



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

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S-129-BOS
7-14-03

INDEPENDENT SCHOOL DISTRICT #152

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

July 14, 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. **ORGANIZATION OF THE SCHOOL BOARD** - Cummings

- A. MEETING DATE, TIME AND LOCATION

Suggested Resolution: Move to set the regular meetings of the school board for 7:00 p.m. in the Townsite Centre Board Room on the second and fourth Monday of each month with the following exceptions: December 8 (one meeting in December) and the annual organizational meeting Monday, July 19 (one meeting in July).

SCHOOL BOARD AGENDA - July 14, 2003

PAGE 2

Moved by _____ Seconded by _____
Comments _____

B. SCHOOL BOARD COMPENSATION

Page 6

Suggested Resolution: Move to set the board member compensation rate at
\$ _____ per month.

Moved by _____ Seconded by _____
Comments _____

C. COMMITTEE APPOINTMENTS

Pages 7-12

Suggested Resolution: Move to approve the committee appointments for the 2003-
2004 school year.

Moved by _____ Seconded by _____
Comments _____

3. 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 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 2003-2004 Minnesota State High School League Membership -
Pages 13-15
- (2) Approval of 2003-2004 Minnesota Academic Excellence League Membership -
Pages 16-21
- (3) Acceptance of Grants - Pages 22-26

SCHOOL BOARD AGENDA - July 14, 2003

PAGE 3

B. BUSINESS SERVICE MATTERS - Weston

- (1) Approval of Resolution for Investment of Excess Funds for 2003-2004
- Pages 27-28
- (2) Approval of Authorized Staff to Initiate Financial Transactions for 2003-2004 -
Pages 29-30
- (3) Approval of Official Depositories for 2003-2004 - Page 31
- (4) Approval of Resolution Authorizing Payment of Goods and Services for the
2003-2004 School Year - Pages 32-33
- (5) Approval of Resolution for Collection of NSF Checks and Leases for 2003-2004
- Pages 34-35
- (6) Approval of School Leaders Errors & Omissions Insurance Deductible - Page 36
- (7) Approval of Dairy and Bread Bids - Pages 37-41

C. HUMAN RESOURCE MATTERS - Nielsen

- (1) Approval of Change in Employment Contract - Page 42
- (2) Acceptance of Resignation - Page 43
- (3) Approval of New Employees - Page 44
- (4) Approval of Employment Rehire - Page 45
- (5) Approval of Leave of Absence - Page 46
- (6) Approval of Military Leave - Page 47

D. SUPERINTENDENT MATTERS - Nybladh

- (1) Approval of Official Newspaper - Page 48
- (2) Approval of Legal Services - Page 49
- (3) Approval of Minnesota School Boards Association Membership - Pages 50-52
- (4) Approval of Lakes Country Service Cooperative Service Agreement
- Pages 53-56
- (5) Approval of June 9 and 23, 2003 Regular and June 26, 2003 Special Meeting
Minutes - Pages 57-67
- (6) Approval of July Claims

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

Moved by _____ Seconded by _____

Comments _____

4. COMMITTEE REPORTS

SCHOOL BOARD AGENDA - July 14, 2003
PAGE 4

5. **SUPERINTENDENT'S ANNUAL EVALUATION:** Thompson

Suggested Resolution: Move to record that pursuant to M.S. 471.705 the Superintendent's Annual Evaluation was completed on Thursday, June 26, 2003.

Moved by _____ Seconded by _____
Comments _____

6. **FIRST READING OF POLICY:** Nybladh
Pages 68-76

Conduct a first reading of policy, Community Use of School Facilities (904).

7. **ELECTION RESOLUTION:** Nybladh
Pages 77-78

Suggested Resolution: Move to approve the Resolution Establishing Dates for Filing Affidavits of Candidacy for the November 4 school board election.

Moved by _____ Seconded by _____
Comments _____

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

9. **ADJOURNMENT**

SCHOOL BOARD AGENDA - July 14, 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
Adult Basic Educ	June, July and August	Ongoing	Townsite Centre
ECFE	June and Aug	Ongoing	Lincoln
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
School Board	August 11	7 pm	Board Room
School Board	August 25	7 pm	Board Room
Summer Orchestra	August 18-22		TBD
First Day to File for School Board Election (Filing closes September 9)	August 26		

MEMO #: S-04-005

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent LPN

DATE: July 1, 2003

RE: School Board Compensation

The following are previous rates related to school board compensation:

1996	\$450 monthly per board member
1997	\$450
1998	\$450
1999	\$550
2000	\$550
2001	\$550
2002	\$550
2003	\$550

Suggested Resolution: Move to set the board member compensation rate at \$_____ per month.

LPN(mde)

MEMO #: S-04-006

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent LPN

DATE: July 1, 2003

RE: 2003-2004 Committee Assignments

Attached is a copy of the 2002-2003 Committee Assignments. Please review this document prior to the Board meeting to expedite desired assignments for 2003-2004. School Board Chair, Kristine Thompson, has requested that you be prepared to express your interests and volunteer for service on the various committees.

Thank you.

LPN:fn
Attachment

COMMITTEES OF MOONHEAD PUBLIC SCHOOLS
(including community involvement areas)

DISTRICT-WIDE STANDING COMMITTEES: These committees are recognized by the School Board as having a defined purpose, are defined by law and/or Board policy, involve members of the community and school staff, meet on a regular basis during the school year, and include voting representatives of the School Board.

Responsibilities - review mission and formulate/affirm appropriate mission statement, record and communicate minutes of meetings, require regular membership rotation, develop an annual calendar submitted to the Superintendent for coordination of a district calendar, files a year-end report and/or makes a presentation to the School Board for the past year activities, district administrators or supervisors serve as ex-officio members.

<u>COMMITTEE NAME/PURPOSE</u>	<u>DEPT/NAME RESPONSIBLE</u>	<u>MEETING-DATE/TIME/LOCATION</u>	<u>2002-2003 BOARD LIAISON</u>
<u>Activities Council</u> - reviews and recommends extra- and co-curricular activity/academic policies and is knowledgeable of Minnesota High School League activities.	Teaching/Learning Hulbert	4th Wed/mo.; 7 am; Townsite (October-April) 10/23/02, 1/22/03, 2/26/03, 4/23/03, and 5/28/03	Erickson/Cummings
<u>Community Education Advisory Council</u> - evaluates and recommends programs that meet the community's needs.	Teaching/Learning Winterfeldt-Shanks	3rd Tu/mo.; 7 pm; Townsite (excluding December)	Hastad/ Tomhave
<u>District Care Team</u> - reviews and recommends policies and activities related to student and staff prevention, post-vention and crisis issues involving chemical use, violence, grieving, and other related issues.	Teaching/Learning Kovash/Simonson/Kashmark	3rd Mo/mo.; 3 pm; Townsite Three times a year: 9/16/02, 11/18/02 and 3/17/03	Ladwig/Hohnadel
<u>Human Rights</u> - monitors textbook selection and works with human resources on the direction of multi-cultural, gender fair, and disability sensitive issues.	Human Resources Nybladh	Four times a year; 3:45 pm; Townsite	Hohnadel/Thompson
<u>Instruction & Curriculum Advisory</u> -(formerly PER) plans, evaluates and reports on district curriculum. (Two-year Term)	Teaching/Learning Kovash	3rd Th/mo.; 7 am; Townsite	Tomhave/Hastad
<u>Long Range Planning (LRP)</u> - carries out strategic planning, evaluating and reporting of the District's Five Year Educational Plan.	Teaching/Learning Kovash	Four times a year; 3:45 pm; Townsite	Ladwig/Thompson
<u>Policy Review</u> - reviews current policies and makes recommendation of new policies.	Superintendent Nybladh	3rd Mo/mo.; 7 pm; Townsite	Hohnadel/Ladwig

ADMINISTRATIVE COMMITTEES: These are committees recognized by the School Board as serving in an advisory capacity to the Board and administration, serves a specific area, program or segment of the district, involve members of the staff and others as needed, may meet for a specific purpose until it is completed, may or may not include an appointed board member, designee or liaison, and completes a written report.

Responsibilities - are to review the purpose/task for establishment of the committee, record and communicate minutes to appropriate people, and file a written report of activities when task completed.

<u>COMMITTEE NAME/PURPOSE</u>	<u>DEPT/NAME RESPONSIBLE</u>	<u>MEETING-DATE/TIME/LOCATION</u>	<u>2002-2003 BOARD LIAISON</u>
<u>Calendar</u> - develops and recommends fiscal-year district calendar.	Superintendent Nybladh	January - March as needed.	N/A
<u>Comprehensive Arts Planning Program</u> - provides art education for all K-12 students and the integration of the arts with one another by using the community's arts resources.	Teaching/Learning Judy Christofferson	Conference & workshop days and as necessary.	Erickson
<u>Continuing Education</u> - administers the process for certificate renewal of licensed staff.	Human Resources Nielsen	2nd Tu/mo.; 7 am; Fryn Pan (Nov-May)	Thompson
<u>ECFE Advisory Council</u> - advises and provides support in the operation of the Early Childhood Family Education and Kindergarten Readiness Programs.	Teaching/Learning Bushaw	2nd Th/mo.; 7 pm; Lincoln	Hastad
<u>Global Exchange</u> - increase understanding of interdependence of global community by students and staff.	Superintendent Berggren	Year around, as needed	Thompson
<u>*Indian Education/JOM Parent Committee</u> - reviews grants obtained, provides input how monies are disbursed, yearly Financial Report, and HSC Report.	Teaching/Learning King/Longie	2nd Th/mo.; 5 pm	Hohnadel
<u>Legislative Committee</u> - develops recommendations for district's legislative program.	Superintendent Nybladh	Year around, as needed	Cummings/ Thompson
<u>MN State High School League</u> - supervision and regulation of League-sponsored athletic and fine arts activities.	Teaching/Learning Kovash		Erickson

* = Does not serve in an advisory capacity to the school board.

<u>COMMITTEE NAME/PURPOSE</u>	<u>DEPT/NAME RESPONSIBLE</u>	<u>MEETING-DATE/TIME/LOCATION</u>	<u>BOARD LIAISON</u>
<u>Negotiations</u> - serves as liaison to other Board members during negotiation process.	Superintendent Nybladh	Year around, as needed	Cummings/Ladwig
<u>Sabbatical Leave</u> - receives, reviews and recommends sabbatical leaves for certified staff.	Human Resources Nielsen	February - April as needed.	Ladwig
<u>Safety Committee</u> - identifies and addresses safety issues related to students, staff and visitors.	System Support Bacon	2nd Th/mo.; 9:30 am; Townsite	Ladwig
<u>Staff Development</u> - promotes professional and personal growth opportunities for all staff of ISD #152.	Teaching/Learning Schmid	3rd Mo/mo.; 3:45 pm; Townsite	Thompson/ Hohnadel
<u>Superintendent's Advisory Council</u> - (SAC) provides opportunity for building PTACs to communicate and share ideas between themselves and with the superintendent.	Superintendent Nybladh	3rd Th/mo.; 7 pm; Townsite	Members Rotate
<u>Technology</u> - assists in developing the long-range goals of implementing new technologies and maintaining current technologies throughout the district.	Teaching/Learning Markert	4th Tu/mo.; 3:45 pm; Townsite	Cummings/ Thompson
<u>Title I Parent Advisory</u> - assists in reviewing the Title I Program and will work with the 1999-2000 Goals 2000 grant.	Teaching/Learning King	Year around, as needed	Erickson
<u>Wellness</u> - assists in monitoring the district-wide Wellness Program for staff. (Coordinates with DSSAC.)	Human Resources Nielsen	Year around, as needed	Erickson/Ladwig

COMMUNITY COMMITTEES: These are committees that are not under the full jurisdiction of the school district and/or are shared with other entities and organizations. Representatives are appointed by the Board, administration or both as appropriate.

Responsibilities - serve as representative of the school district either in voting or non-voting capacity, share and communicate committee information to the appropriate people.

<u>COMMITTEE NAME/PURPOSE</u>	<u>DEPT/NAME RESPONSIBLE</u>	<u>MEETING-DATE/TIME/LOCATION</u>	<u>2002-2003 BOARD LIAISON</u>
<u>Clay County Joint Powers Collaborative Board (CCJPC)</u> - works in partnership with families and communities to enhance opportunities to improve child health and development, reduce barriers to adequate school performance, improve family functioning, enhance self esteem, and develop general employment skills.	Clay County Cynthia Sillers, Coord.	3rd Wed/mo.; 3:30 pm; Family Service Center	Cummings/Ladwig Alt. - Thompson
<u>Interagency Early Intervention</u> - (IEIC) oversees the interagency provision of services to children identified with disabilities age birth to kindergarten entry.	Clay County LaVerne Czichotzki (ARC) Carolyn Strnad (Parent)	2nd Wed/mo.; 12 pm; FSC	Ladwig
<u>Joint Powers</u> - shares resources for special projects, cooperatively make recommendations to local boards and councils.	(Rotates between school districts & cities of Mhd & Dilworth, Clay County & Mhd Township)	1st Th/mo.; 7 am; Dilworth City Hall	Ladwig/Tomhave
<u>LCSC Representative Assembly</u> - receives LCSC Board minutes & agendas to distribute the information to the member school boards.	Lakes Country Serv. Coop. DuWayne Balken, Dir.	Monthly (LCSC Board, which may be attended)	Cummings/Tomhave
<u>Youth Advisory</u> - (formerly Police Liaison) assists Youth Intervention Officer in policy development, budget preparation, program development, & allocation of officer's time between the city, county and school district.	Mhd Police Dept. Brian Dahl, Youth Interv.	2nd Wed/mo.; 7 am; LEC	Hohnadel
<u>High School Hall of Fame Ad Hoc</u> - establish the Spud Hall of Fame to recognize alumni achievement.	Gene Boyle	TBD	Cummings

BUILDING INFORMATION: The following is Parent/Teacher Advisory Council meeting and Adopt-a-School representative information.

<u>SCHOOL BUILDING</u>	<u>PTAC PRESIDENT/PHONE #</u>	<u>MEETING-DATE/TIME/LOCATION</u>	<u>2002-2003 BOARD LIAISON</u>
Thomas Edison	Jean Morlock - 299-6132	1st Mo/mo.; 7 pm; Library	Erickson
Probstfield	Lori Borgen - 287-6995	3rd Mo/mo.; 7 pm; Library	Tomhave
Riverside	Brenda Rapske - 236-7108 Jonathan Clark - 287-1827	3rd Tues/mo; 7 pm; Library	Ladwig
Washington	Lore Dow - 789-7402 Terry Smith - 233-9530	1st Mo/mo.; 6:30 pm; Library	Hastad
Robert Asp	Marlo Janson - 236-8716	4th Tues/mo.; 7 pm; Library	Hohnadel
Moorhead Junior High	Marcia Stavenger - 236-5927	1st Th/mo.; 7 pm; Library	Thompson
Moorhead Senior High	TBD	3rd Mo/mo.; 6:30 pm; Library	Cummings
Red River Area Learning Center	TBD	TBD	Members Rotate

OFFICE OF TEACHING & LEARNING MEMO #: I.04.001



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Minnesota State High School League Membership
DATE: July 1, 2003

Attached please find for your information the 2003-2004 Minnesota State High School League membership form.

SUGGESTED RESOLUTION: Move to approve the resolution of membership into the Minnesota State High School League for 2003-2004

LAK/smw
Attachment



MINNESOTA STATE HIGH SCHOOL LEAGUE

April 2003

David V. Stead, Executive Director
Lisa Lissimore, Associate Director
Kevin Merkle, Associate Director
Skip Peltier, Associate Director
Jody Redman, Associate Director
Howard W. Voigt, Director of Information

Dear Superintendent:

Minnesota Statutes 1993, Section 128C.01, requires individual school boards each year to authorize membership in the Minnesota State High School League. The Resolution for Membership affirms (1) that the board of education for your school delegates the control, supervision and regulation of League-sponsored athletic and fine arts activities to the Minnesota State High School League; (2) that your school board adopts the Constitution, Bylaws and Rules and Regulations of the League; and, (3) that the administration for and the responsibility for supervising the activities are assigned to your official school representative. I am enclosing the resolution form which provides for the appropriate school board action. The resolution form is provided in duplicate.

Please return one copy to the Minnesota State High School League and retain one copy for the school files. The deadline for returning the resolution form is September 1, 2003.

Formal approval by the governing board of your school district or school must be made prior to August 1, 2003 to enable the League office to certify your continuation or new membership in the League. If your Designated School Board Representative has changed from the fall, please make that change in the MSHSL Web site database.

A billing for services, rulebooks and other supplies will be mailed to schools in mid-August as has been the accepted procedure in the past. This billing, which includes a \$100 service fee, will be based on the information your school submits to the League office regarding the activities you will sponsor during the 2003-2004 school year.

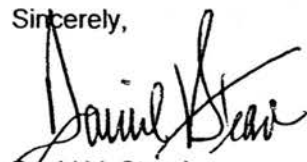
Please be reminded of the following:

1. September 1 is the due date for return of the resolution form. If you do not submit the resolution, your students ARE NOT covered by the catastrophic insurance plan, your school district must assume that responsibility, and your students will not be allowed to participate in League-sponsored events.
2. The resolution form must be completed in full, including signatures of the superintendent and clerk/secretary of the Board of Education.

I am sure that membership in the Minnesota State High School League will provide your students with rewarding benefits as they participate in the interscholastic activities sponsored by your school.

I would suggest that you place this resolution on your agenda as soon as possible and certainly not later than a June or July Board meeting in order to avoid last-minute efforts late in the summer which may create problems for your Board and administrative staff to meet the September 1, 2003 deadline.

Sincerely,


David V. Stead
Executive Director
DVS/kav
Enclosures

MINNESOTA STATE HIGH SCHOOL LEAGUE
2100 Freeway Boulevard
Brooklyn Center, MN 55430-1735
763-560-2262 Fax: 763.569.0499 www.mshsl.org

**2003-2004 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

RESOLVED, that the Governing Board of School District Number 152, Moorhead Senior
High School, County of Clay, State of Minnesota delegates the control,
supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section
128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of
Children, Families and Learning as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the high school(s) listed below (name all high schools in the district):

Moorhead Senior High School

is/are authorized by this, the Governing Board of said school district or school to:

1. Make new application for membership in the Minnesota State High School League;
School Enrollment (10-12):
OR;
xx Renew its membership in the Minnesota State High School League; and,
2. Participate in the approved interschool activities sponsored by said League and its various
subdivisions.

FURTHER RESOLVED, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and
Regulations of said League and all amendments thereto as the same as are published in the latest edition of
the League's Official Handbook, on file at the office of the school district, as the minimum standards governing
participation in said League-sponsored activities, and that the administration and responsibility for determining
student eligibility and for the supervision of such activities are assigned to the official representative identified
by the Governing Board.

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official
minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed: _____
Clerk/Secretary - Local Governing Board

Signed: _____
Superintendent or Head of School

Date: _____

Date: _____

School Address, City, Zip: 2300 4th Avenue South, Moorhead, MN 56560

School Phone: _____

RETURN ONE COPY TO THE MSHSL NOT LATER THAN SEPTEMBER 1, 2003
Retain one copy for the school files.

OFFICE OF TEACHING & LEARNING MEMO #: I.04.002



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Minnesota Academic Excellence Foundation Membership
DATE: July 1, 2003

Attached is a copy of the Academic Excellence League 2003-2004 Membership Application for renewal for the 2003-2004 school year.

For the 2003-2004 school year, the district will renew for the basic membership. As we move into the new schools the building principals and district administration will determine if a full service membership is needed.

The basic membership will provide the district with the same services from the previous year.

SUGGESTED RESOLUTION: Move to approve the Minnesota Academic Excellence League membership for basic membership services at a rate of \$175.

LAK/smw
Attachment



**Friends FOR MAEF
MINNESOTA
ACADEMIC
EXCELLENCE
FOUNDATION**

1667 Snelling Avenue N.
St. Paul, MN 55108-2131

May 5, 2003

MEMO TO: Superintendents, Principals, and MAEF Members
FROM: Zona Sharp-Burk, Executive Director *Zona Sharp-Burk*
RE: FY2004 Annual Membership Renewal and Services

We invite you to another membership year with the Center for Educational Performance Excellence. We know you share our belief that student success cannot be put on hold, and we know your schools and districts cannot be expected to do all of this important work alone. We now live and work in highly unpredictable times. We can no longer use the past as a reasonable predictor of what the future will likely hold. Our challenges are immense: budgets are squeezed, standards are still in development, and the expectations of our schools to be successful have never been greater.

Your MAEF membership provides an affordable way to use our services to bring value and results to your schools and districts. Membership provides you with two ways to give your district and schools access to all of MAEF's training and consulting services and programs: Academic League, Awards and Recognition, and District and School Performance. With one application, you can now access all of the programs, training, workshops, consultation services, and awards programs to support your work to meet the goals of No Child Left Behind and to recognize and advance your accomplishments. In 2002-2003, we served about 150 member districts and trained over 1000 educators and school board members from over 250 districts.

There are two ways that schools and districts can access help and benefits from the Center for Educational Performance Excellence. We know that long-term relationships and support make a difference to you and your faculty and staff. Each option allows you to continue and/or begin that relationship and receive services immediately. To enroll, COMPLETE AND RETURN the enclosed MEMBERSHIP APPLICATION.

We look forward to serving you in 2003-2004.

BASIC MEMBERSHIP SERVICES	CUSTOMIZED PRODUCTS, CONSULTATIONS, AND SERVICES PLAN
You will receive these services and benefits: <ul style="list-style-type: none">• Certificate of membership• <i>Reach for the Stars</i> catalog• 6-8 periodic electronic news bulletins and UPTAKES<ul style="list-style-type: none">- Updates on what is happening at the Capitol- "Best Practices" from other districts• E-networking w/other members• New library/clearinghouse of resources for members only• Discounts on other MAEF programs, workshops, and publications• <u>Basic membership is still only \$175!</u>	You will receive these services and benefits: <ul style="list-style-type: none">• All of the benefits of BASIC MEMBERSHIP• PLUS Customized Services and Consultations based on your specific goals and needs, such as:<ul style="list-style-type: none">- Strategic Planning at your site- Goal setting- Developing SCORECARDS- Surveys with students, parents, faculty, and other stakeholders- Workshops for teachers, principals, parents- Leadership Development for senior leadership teams• You only pay for what you need – <u>some services are as little as \$500-1000</u>• A free INTAKE PROCESS begins this plan for you!

Phone 651-999-7341
Fax 651-999-7342

E-mail: maef@mnaef.org
Web Site: www.MNaef.org

TRAINING AND CONSULTING SERVICES FOR EDUCATION SITES

***Plan Now for Student Success!
Summer and Fall Services
to Support Staff Development and
Administrative Planning***

PLANNING

- Strategic Planning Facilitation
- Strategic SCORECARDS
- District Accountability Plans
- School Improvement Plans
- Classroom Improvement Plans
- Project Planning
- Processes and Systems That Work:
Learning, Financial, Stakeholder, Student Systems
- Student, Family, and Stakeholder Surveys

FOR EDUCATION LEADERS

- Education Quality Leadership Academy
- Leading Transformational Change
- Developing Accountability Systems:
Classrooms-Schools-Districts-Community
- Faculty and Staff Satisfaction: *A Key to Student Success!*
- How Well Is My District Performing? How Will I Know?
- Parent Involvement That Works:
Evaluating and Advancing the Role of Parents at Your Site

FOR CLASSROOM LEADERS

- Quality Tools: *Helping Students Become Responsible Learners*
- What Works? Ask the Students! - *Understanding How Your Students Like to Learn*
- Setting & Achieving Classroom Goals

FOR TEAMS

- Developing Successful Project Plans
- Working Together: *Making Differences A Positive Force!*

Some services are available for as little as \$500-\$1500/day at your site!



CENTER FOR EDUCATIONAL
PERFORMANCE EXCELLENCE
Friends for MAEF / MAEF
1667 Snelling Avenue N.
St. Paul, MN 55108
651-999-7341... www.MNaef.org





MEMBERSHIP APPLICATION

MAEF CENTER FOR EDUCATIONAL PERFORMANCE EXCELLENCE

2003-2004 Membership Board Resolution and Application

Any legally defined school or school district may join MAEF and the Center for Educational Performance Excellence. A "district" is defined as any number of schools governed by a local school board. Nonpublic schools with local boards are included in this definition and may join as districts. Charter schools and home schools may also join.

RETURN COMPLETED APPLICATION TO: Minnesota Academic Excellence Foundation
1667 Snelling Avenue North, St. Paul, MN 55108-2131

Check One: ☐ New Membership Resolution for 2003-2004 SCHOOL YEAR (July 1-June 30)
☒ Renewal Resolution for 2003-2004 SCHOOL YEAR (July 1-June 30)

Name of School District, School or Private School Moorhead Area Public Schools District # 152 County Clay

Address 810 4th Avenue South City Moorhead State MN Zip 56560 Phone 218-284-3315

Contact name Lynne Kovash Position Asst Supt of Teaching & Learning Email lkovash@moorhead.k12.mn.us Fax 218-284-3333

COMMITMENT TO ACADEMIC EXCELLENCE – PLEASE COMPLETE THE FOLLOWING RESOLUTIONS:

WHEREAS Moorhead Area Public Schools

Name of district or private school

Believes that all students need and want to pursue academic excellence and seek opportunities to test themselves against their own accomplishments and those of their peers; and

Believes that all schools shall strive to continuously improve their programs and performance because student success cannot wait.

AND WHEREAS

The Minnesota Academic Excellence Foundation (MAEF) Center for Educational Performance Excellence believes that schools should not have to do this work alone; and

MAEF exists to encourage and support schools where academic excellence is visibly valued, recognized and rewarded, and where school improvement is a continuous aim;

BE IT RESOLVED THAT Moorhead Area Public Schools

Name of district or school

Becomes a member of MAEF's Center for Educational Performance Excellence, joining other Minnesota districts, schools and communities in a commitment to work to improve school performance, to provide all students with intellectually and socially challenging activities and programs, and to increasingly celebrate academic achievement.

Superintendent/Administrator

Date

Board Chairperson

Date

OVER

MAEF Membership Application, continued MEMBERSHIP INFORMATION: ADDENDUM

District or school name: Moorhead Area Public Schools

YOUR MOST URGENT NEEDS. Please indicate in what areas you think you most need consulting assistance, training, or other help this year.

- 1.
- 2.
- 3.

TEAM MEMBERS: Please provide the names and email addresses of the members of your MAEF team-Academic Coordinator, Curriculum leader, School Improvement or Quality Officer contact, staff development coordinator, senior leadership team, etc. This information will ensure that each team members receives e-bulletins and notice of opportunities available to MAEF members in their respective areas of work.

ROLE	NAME	TITLE	EMAIL ADDRESS
1. ACADEMIC LEAGUE:	<u>Lynne Kovash</u>	<u>Asst Supt of Teaching & Learning</u>	<u>lkovash@moorhead.k12.mn.us</u>
2. STAFF DEVELOPMENT:	<u>Lynne Kovash</u>	<u>Asst Supt of Teaching & Learning</u>	<u>lkovash@moorhead.k12.mn.us</u>
3. SCHOOL IMPROVEMENT:	<u>Lynne Kovash</u>	<u>Asst Supt of Teaching & Learning</u>	<u>lkovash@moorhead.k12.mn.us</u>
4. STRATEGIC PLANNING:	<u>Lynne Kovash</u>	<u>Asst Supt of Teaching & Learning</u>	<u>lkovash@moorhead.k12.mn.us</u>
5. OTHER:	<u>Gene Boyle</u>	<u>Sr. High Principal</u>	<u>gboyle@moorhead.k12.mn.us</u>
6. OTHER:	<u>Colleen Tupper</u>	<u>Jr. High Principal</u>	<u>ctupper@moorhead.k12.mn.us</u>
7. OTHER:	<u>Anne Moyano</u>	<u>Elementary Principal</u>	<u>amoyano@moorhead.k12.mn.us</u>
8. OTHER:	<u>Kevin Kopperud</u>	<u>Elementary Principal</u>	<u>kkopperud@moorhead.k12.mn.us</u>
9. OTHER:	<u>Betty Myers</u>	<u>Elementary Principal</u>	<u>bmyers@moorhead.k12.mn.us</u>
10. OTHER:	<u>Pat Westby</u>	<u>Elementary Principal</u>	<u>pwestby@moorhead.k12.mn.us</u>

Attach an additional page if needed. A District may have up to 10 contact names; a School may have up to 5.

MEMBERSHIP PAYMENT AND TYPE

BASIC MEMBERSHIP Provides member with certificate of membership, 8 electronic newsletters and e-bulletins and alerts; e-networking; password to new MAEF Member Clearinghouse; discounts on other MAEF program services, and recognition in MAEF publications. *This is more service than past years!!!*

CUSTOMIZED PRODUCTS, CONSULTATIONS, AND SERVICES PLAN Provides all of the BASIC MEMBERSHIP services, PLUS customized products and services delivered at district site, including workshops, consultations, and other services based on the member's needs.

☒ **BASIC MEMBERSHIP FEE**
 \$175/district or non-public school
 \$150/individual school or charter school or home school

☐ **CUSTOMIZED PRODUCTS, CONSULTATIONS, AND SERVICES PLAN FEE**
 Costs as low as \$500, negotiated to meet your needs.

☐ Check enclosed for \$ _____
☐ Send bill to P.O. # _____
 Use UFARS code: _____



MINNESOTA
ACADEMIC
EXCELLENCE
FOUNDATION

1667 Snelling Avenue North, St. Paul, MN 55108-2131
 Phone 651-999-7341 Fax: 651.000-7342
 Email: maef@mnaef.org

Additional Team Members

Kyle Edgerton

Elementary Principal

kedgerton@moorhead.k12.mn.us

OFFICE OF TEACHING & LEARNING MEMO #: 1.04.003



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

The district has received an increase of \$17,652.64 for the CHESP (Community, Higher Education & School Partnership) grant. The original amount was \$10,000.00 and has been increased to \$27,652.64. Attached is the budget summary to show how the funds will be spent.

The purpose of the grant is to build a strong community, higher education, and school partnerships to work towards developing enhanced and extended service-learning opportunities for students K-16.

LAK/smw
Attachment

23

BUDGET SUMMARY

FORM 3

Grantee Name: _____ Contract # _____
 Person Submitting: _____ Report Date _____ Modification # _____

LINE	UFARS/ Obj Code	MAPS / Other Code	Budget Cost Categories & Description	Requested Program Funds	In-Kind Funds	Total Proposed Grant	Total Program Distribution YTD	Total In-Kind Distribution YTD	Encumbered	Requested Budget Revision
1	110,170		Administrative *		6,125	6,125				
2	140		Licensed Classroom Teacher	11,720.00		11,720				
3	141		Non-Licensed Teacher							
4	145		Substitute Salaries	1,260.00		1260				
5	170-185		Non-Instructional Support		3,000	3000				
6	200-297		Fringe Benefits	1,210.00	807	2017				
7	305		Consultant Services	3,000.00		3,000				
8	320's		Communication Services/Postage		100	100				
9	360, 365		Student Transportation	2,740.00	5,000	7,740				
10	366		Professional Travel In-State	5,030.00		5,030				
11			Professional Travel Out-State							
12	390-394		Pymt to MN Districts/Other Agencies							
13	401-433		Supplies and Materials	2,700.00		2,700				
14	460		Textbooks and Workbooks							
15	899		Other, be specific							
16			Stipends **							
17	530		Equipment **							
18			PROJECT TOTAL	27,660 *	\$15,032.00	\$42,692.00				

* MDE will fund up to \$27,652.64 of the total project.

Provide this form for each budget revision request, with every quarterly report & for final program payment.
 Note: Formal amendments are required when a change in line item exceeds 10%.

Total Program Distrib. + Enc.	
Total Payments from CFL	
Payment Due	

50-51.9

**Moorhead Public Schools
CHESP Grant
Year III Budget Summary**

Licensed Classroom Teacher – Account 04 005 585 000 140 000

\$11,720

Expenditures are anticipated to support the teachers developing projects for this grant. Time will include both training and writing time.

Substitute Salaries – Account 04 005 585 000 145 000

\$1,260

Funds will be used to allow teachers to attend workshops and conferences that occur during regular school days.

Fringe Benefits – Account 04 005 585 000 210/214/218 000

\$1,210

This represents benefits that will be paid in relation to staff time by the grant.

Contracted Services – Account 04 005 585 000 305 000

\$3,000

This funding will be expended to contract trainers and professors workshops for on Service-Learning partnerships.

Student Transportation

\$2,740

This represents budget money designated to transport students for Service-Learning.

Profession Travel In-State – Account 04 005 585 000 366 000

\$5,030

These funds will be expended for expenses related to workshops and conferences held in the state on SL.

Instructional Supplies – Account 04 005 585 000 430 000

\$2,700

These funds will be used for student resources, teacher resources & training supplies.

Total \$27,660



TO: Dr. Larry Nybladh

FROM: Lynne Kovash *LK*

SUBJECT: Grant Acceptance

DATE: July 3, 2003

Early Childhood Family Education has received \$1,350.00 from Clay County Joint Powers Collaborative Time Study (LCTS) for the printing of the Father Time Newsletter. Father Time Newsletter is a newsletter for fathers of children birth to kindergarten age.

SUGGESTED RESOLUTION: Move to approve the Clay County Joint Powers Collaborative Time Study grant to Early Childhood Family Education in the amount of \$1,350.00 for the printing of the Father Time Newsletter.

LAK/smw

**RESOLUTION FOR CONTRACT BETWEEN CLAY COUNTY JOINT POWERS
COLLABORATIVE AND EARLY CHILDHOOD FAMILY EDUCATION
June 25 - August 31, 2003**

WHEREAS, the Clay County Joint Powers Collaborative has identified Local Collaborative Time Study (LCTS) dollars to fund "Mini" (up to \$3,000) grant applications that meet the criteria of allowable LCTS dollars; and

WHEREAS, Early Childhood Family Education has requested funding for Father Times Newsletter Printing; and

WHEREAS, the members of the Mini Grant Review Committee, appointed by the Collaborative Board to make the funding decisions, has approved a dollar request in the amount of \$1,350.00;

NOW, THEREFORE, BE IT RESOLVED that Early Childhood Family Education receive an amount of \$1,350.00 with the understanding that the funds will be expended by August 31, 2003, and that a Narrative and Financial Report will be submitted to the Collaborative one month after the total funds have been expended.

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

**FOR EARLY CHILDHOOD FAMILY
EDUCATION**

By: _____

Dr. Larry Nybladh
Title: Superintendent
Date: June 25, 2003

**FOR THE CLAY COUNTY JOINT
POWERS COLLABORATIVE**

By: _____

Jim Cummings
Title: Chair
Date: June 25, 2003

ATTEST:

By: _____

Cynthia Sillers
Title: Collaborative Coordinator
Date: June 25, 2003

BUSINESS SERVICES MEMO#: B.04.001



TO: Dr. Larry P. Nybladh
FROM: Mark Weston *mw*
DATE: July 1, 2003
SUBJECT: Resolution for Investment of Excess Funds for 2003-2004

Attached find the resolution giving authority and responsibility to invest funds, which are not currently needed in accordance with M.S. 118A.

Suggested Resolution: Move to approve the resolution for investment of excess funds giving authority and responsibility to the Assistant Superintendent of Business Services or designee in accordance with M.S. 118A for the 2003-2004 school year.

MLW/dmh

Attachment

RESOLUTION

TO

AUTHORIZE PROCEDURES FOR THE INVESTMENT OF EXCESS FUNDS

The Assistant Superintendent of Business Services, or designee, is hereby vested with the authority and responsibility to invest funds, which are not currently needed in accordance with M.S. 118A.

Chair

Clerk

Date

BUSINESS SERVICES MEMO#: B.04.003



TO: Dr. Larry P. Nybladh
FROM: Mark Weston *mw*
DATE: July 1, 2003
SUBJECT: Authorized Staff to Initiate Financial Transactions for 2003-2004

The attached letter to Mr. James Hambrick of Wells Fargo Bank indicates the name of district personnel who have authority to make transactions on the listed accounts.

Suggested Resolution: Move to authorize the listed district personnel to make transactions on the listed accounts for the 2003-2004 school year.

MLW/dmh

Attachment

July 1, 2003

Mr. James Hambrick
Wells Fargo Bank
PO Box 340
Moorhead MN 56560

Dear Mr. Hambrick,

We would like to update the list of district personnel who have access to our accounts.

Authority to make phone transfers:	Denice Sinner Mark Weston	Nancy Evans Dr. Larry Nybladh
Authority to request stop payments:	Denice Sinner Mark Weston Dr. Larry Nybladh	Nancy Evans Diane Hanson
Authority to obtain account information:	Denice Sinner Mark Weston Dr. Larry Nybladh William K. Tomhave	Nancy Evans Diane Hanson Kristine Thompson

This authority extends to the following district accounts:

#10110	#901204
#14138	#12538

Thank you.

Kristine Thompson, School Board Chairperson

William K. Tomhave, School Board Treasurer

Carol Ladwig, School Board Clerk

BUSINESS SERVICES MEMO#: B.04.004



TO: Dr. Larry P. Nybladh
FROM: Mark Weston *ML*
DATE: July 1, 2003
SUBJECT: Official Depositories for 2003-2004

The following investment brokers and depositories are recommended for approval:

Wells Fargo Bank, Bremer Bank, State Bank Of Moorhead, Hawley State Bank, Northwestern, Financial Northeastern, MN School District Liquid Asset Fund Plus, Moody Investors, Merrill Lynch, Gibraltar Securities Co., Multibank Securities, Inc.

Bonds are handled by Wells Fargo Bank-Minneapolis and Depository Trust Corporation.

Suggested Resolution: Move to designate the 2003-2004 school district official depositories as presented.

MLW/dmh

BUSINESS SERVICES MEMO#: B.04.002



TO: Dr. Larry P. Nybladh
FROM: Mark Weston *ML*
DATE: July 1, 2003
SUBJECT: Resolution Authorizing Payment of Goods and Services for the
2003-2004 School Year

Attached find the resolution providing authorization to make payment of goods and services in advance of board approval consistent with M.S. 123B.11, 123B.02, and 471.38.

Suggested Resolution: Move to approve the resolution to authorize Assistant Superintendent of Business Services to make payment for goods and services in advance of Board approval for the 2003-2004 school year, consistent with M.S. 123B.11, 123B.02, and 471.38.

MLW/dmh
Attachment

RESOLUTION

TO
AUTHORIZE PAYMENT OF GOODS AND SERVICES
IN ADVANCE OF BOARD APPROVAL

BE IT HEREBY RESOLVED, for the 2003-2004 school year, consistent with M.S. 123B.11, 123B.02, and 471.38, the Assistant Superintendent of Business Services, or designee, are hereby vested with the authority to make the following payments in advance of Board approval when necessary.

- A. Payment of expense claims against the district:
 - 1. Postage Payments
 - 2. Purchases made by school personnel, which do not exceed two hundred dollars; provided, however, such purchases have been authorized by an administrator
 - 3. Officials, referees, and judges fees
 - 4. Special program speaker and consulting fees
 - 5. Petty cash fund replenishment
 - 6. Utility bills
 - 7. Registration and travel expenses
 - 8. Employee group insurance payments
 - 9. Employee flexible benefit plan payments
 - 10. Employee retirement plan payments
 - 11. Payments necessary for discount privileges
 - 12. Contractual progress payments, common to building construction, as necessary to meet established due dates
- B. Investment purchases
- C. Electronic funds transfer payments covering investments and bond principal, interest, and fiscal agent service charges. Assistant Superintendent for Systems Support shall follow these policy controls:
 - The disbursing bank shall keep on file a certified copy of this authorization, which allows electronic funds transfer.
 - The initiator shall document the request and obtain approval from the Assistant Superintendent for Systems Support, or designee, before making the transfer.
 - A written confirmation of the transaction shall be made no later than one business day after the transaction and shall be used to support the transaction.

Chair

Clerk

Date



TO: Dr. Larry P. Nybladh
FROM: Mark Weston *ml*
DATE: July 1, 2003
SUBJECT: Resolution for Collection of NSF checks and leases for 2003-2004

Attached find the resolution giving authority and responsibility to collect NSF checks and leases.

Suggested Resolution: Move to approve the resolution for Collection of NSF checks and leases giving authority and responsibility to the Assistant Superintendent of Business Services for the 2003-2004 school year.

MLW/dmh

Attachment

RESOLUTION

TO

AUTHORIZE PROCEDURES FOR THE INVESTMENT OF EXCESS FUNDS

The Assistant Superintendent of Business Services, or designee, is hereby vested with the authority and responsibility to invest funds, which are not currently needed in accordance with M.S. 118A.

Chair

Clerk

Date



To: Dr. Larry P. Nybladh

From: Mark Weston *MLW*

Date: July 1, 2003

RE: School Leaders Errors & Omissions Insurance Deductible

As you have requested, I have written a resolution that places the burden of the deductible for our current Errors and Omission Insurance on the Moorhead Public School District. Please contact me should you have any questions regarding this language.

Suggested Resolution: Move to approve the paying of the deductible for any employee or school board member who is protected by the school districts current Leaders Errors & Omissions Insurance.

MLW/dmh

BUSINESS SERVICES MEMO#: B04.007



To: Dr. Larry P. Nybladh

From: Mark Weston *mw*

Date: July 8, 2003

RE: Dairy and Bread Bids

Bids have been received for 2003-04 dairy and bread products. The bid summaries are attached. The low bidders are Dean Foods/Land O' Lakes and Sara Lee Bakery.

I am recommending that we accept the dairy bid received from Dean Foods/Land O' Lakes and the bread bid received from Sara Lee Bakery.

Suggested Resolution: Move to accept the dairy bid received from Dean Foods/Land O' Lakes and the bread bid received from Sara Lee Bakery.

MLW/dmh

Attachment

:

TO: Mark Weston
FROM: Mary Bonemeyer *MB*
RE: 2003-04 Dairy and Bakery Bids
DATE: July 8, 2003

Attached are the 2003-04 dairy and bakery bid summaries. The low bidders are Dean Foods/Land O Lakes and Sara Lee Bakery. The prices are at or below last year. The contract value is \$160,000 for dairy and \$21,000 for bakery products.

