Within the course of the season, if the move is not working for the student, a meeting can be initiated by either the parent or the coach with the activities director and the principal to discuss any problems. If it is deemed that the move has not been the correct thing for the student, the student can be assigned to return back to their original team. However, the student cannot play on their original team and a higher level team at the same time.

VII. REFERENCES

MSHSL Bylaws - 105, 302, 109, 303.4 and 105.00 Interpretations

ACCELERATION OVERVIEW

Advantages of Acceleration:

- 1. Need to challenge the athletes by playing with and against better competition.
- 2. Opportunity to participate in 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.

LEASE AGREEMENT

This lease is entered into this 24th day of July, 2023, by and between Independent School District No. 2689 (hereinafter referred to as “District”), with offices located at 1401 7th Street SW, Pipestone, MN 56164 and the Heartland Colony (hereinafter referred to as “Colony”), with offices located at Heartland Colony, 2171-100th 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 2171-100th 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 5, 2023, to May 30, 2024, 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 Klint Willert
1401 7th Street SW
Pipestone, MN 56164

Heartland Colony
Mr. Jerry Wipf
2171-100th 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: _____

(Brad Carson)

TITLE: _____
Chair

DATE: _____

BY: _____

(Jerry Wipf)

TITLE: _____
President

DATE: _____

BY: _____

(Katie Wiese)

TITLE: _____
Clerk

DATE: _____

Heartland Colony Lease:
July 24, 2023
For
2023-2024 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:

Jerry Wipf, CEO/Hutterite Colony School

Date:

Superintendent of Schools

Date:

Chair of the School Board

Date:

Clerk of the School Board

**SCHOOL BOARD RESOLUTION
INDEPENDENT SCHOOL DISTRICT NO. 2689
ADOPTING THE SCHOOL DISTRICT'S FISCAL YEAR (FY) 25
LONG-TERM FACILITIES MAINTENANCE TEN-YEAR PLAN**

WHEREAS, to qualify for Long-Term Facilities Maintenance revenue, Minnesota Statutes 2022, section 123B.595, subd. 4 states a school district or intermediate district must annually adopt and approve a ten-year LTFM facilities plan by July 31 for commissioner approval.

WHEREAS, the school district has developed a ten-year Long-Term Facilities Maintenance plan consistent with this law.

School Board Member _____ moved for the resolution adoption and the motion 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 _____.

THEREFORE, BE IT RESOLVED THAT, the School Board of Independent School District No. 2689 approves and adopts the attached ten-year Long-Term Facilities Maintenance plan for FY 25 on the 24th day of July, 2023.

School Board Clerk

MEMORANDUM OF AGREEMENT

By and Between

SOUTH DAKOTA STATE UNIVERSITY (hereinafter, "SDSU"),

And

Pipestone School District

(hereinafter, "District")

I. PURPOSE

SDSU and Districts have executed and anticipate executing in the future certain agreements to place teacher candidates of the SDSU Teacher Education Program (hereinafter, "Program") in Districts' schools, in order for the candidates to obtain required field experience for the award of a degree. This initiative also includes, but is not limited to:

- a. Placement and support for the full year residency and semester long programs involved in the SDSU Teacher Education program.
- b. Placement and support for the early field experiences involved in the SDSU Teacher Education program.

II. TERM & EFFECT

- a. This Agreement is open-ended.
- b. The Commitments of this Agreement as between SDSU and any single District will, unless explicitly stated otherwise, commence each time SDSU and the District sign a "Secondary/K-12 Field Experiences" agreement—a copy of which is attached as **Exhibit A** to this Agreement—or like agreement (hereinafter, "Underlying Agreement"). Any Underlying Agreement, when signed by SDSU and the District, shall be incorporated into this Agreement as if an addendum and an attachment hereto.
- c. The Commitments of this Agreement shall continue between SDSU and a District for the duration of their Underlying Agreement, unless explicitly stated otherwise, and those Commitments shall be renewed with each subsequent Underlying Agreement signed between SDSU and the District, which shall, in turn, similarly set the duration of this Agreement's Commitments between them. There shall not be any limit to the number of Underlying Agreements that trigger the Commitments under this Agreement.
- d. This Agreement may be terminated by SDSU for any or no cause within thirty (30) days of SDSU serving written notice of the termination on the participating Districts.
- e. A District may only rescind its participation in this Agreement, and sever its rights and commitments hereunder, when no Underlying Agreement between the District and SDSU is effective, and within thirty (30) days of the District serving written notice of the rescission on SDSU and the other participating Districts. Such rescission may be for any or no cause, and the rescission shall be reduced to writing. Termination of this Agreement shall occur when all Districts rescind their participation in this Agreement.

III. SDSU COMMITMENTS

- a. SDSU shall involve the faculty of its School of Education, Counseling and Human Development to improve the quality of teaching and learning through such efforts as research or investigations of mutual interest. These

efforts shall be undertaken under the guiding principle of demonstrating research-based educator practices and technologies by exemplary school-based mentors, teacher candidates, and the SDSU faculty.

- b. Teacher candidates will be approved by SDSU faculty each year. The candidates will fill out the necessary applications to be considered for a clinical placement, providing transcripts, and other information as deemed necessary by SDSU.
- c. SDSU will compensate District-provided clinical educators for their role in clinical supervision duties associated with the full-year residency and semester-long programs. The compensation rate will be determined on an annual basis. Graduate credits or continuing education units (CEUs) may be available to clinical educators for clinical supervision duties.
- d. SDSU will assign a clinical mentor to assist and support both teacher candidates and clinical educators to reflect, dialogue, and study their experiences in the classroom, examine video-recordings of each other's teaching, and address questions emerging from this practice. The SDSU clinical mentor will meet every three weeks, on average, with their assigned teacher candidates or provide supervision at a similar level. Clinical educators may be invited to participate in these meetings.
- e. SDSU will share data regarding performance of the residency program and teacher candidates with the Districts in accordance with the Family Educational Rights and Privacy Act (FERPA).
- f. SDSU School of ECHD will collaborate with Districts in the selection of clinical educators. The total number of clinical educators and teacher candidates in each district will be determined annually based on need and availability of clinical educators.
- g. Teacher candidates must:
 - 1. Meet SECHD requirements for placement considerations in the residency or semester long program. These requirements could include a background check and insurance coverage, meeting minimum GPA requirements, recommendations from early field experience supervisors and passing scores on PRAXIS exams.
 - 2. Be fully enrolled in the Program at SDSU and registered for course work toward graduation during their involvement with the residency or semester long program.
 - 3. Be under joint supervision of the clinical mentor and clinical educator in the school they are assigned. The clinical supervisory team will be headed by assigned SDSU faculty (clinical mentor), with involvement from the clinical educator and building principal
 - 4. Be personally responsible for individual health insurance and professional liability insurance.

IV. DISTRICTS COMMITMENTS

- a. Districts will each select clinical educators from the existing school staff to work with the teacher candidates and the SDSU faculty. Districts will collaborate with SDSU to match the interests and capabilities of clinical educators with those of the teacher candidates. The clinical educators will be selected on the basis of exemplary contributions to education, leadership and their commitment to preparing others for the profession. Specific requirements for clinical educators include:
 - 1. Three years of successful K - 12 teaching, with at least one year in the current setting/assignment.
 - 2. Certification in the area(s) the teacher candidate is to be placed.
 - 3. Administrator approval and recommendation to serve as a clinical educator.

- b. Clinical educators will assume the following responsibilities regarding the teacher candidate: assigning work, observing, supervising, critiquing, keeping records, and filing necessary reports to SDSU. Clinical educators are also invited to participate in clinical mentoring seminars and assist teacher candidates in the process of reflection on their practice. Teacher candidates shall be allowed to gradually increase responsibility to eventually take full responsibility for instruction for a minimum of two weeks.
- c. Districts may provide paid opportunities to teacher candidates during the residency experience in the form of vouchers for reduced or free services from community businesses; substitute teaching (ten (10) days maximum); free breakfast and/or lunch; free tickets to school extracurricular activities; or other approved opportunities through the schools in which teacher candidates are placed. Teacher candidates will be individually responsible for the expenses of their SDSU tuition, fees, travel, books, and other costs of undergraduate study.
- d. Districts will share appropriate student achievement data for evaluation and program improvement in accordance with FERPA and as required for national accreditation purposes.
- e. Districts will allow video-recording of classroom instruction for professional development and candidate assessment purposes. Proper releases will be executed in accordance with District and SDSU policy and procedures.

