



Clay County (Minn.):
Independent School District
No. 152 (Moorhead).

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5-mg-BOS
6-9-03

INDEPENDENT SCHOOL DISTRICT #152

School Board Meeting
Board Room - Townsite Centre
810 Fourth Avenue South

June 9, 2003

7:00 p.m.

MISSION STATEMENT: To develop the maximum potential of every learner to thrive in a changing world.

ATTENDANCE:

Jim Cummings _____	Carol A. Ladwig _____
Lisa Erickson _____	Kristine Thompson _____
Anton B. Hastad _____	Bill Tomhave _____
Sonia Hohnadel _____	Lynne Kovash _____

AGENDA

1. **CALL TO ORDER**

- A. Pledge of Allegiance
- B. Preview of Agenda - Ms. Lynne Kovash, Assistant Superintendent
- C. Approval of Meeting Agenda

Moved by _____ Seconded by _____
Comments _____

- D. Matters Presented by Citizens/Other Communications
(Non-Agenda Items)

2. **CONSENT AGENDA**

All items on the Consent Agenda are considered to be routine, and have been made available to the Board at least two (2) days prior to the meeting; the items will be enacted by one resolution. There will be no separate discussion of these items unless a board member or citizen so requests, in which event that item will be removed from this agenda

SCHOOL BOARD AGENDA - June 9, 2003

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and considered under separate resolution. To the extent possible, board member inquiries on consent agenda items are to be made directly to the district administration prior to the time of the meeting.

- A. TEACHING/LEARNING MATTERS - Kovash
 - (1) Approval of Contract - Pages 7-11
 - (2) Acceptance of Grant - Pages 12-18
 - (3) Acceptance of Gifts - Page 19
- B. BUSINESS SERVICE MATTERS - Weston
 - (1) Approval of Lease Agreements - Pages 20-21
- C. HUMAN RESOURCE MATTERS- Nielsen
 - (1) Approval New Employees - Page 22
 - (2) Approval of Family/Medical Leave - Page 23
 - (3) Acceptance of Resignations - Page 24
 - (4) Approval of Change in Employment Contract - Page 25
 - (5) Acceptance of Rehire - Page 26
- D. SUPERINTENDENT MATTERS - Kovash
 - (1) Approval of May 5, 1003 Special and May 12 and 27, 2003 Regular Minutes - Pages 27-38
 - (2) Approval of June Claims

Suggested Resolution: Move to approve the Consent Agenda as presented.

Moved by _____ Seconded by _____

Comments _____

- 3. **COMMITTEE REPORTS**
- 4. **SCHOOL BOARD/STAFF DIALOGUE:** Kovash

(This section is an effort on the part of the Board to communicate more informally at the first meeting of each month with the invited staff representatives on a wide variety of programs and issues.)

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"Let's Go Scotland" Fundraising Update - Kovash
Pages 39-46

5. **APPROVAL OF POLICY:** Kovash
Pages 47-48

Suggested Resolution: Move to approve policy, Do Not Resuscitate/Do Not Intubate Orders (DNR/DNI) (533), as presented.

Moved by _____ Seconded by _____
Comments _____

6. **APPROVAL OF POLICY:** Kovash
Pages 49-52

Suggested Resolution: Move to approve policy, Hazing Prohibition (571), as presented.

Moved by _____ Seconded by _____
Comments _____

7. **APPROVAL OF POLICY:** Kovash
Pages 53-54

Suggested Resolution: Move to approve policy, Special Education Programs (602), as presented.

Moved by _____ Seconded by _____
Comments _____

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8. **APPROVAL OF POLICY:** Kovash

Pages 55-56

Suggested Resolution: Move to approve policy, Special Education Policies and Procedures (603), as presented.

Moved by _____ Seconded by _____
Comments _____

9. **APPROVAL OF POLICY:** Kovash

Pages 57-58

Suggested Resolution: Move to approve policy, Use of All School Equipment and Materials for Instructional Purposes Off School Premises (732), as presented.
presented.

Moved by _____ Seconded by _____
Comments _____

10. **APPROVAL OF POLICY:** Kovash

Pages 59-71

Suggested Resolution: Move to approve policy, Student Discipline (551), as presented.

Moved by _____ Seconded by _____
Comments _____

11. **APPROVAL OF POLICY DELETION:** Kovash

Pages 72-73

Suggested Resolution: Move to delete policy, Book Lending (923), as recommended.
presented.

Moved by _____ Seconded by _____
Comments _____

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12. **FIRST READING OF POLICIES:** Kovash

Pages 74-79

Conduct a first reading on the following policies: Public Solicitation in Moorhead Area Public Schools (906) and Equal Access to Moorhead Area Public Schools Facilities (702).

13. **ART DEPARTMENT REMODELING AT MOORHEAD SPORTS CENTER:** Weston

Pages 80-85

Suggested Resolution: Move to approve the Art Department Remodeling at the Moorhead Sports Center to CB & Sons Electric, Inc. in the amount of \$11,795; Peterson Mechanical, Inc. in the amount of \$8,710; and Minko Construction, Inc. in the amount of \$27,300.

Moved by _____ Seconded by _____

Comments _____

14. **PART TIME AND SUBSTITUTE PAY SCHEDULE CHANGE:** Nielsen

Pages 86-87

Suggested Resolution: Move to approve the pay schedule as presented.

Moved by _____ Seconded by _____

Comments _____

15. **OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD**

16. **ADJOURNMENT**

SCHOOL BOARD AGENDA - June 9, 2003**PAGE 6****CALENDAR OF EVENTS**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
School Board	June 23	7 pm	Board Room
ESY Spec Ed Elementary	June 16-July 24 T, W, Th	7:30-12:30	Probstfield/Riverside
ESY Spec Ed Secondary	June 16-July 24 T, W, Th	7:30-12:30	High School
EXCEL Summer Prog	June 17-July 24 T, W, Th	7:30-12:30	Probstfield
Migrant School	June 11-July 18	8 am - 5 pm	Probstfield
Detention Care/Shelter Care	Ongoing		Reg Juvenile Detention
EXCEL Summer Academy (Grades 7-8)	June 17-July 24 (Mon-Thurs)	7:30 - 1 pm	Riverside
Basic Standards Testing	July 22-24	7:30 - 1 pm	Riverside Gym
EXCEL Summer Academy (Grades 9-12)	June 17-July 24	M-F day and evening	DSM Bldg
Summer Band	June 9-July 3	M-F	Riverside
Adult Basic Educ	June, July and August	Ongoing	Townsite Centre
Driver's Education	June 9-20	7:30-10:30 am	High School
Early Childhood Screening	June 30		Lincoln
ECFE	June and Aug	Ongoing	Lincoln
Early Childhood Screening	July 1	TBD	Lincoln
School Board	July 14	7 pm	Board Room
Basic Standard Retakes (Wrtg)	July 22		
Basic Standard Retakes (Rdg)	July 23		
Basic Standard Retakes (Math)	July 24		
School Board	July 28	7 pm	Board Room
Early Childhood Screening	July 4-5	TBD	Lincoln
School Board	August 11	7 pm	Board Room
School Board	August 25	7 pm	Board Room
Summer Orchestra	Aug 18-22	M-F	TBD
First Day to File for School Board Election (Filing closes September 9)	August 26		

OFFICE OF TEACHING & LEARNING MEMO #: I.03.199



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Clay County Public Health Contract
DATE: June 2, 2003

Attached is a contract with Clay County Public Health allowing Moorhead Schools to purchase early childhood screening services. The provider Clay County Public Health will bill a third party payer for eligible children. The rate will be \$40.00 per child screened for those children for whom third party reimbursement is not received.

SUGGESTED RESOLUTION: Move to approve the contract with Clay County Public Health allowing Moorhead Schools to purchase early childhood screening services.

LAK/smw

**AGREEMENT BETWEEN
CLAY COUNTY PUBLIC HEALTH
AND
MOORHEAD SCHOOL DISTRICT**

MAR 24 2003

The Moorhead School District, hereinafter referred to as the "School" and Clay County Public Health, Moorhead, Minnesota hereinafter referred to as the "Provider" enter into this agreement.

Whereas the Provider is a certified health care provider in Clay County and; Whereas the Provider has authorized the development of early childhood screening (ECS) services and; Whereas the School wishes to purchase such services from the Provider; Now, therefore, in consideration of the mutual understandings and agreements set forth, the School and Provider agree as follows:

I. PROVIDER RESPONSIBILITIES:

1. Assist with mailings to families in the school district with children 3 1/2 to 5 years of age.
2. Perform the ECS required components of:
 - *Growth: height and weight
 - *Immunization review/referral
 - *Hearing screening
 - *Vision screening
 - *Developmental screeningThe components provided will be for screening purposes only and do not include diagnosis or treatment.
3. Provide computer printout for state report and assist with completion.
4. Provide supplies and equipment necessary to complete the components.

II. SCHOOL RESPONSIBILITIES

1. Send mailings to families in the school district with children 3 1/2 to 5 years of age.
2. Provide appropriate space to complete the components of ECS.

3. Provide the Summary interview with those families participating in the screening process, as well as Referral and Follow-up.
4. Prepare and submit annual report to Minnesota Department of Children, Families, and Learning by August 15th of each year.
5. No person or persons shall, on the ground of race, color, national origin, handicap, age, sex, or religion, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program service or benefit advocated, authorized, or provided by this Department.

III. STAFF:

The Provider shall make every reasonable effort to maintain sufficient staff, facilities and equipment to deliver the above mentioned services. The Provider shall notify the School if ever the Provider will be unable to provide the required quality or quantity of purchased services. Upon notification, School and Provider shall determine whether such inability will require a modification or cancellation of the contract.

IV. RECORDS:

1. Screening results will be submitted to the school district. Individual school health records will be maintained and kept on file in the School in accordance with school policy.
2. When rescreening by the Provider is required, the records will be kept with Provider until rescreening is completed. Upon completion, they will be sent to the school district.
3. Information exchanged will be done in compliance with the Data Privacy Act which includes notification of data collected, release of information, and safeguarding the record.
4. Computer runs of ECS will be sent to the school district.
5. When the Provider does a complete Child and Teen Checkup and the parent wants it used as an ECS, the ECS paperwork will be sent to the school district.

V. COST OF SERVICES:

- 1. Provider will bill third party payer for eligible children.**
- 2. For those children for whom third party payer reimbursement is not received, the School will be billed at \$40.00 per child.**
- 3. The School agrees to pay the Provider, upon receipt of the bill, \$40.00 per child. The Provider will bill the School monthly specifying the dates and number of children screened and the amount being billed. The bill will be payable upon receipt.**

VI. TERMS OF AGREEMENT:

This agreement shall be effective July 1, 2002 and shall be in effect until June 30, 2003. This agreement may be canceled by the School or Provider at any time, with or without cause, upon thirty (30) days written notice to the other party and subject to approval by the Clay County Board of Commissioners.

It is understood and agreed upon that the entire agreement of the parties is contained herein and that this contract supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof.

In conformity with Minnesota Statutes (16.095), the books, records, documents, and accounting procedures and practices of the contractors are subject to examination by the departments, and either the legislative auditor or the state auditor as appropriate.

Any amendments to this contract shall be valid only when they have been reduced to writing, duly signed and attached to the original of this agreement.

VII. INDEMNIFICATION:

The School hereby agrees, to the extent permitted by law, to at all times indemnify provider against any and all claims, suits, actions, debts, damages, costs, charges, and expenses, including court costs and attorneys fees, and against all liability, losses, and damages of any nature whatever, that provider shall or may at any time sustain or be put to by reason of the performance by provider of its obligations under this agreement, with the exception of any claims, suits, actions, debts, damages, costs, charges, expenses, liability and/or losses arising out of or caused by the bad faith or misconduct, and/or negligence of the provider, its officers, employees and agents.

School Superintendent (date)

Chair, School Board (date)



Director of Family Health, Clay County Public Health (date)

7-1-02

Administrator, Clay County Public Health (date)

OFFICE OF TEACHING & LEARNING MEMO #: I.03.200



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Grant Acceptance
DATE: June 2, 2003

Moorhead School District, Adult Basic Education Program has received \$10,233.00 from Clay County Joint Powers Collaborative. This money is replacing the unallotted dollars as a part of budget reduction action in the state of Minnesota. The funding will be used for two paraprofessionals salaries and benefits for March-July.

SUGGESTED RESOLUTION: Move to accept the \$10,223.00 from Clay County Joint Powers Collaborative for the Adult Basic Education Program.

LAK/smw

**RESOLUTION FOR CONTRACT BETWEEN THE CLAY COUNTY JOINT POWERS
COLLABORATIVE AND MOORHEAD SCHOOL DISTRICT, ADULT BASIC EDUCATION
March 1 - June 30, 2003**

WHEREAS, the Clay County Joint Powers Collaborative received Local Collaborative Time Study (LCTS) funds to allocate in the form of grants; and

WHEREAS, Minnesota Governor Tim Pawlenty unallotted funding to specific programs in an effort to balance the State budget; and

WHEREAS, the MN Department of Human Services allowed, and Collaborative Board approved, utilizing Local Collaborative Time Study dollars to "replace" the unallotted dollars to the Partners In Learning Program on a "one-time" emergency basis," only;

NOW, THEREFORE, BE IT RESOLVED that Moorhead School District, Adult Basic Education receive "up to" \$10,233 with \$5,116.50 being made available in May, 2003 and a second payment being made "after" June 30, 2003, on a reimbursement basis, once the Narrative and Financial Reports have been submitted to the Collaborative Office.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

FOR MOORHEAD SCHOOL DISTRICT

By: Dr. Larry Nybladh

Dr. Larry Nybladh
Title: Superintendent
Date: May 13, 2003

**FOR THE CLAY COUNTY JOINT
POWERS COLLABORATIVE**

By: _____

Jim Cummings
Title: Chair
Date: May 13, 2003

ATTEST:

By: _____

Cynthia Sillers
Title: Collaborative Coordinator
Date: May 13, 2003

Moorhead Community Education

Moorhead Area Public Schools
810 4th Avenue South, Moorhead, MN 56560
(218) 284-3400 ■ Fax (218) 284-3433
e-mail ■ communityeducation@moorhead.k12.mn.us
www.moorhead.k12.mn.us

March 13, 2003

Collaborative Board Members:

As a result of the unallotment of State dollars, Moorhead ABE lost 4.6% of its State funding. As a collaborator in the Partners in Learning Family Literacy program, ABE funds are used to provide two part-time paraprofessionals to work with the families who participate in the program. Please accept this letter as application for LCTS funds in the amount of \$10,233 which would be used for salaries and benefits for the paraprofessionals for March-July. This would insure adequate funding to maintain the two positions throughout this program year.

Thank you for the consideration of this request. If you have any questions, please call me at 218-284-3460.

Sincerely,



Bonnie Herman
ABE Program Manager



February 19, 2003

Bonnie Herman
1330 8th Avenue North
Moorhead, MN 56560

The purpose of this letter is to notify you of a reduction in your Adult Basic Education (ABE) state aid allocation for the current year, FY 2003. Pursuant to M.S. 16A.152, Subdivision 4, the Department of Finance has reduced current year state general fund expenditures for ABE by \$1,622,000. That amount is a 4.67% reduction that will be shared among all consortia and supplemental services programs.

Below are three pieces of important information for your consortium:

1. FY 2003 state ABE aid entitlement: \$318,384.40
2. FY 2003 state ABE aid 4.67% reduction: \$14,872.15
3. Revised FY 2003 state ABE aid (entitlement minus reduction): \$303,512.25

Your FY 2003 state ABE aid entitlement award (item 1) may be a few dollars higher than your August 2002, original award letter. That increase is due to the discovery that original calculations of total available ABE state aid failed to include a small portion of money that should have been returned to the ABE allocation rather than deducted from it. Also, a couple of corrections that impact all consortia were made in the census count for one school district and the LEP count for one school district.

Please note that this reduction in state ABE aid does not change any of your three federal aid awards: Federal ABE Aid Entitlement, Federal Accountability Aid, and Federal Family Literacy Aid. Those three federal awards remain whole as stated in your August 2002, approved program original award letter.

Attachments are included with this notification that provide further explanation of the unallotments to ABE and to other community education programs.

Sincerely,

A handwritten signature in cursive script that reads "Barry Shaffer".

Barry Shaffer, Supervisor
Adult Basic Education



State of Minnesota
Department of Education

1500 Highway 36 West
Roseville, Minnesota 55113-4266
Voice: (651) 582-8200
TTY: (651) 582-8201
<http://cfl.state.mn.us>

MEMORANDUM

To: Superintendents of Schools
Adult Basic Education Program Directors

From: Chas Anderson
Assistant Commissioner

Date: February 13, 2003

Subject: Unallotment of ABE, Community Educ., ECFE and School Readiness Aids

This memorandum is to notify you that the Commissioner of Finance has unallotted a portion of Adult Basic Education (ABE), Community Education, Early Childhood Family Education (ECFE) and School Readiness Aids for FY 2003 pursuant to Minn. Stat., § 16A.152, Subdivision 4, and to describe the methodology used for the unallotments. Spreadsheets showing the amounts unallotted by program and by district/consortium will be posted to the Department's Web site (<http://cfl.state.mn.us>) within the next few days.

Adult Basic Education

For ABE, the state total unallotment of \$1,622,000 will be allocated among districts / consortia as a uniform percentage of the district / consortium's FY 2003 state ABE aid. The same percentage reduction will be applied to all supplemental service grants. The reduction percentage equals 4.67113%, based on the FY 2003 aid entitlements and grants as of the February 28, 2003 aid payment. The reduction will be taken from the district or consortium's remaining payments during FY 2003. Calculations for the February 15 aid payment were completed using an interim proration factor of 95.67%. On subsequent payments, this proration factor will be deleted, and the reduction will be made as negative adjustment equal to 4.67113% of the annual aid entitlement as of February 28, 2003. FY 2003 aid entitlements will also be increased slightly beginning with the February 28 payment to reflect revised calculations done at the time of the February budget forecast.

School Readiness

For School Readiness, the state total unallotment of \$791,000 will be allocated among districts as follows:

1. \$615,429 will be recovered by not reallocating to other districts the amount of the FY 2003 aid reduction from districts with excess school readiness fund balances as of 6/30/02 according to Minn. Stat., § 124D.16, subd. 6.
2. The remaining \$175,571 will be recovered by reducing each school district's FY 2003 School Readiness aid by an amount equal to 2.19124% of the district's gross FY 2003 School Readiness aid payable in FY 2003 (83% of aid entitlement), based on data as of the February 15, 2003 aid payment, remaining after deducting the excess fund balance

<u>Dist. No.</u>	<u>District Name</u>	<u>Entitlement</u>	<u>Unallot. Amount</u>
1	MINNEAPOLIS	5,049,706.76	235,878.37
6	SOUTH ST. PAUL	347,185.02	16,217.46
11	ANOKA-HENNEPIN	1,942,203.04	90,722.83
22	DETROIT LAKES	105,830.64	4,943.49
31	BEMIDJI	297,269.21	13,885.83
38	RED LAKE	5,256.16	245.52
77	MANKATO	526,741.13	24,604.76
100	ARROWHEAD ECONOM	731,532.42	34,170.83
103	DEPARTMENT OF CO	2,667,247.06	124,590.58
105	TRI COUNTY COMM	106,731.84	4,985.58
106	MINN LITERACY CO	196,842.15	9,194.75
107	AMER INDIAN OPPO	36,466.34	1,703.39
108	SABATHANI COMM C	204,513.67	9,553.10
111	WHITE EARTH RESE	44,702.05	2,088.09
112	COMMUNICATIONS S	78,160.96	3,651.00
115	CASS LAKE-BENA S	36,489.97	1,704.49
115	INSTITUTE FOR NE	561,026.98	26,206.30
139	RUSH CITY	109,379.20	5,109.24
152	MOORHEAD	318,384.40	14,872.15
181	BRAINERD	74,506.60	3,480.30
191	BURNSVILLE	365,585.78	17,076.99
192	FARMINGTON	162,739.62	7,601.78
194	LAKEVILLE	149,957.79	7,004.72
196	ROSEMOUNT-APPLE	648,105.12	30,273.83
200	HASTINGS	115,065.08	5,374.84
206	ALEXANDRIA	263,460.97	12,306.60
256	RED WING	190,769.82	8,911.11
270	HOPKINS	1,327,978.95	62,031.62
271	BLOOMINGTON	1,835,453.64	85,736.43
279	OSSEO	742,195.79	34,668.93
281	ROBBINSDALE	836,956.53	39,095.33
299	CALEDONIA	27,334.16	1,276.81
347	WILLMAR	426,118.42	19,904.55
413	MARSHALL	328,865.07	15,361.71
518	WORTHINGTON	273,317.58	12,767.02
535	ROCHESTER	1,230,400.12	57,473.59
544	FERGUS FALLS	35,852.40	1,674.71
621	MOUNDS VIEW	1,291,203.84	60,313.81
625	ST. PAUL	5,240,002.24	244,767.32
656	FARIBAULT	208,427.96	9,735.94
701	HIBBING	69,276.83	3,236.01
709	DULUTH	444,225.56	20,750.35
742	ST. CLOUD	617,784.59	28,857.52
761	OWATONNA	406,811.36	19,002.69
829	WASECA	153,490.14	7,169.72
833	SOUTH WASHINGTON	144,799.76	6,763.79
861	WINONA AREA PUBL	153,877.42	7,187.81
882	MONTICELLO	645,679.69	30,160.54
911	CAMBRIDGE-ISANTI	157,376.24	7,351.25
928	REGION 1 & 2-NOR	332,310.62	15,522.66
930	CARVER-SCOTT EDU	762,717.21	35,627.51
2155	WADENA-DEER CREE	195,211.16	9,118.57
2190	YELLOW MEDICINE	206,319.18	9,637.44
2397	LESUEUR-HENDERSO	192,668.07	8,999.78
2580	EAST CENTRAL	43,537.66	2,033.70
2689	PIPESTONE AREA S	65,192.46	3,045.22
2860	BLUE EARTH AREA	71,630.78	3,345.97
2895	JACKSON COUNTY C	135,319.52	6,320.95
6004	FRESHWATER ED. D	95,252.47	4,449.37
		34,033,447.20	1,589,746.55

Suppl. Svcs. and Innov. Grants

	<u>Entitlement</u>	<u>Unallotment Amount</u>
Literacy MN	30,000.00	1,401.34
Am. Oromo CBO	15,000.00	700.67
Marshall ABE	30,000.00	1,401.34
Am. Indian OIC	10,500.00	490.47
Ad. Options - Hopkins	9,938.00	464.22
CSD	6,850.00	319.97
Lao Veterans	22,000.00	1,027.65
Sabathani Comm. Ctr.	24,000.00	1,121.07
Caledonia ABE	22,267.00	1,040.12
St. Paul ABE	13,000.00	607.25
Literacy Training Network	100,000.00	4,671.13
MN Literacy Council	100,000.00	4,671.13
Learning Disabilities Assn.	100,000.00	4,671.13
Comm. Svcs. for the Deaf	79,265.00	3,702.57
Robbinsdale ABE	50,000.00	2,335.57
GED en Espanol	77,700.00	3,629.47
	690,520.00	32,255.10

Total ABE Unallotment

1,622,001.65

ABE FY 2003 UNALLOTMENTS

\$1,622,000

CLAY COUNTY JOINT POWERS COLLABORATIVE

919 8th Avenue North

Moorhead, MN 56560

(218)299-7270

e-mail: cynthia.sillers@co.clay.mn.us

March 12, 2003

TO: Members of the Clay County Joint Powers Collaborative Board and the Collaborative Advisory Committee

FR: Cynthia Sillers

3:30 19th attend mtg.

I am writing to let you know that at a meeting this morning a few Board Members asked me to include an "action item" on the March 19th Collaborative Board agenda regarding "utilizing LCTS dollars for the one-time emergency funding of projects/programs/processes, related to children and families, that were unallotted" by Governor Pawlenty.

Since the Board agenda will be sent out on Friday, March 14th, it is critical that requests for the emergency funding be received in the Collaborative Office no later than noon on the 14th. If you have a request, please send information to me that includes a description of the project/program/ process for which the State dollars were unallotted, the time period for which the funds were unallotted, the amount of LCTS funds being requested to make up the difference of the unallotted dollars and a copy of the notification that you received from the State informing you of the unallotment. I will send the information to the Board Members in their agenda packets.

The requests will be considered on an individual basis, and decisions as to whether, or not, to approve the funding will be made by the Collaborative Board on the 19th.

Please let me know if you have any questions about this. Thank-you.

P.S. The guidelines for utilizing the LCTS dollars still apply and are as follows: The LCTS grant funds need to be utilized to develop and provide new and/or expanded prevention/ promotion, or early intervention strategies, that will prevent "out of home" placement, as well as support the physical and mental health of children. The dollars must target high risk children/youth and families throughout Clay County and be developed to impact the reduction of the risks (i.e. failure in school, poor physical or mental health, participation in illegal activities, experiences of abuse or neglect) of those children/youth and their families. The grant funds cannot be utilized to supplant (using the recently clarified definition of supplanting) funding, except in the case of "time limited" grants; for "out of home" placement; or for capital expenditures.

OFFICE OF TEACHING & LEARNING MEMO #: I.03.201



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Gift Acceptance
DATE: June 2, 2003

The Blandin Alumni Association has donated \$100.00 to Moorhead Senior High Library. The funding will replace Healthy Community dollars used to staff the school library after normal school hours.

Blandin Alumni Association also gave \$200.00 to be used for gardening classes through Community Education. Already 180 children have benefitted from the use of the tools for spring projects.

Girard Sagmiller has given another 500 garden plants for community gardens for an out of school program this summer through Community Education.

SUGGESTED RESOLUTION: Move to approve the \$100.00 to Moorhead Senior High Library and the \$200.00 for gardening classes through Community Education from The Blandin Alumni Association, and the 500 garden plants from Girard Sagmiller.

LAK/smw



To: Dr. Larry P. Nybladh

From: Mark Weston *MW*

Date: June 3, 2003

RE: Leases – Tri-Valley Opportunity Council, Inc. and Stepping Stones Day Care

I am recommending that Moorhead Public Schools enter into a lease agreement with Tri-Valley Opportunity Council, Inc. and also Stepping Stones Day Care.

The Tri-Valley Opportunity Council, Inc. lease will be in force for a period of three months commencing in June 2003 and terminating in August 2003. The space is approximately 10,116 sq. ft located at the Washington School. Rent for this space will be \$5,901.00/Month for a total of \$17,703.00.

The Stepping Stones Day Care lease will be in force for a period of two months commencing in June 2003 and terminating in July 2003. The space is approximately 1,273 sq. ft. located at the Edison School. Rent for this space will be \$742.58/Month for a total of \$1,485.16.

Suggested Resolution: Move to approve the lease agreements with Tri-Valley Opportunity Council, Inc. and Stepping Stones Day Care beginning in June 2003, for a total lease amount of \$19,188.16.

MLW/dmh

BUSINESS SERVICES MEMO#: B.03.077



To: Dr. Nybladh

From: Mark Weston *ML*

Date: June 3, 2003

RE: Townsite Centre L.L.C. – Moorhead Public Schools- Townsite Storage Space

I am recommending that Moorhead Public Schools enter into a lease agreement with Townsite Centre L.L.C., a Municipal Corporation. The lease will be in force for a nineteen-month term commencing on June 1, 2003 and terminating on December 1, 2004. With an option for an additional three months, on a month-to-month basis. This space is approximately 2,520 sq. ft. located in suite 263 at the Townsite Centre. This space will be used for the school districts storage space. Rent for said space will be \$1,050.00/Month. The district also has an option for an additional three months, on a month-to-month basis if necessary.

Suggested Resolution: Move to approve the nineteen-month lease with Townsite Centre L.L.C. beginning June 1, 2003 as indicated in the attached agreement.

MLW/dmh

MEMORANDUM

P 03.067

TO: Dr. Larry Nybladh

FROM: Ron. Nielsen

DATE: June 3, 2003

SUBJECT: New Employees

The administration requests approval of the employment of the following person subject to satisfactory completion of federal, state, and school district statutes and requirements:

Pamela Sweet Band Teacher, Robert Asp, BA (0) \$26,853.00, effective for the 2003-2004 school year. (Replace Harley Sommerfeld)

Chuck Wilson Night Custodian, Senior High, A12 (3) \$10.72 per hour, 8 hours daily, effective May 20, 2003. (Replace Steven Sopko)

Suggested Resolution: Move to approve the employment of Pamela Sweet and Chuck Wilson as presented.

RN:sh

MEMORANDUM P 03.069

TO: Dr. Larry Nybladh
FROM: Ron Nelsen
DATE: June 3, 2003
SUBJECT: Family/Medical Leave

The administration requests a Family/Medical Leave for the following person:

Catherine Olson SLD Teacher, Senior High School, to begin approximately
September 23, 2003 for six weeks.

Suggested Resolution: Move to approve the Family/Medical Leave for
Catherine Olson pursuant to Article 39, Section 1 of the Teachers' Master Agreement.

RN:sh

TO: Dr. Larry Nybladh

FROM: Ron Nielsen

Date: June 3, 2003

SUBJECT: Resignation

The administration requests approval of the resignation of the following persons:

Kevin McMurphy Data Management System Analyst, Townsite Centre, effective June 5, 2003.

Amina Salih Paraprofessional, Partners in Learning, effective immediately.

Suggested Resolution: Move to accept the resignation of Kevin McMurphy and Amina Salih as presented.

RN:sh

MEMORANDUM P 03.070

TO: Dr. Larry Nybladh

FROM: Ron. Nielsen

DATE: June 3, 2003

SUBJECT: Change in Employment Contract

The administration requests approval of the change in employment contract of the following person:

Stacey McCleery Part-time Secretary Learner Support Services B21(2) and Part-time Secretary Riverside, A13 (2) to Full-Time Secretary Learner Support Services B23 (3) \$12.16 per hour, 8 hours daily, effective June 2, 2003. (Replace Terra Hellerud)

Suggested Resolution: Move to accept the change in contract for Stacey McCleery as presented.

RN:sh

MEMORANDUM

P 03.071

TO: Dr. Larry Nybladh
FROM: Ron Nielsen
DATE: June 3, 2003
SUBJECT: Rehire

The administration requests approval of the rehire of the following person:

Chad Olson Social Studies Teacher, Senior High, BA (2) \$28,856.00, effective for the 2003-2004 school year. (Replace Keith Jones)

Suggested Resolution: Move to accept the rehire of Chad Olson as presented.

RN:sh

**SPECIAL MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
MAY 5, 2003
PAGE 1**

MEMBERS PRESENT: Lisa Erickson, Anton B. Hastad, Sonia Hohnadel, Carol A. Ladwig, Kristine Thompson, Bill Tomhave, and Dr. Larry P. Nybladh.

MEMBERS ABSENT: Jim Cummings.

CALL TO ORDER: Chairwoman Thompson called the meeting to order at 7 p.m. and led everyone in attendance with the Pledge of Allegiance.

PREVIEW OF AGENDA: Superintendent Nybladh recommended the agenda proceed as presented.

APPROVAL OF AGENDA: Hastad moved, seconded by Tomhave, to approve the agenda as presented. Motion carried 6-0.

APPROVAL OF BID PACKAGE TWO - ROBERT ASP AND JUNIOR HIGH

CONVERSIONS: Tomhave moved, seconded by Hastad, to approve Bid Package Two - Bid Division 12-J for Robert Asp and Junior High Conversions' contents as received and recommended by Kraus-Anderson to award bid to Red River Glazing, Inc. in the amount of \$428,560. Motion carried 6-0.

APPROVAL OF BID PACKAGE TWO - ROBERT ASP AND JUNIOR HIGH

CONVERSIONS: Hastad moved, seconded by Tomhave to approve the release of Skalicky Plumbing in the amount of \$686,000 from Bid Package Two - Bid Division 25-J for the Robert Asp and Junior High Conversions and recommend Grant's Mechanical be awarded said division bid in the amount of \$728,200. Motion carried 6-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: Thompson stated the next Board meeting is scheduled for May 12 and also commented on the need for volunteers for the upcoming Marketplace For Kids event. Nybladh commented on an e-mail communication from a staff member regarding the air conditioning at the Junior High School. Weston explained the construction process and timelines involved.

**SPECIAL MEETING
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TOWNSITE CENTRE
MAY 5, 2003
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ADJOURNMENT: Hearing no objections, the meeting adjourned at 5:16 p.m.

Carol Ladwig, Clerk

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
MAY 12, 2003
PAGE 1**

MEMBERS PRESENT: Jim Cummings, Lisa Erickson, Anton B. Hastad, Sonia Hohnadel, Carol A. Ladwig, Bill Tomhave, and Dr. Larry P. Nybladh.

MEMBERS ABSENT: Kristine Thompson.

CALL TO ORDER: Vice Chairwoman Erickson called the meeting to order at 7 p.m. and led everyone in attendance with the Pledge of Allegiance.

PREVIEW OF AGENDA: Superintendent Nybladh recommended the agenda proceed as presented.

APPROVAL OF AGENDA: Tomhave moved, seconded by Hohnadel, to approve the agenda as presented. Motion carried 6-0.

WE ARE PROUD:

***** We Are Proud** of the Moorhead Junior High Knowledge Master Team for placing second in Minnesota out of 39 teams and 31st out of 931 teams worldwide in the middle school division of the Spring Knowledge Master Open. A total of 27,103 students from 48 states and 11 foreign countries participated in the competition.

Team members are Mia Bonitto, Andrew Chen, Loghman Fattahi, Peter Flom, James Foley, Jeremy Holm, Nick Holschuh, Jacob Lundborg, Jayce Schmidt, Harrison Suits Baer and Sebastian Wai. The team is coached by Lois Brown.

***** We Are Proud** of Moorhead Junior High students who had outstanding achievement in the 2003 Midwest Talent Search. A Recognition Ceremony was held April 29 for the 52 students from Moorhead Junior High School who participated in this year's Midwest Talent Search sponsored by the Center for Talent Development at Northwestern University.

Erik Hanson earned the highest score on the ACT with a score of 26. Matt Cerar, Jeff Foss and Jeremy Holm tied for the second highest score on the ACT with scores of 24.

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TOWNSITE CENTRE
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On the SAT, Andrew Chen earned the highest score with a score of 1430. Paul Lillehaugen earned the second highest score of 1350, and Sebastian Wai had the third highest score of 1290. Andrew Chen achieved the highest score ever from Moorhead Junior High School and has been invited to attend the special award ceremony at Northwestern University in June.

Twelve students participated in the Talent Search for the second year. Recognition for the highest gains went to Matt Cerar for gaining 6 points on the ACT and Jessamy Alto for gaining 130 points on the SAT. Lois Brown is the Talent Search coordinator.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS: None.

CONSENT AGENDA: Hastad moved, seconded by Ladwig, to approve the following items on the Consent Agenda:

Grant Application - Approve the request of \$54,074 as a part of the McKinney-Vento Education for Homeless Children and Youth Grant Application. Funding will be used to further a district wide effort to develop consistent and comprehensive educational programming for homeless children and youth across educational settings.

Milk and Bread Bids - Authorize the advertisement for bids for milk and bread products for the 2003-2004 school term.

New Employees

Angela Schneibel - Science Teacher, Senior High, BA (1) \$27,860.00, effective for the 2003-2004 school year. (Replace Molly Schenck)

James Honek - Custodian, Thomas Edison, A12 (3) \$10.72 per hour, effective May 2, 2003. (Replace Richard Kruzel)

Family/Medical Leave

Christine George - Family Consumer Science Teacher, Junior High, to begin on May 16, 2003 for the rest of the 2002-2003 school year.

**REGULAR MEETING
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MAY 12, 2003
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Resignations

Megan Iverson - Second Grade Teacher, Washington, effective June 5, 2003.

Richard Kruzel - Custodian, Thomas Edison, effective April 30, 2003.

Early Retirement

Arnold Grossman - Special Needs Work Experience Teacher, Senior High, to be effective December 19, 2003.

Minutes - Approve the April 14 and 28, 2003 meeting minutes as presented.

Claims - Approve the May Claims, subject to audit, in the amount of \$2,294,171.10.

General Fund:	\$1,539,542.81
Food Service:	82,367.57
Community Service:	23,408.93
Building Construction:	645,267.19
Townsite Fund:	3,584.60
TOTAL	\$2,294,171.10

Motion carried 6-0.

COMMITTEE REPORTS: Brief reports were heard regarding the Indian Education Parent Committee, Senior High PTAC and Clay County Joint Powers Collaborative meetings. Hohnadel commented that Board members were invited to the May 21 picnic at Gooseberry Park from 5 - 8 p.m. to recognize the 2003 Fargo-Moorhead American Indian graduates.

SCHOOL BOARD/STAFF DIALOGUE: (This section is an effort on the part of the Board to communicate more informally at the first meeting of each month with invited staff representatives on a wide variety of programs and issues.)

Summer Programs - Deb Pender, Scott Matheson, Sarah King, and Jackie Migler presented information regarding summer programming for Moorhead School students. Programs include Secondary Summer Academy, EXCEL 2003, Migrant School., and Extended School Year. These programs will be held in various buildings throughout the district. Approval of summer school programs will be requested at the May 27th Board meeting.

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
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SCHOOL NAMING TASK FORCE REPORT: Co-chairs Jeanne Aske and Bryce Haugen along with student Margaret Rousseau, representing the School Naming Task Force, presented the recommendation report. Task force members highlighted the findings, recommendations and rationale regarding the names of the district's school facilities and also recommended development of a curriculum about the history of Robert Asp, Ellen Hopkins and S.G. Reinertsen for K-5 students attending the schools to learn about the school's namesake. The summary of name recommendations are as follows: elementary school in current Robert Asp facility - Robert Asp Elementary School; elementary school in current Junior High facility - Ellen Hopkins Elementary School; new elementary school - S.G. Reinertsen Elementary School; new middle school - Horizon Middle School; high school - Moorhead High School; Area Learning Center - Red River Area Learning Center; and district education center in current Probstfield facility - Probstfield Center for Education. The May 27th Board meeting agenda will include an action item for the School Naming Task Force's recommendations.

APPROVAL OF BID FOR DEMOLITION OF VOYAGER COMPLEX: Hastad moved, seconded by Tomhave, to approve the bid from Northern Improvement in the amount of \$145,985 for the demolition work at the Voyager Complex. Motion carried 6-0.

APPROVAL OF CONSTRUCTION ALTERNATES: Hastad moved, seconded by Cummings, to approve the alternates as presented in the amount of \$986,087. Motion carried 6-0.

APPROVAL OF BID PACKAGE THREE FOR NEW ELEMENTARY SCHOOL: Hohnadel moved, seconded by Ladwig, to approve the remainder of Bid Package Three for the New Elementary School as recommended by Kraus-Anderson in the amount of \$1,503,111. Motion carried 6-0.

APPROVAL OF 2003-2004 PRINCIPAL ASSIGNMENT PLAN: Ladwig moved, seconded by Cummings, to approve the 2003-2004 Principal Assignment Plan as presented. Motion carried 6-0.

FIRST READING OF POLICY: The Board conducted a first reading on policy, "We Are Proud" Guidelines (215).

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MOORHEAD HIGH SCHOOL HALL OF FAME: Cummings moved, seconded by Tomhave, to authorize the creation of the Moorhead High School Hall of Honor Committee. Motion carried 6-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: Hohnadel invited Board members to attend the Superintendent's Advisory Council meeting on May 15 and added a bus tour of the new middle school site would be provided.

CLOSE PUBLIC MEETING: Ladwig moved, seconded by Tomhave, to close the public meeting at 8:34 p.m., pursuant to M.S. 471.705 for the purpose of discussing negotiations strategies. Motion carried 6-0.

The meeting recessed at 8:34 p.m.; the Vice Chair reconvened the meeting at 8:44 p.m.

OPEN PUBLIC MEETING: Hohnadel moved, seconded by Cummings, to reopen the public meeting at 9:17 p.m. Motion carried 6-0.

ADJOURNMENT: Hearing no objections, the meeting adjourned at 9:18 p.m.

Carol Ladwig, Clerk

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
MAY 27, 2003
PAGE 1**

MEMBERS PRESENT: Jim Cummings, Lisa Erickson, Anton B. Hastad, Sonia Hohnadel, Kristine Thompson, Bill Tomhave, and Dr. Larry P. Nybladh.

MEMBERS ABSENT: Carol A. Ladwig.

CALL TO ORDER: Chairwoman Thompson called the meeting to order at 7 p.m. and led everyone in attendance with the Pledge of Allegiance.

PREVIEW OF AGENDA: Superintendent Nybladh recommended the agenda proceed as presented.

APPROVAL OF AGENDA: Hohnadel moved, seconded by Hastad, to approve the agenda as presented. Motion carried 6-0.

APPOINTMENT OF CLERK: Thompson moved, seconded by Tomhave, to appoint Sonia Hohnadel to serve as School Board Clerk for the May 27, 2003 School Board meeting due to the absence of School Board Clerk Carol Ladwig. Motion carried 6-0.

WE ARE PROUD:

***** We Are Proud** of Moorhead High students Sam Lenius, Alex Myers, Austin Linder, Richard Love, Charles Skolness, and Michael Trupka who received the highest total written test scores in the state on the 2003 Ford/AAA Student Auto Skills Competition. This earned the program a "power train" (engine, transmission, differential, rear axle).

Seniors Sam Lenius and Alex Myers competed in the state finals of the Ford/AAA Automotive Trouble Shooting Contest on April 30 in Minneapolis. They were one of the top ten teams competing from Minnesota high schools.

The students diagnosed and repaired all the problems in a "bugged" 2003 Mercury Mountaineer. Their vehicle was one of only two perfectly repaired vehicles. They finished first in the written test portion of the contest with one of the all-time high scores. They finished second overall in the state competition. Darvin Miller is the automotive teacher at Moorhead High School.

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***** We Are Proud** of the Moorhead High School Knowledge Bowl teams for placing 2nd and 13th at the state competition April 22-23 in Brainerd. Out of 650 teams from across the state, 48 teams qualify for state. Of these 48 teams, 24 compete in the large school division and 24 in the small school division. Moorhead High teams placed 2nd and 13th in the large school division. Second place teams members are Lee Richards, Krister Anderson, Jake Osowski, Sam Lenius, and Nick Sternhagen. The team that placed 13th consists of Matt Bresee, Brad Holschuh, Sam Cameron, Zack Kenz, and Adam Klinnert. The teams are coached by Audrey Erickson and Eric Tollefson.

***** We Are Proud** of the members of the Building Unity in Our Community Steering Committee for receiving a 2003 Golden Achievement Award from the National School Public Relations Association for the marketing and promotions efforts for the Clifton Taulbert "Eight Habits of the Heart" presentations. Golden Achievement Awards are presented for programs or activities that clearly demonstrate outstanding achievement in the four steps of public relations — analysis of the need, planning to meet the need, execution and communication of the program, and evaluation. Entries are judged individually against these award criteria.

Steering Committee members are Candice Allar, Moorhead Community Education; Abner Arauza, Minnesota State University-Moorhead; Mary Davies, Moorhead Human Rights Committee; Pam Gibb, Moorhead Area Public Schools; Sonia Hohnadel, Moorhead Healthy Community Initiative, Centro Cultural, and Moorhead Area Public Schools; Johnathan Judd, Concordia College; Kevin Kopperud, Moorhead Area Public Schools; Lynne Kovash, Moorhead Area Public Schools and Moorhead Human Rights Committee; Mike Kutzke, Moorhead Police Department; Christy Leier, Moorhead Area Public Schools; Barry Nelson, Moorhead Healthy Community Initiative and Fargo Human Relations Committee; Dr. Larry P. Nybladh, Moorhead Area Public Schools; Jeff Seaver, Moorhead Ministerial Association; Naomi Schlect, Moorhead Public Library; Mary Jo Schmid, Moorhead Area Public Schools; Lauri Winterfeldt-Shanks, Moorhead Community Education and City of Moorhead.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS: None.

CONSENT AGENDA: Erickson moved, seconded by Tomhave, to approve the following items on the Consent Agenda:

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2003 Summer Programs - Approve the Special Education Extended School Year Program information and employment of extended school year staff contingent upon student enrollment; the Excel Summer Term as described and hiring of teaching staff contingent upon enrollment; and the Secondary Summer School Program budget and staffing information as presented.

Gifts - Approve a \$3,710 donation from George Washington School PTAC to be used for field trips, classroom needs and student activities. Girard Sagmiller donated \$50 of various garden supplies for the Washington after-school program and \$285 in soil, pots and plants to the Probstfield Panther Club. The supplies will to be used to plant flowers as a project for the school grounds. Digital Globe awarded grades 7-9 geography and science classes the use of satellite images for the 2003-2004 school year. The satellite images and lesson plans were issued through efforts and partnerships with UND/Aerospace, NASA and the University of Wyoming, at an approximate cost of \$500 to \$1,000 a month.

New Employees

Brittney Lundblad - Spanish Teacher, Senior High, BA (1) \$27,860, effective for the 2003-2004 school year. (Reallocated FTE)

Carla Jimenez - Grade 5, Spanish Immersion Teacher, Riverside Elementary, BA (6) \$32,873, effective for the 2003-2004 school year.

Family/Medical Leave

Barb Cote - Paraprofessional, Thomas Edison, effective immediately for the rest of the 2002-2003 school year.

Resignations

Amy Hoffer Henke - School Psychologist, Robert Asp, effective June 5, 2003.

Angela Lofthus - ESL Paraprofessional, Thomas Edison, effective June 5, 2003.

Motion carried 6-0.

COMMITTEE REPORTS: Brief reports were heard regarding the Instruction and Curriculum Advisory Committee and Probstfield School PTAC meetings.