2003-2004 MILK BID SUMMARY

QUANTITY	DESCRIPTION	CASS CLAY	DEAN FOODS
	1. Half Pint Size 3.25% White/per container	<u>.1465</u>	<u>.1485</u>
	2. Half Pint Size 2.0% Butterfat White/per container	<u>.1390</u>	<u>.1410</u>
	3. Half Pint Size Fat Free Milk/per container	<u>.1260</u>	<u>.1283</u>
	4. Half Pint Size Fat Free Chocolate/per container	<u>.1495</u>	<u>.1390</u>
	5. Half Pint Size Lactose Free/per container	<u>1.55/QT-FIRM</u>	<u>2.00/HGL</u>
	6. 2.0% Milk, Gallon	<u>2.395</u>	<u>2.24</u>
	7. 2.0% Milk 1/2 Gallon	<u>1.2075</u>	<u>1.12</u>
	8. Quart, Buttermilk	<u>.665</u>	<u>.61</u>
	9. Pt. - Whipping Cream	<u>1.0775</u>	<u>.90-FIRM</u>
850	10. Shake Mix-Vanilla - 1/2 Gallon	<u>1.49-FIRM</u>	<u>1.37-FIRM</u>
1,200	11. Shake Mix-Chocolate - 1/2 Gallon	<u>1.59-FIRM</u>	<u>1.47-FIRM</u>
1,200 BX	12. Novelties, 2 Dozen Per Box		
	A. Dixie Cups Ice Cream	<u>5.67-FIRM</u>	<u>5.50-FIRM</u>
	Sherbet	<u>5.28-FIRM</u>	<u>4.50-FIRM</u>
	B. Creme Freeze	<u>4.99-FIRM</u>	<u>4.25-FIRM</u>
	C. Fudgesicles	<u>4.44-FIRM</u>	<u>4.25-FIRM</u>
	D. Cheerios	<u>5.99-FIRM</u>	<u>5.50-FIRM</u>
	E. Ice Cream Sandwiches	<u>5.39-FIRM</u>	<u>5.50-FIRM</u>
	F. Drumsticks	<u>12.25-FIRM</u>	<u>7.50-FIRM</u>
	13. -5- Lb. Sour Cream	<u>4.72-FIRM</u>	<u>4.20-FIRM</u>
	14. -5- Lb. Sour Cream - Fat Free	<u>4.52-FIRM</u>	<u>3.90-FIRM</u>
	⁵ 15. 4 Lb. Cottage Cheese, 2% Lowfat	<u>4.96-FIRM</u>	<u>4.90-FIRM</u>
	⁵ 16. 4 Lb. Cottage Cheese, Fat Free	<u>4.96-FIRM</u>	<u>4.90-FIRM</u>

QUANTITY	DESCRIPTION	CASS CLAY	DEAN FOODS
17. -5- Lb.	American Cheese	<u>9.76-FIRM</u>	<u>8.44-FIRM</u>
18. -5- Lb.	Swiss American Cheese, sliced, 160 ct	<u>9.76-FIRM</u>	<u>8.47-FIRM</u>
19. -3- Lb.	Cream Cheese	<u>6.32/5* - FIRM</u>	<u>6.50-FIRM</u>
20. -36-1 Lb.	Grade AA Butter	<u>1.45/LB</u>	<u>1.5775/LB</u>
21. -5- Lb.	Yogurt, Lowfat, flavor	<u>3.12-FIRM</u>	<u>3.85-FIRM</u>
22. -8- Oz.	Yogurt, Lowfat, flavored	<u>NA</u>	<u>.43-FIRM</u>
23. -6- Oz.	Yogurt, Lowfat, flavored	<u>.39-FIRM</u>	<u>.33-FIRM</u>
5,400 CN 24. -6- Oz.	100% Apple Juice	<u>.1445-FIRM</u>	<u>.19-FIRM</u>
1,300 CN 25. -6- Oz.	100% Orange Juice	<u>.1435-FIRM</u>	<u>.19-FIRM</u>
2,300 CN 26. -6- Oz.	100% Grape Juice	<u>NA</u>	<u>.20-FIRM</u>

Base Price if escalator clause proposed: ^{*} 9.18 per hundredweight (June skim milk) and
 \$ 1.187 per pound (June butterfat). Adjusted for escalator clause attached.

2003-2004 BREAD BID SUMMARY

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>PAN-O-GOLD</u>	<u>SARA LEE</u>
1,400 LVS	1 1/2 Lb.Bread, white (slices per loaf= <u>21</u>)	<u>.83</u>	<u>.77</u>
400 LVS	1 1/2 Lb.Bread, whole wheat or rye (slices per loaf= <u>21</u>)	<u>.88</u>	<u>.87</u>
1,500 DOZ	Coney Buns, sliced, bulk pack, standard length	<u>.98/12 ct</u>	<u>1.26/16 ct</u>
4,400 DOZ	Hamburger buns, white/dark, plain/sesame seed, sliced, bulk pack 4".	<u>2.00/30 ct</u>	<u>1.90/30 ct</u>
300 LVS	French Bread, 1 lb.	<u>1.05</u>	<u>1.00</u>
1,000 DOZ	Footlong Buns, sliced, bulk pack, 10"	<u>1.05/6 ct</u>	<u>1.40/8 ct</u>
5,600 DOZ	Tea Biscuits white/dark, dozen	<u>.88</u>	<u>1.16/16 ct</u>
1,200 DOZ	Steak Bun, plain/sesame seed 5 1/2" sliced, dozen	<u>1.45/12 ct</u>	<u>3.00/24 ct</u>
800 DOZ	Steak Bun, plain/sesame seed 6" sliced, dozen	<u>1.45/12 ct</u>	<u>3.00/24 ct</u>
3,200 DOZ	Bread Sticks, Bake and Serve, bulk pack 8".	<u>1.80/20 ct</u>	<u>2.72/30 ct</u>
1,000 LVS	Texas Toast, sliced, 1 1/2# (slices per loaf= <u>18</u>)	<u>.95</u>	<u>1.05</u>

MEMORANDUM P 03.079

TO: Dr. Larry Nybladh

FROM: Ron Nilsen

DATE: July 8, 2003

SUBJECT: Change in Employment Contract

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

Janet Olson O.T.R., District Wide, from .80 FTE to full time, effective for the 2003-2004 school year. (Replace .20 of Angela Albright contract)

Molly McKinnon Deaf/Hard Hearing Teacher, from .75 FTE to full time, effective for the 2003-2004 school year. (Shared agreement with another district)

Suggested Resolution: Move to accept the change in contract for Janet Olson and Molly McKinnon as presented.

RN:sh

TO: Dr. Larry Nybladh

FROM: Ron  Nielsen

Date: July 8, 2003

SUBJECT: Resignation

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

Gretchen Van Vlaenderen Paraprofessional, Probstfield, effective immediately.

Suggested Resolution: Move to accept the resignation of Gretchen Van Vlaenderen as presented.

RN:sh

MEMORANDUM P 03.081

TO: Dr. Larry Nybladh
FROM: Ron Nielsen
DATE: July 8, 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:


Louis Lauer	5th Grade Teacher, Riverside, BA (0) \$26,853.00, effective for the 2003-2004 school year. (Replace Lisa Staiger)
Vicky Vigessa	C.O.T.A., District Wide, TCI Contract, B31 (3) \$13.38 per hour, effective for the 2003-2004 school year. (Replace Missy Langston)
Stephanie Rice	C.O.T.A., Edison/Asp, TCI Contract, B31 (0-2) \$13.21 per hour, effective for the 2003-2004 school year. (Replace Candace Richards)

Suggested Resolution: Move to approve the employment of Louis Lauer, Vicky Vigessa and Stephanie Rice as presented.

RN:sh

MEMORANDUM

P 03.080

TO: Dr. Larry Nybladh
FROM: Ron  Nybladh
DATE: July 8, 2003
SUBJECT: Rehire

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

Stephenie Herbranson Third Grade Teacher, Riverside, BA+15 (0) \$28,047,
effective for the 2003-2004 school year.
(Replace Jennifer Carney/Megan Iverson)

Suggested Resolution: Move to accept the rehire of Stephenie Herbranson as presented.

RN:sh

MEMORANDUM P 03.078

TO: Dr. Nybladh
FROM: Ron Nelsen
DATE: July 8, 2003
SUBJECT: Leave of Absence

The administration requests approval for an Leave of Absence for the following persons:

Candace Richards COTA, Edison/Asp, effective for the 2003-2004 school year.


Nicole Anderson Paraprofessional, Riverside, effective for August 27 through September 26, 2003.

Denise Pesola Music Teacher, Junior High, effective for May 3-May 23, 2004.

Suggested Resolution: Move to approve the request for Leave of Absence for Candace Richards, according to the T.C.I. Master Agreement, Article IX, Section 6 and Nicole Anderson according to Master Agreement for Paraprofessionals, Article VIII, Section 8 and Denise Pesola, according to Teachers' Master Contract, Section IV, Article 43.

RN:sh

MEMORANDUM P 03.083

TO: Dr. Nybladh
FROM:  Ron Nielsen
DATE: July 8, 2003
SUBJECT: Military Leave

The administration requests approval for an Military Leave for the following person:

Chad Olson Social Studies Teacher, Senior High, to begin June 20, 2003 for a period of 270 days.

Suggested Resolution: Move to approve the request for Military Leave for Chad Olson as requested.

RN:sh

MEMO #: S-04-001

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent LPN

DATE: July 1, 2003

RE: Official Newspaper Designation

Administration recommends *The Forum* be designated as the school district's official newspaper for the 2003-2004 school year.

Suggested Resolution: Move to designate *The Forum* as the district's official newspaper for the 2003-2004 school year.

LPN: rde

MEMO #: S-04-002

TO: School Board

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

DATE: July 1, 2003

RE: Legal Services

The school district has historically obtained legal services on a time and material basis. Therefore, the administration recommends authorizing administration to obtain legal assistance on a time and material basis.

Suggested Resolution: Move to approve obtaining legal assistance on a time and material basis.

LPN(mde)

MEMO #: S-04-003

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent LPN

DATE: July 1, 2003

RE: 2003-2004 MSBA Membership Fees

The 2003-2004 membership fee to the Minnesota School Boards Association (MSBA) will be \$6,309.

The following is a history of the fee structure for the past few years:

1993-94 = \$4,687 (formula changed PPU to TU)
1994-95 = \$4,946
1995-96 = \$5,295
1996-97 = \$5,459
1997-98 = \$5,558
1998-99 = \$5,667
1999-00 = \$5,623
2000-01 = \$5,772
2001-02 = \$5,934
2002-03 = \$6,153

Suggested Resolution: Move to approve the 2003-2004 Minnesota School Boards Association membership in the amount of \$6,309.

LPN:nde
Attachments

1900 W Jefferson Ave
St. Peter, Minnesota
56082-3015

Tel: 507.931.1515
Mail: 512.333.3551
MN: 800.324.4459

Fax: 507.931.1515
www.mnmsba.org

OFFICERS AND DIRECTORS

PRESIDENT
Don May
Hastings

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Joanne McCabe
Madelia

PAST PRESIDENT
Judy Farmer
Minneapolis

DIRECTOR DISTRICT 1
Michael Hammes
Zumbrota-Mazeppa

DIRECTOR DISTRICT 2
Kent Thiesse
Lake Crystal Wellcome Memorial

DIRECTOR DISTRICT 3
Mike McCarvel
Brewster

DIRECTOR DISTRICT 4
Barbara Klaas
Hopkins

DIRECTOR DISTRICT 5
Carlotta Stomberg
Spring Lake Park

DIRECTOR DISTRICT 6
Al Olson
South Washington County

DIRECTOR DISTRICT 7
Jackie Magnuson
Rosemount-Apple Valley-Eagan

DIRECTOR DISTRICT 8
Audrey Johnson
Minneapolis

DIRECTOR DISTRICT 9
Jack Williams, Jr.
Cambridge-Isanti

DIRECTOR DISTRICT 10
Lisa Carlson
Underwood

DIRECTOR DISTRICT 11
Terry Marlinson
Mountain Iron-Buhl

DIRECTOR DISTRICT 12
Gary Anderson
Grygla

INTERIM EXECUTIVE DIRECTOR
Mike Torkelson
St. Peter

An Equal Employment
Opportunity Affirmative
Action Employer

Leadership Conference January 15 & 16, 2004

JUN 25 2003



MINNESOTA SCHOOL BOARDS ASSOCIATION

June 23, 2003

To: School Board Members and Superintendents
From: Minnesota School Boards Association

The board of directors of the Minnesota School Boards Association wants to take this opportunity to thank you for participating in your Association. MSBA's board and staff are proud to serve Minnesota's school board members and provide a strong, collective voice to address the needs of our school districts. We look forward to another year of pursuing our mission to support, promote, and enhance the work of public school boards.

At their annual meeting, the board of directors adopted an operating budget of \$2,590,476 for fiscal year 2003-2004. Dues are the stabilizing support for any association. Without the strong support of membership through the payment of dues, MSBA can neither maintain nor expand the menu of programs and services needed and enjoyed by our members.

The Association's initiatives continue to grow:

- ✓ In May, MSBA launched a new Online Learning Center course entitled "Board Officers -- Duties and Roles." Earlier that month, MSBA lowered fees for its five courses to \$90. To access the learning center, go to <http://www.mnmsba.org/Public/PublicationShow.cfm?PublicationsID=1240>.
- ✓ In September, MSBA will start the Ambassador program, training and helping 20 school board members from across the state talk about the success of public schools and informing people about state and national educational issues.
- ✓ PEERNet, MSBA's online management tool, has completed a successful second year of operation. Our database of salary information, sample master agreement language, and grievance arbitration data has greatly expanded, and the number of subscribers increases daily.

We would appreciate any suggestions for improvement and hope to incorporate many of these suggestions during the year ahead as we fine tune our operation and strive to meet member needs.

(over)

The dues invoice for your school board's continued membership in MSBA has been processed according to the Bylaws of the Association. Enclosed to the district office are the following:

- Dues invoice
- Policy Service and PEERNet renewal invoices for current subscribers
- PEERNet information for nonsubscribers

A subscription to the Policy Service includes policy revisions to keep your district in compliance with current law, and access and downloading ability for all model policies from the MSBA website 24 hours a day, 7 days a week. Also, our policy consultants are here to answer your questions about policy issues. If you are not a member of Policy Services, please call us for more information.

We look forward to another year of fulfilling several other fundamental duties:

- ✓ Saving districts money through low-cost insurance programs, investment programs, the cash-flow borrowing program, and the lease-purchase program.
- ✓ Helping boards function productively through board development programs, research, and technical assistance.
- ✓ Continuing to provide management training and information for boards and their administrative staff.
- ✓ Advocating for your needs through state and national lobbying efforts.
- ✓ Promoting public education by connecting with the state's media outlets.

During the past year, MSBA logged over 25,000 phone calls from members like you, the topics ranging from negotiations, personnel issues and referenda matters to resolving conflicts and dealing with disgruntled parents and public. We also provided information and technical responses to thousands more through faxes and e-mails.

Your Association is recognized nationwide as an outstanding service organization, and we will strive to uphold that reputation. MSBA's board of directors and staff look forward to working with you. If you have any questions, please don't hesitate to call your Association Office.

Sincerely,


Donald May
President


Mike Torkelson
Interim Executive Director

DM:MT/bl
enc.

MEMO #: S-04-004

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent LPN

DATE: July 1, 2003

RE: 2003-2004 Lakes Country Service Cooperative Agreement

Attached please find the 2003-2004 service agreement with the Lakes Country Service Cooperative.

The membership cost is \$5,000. All other services are fee based.

Suggested Resolution: Move to approve the 2003-2004 Lakes Country Service Cooperative service agreement as presented.

LPN 
Attachment

**Contracts and Service Agreements Between
Lakes Country Service Cooperative
And Region IV School District Members**

JUN 18 2003

**The Moorhead Public School / Member will be participating in the following
service agreements with Lakes Country Service Cooperative for Fiscal Year 2003 - 2004.**

Current Services	Will Participate FY 2004 Services		SERVICE	COST
	YES	NO		
			Administrative Services	
x	X		1. LCSC Membership Student Count - 5,547	\$1,200 per district plus 1.50 per student to a maximum of \$5,000 <u>5,000.00</u>
x	X		2. Capital Outlay LCSC Site - Fergus Falls Facility	Maintenance Fund \$600 per district <u>600.00</u>
			Moorhead Site - Youth Ed. Services	\$400 per district <u>400.00</u>
x	X		3. Administrative Inservice/Workshops	Participation fees of training expense
			4. Comparable Worth	A. \$225 per day plus expenses B. \$30/Hr follow-up service
x	X		5. Cooperative Purchasing	No charge for members
<div>No x</div>		X	6. Health & Safety	Separate Contract
			7. Health & Safety Management Assistance Program	Separate Contract
			8. Insurance / Risk Management Offerings	
			A. Health Pool	
			B. Life Pool	
x	X		C. Long Term Disability Pool	
			D. Long Term Care	
			E. Vision Eye Care Program	
			F. Property/Casualty through MSBAIT	
x	X		G. Workers Comp. - Retro Program	
			H. Wellness Program	
			I. Voluntary Dental Program	
			J. Other	
			9. Print Services (Newsletters, envelopes, letterhead, NCR, etc.)	Time and Materials Project quotes available

**Contracts and Service Agreements Between
Lakes Country Service Cooperative
And Region IV School District Members**

Current Services	Will Participate FY 2004 Services		SERVICE	COST
	YES	NO		
			Educational Services	
x	?		10. No Child Left Behind/MN Academic Standards Support Program	Fee to be determined
			11. Early Childhood/Family Education Regional Services Coordination	\$730 plus .55 per 0-4 child count
			12. Early Childhood Educators/ School Readiness	Contracted for individual districts
			13. Early Childhood Lending Library	Parenting materials and ECFE Educational curriculums \$200 per district with unlimited usage \$175 per district if member of regional services (# 11)
			14. Media Service	\$4.75 per student - Unlimited Usage
x	X		15. Framework for Understanding Poverty	Funded through a Grant & Workshop Fees
x	X		16. Staff Development	Fees based on participation
x	X		17. Principals Academy	Based on Workshop Participation Fees
			18. Computer Software Training	Fees based on participation
			19. National Board for Professional Teaching Standards	Fee to be determined
			Student Academic Programs	
x	X		20. Knowledge Bowl - Jr. High	\$40 per team
X	X		21. Knowledge Bowl - Sr. High	\$190 per team
	X		22. Young Writer's Conference	\$25 per participant
x	X		23. Spelling Bee	No Fee
			24. Inventors Congress	\$20 per participant
			25. Honors Program (Banquet)	\$250 scholarship district responsibility plus cost of banquet meal for district participants

what will be coordination with MDE?

what will the cost be?

what type of support?

*what will be coordination with MDE?
what will the cost be?
what type of support?*

**Contracts and Service Agreements Between
Lakes Country Service Cooperative
And Region IV School District Members**

Current Services	Will Participate FY 2004 Services		SERVICE	COST
	YES	NO		
<i>Special Programs</i>				
<u> x </u>	<u> X </u>	<u> </u>	27. Carl Perkins Consortium	The Special Programs are supported by regional application for grants through the Lakes Country Service Cooperative Regional Special Programs Department. The Grant amounts are based on various factors such as "pooling" based on various and changing formula, student enrollment or regional allocation. Minimal workshop registration fees may be charged to cover incidental expenses such as food and beverages.
<u> x </u>	<u> X </u>	<u> </u>	28. Tech Prep Consortium	
<u> x </u>	<u> X </u>	<u> </u>	29. Special Ed - Low Incidence	
<u> x </u>	<u> X </u>	<u> </u>	30. R-CSPD	
<i>Equipment Repair Services</i>				
<u> </u>	<u> </u>	<u> </u>	31. Computer Repair	\$60/Hr labor plus parts (no charge for repairs under warranty) \$15 handling charge per piece <u> </u>
<u> </u>	<u> </u>	<u> </u>	32. AV Repair	\$38./Hr labor plus parts during school year <u> </u>

Superintendent

Date

LCSC Executive Director

Date

Return by June 30, 2003 To:
 Charlotte Mauro
 Lakes Country Service Cooperative
 1001 East Mount Faith
 Fergus Falls, MN 56537

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JUNE 9, 2003
PAGE 1**

MEMBERS PRESENT: Jim Cummings, Lisa Erickson, Anton B. Hastad, Sonia Hohnadel, Carol A. Ladwig, Bill Tomhave, and Lynne Kovash.

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: Assistant Superintendent Kovash recommended removal of Item 2.A.1 Approval of Contract from the Consent portion of the agenda.

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

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS: Erickson stated the Board had received two thank you letters from retirees Diane Hurner and Jeanne Ingersoll related to the retirement gift and reception.

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

Grant - Accept the \$10,223 grant from the Clay County Joint Powers Collaborative for the Adult Basic Education Program. Grant dollars will be used to fund two paraprofessional salaries and benefits for March through July due to budget reduction action at the state level.

Gifts - Accept donations as follows: \$100 to Moorhead High School Library from the Blandin Alumni Association to fund library staff during after-school hours (replaces Healthy Community funds); \$200 also from Blandin Alumni Association to fund gardening classes through Community Education; and 500 garden plants from Girard Sagmiller for community gardens for an out-of-school summer program through Community Education.

Leases - Approve lease agreements with Tri-Valley Opportunity Council, Inc. and Stepping Stones Day Care beginning June, 2003 for a total lease amount of \$19,188.16. Also approve a 19-month lease with Townsite Centre L.L.C. (municipal corporation) beginning June 1, 2003 and

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JUNE 9, 2003
PAGE 2**

terminating December 1, 2004 with an option for an additional three months, on a month-to-month basis. The space will be used for school district storage. Rent for said space will be \$1,050/month.

New Employees

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)

Family/Medical Leave

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

Resignations

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

Amina Salih - Paraprofessional, Partners in Learning, effective immediately.

Change in Employment Contract

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)

Minutes - Approve the May 5, 2003 Special and May 12 and 27, 2003 Regular meeting minutes as presented.

Rehire

Chad Olson - Social Studies Teacher, Senior High, BA (2) \$28,856 effective for the 2003-2004 school year. (Replace Keith Jones)

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JUNE 9, 2003
PAGE 3**

Claims - Approve the June Claims, subject to audit, in the amount of \$2,121,616.67.

General Fund:	\$458,944.36
Food Service:	88,478.79
Community Service:	23,410.45
Building Construction:	1,550,002.12
Townsite Fund:	780.95
TOTAL	\$2,121,616.67

Motion carried 6-0 (Erickson abstaining).

COMMITTEE REPORTS: A brief report was heard regarding the Senior High PTAC meeting.

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.)

"Let's Go Scotland" Fundraising Update - Kris Gulsvig and Rebecca Meyer-Larson provided an update on fundraising efforts. Moorhead Theater Department student were selected to be a part of the American High School Theater Festival in Edinburgh, Scotland from August 7 through August 23, 2003. Fundraising by parents and students will provide over half the cost of the trip for each of the 40-50 students going plus some scholarships. A preliminary itinerary was shared with the Board.

APPROVAL OF POLICY: Tomhave moved, seconded by Hohnadel, to approve policy, Do Not Resuscitate/Do Not Intubate Orders (DNR/DNI) (533), as presented. Motion carried 5-1; Hastad dissenting.

APPROVAL OF POLICY: Ladwig moved, seconded by Cummings, to approve policy, Hazing Prohibition (571), as presented. Motion carried 6-0.

APPROVAL OF POLICY: Cummings moved, seconded by Tomhave, to approve policy, Special Education Programs (602), as presented. Motion carried 6-0.

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JUNE 9, 2003
PAGE 4**

APPROVAL OF POLICY: Hohnadel moved, seconded by Tomhave, to approve policy, Special Education Policies and Procedures (603), as presented. Motion carried 6-0.

APPROVAL OF POLICY: Ladwig moved, seconded by Tomhave, to approve policy, Use of All School Equipment and Materials for Instructional Purposes Off School Premises (732), as presented. Motion carried 6-0.

APPROVAL OF POLICY: Hohnadel moved, seconded by Cummings, to approve policy, Student Discipline (551), as presented. Motion carried 6-0.

APPROVAL OF POLICY DELETION: Hastad moved, seconded by Tomhave, to delete policy, Book Lending (923), as recommended. Motion carried 6-0.

FIRST READING OF POLICIES: The Board conducted 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).

ART DEPARTMENT REMODELING AT MOORHEAD SPORTS CENTER: Tomhave moved, seconded by Cummings 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. Motion carried 6-0.

PART TIME AND SUBSTITUTE PAY SCHEDULE CHANGE: Hastad moved, seconded by Cummings, to approve the pay schedule as presented. Motion carried 6-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: Hastad asked if an overview of 2003 legislative accomplishments and highlights could be made available. He also requested that the 2003-2004 Annual Operating Plan be available to the Board for review prior to the next Board meeting. Erickson stated Chair Thompson requested Board members via memo to complete the superintendent evaluation form prior to the June 23rd Board meeting. Erickson also stated the School Board Retreat was scheduled for June 26th at 8 a.m. at the Courtyard by Marriott.

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JUNE 9, 2003
PAGE 5**

ADJOURNMENT: Hearing no objections, the meeting adjourned at 8:00 p.m.

Carol Ladwig, Clerk

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JUNE 23, 2003
PAGE 1**

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

MEMBERS ABSENT: Sonia Hohnadel.

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.

Due to the absence of Board Director Sonia Hohnadel, discussion was held regarding the removal of agenda items 12 and 13 closing the public meeting to conduct the Superintendent's Evaluation. The items will be placed on the June 26 Special School Board meeting agenda.

APPROVAL OF AGENDA: Ladwig moved, seconded by Cummings, to approve the agenda as amended. Motion carried 6-0.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS: None.

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

Student Teacher Agreements - Approve student teaching agreements with the University of North Dakota and North Dakota State University for the 2003-2004 school year.

Gifts - Accept the following gifts to the Moorhead Senior High School Automotive Department from General Motors Corporation GM/GM-CVO and General Motors Corporation - ASEP Program: 2003 Pontiac Vibe GT Vehicle, VIN #5Y2SN62L53Z400009, estimated value of \$15,363.94; a 2001 Saturn Vehicle, VIN #1G8ZP12801Z0008EX, estimated value of \$12,000; and materials to assemble into automotive electronic training kits to be used in classroom instruction, estimated value of \$3,000 and also one Fluke 88 Multimeter, estimated value \$389.

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JUNE 23, 2003
PAGE 2**

Accept gifts totaling \$6,525 for the 2003 School Safety Patrol/Minnesota Twins trip and F-M Red Hawks games as follows: Moorhead American Legion Posts 21 \$1,500; Moorhead VFW Auxiliary Post 1223 \$500; Clay County Safety Council \$600; George Washington PTAC \$500; Robert Asp PTAC \$250; Thomas Edison PTAC \$500; Riverside PTAC \$500; Probstfield PTAC \$500; Education Moorhead \$300; Ward Muscatell Automotive Group, Inc. \$50; John C. Arneson Agency \$110; Randy's Electric \$100; Vikingland Kiwanis \$250; St. Joseph Home and School Association \$165; Moorhead Knights of Columbus \$500; Heartland Seeds \$100; and Mrs. Grace Clark \$100. The \$100 contribution from Grace Clark is a memorial to her husband Lyle for his years helping finance safety patrol baseball experiences for students.

Bus Routes - Approve contracts for the 2003-2004 school year at a rate of 2 percent over the 2002-2003 bid rate to transportation providers as follows: Schuck Bus Service; Richards Transportation Service; Red River Acquisitions, and Nelson School Buses, Inc.

New Employees

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)

Change in Employment Contract

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)

Change in Retirement Date

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

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JUNE 23, 2003
PAGE 3**

Excel Summer School Employees

Approve the employment of Excel Summer School employees as presented.

Resignation

Angela Albright - Occupational Therapist, District Wide, effective immediately.

Motion carried 6-0.

COMMITTEE REPORTS: None.

APPROVAL OF INSURANCE BIDS: Tom Quam of Bremer Insurance discussed the summary of insurance quotes received and insurance industry trends. Cummings moved, seconded by Hastad, to approve the insurance carriers as recommended by Tom Quam of Bremer Insurance. Motion carried 6-0.

APPROVAL OF POLICY: Ladwig moved, seconded by Erickson, to approve policy, Disposition of Obsolete Equipment and Material (833), as presented. Motion carried 6-0.

APPROVAL OF POLICY: Erickson moved, seconded Tomhave, to approve policy, Equal Access to Moorhead Area Public School Facilities (702), as presented. Motion carried 6-0.

APPROVAL OF POLICY: Tomhave moved, seconded by Ladwig, to approve policy, Public Solicitation in Moorhead Area Public Schools (906), as presented. Motion carried 6-0.

APPROVAL OF STUDENT HANDBOOKS: Tomhave moved, seconded by Cummings, to approve the Moorhead Senior High School and Junior High Handbooks as presented with suggested corrections. Motion carried 6-0.

APPROVAL OF 2003-2004 ANNUAL OPERATING PLAN: Erickson moved, seconded by Thompson, to approve the 2003-04 Annual Operating Plan which includes the preliminary budget for the 2003-04 school year. Motion carried 6-0.

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JUNE 23, 2003
PAGE 4**

HEALTH AND SAFETY PLAN: Cummings moved, seconded by Tomhave, to accept Attachment 99 criteria for the school district's Health and Safety Plan. Motion carried 6-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: Ladwig commented that Board members were invited to attend Trollwood Performing Art's summer performance of "Les Miserables" and were asked to contact Michelle with their selected performance date.

Dr. Nybladh commented that a revised agenda for the June 26 Special Board meeting would be sent out on Tuesday. Board members were asked to bring their hard hats for the tour of building sites.

Erickson reminded Board members to contact Michelle with their travel plans related to attending the MSBA Summer Seminar scheduled August 13-15 in Bloomington.

ADJOURNMENT: Hearing no objections, the meeting adjourned at 9:56 p.m.

Carol Ladwig, Clerk

**SPECIAL MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
COURTYARD BY MARRIOTT
JUNE 26, 2003
PAGE 1**

MEMBERS PRESENT: Jim Cummings, Lisa Erickson, Anton B. Hastad, Sonia Hohnadel, Carol A. Ladwig, Kristine Thompson, Bill Tomhave (8:11), and Dr. Larry P. Nybladh.

MEMBERS ABSENT: None.

ADMINISTRATIVE TEAM MEMBERS PRESENT: Lynne Kovash, Mark Weston, Ron Nielsen, and Dan Markert.

CALL TO ORDER: Chairwoman Thompson called the meeting to order at 8:00 a.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: Cummings moved, seconded by Ladwig, to approve the agenda as presented. Motion carried 6-0.

SCHOOL BOARD/CENTRAL OFFICE TEAM WORK SESSION:

COT Projects and Perspectives: Each central office team member in attendance provided an update on current district projects and perspectives as follows:

1. "Building Together" - Dr. Larry P. Nybladh
2. Legislative and Construction Updates - Mark Weston
3. Technology and Building Projects - Dan Markert
4. Supervision and Evaluation - Ron Nielsen
5. Legislative Update/NCLB/MN Standards/Educational Enhancements - Lynne Kovash

The meeting recessed at 10:55 a.m.; the Chair reconvened the meeting as 11:04 a.m.

SCHOOL BOARD DISCUSSION REGARDING NATIONAL SCHOOL BOARDS

ASSOCIATION MEMBERSHIP: Hastad moved, seconded by Cummings, that the Moorhead Area Public Schools renew their membership in the National School Boards Association. Motion carried 7-0.

**SPECIAL MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
COURTYARD BY MARRIOTT
JUNE 26, 2003
PAGE 2**

BUS TOUR OF SCHOOL CONSTRUCTION SITES: Central Office Team and School Board members toured five school construction sites.

CLOSE PUBLIC MEETING: Hohnadel moved, seconded by Cummings, to close the public meeting at 4:20 p.m., pursuant to M.S. 471.705, to conduct the Superintendent's annual evaluation. Motion carried 7-0.

OPEN PUBLIC MEETING: Hohnadel moved, seconded by Hastad, to reopen the public meeting at 6:54 p.m. Motion carried 7-0.

ADJOURNMENT: Hearing no objections, the meeting adjourned at 6:55 p.m.

Carol Ladwig, Clerk

MEMO #: S-04-009

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent LPN

DATE: July 3, 2003

RE: First Reading of Policy

Attached please find the policy, Community Use of School Facilities (904), for your review.

LPN:mde
Attachment

❖ Policies and Procedures ❖

Code: 904
Category: Policy of the School Board / Moorhead, MN
Section: 900 COMMUNITY RELATIONS
Name: Community Use of School Facilities and Equipment
Adopted: 10/10/1978
Revised: 5/25/1993
Reviewed: 5/25/1993
Policy: I. PURPOSE

II. GENERAL STATEMENT OF POLICY

A. Rules and Regulations for Use of Buildings and Grounds

1. All persons are welcome and encouraged to attend authorized public activities or meetings and to use properly the areas or equipment scheduled or made available for such use.
2. Upon entering school property, all persons not described in paragraph above who are not employed or assigned by the School District are required to secure permission from the principal or other school officials to remain on the school premises.
3. No person shall deface, damage, destroy or in any way vandalize school property.
4. No person shall commit any act which disrupts the educational process or program or interferes with the entrance to or egress from school property by other persons.
5. No person shall commit any act leading to or constituting a breach of the peace.
6. No person shall use offensive or abusive conduct, or language against any person or persons on school property.
7. Any person on the school premises who is violating the above or without proper business authorization shall be considered trespassing. If a person is asked to leave the school premises by a school or police official and refuses to do so, he/she shall be considered to be trespassing. Persons having been ordered to leave the premises by a school or police official shall reenter said premises only with written approval of the principal or an official designated by him/her.
8. No written material shall be distributed in school buildings or on school property without permission of the building administrator or other officials designated by the building administrator. This does not apply to non-school activities or groups, individuals, organizations utilizing school facilities on a rental or community function permit.

B. General Rules and Regulations Governing Use of School Buildings and Properties

1. School groups and organizations have first priority for use of school facilities. This would include parent-teacher organizations and school-sponsored groups or activities.

Second priority goes to Community Education activities. Once space has been reserved for Community Education, and the event or class has been publicized, the activity cannot be displaced.

Third priority is for programs sponsored by Moorhead Parks and Recreation.

Lowest priority is to community groups approved for free uses and to rentals.

Use of school facilities shall not interfere with the regular educational program without special permission of the School Board.

2. Application for use of buildings or grounds must be made through the building administrator of each building. Final approval of the request shall be through the Director of Property Services and shall only be finalized after applicant has received a signed copy of the Building Use Request.

3. The school plant will not be opened for use except upon presentation of an official Building Use Request Form 904.1 at the building. Use of building will be limited to the terms of the request.

4. Rental charges shall be made in accordance with the schedule of rental rates. **THESE CHARGES CANNOT BE CHANGED WITHOUT OFFICIAL APPROVAL BY THE SCHOOL BOARD.**

5. The applicant agrees to assume full responsibility for injury to persons and damages to property that may occur in the section of the building they are using. If the activities proposed seem to involve more than usual hazards, the School Board may require the applicant to take out liability insurance.

6. The custodian on duty will supervise the operation of the physical plant, and shall not be required to supervise groups or activities. During any time when the school heating plant is in operation, the building may not be occupied by any community group unless a qualified custodian is present.

7. Building must be vacated by 10:30 p.m. Holder of the request will be charged custodial overtime beyond that hour per existing labor agreements (see page 3, #19). Programs must be concluded in time for clearance of building in accordance with the terms of the permit.

8. Administrators may use the building for group and committee meetings in the evenings. Administrators must assume full responsibility for the building if the custodian is not on duty. Administrators may not give keys to non-school employees for the use of school buildings unless approved by the superintendent or his/her designee.

9. Sunday, vacation and custodial employee holidays: community use of school buildings shall not be permitted except with the approval of the superintendent or his/her designee.

10. No flag except the United States national flag and the Minnesota state flag shall be displayed at any time or in the school buildings or grounds without the special permission granted by the superintendent of schools or his/her designee.

11. Coffee and cookies may be served without using the kitchen. The organization must provide its own cups, coffee, cream, etc. If available the school will provide coffee making equipment. Preparing coffee is the responsibility of the organization.

12. Permission to use gymnasiums and other school physical education or athletic facilities does not include the use of supplies or equipment. Use of equipment is permitted only when the leader is competent to instruct and permission has been granted by the building administrator. Supplies are not furnished at any time.

13. Motion pictures projectors, sound equipment, etc. may be operated only by those approved by the person responsible for audiovisual equipment in the building.

14. Street Shoes in Gymnasium: Every user is required to take every reasonable precaution to see that snow, water, or mud are removed from shoes before persons are admitted to the gymnasium.

15. Leaders shall confine the members of their group to the facilities stated on the permit. Unauthorized use of other areas in the buildings will result in additional fees being billed to the renter.

16. Smoking is prohibited on school district property with the sole exception of the designated areas at Townsite Centre.

17. Violation of any of the rules governing the use of the school buildings by any person or organization shall be sufficient grounds for canceling the request and for denying future applications from such persons or organizations. Failure to make payment for utilizing said facilities within 45 days of use will result in termination of future use of school facilities.

18. For days and hours when normal staff is not on duty, all labor rates will be charged at the appropriate contractual agreement with additional charges made for social security, PERA, LTD, and workers' compensation, which presently would be an additional sixteen percent (16%) (see page 2, #7).

19. Additional regulations apply to the use of the high school auditorium. These regulations are available in the building administrator's office.

C. Free Use of School Facilities (reference limited Open Forum Policy)

1. The following nonprofit groups have been approved for free use of school buildings during the hours that custodians are on duty. These groups must vacate the building by 10:30 p.m. unless special permission is granted, or a charge equal to the custodial overtime hourly rate will be made for each hour or part of an hour beyond 10:30 p.m. (This time limit does not apply to parent-teacher groups for their regular scheduled meetings.) Convention or large meetings are not included.

FREE USE OF FACILITIES SHALL BE GRANTED TO:

Community Education Classes
Moorhead Service Clubs
Official Elections
Moorhead Civic Organizations
Political Party Caucuses
Moorhead Jaycees
League of Women Voters
Youth Groups: (i.e., Boy Scouts, Girl Scouts, Cub Scouts, Brownies, 4-H Clubs, Marlin Swim Club Camp Fire)
Clay County Association of Retarded Citizens ARC
Moorhead Parks & Recreation Programs
Moorhead School Groups & Organizations
Moorhead Healthy Community Initiative

2. Other nonprofit organizations and school related groups that are approved by the superintendent of schools or his/her designee.

3. Equal Access Act: Title VIII of Public Law 98-377
Limited Public Forum - All Secondary Buildings

1. Any non-curriculum related extracurricular group, so long as it is not disruptive, discriminatory or illegal.
2. Arrangements must be made through the building administrator's office.
3. Non-instructional time is defined as before and after school. The lunch period is part of the instructional time.
4. The meeting must be voluntary and initiated by students.
5. The meeting must not be sponsored by the school, the government, or their agents or employees.
6. School employees may be present at the meeting "Only in a nonparticipating capacity".
7. The meeting must not "materially and substantially interfere with the orderly conduct of educational activities".
8. "Non-school persons may not direct, conduct, control, or regularly attend activities of student groups".

D. Cafeteria Facilities

1. Banquets and dinners served in ISD 152 cafeterias shall be limited to community groups and rentals.
2. Use of the kitchens and kitchen equipment shall be granted only upon the condition one or more food service employees or approved person familiar with the operation of the food service program are present and the rental fee is paid according to the fee schedule.

E. Fees for Use of Kitchens/Swimming Pool by Groups Approved for Free Use of School Facilities:
 Since the policy of the School Board is to permit the use of the kitchen equipment only upon condition that one or more lunchroom employees are present, kitchen facilities are not included free to any group. The rental fees for the above groups are as follows:

1. Fees for Kitchen:

- a. Opening fee for use of kitchen _____ \$10.00
- b. Employees will be paid the rate approved in the salary settlement (see page 3, #19):

2. Fees for Swimming Pool:

- a. The above groups shall pay a fee of \$20.00 to help cover the cost of cleaning and maintaining the pool. This fee is not charged to approved Moorhead school groups or activities sponsored by the recreation department or community education classes.
- b. A certified life guard is required and must be provided by the group using the pool.

F. Schedule of Rental Fees for Non-Commercial Groups and/or Groups Selling Tickets for Admission

1. The following fees are for noncommercial groups that are not approved for free use of school facilities. These groups include church organizations, private school groups, other public schools and community organizations. The listed fees are to be charged for four (4) or less hours. Time in addition to four (4) hours will be on an hourly basis on a proportionate rate. Those groups that are listed under Free Use of School Facilities will be charged if an entrance fee is charged to the activity. This means that if tickets are sold to the general public for admission then Schedule F will apply. These fees DO NOT include supervisors, ticket takers, concessions or the use of the kitchen for making coffee.

A-K-12 Buildings

Sr. High Auditorium — 40.00
 2-4/hr — 80.00; Each addl. beyond 4 hr — 20.00
 A \$250 advance deposit for the use of equipment will be required.
 Sr. High Field — 50.00
 2-4/hr — 100.00; Each addl. beyond 4 — 25.00
 Sr. High Gymnasium — 40.00
 2-4/hr — 80.00
 Each addl. beyond 4 hr — 20.00
 Swimming Pool — 50.00
 Community Swim — .50/person
 Sr. High Half Gym — 25.00
 Sr. High Cafeteria — 20.00
 Sr. High Kitchen — 20.00
 Sr. High Classroom — 15.00

Jr. High Kitchen — 20.00
 Jr. High Gym — 60.00
 Jr. High Cafeteria — 20.00
 Jr. High Football — 100.00
 Jr. High Classroom — 15.00

Elementary Kitchen — 20.00
 Elementary Gymnasium — 40.00
 Elementary Cafeteria — 20.00
 Elementary Field — 100.00
 Elementary Classroom — 15.00

Approved Groups: Groups will be charged for real costs incurred in pool usage. In most instances, this will be limited to the charge for the life guard(s). The rental will include the use of the locker room and shower facilities. Groups will be required to provide proper supervision of all ancillary areas.

G. Fees for audiovisual Equipment

~~1. Audiovisual equipment, lighting and public address systems may be operated only by those approved by the person responsible for audiovisual equipment in the building. Approval may be given to individuals outside the school system if training and experience are satisfactory. This equipment must be requested in advance.~~

~~H. Rental of school buses by non-school groups is discouraged and not permitted except by special permission from the superintendent or his/her designee.~~

Legal References:-

Minnesota Statute 123.36 (School Houses and Sites, Independent School Districts)
Title VIII of Public Law 98-377 (Equal Access Act)

Cross Reference:

Moorhead School Board Policy 903: School District Community Relations

I. PURPOSE

The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

II. GENERAL STATEMENT OF POLICY

The School Board of Moorhead Area Public Schools encourages maximum use of school facilities and equipment for appropriate community purposes if in its judgment, that use does not interfere with use of school purposes.

III. GENERAL RULES AND REGULATIONS GOVERNING USE OF SCHOOL BUILDINGS AND PROPERTIES

1. The following level of priority will be followed when determining the use of school facilities:

a. The first priority for use of school facilities shall be for school groups and organizations. This includes parent teacher organizations and school-sponsored groups or activities.

b. The second priority is for Community Education programs and activities. Once space has been reserved for Community Education, and the event or class has been publicized, the event or class may be displaced.

c. The third priority is for programs sponsored by Moorhead Parks and Recreation.

d. The fourth priority is for community groups approved for free use.

e. The fifth priority is for community groups approved for rental use.

2. Use of school facilities shall not interfere with the regular educational program without special permission by the superintendent.

3. Application for the use of buildings or grounds must be made through the building administrator of each building. Final approval of the request shall be through the Director of Property Services and shall only be finalized after applicant has received a signed copy of the Building Use Request.

4. The school building will not be opened for use except upon presentation of an official Building Use Request Form 904.1 at the building. Use of building will be limited to the terms of the request.