V. TERMS AND CONDITIONS. The following provisions shall apply at all times for the duration of this Agreement:

- a. **Indemnification and Hold Harmless Clause.** Each District understands, agrees to, and shall indemnify, defend, and hold harmless the State of South Dakota, SDBOR, SDSU, as well as their officers, agents and employees, (hereinafter, "Indemnitees") from any and all claims, demands, suits, actions, proceedings, loss, costs, and damages of every kind and description, including attorneys' fees and/or litigation expenses, which may be brought or made against or incurred by Indemnitees on account of loss of or damage to any property, or for injuries to or the death of any person, where the loss, damage, injury, or death is caused by, arises out of, or is in any way related to, in whole or in part, any act, omission, professional error, fault, mistake, or negligence of that District, its employees, agents, representative, or subcontractors, or their subcontractors' employees, agents, or representatives, in connection with or incidental to the performance of this Agreement and/or any Underlying Agreements, or arising out of Workers' Compensation claims, or Unemployment Disability Compensation claims of employees of that District and/or its subcontractors or claims under similar laws and obligations, and that this aforementioned obligation shall survive the termination/rescission, or the end of, this Agreement and in perpetuity. Districts and SDSU recognize that each District's obligation under this Provision shall not extend to any liability caused by the sole negligence of the Indemnitees.
- b. **FERPA.** Each District and SDSU shall also maintain the confidentiality of student records in accordance with the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99) ("FERPA"). Confidential student records and information ("Student Information") includes hard copy, and any other format or medium, student education record information and personally identifiable information contained therein as defined by FERPA. Each District and SDSU agree to abide by the limitations on re-disclosure of personally identifiable information from education records set forth by FERPA and with the terms set forth herein. 34 CFR 99.33(a)(2) states that the officers, employees and agents of a party that receives Student Information may use the information only for the purpose(s) for which the disclosure was made. Recipient party or parties to this Agreement shall not use or disclose Student Information received from or on behalf of the disclosing party or parties to this Agreement except as permitted or required by the Agreement, as required by law, or as otherwise authorized in writing by the disclosing party or parties. Each District and SDSU agree not to use Student Information for any purpose other than the purpose for which the disclosure was made. Upon termination, cancellation, expiration or conclusion of the Agreement, recipient party or parties shall return all Student Information to the disclosing

party or parties or, if return is not feasible, destroy all Student Information. Each District and SDSU shall develop, implement, maintain and use appropriate administrative, technical and physical security measures to preserve the confidentiality, integrity and availability of all electronically maintained or transmitted Student Information received from, or on behalf of the disclosing party or parties or their students. These measures will be extended by Agreement to all subcontractors used by each District. The recipient party or parties shall report to the disclosing party or parties any use or disclosure of Student Information not authorized by this Agreement or authorized in writing by the disclosing party or parties.

- c. **Insurance.** SDSU, as an entity of the State of South Dakota, is entitled to certain immunities under South Dakota law, including but not limited to SDCL chapters 3-21 and 3-22, as well as participation in the Public Entity Pool for Liability agreement. Districts and SDSU agree that such insurance shall satisfy all insurance requirements as to SDSU for this Agreement.
- d. **Governing Law.** This Agreement shall be interpreted according to the laws of the State of South Dakota.
- e. **Non-Discrimination.** Districts and SDSU agree to be bound by applicable state and federal laws and regulations governing Equal Employment Opportunity and Non-Discrimination, and to similar SDBOR and SDSU policy requirements.
- f. **Non-Agency.** Districts and SDSU agree that each District's employees are not agents or employees of the other Districts or of SDSU. Districts and SDSU agree that SDSU's employees are not agents or employees of the Districts.
- g. **Funding Out.** Districts and SDSU acknowledge that legislative action, including the failure of the Legislature to appropriate funds, may require the curtailment or termination of some or all of SDSU programming and support, which in turn may impact the availability of personnel, students, and facilities to be used under this Agreement. Districts and SDSU acknowledge further that they are obligated to respond to such legislative action and may determine that it is necessary in the public interest to curtail this Agreement based on these considerations.
- h. **Anti-Kickback.** Districts and SDSU certify that they have not paid kickbacks directly or indirectly to anyone for the purpose of obtaining this Agreement and agree to cooperate fully with any U.S. agency investigating a possible violation of anti-kickback laws.
- i. **Severability.** If any term of this Agreement is declared by a court having jurisdiction to be illegal or unenforceable, the remaining terms shall not be affected, and, if possible, the rights and commitments of Districts and SDSU are to be construed and enforced as if the Agreement did not contain the term.
- j. **Waiver.** No provision of this Agreement shall be considered waived by SDSU unless the waiver is expressed in writing and executed as a supplement to this Agreement. A waiver by SDSU of any breach of duty or covenant under this Agreement is not a waiver of any subsequent breach of the same.
- k. **Miscellaneous.** All matters not authorized expressly by the terms of this Agreement shall be reserved to the discretion of SDSU. The terms of this Agreement supersede all conflicting terms of associated agreements.

VI. SIGNATURES AND EXECUTION

By their signatures below, each District's representative certifies that they are duly authorized to act on the behalf of their respective District and so bind the District to this Agreement. Further, by their signatures below, the Districts signify their agreement to all of the terms and conditions described above, and their complete reading and understanding of the same, including Indemnity and Hold Harmless provisions that serve as waivers of important rights and as substantial responsibilities to each District. Districts and SDSU recognize that the Effective Date of this

Agreement as to each District shall be the latest of the date-of-signature of the Provost of SDSU or either representative of the District.

FOR SDSU:

Dr. Victor Taylor -Interim Dean DATE
SDSU College of Education and Human Sciences

Dr. Dennis Hedge, Provost DATE
South Dakota State University

FOR DISTRICTS:

_____, President DATE
Board of Education

_____, Superintendent DATE
_____ School District

SOUTH DAKOTA STATE UNIVERSITY
College of Education and Human Sciences

Secondary/K-12 Field Experiences

This contract agreement is between the Teacher Education Program in the College of Education and Human Sciences at South Dakota State University, Brookings, South Dakota and

Pipestone School District 1401 SW 7th ST. Pipestone, MN 56164-2293

The South Dakota Board of Regents has deemed this contract appropriate for use between South Dakota State University (“SDSU”) and cooperating schools whose faculty will be supervising SDSU teacher candidates during their two college semesters of field experience required by our teacher education program. By signing this contract, your school has agreed to allow one or more of your faculty members, as clinical educators, to supervise the in-classroom experience of teacher candidates in the clinical educators’ field of study. Clinical educators will be compensated by SDSU according to the following terms:

First Semester:

Second Semester:

\$200.00 per Full-Time Teacher Candidate*

\$400.00 per Full-Time Teacher Candidate*

*(*If there are two clinical educators per teacher candidate, the stipend will be divided.)*

- 1) Placement of teacher candidates in schools and the assignment of clinical educators to oversee them will be accomplished by a representative of the University and the participating school administrator, as provided in the **Memorandum of Agreement** (“MoA”), which is incorporated into this Agreement by reference.
- 2) The field experiences will be supervised by SDSU faculty and clinical mentors. During the student teaching experience, that supervision will be exercised through the process detailed in the MoA and involving video analysis. **
***Video recording within the classroom is an expectation of the student teaching experience, for evaluation purposes only. Videos will be kept confidential and erased/deleted upon the conclusion of the experience unless permission is explicitly provided by the school district to the teacher candidate.*
- 3) School-based faculty may be asked to participate in periodic professional development sponsored by SDSU.

It is further agreed that this shall be a two-semester-long contract, requiring renewal each academic year.