BASIC SKILLS TEST REPORT: Kovash provided a slide presentation regarding information related to the Basic Skills Tests for 8th and 10th grade students in Moorhead Schools. Tests

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were given in February and the results were received the end of April. The presentation focused on the basics of the tests and information that is used to determine planning for instruction. The results will continue to be studied and analyzed to determine where more support and instruction is necessary for students to achieve the basic skills necessary to be productive citizens.

NO CHILD LEFT BEHIND UPDATE: Kovash provided a slide presentation regarding the 2001 No Child Left Behind (NCLB) Act - Elementary and Secondary Education Act (ESEA) information related to the proposed requirements. The presentation focused on broad aspects of the No Child Left Behind Act and implications to Moorhead Area Public Schools. Many of the state details have not been released and are awaiting approval from the Department of Education.

The purpose of the No Child Left Behind Act of 2001 is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments.

The major themes of the NCLB Act is accountability for all schools and students; high quality instructional staff; flexibility to prioritize resources to areas of greatest need; and strengthening parent partnerships and parental choice. Under the federal NCLB Act of 2001, every state is to develop and implement a single accountability system for all schools and districts in the state. The system must be tied directly to a state's standards and assessments.

APPROVAL OF SCHOOL NAMING TASK FORCE RECOMMENDATIONS: Hastad moved, seconded by Cummings, to approve the School Naming Task Force Recommendations as presented. Motion carried 6-0.

Hastad commended the Task Force for their diligent work and expressed how pleased he was with the rationale and outcome.

John Wentzell, 2818 Brookdale Road, resident of the district for 65 years, said he liked the other namesakes but did not agree with naming a school after Robert Asp. Mr. Wentzell said Robert Asp was not a good educator or counselor.

AMENDMENT OF THE 2003-2004 PRINCIPAL ASSIGNMENT PLAN: Hohnadel moved, seconded by Erickson, to amend the 2003-2004 Principal Assignment Plan as presented. Motion carried 6-0.

**REGULAR MEETING
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INDEPENDENT SCHOOL DISTRICT #152
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APPROVAL OF ONE-YEAR PRINCIPAL POSITION AT ROBERT ASP ELEMENTARY

SCHOOL: Cummings moved, seconded by Tomhave, to approve the recommendation that effective July 1, 2003, Kyle Edgerton be appointed for one year as Principal of Robert Asp Elementary School at D63, Step (0-4) of the Principal Association contract at a salary of \$71,099. Motion carried 6-0.

APPROVAL OF ONE-YEAR PRINCIPAL POSITION AT THOMAS EDISON

ELEMENTARY SCHOOL: Erickson moved, seconded by Cummings, to approve the recommendation that effective July 1, 2003, Patrick Westby be appointed for one year as Principal of Thomas Edison Elementary School at D63, Step (0-4) of the Principal Association contract at a salary of \$71,099 on the condition that he obtain his Minnesota Principal's License prior to assuming the position. Motion carried 6-0.

FIRST READING OF POLICIES: The Board conducted a first reading of the following policies: Do Not Resuscitate/Do Not Intubate Orders (DNR/DNI) (533), Hazing Prohibition (571), Special Education Programs (602), Special Education Policies and Procedures (603), Use of All School Equipment and Materials for Instructional Purposes Off School Premises (732), Book Lending (923), and Student Discipline (551).

APPROVAL OF POLICY: Cummings moved, seconded by Tomhave, to approve policy, "We Are Proud" Guidelines (215), as presented. Motion carried 6-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: Thompson reported Board members may need to discuss the National School Board Association's reduced membership offer for possible membership. Thompson reported the Office of Federal Programs will host a series of workshops to inform stakeholders about Minnesota's new accountability system. Board members were asked to contact Michelle if interested in attending. Thompson reminded Board members that graduation will be held June 1 and to also contact Michelle regarding attendance and specifics.

ADJOURNMENT: Hearing no objections, the meeting adjourned at 8:55 p.m.

Sonia Hohnadel, Clerk Pro-Tem

OFFICE OF TEACHING & LEARNING MEMO #: I.03.202



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Board Dialog
DATE: June 3, 2003

Kris Gulsvig and Rebecca Meyer-Larson will provide an update to the board on the "Lets Go Scotland" fundraising. The Moorhead Theater Department students were selected to be a part of the American High School Theater Festival in Edinburg, Scotland.

LAK/smw

Major Highlights of our Fundraising:

Approx
(Net)

Approximate "Net" Funds Raised	\$ 115,400
Final Billing AHSTF (due 6/28)	\$ (113,427)
in the black.....**	\$ 1,973

1) Fargo Theatre Production	Rebecca, Kerry, Chris, Sue Dale	\$ 30,000
2) Individual Donations	Everyone	\$ 25,000
3) Corporate Sponsorships	Everyone	\$ 20,000
4) Cash Raffle	Bob Dale, Linden Boyd, Doug Cameron	\$ 10,990
5) Grants	Kent Costin	\$ 7,500
6) Service Club Donations	Everyone	\$ 7,000
7) Pancake Feed	Byron Brink, Jim Iverson, Doug Cameron	\$ 3,500
8) Alumni Performance Night	Rebecca Myer Larson / Alumni	\$ 3,053
9) Dance Night	Rebecca Myer Larson	\$ 1,765
10) Krispy Kreme Sales	Bob Langdahl	\$ 2,000
11) Miscellaneous		-
12) Homes Theatre Performance**	7/29/03 yet to be determined**	

Individual Donations	Everyone
Playbill Advertising	Jody Farren
Letter Writing Campaign	Anne McLarnen
Alumni Mailing (Theatre/Speech)	Anne McLarnen
Financial Bookeeping	Bob Dale
Website Design	Doreen Brass
Herbergers Fundraiser	Pat Haugen
Commemorative Painting (Prints)	Sue Boyd

Note: Forgive me on the above.. as I always omit people who have worked at these tasks above and beyond the call of duty. I thank profusely those who have been ommitted.

Administrative Policy of the Moorhead Public Schools

District Code: IICA-B
Date Adopted: 01/08/01
Revised:

**Major Magnitude
Field Trip
Request Form**

**Section I
Preliminary Approval**

Field Trip Request Name: Theatre at the Fringe Type of Trip: Curricular ☐ Co-curricular ☒

Date of Request: May 1, 2002 School Board Presentation Date: _____

Staff/Advisor Requesting: Rebecca Meyer-Larson Phone/Extension: 2371

Purpose of the Trip: To attend the Fringe Festival in Edinburgh, Scotland and perform as part of the American High School Theatre Festival.

Please explain the educational value of this trip and how this trip is related to the course content and graduation standards: The Edinburgh Fringe Festival is an international celebration in honor of Arts Creation and Performance (also a graduation standard). By performing with and attending the 1800+ different shows presented at the world's largest performing arts festival, students will increase their knowledge and appreciation of theatre arts on a grand scale.

Trip Destination: Edinburgh, Scotland

Date of Trip Departure: August 9, 2003 Return Date: August 22, 2003

Number of School Days Involved: 0 Number of Students Involved: 50-80

☒ Attached trip itinerary (activities planned, approximate time lines, accommodations, transportation plans);

☒ Attached accommodation plans for any student with IEP/504 plan;

☒ Attached funding plans (trip anticipated expenses, approximate cost to the district, student's individual costs, and fund raising plans);

☒ Attached plans for parental notification and approval;

☒ Attached list of accompanying staff.

Number of Chaperones needed for the trip 5
41

Authorization Signature of Building Principal: _____

Signature of Superintendent/Assistant Superintendent - Teaching/Learning: Syrene Kovach

Board Approval Date: _____

Section II
Final Trip Information

This is to be received by Superintendent/Assistant Superintendent - Teaching/Learning and Building Principal at least TWO (2) weeks prior to the date of departure. (Failure to provide this assurance will result in immediate cancellation of the trip. School Board Policy: IICA).

- _____ 1. Copy of the Major Magnitude Field Trip Request Form Section I with authorized signatures and school board approval;
- _____ 2. Roster of students going on the trip with signed parental approval;
- _____ 3. List of staff and adult chaperones going on the trip;
- _____ 4. A detailed trip itinerary: transportation plans at destination, hotel/motel accommodations, addresses, phone numbers, places and time lines of activities/events planned;
- _____ 5. An accommodation plan for students with an IEP or 504 plan;
- _____ 6. Trip expenses, district costs, fund raising, and cost of the trip for individual students;
- _____ 7. List of emergency phone numbers where staff/chaperones can be reached in case of an emergency;
- _____ 8. Transportation plans to and from destination: (company, flights, times, costs, schedule, chaperoning, approved district Transportation Request Form (Administrative Form IICA-A Section I) if needed.

Section III
Field Trip Evaluation

Please complete within 3 weeks after returning from trip with information based on the statement of educational value and reason for the trip. Send a copy to the Building Principal & Superintendent/Assistant Superintendent - Teaching/Learning

Date: _____

Preliminary AHSTF Group Itinerary

Please understand that it is very difficult to give exact details this many months out and any information we do provide is subject to change. We are however, aware that you are anxious to know as much as possible about the current AHSTF program so that you can better understand what you will experience on your trip. We have put together this preliminary itinerary for your information.

Day 1

Groups depart from their hometown airports and head overseas to London.

Day 2

Groups arrive at either London Heathrow or Gatwick Airports and are met by a licensed London guide who will lead them on a panoramic bus tour in the West End of London - to include Trafalgar Square, Houses of Parliament, Big Ben, Westminster Abbey, Buckingham Palace and other sights. Groups will also make a stop at American Express to make a currency exchange. Groups take a cruise on the River Thames from Charing Cross to Tower Pier in the city of London.

The panoramic tour continues in the city of London with The Tower, Tower Bridge, St. Paul's Cathedral, the Bank of England, Lloyds of London and other sights.

The groups are transported by bus to Bankside House Halls of Residence just south of the River Thames where they will check-in and get settled before dinner in Halls of Residence.

Day 3

Breakfast is served at Bankside House. This is a free day and each person is provided with a Zone 1 & 2 tube/bus pass for the day. Each group will attend a theatre performance of their choice in the evening, after which buses will be provided to transport them back to the Halls of Residence.

Day 4

After breakfast, groups will load their luggage onto luggage vans for the journey north to Edinburgh. Groups will be transported to Edinburgh by charter train with a box lunch provided on-board. Upon arrival at Prestonpans Station, most groups will be met by a licensed Scottish guide who will lead them on a half-day, guided sightseeing tour of Edinburgh to include Holyrood Palace. Some groups may have their technical rehearsal this afternoon and would do their sightseeing on another day.

After check-in at the University of Edinburgh Pollock Halls of Residence, dinner will be served in the dining hall, followed by a welcome reception with a traditional Ceilidh Scottish dance extravaganza for all to participate and get to know one other better.

Day 5

Breakfast and lunch provided in the Pollock Halls dining room. Rehearsals continue for those groups who were sightseeing the day before. Performances begin for some groups.

Day 6

Breakfast and lunch provided in the Pollock Halls dining room. Technical rehearsals and performances continue for some groups.

Days 7 - 12

Breakfast and one other meal daily at dining hall. Performances continue each day of the week. One day will be spent on an all day, guided sightseeing excursion to Stirling Castle and the Trossachs. An evening performance of the Military Tattoo on the grounds of the Edinburgh Castle will also be scheduled during the week.

Day 13

Breakfast and lunch provided in the Pollock Halls dining room. A farewell closing ceremony will be held at Pollock Halls. The afternoon can be spent catching a final glimpse of Edinburgh and the many fantastic Fringe productions.

Day 14

Breakfast in the dining hall. Motorcoach transfers to the airport for flights home.

Accommodation Plans

The 2002 Fall Musical Production will be a part of the American High School Theatre Festival. Since the casting of this show will occur September of 2002, it is difficult to attach accommodation plans for any student with IEP/504 plan at that time. However, accommodations will be made for any cast member/student with a disability. Once the cast has been chosen, the accommodation plans will be submitted.

Parental Notification and Approval

Parents will be notified about all details of Moorhead High theatre's attendance at the American High School Theatre festival through the parent committee, bimonthly meetings, newsletters, and mailings.

Students and parents will sign a contract which sets up behavioral, financial, and rehearsal expectations. Students will be expected to adhere to all Minnesota State High School League rules while rehearsing for and attending the AHSTF trip.

Accompanying Staff

Rebecca Meyer-Larson
Christopher Lien
Dawn Gunderson
To be named Technical Director

MEMO #: S-03-124

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent LPN

DATE: June 3, 2003

RE: Approval of Policy

Attached please find policy, Do Not Resuscitate/Do Not Intubate Orders (DNR/DNI) (533).

Suggested Resolution: Move to approve policy, Do Not Resuscitate/Do Not Intubate Orders (DNR/DNI) (533), as presented.

LPN mde
Attachment

❖ Policies and Procedures ❖

Code: 533
Category: Policy of the School Board / Moorhead, MN
Section: 500 STUDENTS
Name: Do Not Resuscitate/Do Not Intubate Orders (DNR/DNI)
Adopted: 1/11/1994
Revised: 12/8/1997
Reviewed: 1/11/1994 12/8/1997
Policy: I. PURPOSE

Education is the primary mission of Moorhead Area Public Schools and Moorhead Area Public Schools has a responsibility to promote a healthful school environment for students. The parent/guardian has the primary responsibility for the maintenance of his/her child's health and medical care. The purpose of this policy is to provide guidance to school district staff in any school activity on school property.

Moorhead Area Public Schools recognizes that because of the complexity and severity of the medical conditions of some students, their parent/guardian may request school staff to withhold emergency care from the student in the event of a life-threatening situation.

II. GENERAL STATEMENT OF POLICY

A. Moorhead Area Public Schools staff will not accept or honor requests to withhold emergency care or DNR/DNI orders. The school district will not convey such orders to emergency medical personnel. DNR/DNI orders shall not be incorporated into a student's individual education plan or 504 plans.

B. School district staff will provide reasonable emergency care and assistance when a student is undergoing a medical emergency during school or school activities.

C. Moorhead Area Public Schools staff will activate emergency medical services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities. Reasonable emergency care will not be withheld.

D. The parent/guardian will be notified of the emergency as soon as possible.

E. Notwithstanding this school district policy, IEP and Section 504 teams must do individualized medical emergency care plans when indicated in keeping with state and federal law. Parents/guardians who request that emergency care be withheld for their child or who present DNR/DNI orders shall be advised of the above-stated policy.

Legal References:

29 U.S.C. 794 et seq. (504 Rehabilitation Act of 1973)
42 USCA 12101-12213 (Americans with Disabilities Act)

Cross Reference:

Moorhead School Board Policy 602: Special Education Programs

[Search Again](#)

MEMO #: S-03-125

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent LPN

DATE: June 3, 2003

RE: Approval of Policy

Attached please find policy, Hazing Prohibition (571).

Suggested Resolution: Move to approve policy, Hazing Prohibition (571), as presented.

LPN:mde
Attachment

❖ Policies and Procedures ❖

Code: 571
Category: Policy of the School Board / Moorhead, MN
Section: 500 STUDENTS
Name: Hazing Prohibition
Adopted: 2/9/1998
Revised:
Reviewed:
Policy: I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

A. No student, teacher, administrator, coach/advisor, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.

B. No teacher, administrator, coach/advisor, volunteer, contractor, or other employee of the school district shall permit, condone or tolerate hazing.

C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

D. This policy applies to behavior that occurs on or off school property and during and after school hours.

E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, coach/advisor, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health, or dignity of the student or discourages the student from remaining in school.

5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

B. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.

B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.

C. Teachers, administrators, coaches/advisors, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who received a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.

D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

V. SCHOOL DISTRICT ACTION

A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.

C. Upon completion of the investigation, 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 deter violations and to appropriately discipline prohibited behavior. 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, school district policies and regulations.

VI. 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 retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. DISSEMINATION OF POLICY

This policy shall appear in each school's student handbook and in each school's building and staff handbooks. The building principal is responsible for developing a process for annually reviewing the handbook with students and staff.

Legal References:

Minnesota Statute 121A.69 (Hazing Policy)

Minnesota Statute 121A.40 to 121A.56 (Pupil Fair Dismissal Act)

Cross References:

Moorhead School Board Policy 551: Student Discipline

Moorhead School Board Policy 570: Prohibition of Harassment and Violence

Moorhead School Board Policy 541: Student Activity Eligibility

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MEMO #: S-03-126

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent L P N

DATE: June 3, 2003

RE: Approval of Policy

Attached please find policy, Special Education Programs (602).

Suggested Resolution: Move to approve policy, Special Education Programs (602), as presented.

LPN:mde
Attachment

❖ Policies and Procedures ❖

Code: 602
Category: Policy of the School Board / Moorhead, MN
Section: 600 EDUCATION PROGRAMS
Name: Special Education Programs
Adopted: 08/26/02
Revised:
Reviewed:

Policy: I. PURPOSE

The purpose of this policy is to set forth the position of the Moorhead Area Public Schools on the need for special educational services on the part of some students in the Moorhead Area Public Schools.

II. GENERAL STATEMENT OF POLICY

The Moorhead Area Public Schools recognizes that special education needs exist on the part of some students and recognizes the importance of providing a free appropriate public education and delivery system for students in need of special education.

III. RESPONSIBILITIES

A. The Moorhead Area Public Schools accepts its responsibility to identify, evaluate and provide special instruction and services for disabled children who are properly the responsibility of the Moorhead Area Public Schools and who meet the criteria to qualify for special instruction and services as set forth in Minnesota and federal law.

B. The Moorhead Area Public Schools shall ensure that all qualified disabled children are provided the specialized instruction and services which are appropriate to their educational needs.

C. It shall be the ultimate responsibility of the superintendent to see to the development of the administrative procedures and practices necessary to deliver the appropriate special education services.

D. When such services require or result from interagency cooperation, the Moorhead Area Public Schools shall participate in such processes in compliance with law.

Legal References:

Minnesota Statute 124D.03 (Enrollment Options Program)
Minnesota Statute 125A.01 and 125A.02 (Definition)
Minnesota Statute 125A.01 and 125A.02 (Children with a Disability)
Minnesota Statute 125A.03, 125A.08 and 125A.29 (District Obligations)
29 U.S.C. 794 et seq. (504 of Rehabilitation Act of 1973)
20 U.S.C. 1401 et seq. (IDEA, Individuals with Disabilities Education Act)

Cross References:

Moorhead School Board Policy 502: Student Disability Nondiscrimination
Moorhead School Board Policy 511: Enrollment of Nonresident Students
Moorhead School Board Policy 604: Extended School Year for Certain Students with Individual Education Plans

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MEMO #: S-03-127

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent LPN

DATE: June 3, 2003

RE: Approval of Policy

Attached please find policy, Special Education Policies and Procedures (603).

Suggested Resolution: Move to approve policy, Special Education Policies and Procedures (603), as presented.

LPN:mde
Attachment

❖ Policies and Procedures ❖

Code: 603
Category: Policy of the School Board / Moorhead, MN
Section: 600 EDUCATION PROGRAMS
Name: Special Education Policies and Procedures
Adopted: 1/11/1994
Revised: 12/8/1997
Reviewed: 1/11/1994 12/8/1997
Policy: I. PURPOSE

Moorhead Area Public Schools will adhere to the state and federal policies and procedures as outlined in the Total Special Education Systems (TSES) Policies and Procedures Manual, including future amendments thereof.

~~Copies of The TSES Policies and Procedures Manual are available in each Building Principal's office, media-center office, Special Education Director's office, and the Office of Instruction.~~ is available on the MN Department of Children, Families and Learning Web site at cfl.state.mn.us.

Legal References: Minnesota Statute 125A.01 and 125A.02 (Definition)
Minnesota Statute 125A.01 and 125A.02 (Children with a Disability)
20 U.S.C. 1401 et seq. (IDEA, Individuals with Disabilities Education Act)

Cross Reference
Moorhead School Board Policy 602: Special Education Programs

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MEMO #: S-03-128

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent LPN

DATE: June 3, 2003

RE: Approval of Policy

Attached please find policy, Use of All School Equipment and Materials for Instructional Purposes Off School Premises (732).

Suggested Resolution: Move to approve policy, Use of All School Equipment and Materials for Instructional Purposes Off School Premises (732), as presented.

LPN:mde
Attachment

❖ Policies and Procedures ❖

Code: 732
Category: Policy of the School Board / Moorhead, MN
Section: 700 NON-INSTRUCTIONAL OPERATIONS
Name: Use of All School Equipment and Materials for Instructional Purposes Off School Premises
Adopted: 4/10/1984
Revised: 5/11/1998
Reviewed: 3/23/1993 5/11/1998
Policy: I. PURPOSE

It may be necessary for faculty and students to use school equipment off the school premises, for instructional purposes not for recreational purposes or personal gain. Use of school equipment will be limited to organizations affiliated with the school district.

II. GENERAL STATEMENT OF POLICY

Each building level administrator, in consultation with appropriate staff, shall have the responsibility of developing a circulation policy for instructional materials that will encourage access to these materials by students and faculty. It must be recognized that restrictions on the out of the building circulation of certain types of materials and equipment may be necessary. This would occur when their circulation would result in a violation of contractual or copyright agreements that the school district has entered into with other agencies (example: teacher's manuals, computer software, commercial video tapes).

Each borrower shall bear the responsibility for returning the equipment or materials in the same condition as when received. The school district shall be reimbursed by the borrower for the loss or damage to any school equipment or materials. This would include textbooks, library books, athletic equipment, music equipment, computers, audiovisual equipment, etc. The cost of the reimbursement shall be based on the amount of the original purchase price in the event of loss or damage beyond repair. When repair is possible, the reimbursement shall be set at the exact costs of repair or an amount agreed upon by the school administration.

Form 732.1 will be used for off-premise use of district equipment.

Legal Reference:

Federal Copyright Law, Public Law 94-553

Cross References:

Moorhead School Board Policy 730: School District Copyright Policy

Moorhead School Board Policy 440: Employee Copyright/Royalties

Moorhead School Board Policy 831: Rental of District Musical Instruments

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MEMO #: S-03-129

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent LPN

DATE: June 3, 2003

RE: Approval of Policy

Attached please find policy, Student Discipline (551).

Suggested Resolution: Move to approve policy, Student Discipline (551), as presented.

LPN:mdē
Attachment

❖ Policies and Procedures ❖

Code: 551
Category: Policy of the School Board / Moorhead, MN
Section: 500 STUDENTS
Name: Student Discipline
Adopted: 6/13/1989
Revised: 05/13/02
Reviewed: 7/28/1992 6/28/1994 6/8/1998 6/11/01 05/13/02
Policy: I. PURPOSE

Moorhead Area Public Schools believes that learning can best take place in an environment which is orderly, safe, stimulating, and which enables all students to develop to their fullest potential. The atmosphere of the school must promote fairness, courtesy, honesty, and respect among students, school personnel, and community members.

It is the goal of the Discipline Handbook to promote growth in self-discipline and responsibility. In addition to state and federal law, it is understood that rules and regulations will be necessary. To be useful, they must be clearly understood by everyone involved, administered consistently and fairly, with consequences which are appropriate to the problem. While the Discipline Handbook developed within Moorhead Area Public Schools will relate to activities within the school setting, the ultimate responsibility for growth in self-discipline is a cooperative effort of students, school personnel, home, and community.

II. RIGHTS AND RESPONSIBILITIES OF STUDENTS

These statements under Rights and Responsibilities of Students, which apply to students of all ages, are not expected to cover every situation which may arise. Rights are "just claims or privileges." Responsibilities are defined as "obligations or duties."

Rights of Students

Every student has the right...

1. To citizenship in the school community as granted by the U.S. Constitution and the State of Minnesota. Civil rights may not be abridged, obstructed, or in any other way altered, except in accordance with due process of law.
2. To freedom from harassment due to gender, religion, culture, disability, race, sexual orientation, and/or age and to seek redress of such infractions by reporting such harassment to a principal, counselor, teacher, or other school official.
3. To fair, consistent uniformity of application of rules without discrimination or bias within the learning environment.
4. To air grievances, problems and concerns through legitimate channels and to propose changes in rules or policy through channels provided by the schools for all students.
5. To express opinions and feelings as well as criticisms without violating the rights of others and to make choices through appropriate means.
6. To privacy regarding school records consistent with legal requirements.

7. To privacy and security in his/her persons, papers, and effects.
8. To be informed orally or in writing of any disciplinary charges and corrective measures in a manner consistent with the Pupil Fair Dismissal Act.
9. To be allowed to present his/her version of an incident in question in a fair hearing before any consequences are determined.
10. To expect a safe, stimulating, and productive learning environment without interruptions, disruptions, or distractions from within or without the classroom setting.
11. To have equal access to student activities and organizations.
12. To be informed of all policies, rules, and regulations he/she shall be expected to follow in the classroom, building, and district via an easily understood form using written, visual, and oral approaches as necessary.
13. To homebound instruction when extended absence is due to medical reasons.
14. To make up within prescribed timelines work missed during any excused absence without discrimination or harassment.
15. To be treated with dignity and respect by all members of the school community.
16. To avail himself/herself of the counseling services provided by the school district.
17. To choose his/her own manner of dress and personal grooming unless it presents a clear danger to students' health and safety, causes a clear interference with work, creates disorder in the learning environment, promotes illegal activities, or interferes with the rights of other students.
18. To expect authority to protect these rights.

Responsibilities of Students

Every student has the responsibility...

1. To assist in efforts to establish and maintain a safe, stimulating, and productive learning environment in the school society.
2. To abide by accepted standards of good conduct and discipline while participating in any school function or activity and while going to and from school, whether riding on public or private conveyance, or walking.
3. To know and comply with school rules and regulations and school district policies established by ~~local~~ the Moorhead School Boards.
4. To refrain from disruptive behavior which may interfere with a teacher's right to teach and a student's right to learn.
5. To attend regularly scheduled class sessions as established by the schools.
6. To bring class materials required for daily classroom use and to complete assigned class work on time and according to instructions given by teacher.
7. To accept the authority of school personnel on school property, during school-sponsored off-campus events and on school transportation.
8. To follow policy and regulations during school-sponsored activities in or away from school regardless of time or place.
9. To obey all safety regulations in the educational setting.

10. To use appropriate language and to avoid cursing, profanity, or vulgarity.
11. To refrain from the use or threat of physical force, verbal abuse, threats, blackmail, the use, sale, or exchange of alcohol or any illegal drugs, smoking, stealing, vandalism, and other illegal activities.
12. To refrain from bringing onto school property or to school-sponsored events any materials or items which would cause, or tend to cause, a disruptive activity or endanger the health of students or other persons. Students should note that lockers are school property and may be searched without cause or notice. Searches may be conducted under the authorization of the principal or a representative designated by the principal. Search of an area assigned to a student shall be made in the presence of an adult witness and, if practicable, in the presence of the student. Illegal items will be seized by school authorities, and police will be notified. Items which are used to disrupt or interfere with the educational process will be removed from the student's possession.
13. To discuss grievances, problems, or concerns with school staff.
14. To report to a school official any incidents of harassment, hazing or illegal activity.

III. SCHOOL AND COMMUNITY RESPONSIBILITIES

The maintenance of a school climate conducive to learning, working, and living is shared by the parent and/or guardian, students, all school personnel, and community members. Each is expected to work positively toward this goal, to respect individuality and responsibility of each person, and to deal effectively with misunderstanding or misbehavior.

School Board Responsibilities

1. To establish a discipline policy for the Moorhead Public Schools.
2. To hold the appropriate school employees responsible for the supervision of the behavior of students while legally under the supervision of the school.
3. To ensure the fair and consistent application of the Discipline Handbook.
4. To require that each principal, teacher, bus driver or other employee having direct responsibility for student behavior will prepare or agree to a written plan for discipline that meets their needs and meets the approval of their immediate supervisor or administrator.

Parent/Guardian Responsibilities

1. To assume the legal responsibility for the behavior of their son/daughter.
2. To teach the student self-discipline and respect for authority.
3. To familiarize themselves and their children with the Discipline Handbook, building handbooks, and other regulations.
4. To see that the student is ready to learn and has the necessary supplies.
5. To see that the student attends school regularly at the appointed time and to notify the school whenever their son/daughter is or will be absent.
6. To help maintain communication with the school by bringing matters of concern to the attention of the principal, the teacher, a guidance counselor, school nurse, or other appropriate school personnel.
7. To provide the school with a current telephone number and address through which the parent/guardian can be reached during the school day.
8. To cooperate with the school for the benefit of the student and to be available to meet with school officials when requested.

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Central Administration Responsibilities

1. To give counsel, advise, and to give firm support to the teachers and building administrator.
2. To require that all schools follow the school Discipline Handbook in accordance with established policy.
3. To ensure the consistency of the application of the Discipline Handbook, the written discipline plans, and regulations in the school system.
4. To keep on file and ~~periodically~~ annually disseminate up-to-date copies of ~~Independent School District #152 the Moorhead Area Public Schools~~ Discipline Handbook.
5. To keep the superintendent informed of serious behavior problems and of the assistance given in correcting problem situations.
6. To notify all personnel in writing of their responsibilities relating to student behavior.

Building Administrator Responsibilities

1. To be responsible to the superintendent in implementing the established discipline policy and building discipline plans.
2. To establish and implement rules and regulations governing conduct of students which are consistent with the Minnesota Statutes and School Board policies.
3. To confer with each individual teacher and to keep on file the agreed-upon individual discipline plans.
4. To be readily available to handle discipline in an emergency.
5. To appoint a designee from the certified staff to assume authority in the building administrator's absence.
6. To delegate appropriate duties to the assistant principal.
7. To be responsible for informing students, parents or guardians, and community groups of the current rules and regulations.
8. To be responsible for discussion of the rules, rights, and responsibilities with students during their first week of school.
9. To impose suspension consistent with the Pupil Fair Dismissal Act of 1974 (as amended).
10. To recommend to the superintendent the exclusion or expulsion of a student if necessary.
11. To assure that all system wide regulations and school rules regarding discipline are applied consistently.
12. To take prompt corrective action for referred violations of discipline regulations.
13. To inform the parent/guardian and involved staff members, when appropriate, of actions taken for referred violations.
14. To inform the parent/guardian, upon request of measures taken to insure student's rights and safety.
15. To report all illegal activities to appropriate authority as required by law or as necessary to maintain school discipline and order.
16. To take responsibility for and custody of a pupil removed from class.
17. To confer at least annually with the licensed employees in a school building to review the Discipline Handbook and discuss whether its provisions have been enforced.

Teacher Responsibilities

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1. To encourage students to develop self-discipline and respect for authority.
2. To treat students with dignity.
3. To recognize individual differences among students.
4. To prepare a written plan for discipline that meets his/her needs and confer with the principal regarding the acceptability of the plan. These rules shall be posted in the classroom and given to students.
5. To inform parents/guardians through standardized notification of student deficiency.
6. To ensure the enforcement of school rules as listed in the student handbook.
7. To exercise restraint, good taste in their expression and refrain from the use of inappropriate expressions.
8. To use such reasonable measures as may be necessary to maintain a safe and orderly environment in the classroom, in the school building, on school property, and at school functions. A teacher has the authority to remove pupils from the classroom pursuant to procedures and rules established in the district's policy. (See Page 8, Standards of Conduct)
9. To record and report classroom discipline problems to the building administrator.
10. To confer with support personnel for possible solutions to discipline problems.
11. To establish behavior/discipline guidelines for all students on field trips, and require adherence to those guidelines by all school employees and volunteers.

All Other School Persons With Responsibility For Student Conduct

1. To maintain discipline according to all rules and regulations as outlined in the Discipline Handbook and Building Handbook.
2. To communicate or confer with teachers or administrators regarding discipline problems.
3. To deal with students in a firm, fair, and consistent fashion.

IV. CORRECTIVE ACTIONS POSSIBLE

The specific form of discipline chosen in a particular case is solely within the discretion of the school district.

1. Student Conference - Depending upon the violation and the seriousness of the action, a student may be given a warning that if a violation occurs again, the student's parents or guardians will be notified.
2. Parent Notification or Conference - If a student violates a rule, the parent or guardian may be notified and a conference may be required.
3. Detention - A teacher, principal, or designee may detain a pupil after school for correction of a violation, including tardiness to class. Any pupil who is told by a teacher to report after school and who, for any reason, cannot report, must first clear the absence with the teacher, principal, or designated representative.
4. Removal From Class - "Removal from class" and "removal" means any action taken by teacher, principal, or other school district employee to prohibit a pupil from attending a class or activity period for a period of time not to exceed five days, pursuant to procedures established in the school district Discipline Handbook adopted by the School Board. "Class period" or "activity period" means, in secondary grades, instruction for a given course of study. A class period or activity period means, in elementary grades, a period of time not to exceed one hour, regardless of the subject of instruction.

5. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise

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appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity for a period of time not to exceed five (5) days, pursuant to this discipline policy.

56. Permanent Removal from a single class - "Permanent removal" means the action taken by a principal to prohibit a student from attending a class period or activity period for the remainder of the semester or year. An alternative means of earning the credit will be provided.

67. Suspension - Suspension means an action taken by the school administration prohibiting a pupil from attending school for a period of time no more than ten consecutive school days. If a suspension is longer than five days, the suspending administrator must provide the superintendent with reason for the longer suspension. This definition does not apply to dismissal from school for one school day or less, except as provided in federal law for a student with a disability. Each suspension action may include a readmission plan. The readmission plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission and may not be used to extend the current suspension. The school administration may not impose consecutive suspensions against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to self or to surrounding persons or property, or where the district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of 15 days. In the case of a student with a disability, the student's individual education plan team must meet immediately but not more than ten school days after the date on which the decision to remove the student from the student's current education placement is made. The individual education plan team shall at that meeting: conduct a review of the relationship between the child's disability and the behavior subject to disciplinary action; and determine the appropriateness of the child's education plan.

The requirements of the individual education plan team meeting apply when:

- (1) the parent requests a meeting;
- (2) the student is removed from the student's current placement for five or more consecutive days; or
- (3) the student's total days of removal from the student's placement during the school year exceed ten cumulative days in a school year.

The school administration shall implement alternative educational services when the suspension exceeds five days. A separate administrative conference is required for each period of suspension.

Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessment, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statute Section 123A.05 selected to allow the pupil to progress toward meeting Minnesota Graduation Standards under Section 120B.02 although in a different setting.

Suspension procedures:

- 1) Informal administrative conference before suspension. The school administration shall not suspend a pupil from school without an informal administrative conference with the pupil. The informal administrative conference shall take place before the suspension, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension.
- 2) Administrator notified pupil of grounds for suspension. At the informal administrative conference, a school administrator shall notify the pupil on the grounds for the suspension, provide an explanation of the evidence the authorities have, and the pupil may present the pupil's version of the facts.
- 3) Written notice of grounds for suspension. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of Minnesota Statute Sections 121A.40 to 121A.56 shall be personally served upon the pupil at or before the time the suspension

is to take effect, and upon the pupil's parent or guardian by mail within 48 hours of the conference. The district shall make reasonable efforts to notify the parents of the suspension by telephone as soon as possible following suspension. In the event a pupil is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the pupil and the pupil's parent or guardian within 48 hours of the suspension. Service by mail is complete upon mailing.

4) Suspension pending expulsion or exclusion. Notwithstanding the provisions of subdivisions 1 and 3, the pupil may be suspended pending the school board's decision in the expulsion or exclusion hearing; provided that alternative educational services are implemented to the extent that suspension exceeds five days.

7. Expulsion or Exclusion - "Expulsion" means ~~an action taken by the school board~~ a school board action to prohibit an enrolled student from further attendance for a period that shall not extend beyond the school year ~~up to 12 months from the date the pupil is expelled.~~ "Exclusion" means an action taken by the school board to prevent enrollment or reenrollment of a ~~student pupil~~ pupil for a period that shall not exceed beyond the school year. The Pupil Fair Dismissal Act Minn. Stat. 121A.40-121A.56 will be followed in procedural matters of this kind. "Expulsion or exclusion of disabled students cannot be used as a discipline measure if the actions may have been the result of the disabling condition. Special provisions for dealing with a disabled student's behavior will be written into the student's Individual Education Program."

8. Alternative Program - "Alternative Program" means educational opportunities made available within the school district but possibly at a site different from a student's originally assigned school.

9. Referral to ~~Special~~ Learner Support Services - Any student whose misconduct may be the result of a handicapping condition or who has an Individual Educational Plan (IEP) may be referred to ~~Special~~ Learner Support Services for assessment and, if the student qualifies, receives appropriate services.

10. Referral to Juvenile Authorities or Police - If a student's misbehavior is so extreme that a law violation may be involved, juvenile authorities or police will be contacted by the principal or designated representative. Every reasonable attempt shall be made to notify parents at the same time juvenile authorities or police are called. If the officer indicates that he/she is arresting the pupil, with or without a warrant, that officer shall have complete jurisdiction and responsibility in the matter and the principal or designee shall not interfere with the student's removal from the building.

11. Corporal Punishment

~~1. Corporal punishment of students is prohibited. Corporal punishment is the use of physical force as a consequence of or in order to correct student behavior.~~

1. "Corporal punishment" means conduct involving:

- (1) hitting or spanking a person with or without an object; or
- (2) unreasonable physical force that causes bodily harm or substantial emotional harm.

2. 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.

12. Use Reasonable Force

(1) A teacher or school principal, in exercising the person's lawful authority, 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) A school employee, school bus driver, or other agent of a district, in exercising the person's lawful authority, 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. Teachers are allowed to use reasonable force to restrain a student from injuring self or others or from damaging property.~~

Standards of Conduct

Students who have been expelled and/or excluded from other districts will be admitted to the Moorhead school district only after the preparation of an admission plan. This plan, which shall be developed by the school district, shall include measures to improve a student's behavior and require parental involvement in the admission process as well as indicating the consequences to the student of not improving the student's behavior.

In accordance with the Minnesota Pupil Fair Dismissal Act, students of the District may be disciplined, suspended, expelled, or excluded for the reasons delineated below in addition to other situations which fall within the grounds contained in the Minnesota Pupil Fair Dismissal Act:

- A. Willful violation of any rule of conduct specified in the discipline policy adopted by the school board;
- B. Willful conduct materially and substantially disrupting the rights of others to an education; and,
- C. Willful conduct which endangers school district employees, the pupil or other pupils, or the property of the school.

Discipline should not be confused with punishment. The goal of discipline is a self-disciplined individual, with mature attitudes and socially acceptable standards of conduct. Disciplinary policies within the public schools shall be enforced within the general guidelines as set forth below. These guidelines describe clearly the various administrative actions which will be taken for violations of the law and the school district standards of behavior.

Minimum corrective actions for specified violations are described below. In addition, the school retains the right to use any and all of the above-described corrective actions as fitting in a particular disciplinary situation.

This disciplinary policy will be applied to disabled students if: (1) an IEP team for the student concludes that application of the disciplinary policy is indeed appropriate for the student, taking into consideration the student's disabling condition; and, (2) if the disciplinary policy has been given to the student's parent with an indication that the team has concluded its application to be appropriate to the individual student.

Students may be subject to disciplinary action for conduct on or off school property which has a direct and immediate effect on the discipline or the general welfare of the school. This policy is particularly applicable where disciplinary action is reasonably necessary for the physical or emotional safety of the student, other students, teachers or other school personnel, or for the safety of school property. Measured by this standard, acts which may result in disciplinary action include but are not limited to the following:

VIOLATIONS AGAINST PERSONS AND MINIMUM CORRECTIVE ACTIONS

1. POSSESSION OF A WEAPON: "Possession" refers to having a weapon on one's person or in an area subject to one's control on school property or at a school activity.

- Parent/Guardian conference
- Initial suspension for 5 days
- Confiscation of weapon
- Notification of police
- Recommendation to the superintendent for expulsion

Weapons are identified in two categories:

(A) Articles designed or commonly used to inflict bodily harm and/or to intimidate other persons. Examples are: firearms, whether loaded or unloaded, knives, clubs, metal knuckles, numchuks, throwing stars, explosives, stun-guns, ammunition, chains, pellet guns, look-alike guns, and other nonfunctioning guns that could be used to threaten others;

(B) Articles designed for other purposes but which are used to inflict bodily harm and/or intimidate. Examples are: belts, combs, pencils, files, scissors, compasses, etc.

A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.

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2. ASSAULT - THREAT: A threat of bodily harm or death against another person, without material physical contact.

- Parent/Guardian conference
- Suspension

3. ASSAULT - IN POSSESSION OF WEAPON: A student who threatens bodily harm or death to another without material physical contact while in possession of a weapon.

- Parent/Guardian conference
- Initial suspension for 5 days
- Confiscation of weapon
- Notification of police
- Recommendation to superintendent for expulsion

4. FIGHTING: Fighting shall be characterized by a violent aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one another and differentiated from "poking, pushing, shoving, or scuffling."

- Parent/Guardian conference
- Suspension

5. DIRECT ATTACK WITH A WEAPON

- Parent/Guardian conference
- Initial suspension for 5 days
- Confiscation of weapon
- Notification of police
- Recommendation to the superintendent for expulsion

6. DIRECT ATTACK ON ANOTHER PERSON -

Students in grades K-6:

- Parent/Guardian conference
- 1-5 day suspension
- Possible administrative transfer to another educational setting*

Students in grades 7-12:

- Parent/Guardian conference
- 5-day suspension
- Possible recommendation for expulsion

* An administrative transfer does not insure the same program choice.

7. HARASSMENT: Harassment is participating in or conspiring with others to engage in harassing acts that injure, degrade, or disgrace other individuals. Harassment, whether willful or otherwise, includes offensive behavior relating to gender, religion, culture, disability, race, sexual orientation, and/or age.

- Student conference
- Detention
- Notification of parents or guardians
- Notification of Title IX officer in cases of sexual harassment.

8. INTERFERENCE/OBSTRUCTION: "Interference" or "obstruction" means any action taken to attempt to prevent a staff member from exercising his or her legally assigned duties.

- Parent/Guardian conference
- Suspension

9. DISRESPECTFUL LANGUAGE: Disrespectful language directed toward ~~other individuals~~ another person.

- Parent/Guardian/Student conference

10. VERBAL ABUSE

- Parent/Guardian conference
- Suspension

11. DISRUPTIVE BEHAVIOR IN THE CLASSROOM: "Disruptive Behavior" is defined as:

- A. Willful conduct which materially and substantially disrupts the right of others to an education.

- B. Willful conduct which endangers school district employees.
- C. Willful violation of any rule of conduct specified in the Discipline Handbook adopted by the school board.
- D. Repeated inappropriate behavior that classroom discipline plan procedures have proven ineffective in correcting.
 - Removal from class
 - Parent/Guardian/Teacher conference upon return

12. HAZING: This means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization.

- Parent/guardian conference
- Suspension

VIOLATIONS AGAINST PROPERTY AND MINIMUM CORRECTIVE ACTIONS

1. ARSON: This is the intentional destruction or damage to any school building or property by means of fire or explosive.

- Immediate notification of legal authorities
- Suspension
- Parent/Guardian conference

2. FALSE FIRE ALARMS

- Immediate notification of legal authorities
- Suspension
- Parent/Guardian conference

3. ROBBERY OR EXTORTION: This refers to the obtaining of property from another person where his or her consent was induced by a use of force.

- Notification of legal authorities
- Suspension
- Parent/Guardian conference

4. THEFT: PERSONAL PROPERTY: This means the unauthorized taking of and/or the unauthorized possession of the property of another person.

- Notification of legal authorities
- Suspension
- Parent/Guardian conference

5. THEFT OR UNAUTHORIZED POSSESSION OF SCHOOL PROPERTY: This refers to the unauthorized taking of and/or the unauthorized possession of school property.

- Notification of legal authorities
- Suspension
- Restitution
- Parent/Guardian conference

6. UNAUTHORIZED USE OF SCHOOL PROPERTY FOR NON-SCHOOL ACTIVITIES

- Notification of legal authorities
- Parent/Guardian conference

7. WILLFUL DAMAGE OF SCHOOL PROPERTY OR OF THE PROPERTY OF OTHERS: "Willful damage" is the intentional cutting, defacing, or damage of any property, real or personal belonging to the school district, or to any individual within the school setting.

- Notification of legal authorities
- Suspension
- Restitution
- Parent/Guardian conference

OTHER VIOLATIONS AND MINIMUM CORRECTIVE ACTIONS

1. GAMBLING: "Gambling" is defined as the playing of a game of chance for stakes.

- Student conference

- Parent/Guardian conference

2. **DISORDERLY CONDUCT:** "Disorderly Conduct" refers to engaging in offensive, obscene, or abusive language or in boisterous and noisy conduct tending to arouse alarm, anger, or resentment in others.

- Student conference

- Parent/Guardian conference

3. **DANGEROUS DRUGS/CONTROLLED SUBSTANCES:** This refers to the possession, sale, distribution, or use of any controlled substances as defined in Minnesota Statute 152.02 while on the school grounds or at school sponsored events.

- Notification of legal authorities

- Suspension

- Referral to Student Assistance Program

- Parent/Guardian conference

4. **ALCOHOL:** This refers to the possession, use, or being under the influence of any alcoholic product while on the school grounds or at school sponsored activities.

- Notification of legal authorities

- Suspension

- Referral to Student Assistance Program

- Parent/Guardian conference

5. **TOBACCO - POSSESSION:** Possession of any tobacco product by a student while on the school grounds or at school-sponsored events.

- Suspension

- Parent/Guardian conference

6. **TOBACCO - USE:** This is defined as the use of any type of tobacco product, chewing, holding a lighted tobacco product, or exhaling smoke from the mouth or nose on school property or at school-sponsored activities.

- Suspension

- Parent/Guardian conference

VIOLATIONS AGAINST SCHOOL ADMINISTRATIVE PROCEDURE AND MINIMUM CORRECTIVE ACTIONS

1. **WILLFUL DISOBEDIENCE:** "Willful Disobedience" is defined as any refusal to follow published school rules and regulations.