5. The custodian on duty will supervise the operation of the school building and shall not be required to supervise groups or activities. During any time when the school heating plant is in operation, the building may not be occupied by any community group unless a qualified custodian is present.

6. Administrators may use the building for committee meetings in the evenings. Administrators assume full responsibility for the building if the custodian is not on duty. Administrators may not give keys to non-school persons for the use of school buildings unless approved by the superintendent or his/her designee.

Community use of school buildings shall not be permitted except with the approval of the superintendent or

his/her designee for Sunday, vacation and custodial employee holidays.

7. Permission to use gymnasiums and other school physical education or athletic facilities does not include the use of supplies or equipment. Use of equipment is permitted only when the leader is competent to instruct and permission has been granted by the building administrator. Supplies are not furnished at any time.

8. Violation of any of the rules governing the use of the school buildings by any person or organization shall be sufficient grounds for canceling the request and for denying future applications from such persons or organizations. Failure to make payment for utilizing said facilities within 45 days of use will result in termination of future use of school facilities.

IV. SPECIFIC RULES FOR SCHOOL BUILDING AND PROPERTY APPROVED USERS

1. Approved users must limit their use of school buildings and property to the approved use.

2. Leaders shall confine the members of their group to the facilities stated on the permit. Unauthorized use of other areas in the buildings will result in additional fees being billed to the renter.

3. The approved user agrees to assume full responsibility for injury to persons and damages to property that may occur in the section of the building they are using. If the activities proposed seem to involve more than usual hazards, the superintendent may require the applicant to obtain liability insurance.

4. No person shall deface, damage, destroy or in any way vandalize school property.

5. No person shall commit any act which disrupts the educational process or program or interfere with the entrance to or egress from school property by other persons.

6. No person shall commit any act leading to or constituting a breach of the peace.

7. No person shall use offensive or abusive conduct, or language against any person or persons on school property.

8. No written material shall be distributed in school buildings or on school property without permission of the building administrator or other officials designated by the building administrator. This does not apply to non-school activities or groups, individuals, organizations utilizing school facilities on a rental or community function permit.

9. Smoking is prohibited on all school district property.

10. Alcoholic beverage and illegal drugs are prohibited on all school district property.

11. No weapons, as prohibited by federal and state statutes, are permitted on school district property.

12. School building kitchen facilities may not be used without special authorization and only when under the supervision of appropriate personnel. However, beverages and snacks may be served without using the kitchen facilities. The approved user must provide their own food and serving supplies. If available the school will provide coffee making equipment. Preparing coffee is the responsibility of the approved user.

13. Every user is required to take every reasonable precaution to see that snow, water, or mud are removed from shoes before persons are admitted to the building. Certain restrictions for footwear may apply to the use of school gymnasiums. Each building administrator is responsible to have specific rules available to approved users.

14. Additional regulations apply to the use of the high school auditorium. These regulations are available in the building administrator's office.

15. The building must be vacated by 10:30 p.m. The approved user will be charged custodial overtime beyond that hour per existing labor agreements. Programs must be concluded in time for clearance of building in accordance with the terms of the permit.

16. Any person on the school premises who is violating the above or without proper business authorization shall be considered trespassing. If a person is asked to leave the school premises by a school or police official and refuses to do so, he/she shall be considered to be trespassing. Persons having been ordered to leave the premises by a school or police official shall reenter said premises only with written approval of the principal or an official designated by him/her.

V. SCHOOL BUILDING AND PROPERTY RENTAL TERMS AND CONDITIONS

1. Rental charges shall be made in accordance with the schedule of rental rates. These charges cannot be changed without official approval by the school board.

2. For fee-based use, for days and hours when normal staff is not on duty, all labor rates will be charged at the appropriate contractual agreement with additional charges made for social security, PERA, LTD, and workers' compensation.

3. Free Use of School Building and Property

Certain nonprofit groups will be approved for free use of school buildings during the hours that custodians are on duty. Those groups must vacate the building by 10:30 p.m. unless special permission is granted, or a charge equal to the custodial overtime hourly-rate will be made for each hour or part of an hour beyond 10:30 p.m. This time limit does not apply to parent-teacher groups for their regular scheduled meetings. Conventions or large meetings by these nonprofit groups may not be considered free use and may be a fee-based use. The superintendent or his/her designee shall make this determination.

Free use of facilities shall be granted to:

Community Education Classes

Moorhead Service Clubs

Official Elections

Moorhead Civic Organizations

Political Party Caucuses

League of Women Voters

Youth Groups (i.e., Boy Scouts, Girl Scouts, Cub Scouts, Brownies, 4-H Clubs, Marlin Swim Club, Camp Fire)

Clay County ARC

Moorhead Parks and Recreation Programs

Moorhead School Groups and Organizations

Moorhead Healthy Community Initiative

Other nonprofit organizations and school related groups that are approved by the superintendent or his/her designee.

Groups as permitted by the Equal Access Act: Title VIII of Public Law 98-377 Limited Public Forum-All Secondary Buildings.

4. Fee Use of School Buildings and Property

The following fees are for noncommercial groups that are not approved for free use of school facilities. These groups include church organizations, private school groups, other public schools and community organizations.

The listed fees are to be charged for four (4) or less hours. Time in addition to four (4) hours will be on an hourly basis on a proportionate rate. Those groups that are listed under Free Use of Building and Property will be charged if an entrance fee is charged to the activity. This means that if tickets are sold to the general public for admission then these fees will apply. These fees DO NOT include supervisors, ticket takers, concessions or the use of kitchen facilities.

a. K-12 Buildings

High School Auditorium: \$40

Two-four hours: \$80; each additional hour beyond the fourth hour: \$20

A \$250 advance deposit for the use of equipment will be required.

High School Field: \$50

Two-four hours: \$100; each additional hour beyond the fourth hour: \$25

High School Gymnasium: \$40

Two-four hours: \$80; each additional hour beyond the fourth hour: \$20

High School Half Gym: \$25

High School Cafeteria: \$20

High School Classroom: \$15

Junior High Gym: \$60

Junior High Cafeteria: \$20

Junior High Football: \$100

Junior High Classroom: \$15

Elementary Gymnasium: \$40

Elementary Cafeteria: \$20

Elementary Field: \$100

Elementary Classroom: \$15

b. Kitchen Facilities

There is no free use of kitchen facilities. The use of kitchen facilities will only be granted upon the condition that one or more appropriate kitchen personnel are present. Banquets, dinners, etc. served in school district cafeterias are limited to only approved users.

The rental fee for kitchen facilities shall be as follows:

Opening Fee: \$20

Kitchen personnel will be paid the rate as per the negotiated contract for employees.

c. Swimming Pool

Approved nonprofit groups shall pay a \$20 fee to help cover the cost of cleaning and maintaining the pool. This fee is not charged to approved Moorhead school groups or activities sponsored by the Moorhead Parks and Recreation Department or district community education classes. A certified life guard is required and must be paid by the group using the pool. The rental will include the use of the locker room and shower facilities. Groups will be required to provide proper supervision of all ancillary areas.

Fee based use of the pool shall be at the following rates:

Four hours or less: \$50 and actual cost of certified life guard

Community Swim: \$0.50 per person

VI. USE OF SCHOOL DISTRICT EQUIPMENT

1. Rental of school buses and vehicles by non-school groups is discouraged and not permitted except by special permission from the superintendent or his/her designee.

2. Audiovisual equipment, computer systems, lighting systems, and public address systems may be operated only by those approved by the person responsible for audiovisual equipment in the building. Approval may be given to individuals outside the school system if training and experience are satisfactory. This equipment must be requested in advance.

3. No school district equipment is allowed to leave the school premises except by special permission from the superintendent or his/her designee.

Legal References:

Minnesota Statute 123B.51 (School Houses and Sites; Access for Non curricular Purposes)

Title VIII of Public Law 98-377 (Equal Access Act)

Cross References:

Moorhead School Board Policy 903: School District Community Relations

Moorhead School Board Policy 702: Equal Access to Moorhead Area Public Schools Facilities and Equipment

Moorhead School Board Policy 930: Community Education

MEMO #: S-04-007

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent LPN

RE: Election Resolution

DATE: July 2, 2003

Attached is the Resolution Establishing Dates for Filing Affidavits of Candidacy for the November 4 school board election.

Suggested Resolution: Move to approve the Resolution Establishing Dates for Filing Affidavits of Candidacy for the November 4 school board election.

LPN^{inde}
Attachment

RESOLUTION ESTABLISHING DATES
FOR FILING AFFIDAVITS OF CANDIDACY

BE IT RESOLVED by the School Board of Independent School District No. 152, State of Minnesota, as follows:

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No. 152 shall begin on Tuesday, August 26, 2003 and shall close on Tuesday, September 9, 2003. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on September 9, 2003.
2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the Forum, the official newspaper of the district, at least two (2) weeks prior to the first day to file affidavits of candidacy.
3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten (10) days prior to the first day to file affidavits of candidacy.
4. The notice of said filing dates shall be in substantially the following form:

NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO. 152
MOORHEAD AREA PUBLIC SCHOOLS
STATE OF MINNESOTA

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 152 shall begin on Tuesday, August 26, 2003 and shall close at 5:00 o'clock p.m. on Tuesday, September 9, 2003.

The general election shall be held on Tuesday, November 4, 2003. At that election, 4 members will be elected to the School Board for terms of four (4) years each.

Affidavits of Candidacy are available from the school district clerk, at 810 Fourth Avenue South-Moorhead. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same general election.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5:00 o'clock p.m. on Tuesday, September 9, 2003.

Dated: _____

BY ORDER OF THE SCHOOL BOARD

/s/ _____

School District Clerk

INDEPENDENT SCHOOL DISTRICT #152

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

July 28, 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

S-M 9-805
7-28-03

SCHOOL BOARD AGENDA - July 28, 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 Contract - Pages 6-9
 - (2) Approval of Grant Partnership - Pages 10-11
- B. BUSINESS SERVICE MATTERS - Weston
 - (1) Approval of Construction Commission Agreement - Page 12
- C. HUMAN RESOURCE MATTERS - Nielsen
 - (1) Acceptance of Resignations - Page 13
 - (2) Approval of Leave of Absence - Page 14
 - (3) Acceptance of Early Retirement - Page 15
 - (4) Approval of New Employees - Page 16
- 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 ELEMENTARY STUDENT HANDBOOKS:** Kovash
Pages 17-169

Suggested Resolution: Move to approve the Edison Elementary, Riverside Elementary, Washington Elementary, Probstfield Elementary, and Robert Asp Student Handbooks as presented.

Moved by _____ Seconded by _____
Comments _____

SCHOOL BOARD AGENDA - July 28, 2003

PAGE 3

5. **APPROVAL OF POLICY:** Nybladh

Pages 170-178

Suggested Resolution: Move to approve policy, Community Use of School Facilities and Equipment (904), as presented.

Moved by _____ Seconded by _____

Comments _____

6. **FIRST READING OF POLICIES:** Nybladh

Pages 179-189

Conduct a first reading of policies: Community Education Advisory Council (237), Superintendent Contract, Duties and Evaluation (311), Moorhead Area Public School District Weapons Policy (576), Student Dress and Appearance (577), Instructional Goals of Moorhead Area Public Schools (601), and Community Education (930).

7. **APPROVAL OF HIGH SCHOOL SPANISH MAJOR MAGNITUDE FIELD TRIP:**

Kovash

Pages 190-198

Suggested Resolution: Move to grant approval for Moorhead High School juniors and seniors enrolled in Spanish to travel to Costa Rica in Spring 2004.

Moved by _____ Seconded by _____

Comments _____

8. **APPROVAL OF HIGH SCHOOL BAND MAJOR MAGNITUDE FIELD TRIP:**

Kovash

Pages 199-202

Suggested Resolution: Move to approve the Moorhead High School band trip to the "Polynesian Classic Music Festival" in Honolulu, Hawaii in Spring 2005.

Moved by _____ Seconded by _____

Comments _____

SCHOOL BOARD AGENDA - July 28, 2003

PAGE 4

9. **APPROVAL OF HIGH SCHOOL CHOIR MAJOR MAGNITUDE FIELD TRIP:**

Kovash

Pages 203-208

Suggested Resolution: Move to approve the A Cappella Choir trip to Northern California in February 2004.

Moved by _____ Seconded by _____

Comments _____

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

11. **CLOSE PUBLIC MEETING:** Thompson

Suggested Resolution: Move to close the public meeting at _____ p.m., pursuant to M.S. 471.705 for the purpose of discussing negotiations strategies.

Moved by _____ Seconded by _____

Comments _____

12. **OPEN PUBLIC MEETING:** Thompson

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

Moved by _____ Seconded by _____

Comments _____

13. **ADJOURNMENT**

SCHOOL BOARD AGENDA - July 28, 2003**PAGE 5****CALENDAR OF EVENTS**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Adult Basic Educ	June, July and August	Ongoing	Townsite Centre
ECFE	June and Aug	Ongoing	Lincoln
Early Childhood Screening	July 4-5	TBD	Lincoln
School Board	August 11	7 pm	Board Room
Summer Orchestra	Aug 18-22	M-F	Triumph Luth Church
Chamber New Educator Breakfast	August 19	7-8 am	Courtyard by Marriott
School Board	August 25	7 pm	Board Room
First Day to File for School Board Election	August 26		
K-12 Staff Workshops	August 27-29		
Back to School Night (Elementaries and Jr High)	August 28		
Labor Day	September 1		
K-12 Classes Begin	September 2		
Back to School Night (High School)	September 4		
Last Day to File for School Board Election	September 9	5 pm	Townsite Centre
Last Day to File Affidavits of Withdrawal of School Board Candidacy	September 11	5 pm	Townsite Centre

OFFICE OF TEACHING & LEARNING MEMO #: I.04.009



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Clerical Contract - Juvenile Center (2003-2004)
DATE: July 21, 2003

Attached is the contract for the clerical services for the school program at the West Central Regional Juvenile Center for the 2003-2004 school year. The school district is responsible for one half of the costs of \$ 18,358.27 which the district will be billed for quarterly in the amount of \$4,589.57.

SUGGESTED RESOLUTION: Move to approve the contract with West Central Juvenile Center for the clerical services for the 2003-2004 school year for a total cost of \$18,358.27.

LAK/smw
Attachment

West Central Regional Juvenile Center

BARRY STEEN, Director

Office Telephone: (218) 299-5150

Fax: (218) 299-7533



July 2, 2003

Ms. Lynne Kovash, Ass't. Superintendent, Teaching/Learning
Townsite Centre
810 4th Ave. No.
Moorhead, MN 56560

Dear Lynne:

Enclosed, please find two copies of the contract for clerical services for the school program at the West Central Regional Juvenile Center for the 2003-2004 school year.

There is a signature line for the School Board Chairperson. Also if administrative staff need to sign the agreement, feel free to add another signature line. We would like a signed agreement returned to the Juvenile Center.

As we have done previously, we will bill the School District quarterly for one-half the cost of the clerical staff person. The cost breakdown is as follows:

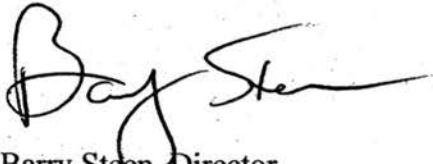
Salary -	\$27,372.80
FICA -	\$1,697.11
Medicare -	\$396.91
PERA -	\$1,513.72
Insurance -	\$5,736.00

TOTAL	<u>\$36,716.54</u>
-------	--------------------

The School Districts share is one-half or \$18,358.27. Quarterly billings would be \$4,589.57.

If you are in agreement with the terms of this contract, please sign both copies and return one to me. Also if you have any questions or are in need of further information, please let me know.
Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Barry Steen". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Barry Steen, Director
West Central Regional Juvenile Center

cc: Deb Pender

Enclosure:


BS/th

The following is an agreement between Independent School District #152, Moorhead and the West Central Regional Juvenile Center.

School District #152 agrees to purchase and the West Central Regional Juvenile Center agrees to provide, a secretary, on-site at the Juvenile Center. School District #152 agrees to pay 50% (20 hours) of the secretary's salary and fringe benefits.

The contract period of this agreement will be effective for July 1, 2003 through June 30, 2004. The cost for this service for the designated contract period will be \$18,358.27. The West Central Regional Juvenile Center will bill Independent School District #152 on a quarterly basis in the amount of \$4,589.57..

It is understood and agreed that if either party chooses to withdraw from this contract, it will give at least a thirty (30) day written notice to the other party. Otherwise this agreement will remain in effect from July 1, 2003 through June 30, 2004



Barry Steen, Director
West Central Regional Juvenile Center

Date: 7-9-03

School Board Chairperson
Independent School District #152

Date: _____

cc: Deb Pender

OFFICE OF TEACHING & LEARNING MEMO #: I.04.013



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Grant Partnership
DATE: July 22, 2003

The Moorhead Police Department and Moorhead Area Public Schools have a long history of collaboration and have identified the need to continue working to serve area youth and families through the provision of collaborative services.

The Moorhead Police Department in collaboration with Moorhead Area Public Schools applied for and received approval for a \$250,000.00 Cops in Schools Grant (federal COPS grant) to partially fund two (2) school resource officer positions for a three year period.

The COPS grant would provide partial funding for a three year period for each of the two (2) school resource officer positions in the following amounts:

Year One \$45,187.00
Year Two \$40,000.00
Year Three \$39,813.00

The grant would be effective for the period of 04/01/03 thru 03/31/06.

Background: The Moorhead Police Department has a long history of collaboration with Moorhead Area Public School Schools. The collaboration includes diversion programs, intervention programs and education programs through the current youth intervention officer (YIO) position. Collaboration also includes Gang Resistance Education and Training (GREAT) classes and Expect Respect classes taught by the current GREAT officer. The Moorhead Police Department Youth and Family Services Section also provides criminal investigation and general school safety assistance to Moorhead Area Public Schools when requested.

The YIO officer position has been partially funded for approximately 20 years through a YIPPA grant. The grant amount was reduced in 2003 (\$29,415.00 in 2003 from \$30,000.00 in 2002) and is projected to be reduced to \$21,840.00 in 2004. There is

no guarantee the funding will be available or that the Moorhead Police Department will receive the grant funding after 2003. Historically, Clay County has provided partial funding for the YIO officer position in the amount of \$8,500.00, but the department has been notified that the funding will be discontinued as of 01/01/04.

The GREAT officer position has been funded by an Alcohol Tobacco Firearms (ATF) federal grant since approximately 1999. The grant amount has been reduced each year (\$60,025.50 in 2001; \$56,840.00 in 2002; \$48,314.00 in 2003) and is a grant that must be reapplied for and received annually. There is no guarantee that the City of Moorhead will receive this grant in the future.

The Moorhead Police Department, in collaboration with Moorhead Area Public Schools, applied for a federal COPS grant in the amount of \$250,000.00 to fund two (2) school resource officer positions which will be assigned to the Moorhead Area Public Schools for not less than 75 percent of their assigned work schedules. We were notified in June 2003 that we had received the COPS grant for the requested amount of \$250,000.00.

The COPS grant will partially fund two (2) school resource positions for three (3) consecutive years. the (2) two school resource officer positions would replace the current YIO officer position and the current GREAT officer position. The school resource officer positions would be assigned for not less than 75% of their assigned duty time annually for the grant period.

The school resource officer positions have been collaborative process with Moorhead Area Public Schools, including the grant application and the completion of a memorandum of understanding. This would be a continuation of our long-standing collaborative efforts with Moorhead Area Public Schools.

SUGGESTED RESOLUTION: Move to accept the partnership with Moorhead Police Department and the Moorhead Area Public Schools to provide continued service to area youth and families.

LAK/smw



To: Dr. Larry P. Nybladh
From: Mark Weston *MLW*
Date: July 22, 2003
RE: Commissioning

As you might recall, the State of Minnesota effective July 1, 2002 requires all new construction and large remodel projects by school districts to be commissioned. The commissioning process requires a mechanical engineer to review and test mechanical systems to ensure that they meet Building Code and Department of Education specifications.

Two firms were contacted to submit proposals for the commissioning of our new and remodeled buildings. Martin Mechanical proposed a fee not to exceed \$173,821 for all six projects. Foss Engineering proposed a fee not to exceed \$58,000 for all projects excluding Probstfield Elementary, as they are the mechanical engineer for this project. Pat Overom, from Kraus-Anderson called Foss Engineering to make sure they understood the expectations and requirements. After his conversation, Mr. Overom is recommending we award all projects with the exception of Probstfield Elementary to Foss Engineering. I have also visited with Foss Engineering and believe they are capable of performing the scope of work as dictated in statute.

Suggested Resolution: Move to approve Foss Engineering in an amount not to exceed \$58,000.00 in the commissioning of the following buildings: Moorhead High School, Horizon Middle School, Robert Asp Elementary, S.G. Reinertsen Elementary & Ellen Hopkins Elementary.

MLW/dmh

TO: Dr. Larry Nybladh

FROM: Ron Nielsen 

Date: July 22, 2003

SUBJECT: Resignation

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

Kristii Hilton Interpreter, Senior High, effective immediately.

Shirley Peterson Paraprofessional, Robert Asp, effective August 31, 2003.

Constance Kuehl Food Service, Riverside, effective immediately.

Suggested Resolution: Move to accept the resignation of Kristi Hilton, Shirley Peterson and Constance Kuehl as presented.

RN:sh

MEMORANDUM P 03.086

TO: Dr. Nybladh
FROM: Ron Nielsen
DATE: July 22, 2003
SUBJECT: Leave of Absence

The administration requests approval for an Leave of Absence for the following person:

Amy Luck Paraprofessional, Probstfield Elementary, effective for the 2003-2004 school year.

Suggested Resolution: Move to approve the request for Amy Luck according to Master Agreement for Paraprofessionals, Article VIII, Section 8.

RN:sh

MEMORANDUM P 03.087

TO: Dr. Larry Nybladh
FROM: Ron Nielsen
DATE: July 22, 2003
SUBJECT: Early Retirement

The administration requests approval of the Early Retirement of the following person:

Carilyn Breeson Paraprofessional, Senior High, effective August 6, 2003.

Suggested Resolution: Move to accept the Early Retirement for Carilyn Breeson as presented.

RN:sh

MEMORANDUM

P 03.088

TO: Dr. Larry Nybladh
FROM: Ron Nielsen
DATE: July 23, 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:

Kathy Reiniger	Learner Support Secretary, Townsite, B21 (3) \$11.74 per hour, effective August 7, 2003. (Replaces Stacey McCleery)
Tara Meier	EBD/LD Teacher, .50 FTE Riverside, BA (1) \$13,930 per year, effective for the 2003-2004 school year. (Replaces Gayelynn Tunheim)
Dawn Schnieder	Occupational Therapist, .80 FTE District-Wide, BA (0) \$21,482.40, effective for the 2003-2004 school year. (Replaces Angella Albright)

Suggested Resolution: Move to approve the employment of Kathy Reiniger, Tara Meier and Dawn Schnieder as presented.

RN:sh

OFFICE OF TEACHING & LEARNING MEMO #: I.04.012



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Student Handbooks
DATE: July 21, 2003

Attached are the student handbooks from Edison Elementary, Riverside Elementary, Washington Elementary, Probstfield Elementary, and Robert Asp Elementary. According to the School Board Policy BG the handbook are to be presented to the School Board for annual review.

SUGGESTED RESOLUTION: Move to approve the Edison Elementary, Riverside Elementary, Washington Elementary, Probstfield Elementary and Robert Asp handbooks as presented.

LAK/smw

THOMAS EDISON ELEMENTARY SCHOOL

Home of the Eagles



Student/Parent Handbook 2003-2004



Moorhead Area Public School District Mission Statement

"The mission of the Moorhead Area Public School District is to develop the maximum potential of every learner to thrive in a changing world."

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EDISON ELEMENTARY SCHOOL HANDBOOK

PLEASE READ AND SAVE THIS HANDBOOK

Dear Families,

Welcome to Edison Elementary School! I hope the time spent here will be both rewarding and challenging. All of us at Edison are committed to providing the best educational program possible for your child. We are thrilled to have the opportunity to work with you in providing an exceptional learning experience for your child. In order to accomplish this goal, it is vital to have a positive working relationship between home and school. It is through this continued partnership that we will be able to achieve the maximum growth for each child. It is our belief that parents who are interested and involved in their child's education will have a positive effect on their child's academic progress.

**Long before I was a success,
my parents made me feel like
I could be one.**

-Toni Morrison

It is our hope that this handbook will provide you with answers concerning Edison School and the upcoming school year. If you have any further questions, please feel free to call us at school. If we continue to work together toward the common goal of providing a caring and encouraging learning environment for all students at Edison, I have no doubt that this school year will be a great one!

Pat Westby
Principal

THOMAS EDISON ELEMENTARY SCHOOL BELIEFS

The Thomas Edison Elementary Community of Learners believes:

- * In providing a caring, safe, and stimulating educational environment where each student can grow as an individual.
- * That education is a shared responsibility of the learner, the parent, and the staff.
- * That experiencing success is critical to learning and to the development of positive self-worth.
- * That all members of the school community should demonstrate respect for property and for each other.

SCHOOL HOURS

Grades 1 through 5 : 9:00 a.m. - 3:25 p.m.
Kindergarten AM: 9:00 a.m. - 11:30 a.m.
PM: 12:55 p.m. - 3:25 p.m.

Office hours: 8:00 a.m. - 4:30 p.m.

IMPORTANT PHONE NUMBERS

284-5330 Pat Westby, Principal
284-5302 Sharon Witt, Secretary
284-5301 Doris Babler, Secretary
284-5310 Jeanne Erickson, Health Assistant
284-2327 Mary Bonemeyer and Lori Ishaug, Food Service
284-1411 Dan Bacon and Ruth Smith, Transportation

STUDENT GUIDELINES FOR A.M. ARRIVAL AND ENTRANCE

1. Only kindergarten students should use the kindergarten door.
2. All students in grades one through five are to enter through the doors closest to the office -- either the south door on 12th Avenue or the southwest door on 14th Street.
3. Lunch tickets should be purchased at the time children arrive at school. This will assist the secretaries in selling. Only students purchasing tickets may be in the ticket line. There is to be no waiting for or standing in line with a friend.
4. Students will follow a one-way traffic pattern - north and east only.
5. Students may drop off book bags in their designated area and then continue one-way flow outside to the playground. This means 1st and 2nd grade students will go out the 2nd grade door.
6. When the 8:50 bell rings, students will enter in an orderly manner through their designated door.
7. No library drops or errands before the 8:50 bell.
8. On inside days (inclement weather prevents outside play), students are expected to proceed directly to their classrooms and work on a quiet seat activity or participate in a quiet table or floor game. On choice days, students have the choice of either going outside to the playground or staying inside.
9. Students are expected to follow Edison's hall and playground rules as well as demonstrate appropriate behavior when arriving at school.
10. Parents who have children walking to school are asked to have them at school approximately 10 minutes before school begins. Tardiness results in lost instruction time for the child and disrupts the classroom.
11. Breakfast is served between 8:30 and 8:50 a.m. Children who eat breakfast are asked to go directly to the lunchroom upon arriving at school. When finished eating, they may then go to their classrooms or outside.

END OF DAY PICK-UP

We ask for your cooperation when picking up your child(ren) at the end of the school day. Please remember that our school day does not end until **3:25 P.M.** We ask that you do not request your child(ren) be released until dismissal time unless there is a legitimate excuse. If someone other than you is to pick up your child(ren), his/her name should be written on the back of the registration card, otherwise you may write a note to your child's classroom teacher. An older sibling may pick up his/her brother/sister with the parents permission. Any older student who enters Edison at the end of the school day will be required to check in at the office. If he/she is at the school to pick up a younger brother or sister, the office will either call the Edison student to the office or will have the brother/sister wait at the office until dismissal time. Any older student who is here for a non-legitimate reason will be asked to leave.

ABSENCES, TARDIES and TRUANCY

Absenteeism: Unless your child is ill or has another valid reason for being excused from school, we ask that you help your child by making attendance a top priority. By building the habit of daily attendance, you will help your child see that school is important, both now and in the future. When your child is absent, we ask that you contact the Edison school office (284-5301). If at all possible, please try to schedule appointments and trips during non-school hours. When you anticipate your child being absent, please contact your child's teacher for make-up work beforehand.

Tardiness: Every effort should be made to have your child in school on time. We begin the school day at 9:00 a.m. Tardiness results in the loss of instructional time for your child as well as causing an interruption for the other children in the class. If your child does arrive at school late, he/she should report directly to the office upon arrival.

Truancy: Parents are responsible for seeing that their elementary child attends school. Failure to do so is considered educational neglect. Minnesota State Statutes state that if a child is under twelve years of age and the school has made appropriate efforts to resolve the child's attendance problems, a child's absence from school is legally presumed to be due to the parents' failure to comply with compulsory instruction laws. If absences continue beyond seven non-consecutive days, the school is required to report their concerns regarding attendance to both Clay County Social Service and the Clay County Court Administrator's office.

LUNCH, MILK, AND BREAKFAST PROGRAM

A nutritious lunch and breakfast will be served every day. The cost of lunch and breakfast is established by the school district and is announced through the news media prior to the start of school in the fall. Breakfast is served between 8:30 and 8:50 a.m. If your child participates in the breakfast program, we ask that he/she **not arrive before 8:30 a.m.**

Meals will be sold to individual students by the school secretaries in the morning before school begins. Your child's meals are recorded and monitored through a computerized program involving the use of individual student identification cards. If you have any questions regarding your child's meals, please call the school.

ACADEMIC AND ACTIVITY PROGRAMS

PHYSICAL EDUCATION

Each year teachers have requests from parents to allow children to remain indoors during outdoor activities and noon lunch break. In most cases, if a child is well enough to be in class, we do not feel it would be detrimental for the child to be outside. When a child is well enough to be in school, he/she should be allowed to go outdoors for some fresh air and exercise. A child will benefit greatly from a few minutes of play outside during good weather since it increases alertness for class work and is in no way harmful to one's health. Therefore, we are asking your cooperation in not requesting that your child be kept indoors unless his/her physician feels it would be best.

In the event the child should come to school without a note from the physician and/or parent/guardian, the teacher's judgment will dictate the level of activity at which the student will be expected to participate. Students with recurring health problems must have these conditions registered with the school nurse; e.g. asthma, hay fever and/or physical disabilities that may at various times prevent the child from participating to his/her fullest. This information is essential in monitoring the health, welfare and progress of each child.

Clothing for Physical Education:

1. Students are encouraged to leave at school an old sweatshirt or light jacket which can be worn outside during spring and fall. Girls are requested to have shorts or jeans available when they wear skirts or dresses to school.
2. Tennis shoes with grip are required for all physical education classes, both inside and outdoors. Students will not be allowed to participate in physical education in regular shoes or stocking feet because of the safety factor.
3. Students who wear glasses are requested to leave their glasses in the classroom, if possible. However, we do realize some children must wear their glasses at all times.
4. Articles like pens, pencils, bracelets, necklaces, pierced earrings (hoops and dangling ones) etc., are to be left in the classroom. It is also recommended that children with long hair bind it with a rubber band or tie it back during the physical education class.

FIELD TRIPS

We feel that visits to various places in our community and in other communities enhance our educational program. Transportation for field trips is provided by the school district. Trips are well supervised, but we ask that you sign the "field trip permission request" on the REGISTRATION CARD. Your child's teacher will send home a notice prior to each field trip.

ART

The first through fifth grade students in all Moorhead Elementary Schools receive art instruction from an art teacher at scheduled times during the year. They are taught the elements of art, art appreciation and are exposed to many types of media.

LIBRARY

Our library contains approximately 16,000 books and subscribes to 25 magazines, all available for student check-out. We encourage our students to read as much as possible; in fact, with the help of our computer check-out system and teachers allowing students to come to the library whenever their work is completed, students can actually come in every day.

Your help is needed to make enthusiastic readers of your children. We ask that you share and discuss the books your child reads. Please schedule a time to read to your child EVERY DAY. Remember, enthusiastic readers are made, not born.

Students are encouraged to read library books at home and in the classroom. It is the student's responsibility to take care of these materials and to see that they are returned promptly. If a magazine or book becomes lost or damaged beyond repair, we do ask that the student pay the original cost of the book or magazine. If the item is found and returned, we refund the payment in full. The money collected from lost books and magazines is used to buy replacement copies.

MUSIC

A music specialist provides instruction to all students every day. Our music program is designed to encourage music skills and music appreciation through the use of many musical experiences.

TITLE I

Title 1 instructional support is provided for students in grades one through five who are not achieving at their grade level in the areas of math and/or reading. In order to qualify, a student must be identified by their teacher as needing assistance in one or both of these subject areas.

HOMEWORK

Children should do their own homework, but if they need help, try to guide them with patience and understanding. Don't do their work for them. Help your child in reviewing lessons before a test. One of our goals is to encourage the child to take responsibility for completing assignments. **SCHOOL WORK COMES FIRST** and should be stressed before TV or other forms of entertainment. Good study habits are vital to your child's success.

ELEMENTARY GUIDANCE/COUNSELING PROGRAM

Edison's Elementary Guidance/Counseling Program has two major components:

Individual Counseling is designed to help parents, students and teachers with issues that may surface at some point during normal development. These include achievement, alcohol, behavior, death, divorce, fears/phobias, illness, siblings, etc. **Preventive Guidance** involves classroom instruction which helps children in the areas of self-esteem, alcohol and drug awareness, decision making, problem solving, and social interaction. Please feel free to contact the counselor's office with any concerns, questions, or comments. All inquiries are strictly confidential.

STUDENT COUNCIL

Representatives from fifth grade classrooms are elected to the Student Council which meets twice a month. The Student Council leads Edison students in school and community service activities. The Student Council members are involved in establishing and reviewing school policies and activities. Representatives report to their classmates and are responsible for bringing concerns and viewpoints of their classmates to the Council.

ORCHESTRA

Students in fifth grade are eligible to participate in the school orchestra program. Individual and/or small group lessons will be provided one time per week.

SCHOOL NEWSPAPER

Edison fifth grade students will be publishing a school newspaper. Students interested in writing and reporting for the **EDISON SCHOOL NEWSPAPER** are encouraged to participate in this activity.

AFTER SCHOOL RECREATION

An after school recreation program will be provided for Edison fifth grade students beginning this fall. Please watch for more information coming home with the students.

SAFETY PATROL

This organization is set up to fulfill the basic need of assisting children when crossing streets on their way to and from school. Both boys and girls are selected from the fourth and fifth grades to serve on patrol. These students must obey all school regulations to stay on patrol. For the patrol to serve efficiently, it must have the full cooperation of parents and students. Patrols are stationed at the four corners around the school and are on duty before and after school as well as during the mid-day for our kindergarten students.

Pupils who disobey the safety patrol will have their names turned in to their classroom teacher. The school patrol is on duty 15 minutes before school starts and 15 minutes after school is dismissed.

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 - Curriculum & Instruction, a principal or a counselor regarding policy IIAC/IIAC-A.

POLICIES

ACTIVITY TRAVEL

State Meets:

District students and their coaches participating in athletic and/or academic activities at the state level will be provided a school car, bus or contracted travel; lodging with two or more students per room when possible, and registration fees, upon approval of the Building Principal and/or Activities Director. Meals will not be provided unless they are included in a registration fee or reimbursed by the Minnesota State High School League or other activity sponsor.

National Meets:

National competition for first place state winners will be financed through activities' individual accounts and/or by student participants. This policy will be shared with students and parents/guardians at the beginning of the student activity. District funds will not be used to finance student or coach participation in national competitions.

Refer to School Board Policy 543 on the web site or in the school office.

CHILD ABUSE AND NEGLECT

We comply with Minnesota state law and school board policy regarding child abuse and neglect. In all cases where there is reasonable cause to believe a child is being neglected or physically or sexually abused, an immediate report is made to Clay County Social Services.

CRISIS MANAGEMENT

Edison has a crisis management plan to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation in the school

In addition, Edison has an elementary student assistance team made up of staff from the school. The CARE Team provides support to students and staff who are experiencing significant life stresses. The team attempts to meet social and emotional needs of students so that they can obtain maximum benefits from their educational program.

Refer to School Board Policy 710 on the web site or in the school office.

GIFT GIVING

Gifts from students to staff are discouraged. School board policy states that "Staff will not accept gifts from students except as such gifts represent tokens. Even token gift-giving is to be discouraged. The School Board considers, as more welcome and more appropriate, the writing of letters by students to staff members to express gratitude and appreciation." Individuals interested in making a gift to the school are encouraged to talk to the principal.

HARASSMENT

If students experience or witness harassment based on religion, race, sexual orientation, national origin, or sexual harassment and violence, they should report the incident to a teacher, counselor, or principal. If parents witness, or if students report such harassment to them, the parent should report the information to a teacher, counselor, or principal.

Refer to School Board Policy 570 on the web site or in the school office.

HAZING PROHIBITION - POLICY 571

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 permit, condone or tolerate 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 as well as 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

SCHOOL DISTRICT INFORMATION NETWORK USE - POLICY 731

The District policy addressing issues related to use of the electronic network can be read in full on the District web site and every school office has a District Policy Manual containing all District policies. The Information Network Use policy addresses: network conduct, disciplinary actions for improper use, user notification, parents' responsibility, filter, publication of materials on the network, information contact/third party supplied information, limited expectation of privacy, and limitation of school district liability.

Refer to School Board Policy 731 on the web site or in the school office.

SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSION, AND STUDENT'S PERSON POLICY 574

I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the Moorhead Area Public School District's policies against contraband.

II. GENERAL STATEMENT OF POLICY

A. Pursuant to Minnesota statutes, 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 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 students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. The policy above for school lockers also applies equally to student's desks or personal possessions as defined herein. The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

C. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

III. DEFINITIONS

A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-a-likes," alcoholic beverages, controlled substances and "look-a-likes," overdue books, and other materials belonging to the school district, and stolen property.

B. "Personal possessions" includes but is not limited to purses, backpacks, book bags, packages, and clothing.

C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student or staff members, a student's suspicious behavior, a student's age and past history or record of conduct, or other reliable sources of information.

D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

IV. PROCEDURES

A. School officials may inspect lockers and desks at any time they believe inspection would be in the best interest of the school, the staff, or the student body. Student lockers, desks and personal possessions may be randomly searched throughout the school year without notice, without student consent and without a search warrant.

B. 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.

C. School officials may, upon a finding of individualized reasonable suspicion supported by articulable facts, employ the use of trained dogs for the purpose of conducting a sniff search of an employee's desk. If a dog alerts to the desk, school officials will determine, based on the information available to them from the dog's trainer, whether the dog's alert gives rise that reasonable suspicion exists, an internal search of the desk and its contents will be conducted. The search will be reasonable in its scope and intrusiveness.

D. School officials may, without a search warrant, search the person and/or personal possessions based on a reasonable suspicion. The search will be reasonable in its scope and intrusiveness.

E. As soon as practicable after a search pursuant to this policy, the school authorities must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by policy or school officials.

F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.

G. A search of a person shall be conducted in privacy by a school official of the same sex. An adult witness of the same sex shall be present as an observer during the search.

H. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

V. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, or cause educational disruption, etc.

VI. SEIZURE OF CONTRABAND

If a search yields contraband, school offices will seize the item and, where appropriate, turn it over to legal authorities for ultimate disposition.

VII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion or expulsion, and the student may, when appropriate, be referred to legal authorities.

Legal References:

U.S. Constitution, Fourth Amendment

New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)

Zamora v. Pomeroy, 639 F.2d 662 (1 Oth Cir. 1981)

Minnesota Statute 127.47 (School Locker Policy)

Cross Reference:

Moorhead School Board Policy 534: Mandated Reporting of Child Neglect or Physical/Sexual Abuse

Moorhead School Board Policy 551: Student Discipline

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

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

TOBACCO-FREE ENVIRONMENT - POLICY 573

I. PURPOSE

Smoking and the use of tobacco products shall be prohibited on all school district property, including district-owned and contracted vehicles, with the exception of Townsite Centre as defined by this policy. Smoking shall be prohibited in all rooms at Townsite Centre set aside for district use and in the hallways and common areas of the building, except for a well-ventilated, totally enclosed, specially marked room set aside for smoking.

II. GENERAL STATEMENT OF POLICY

Possession by an elementary, junior high or secondary school student of any type of tobacco product while on district property shall be considered a violation of the tobacco-free environment policy. Anyone smoking in a nonsmoking area at Townsite Centre shall be considered a violation of the tobacco-free environment policy. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition includes all school district property and all off campus school district-sponsored events.

A. Enforcement

The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or other person who is found to have violated this policy. Signs will be placed at the entrance to each school district building stating that it is a tobacco-free environment. "No smoking" signs shall be placed in the halls and common areas of each district building including Townsite Centre. The success of this tobacco-free environment policy will depend on the thoughtfulness, consideration and cooperation of students, staff and citizens. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Although any individual may report observed violations, school district employees shall be expected to report all observed violations in accordance with the procedures listed below.

B. Help Programs

The Moorhead Public Schools will be proactive in tobacco-free help programs. A list of several resources will be made available for the convenience and preference of the employee. Student help programs will be provided for students as outlined in Moorhead School Board Policy 554 Student Support Programs.

C. Violations-Students of Elementary, Junior High, Secondary Schools

Any violations of the tobacco-free environment policy by students shall be referred to the appropriate building administrator. Students who violate provisions of the policy shall be subject to the building student discipline procedures.

D. Violations-Staff

Any violation of the tobacco-free environment policy by an employee of the district shall be referred to the appropriate supervisor. One verbal warning, accompanied by a written warning, shall be issued to the staff member. Further violations shall be considered insubordination and shall be dealt with accordingly, based on applicable collective bargaining agreements, if any, and Minnesota Statutes.

E. Violations-Citizens

Citizens who are observed smoking on school district property shall be asked to refrain from such behavior while on district property. If the individual fails to comply with the request, his/her violation of policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred. The building administrator, president or supervisory personnel shall make a decision on further action including a directive to leave school property.

Repeated violations of the tobacco-free environment policy by a citizen(s) shall result in a recommendation to the Superintendent to prohibit the individual from entering school district property for a specified period of time. If deemed necessary by district administration, the local law enforcement agency shall be called upon to assist with enforcement of this policy. Violation of the Minnesota Clean Indoor Air Act, by smoking in a designated nonsmoking area, is a petty misdemeanor and a court injunction can be instituted against a repeated violator.

F. Dissemination of Policy

Notification will be provided indicating that Moorhead Area Public Schools are a tobacco-free environment.

This policy shall appear in the student handbook.

The school district will develop a method of discussion this policy with students and employees.

Legal References:

Minnesota Statute 144.413, Subd. 4 (Definitions)

Minnesota Statute 144.4165 (Tobacco Products Prohibited in Public Schools)

Minnesota Statute 144.417 (Commissioner of Health, Enforcement, Penalties)

Minnesota Statute 609.685, Subd. 1 (a) and (b) (Sale of Tobacco to Children)

Cross References:

Moorhead School Board Policy 551: Student Discipline

Moorhead School Board Policy 553: Crisis Intervention

Moorhead School Board Policy 554: Student Support Programs

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

DISCIPLINE PLAN

BEHAVIOR

All children are expected to be courteous and respectful to each other and to members of the staff. They are expected to conduct themselves in such a manner that they will not disrupt the instructional program or interfere with others. Any type of fighting, harassing or threatening others is unacceptable behavior. Being disrespectful to teachers, arguing with them, talking back, using profane language, or making improper gestures are not acceptable. If a serious problem occurs, parents can expect to be requested to assist us in correcting the situation. If we feel it is not serious enough to warrant a formal conference, parents will be sent a note or will be telephoned. Successful learning is contingent upon self-discipline of the student as well as upon the group discipline which supports a positive learning climate.