Superintendent Signature

Print Name

Date

Board President Signature

Print Name

Date

School Tax ID#

Signature of Provost & VP of Academic Affairs, South Dakota State University

Date

102 EQUAL EDUCATIONAL OPPORTUNITY

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for students with disabilities.
- B. The school district prohibits harassment and discrimination of any individual based on any of the protected classifications listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence (Policy 413).
- C. The school district prohibits discrimination of students with a disability, within the intent of Section 504 of the Rehabilitation Act of 1973 ("Section 504"), who need services, accommodations, or programs in order to receive a free appropriate public education. For information as to protections that may apply pursuant to Section 504 and the school district's corresponding procedures for addressing disability discrimination complaints, refer to the school district's policy on student disability nondiscrimination (Policy 521).
- D. The school district prohibits sexual harassment discrimination of any individual on the basis of sex in its education programs or activities. For information as to the protections that apply pursuant to Title IX and school district's corresponding procedures and processes for addressing sexual harassment and discrimination, refer to the school district's policy on Title IX sex nondiscrimination (Policy 522).
- E. The school district shall provide equal opportunity for members of each sex and to members of all races and ethnicities to participate in its athletic program. In determining whether equal opportunity to participate in athletic programs is available for the purposes of this law, at least the following factors shall be considered to the extent that they are applicable to a given situation: whether the opportunity for males and females to participate in the athletic program reflects the

demonstrated interest in athletics of the males and females in the student body of the educational institution; whether the opportunity for members of all races and ethnicities to participate in the athletic program reflects the demonstrated interest in athletics of members of all races and ethnicities in the student body of the educational institution; whether the variety and selection of sports and levels of competition effectively accommodate the demonstrated interests of members of each sex; whether the variety and selection of sports and levels of competition effectively accommodate the demonstrated interests of members of all races and ethnicities; the provision of equipment and supplies; scheduling of games and practice times; assignment of coaches; provision of locker rooms; practice and competitive facilities; and the provision of necessary funds for teams of one sex.

- F. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- G. Every school district employee shall be responsible for complying with this policy.
- H. Any student, parent, or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

Legal References: Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Adopted: 2/28/1997

PASMSBA/MASA Model Policy 418

Orig. 1995

Revised: 8/25/14, 1/25/18, 8/26/19, 8/22/22, 7/14/23

Rev. 2023

418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

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

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, ~~(including—edible cannabinoid products)~~, and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

A. Use or possession of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, ~~(including—edible cannabinoid products)~~, and controlled substances before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.

B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, ~~(including—edible cannabinoid products)~~, or controlled substances in any school location.

C. An individual may not use or possess cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13, including all facilities, whether owned, rented, or leased, and all vehicles that the school district owns, leases, rents, contracts for, or controls.

D. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

A. "Alcohol" includes any alcoholic beverage containing more than one-half of one percent alcohol by volume.

B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section 812, including analogues and look-alike drugs.

C. "Edible cannabinoid product" means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.

D. "Nonintoxicating cannabinoid" means substances extracted from certified hemp plants

that do not produce intoxicating effects when consumed by injection, inhalation, ingestion, or by any other immediate means, any route of administration.

- E. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; (4) combustion with use of dried raw cannabis; or (5) any other method approved by the Commissioner of the Minnesota Department of Health ("Commissioner").
- F. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- G. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

H. "Sell" means to sell, give away, barter, deliver, exchange, distribute or dispose of to another, or to manufacture; or to offer or agree to perform such an act, or to possess with intent to perform such an act.

I. "Toxic substances" includes: (1) glue, cement, aerosol paint, containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; (2) butane or a butane lighter; or (3) any similar substance declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the Commissioner.

I. "Use" means to sell, buy, manufacture, distribute, dispense, be under the influence of, or consume in any manner, including, but not limited to, consumption by injection, inhalation, ingestion, or by any other immediate means. includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids (including edible cannabinoid products), and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.

Formatted: Font: Times New Roman, 12 pt

IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person's own use, a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minnesota Statutes section 624.701, subdivision 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

C. A violation of this policy does not occur when a person uses or possesses a toxic substance unless they do so with the intent of inducing or intentionally aiding another in inducing intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor.

V. PROCEDURES

A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, must comply with the school district's student medication policy.

[Note: School districts are required by Minnesota Statutes, section 121A.22 to develop procedures for the administration of drugs and medicine. If the school district does not have a student medication policy such as MSBA/MASA Model Policy 516, this Paragraph A. can be modified to provide: "Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, must provide a copy of the prescription and the medication to the school nurse, principal, or other designated staff member. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer the prescribed medication except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, in accordance with school district procedures."]

B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.

C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.

[Note: The Drug-Free Workplace Act requires that school district employees be notified by a published statement of the prohibition of the use of controlled substances and actions that will be taken against employees for violations of such prohibition. 41 United States Code section 8103; 34 Code of Federal Regulations Part 84. An acknowledgment will document satisfaction by the school district of this federal requirement.]

D. Employees are subject to the school district's drug and alcohol testing policies and procedures.

E. Members of the public are not permitted to possess controlled substances, intoxicating cannabinoids, or edible cannabinoid products in a school location except with the express permission of the superintendent.

F. No person is permitted to possess or use medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the

general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products.

- G. Possession of alcohol on school grounds pursuant to the exceptions of Minnesota Statutes section 624.701, subdivision 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. SCHOOL PROGRAMS

A. Starting in the 2026-2027 school year, the school district must implement a comprehensive education program on cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, for students in middle school and high school. The program must include instruction on the topics listed in Minnesota Statutes, section 120B.215, subdivision 1 and must:

1. respect community values and encourage students to communicate with parents, guardians, and other trusted adults about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl; and
2. refer students to local resources where students may obtain medically accurate information about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, and treatment for a substance use disorder.

B. School district efforts to develop, implement, or improve instruction or curriculum as a result of the provisions of this section must be consistent with Minnesota Statutes, sections 120B.10 and 120B.11.

C. Notwithstanding any law to the contrary, the school district shall have a procedure for a parent, a guardian, or an adult student 18 years of age or older to review the content of the instructional materials to be provided to a minor child or to an adult student pursuant to this article. The district must allow a parent or adult student to opt out of instruction under this article with no academic or other penalty for the student and must inform parents and adult students of this right to opt out.

VI. ENFORCEMENT

A. Students

1. Students may be required to participate in programs and activities that provide education against the use of alcohol, tobacco, marijuana, smokeless tobacco products, electronic cigarettes, and nonintoxicating cannabinoids, ~~and (including edible cannabinoid products.)~~
2. Students may be referred to drug or alcohol assistance or rehabilitation programs; school based mental health services, mentoring and counseling, including early identification of mental health symptoms, drug use and violence and appropriate referral to direct individual or group counselling service. which may be provided by school based mental health services providers; and/or referral to law enforcement officials when appropriate.
3. A student who violates the terms of this policy shall be subject to discipline in

accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.

B. Employees

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Legal References: Minn. Stat. [§ 120B.215 \(Education on Cannabis Use and Substance Use\)](#)
[Minn. Stat. § 121A.22 \(Administration of Drugs and Medicine\)](#)
Minn. Stat. [§ 121A.40-§ 121A.56 \(Pupil Fair Dismissal Act\)](#)
Minn. Stat. [§ 151.72 \(Sale of Certain Cannabinoid Products\)](#)
[Minn. Stat. § 152.01, Subd. 15a \(Definitions\)](#)
[Minn. Stat. § 152.0264 \(Cannabis Sale Crimes\)](#)
Minn. Stat. [§ 152.22, Subd. 6 \(Definitions; Medical Cannabis\)](#)
Minn. Stat. [§ 152.23 \(Limitations; Medical Cannabis\)](#)
[Minn. Stat. § 169A.31 \(Alcohol-Related School Bus or Head Start Bus Driving\)](#)
Minn. Stat. [§ 340A.101 \(Definitions; Alcoholic Beverage\)](#)
Minn. Stat. [§ 340A.403 \(3.2 Percent Malt Liquor Licenses\)](#)
Minn. Stat. [§ 340A.404 \(Intoxicating Liquor; On-Sale Licenses\)](#)
[Minn. Stat. § 342.09 \(Personal Adult Use of Cannabis\)](#)
[Minn. Stat. § 342.56 \(Limitations\)](#)
Minn. Stat. [§ 609.684 \(Abuse of Toxic Substances\)](#)
Minn. Stat. [§ 624.701 \(Alcohol in Certain Buildings or Grounds\)](#)
20 U.S.C. [§ 7101-7122 \(Student Support and Academic Enrichment Grants\)](#)
21 U.S.C. [§ 812 \(Schedules of Controlled Substances\)](#)
41 U.S.C. [§§ 8101-8106 \(Drug-Free Workplace Act\)](#)

21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

~~**Cross-References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 516 (Student Medication)~~

419 TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION

[Note: School districts are not required by statute to have a policy addressing these issues. However, Minnesota Statutes, section 144.416 requires that entities that control public places must make reasonable efforts to prevent smoking in public places, including the posting of signs or any other means which may be appropriate. Additionally, Minnesota Statutes, section 120B.238 requires that vaping prevention instruction be provided as set forth in this policy.]