- Student conference

2. **CONTINUAL WILLFUL DISOBEDIENCE:** "Continual Willful Disobedience" means repeated refusal to follow school rules and regulations after conference resulting from the first violation.

- Suspension

- Parent/Guardian conference

3. **DEFIANCE OF AUTHORITY:** This is defined as willful refusal to follow the legal direction/order given by a staff member.

- Suspension

- Parent/Guardian conference

4. **RECORD AND IDENTIFICATION FORGERY:** This category includes falsifying signatures or data as well as refusal to give proper identification when requested to do so by a staff member.

- Parent/Guardian conference

- Detention

5. **LEAVING THE SCHOOL GROUNDS:** This applies to leaving the school grounds during school hours without the proper clearance.

- Student conference

- Detention

6. **CHRONIC AND UNEXCUSED ABSENTEEISM**

- Parent/Guardian/Student Conference
- Detention

7. MISBEHAVIOR ON SCHOOL BUS

- Student conference
- Notification of parent/guardian

8. SEVERE MISBEHAVIOR OR CONTINUED DISORDERLY CONDUCT ON SCHOOL BUS

- Denial of transportation on school bus according to district policy

9. STUDENT ATTIRE: Relates to a manner of dress which presents a clear danger to the student's health and safety, causes an interference with work, promotes an illegal activity or fosters classroom or school disorder.

- Student conference

10. DANGEROUS AND NUISANCE ARTICLES: A "Dangerous or Nuisance Article" is any article that, in the opinion of the school staff, is dangerous or distracting.

- Confiscation
- Student conference

11. TRESPASSING: This refers to persons physically present on a school campus or at a school activity after being requested to leave by the school principal or other person lawfully responsible for the control of said premises.

- Referral to legal authorities
- Parent/Guardian conference

REVIEW OF THE POLICY:

The principal or other person having general control and supervision of the school, and representatives of parents/guardians, students and staff in a school building shall confer at least annually to review the discipline policy and to assess whether the policy has been enforced. The Moorhead School Board must conduct an annual review of the districtwide discipline policy.

Legal Reference:

Minnesota Statute Sections 121A.40 to 121A.56 (The Pupil Fair Dismissal Act)

Minnesota Statute 121A.69 (Hazing Policy)

Minnesota Statute 123A.05 (Area Learning Center Organization)

Minnesota Statute 120B.02 (Results - Oriented Graduation Rule, Basic Skills Requirement, Profile of Learning)

Cross References:

Moorhead School Board Policy 515: School District Student Attendance

Moorhead School Board Policy 552: Corporal Punishment

Moorhead School Board Policy 570: Prohibition of Harassment and Violence

Moorhead School Board Policy 571: Hazing Prohibition

Moorhead School Board Policy 721: Student Transportation Safety

Moorhead School Board Policy 572: Drug-Free Workplace/Drug-Free School

Moorhead School Board Policy 573: Tobacco-Free Environment

Moorhead School Board Policy 575: Search of Student Lockers, Desks, Personal Possessions, and Student's Person

Moorhead School Board Policy 576: Student Use and Parking of Motor Vehicles, Patrols, Inspections and Searches

Moorhead School Board Policy 730: School District Copyright Policy

Moorhead School Board Policy 731: Moorhead Public Schools Information Network Use Policy

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MEMO #: S-03-130

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent LPN

DATE: June 3, 2003

RE: Approval of Policy Deletion

Attached please find policy, Book Lending (923).

Suggested Resolution: Move to approve deletion of policy, Book Lending (923), as presented.

LPN: nde
Attachment

❖ Policies and Procedures ❖

Code: 923
Category: Policy of the School Board / Moorhead, MN
Section: 900 COMMUNITY RELATIONS
Name: Book Lending
Adopted: 4/13/1982
Revised: 02/07/1997
Reviewed: 12/1/1990 11/1/1994 02/07/1997
Policy: Policy is recommended for deletion.

I. PURPOSE

H. GENERAL STATEMENT OF POLICY

The following criteria are hereby agreed upon to facilitate the lending of library books from the school libraries to the public library for the summer months:

1. Books will not be lent from schools serving summer school students or the migrant program.
2. Books will be pulled from the shelves, checked out and checked in, and returned to the school library by public library staff.
3. Books will be available only through the Moorhead Public Library and its summer Bookmobile program.
4. Books may be checked out during the last week of school and must be returned before the opening of school in the fall.
5. Any books not returned by September 30 will be considered lost. The public library will pay the replacement cost of the book plus a reasonable processing charge or will take care of ordering the replacement. This option will be at the discretion of the participating school librarian. If the book lost is out of print or unobtainable, a charge for the cost of a comparable book will be paid.
6. Any book damaged beyond repair will be considered lost and must be paid for as a lost book would be.
7. The school librarian retains the right to withhold a particular title from this policy.

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MEMO #: S-03-131

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent LPN

DATE: June 3, 2003

RE: First Reading of Policies

Attached please find the following policies: Public Solicitation in Moorhead Area Public Schools (906) and Equal Access to Moorhead Area Public Schools Facilities (702), for your review.

LPN(mde)
Attachments

❖ Policies and Procedures ❖

Code: 906

Category: Policy of the School Board / Moorhead, MN

Section: 900 COMMUNITY RELATIONS

Name: Public Solicitation in Moorhead Area Public Schools

Adopted:

Revised:

Reviewed:

Policy: (This policy was previously Administrative Procedure 906.1: Handouts and Presentations in School Buildings.)

I. PURPOSE

The purpose of this policy is to provide guidance for handouts and presentations in school buildings.

II. GENERAL STATEMENT OF POLICY

Communication between the school and the home is important in promoting informed participation of parents in the education of their children and in making parents aware of opportunities for their children.

Some regulations are needed to give importance to school items, to reduce the number of presentations and items distributed, and to ensure that students are not exploited.

~~School District 152~~ Moorhead Area Public Schools reserves the right to edit or to refuse any materials submitted.

III. HANDOUTS IN SCHOOL BUILDINGS

1. All written handouts directed to all children in grades K-6 must be submitted through KIDsource. KIDsource will be distributed monthly on a well-publicized schedule. Groups that have used distribution through the schools will be notified of this requirement.
2. Handouts for district-wide distribution which cannot be included in KIDsource (rulers, bags, pencils, etc.) are to be approved by the Assistant Superintendent for Instruction and so indicated on the packets sent to the schools. Non-school groups granted permission to distribute such materials must divide the materials into groups of 30 and bring them to the district office.
3. All materials pertaining to a single school must be approved by the building principal.
4. The District will not distribute through students materials whose sole purpose is commercial or political.
5. The office of the principal or the district office may ask students to take home flyers or other written materials directly related to the educational mission of the schools.
6. Each building may develop procedures to make distribution of non-curricular informational materials as easy as possible for school staff.

IV. CLASSROOM PRESENTATIONS

A classroom presentation for the purpose of recruiting students into an activity is allowed only when the

activity is part of the school curriculum or is school-sponsored.

Non-school groups can, however, make use of KIDsource to get their information to students or they may arrange with the building principal to make presentations in the school buildings before or after school or at a school activity night.

Cross Reference:

Moorhead School Board Policy 544: Activities Fund Raising

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❖ Policies and Procedures ❖

Code: 702
Category: Policy of the School Board / Moorhead, MN
Section: 700 NON-INSTRUCTIONAL OPERATIONS
Name: Equal Access to Moorhead Area Public Schools Facilities
Adopted:
Revised:
Reviewed:
Policy: I. PURPOSE

The purpose of this policy is to implement the Equal Access Act by granting equal access to school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time.

II. GENERAL STATEMENT OF POLICY

A. It is the policy of this school district not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.

B. The school board has created a limited open forum for students enrolled in secondary schools during which noncurriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during noninstructional time.

C. Student use of facilities under this policy does not imply school district sponsorship, approval, or advocacy of the content of the expression at such meetings.

D. The school district retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.

E. In adopting and implementing this equal access policy, the school district will NOT:

1. influence the form or content of any prayer or other religious activity;
2. require any person to participate in prayer or other religious activity;
3. expend public funds beyond the incidental cost of providing the space for student-initiated meetings;
4. compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;
5. sanction meetings that are otherwise unlawful;
6. limit the rights of groups of students based on the size of the group;
7. abridge the constitutional rights of any person.

III. DEFINITIONS

A. "Limited open forum" means that the school grants an offering to or opportunity for one or more

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noncurriculum related student groups to meet on school premises during noninstructional time.

B. "Secondary school" means any school with enrollment of pupils ordinarily in grades 7 through 12 or any portion thereof.

C. "Sponsorship" includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.

D. "Meeting" includes activities of student groups which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.

E. "Noninstructional time" means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place.

IV. FAIR OPPORTUNITY CRITERIA

Secondary schools in this school district shall uniformly provide that:

A. A meeting held pursuant to this policy is voluntary and student-initiated;

B. There is no sponsorship of the meeting by the school or its agents or employees;

C. Employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;

D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and

E. Nonschool persons may not direct, control, or regularly attend activities of student groups.

V. PROCEDURES

A. Any student who wishes to initiate a meeting under this policy shall apply to the principal of the building at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:

1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.

2. The activities or meetings are voluntary and student-initiated. The principal may require assurances of this fact.

B. Student groups meeting under this policy must comply with the following rules:

1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.

2. The groups may not use the school name, school mascot name, school emblems, the school district name, or any name that might imply school or district sponsorship or affiliation in any activity, including fundraising and community involvement.

3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.

C. Students applying for use of school facilities under this policy must provide the following information to the principal: time and date of meeting, estimated number of students in attendance, and special equipment needs.

D. The building principal has responsibility to:

1. Keep a log of application information;

2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.

3. Note the condition of the facilities and equipment before and after use.

4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute school district sponsorship of the meeting or activity.

5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.

E. The school district shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The school district will provide no additional or special transportation.

F. Nonschool persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.

G. School district employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.

H. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

Legal Reference:

20 U.S.C. 4071-74 (Equal Access Act)

Cross Reference:

Moorhead School Board Policy 904: Community Use of School Facilities

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BUSINESS SERVICES MEMO#: B03.075



To: Dr. Larry P. Nybladh

From: Mark Weston *MLW*

Date: June 2, 2003

RE: Art Department Remodeling at the Moorhead Sports Center.

As you are aware the Moorhead High School Art Department will be relocating to the current Elementary Art Department, located at the Moorhead Sports Center. Due to the differences in the curriculum delivery models, it will be necessary to make some modifications to the educational space. Attached to this memo you will find the three lowest price quotes for board approval.

Suggested Resolution: Move to approve the Art Department Remodeling at the Moorhead Sports Center to CB & Sons Electric, Inc. in the amount of \$11,795.00, Peterson Mechanical, Inc. in the amount of \$8,710.00, and Minko Construction, Inc. in the amount of \$27,300.00.

MLW/dmh

Attachments:

CB & SONS ELECTRIC INC.

1020 Center Ave
Moorhead, MN 56560
Phone (218) 233-4775
Fax (218) 233-1938

Steven Bosak, President
Greg Bosak, Vice President
Doug Bosak, Vice President

Low voltage plan:

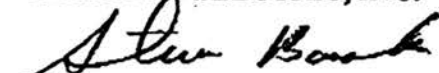
We will remove the existing IDF, the new IDF is to be installed by owner, after the installation is complete we will terminate the 2 fiber cables and the 25 pair copper cable from the football field,

We will install 15 dual cat 5e drops (30 total)
6 floor drops
2 TV projector work stations,
1 TV jack in the computer room

Work will be completed by July 31, 2003

We submit the price of \$ 11,795.00

Sincerely,
CB & SONS ELECTRIC, INC.


Steven Bosak, President

CB & SONS **ELECTRIC INC.**

1020 Center Ave
Moorhead, MN 56560
Phone (218) 233-4775
Fax (218) 233-1938

Steven Bosak, President
Greg Bosak, Vice President
Doug Bosak, Vice President

May 23, 2003

Moorhead Public Schools
810 4th Ave South
Moorhead, Mn 56560

Attn: Mr. Mark Weston

Re: Electrical work for art department remodeling, at the Moorhead Sports Center

Dear Mark:

Work will be done as shown on the blue print from Zerr Berg Architects dated May 5th, with electrical drawn in by Dan Markert.

Lighting:

We will supply and install 2 new 3 lamp troffers for the office, and 2 new exit lights, we will relocate 2 lights and connect to the building emergency lighting circuit, we will install 3 way switching in all 3 rooms, and rewire the first 2 rows in each room to a single pole switch.

Power plan:

We will supply and install 6 poke through floor boxes, these floor boxes will be circuited to the electrical panel by the concession stand on 1st floor.

Receptacles will be installed as shown by the office and new wall, these receptacles will be connect to an existing receptacle circuit.

Receptacles in the computer room will be installed were shown, on the North and West walls these receptacles will be cut into the existing walls. On the South and East walls we will use a surface raceway. These receptacles will be connected to the electrical panel in the weight room.

We will also provide the mounting hardware for the LCD projectors.

PETERSON MECHANICAL, INC.

P.O. Box 302 • 3001 1st Avenue North • Phone 293-7206 • FAX 293-8683

Fargo, North Dakota 58107

May 21, 2003

Mr. Mark Weston
Moorhead Public School District #152
810 - 4th Avenue South
Moorhead, MN 56560

RE: High School Art Department Remodeling

Dear Mr. Weston:

Peterson Mechanical is grateful for the opportunity to provide you the following mechanical proposal for the High School Art Department remodeling project.

We intend to provide the following services listed below.

- ❖ Add 2 supply air diffusers in room 201.
- ❖ Provide plumbing for 2 sinks in room 202. We would require that the East wall in room 202 be furred out to accommodate the new plumbing.
- ❖ Relocate the existing temperature control sensor in room 202.
It is the feeling of this contractor that after air flows are verified the existing temperature control system will be adequate.
- ❖ Add return air transfer ducting and grille in room 204.
- ❖ Verify air flows in rooms 201, 202, and 204 to see if adequate ventilation is being provided from existing system.
- ❖ Our opinion that the existing fire sprinkler system will be adequate for the new rooms 201 and 202.

Base Bid \$8,710.00.

Alternate option to relocate exhaust fan and 6 outlets with ducting. Termination of the venting would be through the roof. The roofing costs will be inclusive in this alternate option.

Alternate option add \$3,500.00.

If you have any questions feel free to contact our office.

Yours truly,



Tom Summerville
Vice President

TS/du

MinKo Construction Inc.

— GENERAL CONTRACTORS —

May 21, 2003

Mark Weston
Moorhead Public School District 152
810 4th Ave. S
Moorhead, MN 56560
Fax 218-284-3333

Re: High School Art Department Remodeling
Moorhead, MN

Dear Mark:

We propose to furnish labor and material for the above mentioned project per drawings dated May 5, 2003, as prepared by Zerr Berg Architects.

DEMOLITION:

1. Remove drywall and metal studs for new Hollow Metal Door 206 and (3) Hollow Metal relites.
2. Remove drywall and metal studs for (2) new Type "A" windows.
3. Sawcut 6" precast wall panels for (2) new Type "A" windows.
4. Remove ceiling grid and tile for new wall locations.

CASEWORK:

1. Supply and install 30" counter tops with 4" valance and metal support brackets in Room 206.
2. Supply and install base cabinets and counter top in Room 202.
3. Supply and install (2) Corion sills at new window Type "A".

CAULKING:

1. Caulk interior and exterior of (2) window Type "A".
2. Caulk (4) hollow metal door frames and (3) relites.
3. Caulk new counter tops in Rooms 202 & 206.

ALUMINUM WINDOWS:

1. Install (2) new Type "A" aluminum windows with 1" tinted glass with break metal trim at the exterior.
2. Install 12 pieces of 1/4" tempered glass for hollow metal relites and sidelite frames.

P.O. Box 6559 — Fargo, ND 58109-6559 — Phone (701) 280-1405 — FAX (701) 280-2646

Equal Opportunity Employer

DRYWALL:

1. Patch metal framing and drywall at (2) new Type "A" windows.
2. Patch metal framing and drywall at (3) hollow metal relites and (1) hollow metal door frame.
3. Instal new 3 5/8" metal stud walls for Office 204 and wall at 201 & 202 with 5/8" drywall both sides and sound batt to deck. Figured deck at 12'-0".

CEILINGS:

1. Patch ceiling grid to new walls. Reinstall salvage ceiling tile.

VINYL BASE:

1. Install vinyl base at new walls color to match existing.

PAINTING:

1. Paint hollow metal door and frames to match existing.
2. Paint new drywall with (1) coat primer and (1) coat latex.
3. Paint existing walls with (2) coats latex.

TOTAL PROPOSAL \$27,300.00

Inclusions:

1. Building permit for our work only.
2. Contractors liability insurance.

Exclusions:

1. Electrical work
2. Mechanical work
3. Performance Bond
4. Builders Risk

Respectfully submitted,



Tim Bonnema

MEMORANDUM P 03.066

TO: Dr. Larry Nybladh

FROM: Ron Nielsen

DATE: June 3, 2003

SUBJECT: Part Time and Substitute Pay Schedule Change

Attached is a copy of the part-time and Substitute Pay Schedule for 2003-2004. This pay schedule covers district employees who are not part of a contract or association. Approval of this pay schedule is requested.

Suggested Resolution: Move to approve the pay schedule as presented.

RN:sh

PART TIME AND SUBSTITUTE PAY SCHEDULE
2003-2004

ADULT ED

Vocational Licensed Teacher (New)	22.33
Vocational Licensed Teacher 2 years	22.82
Vocational Licensed Teacher 3 years or more	23.25
Avocational Teacher	15.42
After-school Healthy Community	14.52
Initiative grant activity leaders	
Program Assistant/Classroom Aide	6.97
Evening Sec/part-time clerical and para	8.57
Catalog Delivery	6.89
Helper	6.12
Kid Source	6.63

SUBSTITUTE TEACHERS

Daily	76.00
10 Day Consecutive same classroom	98.00
30 Day Consecutive same classroom	Daily rate-beginning BA Teacher Salary

Substitute Bonus: \$78/day after 50 days
\$79/day after 75 days
\$80/day after 100 days

LICENSED TUTORS - TEACHERS	20.51
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NOON HOUR SUPERVISORS/FOOD SERVICE WORKERS

Part-time (non-contract) Assistant Server (start)	8.62
After 3 years	8.87
After 5 years	9.12
After 10 years	9.37
Part-time (non-contract) (start)	7.60
After 3 years	7.85
After 5 years	8.11
After 10 years	8.36
Students	7.34

INTERPRETERS/COTA

Part-time (non-contract)	14.71
Freelance	Market

SECRETARIES

Part-time (non-contract)	8.57
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PARAPROFESSIONALS (TEACHERS ASSISTANTS)

Part-time (non-contract)	8.57
Substitute	8.57

CUSTODIANS

Part-time (non-contract)	8.57
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STUDENT HELP	5.78
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Revised 6/02/2003

S-111-B05
6-23-03

INDEPENDENT SCHOOL DISTRICT #152

School Board Meeting
Board Room - Townsite Centre
810 Fourth Avenue South

June 23, 2003

7:00 p.m.

MISSION STATEMENT: To develop the maximum potential of every learner to thrive in a changing world.

ATTENDANCE:

Jim Cummings _____	Carol A. Ladwig _____
Lisa Erickson _____	Kristine Thompson _____
Anton B. Hastad _____	Bill Tomhave _____
Sonia Hohnadel _____	Larry P. Nybladh _____

AGENDA

1. **CALL TO ORDER**

- A. Pledge of Allegiance
- B. Preview of Agenda - Dr. Larry P. Nybladh, Superintendent
- C. Approval of Meeting Agenda

Moved by _____ Seconded by _____
Comments _____

- D. Matters Presented by Citizens/Other Communications
(Non-Agenda Items)

2. **CONSENT AGENDA**

All items on the Consent Agenda are considered to be routine, and have been made available to the Board at least two (2) days prior to the meeting; the items will be enacted by one resolution. There will be no separate discussion of these items unless a board member or citizen so requests, in which event that item will be removed from this agenda

SCHOOL BOARD AGENDA - June 23, 2003
PAGE 2

and considered under separate resolution. To the extent possible, board member inquiries on consent agenda items are to be made directly to the district administration prior to the time of the meeting.

- A. TEACHING/LEARNING MATTERS - Kovash
 - (1) Approval of Student Teacher Agreements - Pages 6-13
 - (2) Acceptance of Gifts - Pages 14-15
- B. BUSINESS SERVICE MATTERS - Weston
 - (1) Approval of Contracted Bus Routes - Page 16
- C. HUMAN RESOURCE MATTERS - Nielsen
 - (1) Approval New Employees - Page 17
 - (2) Approval of Change in Employment Contract - Page 18
 - (3) Approval of Change in Retirement Date - Page 19
 - (4) Approval of EXCEL Summer School Employment - Pages 20-21
 - (5) Approval of Resignation - Page 22
- D. SUPERINTENDENT MATTERS - Nybladh

Suggested Resolution: Move to approve the Consent Agenda as presented.

Moved by _____ Seconded by _____
Comments _____

3. **COMMITTEE REPORTS**

4. **APPROVAL OF INSURANCE BIDS:** Weston
Pages 23-27

Suggested Resolution: Move to approve the insurance packages as recommended by Tom Quam of Bremer Insurance.

Moved by _____ Seconded by _____
Comments _____

SCHOOL BOARD AGENDA - June 23, 2003

PAGE 3

5. **APPROVAL OF POLICY:** Nybladh

Pages 28-31

Suggested Resolution: Move to approve policy, Disposition of Obsolete Equipment and Material (833), as presented.

Moved by _____ Seconded by _____
Comments _____

6. **APPROVAL OF POLICY:** Nybladh

Pages 32-35

Suggested Resolution: Move to approve policy, Equal Access to Moorhead Area Public School Facilities (702), as presented.

Moved by _____ Seconded by _____
Comments _____

7. **APPROVAL OF POLICY:** Nybladh

Pages 36-38

Suggested Resolution: Move to approve policy, Public Solicitation in Moorhead Area Public Schools (906), as presented.

Moved by _____ Seconded by _____
Comments _____

8. **APPROVAL OF STUDENT HANDBOOKS:** Kovash

Pages 39-74

Suggested Resolution: Move to approve the Moorhead Senior High School and Junior High Handbooks as presented.

Moved by _____ Seconded by _____
Comments _____

SCHOOL BOARD AGENDA - June 23, 2003

PAGE 4

9. **APPROVAL OF 2003-2004 ANNUAL OPERATING PLAN:** Weston

Page 75

Suggested Resolution: Move to approve the 2003-04 Annual Operating Plan which includes the preliminary budget for the 2003-04 school year.

Moved by _____ Seconded by _____
Comments _____

10. **HEALTH AND SAFETY PLAN:** Nielsen

Pages 76-84

Suggested Resolution: Move to accept Attachment 99 criteria for the school district's Health and Safety Plan.

Moved by _____ Seconded by _____
Comments _____

11. **OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD**

12. **CLOSE PUBLIC MEETING:** Thompson

Suggested Resolution: Move to close the public meeting at _____ p.m., pursuant to M.S. 471.705 to conduct the Superintendent's annual evaluation.

Moved by _____ Seconded by _____
Comments _____

13. **OPEN PUBLIC MEETING:** Thompson

Suggested Resolution: Move to reopen the public meeting at _____ p.m.

Moved by _____ Seconded by _____
Comments _____

14. **ADJOURNMENT**

SCHOOL BOARD AGENDA - June 23, 2003**PAGE 5****CALENDAR OF EVENTS**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
ESY Spec Ed Elementary	June 16-July 24 T, W, Th	7:30-12:30	Probstfield/Riverside
ESY Spec Ed Secondary	June 16-July 24 T, W, Th	7:30-12:30	High School
EXCEL Summer Prog (K-6)	June 17-July 24 T, W, Th	7:30-12:30	Probstfield
Migrant School	June 11-July 18	8 am - 5 pm	Probstfield
Detention Care/Shelter Care	Ongoing		Reg Juvenile Detention
EXCEL Summer Academy (Grades 7-8)	June 17-July 24 (Mon-Thurs)	7:30 - 1 pm	Edison
EXCEL Summer Academy (Grades 9-12)	June 17-July 24	M-F day and evening	RRALC
Summer Band	June 9-July 3	M-F	Riverside
Adult Basic Educ	June, July and August	Ongoing	Townsite Centre
Driver's Education	June 9-20	7:30-10:30 am	High School
Early Childhood Screening	June 30		Lincoln
ECFE	June and Aug	Ongoing	Lincoln
Early Childhood Screening	July 1	TBD	Lincoln
School Board	July 14	7 pm	Board Room
Basic Standard Test (Wrtg)	July 22	7:30-1 pm	Various Bldgs
Basic Standard Test (Rdg)	July 23	7:30-1 pm	Various Bldgs
Basic Standard Test (Math)	July 24	7:30-1 pm	Various Bldgs
School Board	July 28	7 pm	Board Room
Early Childhood Screening	July 4-5	TBD	Lincoln
School Board	August 11	7 pm	Board Room
School Board	August 25	7 pm	Board Room
Summer Orchestra	Aug 18-22	M-F	TBD
First Day to File for School Board Election (Filing closes September 9)	August 26		

JUN 17 2003

OFFICE OF TEACHING & LEARNING MEMO #: I.03.211



TO: Dr. Larry Nyblad
FROM: Lynne Kovash *LK*
SUBJECT: Student Teacher Agreement
DATE: June 16, 2003

The administration requests approval of the agreement with the University of North Dakota for student teachers.

Attached is the agreement with University of North Dakota for the 2003-2004 school year for the Moorhead Area Public School District to serve as a student teacher center. Moorhead Area Public School Policy 921 supports the agreements with universities and colleges to provide field experiences for pre-service teachers.

The cooperating teacher(s) agree to assist and supervise the student teacher(s). An honorarium will be provided for each student teacher supervised. Additional help to the student teacher(s) and the cooperating teacher(s) will be provided by the Teacher Education faculty through visits to the school by teacher educators representing University of North Dakota

SUGGESTED RESOLUTION: Move to approve the student teaching agreement with University of North Dakota for the 2003-04 school year.

LAK/smw

COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT
OFFICE OF TEACHER EDUCATION
P.O. BOX 7189
GRAND FORKS, NORTH DAKOTA 58202-7189
PHONE: (701) 777-4128
FAX: (701) 777-4393

May 20, 2003

Principal Mary Jo Schmid
Riverside Elementary
310 14th Avenue South
Moorhead, MN 56560

RE: Nicole Sailer, Student Teacher

Dear Ms. Schmid:

Enclosed you will find two copies of our College of Education Affiliation Agreement. This agreement relates to our teacher education student participating in a guest student teaching assignment in your school district. Our accrediting body requires that we establish such an agreement with each school district that hosts our student teachers.

After reviewing the agreement, please sign both copies where indicated, retain one copy for your records and **return the second copy back to me in the envelope provided**. If this agreement needs to be reviewed by another individual or committee, please forward it to them as soon as possible to expedite the process.

If you should have any questions please feel free to give me a call, (701) 777-4719.

Thank you for your prompt attention and for accepting our student teacher!

Respectfully,



Margaret Shaeffer, Ph. D.
Director of Teacher Education
Education and Human Development
Email: margaret_shaeffer@und.nodak.edu

Enclosures

AFFILIATION AGREEMENT

This Agreement is made by and between the College of Education and Human Development of the **University of North Dakota**, Grand Forks, North Dakota, hereinafter referred to as the "University," and **Riverside Elementary** of Clay County, Moorhead, Minnesota hereinafter referred to as the "School."

WHEREAS, the State of North Dakota, doing business as the University of North Dakota, is currently conducting Teacher Education Curriculum within the University and desires to obtain field experience for students enrolled in the curriculum; and

WHEREAS, the School is committed to the professional education and training of education students and is willing to assist in their education by providing opportunities to complete a field experience.

NOW THEREFORE, the University and School agree as follows:

I. THE UNIVERSITY AGREES:

- 1.1 To be responsible for meeting program accreditation requirements.
- 1.2 To provide a field-based instruction manual to the School and students that outlines standards of performance and guidelines for the teaching experience.
- 1.3 To inform students of the confidential nature of all School records.
- 1.4 To assign a contact person who will serve as a liaison between the School and the University.
- 1.5 To inform the students that they must adhere to the administrative policies and procedures of the School.
- 1.6 In the case of student teaching, to pay a stipend to the cooperating teacher in an amount agreed upon by both parties. No extra amounts will be paid for conferences or other activities that demand the time of cooperating teacher in carrying out his or her obligation as a cooperating teacher. No stipends are paid for field experiences.

II. THE SCHOOL AGREES:

- 2.1 To provide students of the University an opportunity to work cooperatively in a teacher-learning situation with a teacher certified by the state in which the School is located.
- 2.2 To supervise and instruct the students during the experience.
- 2.3 To conduct student performance evaluations as directed by the University.

- 2.4 To notify the University immediately if a student is not performing satisfactorily. The School will follow any oral notice made under this paragraph with a written memorandum.
- 2.5 To orient students to the School and its policies, procedures, rules, and regulations applicable to their conduct while in the School.
- 2.6 To supply the University with copies of any policies or procedures with which the students will be expected to comply.

III. THE UNIVERSITY AND THE SCHOOL AGREE:

- 3.1 That the number of students placed in the School, the duration, and the timing of the experience shall be mutually agreed upon.
- 3.2 To collaborate in identifying specific experience objectives, the student assignments, and learning activities for each student placed in the School.
- 3.3 That the School may exclude from participation any student: whose performance is determined to be detrimental to the School's students; who fails to comply with proper channels of communications and/or with established School policies and procedures; or whose performance is otherwise unsatisfactory, including any student who is unable to maintain compatible working relationships with the School's employees, or whose health status may prevent required attendance and student's successful completion of the field experience.

IV. LIABILITY

- 4.1 Each party shall be responsible for claims, losses, damages, and expenses which may arise out of negligent or wrongful acts or omissions of that party or its agents or employees, acting within the scope of their duties in the performance of this Agreement.
- 4.2 The liability of the University is as provided in chapter 32-12.2 of the North Dakota Century Code and subject to the limitations contained therein. The liability of the School is as provided under the laws of the state in which the School is located.
- 4.3 Nothing herein shall preclude with party from asserting against third parties any defenses to liability it may have under applicable law or be construed to create a basis for a claim or suit when none would otherwise exist.

V. TERM AND TERMINATION OF AGREEMENT

- 5.1 This Agreement shall be effective beginning August 2003, and shall continue through May 2004.
- 5.2 Either party may terminate this Agreement on thirty (30) days' notice. In the event of termination under this section, any student currently placed at the School for a field experience will be allowed to finish that field experience.

VI. NONDISCRIMINATION

The University and the School agree to comply with all applicable laws, rules, regulations, and policies, including, but not limited to, those relating to nondiscrimination, accessibility, and civil rights.

VII. NOTICES

All notices or other communications purporting to exercise or otherwise affect rights and duties under this Agreement shall be given by registered or certified mail, addressed to the parties as indicated below, and are complete on the date mailed.

UNIVERSITY:

Margaret Shaeffer
University of North Dakota
College of Education & Human Development
PO Box 7189
Grand Forks, ND 58202-7189

SCHOOL:

Riverside Elementary
310 14th Ave. S.
Moorhead, MN 56560

VIII. MODIFICATION

This Agreement may not be waived, altered, modified, supplemented, or amended in any manner except by written agreement signed by both parties.

IX. SEVERABILITY

If any term or provision of this Agreement is declared by a court having jurisdiction to be illegal or unenforceable, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties are to be construed and enforced as if the contract did not contain that term or provision.

X. MERGER

This Agreement constitutes the entire agreement between the parties. There are no understanding, agreements, or representations, oral or written, not specified within this Agreement.

XI. WAIVER

The failure of either party to exercise any of its rights under this Agreement for a breach thereof shall not be deemed to be a waiver of such rights, and no waiver by either party, whether written or oral, expressed or implied, of any rights under, or arising from, the Agreement shall be binding on any subsequent occasion; and no concession by either party shall be treated as an implied modification of the Agreement unless specifically agreed in writing.

XII. INDEPENDENT CONTRACTORS

The parties are independent contractors and neither shall act as an agent for the other party, nor shall either party be deemed to be an employee of the other party for any purpose whatsoever. Neither of the parties shall have any obligations on the other party's behalf, nor commit the other party in any manner whatsoever without the other party's expressed prior written consent. Any promotional business representation by either party of the other shall be approved in advance.

XIII. HEADINGS

Paragraph headings are for quick reference and convenience only and do not alter, amend, or otherwise affect the terms and conditions set out herein.

APPROVED FOR:

By: _____
(Authorized Signature)

Title: _____

Date: _____

APPROVED FOR:

UNIVERSITY OF NORTH DAKOTA

By: Margaret B. Shaffer
(Authorized Signature)

Title: Director of Teacher Education

Date: 5-20-3

JUN 17 2003

OFFICE OF TEACHING & LEARNING MEMO #: I.03.210



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Student Teacher Agreement
DATE: June 16, 2003

The administration requests approval of the agreement with North Dakota State University for student teachers.

Attached is the agreement with North Dakota State University for the 2003-2004 school year for the Moorhead Area Public School District to serve as a student teacher center. Moorhead Area Public School Policy 921 supports the agreements with universities and colleges to provide field experiences for pre-service teachers.

The cooperating teacher(s) agree to assist and supervise the student teacher(s). An honorarium will be provided for each student teacher supervised. Additional help to the student teacher(s) and the cooperating teacher(s) will be provided by the Teacher Education faculty through visits to the school by teacher educators representing North Dakota State University.

SUGGESTED RESOLUTION: Move to approve the student teaching agreement with North Dakota State University for the 2003-04 school year.

LAK/smw
Attachment

May 13, 2003

The following AGREEMENT is an expression of professional cooperation between North Dakota State University and the school district identified below in providing student teaching opportunities for students enrolled in the professional education program.

The Teacher Education Program at North Dakota State University will assign a student teacher(s) to the student teaching site for a minimum period of 7 to 15 weeks of full-time participation. The actual number of student teachers will remain flexible.

The student teacher(s) will be encouraged to assume the responsibilities of regular teachers and to comply with the policies of the school system. At the discretion of the cooperating teacher(s), the student teacher(s) will be expected to increase gradually the number of classes taught until the typical load of a full-time teacher is assumed.

The cooperating teacher(s) agrees to assist and to supervise the student teacher(s). An honorarium will be provided according to the state guidelines for each student teacher supervised. Additional help to the student teacher(s) and the cooperating teacher(s) will be provided by the Teacher Education faculty through visits to the school by teacher educators representing NDSU.

This agreement will be in effect until terminated by an advance written notice of 30 days to the other party, given by either a representative of the school district or by a representative of the School of Education.

THIS AGREEMENT is approved by the following:

Moorhead School District
School/District

Moorhead, MN 56560
Town/City, State, ZIP Code

By School District Administrative Representative:

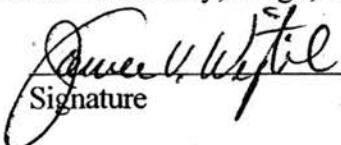
Larry Nybladh - Administrator
Printed Name and Title

Signature

Date

By the School of Education, North Dakota State University, Fargo, North Dakota:

James V. Wigtil
Chair, School of Education


Signature

5-13-03
Date

Kim A. Overton
Student Teacher Coordinator


Signature

5-13-03
Date

mas

13

JUN 17 2003

OFFICE OF TEACHING & LEARNING MEMO #: I.03.214



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Gift Acceptance
DATE: June 16, 2003

Moorhead Senior High School Automotive Department has received the following donations:

2003 Pontiac Vibe GT Vehicle, VIN # 5Y2SN62L53Z400009, Donation # 70000004697 from General Motors Corp. GM/GM-CVO estimated at \$15,363.94 and a 2001 Saturn Vehicle, VIN # 1G8ZP12801Z0008EX from General Motors Corp through General Motors ASEP Program with a estimated value of \$12,000.00.

Materials to assemble into Automotive Electronic Training kits to be used in classroom instruction in Automotive Class from Project 2000+ for AYES schools with an estimated value of \$3,000.00 and also (1) one Fluke 88 Multimeter with an estimated value of \$389.00.

SUGGESTED RESOLUTION: Move to approve the gifts as presented and direct that letter of thanks be sent.

LAK/smw

OFFICE OF TEACHING & LEARNING MEMO #: I.03.209



JUN 17 2003

TO: Dr. Larry Nybladh
 FROM: Lynne Kovash *LK*
 SUBJECT: Gift Acceptance
 DATE: June 16, 2003

The district has received gifts from the following business and civic groups to provide transportation costs for School Safety Patrol members to attend baseball games. This year patrol members from Robert Asp, Thomas Edison, George Washington and St. Joseph's attended a Twins vs Oakland baseball game on Wednesday, May 29. Probstfield and Riverside had a picnic supper and attended a Red Hawk's game on Monday, June 2. These trips were arranged to give the patrol members a reward for a job well done.

* Moorhead American Legions Post 21	\$1500.00
* Moorhead VFW Auxiliary Post 1223	1000.00
* Clay County Safety Council	600.00
* George Washington PTAC	500.00
* Robert Asp PTAC	250.00
* Thomas Edison PTAC	500.00
* Riverside PTAC	500.00
* Probstfield PTAC	500.00
* Education Moorhead	300.00
* Ward Muscatell Automotive Group Inc.	50.00
* John C. Arneson Agency	110.00
* Randy's Electric	100.00
* Vikingland Kiwanis	250.00
* St. Joseph Home & School Association	165.00
* Moorhead Knights of Columbus	500.00
* Heartland Seeds	100.00
* Mrs. Grace Clark	100.00

Mr. Lyle Clark was a loyal supporter of the School Safety Patrol program in the Moorhead School. He worked for years to help finance the safety patrol baseball experience for the students through his membership in many local service organizations. The \$100.00 contribution by his wife Grace is a memorial to Lyle for the Safety Patrol Program.

SUGGESTED RESOLUTION: Move to accept the gifts as presented and direct that letters of thanks be sent.

LAK/smw



To: Dr. Larry P. Nybladh
From: Mark Weston *MLW*
Date: June 17, 2003
RE: Contracted Bus Routes

As you might recall, the school district bid out all bus routes two years ago. The bids were for two years with an option to negotiate the next two years on a year by year basis. At this time we have reached a tentative agreement with all four vendors for a 2% increase for the 2003-2004 bus routes. When one realizes the significant increase in insurance and a slight cost of inflation for these vendors, I believe this is a favorable agreement for the school district. Please contact me should you have any questions regarding this issue.

Suggested Resolution: To issue a contract to the following transportation providers for the 2003-2004 school year at a rate of 2% over the 2002-2003 bid rate: Schuck Bus Service; Richards Transportation Service; Red River Acquisitions and Nelson School Buses Inc.

MLW/dmh

MEMORANDUM

P 03.073

TO: Dr. Larry Nybladh
FROM: Ron Nielsen
DATE: June 17, 2003
SUBJECT: New Employees

The administration requests approval of the employment of the following persons subject to satisfactory completion of federal, state, and school district statutes and requirements:

Diane Cobbs	Kindergarten Spanish Immersion Teacher, Probstfield, BA (0) \$26,853.00, effective for the 2003-2004 school year. (Replace Claudia Araujo)
Jeremy Blake	Math Teacher, Senior High, MA (1) \$32,842.00, effective for the 2003-2004 school year. (Replace Brent Aasby)
Melina Vega	Grade 2 Spanish Immersion Teacher, Probstfield, BA (2) \$28,856, effective for the 2003-2004 school year. (Replace Amy Hansen)
Sara Williams	School Psychologist, Robert Asp, MA+30 (2) \$37,544.00, effective for the 2003-2004 school year. (Replace Amy Hoffer)

Suggested Resolution: Move to approve the employment of Diane Cobbs, Jeremy Blake, Melina Vega and Sara Williams as presented.

RN:sh

JUN 17 2003

MEMORANDUM P 03.074

TO: Dr. Larry Nybladh

FROM: Ron Nielsen

DATE: June 17, 2003

SUBJECT: Change in Employment Contract

The administration requests approval of the change in employment contract of the following person:

GayeLynn Tunheim	LD Teacher Riverside, .50 FTE to Full-Time DCD/LD Teacher, Probstfield, BA (2.5) \$29,359.50, effective for the 2003-2004 school year. (Replace Kyle Edgerton)
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Suggested Resolution: Move to accept the change in contract for GayeLynn Tunheim as presented.

RN:sh

JUN 17 2003

MEMORANDUM P.03.072

TO: Dr. Larry Nybladh

FROM: Ron Nielsen

DATE: June 17, 2003

SUBJECT: Change in Retirement Date

The administration requests approval of the change in retirement date for the following person:

Harley Sommerfeld Band Teacher, Robert Asp, change retirement date from August 1, 2003 to June 5, 2003.

Suggested Resolution: Move to accept the change in retirement date for Harley Sommerfeld as presented.

RN:sh

MEMORANDUM

P 03.075

JUN 17 2003

TO: Dr. Larry Nybladh

FROM: Ron Nielsen

DATE: June 17, 2003

SUBJECT: Excel Summer School Employees

The administration requests approval of the employment of the attached list of employees for the Excel Summer School Program for 2003.

Suggested Resolution: Move to approve the employment of the attached sheet of Excel Summer School employees.

RN:sh

Attachment

EXCEL Summer 2003 Program Budget and Staff Information

EXCEL Summer 2003 begins June 17 and runs through July 24, three days per week, Tuesday, Wednesday, and Thursday, and runs concurrently with Extended School Year. Probstfield doors open at 7:30 am for early arrival with optional breakfast at 8:30. Classes begin at 9:00 and finish at 12:00. A lunch is optional with buses departing at 12:30.

EXCEL Summer 2003 brochures were mailed to families of children in grades K-6 who have received support services throughout the school year, such as Title I, ESL or Targeted Services. Courses, described in the brochure, have been designed by 30 teachers to accelerate basic reading, writing and math skills through high interest content. A potential of 6 paraprofessionals will be hired to support learners in the classroom. One teacher will be hired to oversee the day-to-day support of the children and teachers. Classes will be offered and teachers and paraprofessionals hired depending upon total enrollment.

The EXCEL and Migrant Summer program share resources. For example, the Migrant program enables EXCEL to offer optional breakfast and lunch and purchases classroom consumables. EXCEL pays for the librarian, half of the ESL support, clerical and half of the custodial support.

In total, the estimated costs of the EXCEL Summer Program are expected to be the following:

Staff - Transition Dollars	\$84,344.89
Staff - Title I	\$29,407.08
Materials/Supplies - Title I	\$650.00
Transportation - Transition	<u>\$12,000.00</u>
Total Dollars	\$126,401.97

EXCEL Summer School Staff

Diana Johnson - Teacher
 Jan Klungtvedt - Teacher
 Sally Doran - Teacher
 Nancy Oster - Teacher
 Christen Rich - Teacher
 Claudia Araujo - Teacher
 Monica Olivares - Teacher
 Carrie Lawrence - Teacher
 Emily Nerland - Teacher
 Stacy Swanson - Teacher
 Lori Woods - Teacher
 Susan Kolstad - Librarian
 Sayra Cray - ESL
 Mark Kolstad - Clerical
 Becky Wolford - Teacher
 Linda Landgraf - Teacher
 Amy Luck - Teacher
 Lannette Christmann - Teacher
 Chad Durand - Teacher
 Diane Johnson - Teacher
 Michael Dahlberg - Teacher
 Shannon Dahlberg - Teacher
 Paul Larson - Teacher
 Beth Ustanko - Teacher
 Cheri Puetz - Teacher
 Jamie York - Teacher
 Barb Stack - Teacher
 Tiffani Erickson - Teacher
 Janelle Halverson - Teacher
 Michelle Sailer - Teacher
 Palma Wright - Teacher
 Janet Olson - Teacher
 Lisa Seljevold - Teacher
 Cheryl Keenen - Site Manager
 Peggy Emmel - Paraprofessional
 Lisa Denny - Paraprofessional
 JoAnn Helmstetter - Paraprofessional
 Anne McLarnan - Paraprofessional
 Genoveva Zammerron - Paraprofessional
 Deziree Gonzales - Paraprofessional

TO: Dr. Larry Nybladh

FROM: Ron Nielsen

Date: June 17, 2003

SUBJECT: Resignation

The administration requests approval of the resignation of the following person:

Angela Albright Occupational Therapist, District Wide, effective immediately.

Suggested Resolution: Move to accept the resignation of Angela Albright as presented.

RN:sh

BUSINESS SERVICES MEMO#: B.03.081



To: Dr. Larry P. Nybladh

From: Mark Weston *MLW*

Date: June 17, 2003

RE: Insurance Renewals

Attached please find a letter dated June 17, 2003 from Tom Quam of Bremer Insurance detailing the insurance quotes received.

Effective July 1, the school district's insurance packages will expire. Our current agent of record, Bremer Insurance, has been in the process of soliciting quotes for the past two months. I have asked Tom Quam of Bremer Insurance to attend the regularly scheduled School Board meeting on June 23, 2003 to discuss the quotes received and trends that he sees in the insurance industry.

Suggested Resolution: Move to approve the insurance packages as recommended by Tom Quam of Bremer Insurance.

MLW/dmh
Attachment:

June 17th 2003

ISD #152 Moorhead
Mark Weston: Assistant Superintendent of Business Services
810 Fourth Street South
Moorhead MN 56560

Dear Mark Weston & School Board:

We are pleased to bring you your renewal insurance proposals, as provided to us by your current insurance carriers. Our lead insurance company for your property and liability insurance package is Continental Western Insurance Co. We are also presenting the renewal offer for Minnesota School Board Insurance Trust. As their offer was not competitive, we will not spend a great deal of time examining their proposal. In the remainder of our proposal documents, we will compare for you your expiring versus renewal insurance premium costs.