EDISON RULES

1. Students will be respectful of all people and property.
2. Students will keep hands, feet and objects to self.
3. Students will use appropriate language.
4. Students will use soft voices in the school building.
5. Students will walk when in the school building.
6. Students will use acceptable table manners in the lunch room.
7. Students will not fight.
8. Students will not throw snowballs.

PLAYGROUND ACTIVITY AND NOON HOUR RECESS

The playground is supervised during the noon break. We encourage students to enjoy themselves and their friends on the playground. Observance of the Edison playground rules is expected of all students. Children are not allowed to throw snowballs, fight, or play games involving bodily contact such as king-on-the-hill, tackle football, etc. Also, disruptive behavior toward supervisory personnel will not be tolerated.

In most cases, if a child is well enough to be in class, we do not feel it would be detrimental for that child to be outside. A written excuse should be provided to the teacher each day a child is to stay in from recess.

BUS SAFETY AND RESPONSIBILITY

To help ensure the safety of students and transportation employees, students are required to abide by all student behavior rules. Any student who violates the rules may be denied transportation privileges with notification of his/her parent/guardian. If a student is denied transportation privileges, the student's parent/guardian will be responsible for transporting the student to and from school. Student behavior policies will be adjusted, as required by federal and state laws and regulations, for special education students who have individual education plans.

If school bus violations occur, the school district's student discipline procedures will be followed. The progressive consequences are as follows:

- First Offense:** Students are given a verbal warning.
Principal meets with the student.
- Second Offense:** A three day suspension from riding the bus.
Principal meets with the student.
Parent conference held.
- Third Offense:** A five day suspension from riding the bus.
Principal meets with the student.
Parent conference held.
- Fourth Offense:** 20 day suspension from riding the bus.
Principal meets with the student.
Parent conference held.
- Fifth Offense:** Suspension from riding the bus for the remainder of the year.
Parent conference held.

All records of bus and bus stop misconduct will be retained in the same manner as other student discipline records.

MEETING UNIQUE NEEDS

SPECIAL SERVICES

Child study staffings are held one day per week as scheduled for students who are referred for special services. The child study team may include the parents, child study facilitator, principal, classroom teacher, psychologist, social worker and any necessary specialists. All team members work together to determine the correct placement and/or program for the child.

EMOTIONAL/BEHAVIORAL DISORDER (EBD)

The EBD program is designed for students who exhibit behaviors which interfere with productive interpersonal relationships. Services are available at different levels which best meet the needs of the student. Each student's needs are met by an individualized program which is developed by an educational planning team.

LEARNING DISABILITIES (LD)

For a child who has been referred for a possible learning disability, diagnostic and child study procedures are used to compare a student's achievement with his/her learning potential. If there is significant discrepancy between the two, a student may qualify for instructional help in one or more of the following areas: basic reading skills, reading comprehension, math calculation, math reasoning, written expression and listening comprehension.

SPEECH THERAPY

Speech therapy is available to any child identified as handicapped in one or more of the areas of language, articulation, voice or fluency. Eligible children must go through referral assessment processes before any of the services can be provided.

OCCUPATIONAL THERAPY (OT) and PHYSICAL THERAPY (PT)

These programs are available throughout the district to provide individualized assistance to improve balance, coordination, muscle strength, range of motion and visual motor skills. These services are available to children with physical handicaps such as cerebral palsy, spina bifida, arthritis, etc., and to children without apparent handicaps but who have shown significant delays in gross and/or visual motor skills. The major goal of these programs is to assist the child in reaching his/her maximum learning potential within the child's physical limitations. Appropriateness and level of service is determined by the child study team based on assessment results and the total educational needs of the child.

ENGLISH AS A SECOND LANGUAGE (ESL)

The ESL program assists limited English proficient students in the acquisition of English proficiency and content area skills necessary for successful participation in the mainstream curriculum. The ESL program provides specialized instruction in the oral communication and literacy skills of English. Listening comprehension, pronunciation, functional usage, vocabulary, grammar, reading, writing, spelling, and nonverbal language are all included in the program.

EDISON'S CARE TEAM

Edison Elementary School has a special team comprised of staff members who offer support, encouragement and care to families and children experiencing change or difficult circumstances. Our team is here to offer assistance with grief and loss issues that affect all families from time to time.

- The Team:
1. Takes control of the school environment in event of a tragedy or traumatic school event.
 2. Offers support to students, teachers and families who are involved in or affected by a crisis situation.
 3. Implements preventive strategies and programs designed to equip families and students with healthy coping responses when faced with difficult life events.

This year our Care Team will continue to offer support to our children and families. Please contact the school if you would like more information.

SCHOOL HEALTH SERVICES

Minnesota State Law, M.S. 123.70 mandates that every student must show proof of full immunization, or supply to the school with a notarized exemption form in order to attend school in Minnesota. To be fully immunized, your child should have had the following:

- 5-D.P.T. (Diphtheria, Pertussis and Tetanus) immunizations
- 4-Polio immunizations
- 1-MMR (Mumps, Measles and Rubella) received after 1 year of age
- 3-HBV (Hepatitis B)

The immunization dates (month, day, and year) are entered on the History and Physical Examination form, signed by the doctor or clinic where they were given, and are due the first day of school. Transferring students have 30 days to provide the school with immunization and health records. The Clay County Health Clinic, located at 715 - 11th Street North, offers immunizations throughout the week. Please call 299-7777 for an appointment.

IMPORTANT!! If your child becomes ill while in school, school personnel will need to be able to contact the parent. Please complete emergency information on the registration card, including doctor, hospital preference and alternate persons to call in case of an emergency. In an emergency, the school nurse or other school personnel

will see that your child gets treatment as specified by you on the registration card.

NO MEDICATION WILL BE ADMINISTERED BY SCHOOL PERSONNEL WITHOUT WRITTEN AUTHORIZATION FROM THE PARENTS AND SIGNED DOCTORS ORDERS. All medicine must be in the original bottle, labeled with the child's name, name of medication, and dosage to be given. If at all possible, medication should be given at home. Medication Request forms are available in the health office.

Watch your child for symptoms of illness. When keeping them home, report illness to the school. Please call 284-5301. All contagious diseases should be reported to the health office, such as (chicken pox or strep throat), or infestations such as (head lice or scabies). The child should be excluded from school until he/she is symptom free or has a written permit from the doctor.

Prompt reporting enables us in containing contagion and preventing reinfestation. You will be informed in writing if head lice have been found in your student's classroom. Please follow up by checking your child for evidence of lice or nits at least once a week for the next three weeks. Students may return to school after completion of special treatment for infestation.

Hearing and vision evaluations are done at the school. Parents are notified if a problem is found. Health records are maintained for all students. Please report any doctors appointments or any medication your child is taking.

The school nurse is available to help parents with any health concerns. Our health technician, who is trained in first aid, is also available in the health office during school hours. Communication and cooperation between school personnel and parents is essential in understanding and meeting your child's health needs.

PARENTS AND STAFF WORKING TOGETHER

THINGS THAT ENHANCE LEARNING

There are many ways that parents can enhance learning for their child. Here are a few suggestions:

1. Make sure your child gets plenty of rest. Elementary age children should have at least ten hours of sleep on school nights.
2. Read with your child every day. Children who practice their reading progress at a higher rate than those who do not.
3. Praise your child for his/her hard work and accomplishments. It is important for children to see that their effort is noticed.
4. Help your child learn to set goals in school and at home. Support your child as he/she works to achieve those goals.

5. Help your child get off to a good start in the morning. Prepare the night before and allow plenty of time for a nutritious breakfast before he/she leaves for school.
6. Demonstrate confidence and support for your child's teacher. If there are questions or concerns regarding your child, please communicate directly with the teacher.

ELEMENTARY REPORTING SYSTEM

Fall and spring conferences are used for developing the Individual Learning Plan (ILP) and discussing the child's progress toward meeting expected learner outcomes. Parents may call the school to arrange a conference at other times as well. In addition to conferences, two written progress reports are issued yearly.

SCHOOL VISITATIONS

Parents are welcome to visit their child's classroom after the first month of school. It is beneficial for the children to have that time to make the adjustment to their new classroom and new routine. We have learned by experience that it is best to limit these visits to 30-45 minutes. Please try to arrange your visit with the classroom teacher so that it is convenient for both you and your child's teacher. The classroom teacher will not always have the opportunity to talk with you for any length of time during a visit because his/her first responsibility is to the children.

PARENT/VISITOR CHECK-IN

Moorhead City Ordinance No. 9304 requires that all parents and/or other persons must register at the main office when entering the school. We ask your cooperation in this matter. Please register at the office between the hours of 9:00 A.M. and 3:15 P.M.

PROCESS FOR ADDRESSING 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. Should that fail, the parents are invited to call school board members to assist in bringing the matter to a satisfactory resolution.

APPROPRIATE DRESS/DRESS CODE

For your child's health and safety, please make sure he/she is properly dressed before coming to school. Our first through fifth grade students do go outside for noon recess, weather permitting. It is very beneficial for all students to get a few minutes of fresh air and exercise during this time to help prepare them for an afternoon of learning. In cold weather, please ensure that your child wears a coat, hat, gloves, boots and a scarf.

Choices about student attire are generally left up to the judgment of parents and students. We do ask, however, that students not wear clothing printed with inappropriate writing and/or pictures, or clothing and/or make-up that fosters classroom or school disorder. Caps/hats are not to be worn in the building during school hours.

OTHER INFORMATION

SCHOOL BUSES

Any elementary pupil who is a resident of Independent School District #152 and who lives one mile or more from the school he/she attends is entitled to ride a school bus. Information concerning bus routes may be obtained every fall by consulting the local newspaper or by calling the school district transportation office (284-1411).

REGISTRATION

When registering your child for school, please fill in the registration card completely and promptly. Include the name of your doctor and dentist, hospital preference and alternate persons to call in case of illness or accident during school hours. In an emergency, the school nurse or other school personnel will see that your child gets treatment as specified by you on the registration card.

INSURANCE

Student insurance is designed primarily to furnish low cost accident and dental policies to the students who don't have coverage under any individual family plan. The School Board approves the sale of the student accidental and/or dental insurance for the convenience of students and parents. Enrollment forms are distributed to the students on the first day of school in the fall.

EMERGENCY EVACUATION

Fire Drills: Fire drills are held during the school year to instruct the children as to signals, exits and proper precautions in case of fire.

Tornado Drills: Practice drills are held during the school year to instruct the children as to signals, safe areas for specific classes and how the children are to position themselves for protection should a tornado occur.

Emergency Dismissal: Parents should inform their children about what they are to do if school is dismissed early due to an emergency. Please discuss this plan with your children early in the fall. It is very important that they know where they are to go.

STORM POLICY

Minnesota weather has been known to create difficulties in our scheduled program. We use the following general policy to cover such situations:

1. Parents may call for their children anytime they feel the weather or road conditions make it necessary.
2. Parents should instruct their oldest child to make sure the younger brother(s) and/or sister(s) are together when leaving the school.

Emergency announcements, as decided by the central administration, will be made over television stations WDAY, KTHI and KXJB and radio stations WDAY, KQWB, KVOX, KFGO, KCCM and KDSU. Announcements will occur around 6:30 a.m., 7:05 a.m., 7:30 a.m., 8:05 a.m. and 8:30 a.m.

Parents should furnish the school office with the name of a "storm home" in Moorhead for their child to use in case of severe weather conditions. **Prior arrangements should be made since the school phones offer limited telephone service in emergency situations.**

TRANSFER OF RECORDS

We ask that you stop in at the office to inform us if you are moving or changing address. There is a RELEASE OF RECORDS that needs your signature before student records can be sent to another school.

BICYCLES

Because of safety, competency, and student numbers, only fourth and fifth grade students who are competent bicycle riders and know the rules of the road may ride their bicycles to school. Bikes must be locked to the bike rack when not in use.

TELEPHONE USAGE

Please ask your child not to use the school telephone except in case of emergency. If your child becomes ill while in school, the school nurse, secretary, a teacher, or principal will call the parent. Students are not to use the telephone unless they have permission from their teacher.

When you call your child's teacher, please try to call when classes are not in session. The school secretary will take your telephone number and ask the teacher to return your call if class is in session.

LOST AND FOUND

Each year many articles of clothing and other items are lost. Usually, these items are found and turned in to the school office. The articles of clothing are then placed in a box near the office. Please encourage your child to inquire about and look for lost

articles until they are found. If your child is unsuccessful, perhaps you may want to search the box yourself. If your child's articles of clothing and other personal possessions are CLEARLY MARKED, they will be much easier to identify.

HOME BAKED TREATS

The Minnesota Department of Health advises schools not to distribute food items in school which have been prepared in individual homes. Please do not send home-baked "treats" to school. However, you may send commercially prepared, packaged or individually wrapped food items, such as cookies, or other packaged bakery items (i.e., Twinkies), candies, or individually proportioned ice cream novelties.

NOTICE CONCERNING USE OF PEST CONTROL MATERIALS

Minnesota state law requires schools to inform parents and guardians if certain pesticides are applied on school property. Specifically, this law requires schools that apply pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or for copying. State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood. An estimated schedule of pesticide applications is available at the Edison school office. Parents may request prior notification of pesticide applications made on days other than those specified in the estimated schedule (excluding emergency applications). Please contact Mr. Westby with any questions. In addition, weeds will be sprayed during the first two weeks of June and the last two weeks of August. Our school will be checked on a quarterly basis by a licensed exterminator. We will monitor and control pests by use of glue traps and mechanical devices.

**Thomas Edison
Dates to Remember**

August

28	Back to School Night	5-6:00 p.m.
	Book Fair	5-7:00 p.m.

September

8	PTAC Meeting	7:00 p.m.	Library
26	Vision and Hearing Screening		
29	Vision and Hearing Screening		
30	Vision and Hearing Screening		

October

3	School Pictures		
6	PTAC Meeting	7:00 p.m.	Library
13-14	Vision and Hearing Rescreening		
24	School Carnival	6-9:00 p.m.	

November

3	PTAC Meeting	7:00 p.m.	Library
11	Skateland Night	6-8:00 p.m.	

January

5	PTAC Meeting	7:00 p.m.	Library
10	Skateland Night	5-7:00 p.m.	

February

2	PTAC Meeting	7:00 p.m.	Library
23	Skateland Night	6-8:00 p.m.	

March

1	PTAC Meeting	7:00 p.m.	Library
22	Skateland Night	6-8:00 p.m.	

April

5	PTAC Meeting	7:00 p.m.	Library
13	Skateland Night	6-8:00 p.m.	

May

3	PTAC Meeting	7:00 p.m.	Library
6	Art Show/Book Fair/Ice Cream Social	3-8:00 p.m.	
18	Skateland Night	6-8:00 p.m.	
20	50th Anniversary Celebration Open House		

Please watch for additional information coming home with your child regarding additional events and/or date changes.

July 2003					August					September				
1	2	3	4					1		①	2	3	4	5
7	8	9	10	11	4	5	6	7	8	8	9	10	11	12
14	15	16	17	18	11	12	13	14	15	15	16	17	18	19
21	22	23	24	25	18	19	20	21	22	22	23	24	25	26
28	29	30	31		25	26	27	28	29	29	30			
October					November					December				
	1	2	3		[3]	4	5	6	7	1	2	3	4	5
6	7	8	9	10	10	11	12	13	14	8	9	10	11	12
13	14	15	16	17	17	18	19	20	(21)	15	16	17	18	19
20	21	22	23	24	(24)(25)	26	27	28		22	23	24	25	26
27	28	29	30	31						29	30	31		
January 2004					February					March				
	1	2			2	3	4	5	6	1	2	3	4	5
5	6	7	8	9	9	10	11	12	13	8	9	10	11	12
12	13	14	15	16	16	17	18	19	20	15	16	17	18	19
19	20	21	22	23	23	24	25	26	27	22	23	24	25	(26)
26	27	28	29	30						(29)	(30)	31		
April					May					June 2004				
	1	2			3	4	5	6	7	1	2	3	4	
5	6	7	8	9	10	11	12	13	14	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	14	15	16	17	18
19	20	21	22	23	24	25	26	27	28	21	22	23	24	25
26	27	28	29	30	31					28	29	30		

- ☐ Staff Workshops/No School for Students
☐ District Staff Development Day/No Classes
☐ Vacation
☐ P/T Conference
 — Teacher Comp. Day

Snow Make-Up:

June 3, 4 and beyond

Payroll Dates:

July 31, 2003
 August 29
 September 30
 October 31
 November 25
 December 19
 January 30, 2004
 February 27
 March 30
 April 30
 May 28
 June 30

2003-2004 SCHOOL CALENDAR

		2003	2004 continued....
Aug.	27-29	K-12 Staff Workshops	Jan. 27 Basic Standards Test (Writing)
	28	Back to School Night (elem./J.H.)	Feb. 3 Basic Standards Test (Math)
Sept.	1	Labor Day	5 Basic Standards Test (Reading)
	2	K-12 Classes Begin	16 President's Day Holiday
	4	Back to School Night (Sr. High)	17 K-12 Staff Development Day
Oct.	16-17	Education Minnesota (EM)	March 9-10 MCA (Grade 3 & 5 Reading, Grade 10 Reading & Grade 11 Math)
	31	End of 1st Quarter	
Nov.	3	K-12 Staff Development Day	11 MCA (Grade 5 Writing)
	10-14	ITBS Testing (Elem.)	15-16 MCA (Grade 3 & 5 Math)
	21, 24	K - P/T Conferences (day)	24 End of 3rd Quarter
	24	K-12 P/T Conferences (5-8:30 p.m.)	26, 29 K - P/T Conferences (day)
	25	K-12 P/T Conferences (8-11, 12-4, 5-8:30)	29 K-12 P/T Conferences (5-8:30 p.m.)
	26	K-12 No School/Teacher Comp.	30 K-12 P/T Conferences (8-11, 12-4, 5-8:30)
	27-28	Thanksgiving Holiday	31 K-12 No School/Teacher Comp.
Dec.	22	Winter Break Begins	April 1-2 Spring Break/No School
		2004	8, 14-15 BST - Seniors Only
Jan.	5	K-12 Classes Resume	9 Holiday/No School
	13	MCA (Grade 7 Reading)	12 K-12 Staff Development Day
	14	MCA (Grade 7 Math)	May 31 Memorial Day Holiday
	19	Martin Luther King Jr. Day/	June 2 Last Day for K-12 Students
		K-12 Staff Workshops	4 Last Day for K-12 Staff/Workshops
	23	End of 2nd Quarter/Semester	6 Graduation

**Thomas Edison Elementary School
2003-04 School Supply List**

Kindergarten

- School box (5x8 size)
- School bag - extra large, easy to open and close
- One spiral 70-page wide-ruled notebook
- Box of 8 crayons
- Box of 10 markers - wide tip, basic colors with pink and gray
- Three large glue sticks
- Four pencils - not personalized, they will be shared by the class
- A recent photo of student - this will not be returned
- One bottle of glue
- One large box of tissues
- Last names A-M: gallon size zip-lock bags
- Last names N-Z: quart size zip-lock bags

Grade 1

- Backpack
- One box #2 pencils
- Crayola crayons - 16 only
- Two boxes Crayola markers - basic 8 or basic 10 colors (no fine line)
- School box (cigar box size)
- Scissors
- One large box of facial tissue
- Paint shirt
- Two large pink erasers
- Five glue sticks
- One two-pocket folder
- Two dry erase markers (any color)
- Two 8 oz. bottles Elmer's glue
- TI 108 (Texas Instrument) Calculator*

Grade 2

- Six #2 pencils
- Crayons - box of 24
- Markers
- Eraser
- Scissors
- School glue
- Two two-pocket folders
- One spiral notebook - narrow or wide lines
- Pencil pouch or box
- Large box of facial tissue
- An old shirt to use as a paint shirt
- TI 108 (Texas Instrument) Calculator*

Grade 3

- Six #2 pencils (no mechanical)
- Green or pink eraser
- Small pencil box or pouch
- School glue
- Inch/centimeter ruler (wood)
- Facial tissue
- Crayons (24 or less)
- Markers
- Scissors
- Two spiral notebooks (either wide or narrow lines)
- Red pencil
- Four two-pocket folders (no Trapper Keepers)
- TI 108 (Texas Instrument) Calculator*

Grade 4

- Trapper Keeper
- Seven subject folders with pockets
- Wide-lined notebook paper (not spiral or colored)
- Six #2 pencils (no mechanical)
- Rubber eraser
- Red pencil
- Pencil pouch (zipper type is best)
- Blue or white glue (small bottle)
- Crayons (box of at least 24 colors)
- Ruler (metric/standard)
- Scissors
- Markers
- Facial tissue
- Colored pencils
- One dry erase marker (any color)
- TI 34 II (Texas Instrument) Calculator*

Grade 5

- Four #2 pencils
- Crayons (box of 16 or 24) or colored pencils
- School glue
- Blue pen
- Scissors (pointed tip)
- Erasers
- Facial tissues
- Protractor
- TI 34 II (Texas Instrument) Calculator*
- 3-ring notebook binder (to organize folders, Trapper Keepers are fine)
- Paper (wide ruled)
- Ruler (metric/inch, preferably wood)
- Compass
- 5 pocket folders (each a different color)
- One pocket folder with middle 3 ring clasp

Mrs. Ammerman's Class

- Pencils
- Large eraser
- Correcting pen
- Crayons
- Colored pencils
- Markers
- Scissors
- Glue
- Tissue
- Two folders
- Two notebooks

***Calculators will be available for purchase at Back-to-School night. TI 108 will sell for \$5.00 and the TI 34 II will sell for \$17.00.**

Riverside Elementary School



Student/Parent Handbook

2003-2004



Moorhead Area Public School District Mission Statement

**"The mission of the Moorhead Area Public School District
is to develop the maximum potential of every learner
to thrive in a changing world."**

Riverside School Handbook

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Dear Parent/s,

We want to welcome you and your child to **Riverside School**. We hope it will be a very rewarding and challenging year.

The Riverside Staff is committed to providing the best educational program for your child. In order to accomplish this goal, it is necessary to have a good working relationship between home and school. It is through this continued partnership that we will be able to achieve the maximum growth for each child. It is also our belief that parents who are interested and involved in their child's education will have a positive effect on their child's academic progress.

It is our hope that this handbook will provide you with some answers concerning Riverside School. If you have any further questions, feel free to call the school.

Dr. Betty Myers

OPPORTUNITIES FOR INVOLVEMENT

The Riverside staff, in conjunction with PTAC, believes in offering as many opportunities as possible for parents to become involved at Riverside. Many classroom teachers ask for parents to help in various capacities in the classroom and Riverside has many parent representatives on committees at both the building and district level. If you want to know how you can be involved, please contact your classroom teacher, the office, or attend the regularly scheduled PTAC meetings. We want everyone to feel welcomed and involved in this wonderful school.

The PTAC (Parent Teacher Advisory Council) meets at Riverside School on a monthly basis. Please check the Moorhead Public School District Calendar for meeting dates and times.

EVERY PARENT IS INVITED TO ATTEND AND PARTICIPATE.

Some of the projects sponsored by the PTAC include: Spring Carnival, Fall Back-to-School night, various teacher projects, Scholarships to Seniors awarded to former Riverside Students, Family Skating Nights at Skateland, to name just a few of their many projects.

Welcome To Riverside School

OFFICE HOURS MONDAY - FRIDAY 7:30 a.m. to 4:00 p.m.

SCHOOL HOURS:

First bell rings	8:10 a.m.
Greeting Time	8:15 a.m.
Second bell rings	8:20 a.m.
Grades 1 - 5	8:20 a.m. to 2:45 p.m.
Kindergarten Greeting	8:10 a.m. to 8:20 a.m.
Kindergarten a.m.	8:20 a.m. to 10:50 a.m.
Kindergarten Greeting	12:05 p.m. to 12:15 p.m.
Kindergarten p.m.	12:15 p.m. to 2:45 p.m.

LUNCH PERIODS

Grades 1, 2 & 5	11:35 a.m. to 12:10 p.m.
Bell rings	12:10 p.m.
Grades 3 & 4	11:30 a.m. to 12:05 p.m.
Dismissal bell rings	2:45 p.m. all classes

Doors Locked Kindergarten doors locked from 8:30 a.m. - 10:45

a.m.,

11:00 a.m. - 11:55 a.m. and 12:30 p.m. - 2:40 p.m.
Building doors 4:00 p.m. (except office doors *when needed*)

PARENTS ARE WELCOME TO EAT LUNCH WITH THEIR CHILDREN, ALL THEY NEED TO DO IS CALL BEFORE 9:00 AM TO RESERVE A LUNCH AND THEN COME TO THE OFFICE AND PAY FOR A LUNCH TICKET. PLEASE JOIN US IF YOU CAN!

DUE TO LIMITED SUPERVISION, WE ASK THAT YOUR CHILD NOT ARRIVE AT SCHOOL MORE THAN TEN (10) MINUTES BEFORE CLASS TIME. BUS STUDENTS THAT ARRIVE BEFORE STARTING TIME WILL BE SUPERVISED BY THE TEACHER

General Information

ABSENCES AND TARDIES

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 an understanding of the purpose and direction of their education.

TYPES OF ABSENCES

Excused Absences: The excused absence is for all legitimate reasons. The administration will determine the legitimacy of all absences. A student has the right and obligation to make-up any work missed with full credit.

The State of Minnesota recognizes the following reasons for 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, state tournaments and school activities). We encourage parents to hold these requests for absence to a minimum. A doctor's statement may be required after 3 or more consecutive absences or excessive periodic absences due to illness. Parents must call the school each day before 9 a.m. when a student will not be attending or send a note to school accounting for each day missed when the student returns to school. If you leave a message, please specify your child's name, teacher and the reason for the absence. If the parent does not notify the school within 2 days of the student's return to school, the absences will remain unexcused.

Unexcused Absences: Students who miss or are required to miss for reasons not acceptable to school officials may be required to report for detention and make-up work after school. Parents should not request permission for absence for personal convenience reasons, (e.g. babysitting, running errands). An unexcused absence indicates the student is absent with the consent of the parents. Students who miss or are required to miss school for reasons not acceptable to school officials will be subject to consequences determined by the building principal.

Truancy: A student who misses the whole day or part of the day without the consent of either the school or parent is considered truant. A Family Advocate is available to assist parents who are having difficulty getting a student to school. Through the Family Advocate, the Moorhead School District offers early intervention for attendance problems. If the interventions are not successful, a report of suspected parental neglect may be filed.

After a seventh unexcused absence (no contact from a parent as to the reason for an absence), the principal must file a Child in Need of Protection Services (CHIPS) petition with the Clay County Attorney's Office. A CHIPS petition usually results in a court appearance for truancy.

Tardiness: Three unexcused tardies are equivalent to one unexcused absence. Excused tardies are those resulting from personal illness or medical and other necessary appointments that must be scheduled during the school day.

Every effort should be made to have your child at school on time. Tardiness is unfair to the child who misses instruction. It also interrupts the classroom for other children. Children should be in their classroom by 8:50 a.m. Students who arrive at school after 8:50 a.m. for any reason, must come to the office for a tardy slip before going to class.

Refer to School Board Policy 514 on the web site or in the school office.

ART

The children in the Moorhead Elementary Schools receive art instruction from an art teacher approximately once every twelve days for a period of one hour. They are taught the elements of art, art expression and appreciation as well as having the opportunity to learn about the many types of media. The regular classroom teacher also provides art experiences for the students.

BEHAVIOR

All children are expected to be courteous to each other and to the adults on the staff. They are expected to conduct themselves in such a manner that they will not disrupt the instructional program or interfere with others. Any type of fighting, harassing or threatening others, being disrespectful, arguing with teachers or talking back, profane language or gestures will not be accepted. If a serious problem occurs, parents can expect to be requested to come to the school to assist us in correcting the situation. In the most severe behaviors, the steps and consequences outlined in the districts discipline policy will be followed. If we feel it is not important enough to warrant a formal conference, parents will be sent a note or telephoned. Successful learning is contingent upon self-discipline of the student as well as upon the group discipline which supports a learning climate.

BICYCLES

Because of safety, competency and numbers only fourth and fifth grade students, who are competent bicycle drivers and know the rules of the road, may ride their bicycles to school. Bikes must be locked to the bike rack when not in use.

BUS STUDENTS

Teachers can choose at any time whether to have their children allowed in their rooms before school officially starts. Children's lavatory requests will be handled by having the student remain inside if he/she needs to use the lavatory.

Bus students are to play outside before school begins. If they have books, etc., they are to go quietly to their locker or desk, deposit the school materials and then go quietly outside.

TITLE I/ASSURANCE OF MASTERY

Title I is a small group or individual tutorial service for children who are achieving at a significantly lower level than children in the same grade. To qualify for services their achievement must be below the 25th national percentile on the Iowa Test of Basic Achievement, through the assistance they receive in either reading or math, the students will learn and review a variety of skills they need to continue progressing at a rate consistent with other students in their grade level. Developing grade level literacy skills will be the highest priority.

CURRICULUM REVIEW

Parents have the right to review the curriculum and to determine which instruction will be provided by parents rather than teachers. For more information, please contact the assistant superintendent for teaching and learning, a principal, or a counselor regarding School Board Policy 620.

CONFERENCES AND PROGRESS REPORTS

Parent-teacher conferences are held each fall and spring. Parents sign up for conference times when they attend Back to School Night and the November Parent-Teacher Conferences. At the fall conference you can expect to review and discuss the expectations for academic learning and personal development at your child's grade level, student progress, and any concerns or questions you or the teacher have. During the spring conference, student progress on the grade level expectations will be discussed. The conferences are brief and do not replace regular contact with your child's teacher. If you need to conference with a teacher at other times or have a question or concern, feel free to contact him or her.

Our students receive two written progress reports each year. They are sent home in January and on the last day of school.

CONCERNS - PROCESS FOR ADDRESSING 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 summarize the action taken to date.

DISTRICT CALENDAR

A school district calendar is mailed to all families prior to the start of the school year. The calendar provides information about the school district, important phone numbers, and dates of events. Please ask for one at the school office if you do not receive one in the mail.

DRUG-FREE & WEAPON-ZONES

The areas in and around Riverside Elementary Schools are drug-free and weapon-free zones. Anyone caught possessing or selling drugs or anyone caught possessing, using, or recklessly handling a dangerous weapon will be subject to maximum penalties as defined in state and federal law.

E-MAIL

Parents are encouraged to use e-mail to communicate with staff members. You can access Moorhead Public School staff members e-mail addresses at the Moorhead Public Schools website at www.moorhead.k12.mn.us

EMERGENCY EVACUATION

Fire Drills: Fire drills are held during the school year to instruct the children as to signals, exits and proper drill routine for precautions in case of fire.

Tornado Drills: Each teacher receives information as to the safest area within the building. Classes are assigned specific places of safety.

Emergency Dismissal: Parents should inform all children in the family about exactly what they are to do if school is dismissed early in an emergency. Please discuss this with your children early in the fall. It is very important that they understand where they are to go. Please return the Storm Procedures sheet promptly to the office. This information is very important in case of an early dismissal or emergency.

FIELD TRIPS

We feel that visits to various places in our community and in other communities enhance our educational program. The number of field trips conducted by any one classroom depends on the availability of resources which correlate with the curriculum for that particular classroom. Transportation for field trips is provided by the school district and are well-supervised. On the registration form, there is a general

permission section on field trips. If you sign it, we assume your child has permission to attend all school sponsored trips. If there are exceptions you want to state, please let the office and classroom teacher know. You will be advised of the field trips planned by your child's classroom teacher.

HOMEBOUND INSTRUCTION

Homebound Instruction is available to any child who is absent from school 10 days or more because of serious illness or injury. Tutoring is provided by certified teaching personnel either at home or at the hospital on a one hour a day missed basis. A physician's statement must accompany a request for homebound instruction.

HOMEWORK

There will be times when children will have homework. The amount of work brought home will depend on how much of their assignments they get done in school. The amount of homework will vary according to the individual ability and study time in school. It will also vary with the classroom teachers. The children should do their own homework, but if they need help, try to guide them with patience and understanding. Don't do their work for them. Help your child in reviewing lessons before tests.

One of our goals is to encourage the child to take responsibility for completing assignments. **SCHOOL WORK COMES FIRST...**and should be stressed before any TV or other entertainment. Good study habits are vital to your child's success.

INSURANCE

Student Insurance is designed primarily to furnish low cost accident and dental policies to the students who don't have coverage under any individual family plan. The School Board approves the sale of the student accidental and/or dental insurance for the convenience of students and parents. Enrollment forms are distributed to the students on the first day of school in the fall.

LIBRARY

Parents, teachers and the media center are in a partnership to encourage children to read. We encourage you to share the books brought home and find time to read daily. You and your child should decide where their library and school materials will be stored while they are in your home. Children at all grades may exchange materials daily.

It is the responsibility of the student to take care of materials checked out and see that they are returned promptly. If materials are lost or destroyed a fee will be charged for replacement. Communications are encouraged between parents and the media center. If we can help please call. Our goal is to support learning and especially reading.

LOST AND FOUND

Each year many articles of clothing and other items are lost. Usually, these items are found and turned into the school office. The articles of clothing are then placed in the lost and found box near the office. Please encourage your child to inquire about and look for lost articles until they are found. If your child is unsuccessful, perhaps you may want to search the box yourself. If your child's articles of clothing and other personal possessions are **clearly marked**, it is much easier to identify and return items to the rightful owner. At the end of the school year, we will offer the remaining unclaimed items to the local Thrift Shop.

PARENTAL RIGHT TO REVIEW CURRICULUM

Parents have the right to review the curriculum and to determine which instruction will be provided by parents. More information, please contact the assistant superintendent for curriculum and instruction, a principal, or a counselor regarding policy IIAC/IIAC-A.

PETS

Over the years Riverside has supported the bringing of pets into the classroom for a variety of reasons. Due to issues regarding liability and safety, this practice can no longer be supported. Please know that we will be unable to make any exceptions.

PHYSICAL EDUCATION

A note should be sent to the physical education teacher if the student is not to take part in class activities. In the event the child should come without a note from the physician and/or parent/guardian, the child will be expected to participate.

Clothing for physical education classes: Students are encouraged to leave an old sweatshirt or light jacket at school which can be worn outside during spring and fall. Girls are requested to have shorts or jeans available when they wear skirts and dresses in school.

Tennis shoes are required for all students during physical education classes both inside and outside. Students will not be allowed to participate in activities when wearing regular shoes or stocking feet because of the safety factor.

Articles like pens, pencils, necklaces, gum, etc., are to be left in the classroom. It is also recommended that the children with long hair, bind it with a rubber band or tie it up during the physical education class.

PLAYGROUND ACTIVITY AND NOON HOUR EXCUSES

Each year our teachers have requests from parents to allow children to remain indoors during activities and noon lunch period. In most cases, if a child is well enough to be in class we don't feel it would be detrimental for the child to be outside. When a child is well enough to be in school he/she should be allowed to go outdoors for some fresh air and exercise. A child will benefit greatly from a few minutes of play outside. It increases alertness for class work and is in no way harmful to one's health. We are therefore asking your cooperation in not requesting that your child be kept indoors unless his/her physician feels it would be better for your child to be indoors or that it would be detrimental for your child to be outdoors.

SAFETY PATROL

This organization is set up to fulfill the basic need to assist children in crossing streets on their way to and from school. Students are selected from the 4th and 5th grade to serve on patrol. These students must obey the school regulations to stay on patrol. For the patrol to serve efficiently, it must have the full cooperation of parents and students. Patrols are stationed at the four corners around the school and are on duty before and after school.

Pupils who disobey the Safety Patrol will have their names turned in to the offenders' classroom teacher. The offense will be counted as a negative check and applied to the classroom's Discipline Pupil Check List.

SCHOOL VISITATIONS

Parents are always welcome to visit school. Please try to arrange your visit with the classroom teacher so that it is a convenient time for both your child's teacher and yourself. Your child's teacher can provide you with a time that will be convenient for you and the teacher. Visiting preschool children must be accompanied by their parents during visitation.

School-age children visiting in homes of Moorhead children are asked to refrain from visiting for a day

in the elementary classroom. Exceptions will be made with approval by the elementary school principal and the classroom teacher.

SCHOOL BUSES

Any elementary pupil who is a resident of Independent School District # 152 and who lives one mile or more from the school they attend, is entitled to ride a school bus. Information concerning bus routes may be obtained every fall by consulting the local newspaper or by calling the school district transportation office (284-1410 or 284-1415).

CHILDREN ARE EXPECTED TO OBSERVE ALL BUS SAFETY RULES

SPECIAL SERVICES

Special Services programs are designed to work with students who are experiencing educational difficulty due to some form of identified handicap. The Child Study Team and special services teachers work closely together to ensure these students receive what they need to find success at Riverside. In the event your child is being considered for these services there is a clearly defined process that actively involves the parents from the very beginning. Child Study Staff Meetings are held on Tuesday of each week as scheduled. The Child Study Team may include; the Parent's, Due Process Child Study facilitator, Principal, Classroom Teacher, Psychologist, Social Worker, and any necessary specialists. All team members work together to determine correct placement and or needed special services.

SUPPLEMENTAL TEACHING AND ENRICHMENT (STEP)

STEP refers to an array of programs and activities for children needing enrichment outside of that provided in the classroom.

Junior Great Books is a reading program for first through fourth grade children interested in more challenging literature. It is led by trained parent volunteers.

Destination Imagination is a creative problem-solving experience. Parent volunteers will be trained to lead a DI group. Destination Imagination groups meet after school or on weekends.

Pullout programs for third and fourth grade, known as EXPLORE and DISCOVER, are intended for students with multi-intelligences and abilities. Several types of information are considered in selection of children. We recognize that no program will meet the needs or be a good match for all talented children and attempt to provide a variety of academic challenges and enrichments.

You will find that many writing, research, and project assignments in the classroom, as well as special events such as the Inventor's Fair and class performances, offer all children open-ended opportunities for advanced instruction and performance. We encourage our students to take advantage of many enrichment opportunities in the community.

STORM POLICY

In Minnesota, our weather can cause difficulties in our scheduled program. It can become a serious problem in many ways. We will adopt the following general policy to cover such situations:

1. Parents may call for their children at any time they feel the weather or road conditions make it necessary.
2. Parents should instruct their oldest child to make sure the younger brothers and sisters are together when leaving the school.

Emergency announcements will be made by the Superintendent and/or one of the administrative heads over stations: WDAY, KTHI, KXJB, KFNW, KQWB, KKFM, KRRZ, KVOX, KFGO, KCCM (Concordia), and KDSU (NDSU). The stations will carry the announcements around 6:30 a.m. and again at 7:05 a.m., 8:05 a.m., 8:30 a.m., and 9:00 a.m.

Parents of all students should furnish the school office with the name of a "storm home" in Moorhead in case of severe weather conditions. Prior arrangements should be made due to limited telephone services in emergency situations. Parents of children who are not bussed should pick up their children or notify the school as to other arrangements.

School closings during the day are perhaps one of the most difficult situations we face. Our best judgment tells us, once the children are in school, it is better to have them remain for two basic reasons. Storm conditions move too rapidly to risk getting 2000 rural children lost or stranded in rural areas and because approximately sixty-five percent of all homes are vacant during the day because parents are at work.

As in the past, we solicit your fine cooperation and trust that we will go through another winter without incident.

TRANSFER OF RECORDS

We ask that you stop in at the office to inform us of your moving or change of address. There is a "Release of Record" form that needs your signature before leaving Riverside.

TREATS

Due to state recommendations, it is not permitted to bring homemade treats to serve the students.

DISCIPLINE PLAN

SCHOOL

The school provides each student with the maximum opportunity to acquire an education. No student has the right to interfere with this opportunity by his actions, poor manners, or lack of consideration. All rules and regulations are developed and enforced with this thought in mind. School rules apply on school grounds, going to and from school and at any event where our elementary school is represented regardless of location.

Most students know what good conduct is and how to attain it. It simply means behaving as a young lady or gentleman at all times. Students who are able to keep a few simple rules that are established will be the ones who will enjoy school and be considered good school citizens.

CLASSROOM

Each classroom teacher will develop and post a set of classroom behavior rules for students, a list of consequences when the rules are broken and a plan to communicate the rules and consequences to students and parents. These rules and consequences will vary from teacher to teacher.

SCHOOL RULES

Many of the rules used within the school are based on common sense and in many ways are similar to those used in your homes. Some of these include:

- | | |
|------------------------------------|---------|
| respectful of all people. | 1. Be |
| hands, feet and objects to self. | 2. Keep |
| Refrain from offensive language. | 3 . |
| soft voices in the school building | 4. Use |
| when inside the school building | 5. Walk |
| in designated play areas only. | 6. Play |
| | 7 . |

Refrain from fighting.

All the adults in the building play an important role in seeing that the children play and behave in a manner that is appropriate. For our part, we will use sound judgment in making those determinations and ensuring that reasonable steps are taken to keep all the children safe. We hope that in the end they will be doing what is right more because they want to than because we are dictating to them the difference between right or wrong.

HALLWAY

Students are to go to their lockers and be in their classrooms by the time the second bell rings. Late students will be marked tardy and a record will be kept in the office.

LUNCH ROOM

- In the lunch room each student is expected to practice the general rules of good manners one should find in the home. Simple rules of courteous behavior which would make the lunch period pleasant and relaxed include using proper table manners, make sure your area is clean before leaving, and putting trash in the proper container. During lunchtime there are also supervisors who will help the children when necessary and ensure good behavior and manners are practiced.

PLAYGROUND

Children are expected to play on the playground on the west side of the building. Children are not allowed to throw snowballs at each other, fight or play such games involving severe bodily contact such as King-On-The-Hill, Smear, Tackle Ball, etc. It is during recess time that we experience most of our injuries so it is very important that we are especially diligent during this time. The playground is supervised during noon break and disrespectful or dangerous behavior can not be tolerated by supervisory personnel for the safety of the children and adults. Disciplinary measures will be enforced by withholding playground privileges and imposing detention if necessary. Again we hope these are not necessary but they are important tools when they are needed.

BUS AREA

At the end of the day students are asked to line up in the appropriate areas to go home on the bus. Teachers are assigned each day to supervise this process. Again for safety it is important they wait in an orderly manner. We know this can be hard at times due to the weather and anxiety to get home but we want to make sure they get back to their parents safe and sound.

SEXUAL HARASSMENT AND VIOLENCE

1. Every student at Riverside School has the right to attend school in a safe environment where children are treated with respect and given equal opportunity to learn and play.
2. Sexual harassment and violence is against the law and against school rules. It is the policy of Riverside School that sexual harassment and violence in any form be prohibited and will not be tolerated under any circumstances. If a student believes he/she is a victim of sexual harassment or violence, the incident should be reported to a teacher, principal or school counselor. Action will be taken by school personnel to discipline any behavior that is causing harm to another student.
3. Students at Riverside School will be expected to treat each other with respect, dignity, and equality.
 - Respect: Treating ourselves and others--their bodies, clothes and property with care.
 - Dignity: Everyone should know that they are important.
 - Equality: Everyone deserves the same rights.
4. Sexual harassment is unwelcome sexual talk or actions and put-downs that make fun of students for being a girl or a boy. Harassment occurs when behaviors or teasing are seen as hurtful by the person receiving actions of another person, regardless of the intentions of the behavior.