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

[Note: The following language is not required by law, but is recommended by MSBA for inclusion in this policy.]

- D. ***The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.***

III. DEFINITIONS

- A. "Electronic delivery device" means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of aerosol or vapor from the product. Electronic delivery devices includes but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- B. "Heated tobacco product" means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.
- C. "Tobacco" means cigarettes and 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, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- D. "Tobacco-related devices" means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors aerosol or vapor of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- E. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.
- F. "Vaping" means using an activated electronic delivery device or heated tobacco product.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. [An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices.](#) An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco,

tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

V. VAPING PREVENTION INSTRUCTION

- A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.
- B. The school district may use instructional materials based upon the Minnesota Department of Health's school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district's locally developed health standards.

[NOTE: In addition, school districts may choose to require (a) evidence-based vaping prevention instruction to students in grades 9 through 12; and/or (b) a peer-to-peer education program to provide vaping prevention instruction.]

VI. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VII. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § 120B.238 (Vaping Awareness and Prevention)
Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)

Minn. Stat. § 609.685 (Sale of Tobacco to Persons Under Age 21)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

~~Cross-References:~~ ~~MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)~~
~~MSBA/MASA Model Policy 506 (Student Discipline)~~

424 LICENSE STATUS

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

I. PURPOSE

The purpose of this policy is to ensure that qualified teachers are employed by the school district and to fulfill its duty to ascertain the licensure status of its teachers. A school board that employs a teacher who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

II. GENERAL STATEMENT OF POLICY

- A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district.
- B. No person shall be a qualified teacher until the school district verifies, through the Minnesota education licensing system available on the Minnesota Professional Educator Licensing and Standards Board website, that the person is a qualified teacher consistent with state law.
- C. The school district has a duty to ascertain the licensure status of its teachers and ensure that the school district's teacher license files are up to date. The school district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the school district.

[D. The school district must annually report to the Professional Educator Licensing and Standards Board: \(1\) all new teacher hires and terminations, including layoffs, by race and ethnicity; and \(2\) the reasons for all teacher resignations and requested leaves of absence. The report must not include data that would personally identify individuals.](#)

III. PROCEDURE

- A. The superintendent or the superintendent's designee shall establish a schedule for the annual review of teacher licenses.
- B. Where it is discovered that a teacher's license will expire within one year from the date of the annual review, the superintendent or the superintendent's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the superintendent prior to the expiration of the current license. However, failure to provide this notice does not relieve a teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current and appropriate to his/her teaching assignment.
- C. If it is discovered that a teacher's license has expired, the superintendent will immediately investigate the circumstances surrounding the lack of license and will take appropriate action. The teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross insubordination, inefficiency and willful neglect of

duty which are grounds for immediate discharge from employment.

- D. The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy shall remain with the teacher, notwithstanding the superintendent's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

Legal References: Minn. Stat. § 122A.16 (Qualified Teacher Defined)
Minn. Stat. § 122A.22 (District Verification of Teacher Licenses)
Minn. Stat. § 122A.40, ~~Subd. 13~~ (Employment; Contracts; Termination – Immediate Discharge)
Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)
Vettleson v. Special Sch. Dist. No. 1, 361 N.W.2d 425 (Minn. App. 1985)
Lucio v. School Bd. of Independent Sch. Dist. No. 625, 574 N.W.2d 737 (Minn. App. 1998)
In the Matter of the Proposed Discharge of John R. Statz (Christine D. VerPloeg), June 8, 1992, *affirmed*, 1993 WL 129639 (Minn. App. 1993)

~~Cross References:~~ None

507 CORPORAL PUNISHMENT AND PRONE RESTRAINT

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

I. PURPOSE

The purpose of this policy is to describe limitations on use of corporal punishment and prone restraint upon a students.

II. GENERAL STATEMENT OF POLICY

No employee or agent of the school district shall inflict corporal punishment or use prone restraint upon a student. ~~or charter school shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term "corporal punishment" means conduct involving hitting or spanking a person with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm.~~

III. DEFINITIONS

1. "Corporal punishment" means conduct involving:
 - a. hitting or spanking a person with or without an object; or
 - b. unreasonable physical force that causes bodily harm or substantial emotional harm.
2. "Prone restraint" means placing a child in a face-down position.

IV. PROHIBITIONS

1. An employee or agent of a district shall not inflict corporal punishment or cause corporal punishment to be inflicted upon a pupil to reform unacceptable conduct or as a penalty for unacceptable conduct.
2. An employee or agent of a district, including a school resource officer, security personnel, or police officer contracted with a district, shall not use prone restraint.
3. An employee or agent of a district, including a school resource officer, security personnel, or police officer contracted with a district, shall not inflict any form of physical holding that restricts or impairs a pupil's ability to breathe; restricts or impairs a pupil's ability to communicate distress; places pressure or weight on a pupil's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a pupil's torso.
4. Conduct that violates this Article is not a crime under Minnesota Statutes, section 645.241, but may be a crime under Minnesota Statutes, chapter 609 if the conduct violates a provision of Minnesota Statutes, chapter 609. Conduct that violates IV.1 above is not per se corporal punishment under thei statute. Nothing in this Minnesota Statutes, section 121A.58 –or 125A.0941 precludes the use of reasonable

force under Minnesota Statutes, section 121A.582.

V. EXCEPTIONS

A teacher or school principal may use reasonable force under the conditions set forth in Policy 506 (Student Discipline).

VI. VIOLATION

Employees who violate the provisions of this policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies. Violation of this policy may also result in civil or criminal liability for the employee.

Legal References: Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 123B.25 (Legal Actions Against Districts and Teachers)
Minn. Stat. § 609.06 Subd. 1 (6)(7) (Authorized Use of Force)

~~**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)~~

509 ENROLLMENT OF NONRESIDENT STUDENTS

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

I. PURPOSE

The school district desires to participate in the Enrollment Options Program (Open Enrollment) established by Minnesota Statutes, section 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination.

II. GENERAL STATEMENT OF POLICY

The school board adopts specific standards for acceptance and rejection of Open Enrollment applications.

III. OPEN ENROLLMENT PROCESS

A. Open Enrollment applications will be approved provided that acceptance of the application will not exceed the capacity of a program, excluding special education services; class; grade level; or school building as established by school board resolution and provided that:

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

B. If the school district limits enrollment of nonresident students pursuant to this section, the district shall report to the Commissioner of the Minnesota Department of Education (MDE) by July 15 on the number of nonresident pupils denied admission due to the limitations on the enrollment of nonresident pupils.

IV. BASIS FOR DECISIONS

A. Standards that may be used for rejection of application

In addition to the provisions above, the school district may refuse to allow a pupil who is expelled under Minnesota Statutes, section 121A.45 to enroll during the term of the expulsion if the student was expelled for:

1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, ~~with~~ except that such term does

~~not include the exception of~~ a pocket knife with a blade less than two and one-half inches in length, at school or a school function;

2. possessing or using an illegal drug at school or a school function;
3. selling or soliciting the sale of a controlled substance while at school or a school function; or
4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.

C. Standards that may not be used for rejection of application

The school district may not use the following standards in determining whether to accept or reject an application for open enrollment:

1. previous academic achievement of a student;
2. athletic or extracurricular ability of a student;
3. disabling conditions of a student;
4. a student's proficiency in the English language;
5. the student's district of residence except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or
6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in this policy.

D. Application

The student and parent or guardian must complete and submit the "General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education (or the Statewide Enrollment Options Application for State-funded Voluntary Prekindergarten (VPK) or School Readiness Plus (SRP) Application if applicable) developed by MDE and available on its website.