Coverage Description	-Expiring Premium	~ Renewal Premium	-	MSBAIT Option
Property Coverage	\$121,860.00	\$107,316.00		\$167,439.00
Liability Coverage	\$ 19,256.00	\$ 29,166.00		\$ 34,459.00
Crime Coverage	\$ 1,503.00	\$ 1,791.00		\$ 3,510.00
Inland Marine	\$ 6,852.00	\$ 12,682.00		\$ 19,388.00
Auto (Auto Owners Ins Co)	\$ 25,796.12	(Tri-State) \$ 27,155.00	(MSBAIT)	\$ 45,681.00
Garage Keepers Liability	\$ 750.00	\$ 1,529.00		\$ 1,815.00
Terrorism Surcharge	Not applicable	\$ 1,524.00		Included
Boiler & Machinery	\$ 9,357.55	(Hartford) \$ 10,726.68	(Hartford)	\$ 10,726.68
Excess Liability	\$ 5,287.00	\$ 6,405.00		\$ 21,905.00
School Leaders E&O(AIG)	\$ 12,677.00	(AIG) \$ 16,117.00	MSBAIT)	\$ 24,028
Terrorism Surcharge	Not applicable	\$ 1,289.00		Not applicable
Total Premium	\$203,613.67	\$215,700.68		\$328,951.68

Property Changes: Your expiring real and personal property coverage limit was \$98,439,222 for all locations. These limits are blanketed by location. Your new property coverage limit will be \$87,851,410. This reduction in property values comes as a result of deleting the Voyager building complex, as those buildings have been demolished. (see Voyager valuation summary)

Several new School buildings are currently under construction that are not contemplated in your renewal pricing, as they are not yet insured on your package policy. *"For your information, we'll review the builders risk coverage limits and premium cost, for each insured project"*

Building Description	-Builders Risk Coverage Limit	- Coverage dates	- Project Premium
New Middle School	\$26,931,862	3-24-03 to 8-24-04	\$47,692
Sr High Addition	\$13,810,862	5-15-03 to 9-15-04	\$23,017
New K-5 th Elementary	\$11,742,123	6-6-03 to 8-6-04	\$17,131

Moorhead School has reduced the number of buildings insured, with the demolition of the Voyager complex. Reductions of insured school properties will take place at various times in the next few years as your new buildings are completed and ready for occupancy. Effective 6-6-03, the following School buildings were taken off of your insured property schedule.

Building Description	-	Insurance Provided - Expiring Insured Value
12-1 St Francis de Sales School 1330 8 th Ave	Building	\$1,690,240
	Contents	\$ 36,720
12-2 St Francis de Sales Convent	Building	\$ 418,710
12-3 St Francis de Sales Classroom	Building	\$ 72,320
	Contents	\$ 25,000
13-1 St Francis de Sales Church 804 13 th St North	Building	\$1,065,590
13-2 St Francis de Sales Rectory	Building	\$ 214,710
13-3 St Francis de Sales Garage	Building	\$ 11,120
Total Value of Deleted Property		\$3,534,410

General Liability: Only those changes in teacher and student population counts you have provided to us would have resulted in any liability basis changes. We have requested no other liability coverage changes for your renewal policy period.

Crime Coverage: No changes were made or requested for your renewal policy period

Inland Marine Coverages: Your computer hardware coverage limit has been increased from \$2,075,000 to \$3,225,080 on a blanket insured valuation basis.

Garage Keepers Legal Liability: No changes were made or requested for your renewal policy period.

School Leaders Errors & Omissions Liability: Your current School Leaders Errors and Omissions insurance carrier "American International Group," has provided you with their renewal offer. AIG is one of the few insurance companies that continues to write School Leaders Errors & Omissions Insurance protection, because of the frequent claims filed against schools for a variety of covered perils. Your deductibles for the coverages provided is \$10,000 for Directors and Officers and \$50,000 for Employment Practices Liability. Your Employment Practices Liability deductible had been \$25,000 for your expiring policy period. The deductible has been increased to \$50,000 because of the number of teachers employed in your school district.

Umbrella: No changes were made or requested for your renewal policy period.

School Vehicle Insurance Coverages: Due to the many windshield and collision losses to your vehicle fleet, you may choose to increase your comprehensive deductible from the current \$100 limit to \$500. You may also consider increasing your collision deductible from \$250 to \$1,000. The premium savings to increase your physical damage deductibles would be \$1,216. If you choose, you can remain at the expiring \$100/\$250 deductibles. However, if the many small claims you have experienced continue, your favorable fleet insurance premiums may be jeopardized.

Your expiring auto policy is insured through Auto Owners Insurance Company. Auto Owners has been your most competitive option for insuring your fleet, until this year. Continental Western has presented us with your most competitive option this year. Your Auto Owners fleet premium for your 2003 to 2004 renewal premium is \$35,981.60

Several auto-changes were also made during the past year, which would also affect your renewal insurance rates. The changes we have made for your vehicle fleet, are as follows.

Vehicle Description	Description of Coverage Change
1975 Chev El Camino	Vehicle deleted effective 4-29-03
1975 Chev Bus	Vehicle deleted effective 4-29-03
1984 Ford LTC Wagon	Vehicle deleted effective 4-29-03
2003 Chev ¾ ton P/U	Vehicle added effective 4-29-03
2003 Chev Impala 4-door Sedan	Vehicle added effective 4-29-03
2003 Chev Impala 4-door Sedan	Vehicle added effective 4-29-03
1996 Chev Lumina	Vehicle deleted effective 2-22-03

As agreed, we always shop many insurance markets to see if we can significantly improve your premium position without a reduction in coverage. The following insurers were approached for your renewal insurance coverage needs, these are our responses.

Name of Carrier	Response to Bid Request
MSBAIT	Proposal summary shown on page one of this document
Tri-State Insurance	Proposal shown on page one of our quote, "Fully Insured Plan"
AIG Insurance	School Leaders Errors & Omissions quote, shown on page one
Hartford Steam Boiler	Renewal Equipment Failure policy quoted as shown on page one
Auto Owners	Renewal School vehicle fleet proposal is too high this year

In the past we have also looked to St Paul Insurance Company as well as Employers Mutual, for insuring Public School Districts. St Paul will no longer write new Public School business. Employers' Mutual was not approached as Bremer Insurance no longer is contracted as a producing agency for this company.

June 17th 2003
ISD #152, Moorhead
Page Four

Terrorism Coverage is included in your renewal insurance proposals, subject to an additional premium charge, which is already included in our proposal. The additional premium cost for Terrorism coverage on your Continental Western policy is \$1,524. The additional cost to your AIG School Leaders coverage is \$1,289. If you do not desire Terrorism coverage, you will need to sign a waiver request form deleting Terrorism coverage from your policies.

If you need any additional information, please let us know. We will order your renewal insurance contracts, once you give us the go ahead to do so. Please also let us know what additional changes we need to make for your package of insurance coverages, which we are providing for you.

For your ease in reviewing the current coverages provided by our agency, we are enclosing a formal insurance proposal in addition to this summary changes letter. If you see any coverage discrepancies in our proposal, please bring them to our attention.

Thank you for placing your insurance business and trust with Bremer Insurance Agencies Inc. Your patronage of Bremer Financial Services is greatly appreciated. We stand committed to meeting your banking, investment and insurance service needs now and into the future. Please let us know if we are meeting with your School's service expectations. If we are not, how can we improve our service to you?

Sincerely,

A handwritten signature in dark ink, appearing to read 'Tom Quam', with a long horizontal flourish extending to the right.

Tom Quam,
Commercial Insurance Specialist

Enc.

MEMO #: S-03-132

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent *LPN*

DATE: June 17, 2003

RE: Approval of Policy

Attached please find policy, Disposition of Obsolete Equipment and Material (833), for your review.

Suggested Resolution: Move to approve policy, Disposition of Obsolete Equipment and Material (833), as presented.

LPN:mde
Attachment

❖ Policies and Procedures ❖

Code: 833
Category: Policy of the School Board / Moorhead, MN
Section: 800 BUSINESS SERVICES
Name: Disposition of Obsolete Equipment and Material
Adopted: 8/8/1978
Revised: 5/11/1998
Reviewed: 3/27/1990 3/22/1994 5/11/1998
Policy: ~~Sale, Disposal and Recycling of Books, Equipment and Supplies (School Properties Disposal Procedure)~~

I. PURPOSE

~~The school district shall be allowed to sell, give away, dispose of and/or recycle books, equipment and supplies that are no longer useful to the district.~~

II. GENERAL STATEMENT OF POLICY

~~1. The board shall be governed by the provisions of Minnesota Statute 123.36, Subd. 2, which reads as follows, "The board shall purchase, sell, and exchange school apparatus, furniture, stoves, buses, and other equipment as may be deemed necessary by the board for school purposes."~~

~~2. School property which has been released by its user as no longer needed for the school program shall first be offered to school administrators and other personnel for possible use in other phases of the school program.~~

~~3. When there is no reasonable use for school property within the school district, it may be offered for sale to school personnel and the general public. The administration shall place a value on the properties consistent with the market for such properties.~~

~~4. Where it appears that the sale value of the property will exceed \$2,500, written sealed bids will be solicited.~~

~~5. Proceeds of sale of excess books and supplies shall be deposited in the general fund and proceeds of sale of excess equipment shall be deposited in the capital outlay account unless otherwise designated by the board of education.~~

~~6. Sales to Employees: No officer or employee of the school district shall sell (or procure for sale or possess or control) to any other officer or employee of the school district any property or materials owned by the school district unless sold at a public auction, or by the quotation procedure specified above, or by sealed bid after reasonable public notice where the employee is the highest bidder and is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district in any 12-month period. This section shall not apply to the sale of property or materials acquired or produced by the school district in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the normal course of the employee's duties.~~

I. PURPOSE

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of

obsolete equipment and material.

II. GENERAL STATEMENT OF POLICY

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

III. DEFINITIONS

A. "Contract" means an agreement entered into by the school district for the sale of supplies, materials or equipment.

B. "Official newspaper" is a regular issue of a qualified legal newspaper.

IV. MANNER OF DISPOSITION

A. Authorization.

The superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent shall be authorized to properly dispose of used books, materials and equipment deemed to have little or no value.

B. Contracts Over \$50,000 (\$35,000 for School Districts of Less Than 2,500 Population).

1. If the value of the equipment or materials is estimated to exceed \$50,000 (\$35,000 for school districts of less than 2,500 population), sealed bids shall be solicited by two weeks' published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.

2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.

3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.

4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise.

5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.

6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening.

C. Contracts From \$10,000 to \$50,000 (\$35,000 for School Districts of Less Than 2,500 Population).

If the amount of the sale is estimated to exceed \$10,000 but not to exceed \$50,000, (\$35,000 for school districts of less than 2,500 population), the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when

possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts Less Than \$10,000

If the amount of the sale is estimated to be \$10,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Notice of Quotation

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

F. Sales to Employees

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless sold to a school district employee after reasonable public notice, at public auction or by sealed response, where the employee is the highest bidder and is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district in any 12-month period. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the normal course of the employee's duties.

G. Exceptions for Surplus School Computers.

A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computers and related equipment by conveying the property and title to:


1. another school district;
2. the state department of corrections;
3. the board of trustees of Minnesota State Colleges and Universities; or
4. the family of a student residing in the district whose total family income meets the federal definition of poverty.

Legal References:

Minnesota Statute 15.054 (Public Employees Not to Purchase Merchandise from Governmental Agencies; Exceptions; Penalty)
Minnesota Statute 123B.29 (Sale of School Building at Auction)
Minnesota Statute 123B.52 (Contracts)
Minnesota Statute 471.345 (Uniform Municipal Contracting Law)
Minnesota Statute 645.11 (Published Notice)
Minnesota Statute 13.591 (Business Data)

MEMO #: S-03-135

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent 

DATE: June 17, 2003

RE: Approval of Policy

Attached please find policy, Equal Access to Moorhead Area Public Schools Facilities (702), for your review.

Suggested Resolution: Move to approve policy, Equal Access to Moorhead Area Public Schools Facilities (702), as presented.

LPN:mde
Attachment

❖ Policies and Procedures ❖

Code: 702
Category: Policy of the School Board / Moorhead, MN
Section: 700 NON-INSTRUCTIONAL OPERATIONS
Name: Equal Access to Moorhead Area Public Schools Facilities
Adopted:
Revised:
Reviewed:
Policy: I. PURPOSE

The purpose of this policy is to implement the Equal Access Act by granting equal access to school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time.

II. GENERAL STATEMENT OF POLICY

A. It is the policy of this school district not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.

B. The school board has created a limited open forum for students enrolled in secondary schools during which noncurriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during noninstructional time.

C. Student use of facilities under this policy does not imply school district sponsorship, approval, or advocacy of the content of the expression at such meetings.

D. The school district retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.

E. In adopting and implementing this equal access policy, the school district will NOT:

1. influence the form or content of any prayer or other religious activity;
2. require any person to participate in prayer or other religious activity;
3. expend public funds beyond the incidental cost of providing the space for student- initiated meetings;
4. compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;
5. sanction meetings that are otherwise unlawful;
6. limit the rights of groups of students based on the size of the group;
7. abridge the constitutional rights of any person.

III. DEFINITIONS

A. "Limited open forum" means that the school grants an offering to or opportunity for one or more

noncurriculum related student groups to meet on school premises during noninstructional time.

B. "Secondary school" means any school with enrollment of pupils ordinarily in grades 7 through 12 or any portion thereof.

C. "Sponsorship" includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.

D. "Meeting" includes activities of student groups which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.

E. "Noninstructional time" means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place.

IV. FAIR OPPORTUNITY CRITERIA

Secondary schools in this school district shall uniformly provide that:

A. A meeting held pursuant to this policy is voluntary and student-initiated;

B. There is no sponsorship of the meeting by the school or its agents or employees;

C. Employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;

D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and

E. Nonschool persons may not direct, control, or regularly attend activities of student groups.

V. PROCEDURES

A. Any student who wishes to initiate a meeting under this policy shall apply to the principal of the building at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:

1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.

2. The activities or meetings are voluntary and student-initiated. The principal may require assurances of this fact.

B. Student groups meeting under this policy must comply with the following rules:

1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.

2. The groups may not use the school name, school mascot name, school emblems, the school district name, or any name that might imply school or district sponsorship or affiliation in any activity, including fundraising and community involvement.

3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.

C. Students applying for use of school facilities under this policy must provide the following information to the principal: time and date of meeting, estimated number of students in attendance, and special equipment needs.

D. The building principal has responsibility to:

1. Keep a log of application information:

2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.

3. Note the condition of the facilities and equipment before and after use.

4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute school district sponsorship of the meeting or activity.

5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.

E. The school district shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The school district will provide no additional or special transportation.

F. Nonschool persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.

G. School district employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.

H. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

Legal Reference:

20 U.S.C. 4071-74 (Equal Access Act)

Cross Reference:

Moorhead School Board Policy 904: Community Use of School Facilities

[Search Again](#)

MEMO #: S-03-136

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent *LPN*

DATE: June 17, 2003

RE: Approval of Policy

Attached please find policy, Public Solicitation in Moorhead Area Public Schools (906), for your review.

Suggested Resolution: Move to approve policy, Public Solicitation in Moorhead Area Public Schools (906), as presented.

LPN:mde
Attachment

❖ Policies and Procedures ❖

Code: 906

Category: Policy of the School Board / Moorhead, MN

Section: 900 COMMUNITY RELATIONS

Name: Public Solicitation in Moorhead Area Public Schools

Adopted:

Revised:

Reviewed:

Policy: (This policy was previously Administrative Procedure 906.1: Handouts and Presentations in School Buildings.)

I. PURPOSE

The purpose of this policy is to provide guidance for handouts and presentations in school buildings.

II. GENERAL STATEMENT OF POLICY

Communication between the school and the home is important in promoting informed participation of parents in the education of their children and in making parents aware of opportunities for their children.

Some regulations are needed to give importance to school items, to reduce the number of presentations and items distributed, and to ensure that students are not exploited.

~~School District 152~~ Moorhead Area Public Schools reserves the right to edit or to refuse any materials submitted.

III. HANDOUTS IN SCHOOL BUILDINGS

1. All written handouts directed to all children in grades K-6 must be submitted through KIDsource. KIDsource will be distributed monthly on a well-publicized schedule. Groups that have used distribution through the schools will be notified of this requirement.
2. Handouts for district-wide distribution which cannot be included in KIDsource (rulers, bags, pencils, etc.) are to be approved by the Assistant Superintendent for Instruction and so indicated on the packets sent to the schools. Non-school groups granted permission to distribute such materials must divide the materials into groups of 30 and bring them to the district office.
3. All materials pertaining to a single school must be approved by the building principal.
4. The District will not distribute ~~through students~~ materials whose sole purpose is commercial or political.
5. The office of the principal or the district office may ask students to take home flyers or other written materials directly related to the educational mission of the schools.
6. Each building may develop procedures to make distribution of non-curricular informational materials as easy as possible for school staff.

IV. CLASSROOM PRESENTATIONS

A classroom presentation for the purpose of recruiting students into an activity is allowed only when the

activity is part of the school curriculum or is school-sponsored.

Non-school groups can, however, make use of KIDsource to get their information to students or they may arrange with the building principal to make presentations in the school buildings before or after school or at a school activity night.

Cross Reference:

Moorhead School Board Policy 544: Activities Fund Raising

[Search Again](#)

JUN 17 2003

OFFICE OF TEACHING & LEARNING MEMO #: 1.03.212



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Student Handbooks
DATE: June 16, 2003

Attached are the student handbooks from Moorhead Senior High School and Junior High. According to the School Board Policy 221, the handbook is to be presented to the School Board for annual review.

The handbooks are available in a print copy as well as on the district web site at www.moorhead.k12.mn.us.

SUGGESTED RESOLUTION: Move to approve the Moorhead Senior High School and Junior High Handbooks as presented.

LAK/smw
Attachment

Changes in MJHS Student Handbook 2003-04

Page 3-4, Discipline Guidelines - Alternative student management strategies, which are less punitive and more preventative, have been added.

Page 4, Family Involvement - This section welcomes parent/guardian involvement and volunteer work.

Page 5, Harassment and Violence Policy - Addition of "Violence" to conform to school district policy; this entry was previously listed as "Harassment Policy."

Page 5, Health Services - Clarification of Td booster was provided by our school nurse.

Page 6, Law Enforcement in School - Language change reflects job description and procedures of school resource officer.

Page 9, Rental of Musical Instruments - This section was added to clarify music rentals.

Page 9, School District Crisis Management Policy- This section assures students that the district and building have plans for emergency situations.

Page 9, School District Information Network Use Policy - This section informs students about rights and responsibilities of use of school technology.

Page 10, Student Transportation Safety Policy - This section includes information about rights and responsibilities of using school district transportation services.

Page 10, Student Withdrawal - This section was added to inform students about the procedure for withdrawing from school.

Page 10, Tobacco-Free Environment - This section serves to inform students that they enjoy a tobacco-free environment at our school.

Page 11, Important Notice - Per Minnesota High School League rules, student athletes must provide evidence that a physical examination has occurred within the past three years.

Page 12, Destination Imagination - Language change for this activity was provided by Lois Brown, our gifted and talented coordinator.

Page 13, Girls' Basketball - We now include girls' basketball instead of volleyball in our first block offerings.

Page 14, Junior High Times, Knowledge Bowl, Knowledge Master, Potato Press, Science Olympiad - Clarification for these activities was provided by Lois Brown, our gifted and talented coordinator.

Page 15, Volleyball - We now include volleyball instead of girl's basketball in our first block offerings.

Moorhead Junior High

Student Handbook 2003-2004

***Welcome
to the
2003-2004
School Year***

This handbook and its contents were approved by the School Board at its meeting on ~~March 25, 2002~~ June 16, 2003.

This handbook may be changed or amended during the school year. Changes will be posted in the office of the principal and on the school's web site. If you have any questions about a provision, contact the principal.

APPEARANCE

Moorhead Junior High School's guidelines regarding dress are simple; clothing must be clean and appropriate. Decent coverage of the body is expected. Clothing must not cause a disruption to the educational program. Students may not wear clothing that advertises alcohol, cigarettes, or other controlled substances or that has inappropriate wording or graphics. If students should wear an article of clothing that is inappropriate, they will be asked to wear something else or to turn the article of clothing inside-out and will be advised not to wear the clothing to school again. Students may not wear chains, caps or jackets in school. Teachers and administrators also may refer students to parents when clothing or grooming is questioned.

ASSEMBLIES

At all times, student behavior should be courteous. Unacceptable conduct includes whistling, uncalled-for clapping, and any type of disruptive or distracting behavior during an assembly program.

ATTENDANCE

We believe that students who have regular attendance achieve more at school and are better adjusted to school. Learning that is lost due to absences can never be adequately replaced. Regular, sound attendance habits require the cooperation of students, parents, and educators.

EXCUSED ABSENCES

MJHS complies with Minnesota State Statute in requiring that all students of junior high school age attend school regularly when school is in session. The State of Minnesota recognizes the following reasons for excused absences: personal illness, death or medical emergency in the immediate family, medical appointments, and inclement weather. Parents must notify the school by phone at 284-4300 by 10:00 A.M. on the day of the absence to report the reason for the absence.

Physician verification may be requested for excused absences if personal illness goes beyond three consecutive days or if an administrator believes that reasons other than illness are causing the repeated absences. Appointment verification may also be requested.

Classes missed due to school-related activities (such as athletic events, field trips, academic competitions, music

competitions, etc.) are not considered school absences. Students are responsible for completing coursework as if they were in attendance. All work must be turned in before students participate in such an activity unless the teacher has made other arrangements. If a test is given on the day that students return to class, they are expected to take the exam. As in all cases of absence, students are responsible to obtain and complete make-up work.

EXTENDED EXCUSED ABSENCE

A request for extended excused absence includes educational trips or competitions where students are accompanied by parents or coaches. In order to offer the best educational experience for students, parents are asked to refrain from scheduling family vacations, etc., during the school year.

In cases of extended excused absence, a parent or guardian should call the school or send a note to indicate the date(s) of the future absence, along with the reason for the absence. The students must then secure an advance make-up slip from the office. It is the students' responsibility to circulate the slip to teachers, who will give the assignments for the day(s) of the absence. Unless a teacher has indicated otherwise, all work must be made up before the student leaves on the extended excused absence.

LEAVING AND RETURNING TO SCHOOL DURING THE SCHOOL DAY

If students must leave school during the day for any reason, they must report to the office before leaving and/or upon returning. If a student is to be picked up from school, parents must call the school, send a note, or call for their children to receive an out-of-building pass. Students returning from an appointment during the school day must check into the office before returning to class. By presenting an appointment card, students will be given an admit-to-class pass.

UNEXCUSED ABSENCES

Unexcused absences are all absences which can be avoided or delayed and those for which prior arrangements have not been made. Common unexcused absences include missing the bus, oversleeping, baby-sitting, hair appointments, visiting friends, skipping class, working at home, and leaving school ill without checking out with the school nurse.

BUS CONDUCT

Safe and efficient transportation of students to and from school, on field trips, and to school-sponsored events is necessary to the educational process at MJHS. Student cooperation is needed so that bus drivers can devote their entire attention to driving. Students are to remain seated, to refrain from loud talking, and to accept direction from bus drivers. Violations of bus conduct rules and/or failure to accept direction from a bus driver may result in suspension of bus riding privileges.

COMPUTER INFORMATION

The past few years have seen a dramatic change in the way

technology helps schools relate to the world. Access to the Internet is an opportunity that MJHS offers to its students. Bringing the Internet into the classroom promotes educational excellence and provides new resources and opportunities to the educational experience.

Because we realize that there are no present technical solutions which can completely guarantee that students will be restricted from unwanted Internet material, the staff at MJHS will make every effort to educate the students in the proper use of the system and will appropriately deal with any misuses or abuses. Should any student violate any of the provisions of the district and MJHS Acceptable Use policy, his or her account may be terminated, future access may be denied, and disciplinary actions may be taken in accordance with school district policy. In addition, all users are held responsible for understanding that the inappropriate use of the communication system may be in violation of state, federal, and local laws. Violation can lead to investigation and prosecution by law enforcement agencies.

Parents who do not wish to allow their children access to the Internet, or any other electronic communication services at school should indicate this desire by completing the "Student Use Agreement" form that is provided in the back-to-school materials and is available in the main office.

CONCERNS

When parents have concerns, they are asked to first contact the school employee who is nearest to the situation causing the concern. If they do not receive satisfaction from that person, they should then contact the building principal for assistance. If the matter is still unresolved, they are advised to contact the superintendent of schools. The parent may be asked by the superintendent to state the concern in writing and to summarize the action taken to date. Should that fail, parents are invited to call school board members to assist in bringing the matter to a satisfactory resolution.

CONFERENCES

Parent/guardian conferences are held twice during the school year; the school calendar indicates specific dates. Conferences are conducted in an arena format and/or in classrooms. Parents/guardians are invited to visit with individual teachers on a first come, first served basis. We try to limit conferences to five minutes. If a longer conference is necessary, arrangements can be made for a later appointment.

COUNSELING AND GUIDANCE SERVICES

Junior High School is a giant step for young people. In order to bridge the gap between the playground and highway, young people need to develop inner resources and social skills to help with emotional growth and responsible decision making. Young people must be involved in relationships with other people in order to acquire attitudes, values, roles, competencies, and ways of viewing the world that are shared by family, peers, and community. The Moorhead Junior High School Counseling Program is

designed to help young people with their social, emotional, mental, and academic concerns.

COUNSELING SERVICES OFFERED

Consultation - Counselors consult with parents/guardians, educators, administrators, and community agencies regarding strategies to help students. Our main focus is to be an advocate for the students.

Personal Counseling - Counseling is provided on a small group and/or individual basis for students expressing difficulties dealing with relationships, personal concerns or normal developmental tasks. Personal counseling assists students in identifying problems, causes, alternatives, and possible consequences so that appropriate action is taken.

Crisis Counseling - Counseling and support are provided to students and their families facing emergency situations. Such counseling is normally short term in nature. When necessary, appropriate referral sources are used.

Group Counseling - Group counseling is done based on student interest. Groups include but are not limited to: new student, friendship, family change, studies skills, grief, concerned persons.

Career Counseling - Moorhead Junior High hosts an annual career fair. Initial explorations of career opportunities are done during this fair. Counselors meet with students individually to discuss academics as well as future goals. Students complete the Career Graduation Standard in the Family and Consumer Science class in seventh grade.

Referral - Counselors use referral sources to deal with crisis such as suicide, violence, abuse, terminal illness, and other long term issues.

Testing - The Counselors coordinate the Iowa Test of Basic Skills (seventh grade) and Basic Standards testing in Reading and Math (eighth grade).

CURRICULUM REVIEW

Parents have the right to review the curriculum and to determine which instruction will be provided by the parent. If you wish to review particular curricular areas, please call a principal.

DANCES

Periodically throughout the year, the MJHS Student Council sponsors dances. Dances are typically held after school from 3:00 P.M. to 5:00 P.M. School dances are popular and well-supervised. Students must follow school rules at dances. Inappropriate behavior will result in the loss of the privilege to attend. If students are disruptive at a dance, their actions may be referred to parents and/or the Moorhead police department.

Students who have received three or more school detentions, in-school suspension or out-of-school suspension will not be

allowed to attend the next dance following the detentions or suspension. If students are disruptive on the day of the dance or in any way threaten to be disruptive at a dance, an administrator may elect to exclude them from the dance.

Parents are encouraged to chaperone school dances. If you would like to volunteer, please call 284-4300.

DETENTION

Students who have failed to follow the rules of the school will be assigned detention. Detention is from 2:45 P.M. until 3:45 P.M. on Monday through Thursday; when a school vacation begins mid-week, there will be no detention on the day before the vacation begins. Students are expected to be on time and to have suitable study materials. Students are given 24 hours to make arrangements for transportation. Students who have been assigned detention must arrive on time, have study materials or a book to read, and work silently. If a student chooses not to attend detention on the assigned date, that student will be escorted to detention on the following day. If the student refuses to be escorted to detention, that student will serve a day of in-school suspension. When a student has received ten detentions, the student is referred to a principal and to student assistance. Any student who receives three or more detentions will not be allowed to attend the next school dance.

DISCIPLINE GUIDELINES

I. Statement of Philosophy

It is the position of the School Board of District #152 and the administrators and staff at the junior high school that learning can best take place in an environment which is orderly, safe and stimulating, and which enables all students to develop to their fullest potential. The atmosphere of the school must promote fairness, courtesy, honesty, and respect among students, school personnel, and community members. To achieve this philosophy, these basic principles are applied:

- A. The main purpose of schooling is learning, and learning requires a safe and orderly environment. Student disruptive behavior will not be allowed to interrupt the learning of other students.
- B. Students are fully capable of making choices about their behavior and are responsible for their behavior. Should a student choose to misbehave, the student has made that choice knowing there are consequences for misbehavior.

II. Plan of Action Should Students Choose to Misbehave

Possession of a weapon

Parents notified
Five days of suspension
Confiscation of weapon
Notification of the police
Recommendation to superintendent for expulsion
Parents notified

Assault-threat

Assault-with weapon

Fighting

Direct attack with a weapon

Direct attack on another person

Harassment

Hazing

Interference/obstruction

Disrespectful language

Verbal abuse

Disruptive classroom behavior

Misbehavior in the lunchroom or hallways
Arson

False fire alarms

Parent/guardian conference

One to five days of suspension

Notification of police

Parents notified

Five days of suspension

Confiscation of weapon

Notification of the police

Recommendation to

superintendent for expulsion

Parents notified

One to five days of suspension

Report filed with police

Parents notified

Suspension for 5 days

Confiscation of weapon

Notification of police

Recommendation to

superintendent for expulsion

Parents notified

Five days suspension

Possible recommendation for expulsion

Student conference with detention or ISS assigned

Notification of parents

Notification of Title IX officer

Parent conference

Suspension

Parents notified

One to five days of suspension (ISS/OSS)

Parents notified

One to five days of suspension (ISS/OSS)

Parents notified

One to five days of suspension (ISS/OSS)

Parents notified

Removal from class

Detention or suspension one to five days

Parent, teacher, administrator conference

Parents notified

Detention or suspension

Parents notified

Notification of legal authorities

One to five days of suspension (ISS/OSS)

Parents notified

Notification of legal authorities

Five days of suspension (OSS)

Robbery or extortion	Parent/student conference upon return Parents notified Notification of legal authorities Five days of suspension Parent/student conference
Theft: personal property or school property	Parents notified Notification of legal authorities One to five days of suspension (ISS/OSS) Parents notified Notification of legal authorities Restitution Detention or suspension assigned
Damage to school property	Parents notified Student conference Detention assigned
Gambling	Student conference Detention or suspension assigned
Disorderly conduct	Parents notified Notification of legal authorities One to five days of suspension Proof of getting aid in correction of this problem
Dangerous drugs/ Controlled substances (including alcohol)	Parents notified Notification of legal authorities One to five days of suspension Proof of getting aid in correction of this problem
Tobacco - possession	Parents notified One to five days of suspension Notification of parents
Willful disobedience	Parents notified Student conference Detention or suspension (one to three days) assigned
Continued willful disobedience	Parents notified Three to five days of suspension
Defiance of authority	Parents notified One to five days suspension (ISS/OSS)
Record and identification forgery	Parents notified Parent/student conference Detention assigned
Leaving school grounds	Student conference Detention assigned at two hours of detention for each hour or part of missed
Arriving late first hour	Fourth and/or more instance: detention
Unexcused/chronic absenteeism	Parents notified Detention or ISS assigned Truancy petition filed with Clay County Attorney

Inappropriate student attire
Dangerous and nuisance articles

Student conference
Possible detention assigned
Confiscation
Student conference

Students may be disciplined for off campus conduct which disrupts, interferes, or otherwise affects the environment, activities or operation of the school.

DISMISSAL

A pupil may be dismissed on any of the following grounds:

- willful violation of any reasonable school board regulation;
- willful conduct that significantly disrupts the rights of others to an education;
- willful conduct that endangers the pupil or other pupils, or surrounding persons, or the property of the school.

DROPPING CLASSES

In general, students are not allowed to drop a class for which they have registered. If it is necessary to drop a class, the schedule change will not be made until the student, a parent, and the teacher are able to consult on the proposed change.

When the student, the parent, and the teacher are in agreement that the change is necessary, each must sign off on a form.

When that form is presented to a counselor, the change is effected. Schedule changes will not be made at inappropriate times, such as the final weeks of a semester, unless there is an emergency situation.

DRUG AND WEAPON FREE ZONES

The area around Moorhead Junior High School is a drug and weapon free zone. Anyone caught possessing or selling drugs or anyone caught possessing, using, or recklessly handling a dangerous weapon may be subject to increased penalties as defined in state and federal law.

FAMILY INVOLVEMENT

Families are encouraged and welcome to attend school events. Volunteers are needed to help in classrooms, chaperone field trips, operate concessions, supervise dances, etc. If you are interested in helping, please complete a volunteer form that is available in our office.

FIELD TRIPS

Students may have opportunities to participate in field trips. In addition to parental permission slips, teacher requirements for participation in field trips may include, but are not limited to, completed homework assignments and acceptable behavior in class.

FIRE AND TORNADO DRILLS

Fire and tornado drills are held at irregular intervals throughout the school year. In drills or in a real emergency situation, remember to:

- Check the posted instructions in each classroom and follow these exit instructions.
- Walk quickly and quietly to the designated area.

The following paragraph will be added at the end of the "Discipline Guidelines" section:

In addition to these guidelines, MJHS may use restitution, community service, behavior instruction, student/parent or guardian information session, or other alternative strategies to improve student behavior.

GANG ACTIVITY

Moorhead Public Schools recognizes that the harm done by the presence and activities of gangs in our school exceeds the immediate consequences of such activities such as violence and destruction of property. Gang activity also creates an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive to the process of education and school activities. As a result, any dress, hand signs, or gestures proclaiming gang membership and/or affiliation or that may be interpreted as such are prohibited.

GRADING SYSTEM AND REPORT CARDS

The evaluation of student achievement is one of the most important functions of a teacher. MJHS uses the traditional A-F grading scale. Grades are based on class participation, evaluation scores, and homework assignments. A grade of I, or incomplete, is given when students have not been able to complete assignments due to illness, emergency, or a prearranged absence. If the incomplete work is not made up within two weeks after the end of the quarter, the I grade changes to an F. Total responsibility for making up work belongs to the student. Shortly after the end of each quarter, student report cards will be distributed.

HARASSMENT AND VIOLENCE POLICY

~~Harassment is forbidden under school policy.~~ Under school policy, harassment is forbidden, and violence will not be tolerated. If students or parents experience or witness harassment - based on gender, age, race, religion ethnicity, culture, or disability - at school or at a school function, they should report the incident to a teacher, counselor, or principal.

HAZING

In reference to Board Policy JIFCA, any act of hazing is prohibited and subject to disciplinary action.

HEALTH SERVICES

A health assistant is on duty each day from 8:00 A.M. until 3:00 P.M. A licensed school nurse staffs the health office on a part-time basis and is on call in case of emergencies. All accidents must be reported to the health office immediately.

Parents of students with special health conditions must notify the school nurse at the beginning of each school year. Staff will be advised of special health conditions affecting their students. Each year, all parents are asked to complete a student emergency card, health update form, which gives information regarding home and work phone numbers, a listing of dentist, physician, and hospital preferences, and the name of a person who will be contacted when parents are unavailable in an emergency situation.

The school does not provide aspirin or other medication for students. If students need medication dispensed during school hours, parents must provide the health office with a physician's written order, written parental authorization, and a properly labeled container with specific directions about how

and when the medication is to be administered in school. Students who become ill during the school day should secure from their teacher a pass to the health office. If it is necessary for students to go home because of illness, parents will be contacted by a school official to provide transportation home. Students should remain at home if they have a contagious illness or a temperature of 100 degrees or higher. Students should have a normal temperature for 24 hours prior to returning to school after an illness.

Vision and hearing screening is done for all seventh graders and by request for eighth graders. Scoliosis screening to detect abnormal curvature of the spine is done for all seventh grade girls and eighth grade boys.

~~Particular~~ Certain immunizations are required by state statute. Failure to provide written verification of required immunization will result in a student not being able to attend school until this verification is received by the health office. Minnesota law requires all students who enter the seventh grade to have a total of two MMR (measles, mumps, rubella) vaccines ~~and a tetanus booster at or after age eleven, and a series of three Hepatitis B vaccinations. A tetanus/diphtheria (Td) booster given after age eleven will be required of all students in grades 7-12 in September 2004.~~

HOME COMING

MJHS students will not be released to attend homecoming activities during the school day.

HOMEROOM

For the months of September and May, each school day will begin with a ten-minute homeroom period. From late September through April, homeroom will be held Monday, Tuesday, Thursday, and Friday. During homeroom, students will hear school announcements. Activities which promote organization, citizenship, scholastic achievement, leadership, and awareness of current news events are planned for this time. Students should report any personal concerns to their homeroom teacher, who is also their first period teacher; this teacher will help students with concerns or may refer the student to a counselor or administrator. In their school supplies, students should have a notebook reserved for homeroom activities.

HONOR ROLL

An "A" and a "B" honor roll are printed each quarter. All course grades are used in computing a student's grade point average. Students who earn a 3.75 to 4.0 grade point average are placed on the "A" honor roll. In order to appear on the "B" honor roll, students must earn a grade point average between 3.0 and 3.74.

IN-SCHOOL SUSPENSION

Students may be placed in in-school suspension for disciplinary reasons or for a cooling-off period. Students who are placed in ISS must report to the room on time, have books and other study materials with them, and take direction

from the ISS supervisor. Students will receive assignments and take tests in the ISS room. Should a student choose not to follow the rules or refuse to accept direction from the supervisor, the student will be removed from school. A student will be placed in in-school suspension no more than three times per semester; on the fourth incident and any subsequent incidents of a disciplinary nature requiring suspension, out-of-school suspension will be used. After three in-school suspensions, students will be referred to our student assistance program. Any student who is placed in ISS will not be able to attend the next school dance.

LAW ENFORCEMENT IN SCHOOL

Moorhead Junior High has extended a standing invitation to any Moorhead police officer to visit our school. Intervention officers will be conducting GREAT (Gang Resistance Education and Training) in seventh grade health classes and DARE (Drug and Alcohol Resistance Training) in eighth grade science classes.

At the request of administrators and with parental consent, law enforcement officers are invited to participate in student conferences regarding individual student conduct. ~~Should an official police investigation take place, parents will be contacted before questioning occurs.~~

LEARNER SUPPORT SERVICES

Our learner support service department provides educational services designed to meet a variety of student needs. Students served by the department have met the required guidelines and have an individual educational plan (IEP), which was written by a team to address the student's particular needs. Strategies are taught to help students to compensate for their disabilities and to become independent learners.

Students can be referred for special services by themselves, their parents, or school personnel. If parents feel that their child may have a learning or behavioral disability, they should contact a guidance counselor.

LIABILITY FOR LOST OR STOLEN ARTICLES

Students are reminded not to bring valuable articles to school and to be sure that all belongings in hall and gym lockers are secured. The school is not responsible for any lost or stolen articles of personal property.

LOCKER SEARCH

Minnesota statute states: "School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of the lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal

possessions, the school authorities must provide notice of the search to the students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials." School officials may, in their discretion, employ the use of trained dogs for the purpose of conducting a general sniff search of student lockers and desks. If a dog alerts to a locker or desk, school officials will determine, based on the information available to them from the dog's trainer, whether the dog's alert gives rise to reasonable suspicion that contraband will be found. If it is determined that reasonable suspicion exists, an internal search of the locker or desk and its contents will be conducted. The search will be reasonable in its scope and intrusiveness.

LOCKERS

Each student is assigned a locker. The school does not provide locker security, and students are advised to purchase a combination or key lock. Students are required to provide the office with an extra key or the combination. If a student occupies a locker other than the one they are assigned, a school employee will remove the lock from the locker and all items inside it; the student may claim any possessions in the office.

Locker maintenance concerns must be reported to a secretary in the office; lockers will be repaired by custodians as soon as possible. If something is missing from a locker, students should notify a counselor or principal.

Students should not keep valuable items in their lockers.

Students are responsible for the appearance of their lockers. Lockers should be clean and free of graffiti. When students are attaching pictures, posters, or mirrors to the inside of their lockers, they must use Poster Tac or a similar product; no tape or glue may be used.

Under no circumstances are students to share lockers or to share their locker combinations or keys with others.

LOST AND FOUND

Articles other than P.E. clothing that are found in and around the school should be turned into the office, where owners may claim their property. After several announcements are made to the effect that students should claim items, the items left are donated to charity on December 1, April 1, and June 1. The lost and found area is in the main office and may be accessed during regular office hours. P.E. clothing that is found is kept in the physical education offices; the P.E. teachers will help students to find lost P.E. clothing.

Students are asked to label all clothing clearly and permanently with first and last names, so that proper identification can be made on lost items.

LUNCH

To encourage good nutrition, a well-balanced lunch is offered for \$1.15. There are two options for lunch, a full-meal hot food line or a full-meal salad bar line, both including milk.

Milk is sold for \$.30, and malts are sold for \$.55. Breakfast is available from 7:30 A.M. - 8:00 A.M. and is \$.65.

Students may deposit money into their lunch accounts in the school office. Each student is issued a lunch card; students must bring their lunch cards with them each day.

If students forget their lunch cards, they must go to the end of a "no card line" since students with cards are served first. To replace a lost lunch card, students should notify the lunch computer operator during their lunch period.

MJHS has a closed campus policy for the lunch break. Students who live near enough to the school to enable them to walk home and back and to have lunch within the lunch period will be exempted from this rule. In order for this to occur, parents must request, fill out, and return a form to the school.

Parents may take their own children out to lunch if they call for the students in the office at the beginning of the lunch period. Under no circumstances will anyone other than the student's own parent (or teacher, in the case of a field trip) be allowed to take any student from the building during the lunch hour.

Students will be escorted to the cafeteria by their teachers and will be directed to their seats. Certain tables will be designated for those who eat hot lunch, those who eat cold lunch, and those who choose not to eat. One by one, tables will be dismissed to return their trays to the serving area. Students are expected to remain seated during their lunch period.

While in the lunchroom, students are expected to cooperate by:

1. Bringing their lunch cards each day.
2. Being orderly in the serving line.
3. Being courteous, cooperative, and respectful to food servers and lunchroom supervisors.
4. Remaining seated while eating lunch.
5. Not removing food from the cafeteria.
6. Leaving the table and floor around your area clean.
7. Depositing all lunch refuse in the wastebaskets.

Failure to follow these rules will result in consequences ranging from eating in an assigned seat to receiving out-of-school suspension. If you have questions about the lunch program, please call the food service director, Ms. Bonemeyer, at 284-3324, or the food service secretary at 284-2327.

MAKE-UP WORK

Regardless of the type of absence, students bear the responsibility for obtaining and completing make-up work.

MANDATORY REPORTING OF ABUSE

As required by Minnesota State Statute 626.556, public school personnel are mandated reporters of child abuse, which includes physical abuse, neglect, sexual abuse, and mental or threatened injury.

MEDIA CENTER SERVICES

The MJHS media center is open from 7:15 A.M. until 3:45 P.M.; licensed personnel are on duty from 7:40 A.M. through 3:10 P.M. Students are encouraged to use the media center as much as possible. The media center is accessed by students in a number of ways. Coursework will include visits to the center for research and for supplemental assignments. Research skills are taught in various classes and are followed by assignments. If students wish to use the media center during their study hall, they must obtain a pass from media center personnel before school. If students need to do research, they will be issued passes for the entire study hall period. If they wish to find personal reading materials, the length of the pass will be determined by media center personnel.

Students are responsible for all material used or checked out to them. If materials are lost, damaged, or destroyed, students are expected to pay replacement costs.

NEWSLETTER

A newsletter, which contains important school-related information, will be mailed to parents periodically throughout the year.

OFFICE HOURS

The MJHS office is open Monday through Friday from 7:00 A.M. to 3:45 P.M. Teachers are available from 7:40 A.M. through 3:10 P.M. Students should not be in the building before 7:50 A.M. or after 2:50 P.M. unless they are participating in an activity, receiving help from a teacher, or serving detention.

OUT-OF-SCHOOL SUSPENSION

Students will be placed in out-of-school suspension in compliance with the district discipline policy and this handbook. When students are assigned out-of-school suspension, they are not to be in MJHS, on the junior high school grounds, or in the buildings or on the grounds of any other school in the district during the time of the suspension. If students do appear at school or at extra-curriculars during the time of the out-of-school suspension, police may be called to remove them from the premises.

Based on current or recurring behavior, including detention or in-school suspension that is not made up, students will be assigned OSS for the last day or days of school.

Students are expected to make up all coursework. Parents may request to pick up their child's assignments; twenty-four hours notice is needed to communicate the need and for teachers to compile homework assignments.

If a student receives OSS, he or she is not eligible to attend the next school dance.

Students who have not made up detentions will be suspended on the last day of school.

PARENT/GUARDIAN INFORMATION

Typically, the school will mail information to the address where the child resides. If a noncustodial parent, shared-custody parent, or other entitled individual should receive school mailings, that person should call the counseling office at 284-4312 to make arrangements.

PARENT-TEACHER ADVISORY COMMITTEE (P.T.A.C.)

The mission of the Parent-Teacher Advisory Committee of MJHS is to give parents the opportunity to be involved in their children's education; the committee seeks parental input on issues and concerns, plans ways to provide special parent meetings to address these issues and concerns, publicizes the meetings, and provides program evaluations. The P.T.A.C. membership, consisting of parents and school personnel, meets each month. Any parent is welcome to attend our P.T.A.C. meetings, which are held the first Thursday of each month, provided that there is school that day, at 7:00 P.M. in the media center.