Sexual harassment behaviors include:

unwelcome teasing

dirty jokes

sexual stereotyping

gestures

pulling clothes

sexual name calling (sissy, wimp, or words that include private parts)

unwelcome touching

graffiti

sexual rumors

dirty notes

LUNCH, BREAKFAST, AND MILK PROGRAM

LUNCH

A nutritious lunch will be served each day. The cost of the lunch is established by the school district and is announced through the news media, prior to the start of school in the fall. A tentative plan for our lunch program will be as follows: after the child's account gets down to less than \$5.00; the cashier will stamp the student's hand with a small red apple stamp. This is a reminder to put money in your child's account (there will be no computer generated memos sent home at this point). The cost for the 2001-2002 school year is \$1.05 for students and \$2.20 for adults.

If the student owes over \$5.00, no hot lunch will be provided until more money is added to their account.

BREAKFAST

A light breakfast (milk, cold cereal, juice or fruit, muffin or toast) will be offered each morning between 7:45-8:15 a.m. There is no cost to students for breakfast for the 2001-2002 school year due to a grant by the state of Minnesota.

MILK

Forms for morning milk will be sent to the parents. All students in Grades 1-4 must complete these forms and return to their homeroom teacher on the first day of school. If the forms are not signed, that child will not be able to receive morning milk. Morning milk is available to them at \$0.30 per carton. Even if you qualify for free and reduced lunch there is still a charge for milk for morning break.

Money for the student's account will be taken by the school secretaries. It is recommended that you bank lunch and milk money to your account for at least a week in advance. If you pay with a check, please remember to write your child's name on the memo line of the check. Please include your child's last name if it is different from your own last name.

ALL STUDENTS WILL BE RESPONSIBLE FOR THEIR LUNCH CARDS AND KEEPING TRACK OF THE BALANCE IN THEIR ACCOUNT. CHARGING OF MEALS AND/OR MILK WILL NOT BE ALLOWED. Student cards may be used for either morning milk, breakfast and/or milk to accompany cold lunch.

POLICIES

ACTIVITY TRAVEL

State Meets:

District students and their coaches participating in athletic and/or academic activities at the state level will be provided a school car, bus or contracted travel; lodging with two or more students per room when possible, and registration fees, upon approval of the Building Principal and/or Activities Director. Meals will not be provided unless they are included in a registration fee or reimbursed by the Minnesota State High School League or other activity sponsor.

National Meets:

National competition for first place state winners will be financed through activities' individual accounts and/or by student participants. This policy will be shared with students and parents/guardians at the beginning of the student activity. District funds will not be used to finance student or coach participation in national competitions.

Refer to School Board Policy 543 on the web site or in the school office.

CHILD ABUSE AND NEGLECT

We comply with Minnesota state law and school board policy regarding child abuse and neglect. In all cases where there is reasonable cause to believe a child is being neglected or physically or sexually abused, an immediate report is made to Clay County Social Services.

CRISIS MANAGEMENT

Riverside has a crisis management plan to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation in the school

In addition, Riverside has an elementary student assistance team made up of staff from the school. The CARE Team provides support to students and staff who are experiencing significant life stresses. The team attempts to meet social and emotional needs of students so that they can obtain maximum benefits from their educational program.

Refer to School Board Policy 710 on the web site or in the school office.

GIFT GIVING

Gifts from students to staff are discouraged. School board policy states that "Staff will not accept gifts from students except as such gifts represent tokens. Even token gift-giving is to be discouraged. The School Board considers, as more welcome and more appropriate, the writing of letters by students to staff members to express gratitude and appreciation." Individuals interested in making a gift to the school are encouraged to talk to the principal.

HARASSMENT

If students experience or witness harassment based on religion, race, sexual orientation, national origin, or sexual harassment and violence, they should report the incident to a teacher, counselor, or principal. If parents witness, or if students report such harassment to them, the parent should report the information to a teacher, counselor, or principal.

Refer to School Board Policy 570 on the web site or in the school office.

HAZING PROHIBITION - POLICY 571

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 permit, condone or tolerate 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

SCHOOL DISTRICT INFORMATION NETWORK USE - POLICY 731

The District policy addressing issues related to use of the electronic network can be read in full on the District web site and every school office has a District Policy Manual containing all District policies. The Information Network Use policy addresses: network conduct, disciplinary actions for improper use, user notification, parents' responsibility, filter, publication of materials on the network, information contact/third party supplied information, limited expectation of privacy, and limitation of school district liability.

Refer to School Board Policy 731 on the web site or in the school office.

SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSION, AND STUDENT'S PERSON POLICY 574

I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the Moorhead Area Public School District's policies against contraband.

II. GENERAL STATEMENT OF POLICY

A. Pursuant to Minnesota statutes, 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 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 students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. The policy above for school lockers also applies equally to student's desks or personal possessions as defined herein. The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

C. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

III. DEFINITIONS

A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-a-likes," alcoholic beverages, controlled substances and "look-a-likes," overdue books, and other materials belonging to the school district, and stolen property.

B. "Personal possessions" includes but is not limited to purses, backpacks, book bags, packages, and clothing.

C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student or staff members, a student's suspicious behavior, a student's age and past history or record of conduct, or other reliable sources of information.

D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

IV. PROCEDURES

- A. School officials may inspect lockers and desks at any time they believe inspection would be in the best interest of the school, the staff, or the student body. Student lockers, desks and personal possessions may be randomly searched throughout the school year without notice, without student consent and without a search warrant.
- B. 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.
- C. School officials may, upon a finding of individualized reasonable suspicion supported by articulable facts, employ the use of trained dogs for the purpose of conducting a sniff search of an employee's desk. If a dog alerts to the 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 exists an internal search of the desk and its contents will be conducted. The search will be reasonable in its scope and intrusiveness.
- D. School officials may, without a search warrant, search the person and/or personal possessions based on a reasonable suspicion. The search will be reasonable in its scope and intrusiveness.
- E. As soon as practicable after a search pursuant to this policy, the school authorities must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by policy or school officials.
- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A search of a person shall be conducted in privacy by a school official of the same sex. An adult witness of the same sex shall be present as an observer during the search.
- H. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

V. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, or cause educational disruption, etc.

VI. SEIZURE OF CONTRABAND

If a search yields contraband, school offices will seize the item and, where appropriate, turn it over to legal authorities for ultimate disposition.

VIII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion or expulsion, and the student may, when appropriate, be referred to legal authorities.

Legal References:

U.S. Constitution, Fourth Amendment
New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)
Zamora v. Pomeroy, 639 F.2d 662 (1 Oth Cir. 1981)
Minnesota Statute 127.47 (School Locker Policy)

Cross Reference:

Moorhead School Board Policy 534: Mandated Reporting of Child Neglect or Physical/Sexual Abuse
Moorhead School Board Policy 551: Student Discipline

TOBACCO-FREE ENVIRONMENT - POLICY 573

I. PURPOSE

Smoking and the use of tobacco products shall be prohibited on all school district property, including district-owned and contracted vehicles, with the exception of Townsite Centre as defined by this policy. Smoking shall be prohibited in all rooms at Townsite Centre set aside for district use and in the hallways and common areas of the building, except for a well-ventilated, totally enclosed, specially marked room set aside for smoking.

II. GENERAL STATEMENT OF POLICY

Possession by an elementary, junior high or secondary school student of any type of tobacco product while on district property shall be considered a violation of the tobacco-free environment policy. Anyone smoking in a nonsmoking area at Townsite Centre shall be considered a violation of the tobacco-free environment policy. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition includes all school district property and all off campus school district-sponsored events.

A. Enforcement

The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or other person who is found to have violated this policy. Signs will be placed at the entrance to each school district building stating that it is a tobacco-free environment. "No smoking" signs shall be placed in the halls and common areas of each district building including Townsite Centre. The success of this tobacco-free environment policy will depend on the thoughtfulness, consideration and cooperation of students, staff and citizens. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Although any individual may report observed violations, school district employees shall be expected to report all observed violations in accordance with the procedures listed below.

B. Help Programs

The Moorhead Public Schools will be proactive in tobacco-free help programs. A list of several resources will be made available for the convenience and preference of the employee. Student help programs will be provided for students as outlined in Moorhead School Board Policy 554 Student Support Programs.

C. Violations-Students of Elementary, Junior High, Secondary Schools

Any violations of the tobacco-free environment policy by students shall be referred to the appropriate building administrator. Students who violate provisions of the policy shall be subject to the building student discipline procedures.

D. Violations-Staff

Any violation of the tobacco-free environment policy by an employee of the district shall be referred to the appropriate supervisor. One verbal warning, accompanied by a written warning, shall be issued to the staff member. Further violations shall be considered insubordination and shall be dealt with accordingly, based on applicable collective bargaining agreements, if any, and Minnesota Statutes.

E. Violations-Citizens

Citizens who are observed smoking on school district property shall be asked to refrain from such behavior while on district property. If the individual fails to comply with the request, his/her violation of policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred. The building administrator, president or supervisory personnel shall make a decision on further action including a directive to leave school property.

Repeated violations of the tobacco-free environment policy by a citizen(s) shall result in a recommendation to the Superintendent to prohibit the individual from entering school district property for a specified period of time. If deemed necessary by district administration, the local law enforcement agency shall be called upon to assist with

enforcement of this policy. Violation of the Minnesota Clean Indoor Air Act, by smoking in a designated nonsmoking area, is a petty misdemeanor and a court injunction can be instituted against a repeated violator.

F. Dissemination of Policy

Notification will be provided indicating that Moorhead Area Public Schools are a tobacco-free environment.

This policy shall appear in the student handbook.

The school district will develop a method of discussion this policy with students and employees.

Legal References:

Minnesota Statute 144.413, Subd. 4 (Definitions)

Minnesota Statute 144.4165 (Tobacco Products Prohibited in Public Schools)

Minnesota Statute 144.417 (Commissioner of Health, Enforcement, Penalties)

Minnesota Statute 609.685, Subd. 1 (a) and (b) (Sale of Tobacco to Children)

Cross References:

Moorhead School Board Policy 551: Student Discipline

Moorhead School Board Policy 553: Crisis Intervention

Moorhead School Board Policy 554: Student Support Programs

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

HEALTH SERVICES

MN State Law, M.S. 123.70 mandates that every student **must** show proof of full immunization in order to attend school in Minnesota. To be fully immunized your child should have had the following:

D.P.T.	(Diphtheria, Pertussis, Tetanus) 5 immunizations.
Polio	4 immunizations.
M.M.R.	(Mumps measles and Rubella) 1 after 2 months old.

These immunizations dates are entered on the History and Physical Examination form signed by the doctor or clinic where they were given, and are due the first day of school. Transferring students have 30 days to provide the school with immunization and health records. **Family Service Center located at 715 N. 11th Street., Moorhead, MN. offers immunizations each Monday through Friday from 12 noon to 4 p.m.**

Important! Please fill in registration sheet completely and promptly. Include the name of your doctor, dentist, hospital preference, and alternate persons to call in case of illness or accident during school hours. In an emergency the school nurse or other school personnel will see that your child gets treatment as specified by you on the registration card.

Watch your child for symptoms of illness. When keeping them home, report illness to the school. Call 284-1301. All contagious diseases should be reported to the health office (chicken pox, scarlatina, scarlet fever and strep throat.) The child should be excluded from school until he/she is symptom free or has a written permit from the doctor.

Prompt reporting of infestations such as head lice enables us in preventing reinfestation. You will be informed by note if head lice have been found in your student's classroom. Please follow up by checking your child at least once a week for three weeks for evidence of lice or nits.

NO MEDICATION WILL BE ADMINISTERED BY SCHOOL PERSONNEL WITHOUT A WRITTEN AUTHORIZATION OF THE PARENTS. All medicine must in the original bottle, labeled with the child's name, the name of the medication, and the dosage to be given. If at all possible, all medication should be given at home.

If your child becomes ill while in school, the school nurse, secretary, a teachers, or the principal will call the parent.

The school nurse is ready to help you with health problems and would like a conference with parents regarding these problems. Cooperation between school personnel and parents will assist in understanding your child's special needs. The nurse will be at Riverside on Tuesday mornings and Friday afternoons and is on call at other emergency times. Our health technician, who is trained in first aid is available in the health office from 8:00 - 3:00 daily. Her telephone number is 284-1310.

Hearing and vision evaluations are done at the school. Parents will be notified if a problem is found. Health records are maintained for all students. Please report dental care appointments or medication you child is taking.

Refer to School Board Policy 530 and 532 on the web site or in the school office.

If you have difficulty reading this handbook or do not understand its content, please call Moorhead Public Schools (284-3331) for assistance.

Si tiene dificultad en leer este folleto o si no puede entender la informacion dada aqui, por favor llame a Moorhead Public Schools (Tel. 284-3331) para que le den ayuda.

George Washington Elementary

Home of the All-Stars



Student/Parent Handbook

2003-2004



Moorhead Area Public School District Mission Statement

**"The mission of the Moorhead Area Public School District
is to develop the maximum potential of every learner
to thrive in a changing world."**

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MISSION STATEMENT

All students at George Washington School will succeed through
challenging experiences which promote a desire
for life-long learning.

SCHOOL SLOGAN

belong believe become

philosophy

The staff at Washington Elementary believe that each student is a unique individual with special and unique patterns of growth and development. Our goal is to foster the academic and social needs of each child in a meaningful and positive manner that maximizes their potential in all aspects of their development. We believe we can accomplish this by designing curriculum and activities that meet the level of achievement and learning style for each learner and developing both positive self esteem and a love for learning.

From the Principal...

Welcome to George Washington Elementary School. We are eager to work with the students and families of Washington Elementary in order to provide an exciting, challenging, and rewarding school year.

We invite you to become an active member of our educational community. It is our goal to keep you well informed of your child's progress, educational growth, and development. We are committed to making your child's first years in school full of positive and enriching experiences. You are always welcome at school and we are excited about having a great year working with you.

This handbook will inform you of our policies and procedures at Washington School. Please keep it available for future reference. If you have any questions, please feel free to call the school office at 284-8300.

Kevin Kopperud
Principal
Washington Elementary School
Moorhead Public Schools
ISD 152
901 14th Street North
Moorhead, MN 56560
218-284-8300

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Open House	Thursday, August 28 (5:00-6:00)
First Day of School	Tuesday, September 2
PTAC Meeting	Monday, September 8
Blue & Gold Day	Friday, September 26
Fall Frenzy	Friday, September 26 (5:30-7:30)
School Pictures	Wednesday, October 1
PTAC Meeting	Monday, October 6
Education Minnesota	Thursday, Oct. 16 - Friday, Oct. 17
Math Night	Tuesday, October 21 (6:00-7:30)
Blue & Gold Day	Friday, October 31
District Staff Development	Monday, November 3
PTAC Meeting	Monday, November 10
Blue & Gold Day	Friday, November 21
Parent Teacher Conferences	Friday, Nov. 21 - Tuesday, Nov. 25
Book Fair	Mon., Nov. 24 - Tues., Nov. 25
Holiday	November 26 - 28
PTAC Meeting	Monday, December 1
Blue & Gold Day	Friday, December 19
Holiday	Monday, Dec. 22 - Tuesday, Jan. 2
PTAC Meeting	Monday, January 5
Building Workshop Day	Monday, January 19
Blue & Gold Day	Friday, January 30
PTAC Meeting	Monday, February 2
Holiday	Monday, February 16
District Staff Development	Tuesday, February 17
Blue & Gold Day	Friday, February 27
PTAC Meeting	Monday, March 1
I Love to Read Night	Tuesday, March 2 (6:00-7:30)
Blue & Gold Day	Friday, Mar. 26
Parent Teacher Conferences	Friday, Mar. 26 - Tuesday, Mar. 30
Book Fair	Monday, Mar. 29 - Tuesday, Mar. 30
Holiday	March 31 - April 2
PTAC Meeting	Monday, April 5
Holiday	Friday, April 9
District Staff Development	Monday, April 12
School Carnival	Friday, April 23 (5:30-8:30)
Blue & Gold Day	Friday, April 30
PTAC Meeting	Monday, May 3

Blue & Gold Day

Holiday

Last day of school for students

Building Workshop

Snow Make-Up

Friday, May 28

Monday, May 31

Wednesday, June 2

Thursday, June 3 - Friday, June 4

June 3, 4 and beyond

DISCIPLINE-CODE OF CONDUCT

The Board of Education of District #152 adopted the recommended philosophy of discipline and the recommended policy on discipline in 1992. Good behavior, centering on self-discipline and consideration for others is encouraged and reinforced at Washington School. Maintaining an atmosphere conducive to learning for the individual child and for all children is a priority for everyone who works with children at our school.

School rules are reinforced firmly, fairly, and consistently. During the first week of school, each teacher will work with their students to develop a set of classroom rules, procedures, and expectations. These rules will all be based on the three Washington building rules: **Be Respectful Be Responsible Be Safe**. Teachers will spend time discussing, modeling, and role-playing classroom procedures and rules so that behavior expectations are clearly understood by each child. Further discussions of appropriate behavior will be repeated routinely throughout the school year in each classroom.

You can expect to have personal communication with your child's teacher or the principal in the event of behaviors that are repetitive or of a nature that warrant your involvement. For our age students, this likely will mean calls being made on a frequent basis, so we can work together to help the student learn appropriate behaviors for the wide variety of experiences that may be faced through out a school career. In addition to phone calls to parents or guardians, students may be asked to work cooperatively with the teacher or principal to develop an improvement plan that will help stop recurrences of negative behavior. In the case of repeated behaviors, the school counselor, social worker, or Emotional Behavioral Disability Resource teacher (with your permission) may be actively involved in the process with possible social skills activities, individual and/or group, as part of the improvement plan.

Once you have reviewed the discipline policies and procedures outlined in this section, we ask that you sign and return the form attached to the front of this supplement.

PLAYGROUND EXPECTATIONS

In order for Washington to maintain a high quality education while offering a safe and fun recess time, we have adopted the following guidelines for the playground. Please share this information with your child as these rules and procedures will be enforced by the playground staff.

Students will:

1. Play without being rough. Tackle football or tag games are not acceptable games.
2. Show respect for others and follow directions given by staff.
3. Be kind to others and not harass, tease, or make fun of one another.
4. Stay away from puddles, mud and ice.
5. Line up at the signal without delay.
6. Leave bark, rocks, sticks, snow, ice chunks, snowballs, and other dangerous objects alone
7. Keep all snow and ice on the ground. (No throwing or kicking snow)
8. Play only on playground areas away from parking lots and streets.
9. Show pride by keeping the grounds and building free of litter.
10. Use equipment safely and properly:
 - a. When using the slides there is one person at a time going down the slide feet first
 - b. Stay clear of others as they climb, slide, swing, or cross the monkey bars.
 - c. Keep wood chips off of the slides.
 - d. Take turns.
 - e. Take care of the equipment and use it as it is intended.
11. All food should be eaten in the lunchroom and not brought to the playground.
12. Only approved playground equipment is permitted. Other items that could be a safety hazard on the playground are not permitted. (i.e. scissors, rulers, etc.)
13. Settle differences peacefully. Stop/Think/Plan
14. Seek adult help when necessary.

At the end of recess time, following the signal, students are to line up at their designated spots. Teachers will meet the children at the doors and escort them back to class. Recess supervisors, with the support of the principal, will deal with consequences for behaviors during the after lunch recess period. Consequences for infractions may include one or more of the following depending on the severity of the infraction:

- * verbal reminder
- * redirection (have the child do it the right way)
- * time out from the playground
- * stay by the supervisor as instructed
- * full recess time out in a designated area
- * a behavior plan/problem report filled out by the student under guidance of the principal
- * teacher communication form filled out and given to the teacher
- * office referral
- * parent notification and time out for a specific number of days
- * phone call by student to parent/guardian under principal or teacher supervision
- * direct communication with parent/guardian from supervisor, teacher, or principal

LUNCHROOM EXPECTATIONS

In order for Washington to offer a safe, clean, and enjoyable lunch period for students, the following guidelines have been adopted for the lunchroom.

Students will:

1. Walk at all times.
2. Sit at their assigned table.
3. Pick up what they drop.
4. Help clean up what they spill.
5. Keep all food on the lunch tray. (No throwing of food)
6. Speak in quiet conversation voices: shouting, yelling, talking loudly to friends at other tables is not acceptable.
7. Drink all their milk and eat as much as possible. Throwing away food to have more playtime is not acceptable.
8. Be dismissed by the lunchroom staff who encourage eating a proper lunch and cleaning up before dismissal.

Lunchroom staff, with the support of the principal, will deal with consequences for behaviors during lunch periods. Consequences for infractions may include one or more of the following depending on the severity of the infraction:

- * verbal reminder
- * have child practice appropriate behavior
- * eat lunch in a time out area
- * loss of recess (remain in the time out area in the lunchroom)
- * assist in cleaning the lunchroom
- * communication with parent/guardian
- * student will meet with the principal to develop a Behavior Improvement Plan

HALLWAY EXPECTATIONS

In order for students to stay safe while moving from place to place in the school, the following guidelines for hallway behavior are expected.

Students will:

1. Be respectful of all people and property.
2. Keep hands, feet, and objects to themselves.
3. Use polite language.
4. Use soft voices in the school building.
5. Walk when inside the school building. (No jumping or running)
6. Use the banister as a handrail only.

Consequences for infractions may include one or more of the following:

- * verbal reminder
- * redirection (have the child do it the right way)
- * special placement in line

SCHOOL ASSEMBLY EXPECTATIONS

Students will:

1. Enter quietly and sit with the class.
2. Keep hands, feet, and objects to self.
3. Watch and respect the quiet signal.
4. Show respect for the speakers or performers by listening politely.
5. Use appropriate applause or audience response.

BATHROOM EXPECTATIONS

Students will:

1. Use toilets appropriately. (Flush, throw away toilet paper)
2. Use quiet voices.
3. Wash hands after use.
4. Place paper towels in wastebaskets.
5. Respect the area and keep it clean. (No writing on stalls or walls)
6. Use water in sinks as intended.
7. Respect the privacy of others.
8. Keep lights on.
9. Keep feet on the floor. (No climbing)

BUS EXPECTATIONS

Students will:

1. Follow all district bus conduct rules.
2. Be respectful of others.
3. Be respectful of the bus property.
4. Keep hands, feet, and objects to self.
5. Use appropriate language and voice tone.
6. Wait behind safety lines before boarding the bus.
7. Stay on the sidewalks.
8. Line up appropriately if waiting for a bus. (No shoving, pushing, or butting in lines)
9. Respect the bus driver.

In the event that a break of these safety rules occurs, we want you to understand the administrative procedures and consequences that will be taken. In serious matters, steps one and/or two may be by-passed.

***First offense:**

Notification by driver to Director of Transportation.

Transportation office will submit a bus conduct report by mail and/or by a phone call.

Conference scheduled between the driver, student and the principal.

***Second offense:**

At the time a letter from the Director of Transportation is sent directly to the parents informing them of the problem. The student will face suspension from the bus for a period of one week.

***Third offense:**

Suspension of bus privileges for a period of time.

SEVERE BEHAVIORS

- Severe behaviors such as injuring another student willfully, fighting, speaking disrespectfully to school personnel, destroying property, or other improper behavior in any common area are not acceptable and will result in immediate time out. If serious problems persist, these will be addressed by the parents, principal, teacher, and juvenile authorities.

If a student's behavior reaches an extreme which is dangerous or threatening to other individuals, continually defiant and disruptive, a student will be sent home. It will be the parent's responsibility to come and get their child. The student will be readmitted after a plan for improved behavior is agreed upon by parent/guardian, student, teacher, and principal.

MANNERS

Everyone should be conscious of practicing good manners. Manners are an outward display of our concern and respect for the rights of others. Your support at home regarding manners is appreciated.

HARASSMENT

Harassment is forbidden under school policy. If a student or parent experiences or witnesses harassment based on gender, age, race, ethnicity, culture, or disability at school or at a school function, they should report the incident to a teacher, counselor, or principal.

DRUG AND WEAPON FREE ZONES

The area around Washington 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 subjected to increased penalties as defined by state and federal law.

PROCEDURE FOR DROPPING OFF CHILDREN

When dropping off children in the morning, please be aware that buses begin arriving at 7:40 a.m. Parents dropping off children at the beginning of the day should use the Voyager parking lot or other safe areas if buses are not present. Please exercise extreme caution when letting your child out of the car. Never allow them to run across the street or between buses or cars.

PROCEDURE FOR PICKING UP CHILDREN

When picking up children during the day, please park in the Voyager lot or appropriate street areas and enter the building through Door #1, the main entrance. All other doors are locked from the outside during the school day. Parents must then report to the office. We will call your child out of class and have the child report to the office for pick up. Children will not be permitted to leave school with anyone other than their parents and/or legal guardians unless we have written authorization from you. Please send your child's teacher a written note in advance, notifying him/her when your child will be picked up and by whom. All students must be signed out in the "Student Sign Out" book in the office.

If you are picking up your child at the end of the school day, please wait for them in the hallway outside the office area. Parents of students who attend Elementary Avenue after school may enter Door #1 to pick up their child.

ATTENDANCE AND DAILY PROCEDURES

ATTENDANCE

School Hours:

Morning Session: Kindergarten 8:05 - 10:35

Afternoon Session: Kindergarten 12:00 - 2:30

K (ALL DAY) - 5th Grade Classes 8:05 - 2:30

We request that you do not send the children to school earlier than 10 minutes before the session begins. Since there is no playground supervisor, the school cannot assume the responsibility of accidents that happen during unsupervised periods.

STUDENTS ARE NOT TO ENTER THE BUILDING BEFORE 7:25 AM UNLESS APPROVED BY THE SCHOOL PRINCIPAL.

Children will go immediately to the North Gym if breakfast was eaten at home or the South Gym if breakfast will be eaten at school. (Students are not to stay outside.) Supervision will be provided after school until the last bus leaves the school.

NEW STUDENTS

New students are a welcome addition to our school. When a student starts at Washington during the school year they are to register in the office. They will start attending class the next school day following their registration.

TARDINESS

Let's work together to develop our children's habits of punctuality. School begins at a specific time and children are expected to be there at that time. Occasionally, there might be an excuse for lateness. **Please have your child stop at the office for a tardy slip prior to going to class.** You will be notified when trades become excessive.

TARDY POLICY

The following procedures will be followed with students who are tardy or late to school.

1. Students must be in their rooms when the bell rings.
2. Students who enter their classroom door after the bell rings at 8:05 for any reason must report to the office for a Tardy Slip.
3. When students report to the office, they will be asked why they are tardy. Unexcused trades include: oversleeping, missing the bus, not hearing the bell, forgetting supplies at home, and loitering at breakfast. If students arrive at school too late to put money in their lunch accounts and still get to the room by 8:05, they should plan to put the money in the account later in the day with their teachers approval.
4. If a student has a valid excuse for being late (medical or dental appointment, other type of required appointment that cannot be made after school, or illness), they must have a note from their parent to show in the office. If a bus is late, we will know that in the office and the tardy is excused.

When a student is late, it is difficult for them to get organized and catch up with the other students. Their learning is affected and so is the learning of the other students when the teacher must interrupt the class to help the tardy student get started.

ATTENDANCE IS IMPORTANT

One of the best ways to assure your child's success in school is to make sure your child attends every single day. Regular attendance gives your child the opportunity to become an active member of the class, receive instruction with everyone else, and to be involved in the daily activities of the class. Being in school also is fun and rewarding as children enjoy the projects, games, and special attention teachers provide each child with.

Not only is being in attendance important but so is being on time. Arriving in time to be settled, with jackets put away and supplies ready to go, sets the perfect start to each day. Children feel included and have a sense of belonging that will contribute ultimately to his/her success. When children are late or tardy they have a hard time getting organized and catching up with the rest of the class.

We recognize that there are times when students need to be tardy or absent. When your child is absent you are required to call the school at 284-8310 and provide a reason for the absence. The call is extremely important! Even if you do not have a phone it is necessary that you attempt to make the call. Calls should be made before 8:30 each morning that the child is absent. One call is not sufficient to cover an extended absence. If you are on a family trip prior arrangements need to be made with the school before you are gone so we know why your child is not in school. If you are unable to call, a note can be sent with your child the next day and turned into the office. When an absence or tardy has not been called in by parents it is considered an unexcused absence.

When a student has 4 unexcused absences they are considered at-risk for truancy which is considered by law an act of parental neglect. It is illegal for students to be truant from school. Once the 4 unexcused absences has been reached, a letter is sent to parents and a second letter will follow after 7 unexcused absences. When a student has 7 unexcused absences a report is made by the school to Clay County Social Services and to the County Attorney's Office. This begins a litigation process in which parents and their child must appear in court.

Our goal is that every child be in school every day possible. When a problem develops we also refer students to the Clay County HUGS Program (Help Us Grow in School). This program strives to assure school attendance through prevention and early intervention. If parents feel they are in need of assistance in dealing with attendance they can contact Washington School and receive assistance through the HUGS program.

It is our goal to make school a positive experience for our students. Being in school and being on time helps create this for our students.

REASONS TO STAY HOME FROM SCHOOL

Being sick with obvious symptoms

Family emergencies

Family related funerals

Religious celebrations for which there is not a school holiday

REASONS NOT TO STAY HOME FROM SCHOOL

Cold weather
The car not starting
Missing the bus
Oversleeping
Not having the right clothing
Not liking the teacher
Having to baby-sit
Being afraid of other students at school

IF YOU NEED HELP GETTING YOUR CHILD TO SCHOOL, PLEASE CALL THE SCHOOL OFFICE FOR ASSISTANCE THROUGH THE COUNSELING PROGRAM, THE PRINCIPAL, AND THE HUGS PROGRAM. WE WILL BE HAPPY TO ASSIST.

CALL SCHOOL TO REPORT ALL ABSENCES

284-8310

Speak to the secretary or leave a message stating your child's name, the teacher's name and the reason for the absence. This call allows us to inform the teacher so that plans can be modified in the classroom. It also keeps us current on the childhood illnesses which may be affecting our students.

IF YOU MOVE

We ask that you stop in at the office to inform us of your moving or change of address or phone number.

SCHOOL PHONE

A school phone is available for student use in the office. A note from the teacher is required for the students to use the phone.

MILK AND LUNCH PROGRAM

A nutritious lunch is served each day. The cost of the lunch is established by the School Board and is announced through the news media prior to the start of school in the fall.

The Moorhead Schools uses a computerized meal accounting program. Every student will be issued a plastic identification card with a bar code number. Students will need this card EVERY DAY when they wish to eat a meal or purchase milk. The ID card can only be used to purchase one lunch and one breakfast each day. Therefore, a student cannot loan his or her card to a friend.

Students must PREPAY for their meals/milk in the school office. Money received will be recorded in each child's "account". When a student uses the card to purchase a meal or milk, the cashier will use an electronic card scanner to read the account number. The cost of the meal or milk will automatically be deducted from the account.

STUDENTS WILL NOT BE PERMITTED TO CHARGE MEALS OR MILK. The cashier will let students know when their cash account is low (less than \$5.00 remaining in the account) by stamping their hand with an apple logo.

PROCEDURES AND POLICIES

CHILD ABUSE POLICY

The Board of Education adopted a child abuse policy on March 23, 1982.

1. It is the policy of ISD #152 to protect children whose health or welfare may be jeopardized through physical or sexual abuse or conditions of neglect.
2. It is the policy of ISD #152 to comply with the law requiring the reporting of suspected physical or sexual abuse and conditions of neglect involving children.
3. The reporting of maltreatment of minors shall be strictly in accordance with the provisions of Minnesota. Statute, Chapter 626.556.

EMERGENCY EVACUATION

Fire and tornado drills are held periodically. Discuss the importance of these drills with your child. Children are expected to follow the direction of their teachers.

PROCESS FOR AIRING 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 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.

SCHOOL PROPERTY

When textbooks, desks and other school property are issued to a student, that student assumes complete responsibility for them. All school property is used as a teaching tool. Damaged or lost property is replaced with funds which would otherwise be used to purchase new and different equipment.

STORM POLICY

School will be in session in all Moorhead schools, regardless of weather, except under extreme conditions.

These conditions may:

1. Require the changing of bus schedules. Changes include running one or two hours late or to not providing bus service. (This information would be disseminated by our local radio and TV stations.)
2. Require early dismissal.
3. Require late dismissal.
4. Require leaving the building and moving to Asp, Voyager, and the Law Enforcement Center.

To prepare for these extreme weather conditions, emergency forms are sent home with each child. It is mandatory that these forms be completed and returned to each child's teacher.

IT IS A PARENT/STUDENT RESPONSIBILITY TO MAKE SURE THAT STUDENTS HAVE MONEY IN THEIR ACCOUNTS.

In order for this program to operate efficiently and accurately for students, parents, and the school, we are asking for your assistance in following these guidelines:

1. Students must PREPAY for their meals and milk. Their card is an identification card not a charge card.
2. Decide on a regular prepayment schedule; weekly, monthly, etc. Write on a calendar or your school lunch menu each time that you need to send money to school. By establishing a regular schedule, you will know when it is time to send money and thereby eliminate phone calls to the school. It is time consuming for the school to answer phone calls regarding balances for hundreds of students.
3. If possible, please pay by check rather than cash. Your canceled check will serve as your receipt.
4. Prepayments must be received in the school office by 10:00 A.M. in order to be deposited in the account before lunch.

BREAKFAST PROGRAM

A breakfast program is also available for students in the morning. Breakfast is served from 7:20-8 a.m. in the South Gym. Students who choose to eat breakfast stay in the South Gym until they are dismissed at 7:55 a.m. to go to their classrooms. The breakfasts are nutritious and very much enjoyed by our students. Morning Kindergarten students are allowed to use the breakfast program.

EARLY MORNING ASSEMBLY

When students arrive in the morning they are to go directly to the North Gym if they have eaten breakfast at home or the South Gym if they are eating breakfast at school. Students are not to be in the halls and are to remain in the designated gym unless they have a note from their teacher indicating permission to be in another area. Students are to be seated, read, or complete school work. Students in the South Gym will eat breakfast and then be seated, read, or complete schoolwork.

This early morning assembly information is very important. Please read it carefully.

1. Breakfast students are not to arrive before 7:20 a.m.
2. All other non bused students are not to arrive before 7:45 a.m.
3. Bus students will go directly to early morning assembly
4. All students will be expected to go to early morning assembly areas unless they have a pass from their classroom teacher to remain in the classroom.
5. Students eating breakfast at school report to the South Gym and remain there until dismissed.
6. Students eating breakfast at home report to the North Gym and remain there until dismissed.
7. Students in the early morning assembly will be expected to respect each other by:
Using quiet voices.
Remaining seated
Reading a book or doing schoolwork -- toys need to stay put away

Emergency Procedures that we will follow during early or late dismissal and when we are required to leave the building:

1. Parents may pick up their child if they feel that weather or road conditions make it necessary. Please sign your student out in the office.
2. Teachers will remain in the building until their pupils have been accounted for.
3. Teachers will not permit students to leave the building without the proper authorization as presented by the parent on the storm provision form.
4. If a storm is expected to clear shortly, buses will remain at the schools and children will remain in the building.
5. If students are on buses and a decision is made to hold them, children will be returned to their home school and classroom.
6. The Superintendent or designee will make the decision to send or not send buses on their routes.
7. A decision to send children to storm homes will be made no later than 4:30 p.m.
8. The prime responsibility of whether a child shall go to school rests with the parent.
9. When alternate sites are required during the instructional day, all attempts will be made to continue regular instructional schedules.
10. Alternate sites will be utilized until proper authority(s) declares George Washington School safe.

In the event schools are closed due to severe weather conditions, all after school activities including practices will be called off and the building completely vacated of all but custodial personnel.

Emergency announcements will be made over WDAY, KVLV, KXJB, KFNW, KQWB, KKFM, KVOX, KFGO-AM, KFGO-FM, KLTA, KCCM, KVRP and KDSU.

PARKING

Although parking is a problem, we hope that you can respect the guidelines and park in designated zones. A pathway to Washington is available when using this space. Other street parking is available on given days. PLEASE READ THE SIGNS FOR NO PARKING DAYS. The area in front of the school building is reserved for buses, so there is no parking available during school hours. The lot on the south side of the school is for faculty use only. Please avoid the use of this area entirely, with the exception of the handicap parking spaces.

PETS

Due to the risk of allergies, live animals are **not** allowed in school or the playground. Photos or videotapes of pets are an acceptable method of sharing a pet.

PERSONAL BELONGINGS

BICYCLES

Only **fourth and fifth grade students** are allowed to ride bicycles to school. It is strongly recommended that students always wear a helmet when riding their bikes.

Students who ride bicycles to school should provide padlocks and licenses for them. They should use the bicycle racks provided. Children should walk their bikes to and from the curb when coming to and leaving school. Bicycles should be walked while on the playground or parking lot.

PERSONAL PROPERTY

Washington School is not responsible for any lost or stolen property.

Please label all articles sent to school. Articles found on or near the school grounds are turned into the principal's office. The lost and found items should be checked regularly for missing items.

Children are discouraged from carrying large sums of money and other valuables to school. Teachers are not responsible for these items. Children are not to bring unnecessary articles to school such as toys, games, etc. unless it is for a special sharing time. Each child is assigned a desk or locker for his or her own personal use. Lockers are the property of the school and will be opened and/or searched by school personnel when deemed necessary. All unclaimed items are given to a charitable organization at the end of the school year.

DRESS CODE

Your child should be properly dressed daily for the weather conditions. Warm clothing is necessary to be comfortable in the rooms during the winter season. Sweaters or sweatshirts should be available for all children. Clothing should reflect the weather conditions and be considered acceptable at any public gathering.

ACADEMIC /ACTIVITY PROGRAMS

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 of Teaching and Learning, a principal or a counselor regarding policy IIAC-IIAC-A."

FIELD TRIPS

During the school year, field trips are taken by the various classes. We feel that visits to various places in our community and in other communities can enhance our educational program. Transportation for field trips is provided by the school district, but your child may sometimes be asked to pay a fee to help cover the cost of the field trip. Trips are well supervised, but we ask that you sign the "field trip permission slip" that will be sent home before each field trip. In addition, permission is granted by parents' signature on the registration card. You will be advised of the field trips planned by your child's classroom teacher. No child is denied the experience of a field trip due to financial hardship.

LIBRARY

The library operates on a flexible schedule. This allows students to come to the library as often as the need arises. Children are encouraged to check out books at their own reading level so they will be able to read a book from cover to cover. Parents are encouraged to read

or discuss books with the younger children. Parents are also allowed to check books out of the school library.

Children may check out two books for pleasure and additional books for reading and research assignments. Books are checked out for two weeks. A computer is used for circulating all library materials.

Children should carry books in a book bag/backpack to prevent damage. Charges will be made for lost or damaged books.

MUSIC

Students at Washington have general music every day. The students learn to respond to music in many ways. They will enjoy singing and listening, as well as become familiar with reading printed music. They will also learn to use and appreciate various rhythm instruments.

PHYSICAL EDUCATION

Physical Education is required and everyone participates except those with excuses signed by the family physician. Children **MUST** wear tennis shoes for safety purposes.

RELEASE TIME

Release time is determined by the Church schedules and is allowed by Minnesota law for one hour per week.

REPORTING TO PARENTS

Two Progress Reports will be issued and two Parent-Teacher Conferences will be held during the school year. Fall conferences will be held in November, while spring conferences will be conducted in March. Progress reports will be sent in January and again in June. Kindergarten progress reports will be issued at the two conferences times which are held during the school year. Kindergarten students will have two written reports. Ongoing parent-teacher communication is encouraged. Informal conferences, questions, expressions of concern, etc. can be addressed by phone, e-mail or in person at anytime that is convenient for all individuals involved. Communication will also be facilitated through classroom newsletters, calendars, monthly building newsletters and district reporting.

TESTING

The Iowa Test of Basic Skills provides for comprehensive measurement of growth in the fundamental skills. The tests are given to students in the fall. The test results provide a measurement of development of basic skills and are shared with parents. The results are used to analyze a student's progress and to consider carefully the learning experiences that students might need. However, the test results are used to supplement, not replace, teacher judgment. They are used in conjunction with everything else the teacher knows about the student to meet individual instructional needs. If you would like to better understand or discuss your child's test scores please feel free to contact the school principal and set up an appointment. Third grade and fifth grade students will participate in the Minnesota Comprehensive Assessment testing in the spring. The individual student results are mailed to parents.

INSTRUCTIONAL OPTIONS

A variety of instructional programs and procedures are used at Washington School. These include the Multi-Age Program, Full Day Kindergarten Program, and Looping. To learn more about these and other instructional approaches contact the school principal.

CO-CURRICULAR ACTIVITIES

SAFETY PATROL

The school safety patrol is made up of fourth grade students. It is their responsibility to help assure that students arrive to and from school as safely as possible.

It is expected that all students and adults cooperate with the school patrol so the maximum in safety can be provided

It is illegal for cars to pass through an intersection when the patrol flags are "out".

Tickets will be issued to children who are careless about safety regulations.

WASHINGTON SUPPORT SYSTEM

PARENT INVOLVEMENT

Teachers, the principal, and counselor are eager to know you personally. Your interest and support is greatly appreciated. When you know the school staff, it makes it easier for your child to tell you about school experiences.

Parents are always welcome to visit or volunteer in the school. Please, however, due to unexpected schedule changes, plan ahead with your child's teacher before visiting. This will assure that it is a convenient time for all and that people or school events you wish to see are available to you.

Because of the need to maintain the highest safety for students, and so you can be recognized as a visitor or volunteer, we ask that you sign in at the office and wear one of our visitor badges. Please identify yourself whenever asked by school personnel to do so. Parents are also invited to have lunch with their child from time to time. It is important that when doing so you pay for your lunch in the office. Adult lunches are \$2.20.

PARENT RESPONSIBILITIES

Parents play a key role in their child's success. We ask that each day, parents help their child prepare for school. You can do this by:

- * noting the district, school, and class calendars and newsletters for special activities or items needed,
- * ensuring your child is properly dressed,
- * making sure your child has a school bag to carry,
- * helping your child to arrive on time for school to help them develop responsible work habits and to demonstrate the value of education.

Set aside a special time each day for your child to share his or her school day. Encourage your child to tell you about a favorite activity and share items brought home in his or her school bag. Please take time to read all school communications. These help you stay informed about classroom and schoolwide activities.

It is very important for parents to reinforce skills and concepts presented to children at school. **Reading aloud to and with your child at home is a key factor in your child's present and future reading success.** Provide a supportive environment for your child by applauding his or her effort and success at school.

PARENT TEACHER ADVISORY COUNCIL (PTAC)

The PTAC is composed of parents and staff members. The committee meets monthly and welcomes input from any parent. Volunteer or call any PTAC Officer with your suggestions for meetings, positive or negative comments on school matters and ideas for making our school better.