The school district may require a nonresident student enrolled in a program under Minnesota Statutes, section 125A.13, or in a preschool program, except for a program under Minnesota Statutes, section 124D.151 or Laws 2017, First Special Session chapter 5, article 8, section 9, to follow the application procedures under this subdivision to enroll in kindergarten. A district must allow a nonresident student enrolled in a program under Minnesota Statutes, section 124D.151 or Laws 2017, First Special Session chapter 5, article 8, section 9, to remain enrolled in the district when the student enters kindergarten without submitting annual or periodic applications, unless the district terminates the student's enrollment under subdivision 12.

The school district shall notify the parent or guardian in writing by February 15 or within ninety (90) days for applications submitted after January 15 in the case of achievement and integration district transfers whether the application has been accepted or rejected. If an application is rejected, the district must state in the notification the reason for rejection. The parent or guardian must notify the nonresident district by March 1 or within ten (10) business days whether the pupil intends to enroll in the nonresident district.

E. Lotteries

If a school district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. The district must give priority to enrolling siblings of currently enrolled students, students whose applications are related to an approved integration and achievement plan, children of the school district's staff, and students residing in that part of a municipality (a statutory or home rule charter city or town) where:

1. the student's resident district does not operate a school building;
2. the municipality is located partially or fully within the boundaries of at least five school districts;
3. the nonresident district in which the student seeks to enroll operates one or more school buildings within the municipality; and
4. no other nonresident, independent, special, or common school district operates a school building within the municipality.

The process for the school district lottery must be established by school board policy and posted on the school district's website.

F. Exclusion

1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
2. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

G. Termination of Enrollment

The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minnesota Statutes, section 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minnesota Statutes, chapter 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 17 years of age who is absent from attendance at school without lawful excuse for seven school days in a school year if the child is in elementary school or for one or more class periods on seven school days in a school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful

excuse for one or more class periods on seven school days in a school year and who has not lawfully withdrawn from school under Minnesota Statutes, section 120A.22, subdivision 8. The school district may also terminate the enrollment of a nonresident student over 17 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minnesota Statutes, section 120A.22, subdivision 8.

A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

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

Legal References:

Minn. Stat. § 120A.22, Subd. 3(e) and Subd. 8 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (~~The~~ Pupil Fair Dismissal Act)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. § 124D.68 (Graduation Incentives Program)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. § 260C.007, Subd. 19 (Definitions)
Minn. Op. Atty. Gen. 169-f (Aug. 13, 1986)
Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ., Co. No. A05-361, 2005 WL 3111963 (Minn. Ct. App. 2005) (unpublished)
[18 U.S.C. 930, para. \(g\)\(2\) \(Definition of weapon\)](#)

514 BULLYING PROHIBITION POLICY

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:
1. on the school premises, at the school functions or activities, on the school transportation;
 2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
 3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.
- C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also

applies to sexual exploitation.

D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

H. False accusations or reports of bullying against another student are prohibited.

I. 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 (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

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

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

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

J. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher,

administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. "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, malicious and sadistic conduct as defined in this policy, and sexual exploitation.

- B. "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.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

- F. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- G. "Prohibited conduct" means bullying, ~~or cyberbullying as defined in this policy,~~ malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct. ~~bullying.~~
- H. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- I. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include

bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who

are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minnesota Statutes section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;

4. The incidence and nature of cyberbullying; and
 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may

have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy ~~or a summary thereof~~ must be conspicuously posted throughout each school building, in the administrative offices of the school district, and in the office of each school.
- C. This policy must be ~~distributed~~given to each school district or school employee and independent contractor at the time of hiring or contracting. ~~who regularly interacts with students at the time of initial employment with the school district.~~
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. Each school must develop a process for discussing this policy with students, parents of students, independent contractors, and school employees.
- G. The school district shall provide an electronic copy of its most recently amended policy to the Minnesota Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes, sections 121A.031 and 121A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Model Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. Ch. 124E (Charter Schools)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Adopted: 5/22/2023

~~PAS MSBA/MASA Model~~ Policy 516.5
Orig. 2023

Revised: 7/24/2023

Rev: June 2023

516.5 OVERDOSE MEDICATION

[Note: ~~The 2023 Minnesota legislature enacted legislation requiring school districts to maintain a supply of opiate antagonists. are not required to adopt a policy on the use of emergency drugs for the treatment of drug-related overdoses.~~ School districts and their employees are legally permitted to purchase, store, and administer Naloxone (Narcan) in response to an opiate overdose in schools and those who do assist with such administration are immune from civil liability as well as exempt from criminal prosecution from possession, use, etc. of ~~a prescription medication, particularly to an individual to whom it was not prescribed.~~ The provisions of this policy outline the requirements of the law with respect to the use of Naloxone (Narcan) in schools.]

I. PURPOSE

As a means of enhancing the health and safety of its students, staff and visitors, the school district will acquire, administer, and store doses of an opiate antagonist, specifically Naloxone (Narcan), and administration devices or kits for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose on school district property during the school day or at school district activities.

II. GENERAL STATEMENT OF POLICY

The school board authorizes school administration to obtain and possess opioid overdose reversal medication, such as Naloxone, to be maintained and administered to a student or other individual by trained school staff if the staff member determines in good faith that the person to whom the medication is administered is experiencing an opioid overdose. Authorization for obtaining, possessing and administering Naloxone or similar permissible medications under this policy are contingent upon: 1) the continued validity of state and federal law that permit a person who is not a healthcare professional to dispense an opiate antagonist to the school district and its employees by law; 2) that the school district and its staff are immune from criminal prosecution and not otherwise liable for civil damages for administering the opiate antagonist to another person who the staff member believes in good faith to be suffering from a drug overdose; and 3) the availability of funding either from outside sources or as approved by the school board to obtain and administer opioid overdose reversal medication.

III. DEFINITIONS

- A. **"Drug-related overdose"** means an acute condition, including mania, hysteria, extreme physical illness, respiratory depression or coma, resulting from the consumption or use of a controlled substance, or another substance with which a controlled substance was combined, and that a layperson would reasonably believe to be a drug overdose that requires immediate medical assistance.
- B. **"Naloxone Coordinator"** is a school district staff person or administrator appointed to monitor adherence to protocols outlined in this policy and referenced procedures. The Naloxone Coordinator is responsible for building-level administration and management of Opiate Antagonist medications and supplies. The school district's Naloxone Coordinator is [insert title of staff person appointed as coordinator].

- C. **“Opiate”** means any dangerous substance having an addiction forming or addiction sustaining liability similar to morphine or being capable of conversion into a drug having such addiction forming or addiction sustaining liability.
- D. **“Opiate Antagonist”** means naloxone hydrochloride (“Naloxone”) or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.
- E. **“Standing Order”** means directions from the school district’s medical provider that sets forth how to house and administer Naloxone or other Opiate Antagonist medications to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose. This Standing Order should include the following information:
 - 1. Administration type
 - 2. Dosage
 - 3. Date of issuance
 - 4. Signature of the authorized provider

IV. GENERAL STATEMENT OF POLICY AND RESPONSIBILITIES

- A. The school district must maintain a supply of opiate antagonists at each school site to be administered in compliance with Minnesota law. Each school building must have two doses of nasal naloxone available on-site.

[Note: The Minnesota Department of Education offered guidance regarding the meaning of “school site.” If a school site includes multiple buildings, the two-dose requirement applies to buildings used for instruction. It does not apply to administrative buildings, facility buildings, ice arenas, and similar buildings not used for instruction.]

- B. A licensed physician, a licensed advanced practice registered nurse authorized to prescribe drugs pursuant to Minnesota Statutes, section 148.235, or a licensed physician assistant may authorize a nurse or other personnel employed by, or under contract with, a public school may be authorized to administer opiate antagonists as defined under Minnesota Statutes, section 604A.04, subdivision 1.
- C. A licensed practical nurse is authorized to possess and administer an opiate antagonist in a school setting notwithstanding Minnesota Statutes, 148.235, subdivisions 8 and 9.
- D. School District Collaborative Planning and Implementation Team

To the extent Naloxone is obtained for use consistent with this policy, the school district will establish a school district-wide collaborative planning and implementation team (“School District Planning Team”) who will oversee the general development and operations related to the use of opiate antagonist Naloxone and regularly report to the school board as to its activities.

- 1. The School District Planning Team will include the Naloxone Coordinator and may include the superintendent (or designee), school nurse, public health experts, first responders, student or family representatives, and community

partners who will be assigned to the Team by the superintendent or designee or solicited as volunteers by the superintendent.