PASS LOG SYSTEM

Pass logs will be handed out by homeroom teachers each quarter and are valid only for the designated quarter. Pass logs are needed for going to the restroom, library, or locker. Teachers may use emergency passes when the need arises. Students called to the counselors', nurse's, or main office will be issued a green, pink, or white pass. This pass will contain the student's name, date, time and office signature and will serve as a valid one-time pass. Passes should be visible to others in the hallways and other school areas.

Students who need to meet with a teacher, counselor, or principal must have their pass logs signed by that person before they will be excused. A stamp from the media center must be obtained before a student is allowed to leave a study hall, and students must return to the study hall before the end of the class period.

Students with music lessons must have a colored pass from the music department. This pass will contain the student's name, music teacher's name, and lesson schedule. This pass must be shown to the study hall supervisor before leaving for each lesson.

Students must report to their next hour teacher if they become ill, can't get their locker open, or need to fill out a theft report. The teacher will make the decision whether or not the student needs to go to the office or counselor immediately.

Students may get another pass log from their homeroom teacher if they use all the spaces on the original log. If a student loses his/her pass log, the secretary in the counselors' office will be available Tuesdays and Thursdays from 7:45-8:00 A.M. or 2:45-3:00 P.M., to issue new passes. The consequence for lost pass logs: *No pass log = No passes.*

This pass system is designed to develop student responsibility and is not intended to keep students from going where they need or want to be.

PHYSICAL EDUCATION

Physical education at MJHS is co-educational and stresses fitness, flexibility, rhythms, aerobics, and team sports. Students are expected to wear appropriate clothing for physical education classes. They may not participate in P.E. class in the same clothing that they wear during the rest of the school day. The recommended P.E. uniform consists of black shorts, white t-shirt, gym shoes, a sweatshirt, and sweatpants. Inappropriate clothing for P.E. includes but is not limited to: cut-off shorts, tank tops, and bare midriff shirts. Showers are available and recommended; students must provide their own towels. All students are assigned a P.E. locker in a locker room. It is highly recommended that a student provide his/her own combination lock. Key locks are not recommended since keys can be lost, stolen, or accidentally locked in the locker. The combination must be recorded with the P.E. teacher so that the teacher can give out the correct combination if the student has forgotten theirs.

Students are able to make up physical education classes in four ways. One is by attending the weight room in our building for 30 minutes for each class period missed. A second way is to obtain permission from a physical education teacher and a study hall teacher to make up a P.E. class during study hall; this is possible if it does not create safety or classroom management concerns. Each 48-minute class made up in this way will count for one missed P.E. period. A third way is to attend open swimming at Moorhead High School; 30 minutes of swimming must be documented for each class period missed. The fourth way is through participation in an organized school or community activity that involves physical activity over a period of time, is regularly scheduled, is supervised by a coach or program director, and is open to any student; 30 minutes of an activity must be documented for each class period missed. Verification of make-up time is the responsibility of the student.

Students who must be excused from physical education for more than five periods of class must give the health technician a written doctor's statement describing the reason for non-participation and the expected date that the student may resume normal activities. In these cases, the teacher will likely find an alternative assignment for students. To be excused from P.E. for fewer than five class periods, the students must provide the health technician with a signed request from a parent. In these cases, the student will be expected to make up time as outlined above.

POSITIVE INCENTIVE PROGRAM

The Positive Incentive Program Committee seeks to provide rewards and incentives to promote and recognize academic achievement at MJHS. Academic credit cards, Spud Pride Cards, and Students of the Month are parts of this committee's work.

Academic credit cards are issued to students who have grade point averages above 3.0 and also to students who have raised their grade point averages by 0.2 percent over the previous

quarter. Card holders benefit from discounts and gifts from several participating area businesses.

Spud Pride cards are awarded to students who are observed in acts of good citizenship. Students who receive Spud Pride cards sign their names on the back of the cards and deposit the cards in a designated box in the office. Each week, names are drawn from the box; students whose names are drawn win prizes that have been donated by local businesses who support our Positive Incentives Program.

Each month, teachers are asked to select students who consistently perform beyond classroom expectation and who display a positive and cooperative attitude towards others. These students' photographs and certificates, along with some information about them, are featured in a display case near the office.

PROGRESS REPORTS

Progress reports are given to advise parents of student academic progress. The reports are sent home throughout the school year and communicate praise as well as concern. All D and F progress reports will be mailed home midway through each quarter. If parents receive a progress report and have questions, they are encouraged to contact teachers or a counselor.

PUBLIC INFORMATION/DATA PRIVACY POLICY

The following student information is considered public and may be disclosed unless the school principal is notified in writing that the information is considered private:

- Name
- Date and Place of Birth
- Participation in Activities
- Height and Weight of Team Members
- Dates of Attendance
- Degree and Awards
- Most Recent Previous School

In compliance with state law, anyone who requests data must first meet with a school administrator to discuss the use of the information and will incur any costs associated with obtaining the information.

A public notice outlining this policy will be distributed by through each building principal.

REASONABLE FORCE

Teachers and principals may use reasonable force to restrain or correct a student.

RECORDS

A permanent record of students' secondary years starts in grade seven. Since this contains grade and attendance reports, the record will be very important to students as they apply for their first job or for admission to a post-secondary institution. In order to present the best possible image,

students should strive to achieve in their classes and be in attendance without absences.

REGISTRATION AND REQUIRED CLASSES

During third quarter, students register for the following year's classes. Students are urged to examine future plans as well as individual interests and abilities when they choose courses.

Seventh graders are required to take a full year of English, mathematics, and geography, and one semester of health, life science, physical education, family and consumer science, art, and music. Eighth graders are required to take a full year of English, mathematics, social studies, and earth science; they must take one semester of physical education and industrial technology.

MJHS offers French I and II; Spanish I and II; Shakespeare; Family and Consumer Science 8; Art II; Band 7 and 8; Chorus 7 and 8; Orchestra 7 and 8; ESL; and Title I Math/Reading as electives. Please note that all music classes and physical education classes are counted as semester courses; however, they meet odd or even days for the whole year.

RENTAL OF MUSICAL INSTRUMENTS

Any student that regularly uses a school-owned instrument (other than percussion) needs to complete a rental contract. Rental contracts will be passed out in band class in September. The check for \$40 should be payable to "Moorhead Junior High Band" and given to the band director along with the contract.

SCHOOL DISTRICT CRISIS MANAGEMENT POLICY

Teachers and support staff have established and learned emergency procedures. In times of emergency, it is imperative that students fully cooperate with school and emergency staff.

SCHOOL DISTRICT INFORMATION NETWORK USE POLICY

Each fall, students receive training on acceptable use of district technology. Students also receive information about internet safety. Students who use technology inappropriately will lose the privilege of using district computers.

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination which is illegal and does not belong in our school. Sexual harassment may include, but is not limited to, verbal harassment or abuse, inappropriate patting or pinching, unwelcome touching, or sexual violence. If you believe you have been the victim of sexual harassment or violence by another student or an employee of the school district or have witnessed any such behavior, please report it immediately to a principal, counselor, teacher, or the school district's human rights officer.

STORM AND EMERGENCY SCHOOL CLOSURE

Unless there are extreme weather conditions or emergency situations, schools in Moorhead will be in session as scheduled. When MJHS or the district as a whole is closed or closing, announcements will be made over local radio and television stations. In this situation, parents may call for their children at school by coming to the office.

On the student registration form, parents of rural students are asked to submit the name of an urban Moorhead resident who will provide emergency housing for their child when rural buses are not running due to storm conditions.

STUDENT TRANSPORTATION SAFETY POLICY

All students are taught bus rules and regulations regarding student conduct and school bus safety. The district's "Pupil Transportation Safety Policy" brochure is included in each student's back-to-school materials.

STUDENT WITHDRAWAL

When a student withdraws from MJHS, they should obtain a form from the counseling office. On the form each teacher will note the students' current grade in the class and will note that the student returned their textbook.

SUMMER SCHOOL

Our summer school program is being restructured. Students who fail classes may be referred to the Red River Area Learning Center to make up coursework that they have failed.

SURVEILLANCE EQUIPMENT

Video surveillance equipment has been installed in various public areas of the building. The purpose of the equipment is to prevent incidences of misconduct.

TARDIES

Students who are late to their first period class must report to the office before proceeding to their class. If a parent has called to report an excused tardy (for illness, appointments, or emergencies) or comes into the office with the child to report such a reason, the student will be given a pass and will proceed to class. If the nature of the tardy is unexcused (for skipping, missing the bus, oversleeping, etc.), the student will be assigned one period of detention on the fourth such offense and on each subsequent offense, provided the student reports to the office during the first period of the day. If a student reports to the office later than first period, and the absence is unexcused, two periods of detention for each hour missed will be assigned. Should a student miss three periods or more, in-school suspension will be assigned.

TELEPHONE

There are two free telephones for students to use; they are located in the south end of the main hall.

TEXTBOOKS

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. In order to locate misplaced books more easily, students should write their name, grade, and school on the book label. Students will be required to pay for lost or damaged school-owned textbooks.

THEFT

MJHS, as any other community, has occurrences of theft. However, the school does not have insurance for stolen items. Thefts can be kept to a minimum if students:

1. Keep their lockers locked.
2. Do not share lockers.
3. Do not share their locker combinations with others.
4. Do not bring items of significant value to school.
5. Immediately report any theft to the office or a counselor.

To assist in the return of stolen property, students are asked to clearly and permanently label all clothing and other belongings with their first and last names. Anyone responsible for theft will be referred to the Moorhead police and will be subject to treatment as outlined in the district discipline policy.

TOBACCO-FREE ENVIRONMENT

Tobacco is prohibited in our school and on our grounds.

TRUANCY

MJHS complies with Minnesota State Statute by reporting to Clay County officials any student who has been absent from school without an excuse for one or more periods on seven different days. When this occurs, the student and parent or guardian are required to appear in court to respond to a charge of truancy. Parents and guardians will be notified by the school when their child has unexcused absences for three or more periods on three different days.

VANDALISM

The construction and maintenance of our school buildings and equipment are provided at great cost to taxpayers. Students who destroy or vandalize school property are required to pay for any loss or damage. If students willfully damage or destroy school property, the Moorhead police will be notified, and students may be suspended or subsequently expelled from school. If students should accidentally damage something, they should report it to their teacher or the office immediately.

VENDING MACHINES

Vending machines for juice and snacks are available for student use after school hours. The office does not make change for students who wish to use the machines.

VISITORS

City ordinances and state statute require that all visitors report to the main office immediately for a visitor's permit. Visitors are asked to use the north entrance and to proceed

directly to the principal's office. Parents are always welcome. However, because of teacher schedules, please call for an appointment if you wish to meet with a particular teacher.

Students wishing to bring a guest to school must obtain approval from an administrator at least one day in advance of the visit; the visit is limited to no more than one-half day. Former students and students from schools in the metro area are excluded from visiting school.

WEDNESDAY STUDY PERIOD

Religious released time is observed Wednesday mornings from October through April. The Wednesday schedule contains a 50-minute study period from 8:10 A.M. to 9:00 A.M.; during this time, students either attend religious instruction outside of the school or a study hall in our building. Morning classes (periods one through three) are then shortened so that lunch can be served at the regular time. The length of afternoon class periods is not affected.

SCHOOL ACTIVITIES

ATHLETIC ACTIVITIES

Athletic activities at MJHS are scheduled into four blocks; each block roughly coincides with the four academic quarters. First block activities are football, girls' basketball, cross country running, girls' swimming, and girls' diving. Second block activities are volleyball, boys' wrestling, boys' swimming, and boys' diving. Boys' basketball and gymnastics occupy the third block. In the fourth block, golf, tennis, and track are offered.

IMPORTANT NOTICE!

Beginning with the 2003-2004 school year, all students participating in extra-curricular athletics must have on record a physical examination performed by a physician before a student can begin practice. Physical examinations need to be done every three years.

All students are required to return a Moorhead Junior High School Eligibility Statement form, an Acknowledgment of Risk form, and a health history form. All forms must be in before a student is issued equipment and may participate. These forms must be signed by the student and his/her parent or guardian.

A \$25 activity fee is charged for each activity in which a student participates. In case of financial difficulty, the parent/guardian should contact Mr. Lawrence at 284-4331 to determine that the fee can be waived. Fees are not refunded after the third week. For some activities, students are asked to purchase their own uniforms.

MJHS belongs to the FM Junior High League; member schools are West Fargo Middle School, Agassiz Junior High, Ben Franklin Junior High, Discovery Junior High, and Sullivan Middle School, and Dilworth/Glyndon/Felton. Although most contests are held in the metro area,

occasionally teams may be required to travel a greater distance. Transportation to and from games at these schools is provided by our school district. Students are expected to ride player buses to and from contests. If a student's parents/guardians attend a contest and wish to take their child home, they must personally inform their child's coach. No notes are accepted.

Players are allowed to ride home with their own parents/guardians only; coaches will not authorize students to ride home with friends or other relatives.

The philosophy of MJHS athletics emphasizes participation. All students who attend regularly and whose behavior is appropriate will play in athletic competitions. We do not, however, guarantee equal playing time to all individuals. At the beginning of each season, organizational meetings are held. All meetings are announced on the daily announcements.

Practices for fall sports begin before the start of school. With this exception, MJHS teams do not practice or compete in the summer or during any school vacations. Basically, there are three practice sessions for indoor sports at the junior high: from 7:00 A.M. to 8:00 A.M., from 2:40 P.M. to 4:20 P.M., and from 4:20 P.M. to 6:00 P.M. Football and track practices begin right after school. The schedules for other outdoor sports will vary. Practices for some sports are scheduled at the Moorhead Sports Center, Moorhead Senior High School, local parks, and local golf courses; these practices are scheduled when facilities are free and are announced at the beginning of each season.

Most transportation to other schools or sites for practices is provided by the school. Practice schedules will be posted in both gyms for the current and following week.

Games are normally held on weekday afternoons; there will be occasional evening, Saturday, and school day contests. At the beginning of the season, each participating student receives a game schedule along with coaches' names and phone numbers. If students are unable to attend practice or competition, they must validate the absence with their coach.

Students must advise their coaches of any illnesses or previous injuries that may impact participation.

Meritcare provides a certified athletic trainer to our school. The trainer is usually available Monday through Friday from 2:40 P.M. until all home activities are concluded. The trainer assists with conditioning and manages emergencies. Students and parents are invited to consult with our trainer about conditioning, exercise, diet, and sports injuries.

When students must miss school because of participation, they must have work made up before they leave. Students must be in school for at least one-half day on the day of a practice or activity in order to participate. When activities are

terminated due to poor weather, students are expected to be in attendance for the remainder of the school day.

All teams have coaches; coaches may be assisted by practicum students and other volunteers.

ATTENDANCE

Students must be in attendance for at least one-half of the school day in order to practice, participate, attend, or compete in any activity that day.

ELIGIBILITY

Eligibility for participation may be limited by academic standing, disciplinary matters, enrollment status. If you have any questions about eligibility for participation in any aspect of the educational program contact the principal.

BOYS' BASKETBALL-THIRD BLOCK

There are four seventh and four eighth grade boys' basketball teams. Each team will practice as one unit. During competitions, however, each team is divided into two sub-teams. Based on readiness, cooperation, talent, and attendance, players are assigned to sub-teams by their coaches. On contest days, one sub-team will play the F-M League schedule; the other sub-team will play games with other Moorhead teams and/or other schools. All students will play in a League game at least once during the season. Movement between the sub-teams will be determined by coaches; consideration will be given to attendance, skill level, and improvement. Practices are held in the junior high gyms and may be before or after school. After the initial practice time, games are scheduled one or two times per week. It has been the custom to have a tournament at the senior high school near the end of the season. Players are asked to purchase game shirts, which cost approximately \$10.00.

BOYS' SWIMMING AND DIVING-SECOND BLOCK

MJHS students practice and compete with senior high athletes. Practices are at the senior high school pool daily from 3:30 P.M. to 5:30 P.M. Competition suits are provided. Swimming and diving will begin in late November.

CROSS COUNTRY RUNNING-FIRST BLOCK

There is one junior high cross country team. Practices are held after school and last approximately one hour. Junior high students run 1.6 miles in meets, which are held throughout the season. Uniforms are provided by the school.

DESTINATION IMAGINATION

~~Destination Imagination is a series of competitions which promotes problem solving and creativity. MJHS students are in Division II, which includes grades six through eight. Students compete as teams and are judged in three areas: the long-term problem (teams prepare solutions and bring them to competition), style (the enhancement of the long-term~~

~~solution), and the spontaneous problem (a problem given to the teams on the day of competition). Long-term problems have included tasks such as designing and building vehicles to creating and performing musical scenes based on an event in a classic book. Competition occurs on the local, state, national, and world levels. There is no charge to participate. Destination ImagiNation is a program that promotes problem solving, creativity and teamwork. Teams of five to seven students solve two types of Challenges within the program year. The Central Team Challenge involves structural, technical or theatrical oriented skills and takes several months to solve. Instant Challenges stimulate the team's ability to think quickly and creatively with only minutes to prepare solutions. All Moorhead teams compete at the regional competition at Moorhead High School in March. The top team in each problem, at each level, advances to the state competition in Minneapolis in April. State winners compete at the Global Finals in May. There is no charge to participate, but each team requires an adult team manager.~~

FOOTBALL-FIRST BLOCK

There are two seventh and two eighth grade football teams. Practices are held daily at the junior high field. All teams practice from 2:40 P.M. to approximately 4:20 P.M. After the initial practice period, games are held once a week. If students do not receive adequate game time during F-M League contests, coaches may schedule inter-squad or intra-squad games in lieu of practices.

Students purchase their own jerseys at approximately \$18. Students are placed on either a gray or black team in their seventh grade year; they will remain on that team in eighth grade, so that they may use the same jersey. If a student has an older sibling or friend who already has a jersey, and the student wishes to use that uniform as well, the student should let a coach know, so that the student can be placed on the matching team. Protective and safety equipment and game pants are school issue; students will be charged only if they have damaged equipment beyond usual wear and tear. Students must purchase and wear mouthguards.

GEOGRAPHY BEE

The National Geographic Society's National Geography Bee is held each year beginning in December and involves over 5 million students nationwide. The bee consists of three levels of competition: school, state, and national. All students at MJHS compete in the competition in the school level's preliminary round which is conducted in all social studies classes. From this competition, a school champion is determined. The school level winner then must complete a written examination to qualify for the state competition with only the top one hundred scores moving on to the bee in St. Paul. The winner of the state competition advances to the national competition, which is held at the headquarters of the National Geographic Society in Washington, D.C. The winner there receives a \$25,000 scholarship. There is no charge to participate.

GIRLS' BASKETBALL-FIRST-SECOND BLOCK

There are three seventh and three eighth grade girls' basketball teams. Each team will practice as one unit. During competitions, however, each team is divided into two sub-teams. Based on readiness, cooperation, talent, and attendance, players are assigned to sub-teams by their coaches. On contest days, one sub-team will play the F-M League schedule; the other sub-team will play games with other Moorhead teams and/or other schools. All students will play in a League game at least once during the season. Movement between the sub-teams will be determined by coaches. Practices are held in the junior high gyms and may be before or after school. Games are scheduled once or twice per week. Students are asked to purchase game shirts, which cost approximately \$10.00.

GIRLS' SWIMMING AND DIVING-FIRST BLOCK

Junior high school students practice and compete with senior high athletes. Practices are at the senior high school pool daily from 3:30 P.M. to 5:30 P.M. Competition suits are provided.

GOALS OF THE ACTIVITIES PROGRAM

The goals of MJHS's activities program are to allow students to explore their interests and abilities, to improve their skills, and to learn the importance of teamwork and sportsmanship. In order to achieve these goals for students, the MJHS staff is committed to providing a well-balanced activities program that is available to all students. It is our hope that students participate in as many activities as they have the interest, time, and energy to pursue.

All students who participate in activities are reminded that in order to participate, they must be making progress in their academic coursework. Another expectation for student participants is that their conduct be becoming to them and to Moorhead Junior High School. If a student's behavior is inappropriate, the student will be notified by a coach, by an advisor, or by the activities director that he/she is excluded from practice or competition for a specified period of time, for the season, or for the year.

Particular behaviors that could result in exclusion from activities include but are not limited to: theft, inappropriate language, unsportsmanlike conduct, insubordination (which means not accepting direction from school personnel such as coaches, hall supervisors, bus drivers, practicum students, etc.), misuse of equipment, reckless behavior, and/or not adhering to rules as presented by school personnel or in written communication.

GOLF-FOURTH BLOCK

Boys' and girls' golf competitors practice together but compete separately. Indoor practices may be held at the Moorhead Sports Center before or after school, and outdoor practices are after school at local golf courses. Transportation is provided to and from the junior high for both practices and meets. Students must have their own set of golf clubs in

order to participate. No uniforms are required.

Golf meets are held during the school day. Most meets are held in town; competitions in places such as Detroit Lakes are scheduled also. Meets are scheduled according to weather conditions.

GYMNASTICS-THIRD BLOCK

Seventh and eighth graders who turn out for gymnastics practice as one group at the junior high. Practices are scheduled after school from 3:30-4:45 in the cafeteria. There are no competitions, but a performance is given for parents and community at the end of the season. No uniforms are required.

HIGH SCHOOL TEAMS

Occasionally, junior high school students may, because of interest or ability, be invited to participate on senior high school athletic teams. The petitioning procedure in such cases is that the high school coach write a letter and confer with the high school activities director. If both are in agreement that high school competition is in the best interest of the student, the high school activities director then approaches the junior high school activities director and principal. If everyone is still in agreement that the move would be a positive one, the coach will approach the student's parent/guardian. If the parent/guardian confirms the school's decision, the student is then approached with the matter. The letter or petition is signed; then the junior high student becomes a member of the senior high team. Students and/or parents/guardians may express an interest in the process to a coach.

HEROES

The MJHS leadership group, HEROES, or Helping Encourages Responsibility, Organization, Enthusiasm, and Success, allows students with leadership skills to provide service throughout the Fargo-Moorhead community. Students are invited to attend HEROES leadership training, which teaches students about community issues, as well as gives the students leadership skills for a lifetime. The various activities the students participate in range from working at nursing homes, to raising money for playgrounds, to blood drives, to grant writing, to helping sixth graders make the transition into the junior high. Celebrations occur at the conclusion of each activity.

HONOR CHOIR

A selected group of students will be invited to become Honors Choir members; singing and dancing skills are the primary determiners for selection. The group will practice before and/or after school and will perform at school and community events. Students may be asked to provide concert attire.

INJURIES

Students must report all injuries immediately to their coach/adviser. If the student receives medical attention, the

student must provide the trainer with a physician's signed verification that the student is able to participate in athletics. The verification forms are available from the trainer or your physician. Students who do not provide such verification are not allowed to participate until the form is received.

INSURANCE

The school does not assume liability for any injuries that occur while students are participating in activities. It is recommended that parents/guardians secure adequate coverage for their children. Each fall, the school distributes a flyer for a private carrier that insures school children; participation is optional.

JUNIOR HIGH TIMES

Students plan, write, edit, lay out, print, and fold our school newspaper, the "Junior High Times." The newspaper is produced periodically throughout the school year. There is no participation fee.

KNOWLEDGE BOWL

The Knowledge Bowl Team practices twice a week after school and participates in three regional meets each fall. During the meets, teams of students compete in both written and oral rounds by answering questions related to all areas of learning. Questions test students' recall, problem solving, and critical thinking skills. The junior high Knowledge Bowl season ends after Thanksgiving. There is no participation fee.

KNOWLEDGE MASTER

There are two Knowledge Master Open competitions each year, one in December and one in April. Each competition consists of two hundred challenging questions that require higher-level thinking skills and cover fourteen curriculum areas. The contests run on school computers to allow all schools the opportunity to compete in a large academic event without the expense of traveling to a central site. Scores are based on a combination of speed and accuracy. The MJH Team competes with over 900 teams nationwide in this competition.

LIABILITY

The school does not assume liability for any injuries that occur while students are participating in activities. In order to take part in any school activity, students and parents are required to sign acknowledgment of risk and/or eligibility statements. By signing these documents, parents and students assume liability for any injury, or even death, that may occur as a result of student participation in activities.

MATHCOUNTS

Mathcounts is a national competition sponsored by the Society of Engineers. Math teachers receive a sample problem kit, which is used in algebra and pre-algebra classes. After these "warm-ups," students are tested. These test scores, plus grades, are used to choose the top four students plus two

alternates; these students are named to the Mathcounts team. This team moves on to chapter competition at Moorhead State University. The top two chapter teams compete at state level, and the four individuals who earn top scores there move on to national competition. National winners receive scholarships. There is no charge to participate in Mathcounts.

PLAY

Each winter, the junior high, with support from community education, produces a play or review. All students are invited to try out for the production, and volunteers are needed to assist with props, makeup, programs, and other tasks. Most practices are held here at MJHS; the play will be presented at the senior high school, and several practices near the production date will also be held at the senior high.

POTATO PRESS

~~Students plan, write, edit, lay out, and distribute our school newspaper, the "Potato Press." The "Potato Press" is produced periodically throughout the school year. There is no participation fee.~~

SCIENCE CHALLENGE OLYMPIAD

~~MJHS students participate in the local Science Challenge competition. Each year, thirteen events are announced by a state committee. Students are given paper and pencil tests or are asked to prove competencies or perform experiments. MJHS students then compete in regionals at Moorhead State University. Our top 15 students, chosen by their ranking in individual events and their attendance at meetings, advance to state competition at the University of St. Thomas in St. Paul. The top state team goes to nationals. There is no participation fee required for Science Challenge.~~
MJHS students who enjoy science have the opportunity to join the Science Olympiad Team. The team meets after school two or three times each week to work on the fifteen activities that have been chosen for the year. These activities may include building a car, plane or bridge, identifying fossils, performing experiments, or developing competencies in other areas. The team competes in the Regional Tournament at MSUM in February and the State Tournament at the University of St. Thomas in St. Paul in March. The top Minnesota team advances to the national competition. There is no participation fee.

SPELLING BEE

In January, all MJHS English students take a spelling test. The top twenty seventh and the top twenty eighth grade spellers then compete in a spelling bee at MJHS. The top six spellers from each grade advance to district competition. The top three spellers at the district level then participate in the regional competition; winners there advance to state and national contests. MJHS students have competed at the state level. There is no participation fee.

STUDENT COUNCIL

Each fall, seventh and eighth grade students are selected as

Student Council representatives. Student Council members meet throughout the school year; they are involved in decisions that impact students here at the junior high and also are active in fundraising to benefit the school and the community. In the past, Student Council has conducted daffodil sales to benefit the Cancer Society, organized a dance and donated its proceeds to the F-M Food Pantry, and purchased weight room equipment for our building. There is no participation fee.

TENNIS-FOURTH BLOCK

Girls' tennis and boys' tennis are offered to seventh and eighth graders. Indoor practices may occur at the junior high before and after school. Outdoor practices are held at Riverfront and Woodlawn Parks after school and at the senior high school after school and evenings. Transportation to and from the parks is provided; students and their parents are responsible for transportation for practices at the senior high. Students provide their rackets; the school supplies tennis balls. No uniforms are required.

Girls' tennis participants are divided into beginning and intermediate groups. Each group is likely to be a mixed group, containing both seventh and eighth graders.

Students practice through the season for tournaments, which are held in the parks during a school day in May. Ribbons are awarded to tournament winners.

TRACK AND FIELD-FOURTH BLOCK

Girls' and boys' track and field practices and meets are held on the same days and times. Practices are held on the junior high track after school, weather permitting. Indoor practices may be called before and after school in the junior high gym. During competitions, athletes will compete against others of the same grade and gender.

After an initial practice period, an indoor evening meet is held at the Bison Sports Arena on the NDSU campus. Outdoor meets are held after school, with the exception of an all-city, all-day meet at NDSU that concludes the season. Ribbons are awarded to event winners of the all-city outdoor meet.

Participants are asked to purchase their own contest shirts at a cost of approximately \$10.

TRI-COLLEGE MATH

The Tri-College Math contest is held each year on a rotating basis at NDSU, MSU, and Concordia. Each school may enter four teams. A team consists of eight members, not more than four of whom are in the ninth grade and at least one of whom is in the seventh grade. Students are chosen by teachers based on classroom achievement, Mathcounts testing, and the student's previous Tri-College Math Contest scores. Team members participate in the individual and in the team competitions. There is no charge to participate.

VOLLEYBALL-SECOND FIRST BLOCK

Practices are held at the junior high before and after school. After the initial practice period, games are scheduled once or twice a week. Participants are asked to purchase their own game shirts at approximately \$15 each.

There are actually two teams within each volleyball team. Participants are ability-grouped; attendance and progress may cause students to move from one team to the other.

WEIGHT ROOM

Our weight room is open during first and fourth blocks on Mondays and Thursdays from 2:45 P.M. to 4:15 P.M. During second and third blocks, the weight room is open Monday through Thursday from 2:45 P.M. to 4:15 P.M. A weight room supervisor is on duty to assist with safety concerns and individual programs. The weight room at the senior high school is also available for junior high students to use. In general, weekdays from 3:00 P.M. to 5:00 P.M. are scheduled for student use.

WRESTLING-SECOND BLOCK

MJHS has one wrestling team, which is composed of seventh and eighth graders. Wrestling practices are held at the junior high school. After the practice period, meets are scheduled. Wrestling uniforms are provided by the school. Students must purchase and wear mouthguards.

PUBLIC NOTICE

Independent School District No. 152 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:
 - a. That the parent or eligible student has a right to inspect and review the student's educational records. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected.
 - b. That the parent or eligible student has a right to request the amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. Such a request must be in writing; shall identify the item the parent or eligible student believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student; shall state the reason for this belief; and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed and dated by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent of eligible student when notified of the right to a hearing.
 - c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the

school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility, and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, and student health and welfare.

- d. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. 1232g, and the rules promulgated thereunder. Said complaint should be directed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, DC 20202-4605

- e. That the parent or eligible student has a right to obtain a copy of the school district's policy regarding the protection and privacy of student records.
 - f. That copies of the school district's policy regarding the protection and privacy of school records are located in the Superintendent's Office.
2. Independent School District No. 152 has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:
 - a. It classifies records as public, private or confidential.
 - b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
 - c. It establishes procedures and regulations to allow parents or students to request the amendment of student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
 - d. It establishes procedures and regulations for access to and disclosure of education records.
 - e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.

3. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon request to the Superintendent.

4. Pursuant to applicable law, Independent School District No. 152 gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."

"Directory information" includes the following information relating to a student: the student's name; date of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" does not include identifying information on a student's religion, race, color, social position or nationality.

- a. The information listed above shall be public information which the school district may disclose from the education records of the student.
- b. Should the parent of a student or the student so desire, any or all of the listed information will not be disclosed without the parent's or eligible student's prior written consent except to school officials as provided under federal law.
- c. In order to make any or all of the directory information listed above "private" (i.e. subject to consent prior to disclosure), the parent or eligible student must make a written request to the building principal within thirty (30) days after the date of the last publication of this notice. This written request must include the following information:

- (1) Name of student;
- (2) Home address;
- (3) School presently attended by student;
- (4) Parents legal relationship to student, if applicable;
- (5) Specific category or categories of directory information which is not to be made public without the parent's or eligible student's prior written consent.

INDEPENDENT SCHOOL DISTRICT NO. 152
MOORHEAD, MINNESOTA
DATED: AUGUST 2000

Year at a Glance

August 2003

- 27-29 -- Staff Workshops
- 28 -- Back to School Night -- 7-8:30 P.M.

September

- 1 -- Labor Day
- 2 -- Classes Begin
- 5 -- Orchestra -- Hullabaloo Parade -- 6-7:30 P.M.
- 18 -- School Pictures

October

- 14 -- "HEROES" Grade 8 Field Trip
- 16-17 -- Education Minnesota (EM) / No School for Students
- 27-28 -- Vision and Hearing Screening
- 28 -- Orchestra Fall Concert -- Fargo Theater -- 7:00 P.M.
- 31 -- End of First Quarter

November

- 3 -- Staff Development Day / No School for Students
- 10 -- Vision and Hearing Rescreening
- 11 -- Grades 7 & 8 Band Concerts -- Junior High Gym -- 7:30 P.M.
- 24 -- Parent/Teacher Conferences (5-8:30 P.M.)
- 25 -- Parent/Teacher Conferences (8-11 A.M., 12-4 P.M., 5-8:30 P.M.) / No School for Students
- 26 -- No School / Teacher Comp.
- 27-28 -- Thanksgiving Holiday / No School

December

- 8 -- Grade 7 Choir Concert -- High School Auditorium -- 7:30 P.M.
- 9 -- Grade 8 Choir Concert -- High School Auditorium -- 7:30 P.M.
- 11 -- Holiday Orchestra Concert -- Tentatively-Trinity Lutheran Church, Moorhead -- 7:00 P.M.
- 22 -- Winter Break Begins

January 2004

- 5 -- Classes Resume
- 13 -- Minnesota Comprehensive Assessments (Grade 7 Reading)
- 14 -- Minnesota Comprehensive Assessments (Grade 7 Math)
- 19 -- Martin Luther King Jr. Day / Staff Workshops / No School for Students
- 23 -- End of Second Quarter/First Semester

February

- 2, 3, 5 -- Grade 8 registration for Grade 9 (High School Auditorium) 6-8 P.M.
- 3 -- Basic Standards Test (Math)
- 5 -- Basic Standards Test (Reading)
- 10 -- Grade 8 Valentine's Concert -- Band, Choir, and Orchestra -- 7:30 P.M. -- Junior High Gym
- 16 -- President's Day Holiday / No School
- 17 -- Staff Development Day / No School for Students
- 19, 20, 21 -- MJHS Play -- High School Auditorium -- 7:30 P.M.

March

- 24 -- End of Third Quarter
- 29, 30 -- Rural Orchestra Outreach Tour -- All Day
- 29 -- Parent/Teacher Conferences (5-8:30 p.m.)
- 30 -- Parent/Teacher Conferences (8-11 a.m., 12-4 P.M., 5-8:30 P.M.) / No School for Students
- 31 -- K-12 No School / Teacher Comp.

April

- 1-2 -- Spring Break / No School
- 9 -- Holiday / No School
- 12 -- Staff Development Day / No School for Students
- 19 -- Orchestra Pops Concert -- Ramada -- 7:30 P.M.

May

- 10 -- Grade 7 Choir Concert -- High School Auditorium -- 7:00 P.M.
- 11 -- Grade 8 Choir Concert -- High School Auditorium -- 7:00 P.M.
- 25 -- All City Orchestra Concert -- High School Gym -- 7:30 P.M.
- 31 -- Memorial Day Holiday / No School

June

- 2 -- Last Day for Students
- 4 -- Last Day for Staff / Workshops
- 6 -- Graduation

This document can be made available in an alternate format such as large print or audio cassette. Call 284-3310 to make a request.

If you do not read English and would like help in your own language, please call 284-3310.

Si usted no lee en inglés y le gustaría que le ayudaran en su propio idioma, por favor llame al 284-3310.

Chúng tôi không biết đọc tiếng Anh và muốn giúp đỡ
trong ngôn ngữ của bạn, xin gọi số 284-3310.

如果我不懂英语，我想寻求帮助
请打电话 284-3310。

دەستەواى ئىنگلىز تىلىدا قىلالايمىز،
ئۆزىڭىزنىڭ تىلىڭىزدا 284-3310 غا ئالاقىلىشىڭىز.

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TO: Lynn Kovash
FROM: Mike Siggerud
RE: Student Handbook revisions
DATE: 6/16/03

These are the recommended changes to the MHS Student Handbook for 2003 - 2004:

Uncollected fees

Fees assessed for damaged or lost books, school projects, damage to school property, or other expenses that have been accrued by students but remain unpaid after July 1 following the end of the school year will be referred to a collection agency.

Conduct on school Buses and Consequences for Misbehavior

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop.

Shortened school day

If school is started late due to inclement weather the following schedule will be used:

Period 1	Canceled		
Period 2	10:30 - 11:04		
Period 3	11:09 - 11:43		
Period 4	11:48 - 12:22		
First Lunch	12:27 - 12:57	-or-	Period 5 12:27 - 1:02
Period 5	1:02 - 1:37		Second Lunch 1:07 - 1:37
Period 6	1:42 - 2:16		
Period 7	2:21 - 2:55		

Senior High School Parking

Parking at Moorhead High School is a privilege. Students who violate traffic regulations or who demonstrate unsafe driving habits may be denied permission to park on school property. Speed in our parking lot should not exceed 10 miles per hour at any time.

Vehicles in violation of parking regulations or appear to be abandoned will be towed.

No loitering is permitted in the parking lot during school hours. A security officer will check the parking lot periodically for purposes of safety and security. The school assumes no liability or responsibility for damage or theft occurring in the lot.

Students are permitted to use their vehicles during the assigned lunch period.

Musical Instrument Rental Fees

The Moorhead School Board authorizes a rental fee of \$20 per instrument each semester for each child playing a school -owned instrument.

The requirement may be waived if any of the following circumstances prevail:

1. If a family cannot afford to pay the fee (as determined by the building principal by using the Application for Educational Benefits (Free or Reduced-Price School Meals) criteria).
2. In situations where students who provide their own musical instruments are asked to switch to a school-owned instrument to obtain a balance in instrumentation, no fee will be requested.
3. No student will be denied the right to participate in music because of any or all of the above.

Hazing

"Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

Student Dress and Appearance

It is the policy of the Moorhead Public Schools to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.

Detention

Detention will be held daily after school. Detention will be assigned for unexcused absences, and may be assigned for other disciplinary reasons.

Freshmen, Sophomores and Juniors who fail to attend detention will be assigned in-school suspension the following day. In-school suspension does not necessarily remove the obligation to serve any assigned hours of detention.

Seniors are responsible for monitoring detentions assigned for attendance or other reasons, and serving them in a timely manner. Students with unserved hours of detention and their parents will be notified regularly. If a senior has not served all of their assigned hours of detention by the second to the last Friday before graduation ceremonies, that senior will not be allowed to participate in the ceremonies.

Profile of Learning Appeal Process

The school district encourages student and parent or guardian involvement in the implementation of and decisions concerning the Profile of Learning. To address the concerns or complaints of students and parents or guardians regarding the implementation of the Profile of Learning or any decisions made under these policies, the school district has established a procedure for review of these issues. Please see your counselor or the building principal for information or the procedure for handling complaints.

Foreign Students

Moorhead High School welcomes foreign exchange students who are sponsored by accredited agencies. All foreign exchange students are classified as freshmen, sophomores or juniors. Foreign students are not eligible for status as a senior and are not entitled to graduation from Moorhead High School.

Our Mission:
"To develop the maximum potential of every learner to thrive in a changing world."

**Moorhead Senior High School
Daily Class Schedule
2002-03**

Period 1	7:30 - 8:25
Period 2	8:30 - 9:25
Period 3	9:30 - 10:25
Period 4	10:30 - 11:25
Period 5	11:30 - 12:55
Period 6	1:00 - 1:55
Period 7	2:00 - 2:55

Lunch Shift A

11:25-12:00
Rooms 105 - 150

Lunch Shift B

12:25 -1:00
Rooms 201-221 Second Floor & Gym
Rooms 213-216 Industrial Tech Wing
Rooms 240-241 Health & Theater
Rooms 251-253 Study Halls
Rooms 227-228 Music Wing
Rooms 301-325 Third Floor

During lunch shift A, the third floor is closed.
During lunch shift B, the first floor is closed
Please incorporate your locker visit
to accommodate this schedule.

Deposits to lunch accounts may be made from
8:00-9:30 am or 3:00 - 3:30 pm daily.

Deposits must be made before 9:30 in order
to be available for use the same day.

SHORTENED SCHOOL DAY If school is started late due to inclement weather the following schedule will be used:

<u>Period 1</u>	<u>Canceled</u>		
<u>Period 2</u>	<u>10:30 - 11:04</u>		
<u>Period 3</u>	<u>11:09 - 11:43</u>		
<u>Period 4</u>	<u>11:48 - 12:22</u>		
<u>First Lunch</u>	<u>12:27 - 12:57</u>	<u>-or- Period 5</u>	<u>12:27 - 1:02</u>
<u>Period 5</u>	<u>1:02 - 1:37</u>	<u>Second Lunch</u>	<u>1:07 - 1:37</u>
<u>Period 6</u>	<u>1:42 - 2:16</u>		
<u>Period 7</u>	<u>2:21 - 2:55</u>		

Attendance Policy

PHILOSOPHY POSITION - We believe:

- students with regular attendance achieve better academically in school.
- students with regular attendance are better adjusted to school.
- learning that is lost due to absence can never be adequately replaced.
- students with regular attendance have purpose and direction.

Attendance is of vital importance and it is essential that all efforts be made by the staff members of Moorhead Independent School District #152 to insure excellent attendance by the students of the District. The Moorhead School Board is committed to support staff members in every way possible to encourage optimum attendance by positive teaching methods, individual concern, and reasonable attendance policies as determined by proper authorities. Regular, sound attendance habits require maximum cooperation of parents, students, and school.

EXCUSED AND EXTENDED EXCUSED ABSENCES

Excused Absences: The excused absence is for all legitimate reasons. The administration will determine the legitimacy of all absences. The student has the right and obligation to make up any work missed with full credit. The State of Minnesota recognizes the following reasons for excused absence: personal illness, death or medical emergency in the immediate family, and inclement weather. Other reasons that could be acknowledged are personal requests for absence made 24 hours in advance; (e.g. legal appointments, religious activities, travel, family vacations, competitions, state tournaments and school activities.) We encourage parents to hold these requests to a minimum.

Extended Excused Absences: Students will occasionally request, with parent/ guardian approval, to be absent for an extended period of time. In an effort to be consistent, the district will use the following guidelines: A request should be for absences that involve educational trips or competitions (usually with parents or coaches) only. Any request to leave school for vacations, going to work, etc. should be restricted. All requests will be dealt with by the appropriate grade level administrator. The school will be the final authority in excusing the student and issuing an Advance Make-up slip.

UNEXCUSED ABSENCES: Unexcused absences are all absences which can be avoided or delayed, and for which prior arrangements and/or approval have not been made through the principal's office. These absences indicate that the student is absent from school with or without the consent of parents, but the excuse given is not acceptable to the school administration. Unexcused absences or truancy receive no daily credit for work missed. Common unexcused absences may be: missing the bus, car trouble, oversleeping, work at home, work at a part-time job, need for extra sleep, baby sitting, hair appointments, shopping, visiting friends, skipping class, job interviews, not returning to school following noon hour, leaving school ill without checking out with the health office, falsifying notes or explanations for absence, etc.

1. An unexcused absence will result in detention time assigned and notification of parents/guardians.
2. Repeated offenses will result in detention time assigned as well as a parent/guardian contact regarding the problem.
3. Continued unexcused absences in class will result in referral to the Student Assistance Team and parent and/or guardian conference to determine a contract regarding future attendance.
4. Coaches and Advisors will be advised of team members/students who have unexcused absences. When an unexcused absence is verified, a student will not be permitted to participate in each of that day's or the next day's scheduled extracurricular activities (e.g. practice, game, rehearsal,

ILLNESS/MEDICAL RELATED ABSENCE: Absence Reporting Procedures: Parents/Guardians must contact the school on the day of the student's absence. The school will attempt to contact the parent in the case of absences after 10:30 a.m. Students are not required to obtain admit slips, but may report directly to class upon their return. Physician verification will be required for excused absences if personal illness goes beyond three (3) consecutive days or if administration believes other reasons, other than illness, may underlie the repeated absences.

ILLNESS DURING THE SCHOOL DAY: Students becoming ill during the school day, except in case of emergency are to report to their regular class, then get a pass to the health office. If it is necessary to go home, the health office staff will contact the student's parent(s)/guardian or authorized representative to obtain release permission. If a parent(s)/guardian or authorized representative cannot be contacted, the student will remain in school. Friends will not be excused to transport students. Students who do not check out through the office are considered unexcused.

MEDICAL ABSENCE: An excused absence for doctor or dental appointments will be acknowledged when the student produces the appointment card verifying the appointment. Notes or phone calls will not be accepted. Unless an emergency occurs, requests for medical appointments are encouraged to be made before and after school, or on Saturday.

TRUANCY: When a student subject to compulsory instruction requirements is absent from instruction from school with no valid excuse, he/she is considered truant under Minnesota Statute. Students will be reported to the legal authorities in accordance to applicable Minnesota Statute or as the Student Assistance Team advises following the seventh occurrence of unexcused absence for truancy.

TARDINESS: Tardiness to class will be dealt with by each teacher as deemed appropriate; detention can be assigned as outlined in each teacher's discipline policy which will be explained to students at the beginning of each school year.

~~**DETENTION:** Detention will be held daily after school. Failure to attend assigned detention will result in in-school suspension.~~

DETENTION: Detention will be held daily after school. Detention will be assigned for unexcused absences, and may be assigned for other disciplinary reasons.

Freshmen, Sophomores and Juniors who fail to attend detention will be assigned in-school suspension the following day. In-school suspension does not necessarily remove the obligation to serve any assigned hours of detention.

Seniors are responsible for monitoring detentions assigned for attendance or other reasons, and serving them in a timely manner. Students with unserved hours of detention and their parents will be notified regularly. If a senior has not served all of their assigned hours of detention by the second to the last Friday before graduation ceremonies, that senior will not be allowed to participate in the ceremonies.

STUDENT ACTIVITIES: Student activities should be scheduled around the school day whenever possible. Students who miss a particular class consistently due to activities could have this privilege removed if their grade average begins to decline. Teachers are encouraged to report failing grades to students, parents, and administration as deemed appropriate. Students will not be granted excused absences from classes the morning following out-of-town activities. If unusual circumstances are present, they will be dealt with on an individual basis. Students in school-sponsored activities should not assume that they have the right to an extended deadline for school work.