JOIN TODAY !!!

PTAC YEARLY DUES ARE \$1.00. SIGN UP ANYTIME
MINUTES FROM THE MONTHLY PTAC MEETINGS WILL BE POSTED ON THE BULLETIN
BOARD ACROSS FROM THE OFFICE.

PTAC: WORKING TOGETHER FOR THE BETTERMENT OF YOUR CHILD'S SCHOOL
EXPERIENCE.

SCHOOL PARTIES

There are three class parties planned for the school year by teachers, parents volunteers, and students. These are: Fall Festival, Winter Holiday, and Valentine's Day. You may be asked to send treats on these occasions. Your child may also wish to bring a special treat to celebrate their birthday. Please be aware: **ONLY COMMERCIALY PREPARED FOOD MAY BE USED AT THESE PARTIES.**

LEARNER SUPPORT SERVICES AT WASHINGTON

There are many special services and educational programs available at Washington.

Learning Disabilities

An assessment procedure may be conducted to compare a student's achievement with his or her learning potential. If a significant discrepancy is found, a student may qualify for the learning disability program in one or more of the following areas: basic reading skills, reading comprehension, math calculations, math reasoning, written expression, oral expression, and listening comprehension.

Hearing Impaired

Students diagnosed as hearing impaired are served by a teacher who either teaches them directly or helps the classroom teacher and the student develop an educational plan adjusted to the student's needs.

Speech/Language

Speech and language services are available to any child who qualifies in one or more areas of language, articulation, voice or fluency.

Emotional/Behavioral Needs

This program is designed for students who exhibit behaviors that interfere with productive interpersonal relationships. Services are available at different levels that best meet the needs of the student. Each student's needs are met by an individualized program that is developed by the Child Study Team.

Physical & Occupational Therapy

This service is available to any child who has been diagnosed as needing help with any area of motor development.

Adaptive Physical Education

Students in this program have special physical needs that cannot be met through the regular physical education program.

Reading Recovery

This program is designed for first graders who may be at risk for learning to read. It is an early intervention reading enhancement program that supports students with rigorous individualized instruction. Students receive one on one support from trained teachers for a half-hour daily for up to a twenty-week period.

S.T.E.P.

The Supplemental Teaching and Enrichment Program is designed for academically talented students. Students are referred to STEP by classroom teachers or parents and the results of various test scores, interviews, teacher recommendations, and student projects such as creative writing. STEP is a "pull-out" program in which identified students meet with the STEP teacher for 2-1/2 hours once a week.

Schoolwide Title I Program

We want all of our students to be successful. Sometimes a student will have difficulty with school work and yet not be eligible for the learning disabilities program or other special services. In such cases the curriculum and instruction must be modified significantly by the classroom teacher so that individual needs will be met -- so that mastery will be assured. At Washington, this service will be provided to all students within the school. As of the 1997-98 school year the program will no longer be limited to those students with specific test scores. Any child needing assistance will receive the help they need.

CHILD STUDY PROCEDURE

The Child Study procedure is a team approach to determine a student's needs in various academic and social/emotional areas. A teacher usually initiates the process by referring a student and outlining for the team why there are concerns about the student. A parent may also initiate the Child Study process by voicing a concern which may need to be addressed by a team approach. Parents are involved from the very beginning of the process and are considered vitally important members of the Child Study Team (also included may be a school psychologist, a social worker, the counselor, the principal and "special service" teachers).

Assessment: At the Child Study I meetings regular education teachers, essential special service personnel, the parent, and the principal work together as a team to determine if

assessment is necessary and, if so, who will conduct the assessment. After the assessments are completed (which must occur within 30 school days), the Child Study Team will meet again to discuss the results.

Program Planning: At the Child Study II meeting the team will go over the assessment results to determine whether the student is in need of special services. If needed, the student's Individual Educational Program Plan (IEP) is developed. The IEP identifies the students needs, goals, objectives, and indicates those individuals responsible for providing a specific service.

Each student's IEP is reviewed annually by the Child Study Team to assess what goals and objectives have been met and if major modifications are needed to accommodate the student's instructional needs.

POLICIES

ACTIVITY TRAVEL

State Meets:

District students and their coaches participating in athletic and/or academic activities at the state level will be provided a school car, bus or contracted travel; lodging with two or more students per room when possible, and registration fees, upon approval of the Building Principal and/or Activities Director. Meals will not be provided unless they are included in a registration fee or reimbursed by the Minnesota State High School League or other activity sponsor.

National Meets:

National competition for first place state winners will be financed through activities' individual accounts and/or by student participants. This policy will be shared with students and parents/guardians at the beginning of the student activity. District funds will not be used to finance student or coach participation in national competitions.

Refer to School Board Policy 543 on the web site or in the school office.

CHILD ABUSE AND NEGLECT

We comply with Minnesota state law and school board policy regarding child abuse and neglect. In all cases where there is reasonable cause to believe a child is being neglected or physically or sexually abused, an immediate report is made to Clay County Social Services.

CRISIS MANAGEMENT

Washington Elementary has a crisis management plan to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation in the school

In addition, Washington has an elementary student assistance team made up of staff from the school. The CARE Team provides support to students and staff who are experiencing significant life stresses. The team attempts to meet social and emotional needs of students so that they can obtain maximum benefits from their educational program.

Refer to School Board Policy 710 on the web site or in the school office.

GIFT GIVING

Gifts from students to staff are discouraged. School board policy states that "Staff will not accept gifts from students except as such gifts represent tokens. Even token gift-giving is to be discouraged. The School Board considers, as more welcome and more appropriate, the writing of letters by students to staff members to express gratitude and appreciation." Individuals interested in making a gift to the school are encouraged to talk to the principal.

HARASSMENT

If students experience or witness harassment based on religion, race, sexual orientation, national origin, or sexual harassment and violence, they should report the incident to a teacher, counselor, or principal. If parents witness, or if students report such harassment to them, the parent should report the information to a teacher, counselor, or principal.

Refer to School Board Policy 570 on the web site or in the school office.

HAZING PROHIBITION - POLICY 571

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 permit, condone or tolerate 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

SCHOOL DISTRICT INFORMATION NETWORK USE - POLICY 731

The District policy addressing issues related to use of the electronic network can be read in full on the District web site and every school office has a District Policy Manual containing all District policies. The Information Network Use policy addresses: network conduct, disciplinary actions for improper use, user notification, parents' responsibility, filter,

publication of materials on the network, information contact/third party supplied information, limited expectation of privacy, and limitation of school district liability.

Refer to School Board Policy 731 on the web site or in the school office.

SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSION, AND STUDENT'S PERSON POLICY 574

I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the Moorhead Area Public School District's policies against contraband.

II. GENERAL STATEMENT OF POLICY

A. Pursuant to Minnesota statutes, 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 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 students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. The policy above for school lockers also applies equally to student's desks or personal possessions as defined herein. The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

C. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

III. DEFINITIONS

A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-a-likes," alcoholic beverages, controlled substances and "look-a-likes," overdue books, and other materials belonging to the school district, and stolen property.

B. "Personal possessions" includes but is not limited to purses, backpacks, book bags, packages, and clothing.

C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal

observation, a report from a student or staff members, a student's suspicious behavior, a student's age and past history or record of conduct, or other reliable sources of information.

D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

IV. PROCEDURES

A. School officials may inspect lockers and desks at any time they believe inspection would be in the best interest of the school, the staff, or the student body. Student lockers, desks and personal possessions may be randomly searched throughout the school year without notice, without student consent and without a search warrant.

B. 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.

C. School officials may, upon a finding of individualized reasonable suspicion supported by articulable facts, employ the use of trained dogs for the purpose of conducting a sniff search of an employee's desk. If a dog alerts to the 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 exists an internal search of the desk and its contents will be conducted. The search will be reasonable in its scope and intrusiveness.

D. School officials may, without a search warrant, search the person and/or personal possessions based on a reasonable suspicion. The search will be reasonable in its scope and intrusiveness.

E. As soon as practicable after a search pursuant to this policy, the school authorities must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by policy or school officials.

F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.

G. A search of a person shall be conducted in privacy by a school official of the same sex. An adult witness of the same sex shall be present as an observer during the search.

H. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

V. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, or cause educational disruption, etc.

VI. SEIZURE OF CONTRABAND

If a search yields contraband, school offices will seize the item and, where appropriate, turn it over to legal authorities for ultimate disposition.

VIII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion or expulsion, and the student may, when appropriate, be referred to legal authorities.

Legal References:

U.S. Constitution, Fourth Amendment
New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)
Zamora v. Pomeroy, 639 F.2d 662 (1 Oth Cir. 1981)
Minnesota Statute 127.47 (School Locker Policy)

Cross Reference:

Moorhead School Board Policy 534: Mandated Reporting of Child Neglect or Physical/Sexual Abuse

TOBACCO-FREE ENVIRONMENT - POLICY 573

I. PURPOSE

Smoking and the use of tobacco products shall be prohibited on all school district property, including district-owned and contracted vehicles, with the exception of Townsite Centre as defined by this policy. Smoking shall be prohibited in all rooms at Townsite Centre set aside for district use and in the hallways and common areas of the building, except for a well-ventilated, totally enclosed, specially marked room set aside for smoking.

II. GENERAL STATEMENT OF POLICY

Possession by an elementary, junior high or secondary school student of any type of tobacco product while on district property shall be considered a violation of the tobacco-free environment policy. Anyone smoking in a nonsmoking area at Townsite Centre shall be considered a violation of the tobacco-free environment policy. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition includes all school district property and all off campus school district-sponsored events.

A. Enforcement

The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or other person who is found to have violated this policy. Signs will be placed at the entrance to each school district building stating that it is a tobacco-free environment. "No smoking" signs shall be placed in the halls and common areas of each district building including Townsite Centre. The success of this tobacco-free environment policy will depend on the thoughtfulness, consideration and cooperation of students, staff and citizens. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Although any individual may report observed violations, school district employees shall be expected to report all observed violations in accordance with the procedures listed below.

B. Help Programs

The Moorhead Public Schools will be proactive in tobacco-free help programs. A list of several resources will be made available for the convenience and preference of the employee. Student help programs will be provided for students as outlined in Moorhead School Board Policy 554 Student Support Programs.

C. Violations-Students of Elementary, Junior High, Secondary Schools

Any violations of the tobacco-free environment policy by students shall be referred to the appropriate building administrator. Students who violate provisions of the policy shall be subject to the building student discipline procedures.

D. Violations-Staff

Any violation of the tobacco-free environment policy by an employee of the district shall be referred to the appropriate supervisor. One verbal warning, accompanied by a written warning, shall be issued to the staff member. Further violations shall be considered insubordination and shall be dealt with accordingly, based on applicable collective bargaining agreements, if any, and Minnesota Statutes.

E. Violations-Citizens

Citizens who are observed smoking on school district property shall be asked to refrain from such behavior while on district property. If the individual fails to comply with the request, his/her violation of policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred. The building administrator, president or supervisory personnel shall make a decision on further action including a directive to leave school property.

Repeated violations of the tobacco-free environment policy by a citizen(s) shall result in a recommendation to the Superintendent to prohibit the individual from entering school district property for a specified period of time. If deemed necessary by district administration, the local law enforcement agency shall be called upon to assist with enforcement of this policy. Violation of the Minnesota Clean Indoor Air Act, by smoking in a designated nonsmoking area, is a petty misdemeanor and a court injunction can be instituted against a repeated violator.

F. Dissemination of Policy

Notification will be provided indicating that Moorhead Area Public Schools are a tobacco-free environment.

This policy shall appear in the student handbook.

The school district will develop a method of discussion this policy with students and employees.

Legal References:

Minnesota Statute 144.413, Subd. 4 (Definitions)

Minnesota Statute 144.4165 (Tobacco Products Prohibited in Public Schools)

Minnesota Statute 144.417 (Commissioner of Health, Enforcement, Penalties)

Minnesota Statute 609.685, Subd. 1 (a) and (b) (Sale of Tobacco to Children)

Cross References:

Moorhead School Board Policy 551: Student Discipline

Moorhead School Board Policy 553: Crisis Intervention

Moorhead School Board Policy 554: Student Support Programs

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

NOTICE CONCERNING USE OF PEST CONTROL MATERIALS

A Minnesota state law went into effect in year 2000 that requires schools to inform parents and guardians if they apply certain pesticides on school property. Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or copying. State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood. An estimated schedule of pesticide applications is available at the George Washington school office. Parents of students may request to receive, at their expense, prior notification of pesticide applications made on days other than those specified in the estimated schedule (excluding emergency applications). Contact the Principal at George Washington with any questions.

USE OF PESTICIDE IN THE MOORHEAD SCHOOL DISTRICT

Weeds will be sprayed the first two weeks of June and the last two weeks of August. Buildings will be checked on a quarterly basis by a licensed exterminator. We will monitor and control pests by use of glue traps and mechanical devices. Should the use of pesticide become apparent we will notify those parents upon written request.

COUNSELOR AND SOCIAL WORKER

At Washington we are fortunate to have a counselor, Maret Kashmark, who we share with Edison Elementary and a school social worker, Jackie Karch, who we share with Asp Elementary. Both are available for individual and small group counseling and to work with all classes as they study and deal with such issues as peer pressure, responsible decision making, family changes, self-esteem and friendships. You may want to contact Maret (284-8312) or Jackie (284-6315).

HEALTH SERVICES

Our health office is staffed during school hours by Dana Cossette, full-time health technician trained in first aid. Our school nurse, Christy Elias, is scheduled to be at Probstfield several hours per week and is contacted in cases of serious injury or illness at school. The health office staff can be reached at 284-8310. Children's health strongly affects school attendance and performance. The school nurse is available to help parents with any health concerns. The health office also manages immunization and health records, the administration of medication at school, hearing and vision screening, and specialized health procedures which must be done at school. Communication and cooperation between school personnel and parents is essential in understanding and meeting our child's health needs.

Immunizations. Minnesota State Law, M.S. 123.70 mandates that every student must show proof of full immunization, or supply the school with a notarized exemption form in order to attend school in Minnesota. To be fully immunized, your child should have:

- 5 - D.P.T. (Diphtheria, Pertussis, and Tetanus) immunizations
- 4 - Polio immunizations
- 1 - MMR (Mumps, Measles and Rubella) received after 1 year of age
- 3 - HBV (Hepatitis B)

The immunization dates (month, day, and year) are entered on the History and Physical Examination form, signed by the doctor or clinic where they were given, and are due the first day of school. Transferring students have 30 days to provide the school with immunization and health records. The Clay County Public Health Clinic, located at 715 11th Street North, offers immunizations throughout the week. Please call 299-7777 for an appointment.

Illness and Injury at School: If your child becomes ill while in school, school personnel will need to be able to contact you. Please complete emergency information on the school registration form, including doctor, hospital preference and alternate persons to call in case of an emergency. In an emergency the school nurse or other school personnel will see that your child gets treatment as specified by you on the registration form. We will not release ill students to go home without a parent contact and arrangements made for release of the student into the care of the parent or approved others.

Illness at home. Watch your child for symptoms of illness and keep him or her home if necessary. Please contact the school or health office at 284-8310 if your child is staying home because of illness and let us know if he or she has a contagious illness such as chicken pox or strep throat or infestations such as head lice or scabies. Children must stay home until symptom free or until they have written permission from their physician to return to school.

Prompt reporting enables us to contain contagion and prevent reinfestation. You will be informed in writing if head lice has been found in your student's classroom. Please follow up by checking your child for evidence of lice or nits at least once a week for the next three weeks. Students may return to school after completion of special treatment for infestation.

Medication. No medication will be administered by school personnel without written authorization from the parents and signed doctor's orders. All medicine must be in the original bottle, labeled with the child's name, name of medication, and dosage to be given. If at all possible, medication should be given at home. Medication request form are available in the health office. Please let the health office know if your child is taking medication at home.

Hearing and vision. We conduct hearing and vision screening for our students and keep a record of the results. You will be contacted if your child doesn't pass the screening.

Refer to School Board Policy 530 and 532 on the web site or in the school office.

HOME SCHOOL LIAISONS AND HOME SCHOOL TEACHERS

- The Moorhead Public Schools provide a number of professionals to provide families assistance through home visits and to serve as advocates for parents, interpreters, and attendance assistance. Home School Liaisons are available to Kurdish, Migrant and Spanish speaking families and Native American families. Home School teachers are provided through the Title I Program to kindergarten families whose children are in need of academic assistance.

REMEMBER THE PARTNERSHIP

You and your family can look forward to a good year at Washington School. Your children are special to you and they are also very special to us. As you at home are alert to the needs of your child, so we at school endeavor to be sensitive to your child's unique needs. Working together, we can build a good school and a good future for our young people. We look forward to having an exciting, productive year.

YOUR INVOLVEMENT IS IMPORTANT

If you as a parent or guardian are in need of accommodations to communicate with your child's school or to participate in your child's education, please contact Kevin Kopperud, Principal at 284-8300 to make a request. Examples of accommodations may include: TDD at your child's school, large print or Braille materials, accessible meeting facilities, sign language interpreter, or an assistive listening device kit for all meetings/ conferences/ activities, etc.

Please sign and return to school:

We have received and read this booklet of information about the policies and guidelines of the George Washington School. I/We have reviewed the discipline policies and procedures with our child(ren)

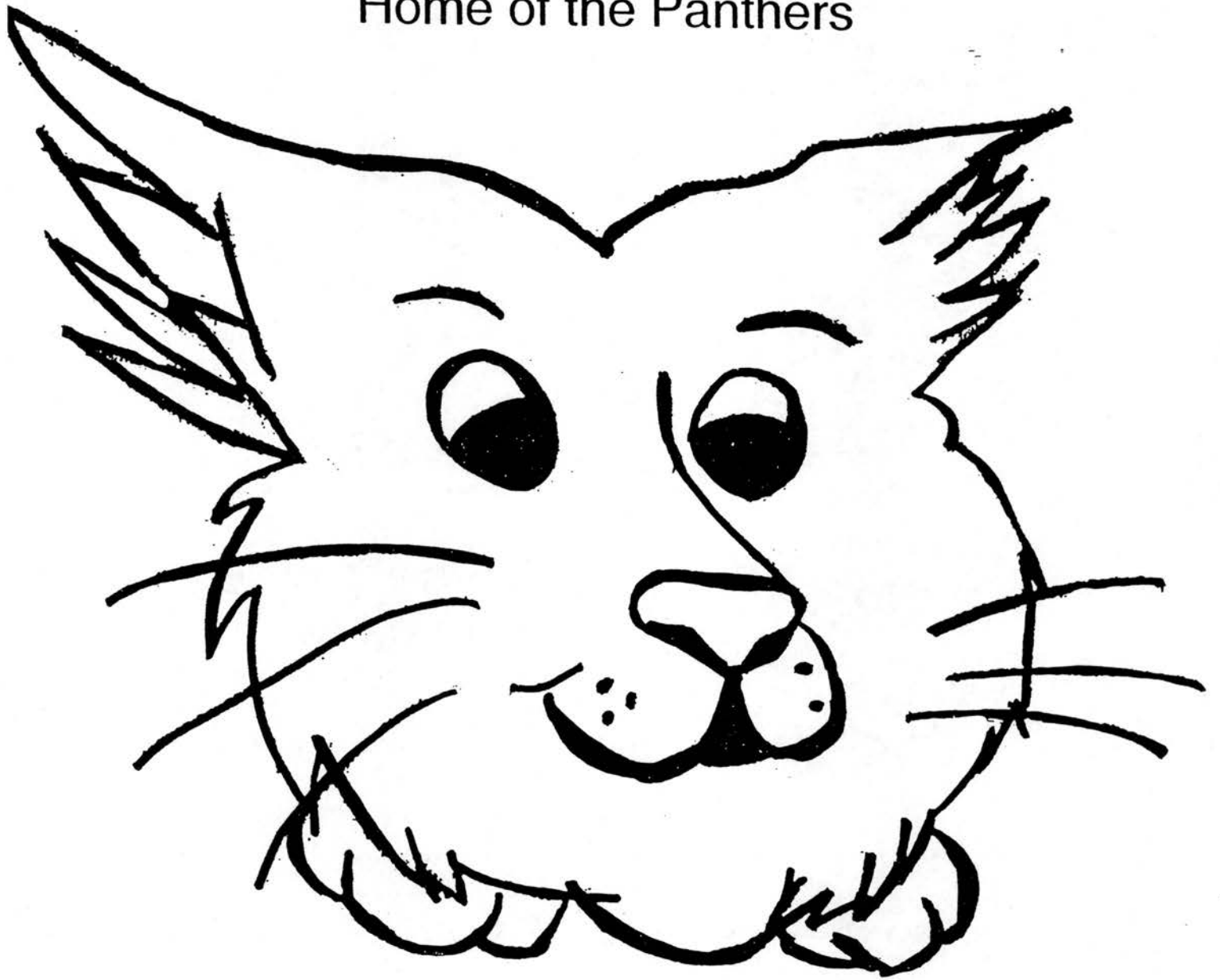
We shall place the booklet on file so that we may refer to it for answers to our problems as they arise.

Signed,

Student _____ Parent(s)/Guardian(s)

PROBSTFIELD ELEMENTARY SCHOOL

Home of the Panthers



STUDENT HANDBOOK
2003 - 2004

If you do not read English and would like help in your own language, please call 284-3724.

Nếu bạn không biết đọc tiếng Anh và muốn giúp đỡ trong ngôn ngữ của bạn, xin gọi số 284-3724.

[illegible]

284-3724

如果你不懂英语并希望得到帮助的话,可用你所会的语言打电话给

284-3724

Si usted no lee en inglés y le gustaría que le ayudaran en su propio idioma, por favor llame al 284-3724.

ٺه گهر تو به ئينگيزى نوزانى بخينى، ئو ٻه دٻيٽ
هاريكاري به زماني خو، هيقي به له فونا ٽي نه مري بگهي:

284-3724

- Page 2-3 Absences and Tardies - The section includes reference to School Board Policy 515.
- Page 3 Breakfast, Lunch, Milk - More information was added in this section.
- Page 3 Art - This section was changed in that the students in grades 3 & 4 will not be going to the Sport Center for Art, but will be staying at Probstfield with an Art teacher.
- Page 3 Curriculum Review - This section was changed in reference to School Board Policy 620.
- Page 4 Homebound Instruction - This section was reworded.
- Page 4 Physical Education - This section has a sentence added about the kind of shoes a student should and should not wear to physical education class.
- Page 5 Activity Travel - This section was added in reference to School Board Policy 543.
- Page 5 Crisis Management - This section was added in reference in School Board Policy 710. Our Care Team section has been included in the Crisis Management section.
- Page 6 Harassment - This section was updated in reference to School Board Policy 570.
- Page 6-8 Hazing Prohibition - This section was added in reference to School Board Policy 571.
- Page 8 School District Information Network Use - This section was added in reference to School Board Policy 731.
- Page 8-10 Search of Student Locker, Desks, Personal Possession, and Student's Person - The section was added in reference to School Board Policy 574. This eliminated the old section of Lockers.
- Page 10-11 Tobacco-Free Environment - The section was added in reference to School Board Policy 573.
- Page 13 Health Services - Clarification of immunizations was made by our school nurse and reference is made to School Board Policy 530 and 532.
- Page 14 Supplemental Teaching and Enrichment (STEP) - This section was updated to clarify enrichment programs for grades 1 - 4.
- Page 15 Conferences and Progress Reports - This section had the wording updated.

- Page 15 Family Involvement - This section was added in reference to School Board Policy 901. This eliminated our old section of Volunteers.
- Page 16 Visiting Classrooms - Some information was added to this section.
- Page 16 Insurance - The wording was updated to School Board standards.
- Page 17-18 School Bus Safety, Responsibility and Service - This section was added in reference to School Board Policy 720 and 721. This eliminated the sections of our old Bus Conduct, Drug Free and Weapon Free Zone, and School Bus Transportation.
- Page 18 Treats - This section was moved to be included under Other Information.
- Page 18 Weather Related School Closings - This section was added in reference to School Board Policy 711. This eliminated the old section of Emergencies.

The following several pages will list the new and old portions of the Student Handbook that have been changed or revised.

Reference to Page 2-3 Absences and Tardies

New Student Handbook:

ABSENCES AND TARDIES

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 an understanding of the purpose and direction of their education.

TYPES OF ABSENCES

Excused Absences: The excused absence is for all legitimate reasons. The administration will determine the legitimacy of all absences. A student has the right and obligation to make-up any work missed with full credit.

The State of Minnesota recognizes the following reasons for 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, state tournaments and school activities). We encourage parents to hold these requests for absence to a minimum. A doctor's statement may be required after 3 or more consecutive absences or excessive periodic absences due to illness. Parents must call the school each day before 9 a.m. when a student will not be attending or send a note to school accounting for each day missed when the student returns to school. If you leave a message, please specify your child's name, teacher and the reason for the absence. If the parent does not notify the school within 2 days of the student's return to school, the absences will remain unexcused.

Unexcused Absences: Students who miss or are required to miss for reasons not acceptable to school officials may be required to report for detention and make-up work after school. Parents should not request permission for absence for personal convenience reasons, (e.g. babysitting, running errands). An unexcused absence indicates the student is absent without the consent of the parents. Students who miss or are required to miss school for reasons not acceptable to school officials will be subject to consequences determined by the building principal.

Truancy: A student who misses the whole day or part of the day without the consent of either the school or parent is considered truant. A Family Advocate is available to assist parents who are having difficulty getting a student to school. Through the Family Advocate, the Moorhead School District offers early intervention for attendance problems. If the interventions are not successful, a report of suspected parental neglect may be filed.

After a seventh unexcused absence (no contact from a parent as to the reason for an absence), the principal must file a Child in Need of Protection Services (CHIPS) petition with the Clay County Attorney's Office. A CHIPS petition usually results in a court appearance for truancy.

Tardiness: Three unexcused tardies are equivalent to one unexcused absence. Excused tardies are those resulting from personal illness or medical and other necessary appointments that must be scheduled during the school day.

Every effort should be made to have your child at school on time. Tardiness is unfair to the child who misses instruction. It also interrupts the classroom for other children. Children should be in their classroom by 8:50 a.m. Students who arrive at school after 8:50 a.m. for any reason, must come to the office for a tardy slip before going to class.

Refer to School Board Policy 514 on the web site or in the school office.

Old Student Handbook:

ABSENCES AND TARDIES

Call the school office before 9:00 a.m. each day your child is absent and provide a reason for the absence. If you leave a message, please specify your child's name, teacher and the reason for the absence. If your child has a contagious illness, please let us know. The school nurse is required to file a monthly report of contagious illnesses. For family trips, please make prior arrangements with our office so we know why your child is not in school. If you are unable to call, a note can be sent with your child and turned in to the office.

*A doctor's statement may be required after three or more consecutive absences or excessive periodic absences due to illness.

*Parents must call the school each day the student is not attending.

*Parents can notify the school upon the students return as to why the student was absent. If parents do not notify the school within 2 days of a student's return to school, the absence will remain unexcused.

*Parents should not request permission for absences for personal conveniences such as running errands or baby-sitting.

*Excused tardies are those resulting from personal illness or medical and other necessary appointments that must be scheduled during the school day. When students are late because they were ill or had a medical appointment, their late arrival will be excused. Since being very late frequently affects student learning, the school may report the situation to Clay County Social Services as possible parental neglect.

Every effort should be made to have your child at school on time. Tardiness is unfair to the child who misses instruction. It also interrupts the classroom for other children. Children should be in their classroom by 8:50 a.m. Students who arrive at school after 8:50 a.m. for any reason, must come to the office for a tardy slip before going to class.

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BREAKFAST, LUNCH, MILK

School breakfast is available from 8:15 - 8:40 am. Lunch is served during six lunch periods. Meal costs are set by the School Board and are announced prior to the start of school in the fall. Students eligible for free or reduced lunch are also eligible for free breakfast. More information about free and reduced meals is available in the school office.

We use a computerized lunch program. Every student in the school is issued a laminated identification card. Students will need this card every day when they eat hot lunch or buy milk for lunch. The ID card can only be used to purchase one lunch each day, therefore, students cannot loan their card to a friend. The classroom teachers keep the cards and issue them to the students each day prior to the lunch period.

As the student passes through the lunch line, he/she shows the identification card to the cashier. Only the cashier knows whether the student receives a free, reduced, or full priced lunch. The computer keeps a record of when each child paid, how much, and when each child ate breakfast or lunch or purchased milk.

Students must prepay for meals and milk. Money is deposited into each child's account at the school office. Plan to deposit enough money for a week (or more) of meals. Students may put money in their account before school or during their noon hour.

Students must have enough money in their account to cover their meals - they cannot "charge" meals or milk. The cashier will let students know when their cash account is low and will give them a stamp on their hand to serve as a reminder that they need to deposit money in their account at the office. It is a parent/student responsibility to make sure that students have money in their account.

Students may have milk as a morning snack. There are no free or reduced arrangements for morning milk. Parents will receive a permission form for morning milk and only those children who return the form may receive morning milk. Milk charges are taken from the breakfast/lunch account. Milk is also available to children who choose to eat cold lunch at noon.

Old Student Handbook

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As the student passes through the lunch line, he/she shows the identification card to the cashier. Only the cashier knows whether the student receives a free, reduced, or full priced lunch. The computer keeps a record of when each child paid, how much, and when each child ate breakfast or lunch or purchased milk.

Students must prepay for meals and milk. Money is deposited into each child's account at the school office. Plan to deposit enough money for a week (or more) of meals. Students may put money in their account before school or during their noon hour.

Students must have enough money in their account to cover their meals - they cannot "charge" meals or milk. The cashier will let students know when their cash account is low. It is a parent/student responsibility to make sure that students have money in their account.

Students may have milk as a morning snack. There are no free or reduced arrangements for morning milk. Parents will receive a permission form for morning milk and only those children who return the form may receive morning milk. Milk charges are taken from the breakfast/lunch account. Milk is also available to children who choose to eat cold lunch at noon.

Reference to Page 3 Art

ART

Students in grades 1 - 4 meet with an art teacher at Probstfield approximately nine times per year. The art teacher also arranges class field trips to local art museums. In addition to the sessions with art teachers, students have art experiences with their classroom teachers

Old Student Handbook

ART

Students in grades 3 and 4 meet with an art teacher for eight 90 minute sessions at the Art Shop at the Sports Center. An art teacher provides instruction in the first and second grade classrooms. In addition to the sessions with art teachers, students have art experiences with their classroom teachers.

Reference to Page 3 Curriculum Review

New Student Handbook

CURRICULUM REVIEW

Parents have the right to review the curriculum and to determine which instruction will be provided by parents rather than teachers. For more information, please contact the assistant superintendent for teaching and learning, a principal, or a counselor regarding School Board Policy 620.

Old Student Handbook

CURRICULUM REVIEW

Parents have the right to review the curriculum and to determine which instruction will be provided by parents rather than teachers. For more information, please contact the assistant superintendent for curriculum and instruction, a principal, or a counselor regarding policy ILAC/IIACA.

Reference to Page 4 Homebound Instruction

New Student Handbook

HOMEWORK

Students are assigned homework, although the amount assigned depends on the availability of study time in school, individual work rate, grade level, and teacher. Parent support is important, especially for projects that may require collecting materials. Parents can also help find a quiet, less distracting place to do school work and can help their child review for tests, practice math facts, and cooperatively participate in parent-child activities the teacher may send home. For some assignments, your child's teacher will want the students to work independently to encourage responsibility and independent work habits. Contact your child's teacher if you have questions about homework.

Old Student Handbook

HOMEBOUND INSTRUCTION

Homebound instruction is available to any child who is absent from school 10 days or more because of serious illness or injury. Tutoring is provided by certified teaching personnel either at home or at the hospital on a one hour per day missed basis. A physician's statement must accompany a request for homebound instruction.

Reference to Page 4 Physical Education

PHYSICAL EDUCATION

- Physical education is held every day for grades 1-4. Students are required to wear gym shoes for both indoor and outdoor physical education class. They may not wear regular shoes or sock feet because of the risk of injury. Shoes must fasten with velcro or ties - slip on and zip up shoes and shoes with raised heels are dangerous. During the spring and fall, students may need a jacket or sweatshirt to wear outdoors. When selecting clothing for school, please remember that children are physically active every day.

Please send a written note to the physical education teacher if your child is unable to participate in class. In most cases, if a child is well enough to attend school he or she should be allowed to participate in physical education.

Old Student Handbook

PHYSICAL EDUCATION

Physical education is held every day for grades 1-4. Students are required to wear gym shoes for both indoor and outdoor physical education class. They may not wear regular shoes or sock feet because of the risk of injury. During the spring and fall, students may need a jacket or sweatshirt to wear outdoors. When selecting clothing for school, please remember that children are physically active every day.

Please send a written note to the physical education teacher if your child is unable to participate in class. In most cases, if a child is well enough to attend school he or she should be allowed to participate in physical education.

Reference to Page 5 Crisis Management

New Student Handbook

CRISIS MANAGEMENT

Probstfield has a crisis management plan to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation in the school

In addition, Probstfield has an elementary student assistance team made up of staff from the school. The CARE Team provides support to students and staff who are experiencing significant life stresses. The team attempts to meet social and emotional needs of students so that they can obtain maximum benefits from their educational program.

Refer to School Board Policy 710 on the web site or in the school office.

Old Student Handbook

CARE TEAM

Probstfield has an elementary student assistance team made up of staff from the school. The CARE Team provides support to students and staff who are experiencing significant life stresses. The team attempts to meet social and emotional needs of students so that they can obtain maximum benefits from their educational program.

Reference to Page 6 Harassment

New Student Handbook

HARASSMENT

If students experience or witness harassment based on religion, race, sexual orientation, national origin, or sexual harassment and violence, they should report the incident to a teacher, counselor, or principal. If parents witness, or if students report such harassment to them, the parent should report the information to a teacher, counselor, or principal.

Refer to School Board Policy 570 on the web site or in the school office.

Old Student Handbook

HARASSMENT REPORTING

If students experience or witness harassment based on gender, race, age, ethnicity, culture, or disability, they should report the incident to a teacher, counselor, or principal. If parents witness or if students report such harassment to them, they should report the information to a teacher, counselor, or principal.

Reference to Page 8-10 Search of Student Lockers, etc/Lockers

Old Student Handbook

LOCKERS

Each Probstfield student is assigned a locker near the classroom. Locks are not required. Lockers are the property of the school district and may be inspected at anytime.

Reference to Page 13 Health Services

New Student Handbook

HEALTH SERVICES

Our health office is staffed during school hours by Karen Opgrand, full-time health technician trained in first aid. Our school nurse, Christy Elias, is scheduled to be at Probstfield several hours per week and is contacted in cases of serious injury or illness at school. The health office staff can be reached at 284-7310. Children's health strongly affects school attendance and performance. The school nurse is available to help parents with any health concerns. The health office also manages immunization and health records, the administration of medication at school, hearing and vision screening, and specialized health procedures which must be done at school. Communication and cooperation between school personnel and parents is essential in understanding and meeting our child's health needs.

Immunizations. Minnesota State Law, M.S. 123.70 mandates that every student must show proof of full immunization, or supply the school with a notarized exemption form in order to attend school in Minnesota. To be fully immunized, your child should have:

- 5 - D.P.T. (Diphtheria, Pertussis, and Tetanus) immunizations
- 4 - Polio immunizations
- 1 - MMR (Mumps, Measles and Rubella) received after 1 year of age
- 3 - HBV (Hepatitis B)

The immunization dates (month, day, and year) are entered on the History and Physical Examination form, signed by the doctor or clinic where they were given, and are due the first day of school. Transferring students have 30 days to provide the school with immunization and health records. The Clay County Public Health Clinic, located at 715 11th Street North, offers immunizations throughout the week. Please call 299-7777 for an appointment.

Illness and Injury at School: If your child becomes ill while in school, school personnel will need to be able to contact you. Please complete emergency information on the school registration form, including doctor, hospital preference and alternate persons to call in case of an emergency. In an emergency the school nurse or other school personnel will see that your child gets treatment as specified by you on the registration form. We will not release ill students to go home without a parent contact and arrangements made for release of the student into the care of the parent or approved others.

Illness at home. Watch your child for symptoms of illness and keep him or her home if necessary. Please contact the school or health office at 284-7300 if your child is staying home because of illness and let us know if he or she has a contagious illness such as chicken pox or strep throat or infestations such as head lice or scabies. Children must stay home until symptom free or until they have written permission from their physician to return to school.

Prompt reporting enables us to contain contagion and prevent reinfestation. You will be informed in writing if head lice has been found in your student's classroom. Please follow up by checking your child for evidence of lice or nits at least once a week for the next three weeks. Students may return to school after completion of special treatment for infestation.

Medication. No medication will be administered by school personnel without written authorization from the parents and signed doctor's orders. All medicine must be in the original bottle, labeled with the child's name, name of medication, and dosage to be given. If at all possible, medication should be given at home. Medication request form are available in the health office. Please let the health office know if your child is taking medication at home.

Hearing and vision. We conduct hearing and vision screening for our students and keep a record of the results. You will be contacted if your child doesn't pass the screening.

Refer to School Board Policy 530 and 532 on the web site or in the school office.

HEALTH SERVICES

Our health office is staffed by Karen Opgrand, full-time health technician trained in first aid. Our school nurse, Christy Elias, is scheduled to be at Probstfield several hours per week and is contacted in cases of serious injury or illness at school. The health office staff can be reached at 284-7310. Children's health strongly affects school attendance and performance. The school nurse is ready to help parents with children's health problems. The health office also manages immunization and health records, the administration of medication at school, hearing and vision screening, and specialized health procedures which must be done at school.

Information about these services is listed below. Please call the health office if you have any questions.

1. Immunizations. Minnesota law mandates that every student must show proof of full immunization in order to attend school. To be fully immunized at the kindergarten to fourth grade level, your child should have had the following:

D.P.T. (Diphtheria, Pertussis, Tetanus) - 5

Polio - 4

M.M.R. (Measles, Mumps, Rubella) - 1

Hepatitis B - series of 3 shots must be completed

We keep each child's immunization record on the History and Physical Examination form. The form must be signed by the physician or clinic where the immunizations were received and is due the first day the child attends school. Children who transfer to Probstfield have 30 days to provide immunization and health records.

2. Illness and injury at school. When you register your child, please complete all of the orange registration card. Include the name of your child's physician, dentist, hospital preference, and alternate persons to call in case of illness or accident during school hours. In an emergency the school nurse or other personnel will see that your child gets treatment as specified by you on the registration card. If your child becomes ill while at school, you will be contacted by phone.

3. Illness at home. Watch your child for symptoms of illness and keep him or her home if necessary. Please contact the school or health office if your child is staying home because of illness and let us know if he or she has a contagious illness (chicken pox, scarletina, scarlet fever, strep throat). Children should stay home until symptom free or until they have written permission from their physician.

4. Hearing and vision. We conduct hearing and vision screening for our students and keep a record of the results. You will be contacted if your child doesn't pass the screening.

5. Medication. Please let the health office know if your child is taking medication.

SUPPLEMENTAL TEACHING AND ENRICHMENT (STEP)

STEP refers to an array of programs and activities for children needing enrichment outside of that provided in the classroom.

Junior Great Books is a reading program for first through fourth grade children interested in more challenging literature. It is led by trained parent volunteers.

Destination Imagination is a creative problem-solving experience. Parent volunteers will be trained to lead a DI group. Destination Imagination groups meet after school or on weekends.

Pullout programs for third and fourth grade, known as EXPLORE and DISCOVER, are intended for students with multi-intelligences and abilities. Several types of information are considered in selection of children. We recognize that no program will meet the needs or be a good match for all talented children and attempt to provide a variety of academic challenges and enrichments.

You will find that many writing, research, and project assignments in the classroom, as well as special events such as the Inventor's Fair and class performances, offer all children open-ended opportunities for advanced instruction and performance. We encourage our students to take advantage of many enrichment opportunities in the community.

SUPPLEMENTAL TEACHING AND ENRICHMENT (STEP)

EP refers to an array of programs and activities for children needing enrichment outside of that provided in the classroom.

Junior Great Books is a reading program for first through fourth grade children interested in more challenging literature. It is led by trained parent volunteers.

Destination Imagination is a creative problem-solving experience. Parent volunteers will be trained to lead an DI group. Destination Imagination groups meet after school or on weekends.

EXPLORE is a pull out program for third grade. Pull out programs for grade three are currently being evaluated. Depending on the availability and suitability of programs, parents will be notified of options for their children.

A pullout program for fourth grade is known as DISCOVER and meets at Robert Asp School. The program is intended for students with multi-intelligences and abilities. Several types of information are considered in selection of children. We recognize that no program will meet the needs or be a good match for all talented children.

You will find that many writing, research, and project assignments in the classroom, as well as special events such as the Inventor's Fair and class performances, offer all children open-ended opportunities for advanced instruction and performance. We encourage our students to take advantage of many enrichment opportunities in the community such as the Young Authors' Conference and after-school and summer community education classes.

New Student Handbook

CONFERENCES AND PROGRESS REPORTS

Parent-teacher conferences are held each fall and spring. Parents sign up for conference times when they attend Back to School Night and the November Parent-Teacher Conferences. At the fall conference you can expect to review and discuss the expectations for academic learning and personal development at your child's grade level, student progress, and any concerns or questions you or the teacher have. During the spring conference, student progress on the grade level expectations will be discussed. The conferences are brief and do not replace regular contact with your child's teacher. If you need to conference with a teacher at other times or have a question or concern, feel free to contact him or her.

Our students receive two written progress reports each year. They are sent home in January and on the last day of school.

Old Student Handbook

CONFERENCES AND PROGRESS REPORTS

Parent-teacher conferences are held each fall and spring. Parents sign up for conference times when they attend Back to School Night and the November Parent-Teacher Conferences. At the fall conference you can expect to review and discuss your child's Individual Learning Plan, the expectations for academic learning and personal development at your child's grade level, and any concerns or questions you or the teacher have. During the spring conference, student progress on the grade level expectations and response to the learning plan will be discussed. The conferences are brief and do not replace regular contact with your child's teacher. If you need to conference with a teacher or have a question or concern, feel free to contact us.

Our students receive two written progress reports each year. They are sent home in January and on the last day of school.

Old Student Handbook Family Involvement/Volunteers

VOLUNTEERS

We offer many opportunities for parents to volunteer at school. Some opportunities are offered by the school staff and some by PTAC. Please watch the newsletters and other flyers that are sent home for specific information about how to volunteer. Many of the opportunities are short term and some can be done at home, so we hope to accommodate the schedules of parent volunteers. Parents are also needed to serve on school district committees. These opportunities are described in the school district calendar sent to every Moorhead School District home in August. All volunteers must sign in at the office and wear a volunteer name tag.

Reference to Page 16 Visiting Classroom

New Student Handbook

VISITING CLASSROOMS

Parents are always welcome to visit school, but please try to arrange your visit at a convenient time for both your child's teacher and yourself. Your child's teacher can provide you with a time that will be most profitable to you. All visitors must sign in at the office and wear a visitor name tag. We have learned from experience that it is best to limit classroom visits to 0 - 45 minutes. The classroom teacher will not always have the opportunity to talk with you for any length of time during a visit because his/her first responsibility is to the children.