2. The School District Planning Team, through the Naloxone Coordinator, will obtain a protocol or Standing Order from a licensed medical prescriber for the use of Naloxone or other Opiate Antagonist by school district staff in all school facilities and activities and will update or renew the protocol or Standing Order annually or as otherwise required. A copy of the protocol or Standing Order will be maintained in the office of the Naloxone Coordinator.
3. The School District Planning Team will develop school district-wide guidelines and procedures and determine the form(s) of Naloxone to be used within the school district (nasal, auto injector, manual injector) and the method and manner of arranging for the financing and purchasing, storage and use of Naloxone to be approved by the school board. Once approved by the school district board, these guidelines and procedures will be attached and incorporated into this policy. At a minimum, these guidelines and procedures will:
 - a. Ensure that when Naloxone is administered, school district employees must activate the community emergency response system (911) to ensure additional medical support due to the limited temporary effect of Naloxone and the continued need of recipients of additional medical care;
 - b. Require school district employees to contact a school district healthcare professional to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel;
 - c. Direct school district employees to make immediate attempts to determine if the recipient is a minor and, if so, locate the identity of the parent or guardian of the minor and ensure contact with that parent or guardian is made as soon as possible after administration of the Naloxone for the purpose of informing the parent or guardian of the actions that have been taken; and
 - d. Require school district staff to inform the building administrator or other administrator overseeing an event or activity of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps.
4. The School District Planning Team will determine the type and method of annual training, identify staff members at each school site to be trained and coordinate the implementation of the training with the assistance of the Naloxone Coordinator.

E. Site Planning Teams

1. In consultation with the School District Planning Team, the administrator at each school site may establish, in the manner the superintendent or Naloxone Coordinator deems appropriate, a Site Planning Team within the school site.
2. The Site Planning Team will be responsible for the coordination and implementation of this policy, school district-wide guidelines and procedures within the school site and will develop and implement any specific guidelines and procedure for the storage and use of Naloxone within the school site in a

manner consistent with this policy and school district wide procedures and guidelines.

E. School District Staff

School district staff members will be responsible for attending all required training pertaining to the policy, procedures and guidelines for the storage and use of Naloxone and performing any assigned responsibilities pursuant to the guidelines and procedures.

V. NALOXONE STORAGE

- A. The Site Planning Team will select numerous Naloxone storage locations within the school site and outside the school site when activities are conducted off school grounds (i.e., transportation services, field trips, etc.).

[Note: School districts may decide that Naloxone will not be sent on field trips, transportation or activities that occur outside of the typical school day or off school property and may modify this statement accordingly. If Naloxone is provided during these auxiliary activities, schools should ensure that it is only provided if there is an available trained staff member to administer it and that the medication can be safely and legally stored and transported.]

- B. The selected storage locations of Naloxone will be classified as non-public "security information" as the school board has determined that the disclosure of this data to the general public would be likely to substantially jeopardize the security of the medication that could be subject to theft, tampering, and improper use. Therefore, the identity of the storage locations will be shared only with those school district staff members whom the School District Planning Team or Site Team have determined need access to this information to aid public health and safety as determined in the procedures and guidelines.
- C. Stock Naloxone will be clearly labeled, monitored for expiration dates, and stored in a secured location that is accessible by trained staff as set forth in paragraph V.B.

VI. Privacy Protections

The school school district will maintain the privacy of students and staff related to the administration of Naloxone as required by law.

- Legal References:** Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 121A.21 (School Health Services)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
[Minn. Stat. § 121A.224 \(Opiate Antagonists\)](#)
Minn. Stat. § 144.344 (Emergency Treatment)
[Minn. Stat. § 148.235 \(Prescribing Drugs and Therapeutic Devices\)](#)
Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.02 (Schedules of Controlled Substances)
~~Minn. Stat. § 152.212 (Labeling of Prescription Drug Containers)~~
Minn. Stat. § 604A.01 (Good Samaritan Law)
Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)
Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)
Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)

Minn. R. Pt. 6800.4220 (Schedule II Controlled Substances)
20 U.S.C. § 1232g (Family Educational and Privacy Rights)

Cross Reference: ~~MSBA/MASA Model Policy 516 (Student Medication)~~
~~Minnesota Department of Health Toolkit on the Administration of Naloxone~~

ⁱ Naloxone is the medication that reverses an opioid overdose. Narcan® is the brand name for the intranasal applicator (nasal spray) form of naloxone. Naloxone usually refers to an intramuscular (IN+M) naloxone form that comes in a vial and is administered with a syringe, normally dispensed as an "IM kit."

Adopted: 3/16/2004

PAS MSBA/MASA Model Policy 532

Orig. 2003

Revised: 9/26/2005, 9/23/2019, 4/25/2022, 8/22/2022

Rev. 2023

Revised: 7/24/2023

Formatted: Underline

532 USE OF PEACE OFFICERS AND CRISIS TEAMS TO REMOVE STUDENTS WITH IEPs FROM SCHOOL GROUNDS

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

~~*[Note: Minnesota Laws 2009, Chapter 96, made a number of changes to the laws and rules governing the use of "conditional procedures" with respect to special education students. Specifically, Chapter 96 repealed, EFFECTIVE AUGUST 1, 2011, Minnesota Statutes sections 121A.66, 121A.67, Subd. 1, as well as Minnesota Rules 3525.0210, Subparts 5, 6, 9, 13, 17, 29, 30, 46, 47, and 3525.2900, Subp. 5. These laws and rules were replaced, effective August 1, 2011, with a restrictive procedures law which generally addresses the restraint of special education students. Also note that the restrictive procedures law contains a significant staff training component, found at Minnesota Statutes section 125A.0942, Subds. 1, 2, and 5. Staff who intend to use restrictive procedures must be trained in the areas specified in Subd. 5 to use these procedures.]*~~

I. PURPOSE

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

II. GENERAL STATEMENT OF POLICY

The school district is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

In general, all students, including those with IEPs, are subject to the terms of the school district's discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates the school district's discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them in this section:

- A. "Crisis team" means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.
- B. "Emergency" means a situation where immediate intervention is needed to protect a child or other individual from physical injury.

- C. "Peace officer" means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term "peace officer" includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.
- D. "Police liaison officer" is a peace officer who, pursuant to an agreement between the school district and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students.
- E. The phrase "remove the student from school grounds" is the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.
- F. "Student with an IEP" or "the student" means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).
- G. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS

A. Removal By Crisis Team

If the behavior of a student with an IEP escalates to the point where the student's behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team may be summoned. The crisis team may attempt to de-escalate the student's behavior by means including, but not limited to, those described in the student's IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student's behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds.

If the student's behavior cannot be safely managed, school personnel may immediately request assistance from the police liaison officer or a peace officer.

B. Removal By Police Liaison Officer or Peace Officer

If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team, building administrator, or the building administrator's designee, may request that the police liaison officer or a peace officer remove the student from school grounds.

If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student's IEP team must meet to determine if the student's IEP is adequate or if additional evaluation is needed.

Whether or not a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, school district personnel may report a crime committed by a student with an IEP to appropriate authorities. If the school district reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family

Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and school district's policy, Protection and Privacy of Pupil Records.

[Note: If the school district uses a different reference name for its student records policy, insert that name in place of the reference to Protection and Privacy of Pupil Records, which is the title of MSBA/MASA Model Policy 515.]

The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

C. Reasonable Force Permitted

1. In removing a student with an IEP from school grounds, a building administrator, other crisis team members, or the police liaison officer or other agents of the school district, whether or not members of a crisis team, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another
2. In removing a student with an IEP from school grounds, police liaison officers and school district personnel are further prohibited from engaging in the following conduct:
 - a. Corporal punishment prohibited by Minnesota Statutes, section 121A.58;
 - b. Requiring a child to assume and maintain a specified physical position, activity, or posture that induces physical pain;
 - c. Totally or partially restricting a child's senses as punishment;
 - d. Denying or restricting a child's access to equipment and devices such as walkers, wheelchairs, hearing aids, and communication boards that facilitate the child's functioning except when temporarily removing the equipment or device is needed to prevent injury to the child or others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible;
 - e. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under Minnesota Statutes, Chapter 260E;
 - f. Physical holding (as defined in Minnesota Statutes, section 125A.0941) that restricts or impairs a child's ability to breathe, restricts or impairs a child's ability to communicate distress, places pressure or weight on a child's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a child's torso;
 - g. Withholding regularly scheduled meals or water; and/or
 - h. Denying a child access to toilet facilities.
3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

D. Parental Notification

The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

E. Continued Removals; Review of IEP

Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIIP.