MAKE-UP POLICIES FOR EXCUSED ABSENCES

EXCUSED ABSENCES: For excused absences, a student shall be allowed two (2) school days for each absent day to make up any additional work missed and receive a grade. A teacher may require additional assignments to compensate for any loss of class discussion and lecture information. School work not turned in to a teacher within the two-day guidelines may result in the assignment receiving a lower grade or no credit. In the case of a prolonged excused absence, a deadline should be mutually agreed upon by teacher and student. A principal will mediate if mutual agreement is not reached.

ADVANCE MAKE-UP: In the event that a student is aware he/she will be absent from school, either part of a day or all day, he/she is to request the excuse by written note at least 24 hours in advance of the absence. The student then must present the Advance Make-up Slip to each teacher one (1) day prior to the date of absence. All assignments are to be made up in advance unless specific arrangements are made with teachers.

OUT-OF-SCHOOL SUSPENSION (OSS): "Suspension" means an action taken by the school principal or designee prohibiting a student from attending school in accordance with the Pupil Fair Dismissal Act. The purpose of suspension is to remove the student from the school environment and to provide time for professional staff, parent/guardian and student to discuss the matter and bring about an agreement of future conduct.

IN-SCHOOL SUSPENSION (ISS): In-School Suspension is used as an alternative to out-of-school suspension for students whose misbehavior is passive. Students assigned to in-school suspension do receive credit for work that can be done in the ISS room. Parents of students assigned to ISS will be notified.

PASSES: Students who need to leave their classes for purposes such as the washroom, office, nurse, locker, or counselor must obtain a pass from their classroom teacher. Students are not excused from scheduled classes to participate in school activities unless approved by a building administrator. Students who abuse passes by being disruptive or using them excessively may lose this privilege. Students may be denied pass privileges after three (3) unexcused absences. Reinstatement of pass privileges will occur only after a suitable plan for correcting attendance problems has been developed by the student, submitted to the administration and followed successfully.

DISCIPLINE HANDBOOK: All students receive a copy of the ISD #152 discipline handbook at the start of each school year. Students are responsible to know its contents. School discipline policies apply at all events in which the school is involved, regardless of the site, as well as on school transportation.

GUIDELINES FOR VISITORS TO MHS: City ordinances and state statutes require that all visitors report to the main office immediately for a visitor's permit. Visitor passes will not be issued to students who wish to bring a guest to school during the regular school day. Students who wish to bring a guest who is not currently enrolled at Moorhead High School to school dances must first obtain permission from the principal. Unauthorized persons in the building will be asked to leave and will be reported to the police; failure to leave will result in trespassing charges being filed.

SCHOOL DRESS: ~~Moorhead High School students have always maintained a great deal of pride in their appearance. The staff will administer a responsible dress code based on good judgment and good taste. We expect students to be neat and clean. Any student wearing clothing disruptive to the educational environment will be required to change. The state health department requires that students wear shirts and shoes when in the building. Clothing that advertises or promotes tobacco products, alcohol products, illegal drugs or profanity will not be allowed. Disallowed headgear will include hats, bandannas, or any headwear that communicates messages that are profane, promote tobacco, alcohol products, or illegal drugs. Headbands, sweatbands, or other decorative headgear not described in the above criteria are allowed as long as they do not identify the wearer as part of a group involved in illegal or intimidating activities.~~

STUDENT DRESS AND APPEARANCE: It is the policy of the Moorhead Public Schools to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.

HARASSMENT: Harassment is forbidden under school policy. Harassment includes acts that injure, degrade, or disgrace other individuals, as well as display of hate or racist symbols such as the confederate flag. If a student or parent experiences or witnesses harassment at school or at a school function based on gender, religion, age, race, ethnicity, culture, or disability, he/she should report the incident to a teacher, counselor, or principal.

HAZING: "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

SEXUAL HARASSMENT: Sexual harassment is a form of sex discrimination which is illegal and does not belong in our school. Sexual harassment may include (but is not limited to) boys dressing as girls, obscene or offensive clothing, verbal harassment or abuse, inappropriate patting or pinching, any unwelcome touching or sexual violence. If you believe you have been the victim of sexual harassment or violence by another student or employee of the district, or have witnessed any such behavior, report it immediately to your principal, assistant principal, counselor, teacher, or to the district's human rights officer.

DISRUPTIVE BEHAVIOR: Students who display disruptive behavior in a class may be removed from that class by a teacher or principal for up to three (3) days, placed in a study hall with the opportunity for parent-teacher conference provided. A second referral for disruptive behavior may result in permanent removal from the class after the opportunity for a conference with the student and parent(s)/guardian is provided. Students are expected to behave in an appropriate manner in the hallways between classes as well as before and after school. Students who are not participating in school-sponsored activities after the regular school hours or are not working on school-related activities are requested to leave the building by 3:30 p.m.

The area around Moorhead High School is a drug and weapon-free zone. Anyone caught possessing or selling drugs or anyone caught possessing, using, or recklessly handling a dangerous weapon may be subject to increased penalties as defined by state law. Moorhead recognizes that the harm done by the presence and activities of gangs in the public schools exceeds the immediate consequences of activities such as violence and destruction of property. Gang activities create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive of the process of education and school activities. As a result, any dress, signals, or gestures identifying gang membership/affiliation are prohibited.

CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR: Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop.

PROCESS FOR ADDRESSING CONCERNS: When parents have concerns, they are asked to first contact the school employee who is nearest to the situation causing concern. If they do not receive satisfaction from that person, they should then contact the building principal for assistance. If the matter is still unresolved, they are advised to contact the superintendent of schools. The parent may be asked by the superintendent to state the concern in writing and summarize the action to date. Should that fail, parents are invited to call school board members to assist in bringing the matter to a satisfactory resolution.

PERSONAL PROPERTY: It is the policy of the State of Minnesota that school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of a student's personal possessions. The school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

LOCKERS: Lockers have been assigned to each student. Students are expected to use the locker that is assigned to them during the entire time they are enrolled at Moorhead High School. Locks for lockers will be provided by the school. A deposit of \$10 will be collected from each student and will be returned upon the student's graduation or withdrawal from MHS when the lock is returned to the main office. If you lose your lock, you must pay an additional \$10 deposit to obtain a new one.

Lockers should always be locked when not in use. Do not give your combination to anyone else. Lockers should not be considered safe from theft. The school assumes no liability in the case of theft. Random locker checks will be conducted, and the Moorhead Police K-9 unit will randomly check lockers four to six times per year. We encourage students not to leave money or valuables in their lockers. Please leave valuables at home. In the rare instance that you must bring something of value to school, please leave it in the office so that it can be stored in the vault for the day and returned to you when school is dismissed.

NUISANCE DEVICES: Because of the potential for disruption to the learning environment, students are not to bring items to school which may create a danger, create a disturbance or may interfere with the normal conduct of the school. These devices typically may include, but are not limited to: water guns, chains, radios, tape players, beepers, cellular phones, electronic games, CD players, or laser lights.

COMPUTER USE: Computers are provided for student use at several locations. Students are advised that "computer hacking", use of the computers to duplicate copyrighted materials or other inappropriate use may result in losing access to the machines and/or referral to authorities. Faculty and administrative computers are off limits to students.

IMPROPER ACTIVATION OF FIRE ALARMS: The improper activation of fire alarms is illegal. Any student who causes a false alarm will be suspended and referred to legal authorities. A second offense may result in expulsion.

TOBACCO: Moorhead Senior High has been designated a tobacco-free building. Tobacco in obvious possession-in hand, in mouth, lit or unlit, or the exhaling of smoke is a violation. Tobacco use or possession, including smokeless tobacco, is not permitted by any student on school premises, at school activities, on school buses or on any field trips. The penalty for smoking shall be a three-day suspension from classes for the first offense. A parent conference will take place upon reentering school. Any additional offense will cause five days out-of-school suspension and a parent conference.

VANDALISM: Students who destroy or vandalize school property will be required to pay for losses or damages. If you should happen to damage something by accident, please report it to a teacher or the office immediately.

DRUG AND ALCOHOL ABUSE: Any student who intentionally sells, gives, uses or is under the influence of chemicals in school, on school property or at school related activities (including buses) shall be subject to the following:

1. Suspended from school for 3 days
2. Referred for a chemical evaluation
3. Reported to the appropriate law enforcement agencies for possible legal action
4. Parental conference upon readmission

REGISTRATION: Students will have conferences with their counselors upon entering ninth grade at which time a four-year plan will be discussed. This conference serves as a guide for registration each succeeding year. All students who request admission to Moorhead High School and have not attended a high school for the previous two weeks or longer, will be encouraged to enroll in alternative education options for the remainder of the semester. These students will be eligible to enroll at the start of the next year or semester. Students who are expelled from another school district for violent actions will not be enrolled at Moorhead High School. Students who have failed a significant number of junior high courses may be required to take remedial course work as a condition of entering the senior high school.

GRADUATION REQUIREMENTS: Students must complete 21 credits and fulfill all the requirements of the Minnesota Graduation Standards. Students graduating in the year 1998 and beyond must pass basic competency tests in reading and mathematics as a requirement for graduation. Students entering 9th grade in 1998 will also be required to meet the High Standards of the Graduation Standards. During the senior year, students and parents will be notified of current credit status. Each student must complete a graduation application no later than the semester preceding graduation. Students who elect to participate in the graduation exercises must wear the appropriate cap and gown. All students participating in the graduation exercises must have completed the 21 credits. Disciplined behavior is expected during the graduation ceremony.

FOREIGN STUDENTS: Moorhead High School welcomes foreign exchange students who are sponsored by accredited agencies. All foreign exchange students are classified as freshmen, sophomores or juniors. Foreign students are not eligible for status as a senior and are not entitled to graduation from Moorhead High School.

COUNSELING DEPARTMENT: One of the first resource people you will meet at Moorhead Senior High school is your counselor. Your counselor is assigned to you based on the first letter of your last name and is available to assist you in many areas of your high school career including:

- planning and developing an academic program that best fits your needs,
- identifying career goals and interests, providing resources which will give current info about colleges and other post-secondary institutions, and,
- helping you make good decisions about concerns and conflicts in your personal life.

Moorhead High School is proud to have five licensed professional school counselors on staff to work with parents and students. MHS also has a licensed professional addiction counselor and several outreach workers to assist with student concerns which include chemical usage, attendance, and nontraditional high school programming.

A - E	Toni Bach	284-2313
F - K	Jeff Robinson	284-2316
L - Q	Jill Lavelle	284-2314
R - Z	Sarah Miller	284-2315
	Student Assistance	284-2319

Your counselor is truly interested in helping you succeed at MHS. Make it a point to get to know your counselor and see him/her frequently. Students are free to talk to any counselor, not just their assigned one.

MARKING SYSTEM: Moorhead High School uses letter grades of A, A-, B+, B, B-, C+, C, C-, D, D+, D-, and F. An "I" will indicate an incomplete in a subject. Assignments must be completed for credit no later than two weeks from conclusion of a course or the incomplete will be changed to FAILURE. Special cases should be cleared with your counselor or grade level principal.

PASS/FAIL OPTION: Students taking five or more classes are eligible to request pass/fail in one or more classes but must be graded in a minimum of four classes. Check with your counselor for forms. These must be signed and returned prior to the last day of the grading period in the first or third quarter. Pass/fail is available only on a semester basis. You may not take pass/fail for only one quarter. Once you have been graded, you cannot change to a pass/fail option. Students who drop two grade levels below the average that they are capable of carrying could have this option removed the first or third quarter, and they would be graded by letter grade in the course for the rest of the semester. Students who fail a course and retake it at a later time will have their original failure replaced by the more recent grade.

CLASS LOAD: All students will be assigned 6 class periods each semester. Counselors are available to counsel students on their class schedules. Students who wish to take a seventh hour must meet the following requirements:

1. A 2.75 G.P.A. (may be waived under certain circumstances)
2. Parental permission
3. No previous failing grades
4. No more than one "D" in the previous quarter.

CHALLENGING A CLASS: A student may receive credit for a course on a pass/fail basis before, during or after taking that course by successfully demonstrating mastery of its content. For more information, please see your counselor.

CLASS AUDIT: Any student who wishes to audit a class for no credit should meet with the course instructor and the assistant principal for details.

HONOR STUDENTS: In order to be considered for honor roll status, a student must meet the following standards:

- "A" honor roll: an average of 3.75 or better
- "B" honor roll: an average of 3.00 and less than 3.75
- A = 4.00, A- = 3.75, B+ = 3.50, B = 3.00, B- = 2.75,
C+ = 2.50, C = 2.00, C- = 1.75,
D+ = 1.50, D = 1.00, D- = .75

Seniors with a G.P.A. of 3.70 or better through the first semester will be named to the Moorhead Honor Society.

ACADEMIC LETTER: The purposes of the academic letter are motivation, incentive and recognition for work well done. The Academic Letter Committee follows these guidelines/Qualifications:

- | | |
|--|-------------|
| • Grade 9 - 3.80 cumulative G.P.A. through first semester | of Grade 9 |
| • Grade 10 - 3.70 cumulative G.P.A. through first semester | of Grade 10 |
| • Grade 11 - 3.65 cumulative G.P.A. through first semester | of Grade 11 |
| • Grade 12 - 3.60 cumulative G.P.A. through first semester | of Grade 12 |

Grade Period: Cumulative grade point average for all subjects. This program is distinct and separate from the Moorhead High School Honor Society.

REPORT CARDS: Report cards are issued at the end of each nine-week quarter. They include a letter grade for each subject and a report on attendance and tardiness. If you feel there is an error on your report card, bring it to the registrar's office and report it to the secretary. The last report card of the year will be mailed to the student's home.

HONOR CARDS: Gold cards will be given to students who earn a 3.5 - 4.0; Silver to students with 3.0 - 3.49; White to students who improve their G.P.A. by .2 over the previous quarter. Cards will be valid for one grading period and will be reissued each quarter. Students must present both an ID and their card for each use. Lost cards will not be replaced. Discounts and premiums are for the cardholders use only. Abuse or misuse of the card will result in its forfeiture. Cards may also be forfeited at the discretion of the administration.

UNSATISFACTORY WORK REPORTS: Parents will be sent reports indicating unsatisfactory work in a subject near the midpoint of the quarter or any time students are not performing up to their capabilities. **PARENTS SHOULD CONTACT THE TEACHER WHO SENT THE REPORT FOR A CONFERENCE.** Teachers will send these reports while there is still time to improve the grade for that quarter.

DROPPING A CLASS: Once you are enrolled in a class, you may drop it only after seeing your counselor. You will also need parental permission. In most instances, you cannot drop a class with fewer than 15 students enrolled. If you drop a class, you will report to study hall for that assigned hour for the remainder of the semester. Once a student has been graded with a letter grade, a withdrawing student will receive a failing grade and no credit. Seniors must be enrolled for 6 hours.

WITHDRAWALS OR TRANSFERS: If you wish to transfer from Moorhead High, report to the counseling office for a withdrawal form. Complete the form and take it to all your teachers, the library, your counselor and the assistant principal for their signatures. After all signatures have been obtained, return the form to the registrar's office. All textbooks should be returned to teachers as you check out with each of them. Records will be sent to another school only after all obligations have been met.

MINNESOTA POST-SECONDARY ENROLLMENT OPTIONS ACT: As enacted by the 1985 Minnesota Legislature, with approval and acceptance, juniors and seniors may enroll for courses at an approved institution of higher learning as part of the student's full-time high school enrollment and receive both college credit and credit toward high school graduation requirements. No charge will be made to the student for the costs of tuition, fees and required textbooks and materials. All books and materials are the property of District #152 and must be returned. If interested, see your counselor.

CORRESPONDENCE COURSES: If you are interested in taking a correspondence course, contact your counselor. If permission is granted, you will need to process the forms from the Division of Independent Study at the North Dakota State University. A supervisor, usually a teacher or counselor, will administer the exams at the proper time. Correspondence courses involve a considerable amount of writing and individual study.

HOUSEBOUND INSTRUCTION: Students may apply for homebound instruction on the sixth day of absence with a physician's verification. All requests for homebound instruction are to be directed to the Director of Special Services, 284-3715, and can be initiated before the time lines are in effect.

MINNESOTA CHOICE PROGRAMS: The open enrollment option is available for students to attend the Minnesota school of their choice. The deadline for an application for open enrollment is January 1st of the preceding year. Students 21 years or older are eligible to attend Moorhead High School if they meet the requirements of the Minnesota Choice Programs. See your counselor for more information.

TRANSFER STUDENTS/GRADUATION: Students who transfer in as a senior may graduate by meeting the previous school's requirements and, therefore, be awarded a diploma by that school. If students plan to participate in Moorhead High School's graduation ceremony, they must meet district requirements.

GRADUATION DEFICIENCIES: Students who fail to meet graduation requirements at the end of four years of attendance will be permitted to continue in school and carry a course load sufficient to permit them to meet graduation requirements the following year. **STUDENTS WITH DEFICIENCIES WILL NOT BE PERMITTED TO PARTICIPATE IN GRADUATION CEREMONIES.**

CURRICULUM REVIEW: Parents have the right to review the curriculum and to determine which instruction will be provided by the parent. For more information, please contact the assistant superintendent for curriculum and instruction, a principal or counselor regarding policy IIAC/IIAC-A.

PROFILE OF LEARNING APPEAL PROCESS: The school district encourages student and parent or guardian involvement in the implementation of and decisions concerning the Profile of Learning. To address the concerns or complaints of students and parents or guardians regarding the implementation of the Profile of Learning or any decisions made under these policies, the school district has established a procedure for review of these issues. Please see your counselor or the building principal for information or the procedure for handling complaints.

ACTIVITIES: The privilege to participate in activities is available to only a portion of the student body. Skill, natural ability and attitude are the primary factors in determining who will represent our school. Moorhead High must be represented by students who are good citizens, scholars and athletes willing to abide by prescribed rules and standards. This privilege and honor carries with it responsibilities to the community, school faculty and student body they represent. To insure that the standards and ideals of Moorhead High are upheld and requirements enforced uniformly, standards of conduct have been established. Advisors or coaches may enforce rules that are more strict than those established, but these are minimum rules that must be enforced:

1. Administrative Policy: Any student failing two or more classes, or having two or more incompletes, will be ineligible for a minimum of two weeks. Student eligibility will be monitored at the end of each nine week grading period. Students deemed ineligible will have to provide evidence that they have achieved passing status or have satisfied any incompletes to regain eligibility.
2. There shall be no conduct by students participating in activities, whether or not that activity is currently in season, that will bring discredit to the student, parents, activity, school or community. Penalties for rule violations will be administered at the discretion of school officials.
3. Moorhead School Policy and the Minnesota State High School League rules shall be enforced as the minimum standard of conduct for all participants in activities.
4. Students are expected to be in school on the day of a contest, play, concert or event as well as the following day. Violations may result in a forfeiture of practice on the succeeding day, loss of the right to appear in a public performance or meet and/or an unexcused absence.
5. Students must dress appropriately when representing the school. Neat, casual dress clothes are appropriate.
6. Awards and honors are presented in trust. Should the student violate that trust, the honor or award may be revoked. Fees are charged to participate in certain school activities and all athletic programs. However, the total fee for any student shall not exceed \$80 per year. Rental fees are charged for all students using the school's musical instruments. This fee is \$40 per year.

EXTRA CURRICULAR ACTIVITIES: Check with your counselor for the advisor of these groups:

Carolers	Minnesota State Spelling Bee
Debate	Mock Trial
Cho Kio (Yearbook Staff)	Renaissance Singers
Apollo Strings	Knowledge Bowl
Math Competition	Student Council
Drama	Science Club
Speech	Pep Band
Student Newspaper	Industrial Arts Competition

CHEER LEADING: Cheerleaders are chosen for football, basketball, hockey, and wrestling. Cheer leading is open to both boys and girls. Selection occurs in the spring.

SCHOOL SONG

Onward Moorhead, Onward Moorhead
Fight right through that line!
Onward Moorhead, Onward Moorhead
Victory sure this time!
Onward Moorhead, Onward Moorhead
Fight on for your fame!
So fight, Moorhead, fight-fight-fight
To win this game.

ATHLETIC PROGRAM: The following sports are available to students at Moorhead High School:

Fall:	Cross Country - girls and boys
	Football - boys
	Soccer - girls and boys
	Tennis - girls
	Swimming - girls
	Volleyball - girls
	Dance line - girls
Winter:	Basketball - boys and girls
	Swimming - boys

Spring: Gymnastics - girls
 Wrestling - boys
 Hockey - boys and girls
 Dance line - girls
 Track - boys and girls
 Golf - boys and girls
 Tennis - boys
 Baseball - boys
 Softball - girls

STUDENT INSURANCE: The school district does not carry insurance on students. However, student insurance is available at a nominal cost on an individual basis. Contact the activities office for details.

UNCOLLECTED FEES: Fees assessed for damaged or lost books, school projects, damage to school property, or other expenses that have been accrued by students but remain unpaid after July 1 following the end of the school year will be referred to a collection agency.

FUND RAISING: All fund raising projects by any student group must be approved in advance by the advisor and principal.

MUSICAL INSTRUMENT RENTAL FEES: The Moorhead School Board authorizes a rental fee of \$20 per instrument each semester for each child playing a school -owned instrument.

The requirement may be waived if any of the following circumstances prevail:

1. If a family cannot afford to pay the fee (as determined by the building principal by using the Application for Educational Benefits (Free or Reduced-Price School Meals) criteria).
2. In situations where students who provide their own musical instruments are asked to switch to a school-owned instrument to obtain a balance in instrumentation, no fee will be requested.
3. No student will be denied the right to participate in music because of any or all of the above.

PUBLIC INFORMATION: The following information is considered public information and may be disclosed unless the school principal is notified that this information is considered private. **State law requires that data privacy information be released to the military unless a parent notifies the school in writing of their objection.

Name
Date & place of birth
Participation in activities
Height and weight of team members
Dates of attendance
Degree and awards
Most recent and previous school

FIELD TRIPS: All school policies apply to students on field trips 24 hours a day for the duration of the trip.

RELEASE OF INFORMATION: Students over the age of 18 who wish to restrict school correspondence to their parents must notify the office of the restriction, and provide an address to send future correspondence.

PARENT TEACHER ADVISORY COUNCIL (PTAC): The PTAC is composed of parents and staff members who wish to become more actively involved at Moorhead High School. Meetings are held once per month. All parents are welcome to become members and are encouraged to call the main office for more information.

SURVEILLANCE EQUIPMENT: Moorhead High School premises are under the protection of video surveillance equipment during all hours of the day and evening.

TELEPHONES: The two free telephones in the commons are for student use. Calls are limited to three minutes. STUDENTS MAY NOT USE THE OFFICE TELEPHONES.

MESSAGES: Students must report to the main office, to pick up their messages. Emergency messages for students will be announced twice during the school day. All emergency messages will be handled by an administrator. Students are responsible for checking television monitors or listening to hall pages during passing times between classes for routine messages. The office is not responsible for messages that are not picked up.

FOOD AND BEVERAGES: Other than appropriate classes, e.g. home economics foods classes, students are not to bring food or beverages into classrooms.

VENDING MACHINES: Vending machines are located in the commons for your use. Pop cans, candy wrappers and other items of this nature should be properly disposed of in the trash cans in the commons. Federal law prohibits vending machines from being turned on when school breakfast and lunch are served.

~~**PARKING:** Students are discouraged from driving to school. Bus service is provided to all eligible students for both 7:30 a.m. and 8:30 a.m. classes. Proper parking and driving courtesy is expected from those who do drive. No loitering is permitted in the parking lot during school hours. A security officer will check the parking lot periodically for purposes of safety and security. The school assumes no liability or responsibility for damage or theft occurring in the lot. Students are permitted to use their vehicles during their assigned lunch period for off-campus purposes. Speed in our lot should not exceed 10 MPH at any time.~~

SENIOR HIGH SCHOOL PARKING: Parking at Moorhead High School is a privilege. Students who violate traffic regulations or who demonstrate unsafe driving habits may be denied permission to park on school property. Speed in our parking lot should not exceed 10 miles per hour at any time.

Vehicles in violation of parking regulations or appear to be abandoned will be towed.

No loitering is permitted in the parking lot during school hours. A security officer will check the parking lot periodically for purposes of safety and security. The school assumes no liability or responsibility for damage or theft occurring in the lot.

Students are permitted to use their vehicles during the assigned lunch period.

COMMUNICATION ASSISTANCE: If a parent or guardian is in need of accommodations to communicate with a child's school or to participate in a child's education, please contact Moorhead High at (218) 284-2300 to make a request. Examples of accommodations include: TDD at a child's school, large print or Braille materials, accessible meeting facilities, sign language interpreter or assistive listening device kit for all meetings, conferences, activities, etc.

HEALTH CARE: The health office is located in the counseling office complex. A health tech is on duty from 7:30 a.m. to 3:30 p.m. A licensed school nurse staffs the health office on a part-time basis and is on call in case of emergencies.

Parents of students with special health conditions should notify the nurse at the beginning of the school year. Staff will be notified of special health conditions concerning their students.

The school does not provide aspirin or any other medication for students. If students need medication dispensed during school hours, parents must provide the health office with a physician's written order, written parental authorization and a properly labeled container with specific directions about how and when the medication is to be administered in school. Students may self-administer medication if the appropriate arrangements are made through the health office. Please contact the school nurse regarding any questions about medications in school.

Students who become ill in school should report to their teacher and obtain a pass to go to the health office. If it is necessary for a student to go home because of illness or injury, parents will be contacted to confirm those plans. Parents are asked to contact the main office with information regarding where they can be reached during the day and the name of a person who can be contacted when parents are unavailable in an emergency situation. Students should remain at home if they have a contagious illness or a temperature of 100 degrees or higher.

Minnesota law requires all students in grades 7-12 to have completed the primary series of immunizations including a total of two MMR (measles, mumps, rubella) vaccinations and a tetanus/diphtheria (TD) booster at or after age eleven. Students who have a medical or conscientious exemption from these requirements must have an exemption form on file in the health office.

Vision and hearing screening is done based on referrals from teacher, parents or students if a problem is suspected or as part of the assessment for special education services.

All school-related accidents (including extracurricular and out-of-town activities) should be reported to the nurse. Accident reports and emergency cards are kept on file in the nurse's office.

A student who is absent from the classroom for an extended period of time (2-3 weeks) because of health problems should notify the counselor who will make arrangements for homebound tutoring.

Students who leave the school during the day due to illness must check out through the health office regardless of the circumstances. Students who do not check out with the health office will be considered unexcused.

LIBRARY: Located off the commons, across from the gym, the senior high library/media center is easily accessible to the students and staff from 7:00 a.m. to 4:00 p.m.

At the senior high we have a large and excellent collection of materials that serve both the academic and recreational needs and interests of our students. These include over 22,000 fiction and nonfiction books, 130 magazine subscriptions, several daily and weekly newspapers, general and specific reference materials, both in print and electronic format, microfiche and pamphlets on current topics and computer programs with instructional and application software, plus an excellent career and college program call GIS. CD ROM software and access to remote databases such as the Internet are also available. Equipment, including a small computer lab, microfiche readers and printers, a photocopy machine and laser disk players are also available for student use. A highly qualified staff is available to help students in both areas.

Students are responsible for returning materials on time so that they are available for use by others. If something is lost or damaged, the original cost of the item will be charged. Overdue lists are posted on the bulletin board across from the office and in the library. Students with excessive overdue materials will lose their checkout privileges until their overdue materials are returned.

Students who are unable to abide by library policy and are disrupting other students or staff will be sent back to their class or study hall and will lose some or all of their library privileges. Food, radios, cards, games, etc. are not allowed in this facility. The deliberate abuse of any of the materials, programs or equipment located in the library/media center will be referred to a principal for disciplinary action.

School Calendar 2003-2004

August 27 - 29	K-12 Teacher Workshops
September 1	Labor Day Holiday
September 2	K-12 Classes Begin
September 4	Back to School Night
September 9 & 10	Student School Pictures
October 10 & 11	Homecoming Parade, Game, Dance
October 16 & 17	MEA
October 31	End of first quarter
November 3	Teacher Workshops - No School
November 24	Parent Teacher Conf (pm only)
November 25	Parent/Teacher Conf (am & pm)
November 26 - 28	Thanksgiving Holiday
December 22	Winter Break Begins
January 5	Classes Resume
January 19	Teacher Workshops - No School
January 23	End of 1st Semester
January 28	Basic Standards Test (Writing)
February 3	Basic Standards Test (Reading)
February 5	Basic Standards Test (Math)
February 16	Presidents Day Holiday
February 17	Teacher Workshops - No School
March 9	MCA Testing - 10 grade Reading
March 10	MCA Testing - 11th Grade Math
March 24	End of 3rd Quarter
March 29	Parent/Teacher Conf (pm only)
March 30	Parent/Teacher Conf (am & pm)
April 1 - 2	Spring Break - No School
April 9	Easter Holiday - No School
April 12	Teacher Workshops - No School
May 31	Memorial Day Holiday - No School
June 2	Last Day for Students
June 3 & 4	Teacher Workshops - No School
June 6	Graduation

STORM MAKEUP DAYS

June 3, 4, 2003 & beyond

BUSINESS SERVICES MEMO#: B.03.079



To: Dr. Larry P. Nybladh

From: Mark Weston *mx*

Date: June 17, 2003

RE: 2003-04 Annual Operating Plan

The preliminary budgets, by fund, for 2003-2004 are as follows:

Fund	Beginning Fund Balance	Revenues	Transfers	Expenditures	Transfers	Ending Fund Balance
01-General	\$8,641,858	\$38,310,278		\$39,051,786		\$7,900,350
02-Food Service	415,148	1,370,311		1,414,211		371,249
03-Transportation	374,632	2,630,826		2,596,709		408,749
04-Community Ed	228,856	1,293,145		1,366,672		155,329
05-Capital Outlay	1,860,839	3,271,985	1,500,000	5,589,309		1,043,515
06-Building Const.	62,021,602	1,173,000		47,577,474	1,500,000	14,117,128
07-Debt Service	-1,863,429	6,482,723		4,432,155		187,139

Suggested Resolution: Move to approve the 2003-04 Annual Operating Plan which includes the preliminary budget for the 2003-04 school year.

MLW/dmh



2003–2004 Annual Operating Plan

Dr. Larry P. Nybladh - Superintendent

Lynne Kovash - Assistant Superintendent of Teaching & Learning

Mark Weston - Assistant Superintendent of Business Services

The mission of the Moorhead School District
is to develop the maximum potential of every learner
to thrive in a changing world.

2003-2004 ANNUAL OPERATING PLAN

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SCHOOL BOARD

	Term Expiration
James Cummings, Director	2004
Kristine Thompson, Chairperson	2006
Lisa Erickson, Vice Chairperson	2004
Carol Ladwig, Clerk	2004
Anton Hastad, Director	2004
Sonia Hohnadel, Director	2006
Bill Tomhave, Treasurer	2006

CENTRAL OFFICE TEAM

Dr. Larry P. Nybladh, Superintendent

Lynne Kovash, Assistant Superintendent of Teaching and Learning

Mark Weston, Assistant Superintendent of Business Services

Ron Nielsen, Director of Human Resources

Jill Skarvold, Director of Special Education and Federal Programs

Dan Markert, Director of Information Systems and Instructional Support

**INDEPENDENT SCHOOL DISTRICT 152
MOORHEAD, MINNESOTA**

MISSION STATEMENT

The mission of the Moorhead School District is to develop the maximum potential of every learner to thrive in a changing world.

THE SCHOOL ENTITY

The District encompasses 206 square miles in Clay County. It includes all or part of 11 townships. It is 34 miles long and ranges from 3 1/2 to 9 1/2 miles wide. It is bounded on the west by the Red River. The communities of Moorhead, Georgetown, Kragnes, Sabin, and Rustad are all part of the District. The District currently employs over 900 individuals in full and part-time positions. The District operates an early childhood family education center, 5 elementary schools, a junior high school, and a senior high school. In addition, the District owns a maintenance garage.

OBJECTIVES OF THE ANNUAL OPERATING PLAN

1. To approve the 2003-2004 preliminary budget.
2. To project revenue and expenditures for a three year period beyond the current budget.
3. To present historical information.
4. To have the above information organized in such a manner that it may be used as a tool in the District's long range planning process.

I. GENERAL FUND

INTRODUCTION

For budgetary purposes the following assumptions were used when actual amounts were not available. For revenues a 2% increase was utilized, while expenditures are projected at an increase of 4.15%.

The 1995 Legislature eliminated the requirement to segregate pupil transportation and capital outlay into separate funds. Because there are still mandates relating to the expenditures in the area of pupil transportation and capital outlay, the District decided to continue to keep the three funds separate for budget and accounting purposes. The general fund is used to account for all transactions not properly accounted for in one of the other six funds. The items accounted for in the general fund include, but are not limited to, administration, instruction, pupil services, operation and maintenance of plant and related fixed charges.

Approximately 90% of the District's revenue in the general fund is based on a state formula, which multiplies an allowance determined by the legislature according to the number of pupil units attending the District.

The combination of the enrollment decline and reduction in formula funding create a challenging situation for the District. That challenge will be to maintain the quality of the education that Moorhead has been so well known for in the past and to continue that quality well into the future with the resources available.

Utilizing the assumptions already detailed in this report, the school district is anticipating 2003-2004 general fund revenues to be \$38,310,278. This reflects a decrease of \$416,234 as compared to anticipated revenues for 2002-2003. This decrease is primarily due to declining enrollment and an approximate reduction of state aid by .4% for fiscal year 2004.

Utilizing the assumptions already detailed in this report, the school district is anticipating 2003-2004 general fund expenditures to be \$39,051,786. This reflects an increase of \$1,555,991 as compared to anticipated expenditures for 2002-2003. This anticipated 4.15% increase in expenditures can be attributed to inflation.

The net result of the recommended general fund (01) budget is a deficit of (\$741,508) for the 2003-2004 school year. The 2003-2004 general fund (01) ending balance is projected to be \$7,900,350. This ending fund balance incorporates a transfer of \$1,800,000 to the capital outlay fund as approved by voters on November 3, 1998. This transfer will remain through fiscal year 2009 unless changed by the School Board.

Budget assumptions will be monitored to verify accuracy as new information becomes available. In the event significant changes are required, the AOP will be brought to the school board and amended as necessary.

Property Taxes1

The 2001 legislative session dramatically changed the amount of revenue that school districts needed to generate through local property tax levies. As a school district we saw a reduction in the school districts portion of property taxes of 72.2% as compared to the prior year. We currently levy a small portion of what remains of our excess levy referendum. On March 12, 2002 the voters approved a \$64,000,000 construction bond.

Interest..... 2

Current interest income is near thirty year lows. At this time there is no indication that interest rates will be rising substantially in the near future.

Tuition and Fees3

This line item contains the fees from participation in extra-curricular activities, the ticket sales from activity events, and the tuition received from other districts. The tuition revenue fluctuates annually and is difficult to predict. Most of the students that have tuition agreements are special needs students. This population enters and leaves the District daily.

Other Local Sources 4

Revenue is projected to increase by 2% annually. Vending receipts, rent from school facilities, rent from other property, student teacher reimbursement, concessions, reimbursement from Lake Land Mental Health Day Treatment, reimbursement from LCSC special education, and miscellaneous.

General Education Aid 5

This aid represents the State share of the basic general education revenue. Due to the decline in enrollment the total revenue from this source will decrease annually until demographic trends change. For fiscal year 2004 and later, general education revenue is provided entirely through state aid payments.

Tax Credits6

Due to the significant property tax relief legislation of 2001, tax credits are being phased out. One exception would be the border city tax credit.

Special Education Aid.....7

This is partial reimbursement for expenditures in special education. The aid represents a percentage of salary and supply costs incurred by the District. In fiscal year 2001, the level of funding for excess special education costs was significantly increased

Other State Sources8

The state aids are projected to increase 2% annually. Programs within this line item include: violence prevention grant, adult grad aid, special student aid, secondary vocational aid, secondary vocational disabilities aid.

Federal Sources.....9

The District receives a number of federal grants both directly and through the State of MN. Approximately 75% of the revenue is for Title 1 programming and the flow-thru funding for special education. The projected revenue will increase 2% annually and expenditure budgets for federal grants will reflect any increase or decrease in funding.

EXPENDITURES

Line #

Administration and Support Services..... 13-16

These lines include all costs for general administration, instructional administration, school site administration, and administrative support services. Administrative services are defined as those provided by head administrators who are in charge of instructional or instruction-related units. This includes the school board, superintendent, principals, assistant superintendents, and directors of instructional areas. Included are the costs of their immediate offices, including those individuals in direct support of the administrator and the administrative support positions. All staffing level changes are reflected on the attached worksheet, with the effect of those changes being built into the overall expenditure budget.

Regular and Vocational Instruction 17-20

These lines include all activities dealing directly with the teaching of pupils in the classroom and co-curricular activities at the kindergarten, elementary and secondary levels excluding expenditures for special education instruction.

Special Education Instruction 21-24

These line items include the budget for activities that provide learning experiences for pupils of any age who, because of certain atypical characteristics or conditions, have been identified as requiring, or who would benefit by, educational programs differentiated from those provided pupils in regular or vocational instruction.

Instructional Support Services..... 25-28

These line items include the budget for activities for assisting the instructional staff with the content and process of providing learning experiences for pupils in the kindergarten through twelfth grade. It includes, but is not limited to, the organization, management and operation of libraries and media centers and the budgets for staff development.

Pupil Support Services 29-32

Includes all services provided to pupils, which do not qualify to be classified as instructional services. The services include counseling and guidance, health, psychological, social work, crime prevention, and others.

Operations and Maintenance of Buildings and Grounds..... 33-37

These line items include the budgets for activities related to maintaining and sustaining the utility, economic and aesthetic value of existing District owned property. For buildings, this includes custodial care and ordinary upkeep. Equipment consists of repairs and maintenance of equipment to sustain original condition of completeness and efficiency. The Townsite and Voyager properties are not included in this budget.

Fiscal and Other Fixed Costs Programs 38-40

These line items include the budgets for severance pay, life and health premiums for retirees, employee benefit programs such as employee assistance, and the insurance premiums for worker's compensation, property, and liability coverage.

INE #	2000-01 ACTUAL	2001-2002 ACTUAL	2002-03 REVISED	2003-04 PROPOSED	2004-05 PROJECTED	2005-06 PROJECTED
Formula Allowance per Pupil Unit	3,964	4,068	4,601	4,601	4,693	4,787
Enrollment (Nov. 2002 Projections)	5,618	5,673	5,525	5,386	5,356	5,250
REVENUES:						
1 Property Taxes	2,900,450	1,273,182	213,038	458,078	467,240	476,584
2 Interest	315,755	263,039	150,000	150,000	150,000	150,000
3 Tuition & fees	547,710	567,702	579,060	590,640	602,450	614,500
4 Other local sources	479,661	681,459	712,090	726,330	740,860	755,680
5 General ed aid/00-01 adj	21,520,146	24,034,658	27,625,147	27,459,962	27,181,560	26,893,230
6 Tax credits/Border city aid	3,488,512	3,614,220	543,918	439,000	439,000	439,000
7 Special ed aid, excess aid, pr yr adj	5,299,497	5,802,423	5,988,219	5,512,928	5,404,109	5,400,000
8 Other state sources	217,091	605,363	617,470	629,820	642,420	655,270
9 Federal aids	2,287,726	2,252,524	2,297,570	2,343,520	2,390,390	2,438,200
10 TOTAL REVENUES	37,056,548	39,094,570	38,726,512	38,310,278	38,018,029	37,822,464
11 % CHANGE	2.61%	5.50%	-0.94%	-1.07%	-0.76%	-0.51%
12 \$ CHANGE	942,690	2,038,022	(368,058)	(416,234)	(292,249)	(195,564)
EXPENDITURES:						
13 Admin salaries	2,275,763	2,291,212	2,405,770	2,632,546	2,764,170	2,902,380
14 Admin fringe benefits	354,253	353,911	360,990	379,040	397,990	417,890
15 Admin supplies	15,507	10,672	10,670	10,990	11,320	11,660
16 Admin other	197,560	144,024	148,340	152,790	157,370	162,090
17 Instruct salaries (reg & voc)	12,527,592	12,420,396	13,064,785	13,405,220	14,075,480	14,779,250
18 Instruct fringe benefits	2,728,256	3,731,115	3,758,565	3,946,490	4,143,810	4,351,000
19 Instruct supplies	461,269	473,318	476,460	490,750	505,470	520,630
20 Instruct other	1,127,593	778,743	897,780	924,710	952,450	981,020
21 Spec ed salaries	6,895,907	6,794,546	7,268,400	7,631,820	8,013,410	8,414,080
22 Spec ed salaries	1,437,747	1,537,209	1,569,780	1,648,270	1,730,680	1,817,210
23 Spec ed salaries	69,860	83,422	83,420	85,920	88,500	91,160
24 Spec ed salaries	1,242,659	1,141,457	1,039,740	1,070,930	1,103,060	1,136,150
25 Instruct support salaries	1,456,216	1,488,614	1,438,130	1,510,040	1,585,540	1,664,820
26 Instruct support fringe benefits	247,104	245,097	254,130	266,840	280,180	294,190
27 Instruct support supplies	161,880	107,089	100,450	75,138	77,390	79,710
28 Instruct support other	288,673	405,055	378,210	276,272	284,560	293,100
29 Pupil support salaries	773,200	769,017	803,050	843,200	885,360	929,630
30 Pupil support fringe benefits	153,102	167,666	172,920	181,570	190,650	200,180
31 Pupil support supplies	6,054	27,958	30,260	31,170	32,110	33,070
32 Pupil support other	68,461	117,096	101,830	104,880	108,030	111,270
33 Bldgs & grounds salaries	874,081	882,254	926,470	997,790	1,072,680	1,151,310
34 Bldgs & grounds fringe benefits	148,821	147,855	150,810	158,350	166,270	174,580
35 Bldgs & grounds energy exp	794,123	627,034	645,850	700,230	721,240	742,880
36 Bldgs & grounds supplies	181,107	166,604	166,600	231,600	313,550	397,960
37 Bldgs & grounds other	281,059	192,877	225,565	232,330	239,300	246,480
38 Early retirement pay	322,630	300,825	315,870	331,660	348,240	365,650
39 Fringe benefits	401,449	453,921	463,000	486,150	510,460	535,980
40 Other fixed costs	233,499	231,024	237,950	245,090	252,440	260,010
41 TOTAL EXPENDITURES	35,725,425	36,090,011	37,495,795	39,051,786	41,011,710	43,065,340
42 % CHANGE	-0.62%	1.02%	3.90%	4.15%	5.02%	5.01%
43 \$ CHANGE	(222,115)	364,586	1,405,784	1,555,991	1,959,924	2,053,630
44 REV OVER EXP (EXP OVER RE	1,331,123	3,004,559	1,230,717	(741,508)	(2,993,681)	(5,242,876)
45 BEGINNING FUND BALANCE	5,375,459	6,206,582	7,411,141	8,641,858	7,900,350	4,906,668
Transfer to Capital Outlay	(500,000)	(1,800,000)				
46 ENDING FUND BALANCE	\$6,206,582	\$7,411,141	\$8,641,858	\$7,900,350	\$4,906,668	(\$336,207)
47 As a % of Expenditures	17.37%	20.54%	23.05%	20.23%	11.96%	-0.78%

General Fund Staffing Report
Values Refer to Full Time Equivalents (FTE)

<u>Licensed Staff:</u>	<u>2002-2003</u> <u>Actual</u>	<u>2002-2003</u> <u>Budget</u>	<u>2003-2004</u> <u>Budget</u>	<u>Increase</u> <u>(Decrease)</u>
Elementary (K-6)	105.00	105.00	103.00	(2.00)
Junior High (Grades 7-8)	35.27	35.20	34.40	(0.80)
Senior High (grades 9-12)	66.17	66.40	66.76	0.36
Alternative Education	12.80	12.80	12.00	(0.80)
Special Education	99.80	99.80	96.80	(3.00)
Title 1/Reading Recovery	18.50	18.50	16.92	(1.58)
ESL	6.60	7.50	7.50	0.00
Elementary Art	2.65	2.65	2.65	0.00
Elementary Music (Band and orchestra)	10.00	10.283	10.28	0.00
Elementary Physical Education	7.80	8.25	8.25	0.00
Gifted and Talented	2.50	2.50	2.50	0.00
Administrative	12.00	12.00	12.00	0.00
Media Specialists	6.50	6.50	6.50	0.00
Counselors	9.00	9.00	9.00	0.00
School Nurses	2.00	2.00	2.00	0.00
Supervisory	5.00	5.00	5.00	0.00
Total Licensed Staff	401.59	403.38	395.56	(7.82)
 Non-licensed Staff				
Administrative	2.0	2.0	2.0	0.00
Supervisory	3.0	3.0	3.0	0.00
Special Education Paraprofessionals	145.0	145.0	142.0	(3.00)
Title I/AOM Paraprofessionals	30.0	30.0	30.0	0.00
Title I Liaisons	7.0	7.0	7.0	0.00
Non-aligned	7.0	7.0	7.0	0.00
Clerical	60.5	60.5	60.5	0.00
Custodial	31.6	31.6	31.6	0.00
Total Non-licensed Staff	286.1	286.1	283.1	(3.00)
 Total	687.7	689.5	678.7	(10.82)

Note: Totals on this worksheet do not include district Staff that are expensed out of the food service fund, transportation fund, capital outlay fund, and enterprise fund.

Student to Teacher Ratios

The following chart provides information regarding the average class sizes at each grade level. The district annual plan provides for class sizes within the following parameters.