Please do not invite children who are visiting your home to attend school with your child.

Old Student Handbook

VISITING CLASSROOMS

Parents are always welcome to visit school, but please try to arrange your visit at a convenient time for both your child's teacher and yourself. Your child's teacher can provide you with a time that will be most profitable to you. All visitor's must sign in at the office and wear a visitor name tag.

Please do not invite children who are visiting your home to attend school with your child.

Reference to Page 16 Insurance

New Student Handbook

INSURANCE

Student insurance is designed primarily to furnish low cost accident and dental policies to the students who don't have coverage under any individual family plan. The School Board approves the sale of the student accidental and/or dental insurance for the convenience of students and parents. Enrollment forms are distributed to students on the first day of school in the fall.

Old Student Handbook

INSURANCE

The Board of Education has approved the sale of student accident and dental insurance for the convenience of students and parents. We will send home an enrollment form with children during the first week of school each fall.

New Student Handbook SCHOOL BUS SAFETY, RESPONSIBILITY AND SERVICE

Riding a school bus is a privilege, not a right. A student's bus riding privileges may be taken away if a student violates rules for appropriate conduct while on the bus or while at the bus stop. All school rules are in effect on the bus and at the bus stop.

If the school bus and bus stop rules are broken, the school district's discipline procedures will be followed. Consequences are progressive and may include suspension of riding privileges. Depending on the nature of the offense, suspension or expulsion from school may also result. Records of school bus and school bus stop misconduct will be retained in the same manner as other student discipline records.

For a first offense, students are given a warning. For the second, a three school day suspension from riding the bus and a conference (meeting or phone) with parents is the penalty. For the third offense, the penalty is a five school day suspension from riding the bus and a meeting or phone conference with parents. The fourth offense merits a 20 day riding suspension from riding the bus and a meeting with parents. A fifth offense brings suspension from riding the bus for the remainder of the school year. For any significant bus conduct incident, a bus conduct report is sent to the students principal and to the students parents.

At the beginning of each school year, time is spent in the classroom and on the bus helping children learn bus safety, appropriate behavior and bus rules for riding the bus and waiting at bus stops. Staff are on duty after school until all buses are loaded. Student behavior in the bus lines is monitored. Please help your child understand and use appropriate bus behavior. If you have concerns about bus conduct policies, please contact our transportation supervisor, Dan Bacon, at 34-1411.

School bus transportation is provided to any student who lives within the Probstfield boundaries and who lives one mile or more from the school. Information concerning bus routes may be obtained every fall by consulting the local newspaper or by calling the school district transportation office at 284-1410. Please contact the transportation office if you have questions about bus schedules or if your address changes. Students may not ride another child's bus in order to go to a party or to play together after school.

Refer to School Board Policy 720 and 721 on the web site or in the school office.

Old Student Handbook

BUS CONDUCT

Riding a school bus is a privilege, not a right. A student's bus riding privileges may be taken away if a student violates rules for appropriate conduct while on the bus or while at the bus stop. All school rules are in effect on the bus and at the bus stop.

If the school bus and bus stop rules are broken, the school district's discipline procedures will be followed. Consequences are progressive and may include suspension of riding privileges. Depending on the nature of the offense, suspension or expulsion from school may also result. Records of school bus and school bus stop misconduct will be retained in the same manner as other student discipline records.

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Reference to Page 17-18 School Bus Safety, Responsibility and Service

Old Student Handbook, continued

DRUG FREE AND WEAPON FREE ZONE

By Minnesota state law, the area around a school is a drug-free and weapon-free zone. Anyone caught possessing or selling illegal substances or weapons may be subject to increased penalties for committing the crime in one of these zones. If you would like more information about the law or how to report violations to the Bureau of Criminal Apprehension, please contact the school office.

SCHOOL BUS TRANSPORTATION

School bus transportation is provided to any student who lives within the Probstfield boundaries and who lives one mile or more from the school. Information concerning bus routes may be obtained every fall by consulting the local newspaper or by calling the school district transportation office, 284-1410. Please contact the transportation office if you have questions about bus schedules or if your address changes. Students may not ride another child's bus in order to go to a party or play together after school.

Reference to Page 18 Weather Related School Closings

New Student Handbook

WEATHER RELATED SCHOOL CLOSINGS

Occasionally the Superintendent of Schools will announce an emergency school early dismissal, late start or cancellation of school due to extreme heat, cold, snow or ice. As soon as the decision to close schools is made, an announcement will be made on all local radio and television stations. If you hear no announcement concerning Moorhead Schools, you should assume that school is open and that a regular schedule is being followed. We do not close early as often as many of our neighboring rural school districts. In the event schools are closed due to severe weather conditions, all after-school activities will be canceled.

Please do not call Probstfield or any other school building to find out whether school is being canceled. Our phone lines are very limited and we need to be able to make outgoing calls in an emergency situation. Please use your radio and plan ahead so that your child knows what to do in case school closes early. If your family has any unusual circumstances that might cause difficulty in case of a school closing, let us know when your child registers for school.

Although it is important to have an emergency plan, we rarely close school early. It is difficult for the school district to contact enough bus drivers and most importantly, too many children would arrive to a locked home or would have no supervision at home.

At school, we prepare for fire and tornado emergencies by conducting drills. Fire drills are held during the school year to instruct children as to the signals used, exits, and proper evacuation procedures in case of fire. We hold a tornado drill in conjunction with the state tornado drill. When the tornado signal is given, each teacher takes his/her class to an assigned area in the school.

We have a lock down procedure that would be used in the event of a dangerous intruder. All volunteers, visitors and staff wear identification tags.

Refer to School Board Policy 711 on the web site or in the school office.

EMERGENCIES

Occasionally the Superintendent of Schools will announce an emergency school dismissal. The primary reason for emergency dismissal is extreme weather such as heat, cold, snow, and ice. As soon as the decision to close schools is made, an announcement will be made on all local radio stations. If you hear no announcement concerning Moorhead Schools, you should assume that school is open and that a regular schedule is being followed. We do not close early as often as many of our neighboring rural school districts.

Please do not call Probstfield or any other school building to find out whether school is being canceled. Our phone lines are very limited and we need to be able to make outgoing calls in an emergency situation. Please use your radio and plan ahead so that your child knows what to do in case school closes early. If your family has any unusual circumstances that might cause difficulty in case of a school closing, let us know when your child registers for school.

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PROBSTFIELD SCHOOL HANDBOOK

Welcome to Probstfield. The staff and I are looking forward to working with you to provide an excellent education for your child. We welcome and encourage parent involvement because we know what a difference it will make in a child's learning. We offer and suggest many ways to get involved.

This handbook describes many of Probstfield's services, programs, and school procedures. In several cases a Moorhead School Board policy is included in its entirety. To view an entire policy, go to the school district web site, www.moorhead.k12.mn.us. Under District Information, select School Board and Policies. Policies may also be obtained in the school office. Please read the handbook and keep it as a reference. If you have any questions, feel free to call the school office. May we have a good year together!

*Anne Moyano
Principal*



Probstfield School staff welcome telephone calls from parents, and they frequently call parents. By working together, we can best insure a successful school experience for our students. The office is open from 7:30 a.m. to 4:30 p.m. Some frequently used numbers are listed below. Your child's teachers will provide you with the direct phone number into their classrooms. Keep in mind that teachers usually have their phones set on "Do Not Disturb" during the school day. However, you may leave a message in their voice mailbox and they will return your call.

284-7301	Cindi Andel, Secretary, Attendance and Enrollment
284-7302	Ellie Cossette, Secretary
284-7330	Anne Moyano, Principal
284-7310	Karen Opgrand, Health Technician
284-2327	Mary Bonemeyer and Lori Ishaug, Food Service
284-1411	Dan Bacon and Ruth Smith, Transportation

DAILY SCHEDULE

Office Hours	Monday through Friday	7:30 a.m. to 4:30 p.m.
School hours:	Kindergarten AM	8:50 - 11:20 a.m.
	Kindergarten PM	12:45 - 3:15 p.m.
	Grades 1 - 4	8:50 a.m. - 3:15 p.m.

ARRIVAL TIME

We ask that children who do not ride a bus arrive no earlier than 8:40 a.m. unless they will be eating breakfast at school. Breakfast is served from 8:15 to 8:40 a.m.

SCHOOL PHONE

The office phone number is 284-7300. We use voice mail and you are free to leave a message if you wish. The health office phone number is 284-7310. Students should use a school phone for emergencies only. They must have permission from a teacher to use a phone.

ABSENCES AND TARDIES

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 an understanding of the purpose and direction of their education.

TYPES OF ABSENCES

Excused Absences: The excused absence is for all legitimate reasons. The administration will determine the legitimacy of all absences. A student has the right and obligation to make-up any work missed with full credit.

The State of Minnesota recognizes the following reasons for 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, state tournaments and school activities). We encourage parents to hold these requests for absence to a minimum. A doctor's statement may be required after 3 or more consecutive absences or excessive periodic absences due to illness. Parents must call the school each day before 9 a.m. when a student will not be attending or send a note to school accounting for each day missed when the student returns to school. If you leave a message, please specify your child's name, teacher and the reason for the absence. If the parent does not notify the school within 2 days of the student's return to school, the absences will remain unexcused.

Unexcused Absences: Students who miss or are required to miss for reasons not acceptable to school officials may be required to report for detention and make-up work after school. Parents should not request permission for absence for personal convenience reasons, (e.g. babysitting, running errands). An unexcused absence indicates the student is absent with the consent of the parents. Students who miss or are required to miss school for reasons not acceptable to school officials will be subject to consequences determined by the building principal.

Truancy: A student who misses the whole day or part of the day without the consent of either the school or parent is considered truant. A Family Advocate is available to assist parents who are having difficulty getting a student to school. Through the Family Advocate, the Moorhead School District offers early intervention for attendance problems. If the interventions are not successful, a report of suspected parental neglect may be filed.

After a seventh unexcused absence (no contact from a parent as to the reason for an absence), the principal must file a Child in Need of Protection Services (CHIPS) petition with the Clay County Attorney's Office. A CHIPS petition usually results in a court appearance for truancy.

Tardiness: Three unexcused tardies are equivalent to one unexcused absence. Excused tardies are those resulting from personal illness or medical and other necessary appointments that must be scheduled during the school day.

Every effort should be made to have your child at school on time. Tardiness is unfair to the child who misses instruction. It also interrupts the classroom for other children. Children should be in their classroom by 8:50 a.m. Students who arrive at school after 8:50 a.m. for any reason, must come to the office for a tardy slip before going to class.

Refer to School Board Policy 514 on the web site or in the school office.

IF YOU MOVE

Please notify the school office if you have a new address or phone number. Stop by the school office and sign a Release of Records form if your child will be leaving Probstfield and attending a school outside of the Moorhead School District.

ASSIGNED DOORS

Each classroom has an assigned door which is used for morning arrival and entrance. After school, children may use whichever door is closest to their bus stop or route home.

BREAKFAST, LUNCH, MILK

School breakfast is available from 8:15 - 8:40 am. Lunch is served during six lunch periods. Meal costs are set by the School Board and are announced prior to the start of school in the fall. Students eligible for free or reduced lunch are also eligible for free breakfast. More information about free and reduced meals is available in the school office.

We use a computerized lunch program. Every student in the school is issued a laminated identification card. Students will need this card every day when they eat hot lunch or buy milk for lunch. The ID card can only be used to purchase one lunch each day, therefore, students cannot loan their card to a friend. The classroom teachers keep the cards and issue them to the students each day prior to the lunch period.

As the student passes through the lunch line, he/she shows the identification card to the cashier. Only the cashier knows whether the student receives a free, reduced, or full priced lunch. The computer keeps a record of when each child paid, how much, and when each child ate breakfast or lunch or purchased milk.

Students must prepay for meals and milk. Money is deposited into each child's account at the school office. Plan to deposit enough money for a week (or more) of meals. Students may put money in their account before school or during their noon hour.

Students must have enough money in their account to cover their meals - they cannot "charge" meals or milk. The cashier will let students know when their cash account is low and will give them a stamp on their hand to serve as a reminder that they need to deposit money in their account at the office. It is a parent/student responsibility to make sure that students have money in their account.

Students may have milk as a morning snack. There are no free or reduced arrangements for morning milk. Parents will receive a permission form for morning milk and only those children who return the form may receive morning milk. Milk charges are taken from the breakfast/lunch account. Milk is also available to children who choose to eat cold lunch at noon.

ACADEMIC AND ACTIVITY PROGRAMS

ART

Students in grades 1 - 4 meet with an art teacher at Probstfield approximately nine times per year. The art teacher also arranges class field trips to local art museums. In addition to the sessions with art teachers, students have art experiences with their classroom teachers.

CURRICULUM REVIEW

Parents have the right to review the curriculum and to determine which instruction will be provided by parents rather than teachers. For more information, please contact the assistant superintendent for teaching and learning, a principal, or a counselor regarding School Board Policy 620.

ELEMENTARY GUIDANCE (COUNSELING)

Our elementary guidance and counseling program offers classroom guidance instruction, small group experiences and short-term individual counseling. Melodye Brewster is Probstfield's elementary counselor and is at Probstfield half-time. Students can make an appointment to see Melodye and parents or teachers can recommend or request an appointment for a child. Feel free to call Melodye if you have questions about the guidance program, or are wondering if it would be helpful for your child.

FIELD TRIPS

Visits to various places in our community and in other communities enhance our educational program. Field trips are held in correlation with the curriculum for a particular grade level. The school district and the Parent Teacher Advisory Council (PTAC) pay the cost of field trip transportation. Trips are always well supervised, but we do ask that you sign the "field trip permission" line on the registration form. You may have the opportunity to volunteer to assist on field trips; your child's teacher will notify you when parent volunteers are needed. If you have a question about a field trip, feel free to call the classroom teacher.

HOMEBOUND INSTRUCTION

Students who are absent for 10 consecutive days are eligible for homebound or hospital bound instruction. Authorization from a physician must be on file requesting the same. All requests for homebound instruction are to be directed to the Learner Support Services office at 284-3711 and can be initiated before the timelines are in effect.

HOMEWORK

Students are assigned homework, although the amount assigned depends on the availability of study time in school, individual work rate, grade level, and teacher. Parent support is important, especially for projects that may require collecting materials. Parents can also help find a quiet, less distracting place to do school work and can help their child review for tests, practice math facts, and cooperatively participate in parent-child activities the teacher may send home. For some assignments, your child's teacher will want the students to work independently to encourage responsibility and independent work habits. Contact your child's teacher if you have questions about homework.

LIBRARY

Students make extensive use of the library at school. We encourage them to check out and use library books at home as well. Library books support and extend school learning. Our students make regular trips to the library with their classmates but are free to check out and return books as needed. The library is open before and after school for student use.

MUSIC

Our music program is designed to encourage music skills and music appreciation through the use of many musical experiences. Music class activities include singing, listening, appreciation, movement, learning and performing music fundamentals of the soprano recorder, soprano and baritone ukulele, Orff instruments, rhythm instruments, auto harp, chromatic bells and performance opportunities. The Moorhead School District sequential music curriculum gives students a step-by-step opportunity to learn music skills. The instruction provides them the foundation for band, orchestra, and choir in their later school years.

PHYSICAL EDUCATION

Physical education is held every day for grades 1-4. Students are required to wear gym shoes for both indoor and outdoor physical education class. They may not wear regular shoes or sock feet because of the risk of injury. Shoes must fasten with velcro or ties - slip on and zip up shoes and shoes with raised heels are dangerous. During the spring and fall, students may need a jacket or sweatshirt to wear outdoors. When selecting clothing for school, please remember that children are physically active every day.

Please send a written note to the physical education teacher if your child is unable to participate in class. In most cases, if a child is well enough to attend school he or she should be allowed to participate in physical education.

SCHOOL PATROL

School patrol assists children in crossing streets on their way to and from school. Fourth grade boys and girls are selected to serve on the patrol. These students must obey school regulations to stay on the patrol. The school patrol program needs the full cooperation of our students and their parents. Please encourage your children to respect the patrol. Parents set a good example by not allowing their children to cross the street anywhere except at the street corners.

TESTING

The Iowa Test of Basic Skills provides for comprehensive measurement of growth in the fundamental skills. The tests are given to students in grades 2, 3 and 4 in November. The test results provide a measurement of development of basic skills and are shared with parents. The results are used to analyze a student's progress and to consider carefully the learning experiences that student might need. The test results are used to supplement, not replace, teacher judgment. They are used in conjunction with everything else we know about a student. You will receive your child's Iowa Test results in midwinter.

Third grade students take the Minnesota Comprehensive Assessment in the late winter. The tests evaluate learning in reading and math and are based on the High Standards of Minnesota's Graduation Standards. The scores are used to see how children are progressing and to evaluate our school's instructional program. Students results are mailed directly to the parent or guardians.

POLICIES

ACTIVITY TRAVEL

State Meets:

District students and their coaches participating in athletic and/or academic activities at the state level will be provided a school car, bus or contracted travel; lodging with two or more students per room when possible, and registration fees, upon approval of the Building Principal and/or Activities Director. Meals will not be provided unless they are included in a registration fee or reimbursed by the Minnesota State High School League or other activity sponsor.

National Meets:

National competition for first place state winners will be financed through activities' individual accounts and/or by student participants. This policy will be shared with students and parents/guardians at the beginning of the student activity. District funds will not be used to finance student or coach participation in national competitions.

Refer to School Board Policy 543 on the web site or in the school office.

CHILD ABUSE AND NEGLECT

We comply with Minnesota state law and school board policy regarding child abuse and neglect. In all cases where there is reasonable cause to believe a child is being neglected or physically or sexually abused, an immediate report is made to Clay County Social Services.

CRISIS MANAGEMENT

Probstfield has a crisis management plan to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation in the school

In addition, Probstfield has an elementary student assistance team made up of staff from the school. The CARE Team provides support to students and staff who are experiencing significant life stresses. The team attempts to meet social and emotional needs of students so that they can obtain maximum benefits from their educational program.

Refer to School Board Policy 710 on the web site or in the school office.

GIFT GIVING

Gifts from students to staff are discouraged. School board policy states that "Staff will not accept gifts from students except as such gifts represent tokens. Even token gift-giving is to be discouraged. The School Board considers, as more welcome and more appropriate, the writing of letters by students to staff members to express gratitude and appreciation." Individuals interested in making a gift to the school are encouraged to talk to the principal.

HARASSMENT

If students experience or witness harassment based on religion, race, sexual orientation, national origin, or sexual harassment and violence, they should report the incident to a teacher, counselor, or principal. If parents witness, or if students report such harassment to them, the parent should report the information to a teacher, counselor, or principal.

Refer to School Board Policy 570 on the web site or in the school office.

HAZING PROHIBITION - POLICY 571

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 permit, condone or tolerate 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

SCHOOL DISTRICT INFORMATION NETWORK USE - POLICY 731

The District policy addressing issues related to use of the electronic network can be read in full on the District web site and every school office has a District Policy Manual containing all District policies. The Information Network Use policy addresses: network conduct, disciplinary actions for improper use, user notification, parents' responsibility, filter, publication of materials on the network, information contact/third party supplied information, limited expectation of privacy, and limitation of school district liability.

Refer to School Board Policy 731 on the web site or in the school office.

**SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSION, AND STUDENT'S PERSON
POLICY 574**

I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the Moorhead Area Public School District's policies against contraband.

II. GENERAL STATEMENT OF POLICY

A. Pursuant to Minnesota statutes, 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 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 students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. The policy above for school lockers also applies equally to student's desks or personal possessions as defined herein. The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

C. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

III. DEFINITIONS

A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-a-likes," alcoholic beverages, controlled substances and "look-a-likes," overdue books, and other materials belonging to the school district, and stolen property.

B. "Personal possessions" includes but is not limited to purses, backpacks, book bags, packages, and clothing.

C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal

observation, a report from a student or staff members, a student's suspicious behavior, a student's age and past history or record of conduct, or other reliable sources of information.

D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

IV. PROCEDURES

A. School officials may inspect lockers and desks at any time they believe inspection would be in the best interest of the school, the staff, or the student body. Student lockers, desks and personal possessions may be randomly searched throughout the school year without notice, without student consent and without a search warrant.

B. 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.

C. School officials may, upon a finding of individualized reasonable suspicion supported by articulable facts, employ the use of trained dogs for the purpose of conducting a sniff search of an employee's desk. If a dog alerts to the 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 exists an internal search of the desk and its contents will be conducted. The search will be reasonable in its scope and intrusiveness.

D. School officials may, without a search warrant, search the person and/or personal possessions based on a reasonable suspicion. The search will be reasonable in its scope and intrusiveness.

E. As soon as practicable after a search pursuant to this policy, the school authorities must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by policy or school officials.

F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.

G. A search of a person shall be conducted in privacy by a school official of the same sex. An adult witness of the same sex shall be present as an observer during the search.

H. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

V. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, or cause educational disruption, etc.

VI. SEIZURE OF CONTRABAND

If a search yields contraband, school offices will seize the item and, where appropriate, turn it over to legal authorities for ultimate disposition.

VIII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion or expulsion, and the student may, when appropriate, be referred to legal authorities.

Legal References:

U.S. Constitution, Fourth Amendment

New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)

Zamora v. Pomeroy, 639 F.2d 662 (1 Oth Cir. 1981)

Minnesota Statute 127.47 (School Locker Policy)

Cross Reference:

Moorhead School Board Policy 534: Mandated Reporting of Child Neglect or Physical/Sexual Abuse

Moorhead School Board Policy 551: Student Discipline

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

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

TOBACCO-FREE ENVIRONMENT - POLICY 573

I. PURPOSE

Smoking and the use of tobacco products shall be prohibited on all school district property, including district-owned and contracted vehicles, with the exception of Townsite Centre as defined by this policy. Smoking shall be prohibited in all rooms at Townsite Centre set aside for district use and in the hallways and common areas of the building, except for a well-ventilated, totally enclosed, specially marked room set aside for smoking.

II. GENERAL STATEMENT OF POLICY

Possession by an elementary, junior high or secondary school student of any type of tobacco product while on district property shall be considered a violation of the tobacco-free environment policy. Anyone smoking in a nonsmoking area at Townsite Centre shall be considered a violation of the tobacco-free environment policy. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition includes all school district property and all off campus school district-sponsored events.

A. Enforcement

The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or other person who is found to have violated this policy. Signs will be placed at the entrance to each school district building stating that it is a tobacco-free environment. "No smoking" signs shall be placed in the halls and common areas of each district building including Townsite Centre. The success of this tobacco-free environment policy will depend on the thoughtfulness, consideration and cooperation of students, staff and citizens. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Although any individual may report observed violations, school district employees shall be expected to report all observed violations in accordance with the procedures listed below.

B. Help Programs

The Moorhead Public Schools will be proactive in tobacco-free help programs. A list of several resources will be made available for the convenience and preference of the employee. Student help programs will be provided for students as outlined in Moorhead School Board Policy 554 Student Support Programs.

C. Violations-Students of Elementary, Junior High, Secondary Schools

Any violations of the tobacco-free environment policy by students shall be referred to the appropriate building administrator. Students who violate provisions of the policy shall be subject to the building student discipline procedures.

D. Violations-Staff

Any violation of the tobacco-free environment policy by an employee of the district shall be referred to the appropriate supervisor. One verbal warning, accompanied by a written warning, shall be issued to the staff member. Further violations shall be considered insubordination and shall be dealt with accordingly, based on applicable collective bargaining agreements, if any, and Minnesota Statutes.

E. Violations-Citizens

Citizens who are observed smoking on school district property shall be asked to refrain from such behavior while on district property. If the individual fails to comply with the request, his/her violation of policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred. The building administrator, president or supervisory personnel shall make a decision on further action including a directive to leave school property.

Repeated violations of the tobacco-free environment policy by a citizen(s) shall result in a recommendation to the Superintendent to prohibit the individual from entering school district property for a specified period of time. If deemed necessary by district administration, the local law enforcement agency shall be called upon to assist with enforcement of this policy. Violation of the Minnesota Clean Indoor Air Act, by smoking in a designated nonsmoking area, is a petty misdemeanor and a court injunction can be instituted against a repeated violator.

F. Dissemination of Policy

Notification will be provided indicating that Moorhead Area Public Schools are a tobacco-free environment.

This policy shall appear in the student handbook.

The school district will develop a method of discussion this policy with students and employees.

Legal References:

- Minnesota Statute 144.413, Subd. 4 (Definitions)
- Minnesota Statute 144.4165 (Tobacco Products Prohibited in Public Schools)
- Minnesota Statute 144.417 (Commissioner of Health, Enforcement, Penalties)
- Minnesota Statute 609.685, Subd. 1 (a) and (b) (Sale of Tobacco to Children)

Cross References:

- Moorhead School Board Policy 551: Student Discipline
- Moorhead School Board Policy 553: Crisis Intervention
- Moorhead School Board Policy 554: Student Support Programs
- Moorhead School Board Policy 572: Drug-Free Workplace/Drug-Free Schools

DISCIPLINE PLAN

PANTHER PRIDE

At Probstfield our goal is to have a positive atmosphere for learning. Our school discipline plan, called Panther Pride, is intended to help children learn and practice appropriate behavior in common areas of the school. The common areas of the school are the hallways, bus lines, playground, lunchroom, bathrooms, library and assembly. Each teacher also has a classroom discipline plan.

Our general expectations for children in all common areas of the school are to:

follow directions	respect people
respect property	keep hands, feet, and objects to self

In addition, each area has some specific expectations. For each area our expectations are:

Lunchroom

use quiet voices and proper table manners
stay in seats until excused

Hallways

use quiet voices
walk

Bus lines

stay behind the white lines on the sidewalk
stay in line while waiting and while loading
the bus

Assemblies

use quiet voices
show courtesy to presenters
sit in assigned place
remain in the gym for the entire program

Playground

play in designated play areas
refrain from throwing snowballs and rocks
refrain from fighting

To recognize positive behavior, students have the opportunity to earn coupons towards a class collection and to redeem the coupons for class rewards. PTAC (Parent Teacher Advisory Council) supports some of the costs of the Panther Pride program.

PLAN FOR CHANGE

At times children choose inappropriate behavior in the common areas of the school. When this happens an adult speaks to the child and tells him or her what they have done. The adult reports the incident to the child's classroom teacher. When three such reports are received by a teacher in a five day period, the classroom teacher will contact the parent to discuss the problem. The teacher and parent will also arrange a day for the student to spend 15 minutes with the teacher in Plan for Change time. Plan for Change can be held either before or after school, transportation is the responsibility of the parent. During Plan for Change the student develops and writes a plan. The plan is sent home for the parent to review, add comments and sign. We hope that by building communication with parents into the plan, we can work together to encourage appropriate behavior. Plan for Change time is not used with kindergarten students; however, our kindergarten teachers work closely with parents when there are behavior concerns.

Extreme behavior may result in immediate Plan for Change time or other consequences as specified in the district discipline plan. Parents are contacted and involved in any incident of serious behavior. If needed, special service teachers, community social services people, and juvenile officers may also be involved.

If you have any questions about the school-wide discipline plan or individual classroom plans, feel free to contact a classroom teacher or the principal.

MEETING UNIQUE NEEDS

ENGLISH LANGUAGE LEARNERS

We provide small group and individual instruction in speaking, reading, and writing English for our students whose first or primary language is not English. Nancy Oster is a licensed English as a Second Language teacher.

HEALTH SERVICES

Our health office is staffed during school hours by Karen Opgrand, full-time health technician trained in first aid. Our school nurse, Christy Elias, is scheduled to be at Probstfield several hours per week and is contacted in cases of serious injury or illness at school. The health office staff can be reached at 284-7310. Children's health strongly affects school attendance and performance. The school nurse is available to help parents with any health concerns. The health office also manages immunization and health records, the administration of medication at school, hearing and vision screening, and specialized health procedures which must be done at school. Communication and cooperation between school personnel and parents is essential in understanding and meeting our child's health needs.

Immunizations. Minnesota State Law, M.S. 123.70 mandates that every student must show proof of full immunization, or supply the school with a notarized exemption form in order to attend school in Minnesota. To be fully immunized, your child should have:

- 5 - D.P.T. (Diphtheria, Pertussis, and Tetanus) immunizations
- 4 - Polio immunizations
- 1 - MMR (Mumps, Measles and Rubella) received after 1 year of age
- 3 - HBV (Hepatitis B)

The immunization dates (month, day, and year) are entered on the History and Physical Examination form, signed by the doctor or clinic where they were given, and are due the first day of school. Transferring students have 30 days to provide the school with immunization and health records. The Clay County Public Health Clinic, located at 715 11th Street North, offers immunizations throughout the week. Please call 299-7777 for an appointment.

Illness and Injury at School: If your child becomes ill while in school, school personnel will need to be able to contact you. Please complete emergency information on the school registration form, including doctor, hospital preference and alternate persons to call in case of an emergency. In an emergency the school nurse or other school personnel will see that your child gets treatment as specified by you on the registration form. We will not release ill students to go home without a parent contact and arrangements made for release of the student into the care of the parent or approved others.

Illness at home. Watch your child for symptoms of illness and keep him or her home if necessary. Please contact the school or health office at 284-7300 if your child is staying home because of illness and let us know if he or she has a contagious illness such as chicken pox or strep throat or infestations such as head lice or scabies. Children must stay home until symptom free or until they have written permission from their physician to return to school.

Prompt reporting enables us to contain contagion and prevent reinfestation. You will be informed in writing if head lice has been found in your student's classroom. Please follow up by checking your child for evidence of lice or nits at least once a week for the next three weeks. Students may return to school after completion of special treatment for infestation.

Medication. No medication will be administered by school personnel without written authorization from the parents and signed doctor's orders. All medicine must be in the original bottle, labeled with the child's name, name of medication, and dosage to be given. If at all possible, medication should be given at home. Medication request form are available in the health office. Please let the health office know if your child is taking medication at home.

Hearing and vision. We conduct hearing and vision screening for our students and keep a record of the results. You will be contacted if your child doesn't pass the screening.

Refer to School Board Policy 530 and 532 on the web site or in the school office.

SPECIAL EDUCATION SERVICES

Probstfield School and the Moorhead School District offer a variety of programs and services for children with disabilities. Disability areas include speech and language, learning disabilities, emotional/behavior disorders, hearing, vision, mental, physical, and health impairments and others. We have staff licensed to work with children in these areas as well as a school psychologist, social worker, occupational and physical therapists, adaptive physical education teacher and others. A team made up of staff and a student's parents determine the need for the program of special services. Children receive a comprehensive assessment, or evaluation, of their strengths and weaknesses before services begin. Information from parents is an important part of the process. We follow the due process procedures set by state and federal laws.

If you suspect that your child may have a disability that is interfering with school performance, a call or conference with the classroom teacher is the best place to start.

SUPPLEMENTAL TEACHING AND ENRICHMENT (STEP)

STEP refers to an array of programs and activities for children needing enrichment outside of that provided in the classroom.

Junior Great Books is a reading program for first through fourth grade children interested in more challenging literature. It is led by trained parent volunteers.

Destination Imagination is a creative problem-solving experience. Parent volunteers will be trained to lead a DI group. Destination Imagination groups meet after school or on weekends.

Pullout programs for third and fourth grade, known as EXPLORE and DISCOVER, are intended for students with multi-intelligences and abilities. Several types of information are considered in selection of children. We recognize that no program will meet the needs or be a good match for all talented children and attempt to provide a variety of academic challenges and enrichments.

You will find that many writing, research, and project assignments in the classroom, as well as special events such as the Inventor's Fair and class performances, offer all children open-ended opportunities for advanced instruction and performance. We encourage our students to take advantage of many enrichment opportunities in the community.

BASIC SKILLS, READING RECOVERY, EXCEL AND OTHER SUPPLEMENTAL PROGRAMS

We offer several programs that provide extra help and instruction in reading, writing, and math. These include classroom Basic Skills paraprofessionals in grades 1, 2, 3 and 4, Reading Recovery and Early Literacy Groups in grade 1 and reading support teachers in grade K. The America Reads program provides Moorhead State education majors to assist students with reading. We use an after school Targeted Services program called EXCEL, to give students extra help in reading, writing and math. We also use parent, community, and college student volunteers to assist our students.

Students who are performing below their grade level and are recommended by their teacher will be considered for these programs. If you think your child needs reading or math help or have questions about any of these programs, contact his or her classroom teacher. If you wish to volunteer, contact a teacher or Mrs. Moyano.

Probstfield is not eligible for Title I funding.

PARENTS AND STAFF WORKING TOGETHER

ADDRESSING CONCERNS

When parents have concerns, they are asked to first contact the school employee who is nearest to the situation causing the concern. If you do not receive satisfaction from that person, then contact the building principal for assistance. If the matter is still unresolved, then contact the superintendent of schools. You may be asked by the superintendent to state the concern in writing and summarize the action taken to date.

If the matter remains unresolved after contacting the superintendent, parents are invited to call school board members to assist in bringing the matter to a satisfactory resolution.

CONFERENCES AND PROGRESS REPORTS

Parent-teacher conferences are held each fall and spring. Parents sign up for conference times when they attend Back to School Night and the November Parent-Teacher Conferences. At the fall conference you can expect to review and discuss the expectations for academic learning and personal development at your child's grade level, student progress, and any concerns or questions you or the teacher have. During the spring conference, student progress on the grade level expectations will be discussed. The conferences are brief and do not replace regular contact with your child's teacher. If you need to conference with a teacher at other times or have a question or concern, feel free to contact him or her.

Our students receive two written progress reports each year. They are sent home in January and on the last day of school.

FAMILY INVOLVEMENT

Many benefits result from a strong partnership between home and school. Family involvement in a student's education is a factor in student achievement. Informed and involved families become supporters of the school. Family involvement is a critical link to achieving a high quality education and a safe, disciplined learning environment.

At Probstfield we encourage family involvement. There are opportunities for parents to become involved both at home and at school. We make a special effort to reach out to parents whose language, culture, or family conditions make it difficult for them to participate in their child's education.

Our teachers use various channels of communication to keep families informed of their child's progress in school. Teachers encourage open communication between the family and the school.

We offer many opportunities for parents to volunteer at school. Some opportunities are offered by the school staff and some by PTAC. Please watch the newsletters and other flyers that are sent home for specific information about how to volunteer. Many of the opportunities are short term and some can be done at home, so we hope to accommodate the schedules of parent volunteers. All volunteers must sign in at the office and wear a volunteer name tag. Parents are also needed to serve on school district committees. These opportunities are described in the school district calendar sent to every Moorhead School District home in August.

Refer to School Board Policy 901 on the web site or in the school office.

MESSAGES AND PHONE CALLS

If you wish to deliver something to your child during the school day, please come to the office, and we will either handle the delivery for you or help you find your child quickly.

Taking phone calls at school is usually not convenient for a student. Although we understand that students sometimes must receive telephone messages during the school day, we appreciate our parents keeping message-delivering to a minimum.

NEWSLETTER

The Probstfield newsletter is sent home with students once each month. It contains school calendar and event information as well as news from the Parent Teacher Advisory Council (PTAC).

PICKING UP CHILDREN DURING THE DAY

To take a child out of class during the day, parents must come to the office for a "Permit To Leave" slip. The slip is then given to the classroom teacher. We do not permit students to wait outside during the day for their ride.

PARENT TEACHER ADVISORY COUNCIL (PTAC)

We have a very active Parent Teacher Advisory Council Board made up of staff representatives, parents, and the principal. PTAC serves to increase communication between parents and the school, support parent involvement, increase awareness of Probstfield by parents and the community, aid in securing funds for equipment and activities which support education and the school environment, and assist at school functions.

Any parent or staff member is welcome to contact PTAC officers and board members or attend PTAC meetings. Meetings are announced in the newsletter and on the outdoor school sign.

VISITING CLASSROOMS

Parents are always welcome to visit school, but please try to arrange your visit at a convenient time for both your child's teacher and yourself. Your child's teacher can provide you with a time that will be most profitable to you. All visitors must sign in at the office and wear a visitor name tag. We have learned from experience that it is best to limit classroom visits to 30 - 45 minutes. The classroom teacher will not always have the opportunity to talk with you for any length of time during a visit because his/her first responsibility is to the children.

Please do not invite children who are visiting your home to attend school with your child.

OTHER

BICYCLES

Children who are competent bicycle riders and know the rules of the road may ride bicycles to school. We recommend limiting this privilege to fourth grade students. The school area is very challenging for bike riders due to the large number of cars, buses, and pedestrians. There is a bike rack on the east side of the school alongside the playing field.

INSURANCE

Student insurance is designed primarily to furnish low cost accident and dental policies to the students who don't have coverage under any individual family plan. The School Board approves the sale of the student accidental and/or dental insurance for the convenience of students and parents. Enrollment forms are distributed to students on the first day of school in the fall.

LOCKED DOOR PLAN

All school doors are locked between the hours of 9 a.m. and 3 p.m. with the exception of Door #8 on the east side of the school (parking lot). Door #4 is unlocked for kindergarten dismissal and arrival at 11:10-11:35 a.m. and 12:35-1:05 p.m.

Locked doors are inconvenient at times, but students and staff safety is important and worth some inconvenience. Locked doors are a proactive step we take to decrease the likelihood of a dangerous incident at school.

All visitors will need to use Door #8 (parking lot) if they arrive during the day. Children who are late to school, arriving after 9 a.m. or after 1:05 p.m. for kindergarten, will also have to enter the school at Door #8. Classroom teachers will explain and show the students which door they should enter if they arrive at school late.

LOST AND FOUND

Each year many articles of clothing and other items are lost. Usually, these items are found and turned in at the school office. The articles of clothing are then placed in a box located in a storage room next to the cafeteria entrance. Lost glasses, keys, and jewelry are kept in the office.

Please encourage your child to inquire about and to look for these articles until they are found. If your child is unsuccessful, then perhaps a parent should also search through the box. If your child's articles of clothing are marked in some way, it will be much easier to identify and reclaim them.

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NOON HOUR

Students have a thirty five minute noon hour. They must spend the first fifteen minutes in the lunchroom. At that time, or when finished eating, they are excused to go to their lockers to get their outdoor clothing and go to the playground. It is important for children to dress warmly for school. We go outside after lunch unless the temperatures or wind are very extreme. Some days we may shorten the time outdoors but the children will go out for some fresh air and activity. Please do not request that your child be kept indoors at noon unless his/her physician feels it would be detrimental for the child to be out. In most cases, if a child is well enough to attend school, he or she should be allowed to go outdoors. Fresh air and activity increase alertness for class work.

PARKING

For short-term student drop-off and pickup, please use Twenty-Fourth Avenue from 14th Street to the parking lot entrance. Fifteen minute parking is allowed in this area. Students can also be picked up on 14th Street south of the 26th Street crosswalk. The bus loading zone on 14th Street may be used for student drop-off except from 3 to 4:00 pm. The parking lot is not a student drop-off or pickup area because of the danger to children crossing the lot.

You can park in the parking lot or on the street. On Wednesday, parking is not allowed on 24th Avenue from 8 am to noon and on Thursday, parking is not allowed on 14th Street from 8 am to noon due to city street cleaning.

If your child needs to cross the street to get to your vehicle, please require them to cross only in proper crossing areas. It is especially important that they do not walk between school buses to get across the street.

PETS IN SCHOOL

Family pets are not allowed on school grounds or classrooms in Moorhead's K-4 schools. The factors that led to this position include unpredictable animal behavior, allergies, asthma, and diseases such as rabies.

PESTICIDE APPLICATIONS

Weeds on school grounds are sprayed during the first two weeks in June and the last two weeks in August. The building is checked on a quarterly basis by a licensed exterminator. Pests are monitored and controlled by use of glue traps and mechanical devices. Parents are given the opportunity to request notification prior to pesticide applications made on days other than those specified above. The long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

PARTY INVITATIONS

We prefer that students do not hand out invitations to parties at school. Please consider mailing invitations or delivering them to homes.

SCHOOL BUS SAFETY, RESPONSIBILITY AND SERVICE

Riding a school bus is a privilege, not a right. A student's bus riding privileges may be taken away if a student violates rules for appropriate conduct while on the bus or while at the bus stop. All school rules are in effect on the bus and at the bus stop.

If the school bus and bus stop rules are broken, the school district's discipline procedures will be followed. Consequences are progressive and may include suspension of riding privileges. Depending on the nature of the offense, suspension or expulsion from school may also result. Records of school bus and school bus stop misconduct will be retained in the same manner as other student discipline records.

For a first offense, students are given a warning. For the second, a three school day suspension from riding the bus and a conference (meeting or phone) with parents is the penalty. For the third offense, the penalty is a five school day suspension from riding the bus and a meeting or phone conference with parents. The fourth offense merits a 20 day riding suspension from riding the bus and a meetings with parents. A fifth offense brings suspension from riding the bus or the remainder of the school year. For any significant bus conduct incident, a bus conduct report is sent to the students principal and to the students parents.

At the beginning of each school year, time is spent in the classroom and on the bus helping children learn bus safety, appropriate behavior and bus rules for riding the bus and waiting at bus stops. Staff are on duty after school until all buses are loaded. Student behavior in the bus lines is monitored. Please help your child understand and use appropriate bus behavior. If you have concerns about bus conduct policies, please contact our transportation supervisor, Dan Bacon, at 284-1411.

School bus transportation is provided to any student who lives within the Probstfield boundaries and who lives one mile or more from the school. Information concerning bus routes may be obtained every fall by consulting the local newspaper or by calling the school district transportation office at 284-1410. Please contact the transportation office if you have questions about bus schedules or if your address changes. Students may not ride another child's bus in order to go to a party or to play together after school.

Refer to School Board Policy 720 and 721 on the web site or in the school office.

TREATS

The Minnesota Health Department recommends that all student treats be purchased commercially.

WEATHER RELATED SCHOOL CLOSINGS

Occasionally the Superintendent of Schools will announce an emergency school early dismissal, late start or cancellation of school due to extreme heat, cold, snow or ice. As soon as the decision to close schools is made, an announcement will be made on all local radio and television stations. If you hear no announcement concerning Moorhead Schools, you should assume that school is open and that a regular schedule is being followed. We do not close early as often as many of our neighboring rural school districts. In the event schools are closed due to severe weather conditions, all after-school activities will be canceled.

Please do not call Probstfield or any other school building to find out whether school is being canceled. Our phone lines are very limited and we need to be able to make outgoing calls in an emergency situation. Please use your radio and plan ahead so that your child knows what to do in case school closes early. If your family has any unusual circumstances that might cause difficulty in case of a school closing, let us know when your child registers for school.

Although it is important to have an emergency plan, we rarely close school early. It is difficult for the school district to contact enough bus drivers and most importantly, too many children would arrive to a locked home or would have no supervision at home.

At school, we prepare for fire and tornado emergencies by conducting drills. Fire drills are held during the school year to instruct children as to the signals used, exits, and proper evacuation procedures in case of fire. We hold a tornado drill in conjunction with the state tornado drill. When the tornado signal is given, each teacher takes his/her class to an assigned area in the school.

We have a lock down procedure that would be used in the event of a dangerous intruder. All volunteers, visitors and staff wear identification tags.

Refer to School Board Policy 711 on the web site or in the school office.