F. Effect of Policy in an Emergency; Use of Restrictive Procedures

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIIP, or behavior intervention plan authorizes the use of one or more restrictive procedures, the crisis team may employ those restrictive procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the crisis team members who are implementing the restrictive procedures have received the training required by Minnesota Statutes, section 125A.0942, ~~subdivision Subd.~~ 5, and otherwise comply with the requirements of [section](#)§ 125A.0942.

G. Reporting to the Minnesota Department of Education (MDE)

Annually, stakeholders may recommend, as necessary, to the Commissioner of MDE (Commissioner) specific and measurable implementation and outcome goals for reducing the use of restrictive procedures. The Commissioner must submit to the Legislature a report on districts' progress in reducing the use of restrictive procedures that recommends how to further reduce these procedures and eliminate the use of seclusion. By January 15, April 15, July 15, and October 15 of each year, districts must report, in a form and manner determined by the Commissioner, about individual students who have been secluded. By July 15 each year, districts must report summary data. The summary data must include information on the use of restrictive procedures for the prior school year, July 1 through June 30, including the use of reasonable force by school personnel that is consistent with the definition of physical holding or seclusion of a child with a disability.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.67 (Removal by Police Officer)
Minn. Stat. §§ 125A.094-125A.0942 (Restrictive Procedures for Children with Disabilities)
Minn. Stat. § 609.06 (Authorized Use of Force)
Minn. Stat. § 609.379 (Permitted Actions)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy (FERPA))
20 U.S.C. § 1415(k)(6) (Individuals with Disabilities Education Act)
34 C.F.R. § 300.535 (Referral to and Action by Law Enforcement and Judicial Authorities)

~~Cross-References:~~ ~~MSBA/MASA Model Policy 506 (Student Discipline)~~
~~MSBA/MASA Model Policy 507 (Corporal Punishment)~~
~~MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)~~
~~MSBA/MASA Model Policy 525 (Violence Prevention)~~
~~MSBA/MASA Model Policy 806 (Crisis Management Policy)~~

Formatted: Strikethrough

602 ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY

I. PURPOSE

The purpose of this policy is to provide for a timely determination of the school calendar and school day.

II. GENERAL STATEMENT OF POLICY

The school calendar and schedule of the school day are important to parents, students, employees, and the general public for advance, effective planning of the school year.

III. CALENDAR RESPONSIBILITY

- A. The school calendar shall be adopted annually by the school board. It shall meet all provisions of Minnesota statutes pertaining to minimum number of school days and other provisions of law. The school calendar shall establish student days, workshop days for staff, provide for emergency closings and other information related to students, staff, and parents.

[Note: The annual school calendar must include at least 425 hours of instruction for a kindergarten student without a disability, 935 hours of instruction for a student in grades 1 through 6, and 1,020 hours of instruction for a student in grades 7 through 12, not including summer school. The school calendar for all-day kindergarten must include at least 850 hours of instruction for the school year. If a voluntary prekindergarten program is offered by the school district, a prekindergarten student must receive at least 350 hours of instruction for the school year. A school board's annual calendar must include at least 165 days of instruction for a student in grades 1 through 11 unless a four-day week schedule has been approved by the Minnesota Commissioner of Education under Minnesota Statutes, section 124D.126. A school board's annual school calendar may include plans for up to five days of instruction provided through online instruction due to inclement weather. The inclement weather plans must be developed according to Section V., below.]

[Note: To the extent the school board offers K-12 teachers the opportunity for more staff development training under Minnesota Statutes section 122A.40, subdivisions 7 and 7a, or Minnesota Statutes section 122A.41, subdivisions. 4 and 4a, the school district shall adopt as its school calendar a total of 240 days of student instruction and staff development, of which the total number of staff development days equals the difference between the total number of days of student instruction and 240 days. The school board may schedule additional staff development days throughout the calendar year.]

- B. Except for learning programs during summer and flexible learning year programs, the school district will not commence an elementary or secondary school year before Labor Day, except as provided in Section III.B.1., III.B.2., or III.B.3. Days devoted to teacher's workshops may be held before Labor Day.

1. The school district may begin the school year on any day before Labor Day to accommodate a construction or remodeling project of \$400,000 or more affecting a school district school facility.
 2. The school district may begin the school year on any day before Labor Day if the school district has agreement under Minnesota Statutes, section 123A.30, 123A.32, or 123A.35 with a school district that qualifies under Section III.B.1.
 3. The school district may begin the school year on any day before Labor Day if the school district agrees to the same schedule with a school district in an adjoining state.
- C. Employee and advisory groups shall be provided an opportunity to participate in school calendar considerations through a meet and confer process.

[Note: The provisions of the prior law requiring the school board to adopt the calendar for the next school year by April 1 have been repealed. The school board should still attempt to establish the calendar as early as possible so proper planning can take place by all members of the school community.]

IV. SCHOOL DAY RESPONSIBILITY

- A. The superintendent shall be responsible for developing a schedule for the student day, subject to review by the school board. All requirements and provisions of Minnesota Statutes and Minnesota Department of Education Rules shall be met.
- B. In developing the student day schedule, the superintendent shall consider such factors as school bus schedules, cooperative programs, differences in time requirements at various grade levels, effective utilization of facilities, cost effectiveness, and other concerns deserving of attention.
- C. Proposed changes in the school day shall be subject to review and approval by the school board.

V. E-LEARNING DAYS

- A. An "e-learning day" is a school day where a school offers full access to online instruction provided by students' individual teachers due to inclement weather.
- B. A school district may designate up to five e-learning days in one school year.
- C. An e-learning day is counted as a day of instruction and included in the hours of instruction pursuant to Section III.A., above.
- D. A school board may adopt an e-learning day plan after consulting with the exclusive representative of the teachers. The e-learning day plan developed by the school district will include accommodations for students without Internet access at home and for digital device access for families without the technology or with an insufficient amount of technology for the number of children in the household. The plan must also provide accessible options for students with disabilities.
- E. The school district must notify parents and students of its e-learning day plan at the beginning of each school year.
- F. When an e-learning day is declared by the school district, notice must be provided to parents and students at least two hours prior to the normal school start time that students will need to follow the e-learning day plan for that day.

G. On an e-learning day, each student's teacher must be accessible both online and by telephone during normal school hours to assist students and parents.

H. When the school district declares an e-learning day, it must continue to pay the full wages for scheduled work hours and benefits of all school employees for the duration of the e-learning period. During the e-learning period, school employees must be allowed to work from home to the extent practicable, be assigned to work in an alternative location, or be retained on an on-call basis for any potential need.

Legal References:

Minn. Stat. [§ 10.55 \(Juneteenth\)](#)

[Minn. Stat. § 120A.40 \(School Calendar\)](#)

Minn. Stat. § 120A.41 (Length of School Year; Hours of Instruction)

Minn. Stat. § 120A.414 (E-Learning Days)

Minn. Stat. § 120A.415 (Extended School Calendar)

Minn. Stat. § 120A.42 (Conduct of School on Certain Holidays)

Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination)

Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions)

Minn. Stat. § 123A.30 (Agreements for Secondary Education)

Minn. Stat. § 123A.32 (Interdistrict Cooperation)

Minn. Stat. § 123A.35 (Cooperation and Combination)

Minn. Stat. § 124D.126 (Powers and Duties of Commissioner; Flexible Learning Year Programs)

Minn. Stat. § 124D.151 (Voluntary Prekindergarten Program)

Minn. Stat. § 124E.25 (Payment of Aids to Charter Schools)

Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)

[Minn. Stat. § 645.44 \(Words and Phrases Defined\)](#)

Adopted: _____

MSBA/MASA Model Policy 709

Orig. 1995

Revised: _____

Rev. 2023

709 STUDENT TRANSPORTATION 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 provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student School Bus Safety Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
 - a. transportation by school bus is a privilege, not a right;
 - b. school district policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe vehicle lane crossing; and
 - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.
3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.