GRADE LEVEL CLASS SIZE AVERAGE	99-00	00-01	01-02	02-03	03-04
Elem. K-3	25:1	25:1	25:1	25:1	25:1
Elem. 4-5	28:1	29:1	29:1	29:1	29:1
Junior High	28:1	30:1	30:1	30:1	30:1
Senior High	28:1	30:1	30:1	30:1	30:1

K-3 class size ratio will be less than listed above due to special state and federal legislation. Secondary staffing for elective classes will require a student enrollment of 20-30.

The following information provides the actual ratios and average class sizes for 98-99, 99-00, 00-01 and 01-02. The 01-02 numbers are based on the numbers from the March 2001 enrollment. The other class size information is based on actual enrollments in March.

Instructor Learner Ratios and Average Class Size

	99-00		00-01		01-02		02-03	03-04
	Ratio	Average Class Size	Ratio	Average Class Size	Ratio	Average Class Size	Average Class Size	Average Class Size
Kind	16.5	20	18.9	21.3	18.85	20	20.72	21.11
Grade 1	13.4	16	15.5	18.7	19.47	21.49	22.85	21.82
Grade 2	15.3	18	18.4	23.8	19.25	21.76	23	23.35
Grade 3	14.9	18	19.8	25.7	20.08	27.07	23.33	23.94
Grade 4	16.8	21	21.13	27.9	20.84	27	25.48	24
Grade 5	16.6	23	21.78	28.2	22.32	28.07	27.38	26.13
Grade 6	19.5	26	22.35	29.1	22.17	27.38	28.36	27.25
Grade 7								29.1
Grade 8								30.2

Learner Instructor Ratio - The state of Minnesota's Learning and development Revenue requires a district to reduce and maintain the learner instructor ratio to 17:1 in kindergarten and first grade. Once the district achieves the target levels for both grade levels, the district may address the subsequent grade levels.

In order to calculate the learner instructor ratio for a grade level, a district may include all full-time licensed teachers, including art, music, world language, gifted and talented, counselor, nurse, computer and

Physical education specialists. Math and reading specialists who teach with the regular classroom teacher may also be included in the calculation. Special Education instructors may not be included.

Federal "Average Class Size" - The federal class size reduction program is intended to provide money to hire new teachers for the early elementary grades (Grades 1-3). The class size in a school district is determined by the average number of students per regular class in each grade level in the district. The target class size for grade K-3 will be 18:1. This number includes teacher of regular classrooms, special education teachers, and teachers of children with special needs, such as those with disabilities or limited English proficiency. This does not include administrative support, paraprofessionals, guidance counselors, librarians or other specialists such as physical education, art or music teachers.

Student to Teacher Ratio.doc

November-02

ACTUAL ENROLLMENT

PROJECTED ENROLLMENT

	97/98	98/99	99/00	00/01	01/02	02/03	03/04	04/05	05/06	06/07	07/08 s	Nov. 01 Projection	Variance between Actual and Projected
K-12 data	442	425	380	414	371	363	390	475	400	400	400	390	-27
Grade 1	420	451	421	364	419	368	359	386	470	396	396	368	0
Grade 2	483	401	457	407	356	405	360	351	377	460	387	412	-7
Grade 3	461	473	399	438	401	345	397	353	344	370	450	346	-1
Grades 1-3	1364	1325	1277	1209	1176	1118	1116	1090	1192	1225	1233	1126	-8
Grade 4	419	471	465	392	432	397	341	392	349	340	366	398	-1
Grade 5	477	414	456	458	393	442	393	338	389	346	337	427	15
Grade 6	461	457	418	437	433	396	427	380	326	375	334	381	15
Grades 4-6	1357	1342	1339	1287	1258	1235	1161	1110	1064	1061	1037	1206	29
Grades 5-6	938	871	874	895	826	868	820	718	715	721	671	808	30
Grade 7	503	469	479	441	459	438	411	443	394	339	390	448	-10
Grade 8	464	480	458	453	425	446	422	397	427	380	327	445	1
Grades 7-8	967	949	937	894	884	884	834	840	822	719	717	893	-9
Grade 9	528	468	492	474	464	436	457	433	407	438	390	434	2
Grade 10	460	476	475	482	460	471	431	452	429	402	433	449	22
Grade 11	486	432	474	451	464	460	457	419	439	416	391	440	20
Grade 12	364	428	407	433	437	458	434	431	395	414	392	436	22
Grades 9-12	1838	1804	1848	1840	1825	1825	1780	1735	1669	1671	1606	1760	65
Grades K-4	2225	2221	2122	2015	1979	1878	1847	1957	1940	1966	1999	1913	-35
Grades K-5	2702	2635	2578	2473	2372	2320	2240	2295	2329	2311	2336	2340	-20
Grades K-6	3163	3092	2996	2910	2805	2716	2667	2675	2655	2686	2670	2721	-5
Grades 6-8	1428	1406	1355	1331	1317	1290	1260	1220	1148	1095	1050	1274	6
Grades 7-12	2805	2753	2785	2734	2709	2709	2613	2575	2491	2390	2323	2652	57
Grades K-12	5968	5845	5781	5644	5514	5425	5280	5250	5146	5076	4993	5374	51
Decline		-123	-64	-137	-130	-89	-145	-30	-104	-70	-84		

II. FOOD SERVICE

INTRODUCTION

For budgetary purposes the following assumptions were used when actual amounts were not available. For revenues a 2% increase was utilized, while expenditures utilized a 3.00% increase.

This fund must be established in a district that maintains a food service program for pupils. Food service includes those activities, which have as their purpose the preparation and service of milk, meals, and snacks in connection with school and community service activities.

Revenues and expenditures for Food Service activities are recorded in this fund. Eligible expenditures include application processing, meal accountability, food preparation, meal service, and kitchen custodial service.

If revenues exceed expenditures, the resultant positive fund balance may not be transferred to the General Fund. If a deficit occurs, permanent transfers should be made from the General Fund to the Food Service Fund as of the end of the fiscal year.

1 Manual for the Uniform Financial Accounting and Reporting System for Minnesota schools
ppIII-2

REVENUE RATIONALE

Basic Assumptions

The number of paid, free and reduced price meals will decrease by 22,000 due to declining enrollments.

Milk sales will decrease due to declining enrollments.

Breakfast revenue (cash) will decrease due to decrease in price.

Miscellaneous local revenues will decrease due to declining meals (Headstart).

Reimbursements

The per meal reimbursement from the state (lunch) will remain neutral.

Fast Break Funding for breakfast will be eliminated.

The per meal reimbursement from the state (breakfast) will increase.

The net result will be a decrease of \$10,000 in reimbursement revenue.

The reimbursement from the state for K-milk will decrease.

The per meal reimbursement for commodities will remain neutral.

The per meal federal reimbursement (cash) for paid meals will remain neutral.

The per meal federal reimbursement (cash) for free and reduced meals will increase yearly by .02 per breakfast, .04 per lunch, and .01 for snacks.

2003-2004 Reimbursements (Tentative)

State Reimbursement:

\$.08	All Lunch
\$.55	Paid Breakfast
\$.30	Reduced Breakfast

Commodities Reimbursement (Food Distribution Program):

\$.1525 each meal (lunch)

Federal Reimbursement:

\$.20	Paid lunch
\$1.78	Reduced lunch
\$2.18	Free lunch
\$.22	Paid breakfast
\$.89	Reduced breakfast
\$1.19	Free breakfast
\$.05	Paid Snack
\$.30	Reduced Snack
\$.59	Free Snack

K-Milk Reimbursement:

\$.135	Milk - Federal
\$.09	Milk - State

EXPENDITURE RATIONALE

Basic Assumptions

Expenses will increase by three percent per year.

FUND BALANCE DEFINITIONS

Line #

Miscellaneous Local Revenue 2

Catered meals (lunch and breakfast) to Headstart Program at Partners in Learning site.
The Headstart meals at Riverside and Washington will be eliminated.

Purchased Services 14

Costs include supervision, administrative services, repairs and maintenance, printing/publications, travel/professional development.

Food Costs (USDA Commodities) 15

Based on the number of reimbursable student meals (lunch only) that were served the previous school year.

Fund Balance Projections 24

Use of Food Service funds to pay for capital outlay expenditures will decrease the fund balance.

Funding for capital outlay is received only from paid meal revenue (no contribution is received from free or reduced price meals). Decreases in the fund balance will result in a price increase.

DEPENDENT SCHOOL DISTRICT #152
FOOD SERVICE FUND (02)

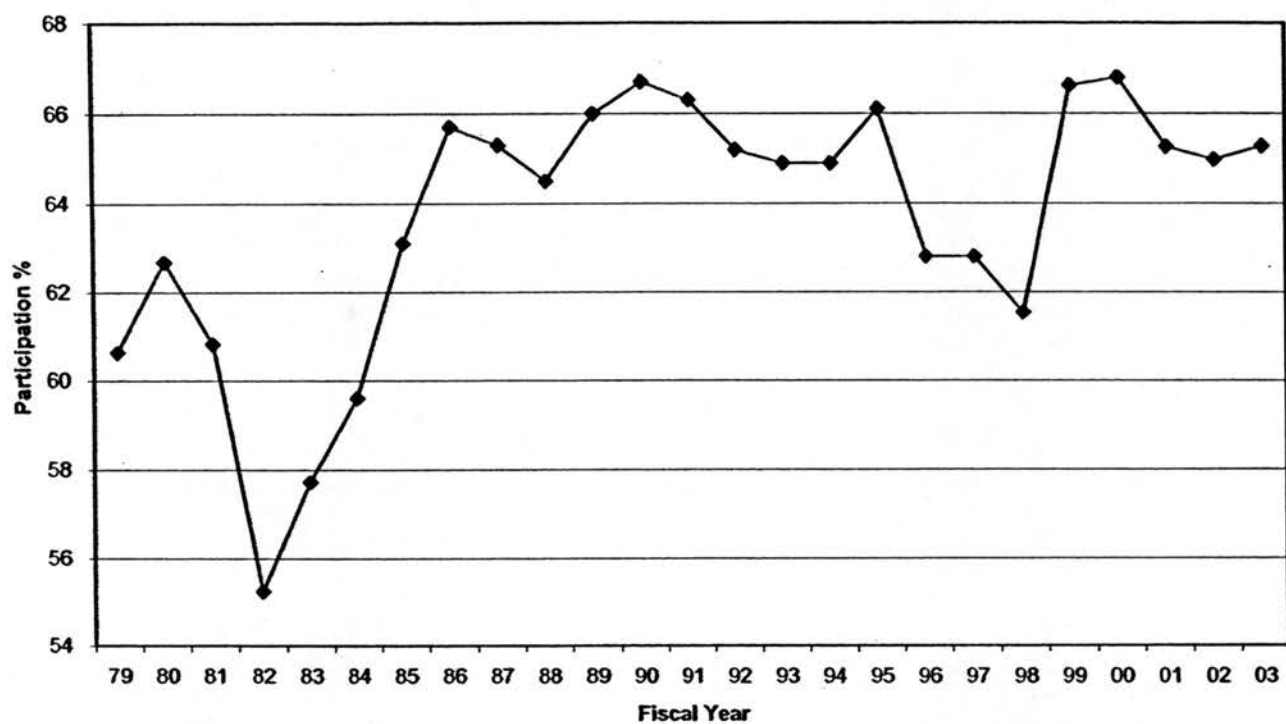
	2000-01 ACTUAL	2001-02 ACTUAL	2002-03 REVISED	2003-04 PROPOSED	2004-05 PROJECTED	2005-06 PROJECTED
ne #						
REVENUES:				1.02	1.02	1.02
Other local and county sources:						
1 Interest	\$6,092	\$3,000	3,000	3,000	3,060	3,120
2 Miscellaneous local revenues	4,699	30,431	38,893	10,000	10,200	10,400
3 Subtotal other sources	10,791	33,431	41,893	13,000	13,260	13,520
State sources:						
4 Lunch program aid	82,252	127,720	94,975	79,941	81,540	83,170
Federal sources:						
5 Lunch program aid	514,848	517,442	545,680	528,140	538,700	549,470
6 Food distribution program	99,977	108,594	83,853	80,000	81,600	83,230
7 Subtotal federal sources	614,825	626,036	629,533	608,140	620,300	632,700
8 Sale of food	657,392	678,295	715,535	669,230	682,610	696,260
10 TOTAL REVENUES	1,365,260	1,465,482	1,481,936	1,370,311	1,397,710	1,425,650
11 % CHANGE	(2.01%)	7.34%	1.12%	-7.53%	2.00%	2.00%
12 \$ CHANGE	26,850	100,222	16,454	(111,625)	27,399	27,940
EXPENDITURES:				1.030	1.030	1.030
Pupil support services:						
12 Salaries and wages	378,068	386,390	405,945	415,827	428,300	441,150
13 Employee benefits	52,058	56,977	59,803	65,562	67,530	69,560
14 Purchased services	83,511	92,242	88,270	93,822	96,640	99,540
15 Food costs-USDA commodities	99,977	108,594	83,853	80,000	82,400	84,870
16 Food costs, milk and supplies	675,808	739,073	730,000	727,000	748,810	771,270
17 Equipment/Construction	9,644	6,619	42,200	12,000	10,000	10,001
18 Other expenditures	32,702	23,847	17,000	20,000	20,600	21,220
19 TOTAL EXPENDITURES	1,331,768	1,413,742	1,427,071	1,414,211	1,454,280	1,497,611
20 % CHANGE	(-7.60%)	6.16%	0.94%	-0.90%	2.83%	2.98%
21 \$ CHANGE	(109,597)	81,974	13,329	(12,860)	40,069	43,331
22 REV OVER EXP (EXP OVER REV)	33,492	51,740	54,865	(43,900)	(56,570)	(71,961)
23 BEGINNING FUND BALANCE	275,051	308,543	360,283	415,148	371,248	314,678
24 ENDING FUND BALANCE	\$308,543	\$360,283	\$415,148	\$371,248	\$314,678	\$242,717
25 Fund Balance as a % of Expenditures	23.17%	25.48%	29.09%	26.25%	21.64%	16.21%

ANALYSIS OF PARTICIPATION (REIMBURSEABLE MEALS)

YEAR	ENROLLMENT	ADP*	% PARTICIPATION	NOTES
1978-79	5,299	3,052	60.63	
1979-80	4,987	2,969	62.68	
1980-81	4,709	2,720	60.82	15 cent price increase
1981-82	4,338	2,276	55.24	15 cent price increase
1982-83	4,261	2,336	57.72	
1983-84	4,145	2,346	59.60	Strike
1984-85	4,170	2,499	63.10	
1985-86	4,164	2,598	65.70	
1986-87	4,347	2,696	65.30	
1987-88	4,494	2,753	64.50	5 cent price increase
1988-89	4,681	2,935	66.00	
1989-90	4,744	3,005	66.70	
1990-91	5,013	3,157	66.30	First full year of Bon Appetit
1991-92	5,209	3,226	65.20	
1992-93	5,421	3,342	64.90	
1993-94	5,560	3,428	64.90	
1994-95	5,564	3,493	66.10	
1995-96	5,554	3,313	62.80	Ala Carte at Senior High
1996-97	5,537	3,303	62.80	Blizzards/Flood-Lost 5 Lunch Days 20-25 cent price increase
1997-98	5,479	3,203	61.54	
1998-99	5,448	3,447	66.62	Alternate at Grades 1-6
1999-00	5,350	3,394	66.79	
2000-01	5,514	3,217	65.27	
2001-02	5,514	3,168	64.98	
2002-03	5,425	3,118	65.28	

*ADP or Average Daily Participation is based on reimburseable meals only.

Food Service Participation
Reimbursable Meals



ANALYSIS OF PARTICIPATION (REIMBURSABLE MEALS)

MONTH	ADP	SR	JR	ASP	ED	PR	RI	WA	RRALC	TOTAL
2000-2001										
SEPTEMBER	3278	23.9	83.3	90.1	91.9	87.6	81.9	93.6	71.2	66.3
OCTOBER	3350	24.9	84.0	90.1	95.7	90.2	81.1	96.8	50.5	67.2
NOVEMBER	3271	23.5	83.0	90.7	94.5	87.9	81.9	95.0	37.9	65.9
DECEMBER	3183	21.1	81.1	89.9	90.4	87.3	78.6	93.9	43.2	64.4
JANUARY	3180	21.9	81.6	88.2	92.6	87.9	81.0	93.5	51.3	64.8
FEBRUARY	3204	23.9	80.6	84.8	95.3	88.3	79.8	94.8	58.9	65.2
MARCH	3200	23.5	81.0	87.8	93.9	87.8	79.5	93.8	48.7	65.0
APRIL	3192	22.7	81.0	86.5	95.4	88.9	83.9	95.4	42.1	65.2
MAY	2945	20.7	78.7	72.8	92.2	84.3	76.4	86.3	45.9	60.2
TOTAL	3217									65.27
2001-2002										
SEPTEMBER	3309	20.7	92.8	91.7	92.7	88.6	83.6	93.2	53.2	66.8
OCTOBER	3338	21.9	92.5	91.4	95.1	91.9	84.8	93.7	59.6	67.7
NOVEMBER	3248	20.4	89.5	91.4	92.5	91.5	86.1	95.2	49.1	66.6
DECEMBER	3219	20.4	91.2	89.4	90.9	91.6	83.1	94.3	47.1	66.1
JANUARY	3225	19.9	93.7	88.6	94.2	90.8	82.3	93.3	44.4	66.2
FEBRUARY	3164	21.9	88.7	85.0	92.2	88.9	82.3	91.5	43.1	64.8
MARCH	3149	20.8	89.1	85.8	93.1	87.7	82.6	91.7	48.6	64.9
APRIL	3055	20.1	86.9	82.2	90.1	86.6	80.1	90.9	49.0	63.3
MAY	2858	18.1	86.6	69.3	88.2	84.4	75.5	80.8	49.5	59.3
TOTAL	3168									64.98
2002-03										
SEPTEMBER	3191	21.0	90.6	89.9	92.9	92.5	84.8	94.5	58.6	66.4
OCTOBER	3247	22.2	90.9	89.2	94.2	93.5	90.2	94.9	45.0	67.3
NOVEMBER	3167	21.8	88.4	86.9	93.2	94.4	88.8	94.4	44.1	66.3
DECEMBER	3131	21.5	87.5	85.0	92.5	94.1	87.6	94.4	49.2	65.8
JANUARY	3117	21.1	86.8	87.9	93.0	93.4	85.4	93.3	40.3	65.4
FEBRUARY	3128	22.4	86.6	85.0	93.0	91.9	88.7	95.0	45.7	65.6
MARCH	3037	19.3	83.1	83.8	91.4	91.3	88.2	93.3	56.3	63.8
APRIL	3077	20.1	83.7	84.4	93.9	93.6	89.5	94.6	45.4	64.6
MAY	2875	18.3	82.6	72.7	88.9	90.9	82.2	85.4	49.2	60.5
TOTAL	3118									65.28

III. TRANSPORTATION

INTRODUCTION

*"In any school district, the board shall arrange for the attendance of all pupils living two miles or more from the school, except pupils whose transportation privileges have been revoked...through suitable provision for transportation or through the boarding and rooming of the pupils who may be more economically and conveniently provided for by that means."*¹

This citation outlines the basic requirement for pupil transportation in Minnesota. Our current policy is to transport pupils who live one mile or more from the school.

TRANSPORTATION FUNDING FOR FISCAL YEAR 2003-2004

For budgetary purposes the following assumptions were used when actual amounts were not available. Revenues are calculated using a 2% inflation factor and expenses are calculated using 3%.

The state legislature has eliminated the category of funding called "Pupil Transportation." School districts may decide how to fund their own transportation system. The state has transferred all pupil transportation dollars to general fund revenue in local districts.

The "basic transportation" allowance includes the following types of transportation: Regular to and from school, noon kindergarten, between building transportation (art, step, work experience, accelerated math programs). For fiscal year 2004 this is \$210.68

"Sparsity allowance" provides additional funding to districts with a portion of their population living in sparsely populated areas. FY 2004 this amount is \$63.20

We receive funding to support non-public to/from transportation, and non-public between buildings transportation. This transportation is a required transportation to provide equal access to services for nonpublic students. The funding we are expecting to receive in 2004 is \$148,988.

¹ Minnesota Statutes 2001 Chapter 123B 123B.88 Sub1. <http://www.revisor.leg.state.mn.us/stats/123B/88.html>

REVENUE INFORMATION AND RATIONALE

- 1) A \$0.35 per mile charge is included in the calculation for depreciation on school buses. We charge this amount to each user of school district owned buses, for routes and trips.
- 2) "Special needs" provides funding for special needs transportation. Beginning in 1999 special needs transportation funding flows to school districts with the rest of the special needs revenues. In this school district we do a charge back from transportation accounts to the special needs account at the end of the fiscal year for the full amount of special needs transportation costs.
- 3) The administration's introduction to the 1996 School District audit² stated that: "The state is working to reduce state aid for transportation. This will result in the General Fund subsidizing the Transportation Fund at even higher levels in the future." This statement is an important one while making decisions in programs for Moorhead Area School District.
- 4) The AOP for 2003-2004 includes the purchase of two school buses.

² "Independent School District No. 152 Comprehensive Annual Financial Report for the fiscal year ended June 30, 1996. Introductory letter dated October 23, 1996.

EXPENDITURE INFORMATION AND RATIONALE

- 1) For future year expenditures a 3% increase in cost is assumed.
- 2) A \$0.35 per mile charge is included in the calculation for depreciation on school buses. We charge this amount to each user of school district owned buses, for routes and trips.
- 3) Transportation expenditures are a function of policy, program, and schedules. The appendix has a summary of how policy changes have affected the cost to provide pupil transportation in this school district.
- 4) The AOP for 2003-2004 includes the purchase of two school buses.

**INDEPENDENT SCHOOL DISTRICT #152
TRANSPORTATION FUND (03)**

Line #	2000-01 ACTUAL	2001-02 ACTUAL	2002-03 REVISED	2003-04 PROPOSED	2004-05 PROJECTED	2005-06 PROJECTED
REVENUES						
Local and county sources:						
1 Interest	\$3,157	\$3,000	\$3,000	\$3,000	\$3,000	\$0
2 Bus depreciation	62,044	65,000	65,000	65,000	65,000	0
3 Special Needs Chargeback	649,210	695,890	713,677	727,951	742,510	757,360
	714,411	763,890	781,677	795,951	810,510	757,360
State Sources:						
4 Transportation aid	1,587,619	1,620,422	1,652,830	1,685,887	1,719,604	1,753,996
5 Other appropriations	52,028	115,050	146,067	148,988	151,968	155,007
	1,639,647	1,735,472	1,798,897	1,834,875	1,871,573	1,909,004
6 Total revenues	2,354,058	2,499,362	2,580,574	2,630,826	2,682,082	2,666,364
EXPENDITURES:						
Pupil support services:						
7 Salaries and wages	341,084	375,539	377,608	364,990	375,940	387,218
8 Employee benefits	54,944	54,507	56,140	69,949	72,048	74,208
9 Contracted bus services	1,705,258	1,675,166	1,623,342	1,719,661	1,771,251	1,824,388
10 Other purchased services	79,245	26,501	81,988	78,515	80,870	83,296
11 Supplies and materials	241,865	168,484	269,891	207,615	213,844	220,259
12 Equipment	116,077	17,094	0	130,000	70,000	70,000
13 Other expenditures	21,234	31,208	32,140	25,759	26,532	27,328
14 Chargebacks	13,673	4,013	4,130	220	226	233
15 Total expenses	2,573,380	2,352,512	2,445,239	2,596,709	2,610,711	2,686,930
16 Revenues over (under) expenditures:	(219,322)	146,850	135,335	34,117	71,371	(20,566)
17 Operating transfer from the General Fund						
18 FUND BALANCE, BEGINNING OF YEAR	311,769	92,447	239,297	374,632	408,748	480,119
19 FUND BALANCE, END OF YEAR	\$92,447	\$239,297	\$374,632	\$408,748	\$480,119	\$459,553
20 Fund Balance reserved for bus purchase	44,277	92,183	157,183	92,183	87,183	17,183
21 Operating Fund Balance	48,170	147,114	217,449	316,565	392,936	442,370

VEHICLE INVENTORY

ID #	Vehicle Type	Model Year	Chassis	Body	Fuel type	Capacity	Miles as of 6/3/2003	Special Equipment	Scheduled Replacement
82	SCHOOL BUS	1986	IHC		GASOLINE	35	54,202	Lift Equipped	1998
70	SCHOOL BUS	1988	IHC	CARPENTER	DIESEL	71	138,392		2000
76	SCHOOL BUS	1988	FORD	CARPENTER	DIESEL	65	193,799		2000
77	SCHOOL BUS	1988	GMC	CARPENTER	DIESEL	65	54,553		2000
79	SCHOOL BUS	1988	FORD	CARPENTER	DIESEL	71	219,827		2000
85	SCHOOL BUS	1988	IHC	CARPENTER	DIESEL	35	2,257		2000
90	SCHOOL BUS	1988	GMC	CARPENTER	DIESEL	65	50527		Out of Service
102	CAR	1992	JEEP	JEEP	GASOLINE	5	96,221		2002
93	SCHOOL BUS	1993	IHC	THOMAS	DIESEL	78	100,798		2005
94	SCHOOL BUS	1993	IHC	THOMAS	DIESEL	78	114,540		2005
142	MINI-VAN	1993	DODGE	CARAVAN	GASOLINE	7	140,539		2003
96	SCHOOL BUS	1995	IHC	AMTRAN	DIESEL	77	105,877		2007
87	SCHOOL BUS	1996	IHC	THOMAS	DIESEL	77	87,984		2008
89	SCHOOL BUS	1996	IHC	THOMAS	DIESEL	77	111,626	Lift Equipped	2008
95	SCHOOL BUS	1996	FORD	CARPENTER	DIESEL	77	90,338	Lift Equipped	2008
83	SCHOOL BUS	1998	IHC	Blue Bird	DIESEL	54	53,111	Lift Equipped	2010
84	SCHOOL BUS	1998	IHC	Blue Bird	DIESEL	54	51,376	Lift Equipped	2010
00-103	MINI-VAN	2000	GMC	Safari (red)	GASOLINE	7	43,605		2010
00-104	MINI-VAN	2000	GMC	Safari(Teal Blue)	GASOLINE	7	49,922		2010
71	SCHOOL BUS	2001	GMC	Blue Bird	DIESEL	77	43011		2013
72	SCHOOL BUS	2001	GMC	Blue Bird	DIESEL	77	41525		2013

IV. COMMUNITY EDUCATION

INTRODUCTION

For budgetary purposes the following assumptions were used when actual amounts were not available. For revenues a 2% increase was utilized, while expenditures utilized a 3% increase. The district census is 36,282. We will utilize this number until the 2010 census numbers are available. The Early Childhood census fluctuates based on data collected on new births, adoptions (as available) moves into and out of the district.

Community Education was unallotted in the following categories in 2002-03:

- General Community Education
- Adult Basic Education
- Early Childhood Family Education
- School Readiness

The formulas for General community education will decrease in 04-05, as will ECFE and School Readiness. Decreases for ABE will take place in 03-04. Any increase in revenue comes from tuition, fees, and grants.

For the past several years, we have held the line on spending. In the future, programs will be modified and staff reduced to deal with this decline

REVENUE

Line #

General Community Education 1

Levies are certified in December of each year for the forthcoming school year. Community Education funds are categorical funds, meaning they cannot be transferred from one fund to another.

General Community Education revenue is based on district population. Our previous number was 37,093. As of the 2003 fiscal year, the number is 36,282. The levy remains at \$6.95. This amount has not changed since 1994-95 when we received an additional \$.15 for youth development.

The 2001 legislature approved an additional levy to provide for youth enrichment activities outside of school hours. Under the formula, Moorhead received an additional \$17,059 in the general Community Education fund in FY 2003.

The \$114,000 unallotment also appears in this category. This may be amended if we receive a waiver for the unallotment.

Fees 2

Since local and state funding probably will decrease, we need to look at income from fees to help maintain present programs. An attempt has been made to increase income derived from fees by improving marketing efforts and by providing quality programs with maximum customer service. In addition, non-resident participants in subsidized programs pay higher fees and we will continue to evaluate charging higher fees to all non-residents in programs when possible.

All Day Kindergarten 3

Extended Day Program. Title One and reserve all-day kindergarten funds are currently used for this program. However funds were levied in 1999-2000 to assist with the extended day program to serve children with disabilities.

Choices 4

Disabled Adult funding is based on a grant from the state and local levy authority. There has been no increase since 1990-91. Fees collected help to offset class and activity costs but do not cover the expenditures entirely. The general community education fund has supplemented the Choices budget to allow for growth in the past. In 2001-2002, General Community Education funds will no longer be available to supplement this program. The program will be supported only by the state grant, local levy, and program fees.

REVENUE (Continued)**Line #****Adult Basic Education 5**

There is no longer an ABE local levy. The State and Federal grant is applied for annually. If the number of participants is lower than anticipated thereby reducing reimbursement, additional funding will need to come from general community education dollars. ABE is the only program in Community Education that receives Federal funds. In recent years we have written and received grant opportunities, as well we have sub-contracted with other groups. Enrollment in ABE continues to grow at a rapid rate.

Interest 6

The projected decrease in our Fund Balance coupled with 30 year low interest rates will result in less interest income.

Early Childhood Family Education 7

The ECFE state grant and local levy are based on the number of children in the district age 0-4. The population high was 2323 in 1994-95. The count in November 2002 was 2,034. It appears that the decline in preschool numbers has stopped as of 2000-2001 and the population will remain fairly stable or grow slightly. The per capita funding has been \$120. The state has indicated there will be a decrease in per capita funding beginning in 2005 to \$96.

Kindergarten Readiness 8

Kindergarten Readiness receives funding from the Minnesota Department of Education. The funding formula is based on population and K-12 free/reduced lunch numbers. According to Greg Sogaard, Program Finance - Education Finance at CFL, "School Readiness aid entitlement numbers are ALWAYS an ESTIMATE until final payments are made to school districts." The program will be supplemented with grant dollars when possible.

Lincoln 9

Early Childhood Family Education and Kindergarten Readiness pays rent to the Enterprise Fund - Lincoln. This will be eliminated when we move to the Probstfield facility in fall of 04

REVENUE (Continued)**Line #****Other 10**

This category includes early childhood screening, non-public school funds and grants. We are to receive \$40 from the Department of Education for each preschooler who is screened. This recent increase will decrease the need for other early childhood funds to supplement the program. Revenues are based on actual expenditures as this is a reimbursable program. Non-public student count includes St. Joseph's, Park Christian, and home schooled students. Although grants are used to supplement our programs, they cannot be anticipated and are difficult to rely on for future funding.

EXPENDITURES

Line #

General Community Education 14

These expenses are for the administration and support services for general community education programs including rental payments made to the district. Community Education and district marketing costs programs are included. Expenses for Service Learning, older adults programs, adult enrichment and K-12 Learning Bank arts enrichment are also reflected in this line.

Choices 15

All expenses related to programs for adults with disabilities and programs that assist adults in their participation in regular community offerings are included. The expenses also include one part-time coordinator.

Adult Basic Education 17

All costs related to the operation of the Adult Basic Education program including licensed teachers, paraprofessionals, administration, and support services. This line also includes costs related to technology and rent.

Early Childhood Family Education 18

All costs related to the Early Childhood Family Education program including licensed teachers and paraprofessionals. Administrative and support services are shared with the Kindergarten Readiness programs. The program will no longer operate during the month of July as a cost saving measure. ECFE pays for 80% of the operating expenses for the Lincoln school site costs associated with assisting children ages 3 to 5 in making the transition to kindergarten.

Kindergarten Readiness 19

All of the costs related to assisting children ages 3 1/2 to 5 to enter Kindergarten with the skills necessary for success are included. These costs include licensed teachers and paraprofessionals. Administrative and support services are shared with the ECFE program. Kindergarten Readiness pays 20% of the operating expenses for the Lincoln school site.

Lincoln 20

This fund provides custodial staff to maintain Lincoln along with associated expenses including heat and lights.

Other 21

Expenses related to actual costs incurred to fulfill grant and non-public school agreements. The Early Childhood Screening contract with Clay County Public Health is also included.

**INDEPENDENT SCHOOL DISTRICT #152
COMMUNITY EDUCATION (04)**

LINE #	2000-01 ACTUAL	2001-02 ACTUAL	2002-03 REVISED	2003-04 PROPOSED	2004-05 PROJECTED	2005-06 PROJECTED
REVENUES:						
1 Gen Com Ed	\$278,546	\$305,239	\$155,219	\$260,374	\$247,353	\$247,353
2 Fees	169,124	156,316	160,000	173,699	178,879	184,245
3 All Day Kindergarten	4,599	0	0	0	0	0
4 Choices	26,150	23,257	26,000	27,500	27,550	27,500
5 ABE	479,137	480,918	345,128	342,000	342,000	342,000
6 Interest	4,614	6,704	2,000	2,000	2,000	2,000
7 ECFE	207,734	430,459	216,424	221,160	199,044	205,015
8 Kindergarten Readiness	68,202	112,227	58,961	60,000	57,000	58,710
9 Lincoln	21,000	23,750	21,000	21,000	0	0
10 Other	246,450	129,402	203,100	185,412	167,721	150,948
11 TOTAL REVENUES	1,505,556	1,668,272	1,187,832	1,293,145	1,221,547	1,217,771
12 % CHANGE	22.71%	10.81%	-28.80%	8.87%	-5.54%	-0.31%
13 \$ CHANGE	278,627	162,716	(480,440)	105,313	(71,598)	(3,776)
EXPENDITURES:						
14 General Com Ed	475,354	398,804	509,600	509,600	484,120	484,120
15 Choices	32,563	23,257	29,000	27,500	27,500	27,500
16 All Day Kindergarten	0	0	0	0	0	0
17 ABE	496,401	492,728	400,000	342,000	342,000	342,000
18 ECFE	203,479	411,936	221,160	221,160	199,044	205,015
19 Kindergarten Readiness	49,195	63,886	60,000	60,000	57,000	58,710
20 Lincoln	21,342	20,283	21,000	21,000	0	0
21 Other	162,602	151,199	203,100	185,412	167,721	150,948
22 TOTAL EXPENDITURES	1,440,936	1,562,093	1,443,860	1,366,672	1,277,385	1,268,293
23 % CHANGE	6.31%	8.41%	-7.57%	-5.35%	-6.53%	-0.71%
24 \$ CHANGE	85,583	121,157	(118,233)	(77,188)	(89,287)	(9,092)
25 REV OVER EXP (EXP OVER REV)	64,620	106,179	(256,028)	(73,527)	(55,838)	(50,522)
26 BEGINNING FUND BALANCE	314,085	378,705	484,884	228,856	155,329	99,491
27 ENDING FUND BALANCE	\$378,705	\$484,884	\$228,856	\$155,329	\$99,491	\$48,969
28 As a % of Expenditures	26.28%	31.04%	15.85%	11.37%	7.79%	3.86%

V. CAPITAL OUTLAY

INTRODUCTION

For budgetary purposes the following assumptions were used when actual amounts were not available. For revenues a 2% increase was utilized, while expenditures utilized a 3% increase.

Prior to fiscal year 1996, the State of MN mandated that revenues and expenditures relating to capital be accounted for in a separate fund (05). At that time the District was receiving approximately \$205/pupil unit for expenditures relating to facilities and equipment. Health and safety, and related expenditures are accounted for in the capital outlay fund (fund 05). In fiscal year 1997, the legislature rolled the facility and equipment revenue into the general education revenue and deleted fund 05 from UFARS (Uniform Financial Accounting Reporting System). At the same time restrictions were placed on general education funding to prevent districts from using capital dollars for general operations of the district. A finance code was added to the accounting system to track district's capital expenditures and if restricted revenues exceeded expenditures for any year the fund balance created must be reserved for capital purposes. The District continues to get approximately \$205/pupil unit that must be used for capital items that are defined in MN Statute 126C.10 subd. 14. The District has decided to keep the funds separate from the general fund for budgeting and planning purposes.

Capital expenditures consist of expenditures for acquisition, additions, or improvement of sites, building, and equipment. An item qualifies as equipment if all the following criteria are met:

- It retains its original shape and appearance with use. It has a normal useful life of at least three years.
- It is nonexpendable. That is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it rather than replace it with an entirely new unit.
- It represents an investment of money (usually a unit cost range of greater than \$500), which makes it feasible and advisable to capitalize the item.
- It does not lose its identity through incorporation into a different or more complex unit or substance.
- Under a property control system each item or group of like items would be separately inventoried and controlled.

REVENUE

Line #

Operating Capital 1

The formula for calculating operating capital revenue is \$73 plus \$100 multiplied by the facilities age index (1.3823 for 2003-04) multiplied by the adjusted marginal cost pupil units. In addition, districts that operate year round programs such as the RRALC are entitled to \$30 for each pupil unit attending a year round program. The aid/levy mix is the same percentage as the general education formula allowance funding.

Telecommunications Access 1.2

Operating capital revenue allowance (\$5 per adjusted marginal cost pupil unit) has been rolled into the operating capital.

Excess Levy Referendum 2,3

November 3, 1998, voters in the District approved an excess levy referendum. The approval gives the District the authority to levy and receive aid for a ten-year period. The excess levy will generate approximately \$292.14 per adjusted marginal cost pupil unit per year for the ten-year period.

Lease Levy 4

The District is authorized under MN Statute 126C.40 to levy for the cost of leasing space for instructional purposes or for school storage. The District submits an annual application to the commissioner for approval. The total levy for a year must not exceed \$100 times the resident pupil units for the fiscal year to which the levy is attributable. The lease levy will be utilized to cover the expenditures related to line 13.

Interest 5

The large increase in interest is due to a transfer from Fund 6 to pay for special assessments.

Miscellaneous 7

Periodically the District receives grants or donations for capital items.

Sale of Property 8

When there is property that is no longer of use to the District it is sold at a public auction or with public notice and the receipts are deposited in the capital outlay fund. Exceptions are made when state statute dictates that proceeds must be allocated other than described.

REVENUE**Line #****Health and Safety9**

To receive health and safety revenue for any fiscal year a district must submit to the commissioner an application for aid and levy. The application may be for hazardous substance removal, fire and life safety code repairs, labor and industry regulated facility and equipment violations, and health, safety, and environmental management, including indoor air quality management. The revenue received through aid and levy is equal to the expenditures of the approved projects. (See lines 28-33)

EXPENDITURES

Line #

Special Assessments 12

Special assessments will be based on city improvements including projects related to repaving streets, curb and gutter work, and needed improvements for city services. This line item will dramatically increase when the construction begins for the new elementary and middle school.

Leases 13

The District currently has lease agreement with the City of Moorhead for the Sports Center, LaFamiglia Limited Partnership for the RRALC, Fargo Schools for the gymnastics center, and Lakes Country Service Cooperative for the YES program.

Telephone/Telecommunications 14

Expenses include equipment and the leasing of telephone lines. E-rate reimbursements received through the federal government will cause this line item to fluctuate.

Building Discretionary Allocation 16

Each building is allocated capital dollars to cover incidental expenses that are not part of the long-range facility plan. The allocation is \$12.50 per student based on projected enrollments.

Athletics 17

The budget for replacement of athletic equipment has not been increased for the past five years and is not projected to receive an increase in the future.

Textbook/Curriculum Adoption 18

The review process will take place annually to decide the needs relative to textbook adoptions. It is predicted that the use of textbooks will decline with the increased use of technology.

Music 19

The budget for additions and replacement of musical instruments has not been increased for the past five years and is not projected to receive an increase in the future. Musical instrument purchase and replacement will be based on recommendations from the District's music staff.

EXPENDITURES (Continued)**Line #****Media 20**

Audiovisual equipment and application software will be purchased based on the recommendation of the Building Technicians, Media Specialists, and Principals with assistance from the Director of Media Services and Director of Information Systems and Instructional Support. Attention will focus on the district's integration of technology and the delivery & implementation of the MN Profiles of Learning. Media/library print books and electronic resources will be purchased as recommended by building Media Specialists in collaboration with the Director of Media Services & the Director of Information Systems and Instructional Support. Specific attention will be given to the current curriculum cycle, the district's focus on technology integration and those resources needed for implementation of the MN Graduation Standards.

Maintenance Equipment 21

This budget is for the replacement of lawn maintenance and snow removal equipment. Purchases will be based on the recommendations of the Buildings and Grounds Supervisor.

Vehicles 22

The Building and Grounds Supervisor will make recommendations regarding purchasing vehicles for use by District staff.

Equipment Contingency Fund 23

Equipment that must be replaced immediately for continuity of instructional programs or for equipment essential for District operations will be purchased when necessary from this budget. Non-emergency items will not be replaced from this budget.

Technology Staffing 24

This budget is for the wage and benefit expense associated with the Director of Information Systems and Instructional Support.

Technology Plan 25

The technology plan is attached. It details the annual operating costs and the planned acquisitions for the next three years.

Building Construction and Maintenance Plan 26

The building construction and maintenance plan is attached. It details the projected expenditures by building.

EXPENDITURES (Continued)**Line #****Miscellaneous27**

Expenditures related to grants or donations the District has received.

Health and Safety Expenditures28-33

The commissioner has approved all of the expenditures included in this category. To be considered by the commissioner for health and safety funding the project must be for hazardous substance removal, fire and life safety code repairs, labor and industry regulated facility and equipment violations, or health, safety, and environmental management including indoor air quality management. MN Statute 123B.57 defines the health and safety program.

Total Ending Fund Balance35-38

The total capital outlay fund balance is made up of two reserves. The health and safety fund balance is due to the timing of projects and when the revenue is received. Since the District receives revenue in the amount of approved expenditures for health and safety the fund balance should eventually be \$0. The operating capital fund balance accounts for the remainder of the capital outlay fund balance.

Independent School District #152
Capital Outlay Fund (Fund 05)

		2000-01 ACTUAL	2001-2002 ACTUAL	2002-03 REVISED	2003-04 PROPOSED	2004-05 PROJECTED	2005-06 PROJECTED
Line # REVENUES:							
1	Operating Capital	1,365,696	1,346,760	1,330,638	1,307,831	1,333,988	1,360,667
1.1	Deferred Maintenance Aid	208,186	0	0	0	0	0
1.2	Telecommunications Access	92,188	24,119	0	0	0	0
2	Excess Levy Referendum (Local)	584,260	564,190	560,000	571,200	582,624	594,276
3	Excess Levy Referendum (State)	1,300,440	1,301,680	1,240,000	1,227,090	1,206,966	1,165,154
4	Lease Levy	264,870	347,424	367,290	56,475	369,709	369,709
5	Interest Income	39,842	41,287	45,640	35,000	25,000	25,000
6	Interactive Television	27,319	0	0	0	0	0
7	Miscellaneous	451,532	0	0	0	0	0
8	Sale of Property	4,264	0	0	0	0	0
	Total Operating Capital	4,338,397	3,625,460	3,543,568	3,197,596	3,518,287	3,514,807
9	Total Health & Safety	379,155	427,904	880,341	74,389	1,513,346	246,600
10	Disabled Accessibility						
	Total Revenues	4,717,552	4,053,364	4,423,909	3,271,985	5,031,633	3,761,407
EXPENDITURES:							
Operating:							
12	Special Assessments	18,046	15,208	15,664	1,516,134	1,516,618	17,117
13	Leases	328,812	337,668	367,292	358,941	369,709	380,801
14	Telephone/Telecommunications	118,802	124,486	128,221	132,067	136,029	140,110
15	Interest	43,401	0	0	0	0	0
16	Building Discretionary Allocation	63,382	55,701	68,000	67,325	66,950	66,950
17	Athletics	12,494	8,780	9,000	9,270	9,548	9,835
18	Textbook/Curriculum Adoption	181,135	170,236	175,920	400,000	300,000	200,000
19	Music	11,812	12,623	12,000	12,360	12,731	13,113
20	Media	52,539	61,666	63,516	65,421	67,384	69,406
21	Maintenance Equipment	12,283	6,381	6,572	6,770	6,973	7,182
22	Vehicles	0	15,634	16,103	16,586	17,084	17,596
23	Equipment Contingency Fund/copiers01-02	31,884	122,287	32,840	33,825	34,840	35,885
24	Technology Staffing	76,069	81,489	83,934	86,452	89,045	91,717
25	Technology Plan	772,435	643,460	517,887	846,233	1,023,384	1,086,995
26	Building Construction & Maintenance Plan	652,207	443,669	766,804	1,177,000	1,155,000	1,034,000
27	Miscellaneous and Stadium/01-02Boilers,Motors	444,583	154,170	0	0	0	0
	Total Operating Expenditures	2,819,884	2,253,458	2,263,753	4,728,384	4,805,295	3,170,705
Health and Safety:							
28	Physical Hazard Control	273,852	9,625	209,550	365,000	30,000	30,000
29	Hazardous Substance	3,999	2,366	5,267	15,000	15,000	15,000
30	Environmental Health & Safety Mgmt.	35,045	102,992	49,304	54,325	50,000	50,000
31	Asbestos	103,694	76,343	568,017	381,600	91,600	91,600
32	Fire Safety	67,122	52,160	35,126	15,000	30,000	30,000
32	Indoor Air Quality	12,778	240,515	32,357	30,000	30,000	30,000
33	Other/Violence Prevention	18,431	0	0	0	0	0
	Total Health and Safety Expenditures	514,921	484,001	899,621	860,925	246,600	246,600
34	Disabled Accessibility	0	0	0	0	0	0
	Total Expenditures	3,334,805	2,737,459	3,163,374	5,589,309	5,051,895	3,417,305
	Total Revenue Over Expenditures (Total Expenditures Over Revenue)	1,382,747	1,315,905	1,260,535	(2,317,325)	(20,262)	344,102
	Beginning Fund Balance	(3,473,623)	(1,590,876)	1,525,029	1,860,839	1,043,515	2,523,253
35	Transfer from General Fund	500,000	1,800,000				
36	Transfer From Voyager			(202,235)			
37	Transfer From Townsite			(722,490)			
37.1	Transfer From Building Construction - specials				1,500,000	1,500,000	
38	Total Ending Fund Balance	(1,590,876)	1,525,029	1,860,839	1,043,515	2,523,253	2,867,355
40	Operating Capital	(1,002,515)	2,169,487	2,524,577	2,493,788	2,706,780	3,050,882
41	Health and Safety	(588,361)	(644,458)	(663,738)	(1,450,274)	(183,528)	(183,528)

TECHNOLOGY PLAN

Annual Operations

Infrastructure

	01/02	02/03	03/04	04/05	05/06
WAN -- Fiber Optics Lease	19,700	19,700	19,700	19,700	40,000
Miscellaneous Electrical Upgrades	1,000	1,000	1,000	1,000	1,000
Cabling -- Misc. District wide	6,000	6,180	6,180	6,365	6,556
NW Links Membership (TAG Grant)	6,000	6,180	6,695	6,896	7,103
	32,700	33,060	33,575	33,961	54,659

Hardware

Telephone System Maintenance	3,000	3,090	3,183	3,713	3,825
Cellular Communication	1,500	1,545	1,591	1,644	1,694
	4,500	4,635	4,774	5,357	5,519

Maintenance Agreements

SIRSI Software/Support Agreement	5,500	5,665	6,000	6,180	6,365
Region I Software/Support Agreement	25,000	25,750	49,440	50,000	52,451
Hardware Repair/Replacement	31,200	32,136	33,100	34,093	35,116
Firewall Agreement	2,500	2,575	2,652	2,732	2,814
Web CacheFlow Agreement	3,700	3,811	3,925	4,043	4,164
SmartNet Lightstream	1,850	1,906	1,963	2,022	2,083
SmartNet 7204 Routers (9)	2,400	2,472	2,546	2,623	2,701
SmartNet 2621 Router	275	283	292	300	309
SmartNet 2501 Router	195	201	207	213	220
Gigabit Switch Agreement	600	1,800	2,400	3,000	3,090
ID Card Maker (2)	750	773	796	820	845
	73,970	77,371	103,321	106,025	110,158

Department Operations

General Supplies (Subscriptions, tools, etc.)	2,000	2,060	2,122	2,185	2,251
CD-R's & Other Media	750	773	796	820	845
Backup Archival Tapes	1,500	1,545	1,591	1,639	1,688
	4,250	4,378	4,509	4,644	4,784

Software Subscriptions

Norton Utilities/AntiVirus	1,050	1,082	1,114	1,147	3,497
Group Calendaring/Scheduling	--	--	2,000	2,060	2,122
Translation Software	1,000	1,030	1,061	1,093	1,126
AppleWorks	3,000	3,000	3,090	3,183	3,278
QuickMail Office	5,000	5,150	5,305	5,464	5,628
Inspiration/Kidspiration	2,500	2,575	2,652	2,732	2,814
FileMaker Pro Server & Client New/Upgrade	1,000	1,030	1,545	1,591	1,639
Web Filtering	--	15,000	15,450	15,914	16,391
Internet Filtering/Monitoring (Firewall)	2,500	2,575	3,296	3,395	3,497
SENDIT membership	1,300	1,339	1,379	1,421	1,463
Student Management Agreement	--	20,000	20,600	21,218	21,855
Network operating system upgrade	10,000	10,300	12,360	12,731	13,113
	27,350	63,081	69,852	71,947	76,423

Staff Development

Local training classes	17,000	17,510	18,000	18,036	19,134
Operations specialized training	5,000	5,150	5,305	5,464	5,928
Intern Help (Salary)	6,000	6,180	6,365	6,556	6,955
	28,000	28,840	29,670	30,056	32,017
Subtotal Operational Expenditures	170,770	211,364	245,700	251,991	283,559

TECHNOLOGY PLAN

Technology Acquisitions

Infrastructure

	01/02	02/03	03/04	04/05	05/06
WAN -- Video Network/TV & Web Studio	25,000	7,500	---	-10,000	10,000
WAN -- Expansion/Upgrade	---	---	18,000	44,000	125,000
WAN -- Digital Telephone System -- Add-ons	---	25,000	---	---	---
WAN -- Web Filtering Hardware	20,000	---	---	---	---
WAN -- Additional Internet Bandwidth	---	---	7,800	7,800	8,034
LAN -- Hub/Switches New/Replacement	15,000	15,450	---	11,895	12,252
	60,000	47,950	25,800	73,695	155,286

Hardware

Telephone System	---	---	---	---	---
Auditorium Sound System	15,000	2,000	5,000	5,150	5,305
RAM/CPU Upgrades	10,000	10,000	25,000	5,000	5,150
LCD Projection System/Projection Screens	5,000	5,000	225,000	245,000	100,000
Ethernet Card Upgrades	5,250	5,408	5,570	---	---
Computer Workstations	150,000	205,000	215,000	350,000	400,000
Network Printers	5,000	7,500	15,000	15,450	15,912
Peripheral Add-ons	3,000	3,000	3,000	5,000	25,000
Data Servers/upgrades	---	---	10,000	10,300	21,000
Emerging Technologies	5,000	5,000	5,000	10,000	17,660
	198,250	242,908	508,570	645,900	590,027

Maintenance Agreements

Additional Hardware/Software agreements	2,000	2,060	2,163	2,228	2,355
	2,000	2,060	2,163	2,228	2,355

Department Operations

Additional Technical Support Personnel	---	---	---	---	---
	0	0	0	0	0

Software

H/R Payroll Finance System	65,000	---	---	---	---
Student Management System Options	80,000	---	45,000	30,000	30,000
New/Curriculum Contingency	10,000	10,000	10,000	10,300	16,000
	155,000	10,000	55,000	40,300	46,000

Staff Development

Specialized Training--New Technologies	3,500	3,605	9,000	9,270	9,768
	3,500	3,605	9,000	9,270	9,768

Subtotal Technology Acquisitions	418,750	306,523	600,533	771,393	803,436
Subtotal Operational Expenditures	170,770	211,364	245,700	251,991	283,559

TOTAL TECHNOLOGY PLAN	589,520	517,887	846,233	1,023,384	1,086,995
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SENIOR HIGH	01-02	02-03	03-04	04-05	05-06
Replace Condensate Tank	54,000	4,000.00	20,000.00		
Parking Lot Resurface	120,000	260,000.00	300,000.00		
Running Track Repair	75,000				
Install Var Speed Drives/Air Handler	100,000				
Building Controller Upgrade	250,000				
Roof Resaturation High Portion & Scupers	220,000				
Flooring Replacement			50,000.00		
Built In Cabinets			100,000.00		
Locker Room Water Heater/Softener		60,000.00			
Gym Floor Repair/replace		65,000.00			
Carpet Replacement Media Center					
Pool Repair & Repaint		25,000.00			
HW Laundry Converter		20,000.00			
Stair Tread Replacement		5,000.00			
Roof Resaturation				300,000.00	
Pool Liner & Filtration System				85,000.00	
Tuckpointing					40,000.00
Insulate Walls-Gym					50,000.00
Door Replacement			35,000.00		
Cooling Tower Replace					
Wiring Upgrade Receptacles/Panels					20,000.00
Repaint					12,000.00
Tennis Court					
Tennis Court Reconstruction					105,000.00
Window Replacement					75,000.00
HC Ramps & Curbs Add					
ADA Railings					
HC Modifications Rm 254, 255					
HC Modifications Rm 240, 241					
ADA Recessed Doors					
ADA Stairway Modifications					
ADA Exits Classroom 240, 241					
ADA Intermediate Steps/Study Hall					
Landscaping					
Running Track Repair					
Sidewalk Repair					
Reline Pool					
Boiler Replacement					
TOTAL	\$ 819,000	\$ 439,000.00	\$ 505,000.00	\$ 385,000.00	\$ 302,000.00

JUNIOR HIGH	01-02	02-03	03-04	04-05	05-06
Track Repair		90,000.00			
Smokestack Repair			8,000.00		
Cabinet Replacement			10,000.00		
Flooring Replacement			10,000.00		
Door Replace-HA Hardware				28,000.00	
Tuckpointing					30,000.00
Repaint					20,000.00
Replace Univents					
Gym Floor Refinish				12,000.00	
Landscape & Grading					
Replace Delaminated Panels					
ADA Compliance Stairs/Railings					
Lift at Music Room					
HC Toilets Second Floor					
Parking Lot Resurface				35,000.00	
Sidewalk Repair					
Add HC to Ventilators					
Replace Casework					
Add Panel & Receptacles					
Carpet Replacement					
Boiler Replacement (3)					
TOTAL	\$ -	\$ 90,000.00	\$ 28,000.00	\$ 75,000.00	\$ 50,000.00

ROBERT ASP ELEMENTARY	01-02	02-03	03-04	04-05	05-06
Sealcoat Basketball Court		5,000.00			
Roof Repair-Resaturation				300,000.00	
Parking Lot Resurface				35,000.00	
Repipe Boiler					
Replace Univents					
Tuckpointing					30,000.00
Door Replace-HA Hardware					
Curb Cuts HA Ramp					
ADA Stairways & Railings					
Gym Wall Pads Replacement					
Music Room Lift					
HC Toilets Second Floor					
Site Drainage					
Smokestack Repair			8,000.00		
Flooring Replacement			10,000.00		
Cabinet Replace			10,000.00		
Add AC Ventilators					
Sidewalk Repair					
Repaint					
Electrical Upgrade Switchgear					
Add AC Unit Ventilators					
Add Panel & Switchgear					
Renovate Stage					
Boiler Replacement (3)					
Carpet Replacement					
TOTAL	\$ -	\$ 5,000.00	\$ 28,000.00	\$ 335,000.00	\$ 30,000.00

PROBSTFIELD ELEMENTARY	01-02	02-03	03-04	04-05	05-06
Parking Lot Resurface		35,000.00			
Window Replacement					75,000.00
Tuckpointing					
Water Main Service				5,000.00	
Roof Repair-Resaturation					250,000.00
Repair to Exterior Walls					
Replace Univents					
Sitework Drainage					
Door Replace-HA Hardware					
Repaint					12,000.00
HA Toilet Rooms					
Sidewalk Replacement					
Add AC					
Electrical Upgrade					
Boiler Replacement					
Cabinet Replacement			10,000.00		
Flooring Replacement			10,000.00		
Carpet Replacement					
TOTAL	\$ -	\$ 35,000.00	\$ 20,000.00	\$ 5,000.00	\$ 337,000.00

RIVERSIDE ELEMENTARY	01-02	02-03	03-04	04-05	05-06
Roof Repair-Resaturation					
Door Replacement					
Water Main Service					
Water Heater-Gas					
Playground Area Resurface					
Window Replacement					
Insulate Pipe Tunnels					
East Entrance Remodel					
Repaint					
Millwork Replacement					
HA Kindergarden					
Add AC to Ventilators					
HA Accessible Restrooms					
Sidewalk Repair					
Boiler Replacement					
Install Wall Paneling-Stage Remodel					
Replace Univents					
Upgrade Power Switchgear					
Carpet Replacement					
Small Lead Boiler					
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -

EDISON ELEMENTARY	01-02	02-03	03-04	04-05	05-06
Window Replacement					
Door Entrance Replace Exterior					
Water Heater					
Sidewalk Replacement					
Roof Repair-Resaturation					
Sidewalk Replacement					
Door Replace-HA Hardware					
Parking Lot Resurface					
Replace Univents					
Tunnel Wall Insulation					
Toilet HA					
Lift for Stage HA					
Kindergarden Room Accessibility					
Add AC to Unit Ventilators					
Sidewalk Replacement					
Repaint					
Millwork Replacement					
Replace Electrical Service Panels					
Carpet Replacement					
Boiler Replacement					
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -

WASHINGTON ELEMENTARY	01-02	02-03	03-04	04-05	05-06
Roof Repair-Resaturation					
Tuckpointing					
Door Replacement Exterior					
Window Replacement					
Parking Lot Resurface					
Water Main Service					
Replace Small Load Boiler					
Replace Univents					
Repaint					
Install Elevator					
Repair Overcoat Parking Lot					
HA Accessibility					
Landscape & Drainage					
Sidewalk Repair					
Boiler Replacement					
Replace Millwork					
Carpet Replacement					
Replace Switchgear					
Add AC					
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -

MAINTENANCE BUILDING	01-02	02-03	03-04	04-05	05-06
Carpet Replacement			4,000.00		
Door Replacement			30,000.00		
Parking Lot Resurface				80,000.00	
Energy Work					
Remodel Restrooms					15,000.00
Replace Boiler					75,000.00
Water Main Service					
Building Siding					
Undedicated					
TOTAL	\$ -	\$ -	\$ 34,000.00	\$ 80,000.00	\$ 90,000.00
MAINTENANCE-EQUIP-VEHICLES	01-02	02-03	03-04	04-05	05-06
Lawn-Cleaning Equipment		20,000.00	60,000.00	30,000.00	20,000.00
Maintenance Pickup		35,000.00			
Staff Vehicles		40,000.00	45,000.00	40,000.00	30,000.00
Bobcats with Attachments					
Trans Vechicl					
TOTAL	\$ -	\$ 95,000.00	\$ 105,000.00	\$ 70,000.00	\$ 50,000.00
UNDEDICATED CAPITAL	01-02	02-03	03-04	04-05	05-06
Undedicated	0	102,804.00	160,000.00	170,000.00	175,000.00
TOTAL	\$ -	\$ 102,804.00	\$ 160,000.00	\$ 170,000.00	\$ 175,000.00
BUILDING C/O SUMMARY 2000	01-02	02-03	03-04	04-05	05-06
Senior High	819,000.00	439,000.00	505,000.00	385,000.00	302,000.00
Junior High		90,000.00	28,000.00	75,000.00	50,000.00
Robert Asp Elementary		5,000.00	28,000.00	335,000.00	30,000.00
Probstfield Elementary		35,000.00	20,000.00	5,000.00	337,000.00
Riverside Elementary		-			
Edison Elementary		-			
Washington Elementary		-			
Maintenance Building		-	34,000.00	80,000.00	90,000.00
Maintenance- Equip-Vehicles		95,000.00	157,000.00	105,000.00	50,000.00
Undedicated		102,804.00	345,000.00	170,000.00	175,000.00
Art Program at Sports Center remodeling			60,000.00		
TOTAL SUMMARY 2000	\$819,000.00	\$766,804.00	\$1,177,000.00	\$1,155,000.00	\$1,034,000.00
LINCOLN COMMUNITY CENTER	01-02	02-03	03-04	04-05	05-06
Roof Repair-Resaturation					
Repaint					
Sidewalk Replacement					
Parking Lot Resurface					
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -

TOWNSITE CENTER	01-02	02-03	03-04	04-05	05-06
Sidewalk Repair					
Parking Lot Resurface					
Water Main Service					
Foundation Repair					
Repaint					
Recarpet					
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -

HEALTH & SAFETY	01-02	02-03	03-04	04-05	05-06
Probstfield Alarm Upgrade	35,000.00				
Riverside Alarm Upgrade	30,000.00				
Engineering Fees	15,600.00				
Physical Hazard Control/ Demolition of Wash. & Voy	40,000.00	209,550.00	365,000.00	30,000.00	30,000.00
Hazardous Substance Management	15,000.00	5,267.00	15,000.00	15,000.00	15,000.00
Health & Safety Management	25,000.00	24,304.00	29,325.00	25,000.00	25,000.00
Safety Committee Time	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
Asbestos Ahera Compliance	15,000.00	491,417.00	305,000.00	15,000.00	15,000.00
Fire Safety	15,000.00	35,126.00	15,000.00	30,000.00	30,000.00
Violence Prevention		-			
Air Quality Control	15,000.00	17,357.00	15,000.00	15,000.00	15,000.00
Antimicrobial Filters	15,600.00	15,000.00	15,000.00	15,000.00	15,000.00
EPA Loan - High School	61,000.00	61,000.00	61,000.00	61,000.00	61,000.00
EPA Loan - Robert Asp	15,600.00	15,600.00	15,600.00	15,600.00	15,600.00
Remove Fire Dampers					
Corridor Rated Doors Edison					
Corridor Rated Doors Washington					
Other					
TOTAL	\$322,800.00	\$899,621.00	\$ 860,925.00	\$ 246,600.00	\$ 246,600.00

VI. BUILDING CONSTRUCTION

INTRODUCTION

With the passage of the referendum on March 12, 2002 and the sale of a \$64,500,000 bond, the school district began Fund (06) in the spring of 2002.

Fund (06) is designed to track all revenues and expenditures as they relate to the construction work that was authorized with voter approval on March 12, 2002.

REVENUE ASSUMPTIONS AND RATIONALE

1. Interest earned from the proceeds of the bond sale.
3. Monies provided by Clay-Wilkin Opportunity Council to help fix up the new education center for their Head Start program.
4. An anticipated credit from the sale of the additional storage space within the middle school retention bond.

EXPENDITURE ASSUMPTIONS AND RATIONALE

Basic Assumptions

1. Each expenditure is broken down per building as provided by the district's construction manager (Kraus-Anderson). Robert Asp and the Junior High have been commingled. These numbers will fluctuate based on change orders and other unforeseen issues inherent to building projects.

BUILDING CONSTRUCTION FUND (06)		2001-02	2002-03	2003-04	2004-05	
REVENUES		ACTUAL	REVISED	PROPOSED	PROJECTED	
1. Interest		196,011	2,171,694	1,173,000	172,500	
2. Sale of Bonds		64,500,000	0	0	0	
3. Head Start Grant			50,000			
4. Retention Pond Credit			50,000			
		64,696,011	2,271,694	1,173,000	172,500	
Total Revenues		64,696,011	2,271,694	1,173,000	172,500	
EXPENDITURES		2001-02	2002-03	2003-04	2004-05	SUMMARY
		ACTUAL	REVISED	PROPOSED	PROJECT	
Education Center						
Architecture/Engineer Fee/Professional Fee		19,178	24,977	0	55,145	99,300
Construction Cost		0	0	800,092	1,132,028	1,932,120
Districts Cost		0	0	0	42,634	42,634
FF&E		0	0	0	27,280	27,280
Technology/Security		0	0	0	73,337	73,337
Signage		0	0	0	15,000	15,000
Contingency		0	0	0	92,819	92,819
		19,178	24,977	800,092	1,438,243	2,282,490
North Elem/Asp Central Elem/Jr High						
Architecture/Engineer Fee/Professional Fee		36,446	401,081	59,913	14,979	512,419
Construction Cost		0	91,735	6,835,645	1,708,912	8,636,292
Building Demolition		0	0	300,000	0	300,000
District Costs		0	0	171,168	0	171,168
FF&E		0	0	349,088	87,272	436,360
Technology/Security		0	0	162,699	40,674	203,373
Signage		0	0	30,000	0	30,000
Contingency		0	0	331,610	82,902	414,512
		36,446	492,816	8,240,123	1,934,739	10,704,124
South Elem/New						
Architecture/Engineer Fee/Professional Fee		16,848	219,510	241,024	43,408	520,790
Construction Cost		0	40,232	7,887,130	1,931,550	9,858,912
District Costs		0	0	271,238	67,809	339,047
FF&E		0	0	174,544	43,636	218,180
Technology/Security		0	0	79,906	19,981	99,887
Signage		0	0	25,000	0	25,000
Contingency		0	0	225,320	56,329	281,649
		16,848	259,742	8,904,162	2,162,713	11,343,465
Middle School						
Architecture/Engineer Fee/Professional Fee		135,624	900,485	151,053	37,763	1,224,925
Construction Cost		0	1,997,136	16,889,558	4,222,389	23,109,083
District Costs		0	0	451,956	112,989	564,945
FF&E		0	0	283,636	70,909	354,545
Technology/Security		0	0	194,749	48,688	243,437
Signage		0	0	55,000	0	55,000
Contingency		0	0	537,425	134,356	671,781
		135,624	2,897,621	18,563,377	4,627,094	26,223,716
Senior High						
Architecture/Engineer Fee/Professional Fee		70,790	526,329	135,554	33,889	766,562
Construction Costs		0	465,225	9,561,285	2,390,322	12,416,832
District Costs		507	0	192,592	48,148	241,247
FF&E		0	0	370,908	92,727	463,635
Technology/Security		0	24,273	278,795	69,699	372,767
Signage		0	0	30,000	0	30,000
Contingency		0	0	500,586	125,146	625,732
		71,297	991,554	11,069,720	2,472,359	14,916,775
Total Expenditures		279,392	4,666,710	47,577,474	12,635,148	65,470,569
Revenues over (under) Expenses		64,416,618	(2,395,016)	(46,404,474)	(12,462,648)	
Beginning Fund Balance		0	64,416,618	62,021,602	14,117,128	
Transfer of Interest to Cap Fund for Specials				-1,500,000	-1,500,000	
Ending Fund Balance		64,416,618	62,021,602	14,117,128	154,480	

VII. DEBT SERVICE FUND

INTRODUCTION

For budgetary purposes the following assumptions were used when actual amounts were not available. For revenues a 2% increase was utilized, while expenditures utilized a 3% increase.

The Debt Service fund is used to show revenues and expenditures for a school district's outstanding bonded indebtedness, whether for building construction or operating capital, and whether for initial or refunding bonds.

When a bond issue is sold, the school board must levy a direct general tax upon the property of the district for the payment of principal and interest on such bonds as due. The revenue from such tax must be separately accounted for in a Debt Service Fund (M.S. 475.61).

When an excess is accumulated in a Debt Service Fund due to interest earnings, lower than anticipated tax delinquency, or excess building funds, the levy for debt redemption may be reduced in whole or in a part as dictated by fund balances and debt retirement requirements. Where there are accumulations in the fund as the process of debt repayment nears an end, the accumulations should be used to reduce debt levies. Where there is any balance left in the Debt Service Fund after all obligations have been discharged, such balance shall be permanently transferred to the General Fund, with an equal levy reduction (M.S. 475.61).

There can be no borrowing from the Debt Service Fund. Any cash balance or investment in a Debt Service Fund is held in trust for the bondholders, and must not be used to support cash deficits in other funds (M.S. 123B.78, Subd. 4).

Due to the successful passage of a \$64 million bond referendum on March 12, 2002, the debt service fund will see a substantial increase in expenditures effective 2002-03 and in revenues effective 2003-04.

REVENUE**LINE #**

Local Property Tax Levy **1**
This is determined by the bond payment schedule. The District must levy 105% of the annual debt service requirement.

Interest Income **4**
Interest rates will remain low for short term investments.

State Sources **5-8**
Aid received for the replacement of local taxes.

2000 thru 2005 reduced levy by \$50,000 per year due to excess fund balance.

EXPENDITURES**LINE #****Principal on bonds 10**

As required by bond payment schedule.

Interest on bonds 11

As required by bond payment schedule.

INDEPENDENT SCHOOL DISTRICT #152
DEBT SERVICE FUND (Fund 07)

LINE #	2000-01 ACTUAL	2001-02 ACTUAL	2002-03 REVISED	2003-04 PROPOSED	2004-05 PROJECTED	2005-06 PROJECTED
REVENUES:						
1 Local property tax levy	748,499	472,749	556,866	3,857,528	6,001,055	6,005,057
Other local sources:						
3 Proceeds of refunding bonds						
4 Interest income	6,542	4,474	4,474		0	0
4.1 Sale of Townsite			771,714			
4.2 Interest from Bonds				0		
State sources:						
5 HACA (Homestead credit)	0	0	0	0	0	0
6 Border city aid	139,913	85,203	67,298	67,000	67,000	67,000
7 Other appropriations	756	0	0	0	0	0
8 State aid				2,558,195		
	140,669	85,203	67,298	2,625,195	67,000	67,000
9 Total revenues	895,710	562,426	1,400,352	6,482,723	6,068,055	6,072,057
EXPENDITURES:						
10 Principal on bonds	5,634,641	330,000	345,000	1,060,000	2,725,000	2,840,000
11 Interest on bonds	328,067	248,600	3,124,660	3,371,155	3,326,055	3,214,057
12 Other debt service	750	270	270	1,000	1,000	1,000
13 Total expenditures	5,963,458	578,870	3,469,930	4,432,155	6,052,055	6,055,057
14 Revenues over (under) expenditures	(5,067,748)	(16,444)	(2,069,578)	2,050,568	16,000	17,000
15 BEGINNING FUND BALANCE	5,290,341	222,593	206,149	(1,863,429)	187,139	203,139
16 ENDING FUND BALANCE	\$222,593	\$206,149	(\$1,863,429)	\$187,139	\$203,139	\$220,139

*** 2000-2006 projections include a \$50,000/year reduction in the debt service levy due to excess fund balance.

VIII. ENTERPRISE FUND

INTRODUCTION

For budgetary purposes the following assumptions were used when actual amounts were not available. For revenues a 2% increase was utilized, while expenditures utilized a 3% increase.

To account for operations (a) that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenue earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

The enterprise fund of the district consists of the Townsite Centre and Voyager Site Leasing Enterprise Fund, which accounts for the operations of the Townsite Centre and Voyager site buildings. Tenants are not related to the district, other than the district leasing administrative office space and some classroom space.

REVENUE ASSUMPTIONS AND RATIONALE

1. Revenues will increase by two percent per year.
2. Interest Income: Interest rates will remain low for short term investments.

EXPENDITURE ASSUMPTIONS AND RATIONALE

Basic Assumptions

1. Expenses will increase by three percent per year.
2. Depreciation will decrease as assets become fully depreciated or increase as repair and replacement increases.
3. Interest expense will decline as payable is reduced.

INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE ENTERPRISE FUND (Fund 22)

Line #	1999-00 ACTUAL	2000-01 ACTUAL	2001-02 ACTUAL	2002-03 REVISED
OPERATING REVENUES:				
1 Rents	\$287,629	\$291,509	307,585	133,344
2 Rents from School District	73,390	84,665	75,790	0
	<u>361,019</u>	<u>376,174</u>	<u>383,375</u>	<u>133,344</u>
OPERATING EXPENSES:				
3 Salaries and benefits	87,983	70,157	72,647	51,605
4 Utilities and fuel	55,370	63,828	57,689	45,810
5 Insurance	6,437	6,998	8,375	0
6 Bldg. Improvement	7,364	3,930	0	5,219
7 Other operating expense	35,150	50,891	57,667	16,927
8 Total operating expenses	<u>192,304</u>	<u>195,804</u>	<u>196,378</u>	<u>119,561</u>
OPERATING INCOME BEFORE				
9 DEPRECIATION	168,715	180,370	186,997	13,783
10 DEPRECIATION	<u>46,378</u>	<u>51,333</u>	<u>47,884</u>	<u>0</u>
11 OPERATING INCOME	<u>122,337</u>	<u>129,037</u>	<u>139,113</u>	<u>13,783</u>
NONOPERATING REVENUES (EXPENSES):				
12 Interest revenue	573	744	2,414	0
13 Interest expense	(41,037)	(39,642)	(37,328)	0
14 Other	0	0	0	0
15 Net Nonoperating expense	<u>(40,464)</u>	<u>(38,898)</u>	<u>(34,914)</u>	<u>0</u>
16 NET INCOME (LOSS)	81,873	90,139	104,199	13,783
17 RETAINED EARNINGS (DEFICIT)/ BEGINNING FUND BALANCE	<u>(513,842)</u>	<u>(431,969)</u>	<u>(341,830)</u>	<u>(237,631)</u>
17.1 Payoff Loan to Capital Outlay				(498,642)
18 RETAINED EARNINGS (DEFICIT)	<u>(431,969)</u>	<u>(341,830)</u>	<u>(237,631)</u>	<u>(722,490)</u>
19 Transfer to Fund Capital Outlay				722,490
20 Ending Fund Balance				0

INDEPENDENT SCHOOL DISTRICT #152
VOYAGER PROPERTY ENTERPRISE FUND (Fund 22)

Line #	1999-00 ACTUAL	2000-01 ACTUAL	2001-2002 ACTUAL	2002-03 REVISED
OPERATING REVENUES:			0.00	1.02
1 Rents	\$30,138	\$26,657	33,436	15,794
2 Rents from School District	12,316	13,675	14,630	0
	<u>42,454</u>	<u>40,332</u>	<u>48,066</u>	<u>15,794</u>
OPERATING EXPENSES:			0.00	1.03
3 Salaries and benefits	25,562	24,524	27,655	1,804
4 Utilities and fuel	24,337	26,419	20,350	20,223
5 Insurance	1,874	2,995	1,500	0
6 Bldg. Improvement	0	0	0	0
7 Other operating expense	5,779	3,870	3,254	964
8 Total operating expenses	<u>57,552</u>	<u>57,808</u>	<u>52,759</u>	<u>22,991</u>
OPERATING INCOME BEFORE				
9 DEPRECIATION	(15,098)	(17,476)	(4,693)	(7,197)
10 DEPRECIATION (40 year \$746,000)	<u>18,650</u>	<u>18,650</u>	<u>18,650</u>	<u>0</u>
11 OPERATING LOSS	<u>(33,748)</u>	<u>(36,126)</u>	<u>(23,343)</u>	<u>(7,197)</u>
NONOPERATING REVENUES (EXPENSES):				
12 Interest revenue	0	0	0	0
13 Interest expense	0	0	0	0
14 Other	0	0	0	0
15 Net Nonoperating expense	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
16 NET LOSS	(33,748)	(36,126)	(23,343)	(7,197)
17 RETAINED EARNINGS (DEFICIT) BEGINNING FUND BALANCE	<u>(101,821)</u>	<u>(135,569)</u>	<u>(171,695)</u>	<u>(195,038)</u>
18 RETAINED EARNINGS (DEFICIT) ENDING FUND BALANCE	<u>(\$135,569)</u>	<u>(\$171,695)</u>	<u>(\$195,038)</u>	<u>(\$202,235)</u>

MEMORANDUM P 03.077

TO: Dr. Larry Nybladh
FROM: Ron Nelsen
DATE: June 17, 2003
SUBJECT: Health and Safety Plan

Steve Musser, the district's consultant on Health and Safety from Airtech, has completed Attachment 99 to our Health and Safety Plan. This attachment is a required part of the district's Health and Safety Plan and must be sent to the Minnesota Department of Education by July 25, 2003 and verified by them in order for the district to access funding from the State of Minnesota. The included criteria in Attachment 99 needs to be approved by the School Board and implemented by district staff.

Suggested Resolution: Move to accept Attachment 99 criteria for the school district's Health and Safety Plan.

RN:sh

Attachment 99 Performance Criteria

due at MDE 7/25/03

General Comments

- School district personnel shall be involved in the process of completing this section. This section cannot be completed as a "turnkey" process.
- Responsibility for Health and safety belongs at the district level. The task can, in certain circumstances, be delegated to employees or contractors, but not the responsibility.
- There must be a key district person responsible for each Health and Safety topic. This person is responsible for understanding Attachments 4 and 99 information.
- Attachment 99 replaces Attachment 4 as a reporting requirement. Only Attachment 99 and not Attachment 4 shall be reported to the MDE. Attachment 4 should be used by your district to internally review all Health and Safety programs. MDE is phasing in topics a portion each year until they are all entirely included. For 2003 Pay 2004, the topics are limited to Indoor Air Quality, Safety Committees, Laboratory Safety and Health, Safety and Environmental Management. Specific performance criteria are described and the district must either verify they will meet MDE's criteria or provide their own. Either way, districts will be held to their board-adopted performance criteria. Substituted criteria which is not performance based is an unacceptable report.
- Districts are required to follow the directions shown below and return the completed, board-certified Attachment 99 in order to receive H&S funding for 2003 Pay 2004. All H&S new funding will be delayed until the Attachment 99 is received and verified.
- H&S Management Assistance professionals will key their reporting to the elements in this Attachment and this is part of MDE's plan to verify that the district is meeting its performance criteria commitment. A district may not refuse access by Management Assistance personnel to accomplish this task.

Completion Steps for Attachment 99

- District reviews its health and safety hazards, plans/programs to manage them, and this letter and attachments.
- District reviews Attachment 99, affirms each element by highlighting or otherwise indicating, and completes all forms accurately. The attachment is designed to be a "turn-around document."
- School board validates the information on Attachment 99, certifying that the information in the completed Attachment 99 H&S Performance Criteria will be implemented during fiscal year 2003-2004. In this manner the board, as the policy-setting authority, recognizes and accepts its responsibility for Health and Safety in a manner satisfactory to MDE. A copy of the board-approved minutes and agenda must be attached.
- District returns Attachment 99 in time to arrive at MDE, attn Phil Allmon, or alternatively each region Management Assistance professional, no later than July 25, 2003. Late submissions are strongly discouraged.
- Electronic submission is acceptable and is preferred. Otherwise, provide two paper copies with visible highlighting. Don't forget to maintain a copy in district files, and to highlight adopted language.

Begin Board-certifying here.

General Requirements

- The H&S written plans include policies for managing the hazard, assessing for the hazard, training, and record keeping.
- There is a key district person responsible for each Health and Safety topic. This person is responsible for understanding Attachments 4 and 99 information and the information in the written plans.
- The written plans are current, complete and accurate. They are concise and well organized. They do not make references to other districts or states, or persons not currently with the district.
- In particular, the documentation of training and required reporting is accurate and complete. Training includes an adequate roster of trainees, is dated, and a syllabus of the training, giving information on what trainees can be reasonably expected to know or do.
- The practice of re-photocopying required reports shall not be allowed. Each report shall have a fresh printout with fresh signatures and dates.

Part I Attachment 99 Performance Criteria – IAQ Management Plan

A. IAQ Coordinator – required in plan

- A person meeting criteria in Attachments 3 and 7 has been appointed as the districts IAQ coordinator
- Communication pathway has been established to notify district staff, parents, and students, who the IAQ Coordinator is and how to contact him/her.
- IAQ coordinator's role and authority shall be clearly defined and understood by district employees, such that he/she can operate effectively.
- The IAQ Coordinator's name and certificate number are: Oru Keste #10422

B. Walk-through performed (required in plan)– Walkthroughs shall be performed at least annually on all school buildings in the district that houses students and/or employees and shall evaluate the following:

- Obvious water intrusion problems (interior and exterior)
- Obvious ventilation failures and/or problems
- Obvious building/structural failures and/or problems
- Overall cleanliness of buildings and classrooms
- Assess the need for O&M programs (e.g. ventilation, carpet, building compounds)

C. Evaluation of key building systems- required in plan

- District shall evaluate all classrooms using equivalent* to the EPA's Tools For Schools Teacher's Checklist at least annually.
- District shall evaluate ventilation systems using equivalent* to the EPA's Tools For Schools Ventilation Checklist at least annually. Activity 22 may be excluded here.
- District shall evaluate all building maintenance issues using equivalent* to the EPA's Tools For Schools maintenance checklist at least annually.

*** Equivalent means that each element of each topic is included to the depth described in TFS.**

If there is a significant departure, an explanation shall accompany the plan.

D. IAQ Management Plan (required in plan) – District shall develop and implement an effective **district specific** IAQ management plan that shall at a minimum have the following elements:

- Identification of IAQ Coordinator
- Communication plan/policy that is specific to the district
- Complaint plan/policy that is district specific
- Plan/policy to address district IAQ issues observed and/or noted during the walk through or through the building systems evaluation process
- Implementation schedule that prioritizes and allocates expenditures to remediate known IAQ issues such as deferred maintenance items (e.g. roof leaks)
- Operations and maintenance plan to maintain building components and mechanical systems
- District policies that are established that affect air quality (animals, cleaning, renovation projects, pest management, chemical use, etc.)
- Annual review of district IAQ Management Plan by IAQ Coordinator and/or IAQ Committee, and school board. This includes a review of all documentation to ensure the plan is indeed district specific and current.

E. District responses to parental concerns--required in plan

- Parents know where to go to find answers to their IAQ questions.
- Parents can obtain checklists or self help information so they can properly evaluate their child's home or other out of school situation.
- Parents can obtain information about school facility construction, maintenance and housekeeping practices, chemicals used, mold and HVAC related information, chemical producing academic subjects, pesticides and herbicides and the like to determine the extent to which school activities contribute to a child's symptoms.
- Parents can obtain information on what a parent can do – how they can effect change – upon discovering questionable activities occurring within schools.

F. Mechanical Ventilation improvements if funded under either H&S or Alternative Facilities

Bonding and Levy programs

- All mechanical ventilation improvements shall result in demonstrated current performance criteria as found in state law, statute or rule, to include proper amount of ventilation rate over a specified outside temperature range, proper filtration, and ability to measure ventilation rate.
- Any commissioning resulting from mechanical ventilation improvements shall be done and validated by a Systems Inspector per M.S. 123B.72 that has adequate errors and omissions insurance.
- Mechanical ventilation improvement work funded under H&S shall remain under warranty by the outside party until a full range of seasons has occurred, allowing any deficiencies to become manifest and be corrected.

G. M.S. 123B.57 responsibility to "...monitor and improve the quality of indoor air..." . Note: Districts have until July 30, 2006 to perform work in Performance Criteria, Paragraph (g).

- The district shall determine the mechanical ventilation rate of each occupied space and plan and implement its improvement in a timely manner where found to be inadequate. Use of outside air intake flow hood for unit ventilators or CO2 or thermal-based calculations found in ASHRAE 62-1989

with controls set to minimal outside air settings are adequate. Intended to satisfy TFS Ventilation Checklist Activity 22.

- The district shall determine if there is mold or water intrusion for each occupied space and plan and implement its remediation in a timely manner where found to exist. Visual inspections are adequate.
- The district shall determine the quality of air entering the building and make improvement where needed. Use of human senses is adequate.
- The district shall monitor the use of chemicals, cleaning materials, carpet maintenance (if applicable) pesticides and general housekeeping to ensure proper indoor air quality. Use of human senses is adequate.

Attachment 99 Performance Criteria – Safety Committees

- A district safety committee shall be established where the district exceeds 25 employees or is experiencing excessive lost workdays or accident/incident rates.
- Written statements shall be developed describing safety committee role, responsibilities, activities and administrative support.
- Role of safety committee shall be stated, and shall include consideration of the following:
 - Review high hazard areas of health and safety for adequacy of program protection.
 - Monitor the effectiveness of the safety and health program. Assist administrators, H&S coordinators and supervisors on district/school H&S issues. Bring committee recommendations to school board.
 - Everyone in district needs to know they should contact members of safety committee FIRST for H&S issues.
- There shall be greater employee representation than management, with each bargain unit represented. The safety committee member list shall be posted.
- The number of employee representatives on the committee shall equal or exceed the number of management representatives. The safety committee members shall be made known to all district staff.
- The safety committee shall meet at least quarterly.
- An agenda shall be established prior to meeting. Attendance and minutes shall be recorded. A report of activities shall be posted where all employees have access to it.
- The chair shall be elected by the committee and identified by name.
- Training shall be provided to safety committee members as to their roles and responsibilities.
- Meeting activities shall include consideration of these activities:
 - Establish annual safety goals and objectives for meeting those goals
 - Conduct and/or review safety inspections
 - Assist in accident investigation.
 - Review accident reports and OSHA 300 logs.
 - Accept and evaluate employee suggestions. Make reporting uncomplicated, keeping reporters at ease.
 - Review job procedures and recommend improvements
 - Monitor safety program effectiveness

- Publicize and promote safety and health
- School board shall review the program annually.

Attachment 99 Performance Criteria – Laboratory Safety Standard and Chemical Hygiene Plan

- There shall be a written and current Chemical Hygiene Plan for all laboratories, per OSHA Laboratory Safety Standard 29 CFR 1910.1450.
- The Chemical Hygiene Officer (CHO) shall be identified for each laboratory. His or her names are: _____
- The CHO shall be responsible for developing and reviewing at least annually chemical handling, storage labeling and disposal procedures (SOPs).
- The CHO shall be responsible for reviewing at least annually lab activities to ensure safe procedures are used.
- The CHO shall review stored chemicals annually and remove unused or excess amounts.
- The CHO shall be responsible for developing and reviewing at least annually engineering controls (e.g. ventilation, chemical storage, fume hoods, gas lines and shutoff, fire prevention, eye-wash and deluge shower)
- The CHO shall be responsible for developing and reviewing at least annually personal protective equipment (PPE) needs (e.g. eye protection, gloves, splash guards, gowns). Included are ensuring students do not wear dangerous clothing (e.g. rings, chains, unsafe shoes, un-bound hair).
- The CHO shall be responsible for developing and reviewing at least annually necessary training for lab employees and ensure that safety is adequately included in curriculum.
- The CHO shall be responsible for developing and reviewing at least annually record keeping practices and procedures, to include chemical inventory, MSDS sheets, monthly checks of safety equipment and implementing MDE and other safety checklists.

Attachment 99 Performance Criteria – Health, Safety and Environmental Management

- District shall evaluate and review at least annually its regulatory and non-regulatory Health and Safety hazards. A current list of these shall be maintained at the district.
- For each category of hazard, district shall identify a Responsible Person. The Responsible Person shall be a district employee.
- For each category of identified hazard, there shall be a plan of response, and if needed training, protective equipment, scheduled abatement, warning signage and equipment, liaison with outside resources.
- Attachment 4 and the elements of each hazard have been evaluated for applicability to the list of identified hazards.
- For each category of identified hazard, necessary documentation shall be maintained and made available to employees or the public as required (e.g. Material Safety data sheets, inspection or assessment reports, training records). Except for private medical information, access to all documents shall be provided on request.
- Satisfying requests for information by the community for each category of identified hazard shall be a priority responsibility of this district, subject to reasonable time and resource constraints.

Individual Hazards Identified In H&S Management Assistance Reports -- This list shall be a printout of FIN CODE 352 projects, starting with FY2005. It should appear similar to the following:

Fiscal Year	Finance Code	Building Name	State Approval
District 0007	Project Number	Project Description	Amount
00	100	Advice	...
<u>Update</u>	GEN.	The FIN CODE 352 is capped at \$13.50 per student or \$0.0822 per SQ FT. Per agency records, this allowance is capped at \$15,239 or \$16,858 respectively.	0.00
05	352	District Wide	...
<u>Update</u>	GEN.	Health Safety and Environmental Management	6500.00
05	352	District Wide	...
<u>Update</u>	GEN.	Asbestos AHERA Re-inspection	1200.00
05	352	District Wide	...
<u>Update</u>	GEN.	Health and Safety Management Assistance	1500.00
05	352	District Wide	...
<u>Update</u>	GEN.	SFM Fire Safety Inspections	2000.00
05	352	District Wide	...
<u>Update</u>	GEN.	Bloodborne Pathogens	1000.00
05	352	District Wide	...
<u>Update</u>	GEN.	IAQ Surveys, testing and reports	1500.00
05	352	District Wide	...
<u>Update</u>	GEN.	Computer-based H&S Management	1000.00
05	352	District Wide	...
<u>Update</u>	GEN.	Integrated Pest Management	500.00

Individual Hazards Identified In H&S Management Assistance Reports

[illegible]

Date: _____

School District: _____

Person Affirming: _____

Signature: _____

Telephone with ext. _____

I affirm that the following is an accurate, board-approved summary of this school district's current Health and Safety program, submitted in accordance with Minn. Stat. §123B.57 regardless of whether or not funding is requested. A copy of the school board minutes is attached.

Additional comments:

S-179-1305
6-26-03

INDEPENDENT SCHOOL DISTRICT #152
Special School Board Meeting
Days Inn - Executive Board Room
600 30th Avenue South

June 26, 2003

8:00 a.m.

MISSION STATEMENT: To develop the maximum potential of every learner to thrive in a changing world.

ATTENDANCE:

Jim Cummings _____	Carol A. Ladwig _____
Lisa Erickson _____	Kristine Thompson _____
Anton B. Hastad _____	Bill Tomhave _____
Sonia Hohnadel _____	Larry P. Nybladh _____

AGENDA

1. **CALL TO ORDER**

- A. Pledge of Allegiance
- B. Preview of Agenda - Dr. Larry P. Nybladh, Superintendent
- C. Approval of Meeting Agenda

Moved by _____ Seconded by _____
Comments _____

2. **SCHOOL BOARD/CENTRAL OFFICE TEAM WORK SESSION:** Nybladh

3. **ADJOURNMENT**

SCHOOL BOARD AGENDA - June 26, 2003**PAGE 2****CALENDAR OF EVENTS**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
ESY Spec Ed Elementary	June 16-July 24 T, W, Th	7:30-12:30	Probstfield/Riverside
ESY Spec Ed Secondary	June 16-July 24 T, W, Th	7:30-12:30	High School
EXCEL Summer Prog (K-6)	June 17-July 24 T, W, Th	7:30-12:30	Probstfield
Migrant School	June 11-July 18	8 am - 5 pm	Probstfield
Detention Care/Shelter Care	Ongoing		Reg Juvenile Detention
EXCEL Summer Academy (Grades 7-8)	June 17-July 24 (Mon-Thurs)	7:30 - 1 pm	Edison
EXCEL Summer Academy (Grades 9-12)	June 17-July 24	M-F day and evening	RRALC
Summer Band	June 9-July 3	M-F	Riverside
Adult Basic Educ	June, July and August	Ongoing	Townsite Centre
Driver's Education	June 9-20	7:30-10:30 am	High School
Early Childhood Screening	June 30		Lincoln
ECFE	June and Aug	Ongoing	Lincoln
Early Childhood Screening	July 1	TBD	Lincoln
School Board	July 14	7 pm	Board Room
Basic Standard Test (Wrtg)	July 22	7:30-1 pm	Various Bldgs
Basic Standard Test (Rdg)	July 23	7:30-1 pm	Various Bldgs
Basic Standard Test (Math)	July 24	7:30-1 pm	Various Bldgs
School Board	July 28	7 pm	Board Room
Early Childhood Screening	July 4-5	TBD	Lincoln
School Board	August 11	7 pm	Board Room
School Board	August 25	7 pm	Board Room
Summer Orchestra	Aug 18-22	M-F	TBD
First Day to File for School Board Election (Filing closes September 9)	August 26		