4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minnesota Statutes, section 169.446, subdivision 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
- ~~1. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.~~
8. The school district shall adopt and make available for public review a curriculum for transportation safety education.
9. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

C. Active Transportation Safety Training

1. Training required

- a. The school district must provide public school pupils enrolled in kindergarten through grade 3 with age-appropriate active transportation safety training. At a minimum, the training must include pedestrian safety, including crossing roads.
- b. The school district must provide pupils enrolled in grades 4 through 8 with age-appropriate active transportation safety training. At a minimum, the training must include:
 - (1) pedestrian safety, including crossing roads safely using the searching left, right, left for vehicles in traffic technique; and
 - (2) bicycle safety, including relevant traffic laws, use and proper fit of protective headgear, bicycle parts and safety features, and safe biking techniques.

2. Deadlines.

- a. Students under subdivision 1, paragraph (a), who are enrolled during the first or second week of school and have not previously received active transportation safety training specified in that paragraph must receive the safety training by the end of the third week of school.

b. Students under subdivision 1, paragraph (b), who are enrolled during the first or second week of school and have not previously received active transportation safety training specified in that paragraph must receive the safety training by the end of the sixth week of school.

c. Students under subdivision 1, paragraph (a) or (b), who enroll in a school after the second week of school and have not received the appropriate active transportation safety training in their previous school district must undergo the training or receive active transportation safety instructional materials within four weeks of the first day of attendance.

d. The school district and a nonpublic school may provide kindergarten pupils with active transportation safety training before the first day of school.

3. Instruction

a. The school district may provide active transportation safety training through distance learning.

b. The district and a nonpublic school must make reasonable accommodations for the active transportation safety training of pupils known to speak English as a second language and pupils with disabilities.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.
1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
 2. Rules at the Bus Stop
 - a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
 - b. Respect the property of others while waiting at your bus stop.
 - c. Keep your arms, legs, and belongings to yourself.
 - d. Use appropriate language.
 - e. Stay away from the street, road, or highway when waiting for the bus.

- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i. No fighting, harassment, intimidation, or horseplay.
- j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the bus.

4. Consequences

- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1) Elementary (K-6)

1st offense - warning

2nd offense - 3 school-day suspension from riding the bus

3rd offense - 5 school-day suspension from riding the bus

4th offense - 10 school-day suspension from riding the bus/meeting with parent

Further offenses - individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

(2) Secondary (7-12)

1st offense - warning

2nd offense - 5 school-day suspension from riding the bus

3rd offense - 10 school-day suspension from riding the bus

4th offense - 20 school-day suspension from riding the bus

bus/meeting with parent
5th offense – suspended from riding the bus for the remainder of the school year

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.

(3) Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

(4) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(5) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

(6) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop 5 minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
 1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
 2. reckless driving;
 3. improper or erratic traffic lane changes;
 4. following the vehicle ahead too closely;
 5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
 6. driving a commercial vehicle without obtaining a commercial driver's license

- or without having a commercial driver's license in the driver's possession;
7. driving a commercial vehicle without the proper class of commercial driver's license and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported;
 8. a violation of a state or local law prohibiting texting while driving a commercial vehicle; and
 9. a violation of a state or local law prohibiting the use of a hand-held mobile telephone while driving a commercial vehicle.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

VI. SCHOOL BUS DRIVER TRAINING

- A. Training
1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the Model School Bus Driver Training Manual.

[Note: The Model School Bus Driver Training Manual is available online

through the Minnesota Department of Public Safety State Patrol web page.]

2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual "school bus driver evaluation form" (road test evaluation) as contained in the Model School Bus Driver Training Manual.

[Note: The school district may use alternative assessments rather than those set forth in the Model School Bus Driver Training Manual for bus driver training competencies with the approval of the Commissioner of Public Safety. A driver also may receive at least 8 hours of school bus in-service training in any year as an alternative to being assessed for bus driver competencies after the initial year of being assessed for bus driver competencies.]

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.

[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the

assigned school and meet all other eligibility requirements.

4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

[Note: A school district is not required to comply with Section VII.A.5. if the school board determines that alternative locations block traffic, impair student safety, or are not cost effective.]

6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, "school bus" has the meaning given in Minnesota Statutes, section 169.011, subdivision 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. ~~A Type III vehicle cannot be older than 12 years old unless excepted by state and federal law.~~
Vehicles model year 2007 or older must not be used as type III vehicles to transport school children, except those vehicles that are manufactured to meet the structural requirements of federal motor vehicle safety standard 222, Code of Federal Regulations, title 49, part 571.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.

8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
 - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
 - b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.
 - c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
 - a. The operator is an employee of the entity that owns, leases, or

contracts for the school bus, which may include the school district.

- b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
 - (1) safe operation of a type III vehicle;
 - (2) understanding student behavior, including issues relating to students with disabilities;
 - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
 - (5) handling emergency situations;
 - (6) proper use of seat belts and child safety restraints;
 - (7) performance of pretrip vehicle inspections;
 - (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
 - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
 - (d) placing the type III vehicle in "park" during loading and unloading;
 - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
 - (9) compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minnesota Statutes, section 122A.18, subdivision 8, or Minnesota Statutes, section 123B.03

for school district employees; Minnesota Statutes, section 144.057 or Minnesota Statutes, chapter 245C for day care employees; or Minnesota Statutes, section 171.321, subdivision 3, for all other persons operating a type III vehicle under this section.

- d. Operators shall submit to a physical examination as required by Minnesota Statutes, section 171.321, subdivision 2.
 - e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minnesota Statutes, section 181.951, subdivisions 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
 - f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minnesota Statutes section 171.321, subdivision 5.
 - g. A person who sustains a conviction, as defined under Minnesota Statutes, 609.02, of violating Minnesota Statutes, section 169A.25, 169A.26, 169A.27 (driving while impaired offenses), or 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minnesota Statutes, sections 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.
 - h. A person who has ever been convicted of a disqualifying offense as defined in Minnesota Statutes, section 171.3215, subdivision 1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
 - i. A person who sustains a conviction, as defined under Minnesota Statutes, section 609.02, of a moving offense in violation of Minnesota Statutes, chapter 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
 - j. Students riding the type III vehicle must have training required under Minnesota Statutes, section 123B.90, Subd. 2 (See Section II.B., above).
 - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
2. The Type III vehicle must bear a current certificate of inspection issued under Minnesota Statutes, section 169.451.

3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I "Activity" Buses Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class D driver's license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
 - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
 - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
 - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
 - d. The operator has submitted to a background check and physical examination as required by Minnesota Statutes, section 171.321, subdivision 2.
 - e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in Minnesota Statutes, section 171.02, subdivisions 2a(h) - 2a(j).
 - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's "Guideline for the Safe Transportation of Pre-school Age Children in School Buses," if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
 - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
3. A school bus operated under this section must bear a current certificate of inspection.
4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.

- B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).

[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within one (1) month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
 - 1. the student's name and address;
 - 2. the nature of the student's disabilities;
 - 3. emergency health care information; and
 - 4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required Minnesota Statutes, section

171.321, subdivision 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

Legal References: Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
[Minn. Stat. § 123B.935 \(Active Transportation Safety Training\)](#)
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. Ch. 169 (Traffic Regulations)
Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
Minn. Stat. § 169.02 (Scope)
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. § 169.446, Subd. 2 (Safety of School Children; Training and Education Rules)
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses) Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
Minn. Stat. § 171.168 (Notice of Violation by Commercial Driver)
Minn. Stat. § 171.169 (Notice of Commercial License Suspension)
Minn. Stat. § 171.321 (Qualifications of School Bus and Type III Vehicle Drivers)
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
Minn. Stat. Ch. 245C (Human Services Background Studies)
Minn. Stat. § 609.02 (Definitions)
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
49 C.F.R. Part 383 (Commercial Driver's License Standards; Requirements and

Penalties)

49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)

49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)

49 C.F.R. § 383.5 (Transportation Definitions)

49 C.F.R. § 383.51 (Disqualification of Drivers)

[49 C.F.R. Part 571 \(Federal Motor Vehicle Safety Standards\)](#)

Cross References:

MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 707 (Transportation of Public Students)

MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)

MSBA/MASA Model Policy 710 (Extracurricular Transportation)