14th Street South

17th

No Parking 8 a.m.-12 p.m. on Wednesday

24th Avenue South

Drop Off/Pick Up-15 minute parking

No Parking 8 a.m.-12 p.m. on Wednesday

Parking
Lot

Probstfield
Elementary

No parking from 3 - 4 pm in the Bus Loading Zone

Parking



Probstfield Elementary School

14th Street South

14th Street South

DOOR #3

DOOR #2

DOOR #4

DOOR #1

DOOR #6

DOOR #8

DOOR #5

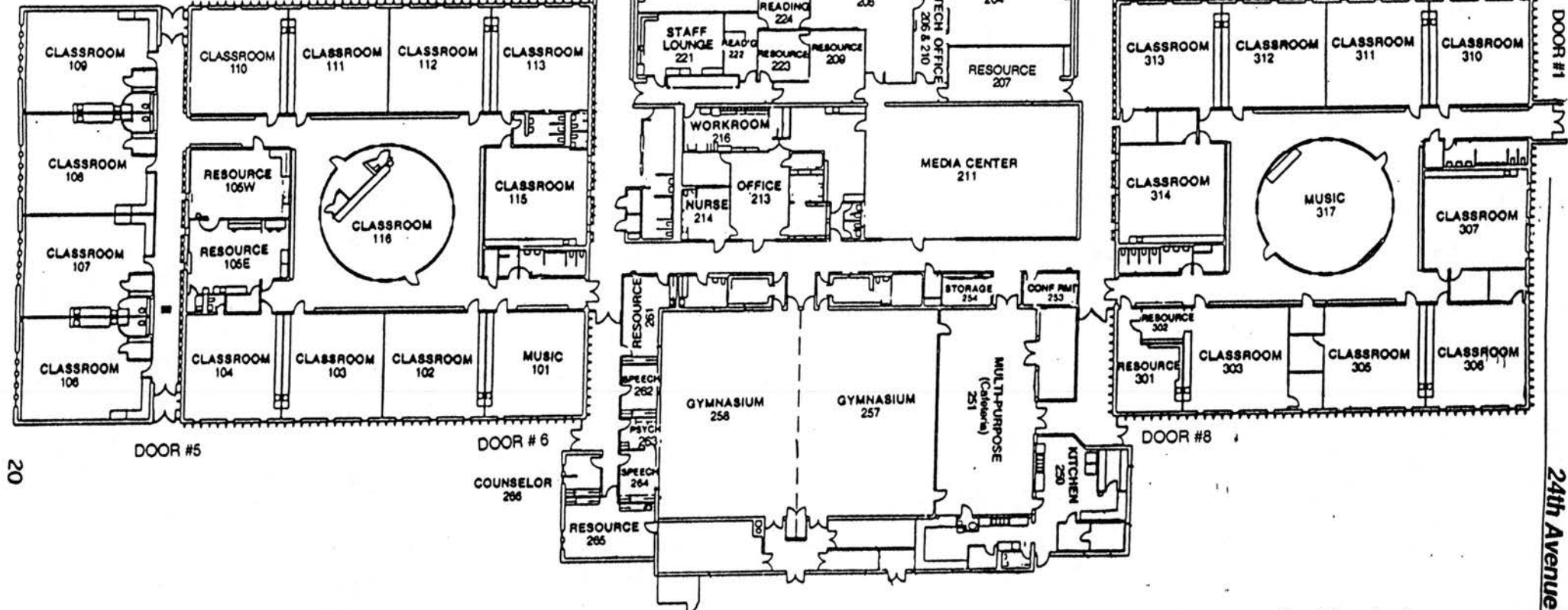
COUNSELOR
266

Playground

Parking Lot

24th Avenue South

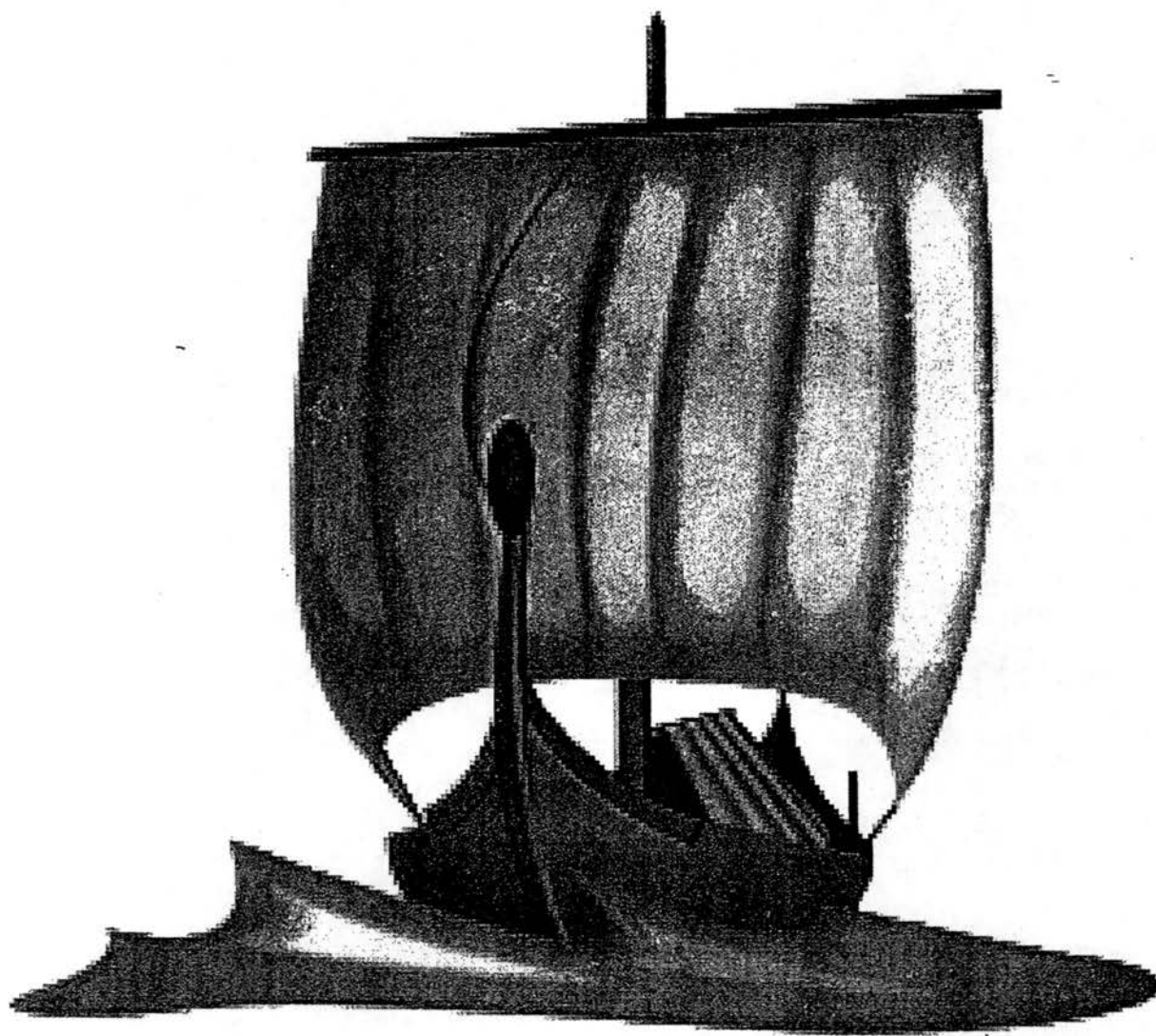
24th Avenue South



2003 - 2004 SCHOOL CALENDAR

August	27, 28, 29 28	K-12 Teacher Workshops Back To School Night (Elementary & Junior High)
September	1 2 4	Labor Day K-12 Classes Begin Back to School Night (Senior High)
October	16 & 17 31	EM (formerly MEA) NO SCHOOL End of 1st Quarter
November	3 10-14 21 24 24 25 26 27 & 28	K-12 Staff Development Day - NO SCHOOL ITBS Testing (Elementary) K-P/T Day Conferences - NO SCHOOL FOR KDGTN K-P/T Day Conferences - NO SCHOOL FOR KDGTN K-12 P/T Conferences (5-8:30 p.m.) K-12 P/T Conferences (8-11 a.m., 12-4 p.m., 5-8:30 p.m.) NO SCHOOL K-12 Teacher Comp Day - NO SCHOOL Thanksgiving Holiday
December	22	Winter Break Begins
<u>2003</u>		
January	5 13 14 19 23 27	K-12 Classes Resume MCA (Grade 7 - Reading) MCA (Grade 7 - Math) Martin Luther King Jr. Day/K-12 Staff Development -NO SCHOOL End of 2nd Quarter/Semester Basic Standards Test (Writing)
February	3 5 16 17	Basic Standards Test (Junior High - Math) Basic Standards Test (Junior High - Reading) President's Day Holiday - NO SCHOOL K-12 Staff Development Day - NO SCHOOL
March	9 & 10 11 15 & 16 24 26 29 29 30 31	MCA (Grade 3 & 5 Reading, Grade10 Reading, Grade11 Math) MCA (Grade 5 Writing) MCA (Grade 3 & 5 Math) End of 3rd Quarter K-P/T Day Conferences - NO SCHOOL FOR KDGTN K-P/T Day Conferences - NO SCHOOL FOR KDGTN K - 12 P/T Conferences (5 - 8:30 p.m.) K - 12 P/T Conferences (8-11 a.m., 12-4 p.m., 5-8:30 p.m.) NO SCHOOL K - 12 Teacher Comp Day - NO SCHOOL
April	1 & 2 8, 14 & 15 9 12	Spring Break - NO SCHOOL BST - Seniors only Holiday - NO SCHOOL K-12 Staff Development Day - NO SCHOOL
May	31	Memorial Day - NO SCHOOL
June	2 4 6	Last Day for K-12 Students Last Day for K-12 Staff/ Workshops Graduation

Robert Asp School



Student Handbook 2003 - 2004

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ROBERT ASP SCHOOL HANDBOOK



Welcome to Robert Asp School! We believe that Robert Asp is a special place for young people – a secure place where young people find support, direction, and encouragement as they learn.

In this handbook we wanted to go beyond school rules and practices. We attempted to include our views about young people and how they can best learn and develop as responsible, productive people.

Please read the handbook as an introduction to our way of thinking and join us as we try to make Robert Asp the best school possible. We believe that supportive parents who work in partnership with us at school are important to our students' success. We invite, and we value, your involvement at Robert Asp School. May we have a good year together!

Kyle Edgerton, Principal
Scott Matheson, Counselor



Robert Asp Elementary School • 910 11th Street North • Moorhead, MN 56560

STAFF

Robert Asp School staff welcome telephone calls from parents, and they frequently call parents. By working together, we can best insure a successful school experience for our students. You may call any time during the school day. Please use the prefix 284 followed by the number listed for direct access.

6330 Kyle Edgerton, Principal
 6312 Scott Matheson, Counselor
 6310 Pat Hall, Health Office
 6302 Bev Hunt, Office Secretary
 6301 Kathy Enkers, Office Secretary
 6315 Jacki Karch, Social Worker

6335 Carol Johnson, Librarian
 6336 Judi Ritterman, Library Secretary
 6366 Linda Johnson, STEP
 6326 Joann Narum, Food Service
 6320 Jerome Mogard, Custodian

Adams, Barb
 Food Service

Cerar, Marsha - 6354
 Paraprofessional

Edgerton, Ruth - 6356
 Paraprofessional

Hajric, Allison -
 Music

Anderson, Dave - 6320
 Custodian

Chamberlain, Bert - 6421
 Phy Ed

Edwards, Lois - 6347
 Paraprofessional

Hanson, Peter - 6361
 Grade 6

Anderson, Diana - 6345
 Grade 6

Cole, Brian - 6431
 Orchestra

Eidsness, Rick - 6357
 Grade 6

Hastings, Sheila - 6362
 LD

Anderson, Kevin - 6346
 Occupational Therapy

Crary, Sayra - 6354
 ELL

Frey, Deb - 6359
 Sight Impaired

Holden, Debbie - 6409
 Paraprofessional

Black, Elaine
 Noon Supervisor

Cullen, Nancy - 6402
 Paraprofessional

Friend, Helen - 6360
 Speech

Jenni, Kim - 6365
 Title I

Brehm, Bill - 6320
 Custodian

Daley-Getz, Lona - 2311
 District Nurse

Funk, Cindy - 6347
 Paraprofessional

Johnson, Lynn - 6368
 Grade 6

Bryant, Susan - 6351
 EBD

Davis, Shirley - 6402
 Paraprofessional

Garrison, Amy - 6365
 Paraprofessional

Kapitan, Jim - 6411
 Adapted Phy Ed

Burnside, Jan - 6409
 Paraprofessional

DeVries, Terry - 6355
 EBD

Geihl, Susan - 2263
 Art

Keenan, Cheryl - 6369
 Grade 6

Buyse, Lowell - 6352
 Speech

Dombeck, Irene - 6402
 Paraprofessional

Gilbertson, Don
 Noon Supervisor

Knutson, Jim - 6316
 Family Therapist

Carlson, Jon - 6399
 Computer Tech

DuBois-Gerchak, Kelly
 6356 - EBD

Grooters, Robin - 3723
 District Representative

Krchnavy, Shari - 6371
 Grade 6



Langlie, Andrea - 6372 Grade 6	Magin, Charlotte - 6376 Grade 6	Olson, Chris - 6433 Music	Sweet, Pamela 6434 - Band
Larson, Shirley - Paraprofessional	Manston, Andrea - 6364 Grade 6	Pederson, Kathy - 6326 Food Service	Swenson, Derek D.A.R.E. Officer
Lawrence, Mary Helen Food Service	McDonald, Deb - 6367 ISS	Potter, Ruth - 6345 Interpreter	Taylor, Jane - 6407 Grade 6
Leikas, Mary Lee - 6438 PT	Meyer, Brian - 6412 Phy Ed	Richard, K. - 6381 Grade 6	Thrash, Louie - 6351 Paraprofessional
Lien, Joann - 6409 Paraprofessional	Moe, Jon - Grade 6	Rick, Eileen - 6351 Paraprofessional	Torgerson, Denise - 6317 Chemical Dependency
Loken, Karen -6351 Paraprofessional	Morken, Colleen - 6346 POHI	Schindler, Kay - 6402 DCD	Vigen, Nancy - 6408 LD
Longie, Donna - 1466 Home School Liaison	Mortenson, Dianne - 6408 Paraprofessional	Schmidt, Patricia - 6403 Grade 6	Wallace, Judy - 6409 DCD
Luhman, Lucinda Noon Supervisor	Oestreich, Robin - 6413 Phy. Ed.	Shorey, Marcella Noon Supervisor	Williams, Sara - 6314 Psychologist
Lura, Terrie - 6432 Music	Offutt, Jeff - 6363 Grade 6	Stack, Barbara - 6406 Grade 6	Winter, Marlys Food Service
			Wright, Palma - 6414 Grade 6



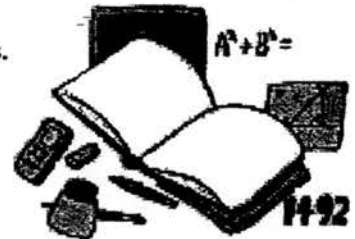
D.A.R.E.	~	Drug Abuse Resistance Education
DCD	~	Developmental Cognitive Delay
EBD	~	Emotional Behavior Disorder
ESL	~	English as a Second Language
LD	~	Learning Disability
POHI	~	Physically and Other Health Impaired
STEP	~	Supplemental Teaching Enrichment Program
Title I	~	Teacher of students who qualify for extra help in math and/or reading

ACADEMIC / ACTIVITY PROGRAMS

Each classroom teacher plans and directs the curriculum to include reading, math, language arts, science, health, social studies and art. Other teachers add to the curriculum in the areas outlined in the following sections. The teachers at Asp present the curriculum in various ways. Some teach as a pair; some teach as a small team; some are "self-contained" with one person teaching virtually all subjects.

Regardless of the classroom arrangements, if we affirm together the following premises, we will see our children learn and develop to the best of their abilities:

1. Young people are truly individuals.
2. Young people are innately curious about the world in which they live.
3. Young people are responsible.
4. Young people are creative.
5. Young people are capable of being independent learners.
6. The process by which an individual learns should serve him or her as an adult.
7. If learning is a pleasant experience, young people will enjoy learning all their lives.
8. Learning should be challenging as well as enjoyable.
9. One of our main goals should be to learn how to learn.
10. A total learning community includes students, parents and teachers.



MINNESOTA ACADEMIC STANDARDS

Academic standards have been adopted for k-12 students in Minnesota. These standards replace those that comprised the State Profile of Learning and are more content specific than those in the Profile. State academic standards are in place for the areas of language arts and math. Standards in the areas of science and social studies will be ready for presentation to the 2004 legislature, and individual districts will begin developing standards in the areas of health and physical education, world languages and the arts.

Students will be tested yearly in grades 3-8 and in the high school on the State standards. Each standard will be specific as to what students should know or be able to do within a particular subject area. The curriculum in the Moorhead schools reflects the emphasis of the State standards.

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 teaching and learning, a principal or a counselor regarding this policy.

LIBRARY

We need your help to encourage enthusiastic readers. We ask that you share and discuss the books brought home and also find time on a daily basis to read with your child. Make frequent trips to the library and the bookstore with your child. Most of all, be an example. Let your child know you enjoy reading - by reading! Students are encouraged to read library books at home and in the classroom. It is the responsibility of the student to take care of materials checked out and also to see that they are returned promptly. Asp has a librarian and a library secretary. We are proud of our library and hope that all students consider it a focal point of the school.

COUNSELOR

At Robert Asp we are fortunate to have Counselor Scott Matheson. He is available for individual and small group counseling and works with all classes as they study and deal with such issues as peer pressure, responsible decision making, family changes, self-esteem and study skills.

Just what does an Elementary Counselor do?

Classroom Guidance:

Classroom guidance is an integrated approach to help teach each child how to become a stronger, more resilient person. It's designed to help students learn positive coping skills and increase their emotional intelligence. Each unit taught builds upon knowledge and competencies that have been learned in previous years.

Small Groups:

Students in grade 6 are given the opportunity to join a small group. Each small group is completely voluntary. Students who join a group have decided that they would like to become stronger people by working on their emotional intelligence.

Small groups follow an educational mode that emphasizes learning positive coping skills in many areas, including stress management, social skills and friendships. Parents may request that their child participate in a small group.

Individual Counseling

Students are encouraged to contact and meet individually with their counselor about concerns, worries or problems they are experiencing. Through this process, children acquire information and skills that enable them to accept, solve and deal with feelings common to all students and families. All visits are kept confidential, and parents are immediately notified about major issues or concerns.

CHEMICAL DEPENDENCY OUTREACH

We are also fortunate to have Denise Torgerson, outreach worker in our alcohol and drug prevention program.

The prevention program is designed to assist students who have been adversely affected by someone else's alcohol or drug use. It has been estimated nationally that one out of four school children comes from a home where alcoholism is present. Sometimes these children experience a wide range of psychological and academic difficulties. Furthermore, these children comprise one of the highest risk groups for abusing alcohol and other drugs later in life, so the earlier we provide assistance to them, the better chance we have of minimizing or preventing problems.

The program begins with a classroom presentation and film about alcoholism, drug abuse, and the impact upon the family. Students who indicate confidentially that they may be experiencing difficulties because of someone else's chemical use will be scheduled for individual meetings. After these meetings, students identified as appropriate for services are recommended for a support group or meet individually with Ms. Torgerson. Students participate in a group, or individual sessions only if they are willing and written parental consent is given.

DRUG AWARENESS RESISTANCE EDUCATION

The DARE program is a nationally recognized cooperative effort of local law enforcement agencies and schools to help students learn to make good choices about all types of drugs. Derek Swenson, Moorhead Police officer, serves as our DARE teacher and is viewed as a member of our staff. Every 6th grader has 16 class sessions with the DARE officer who has been trained to work with preadolescents as they become aware of the dangers of drugs. Students study and explore ways to cope with peer pressure and other factors that influence their decisions.

DARE

DISCIPLINE PLAN

At Robert Asp we want to make students active partners in their behavior management. Our goal is to develop self-directed behavior which promotes self-esteem and self-discipline. We want our students to build realistic, positive self-images. We want them to learn to be accountable for their own actions and to make wise decisions. They are responsible for their own belongings. At the same time, we want them to learn to share.

We want our students to stand up for their own rights but respect the rights of others. We want them to explore their individual interests but also be able to work in groups toward common goals.

The school must consider the welfare of the group while it meets the academic and social needs of the individual. The school must be alert to many different attitudes and behavior patterns in establishing an acceptable discipline for the social interaction of our students.

Every teacher has expectations for behavior which will be clearly communicated to students and parents. Maintaining discipline and a positive atmosphere for learning is the responsibility of every staff person. It is the responsibility of every student to respect and meet the expectations for behavior. Every parent can help by supporting their child with expectations for respectful, responsible behavior.

At Robert Asp we ask students to meet the following general expectations for behavior:

1. Respect other people ~ students and adults.
2. Respect property.

Accentuate the Positive

In addition to individual classroom plans, at Robert Asp we have a school-wide program that recognizes positive behaviors:

- Students "caught being good" receive **Quality Kid** coupons to turn in to a box in the office. Every week names are drawn from the box to receive \$2 worth of merchandise from the school store.
- A **Student of the Month**, selected by criteria determined by the teacher, is recognized in each classroom. The students are treated to a Perkins Restaurant cookie & juice (sponsored by Perkins on Highway 10), and each student receives a banner from the principal. The students' pictures are on display in the school hallway.
- The **Robert Asp Hall of Fame** recognizes up to five students in every classroom every quarter. Staff members recognize students in the areas of academics, creative arts, emotional intelligence, leadership and sportsmanship.
- Students who receive no behavior slips earn a **Quarterly Reward**.

When students choose, despite all the positive incentives and provisions within the school, to act in ways that negatively affect our secure learning environment, there are consequences. While Quality Kid coupons are part of a school-wide program to recognize positive behavior, "behavior slips" are part of a program of consequences for inappropriate behavior. Any staff member may award Quality Kid coupons in areas such as the hallways, playground and lunchroom. Any staff member may give a student a behavior slip for inappropriate behavior. If a student receives two behavior slips in one week, the student will serve detention after school on the following Friday. (Parents are responsible for transportation at 3:30 p.m.)

Behavior slips at lunch or lunch recess may result in students being assigned to in-school suspension for their lunch and recess.

When a student is referred to the principal for discipline, the student may be assigned detention, suspended from noon recess or have other privileges withdrawn. Although occasionally a student is suspended from school at Asp, we believe that in most cases in-school suspension is more effective in changing behavior than is out-of-school suspension. In-school suspension (ISS) is most often assigned as a consequence for disrespect, fighting or vandalism. While in ISS, students work on plans for changing behavior; they also keep up with their schoolwork. The ISS room is a separate room supervised by a staff person. Parents are notified if a student is assigned to ISS for the day.

Please read the District 152 Discipline Policy Handbook which each student receives the first day of school. The District Discipline Policy Handbook outlines district policies that pertain to all students. Also refer to the Bus Conduct and Tardy Policy sections in this handbook.

The area around Robert Asp 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 and federal law.

HARASSMENT PROHIBITION

Just as physical harassment is forbidden at Robert Asp School, verbal harassment is forbidden. Name calling can be as harmful as a physical hit and often leads to a physical altercation. Students must be educated to recognize name-calling as abuse that must not be tolerated.

Swearing will not be tolerated at Robert Asp School. Words that have crept into our language as almost common vulgarities create an unpleasant and offensive environment. We aim to create a pleasant, supportive environment for everyone at Asp.

Bullying almost always begins with verbal harassment. Bullies threaten the safety of everyone through intimidation. Asp students are told that reporting a bully is responsible behavior; unreported bullies will continue to make life miserable for others and themselves. The best way to control a bully is to report the person to an adult who can stop the behavior.

Parents will be involved with the principal in intervention plans to promote positive behavior. In addition to the student's teacher, special services teachers, community social services people and juvenile officers may also be involved. Using a team approach, our goal is to help the student begin to make positive choices. Every parent and every student is asked to sign a commitment in support of a verbal abuse-free school.

If students experience or witness harassment based on religion, race, sexual orientation or national origin they should report the incident to a teacher, counselor, or principal. If parents witness or if students report such harassment to them the parents should report the information to a teacher, counselor, or principal.

School Board Policy:

Name: Hazing Prohibition
Adopted: 2/9/1998
Revised: 6/9/2003
Reviewed: 6/9/2003

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 students 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 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 annual reviewing the handbook with students and staff.

School Board Policy:

Name: Tobacco-Free Environment
Adopted: 6/23/1987
Revised: 6/11/2001
Reviewed: 4/28/1992 4/22/1996 7/5/2001 6/11/2001

Policy: I. PURPOSE

Smoking and the use of tobacco products shall be prohibited on all school district property, including district-owned and contracted vehicles, with the exception of Townsite Centre as defined by this policy. Smoking shall be prohibited in all rooms at Townsite Centre set aside for district use and in the hallways and common areas of the building, except for a well-ventilated, totally enclosed, specially marked room set aside for smoking.

II. GENERAL STATEMENT OF POLICY

Possession by an elementary, junior high or secondary school student of any type of tobacco product while on district property shall be considered a violation of the tobacco-free environment policy. Anyone smoking in a nonsmoking area at Townsite Centre shall be considered a violation of the tobacco-free environment policy. This prohibition extends to all facilities, whether owned, rented or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition includes all school district property and all off campus school district-sponsored events.

A. Enforcement

The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or other person who is found to have violated this policy.

Signs will be placed at the entrance to each school district building stating that this is a tobacco-free environment. "No smoking" signs shall be placed in the halls and common areas of each building including Townsite Centre.

The success of this tobacco-free environment policy will depend on the thoughtfulness, consideration and cooperation of students, staff and citizens. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Although any individual may report observed violation, school district employees shall be expected to report all observed violations in accordance with the procedures listed below.

B. Help Programs

The Moorhead Public Schools will be proactive in tobacco-free help programs. A list of several resources will be made available for the convenience and preference of the employee.

Student help programs will be provided for students as outlined in Moorhead School Board Policy 554 Student Support Programs.

C. Violations - Students of Elementary, Junior High, Secondary Schools

Any violations of the tobacco-free environment policy by students shall be referred to the appropriate building administrator. Students who violate provisions of the policy shall be subject to the building student discipline procedures.

D. Violations - Staff

Any violation of the tobacco-free environment policy by an employee of the district shall be referred to the appropriate supervisor. One verbal warning, accompanied by a written warning shall be issued to the staff member. Further violations shall be considered insubordination and shall be dealt with accordingly, based on applicable collective bargaining agreements, if any, and Minnesota Statutes.

E. Violations - Citizens

Citizens who are observed smoking on school district property shall be asked to refrain from such behavior while on district property. If the individual fails to comply with the request, his/her violation of policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred. The building administrator, president or supervisory personnel shall make a decision on further action including a directive to leave school property.

Repeated violations of the tobacco-free environment policy by a citizen(s) shall result in a recommendation to the Superintendent to prohibit the individual from entering school district property for a specified period of time. If deemed necessary by district administration, the local law enforcement agency shall be called upon to assist with enforcement of this policy. Violation of the Minnesota Clean Indoor Air Act, by smoking in a designated nonsmoking area, is a petty misdemeanor and a court injunction can be instituted against a repeat violator.

F. Dissemination of Policy

Notification will be provided indicating that Moorhead Area Public Schools are a tobacco-free environment.

This policy shall appear in the student handbook.

The school district will develop a method of discussion this policy with students and employees.

ROBERT ASP SCHOOL TARDY POLICY

1. Students must go to their rooms when the 7:50 a.m. bell rings and must be in their rooms when the 8 a.m. bell rings.
2. Students who enter their classroom door after the bell rings at 8 a.m. for any reason must report to the office for a tardy slip. The tardy may be excused, but the student still needs a tardy slip.
3. When students report to the office, they will be asked why they are tardy. Unexcused tardies include oversleeping and missing the bus. If students arrive at school too late to put money in their lunch accounts and still get in the classroom by the 8 a.m. bell, they should plan to put the money in the account during the lunch period.

If students have a valid excuse for being late (medical or dental appointment, other type of required appointment, illness), they must have a note from a parent to show in the office. If a bus is late, we will know that in the office and will sign the tardy slip as excused.

4. When a student has a third unexcused tardy in one quarter, the student must serve one hour of detention after school on Friday afternoon from 2:25-3:25 p.m. The student must have transportation promptly at 3:30 p.m. A record of tardies will be kept in the office, and students will be kept informed of how many unexcused tardies they have.
5. Three unexcused tardies equal one unexcused absence. Since seven unexcused absences result in a referral to County Court for truancy, 21 unexcused tardies will result in a truancy referral to County Court.

When students come in late, it is difficult to get organized and catch up with the other students who have already begun a class. Learning is affected and so is the learning of the other students when the teacher must interrupt the class to help a student get started.

Get Smart, Get Organized, BE ON TIME!



SCHOOL ATTENDANCE & ABSENCES

1. We keep in close contact with parents and students about school attendance.
2. Parents must notify the school office by phone or note every day that a child is absent.
3. Our goal is to work together with parents and students to ensure that attendance is regular and consistent.
4. A good record of attendance is crucial to a student's success at school.

School Board Policy:

Name: Attendance K - 6
Adopted: 5/9/1972
Revised: 12/8/1997
Reviewed: 12/1990 12/8/1997

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 of direction.

TYPES OF ABSENCES

Excused Absences: The excused absence is for all legitimate reasons. The administration will determine the legitimacy of all absences. A student has the right and obligation to make-up any work missed with full credit.

The State of Minnesota recognizes the following reasons for absence: personal illness, death or medical emergency in the immediate family, and inclement weather. Other reasons that could be acknowledged are person requests for absence made 24 hours in advance (e.g. legal appointments, religious activities, travel, family vacations, state tournaments, and school activities). We encourage parents to hold these requests for absence to a minimum. A doctor's statement may be required after 3 or more consecutive absences or excessive periodic absences due to illness. Parents must call the school each day before 9:00 a.m. that a student will not be attending or send a note to school accounting for each day missed when the student returns to school. If you leave a message, please specify your child's name, teacher and reason for the absence. If the parent does not notify the school within 2 days of the student's return to school, the absence will remain unexcused.

Unexcused Absences: Students who miss or are required to miss for reasons not acceptable to school officials may be required to report for detention and make-up work after school. Parents should not request permission for absence for personal convenience reasons, (e.g. babysitting, running errands). An unexcused absence indicates the student is absent without the consent of the parents. Students who miss or are required to miss school for reasons not acceptable to school officials will be subject to consequences determined by the Building Principal. Referral to the proper authorities will be made after the seventh unexcused absence.

Truancy: A student who misses the whole day or part of the day without the consent of either the school or parent is considered truant. Students who accumulate truancy absences should along with their parents, be referred to the school to try to eliminate those reasons for truancy.

CRISIS MANAGEMENT

Robert Asp has a crisis management plan to coordinate protective action prior to, during, and after any type of emergency or potential crisis situation in the school. The Asp plan is based upon the guidelines in District Policy 710.

SCHOOL SAFETY

The Robert Asp staff know the procedures for safety in the event that we would have to close the school in a "lock-down" situation or an evacuation situation. To secure the building further, every day after 8:30 a.m. some of the building doors are locked. The doors remaining open to the public after 8:30 a.m. are the North and South doors in the main hallway and the Northwest door that opens to the parking lot on 11th Street. (All locked doors still allow outside access from inside the building.)

WEATHER RELATED SCHOOL CLOSINGS

Occasionally the Superintendent of Schools will announce an emergency school early dismissal, late start or cancellation of school due to extreme weather. The primary reason for emergency dismissal is extreme weather such as heat, cold, snow, and ice. As soon as the decision to close schools is made, an announcement will be made on all local radio and television station. If you hear no announcement concerning Moorhead Schools, you should assume that school is open and that a regular schedule is being followed. We do not close early as often as many of our neighboring rural school districts. In the event schools are closed due to severe weather conditions, all after school activities will be canceled.

PROCESS FOR ADDRESSING 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 unresolved, they are advised to contact the superintendent. (The parents may be asked by the superintendent to state the concern in writing and summarize the action taken to date.) If the matter remains unresolved after contacting the superintendent, the parents are invited to call School Board members to assist in bringing the matter to a satisfactory resolution.

VISITING SCHOOL

Parents are always welcome to visit school. Because of periodic changes in schedules, however, it is usually a good idea to check with your child's teacher before planning a visit. When you do visit school, we ask that you register in the school office before proceeding to a classroom.

School-age friends of Robert Asp students from other schools are asked to refrain from visiting for a day at Robert Asp. It is sometimes possible to invite a friend from another school to have lunch at Asp; always check first with the classroom teacher and principal.

PICKING UP A STUDENT DURING THE SCHOOL DAY

We will release a student to a parent or to those named by the parent on the student's registration card. We will not release a student to anyone else without parental permission. If you pick up your child during the day, we ask that you come to the school office, and we will call your child to the office to meet you. A teacher will not release your child – even to a parent – from the classroom. If your child has permission to meet you outside, in a parking lot, for example, your child must have a note with your signature stating that he or she has permission to meet you outside. These measures will help ensure the safety of your child.

CHILD STUDY PROCEDURE

The Child Study Procedure is a team approach to determining a student's needs in various academic and social/emotional areas. A teacher usually initiates the process by referring a student and outlining for the team why there are concerns about the student. A parent may also initiate the Child Study process by voicing a concern which may best be addressed by a team approach. Parents are involved from the very beginning of the process and are considered vitally important members of the Child Study Team (also included may be a school psychologist, a social worker, the counselor, a principal and "special service" teachers). Parents are welcome to invite anyone they wish to the meeting.

Assessment: At the Child Study I meeting, regular education teachers, essential special services personnel and the parent(s) work together as a team to determine if assessment is necessary and if so, who will conduct the assessment. After the assessments are completed (which must occur within 30 school days), the Child Study Team meets again to discuss the results.

Program Planning: At the Child Study II meeting the team reviews the assessment results to determine whether the student is in need of special education services. If needed, the student's Individual Educational Plan (IE) is developed. The IE identifies the student's needs, goals, objectives, and those individuals responsible for providing a specific service.

There is an annual review of each student's IE by the Child Study Team to assess what goals and objectives have been met and to determine whether modifications of the student's program are needed. Any member of the Child Study Team, including parents, may ask for a review of the IE at any time.

CHILD ABUSE AND NEGLECT LAW

As required by Minnesota state law all cases where there is reasonable cause to believe a child is being neglected or physically or sexually abused shall immediately be reported to the local welfare agency of residence. (State Statute 626.556)

SPECIAL SERVICES AT ROBERT ASP

A brief overview of the special services and educational programs available at Robert Asp

Learning Disabilities

An assessment procedure will compare a student's achievement with his or her learning potential. If there is a significant discrepancy between the two, a student may qualify for the learning disability program in one or more of the following areas: basic reading skills, reading comprehension, math calculations, math reasoning, written expression, oral expression, and listening comprehension.

English Language Learners (ELL)

Students in this program receive assistance from an ELL teacher and paraprofessional that enables them to be more successful with their schoolwork.

Hearing and Vision Impaired

Students diagnosed as hearing or vision impaired are served by a teacher who either teaches them directly or helps the classroom teacher and the student develop an educational plan adjusted to the student's needs. Interpreters work with some of our hearing impaired students.

Speech /Language

Speech and language services are available to any child who qualifies in one or more of the areas of language development, articulation, voice or fluency.

Emotional/Behavioral Disorder

This program is designed for students who exhibit behaviors which interfere with productive interpersonal relationships and with learning. Each student's needs are met by an individualized program which is developed by the Child Study Team.

Physical Therapy & Occupational Therapy

This service is available to any child who has been diagnosed as needing help with any area of motor development.

Adaptive Physical Education

Students in this program have special physical needs that cannot be met through the regular physical education program.

Developmental Cognitive Delay

Individual Educational Plans are designed to help the students in this program make the most of their learning opportunities.

Discovery

Discovery is a part of the Supplemental Teaching and Enrichment Program (STEP) and is designed for academically talented students. Students are referred to STEP by classroom teachers or parents and are then admitted based upon the results of various test scores, teacher recommendations, and student products such as creative writing.

Title I

We want all of our students to be successful. Sometimes a student has difficulty with school work and yet is not eligible for the learning disabilities program or other special services. In such cases the curriculum and instruction must be modified significantly by the classroom teacher so that individual needs will be met -- so that mastery will be assured. At Robert Asp, a teacher and a paraprofessional work in the Title I program along with the classroom teachers.

STUDENT IMMUNIZATIONS REQUIREMENTS

Moorhead Area Public Schools will work cooperatively with the Clay County Public Health Department and adhere to Minnesota Statutes to ensure all students receive proper health care immunizations. All students are required to provide proof of immunizations or appropriate documentation exempting the student from such immunization, and such data as necessary to ensure that student is free from any communicable diseases, as a condition of enrollment. See Board Policy 530 for details.

School Board Policy:

Name: Medication Policy

Adopted: 10/24/1989

Revised: 11/12/2001

Reviewed: 11/23/1993 1/12/1998 11/12/2001

Policy: I. PURPOSE

The purpose of administering medications in school is to assist students of medications in school for those students who require medication be taken during school hours to maintain an optimal state of health and therefore, enhance their educational program.

1. No prescription medication or medicine that may be purchased without a prescription will be administered during the school day by school personnel unless prescribed by a licensed prescriber and an authorization is signed by the student's parent or guardian. (Refer to Administrative Procedure 532.1.)
2. Administration of medication by school personnel must be done according to the written order of a licensed prescriber and the written authorization of a parent or guardian. Authorization forms for administration of medication are available at the Principal's Office or Health Office of each school. New request forms must be submitted on an annual basis or whenever there is a change in medication, dosage, or frequency of medication.
3. Prescription medication must be brought to school in a container with a label prepared by a pharmacist. Medication that may be purchased without a prescription must be brought to school in the original container labeled with the student's name and dosage.
4. The principal in each building shall direct the licensed school nurse to ensure that the procedural safeguards and records contained in this policy and required by law are followed prior to administration of any drugs or medicine. Unless the licensed prescriber authorizes otherwise, injected medications will be given by the licensed school nurse. The exception would be an emergency such as severe allergic reaction (e.g. bee sting) during which other trained school personnel may give the medication.
5. When the student can demonstrate proper administration of the medication and if the student, his/her parent/guardian, physician and licensed school nurse, agree it is appropriate for the student to self-administer the medication. Prior to any self-medication program, the student needs to be knowledgeable about his/her specific health condition and the medications used to manage his/her condition. Questions regarding any student observed by school personnel self-administering medication should be referred to the school nurse.
6. The administration of medication to pupils on field trips, and during extracurricular activities shall be done as follows:
 - If the student is to self-administer medication, the same procedure shall be in effect as for the regular school day.
 - Any medication to be administered to a pupil while on a field trip or during extracurricular activities will be kept in the possession of an adult assigned to administer the medication and accompanying a student on the trip.
 - All medication must be clearly marked with the student's name, the medication name, and directions as to the dosage, time and method of administration.
7. For each student whose health condition requires a prescribed emergency medication, a written Individualized Health Plan will be formulated by the parent, student, teacher and licensed school nurse. The plan shall include the written order of the student's physician and should identify which trained school personnel can give emergency medication to the student.
8. Special health treatments such as catheterization, tracheotomy suctioning, and gastrostomy feeding do not constitute administration of drugs or medicine. Such treatments are delegated medical function. The treatments require a physician's written order, written parent permission and should be included in the student's Individualized Health Plan.

BAND AND ORCHESTRA

Students are eligible to participate in the school orchestra program beginning in the summer before they enter 5th grade. Students are eligible to participate in the band program beginning in the summer before they enter 6th grade. Full band practice is scheduled during the school day, twice a week, for 30-minute sessions. In addition, band and orchestra students have individual or small group lessons once a week during general music class.

School Board Policy:

Name: Rental of District Musical Instruments
Adopted: 7/1/1981
Revised: 2/11/2002
Reviewed: 7/1/1988 7/25/1994 4/10/1995 12/13/1999 2/11/2002



Policy: I. PURPOSE

The purpose of this policy is to provide guidelines for rental of district musical instruments.

II. GENERAL STATEMENT OF POLICY

- A. The Moorhead School Board authorizes a rental fee of \$20 per instrument each semester for each child playing a school-owned instrument.
- B. 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 Education Benefits - Free or Reduced-Priced 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.
- C. Instrument Rental Agreement Form

An instrument rental agreement form is included as Administrative Procedure 831.1.

GENERAL MUSIC



Students at Asp have general music class every other day for 50 minutes. The students learn to respond to music in many ways. They will enjoy singing and listening, as well as becoming familiar with reading printed music. They will also learn to use and appreciate various rhythm instruments.

SHOWSTOPPERS

Showstoppers is a fun-filled, choreographed singing group made up of sixth grade boys and girls. Students audition in the fall and are placed in Showstoppers I for fall semester or Showstoppers II for spring semester. Each group is similar in talent and performs during a one day tour, a final concert and at selected events. Details and schedules about auditions will be given to every 6th grader.

PHYSICAL EDUCATION

Physical education classes meet every other day for 50 minutes. Emphasis is placed upon physical fitness, skill development and the creation of a learning environment in which all students experience success and growth based upon their own levels of ability.

ART

Students at Asp meet with an art teacher for regularly scheduled sessions. They are taught specific skills with which they are encouraged to express themselves individually. Art appreciation is emphasized, and students develop sensitivity to art forms, design and color. In addition to the sessions with art teachers, students have art experiences in their classrooms.



STRETCH YOUR MIND

Asp students are invited to stretch their creative thinking further by participating in the following activities: DestiNation ImagiNation teams, Spelling Bee, Math League (6th grade), and Great Books discussion groups. Details about these activities will be sent home by teachers.

TECHNOLOGY

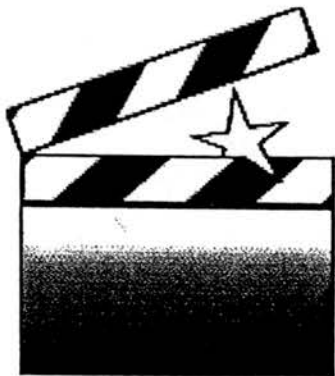
Asp has mini computer labs and a large computer lab in the library/media center which students use on a regular basis. Computers are also in classrooms.

School District Information Network Use

The District policy addressing issues related to the use of the electronic network can be read in full on the District website and every school office has a District Policy Manual containing all District Policies. The Information Network Use Policy addresses: network conduct, disciplinary action for improper use, user notification, parents responsibility, filter, publication of materials on the network, information content/expectations of privacy, and limitations of school district liability.

STUDENT COUNCIL

Representatives from each 6th grade classroom are elected to the Student Council which meets once a month. The Student Council is very active at Asp and leads Asp students in school and community service activities. The Student Council members are also involved in establishing and reviewing school policies and activities. Representatives report to their classmates and are responsible for bringing concerns and viewpoints of their classmates to the council.



SCHOOL PLAY

Asp 6th graders produce and perform a play in the spring. All interested 6th graders are encouraged to audition for the play.

FIELD TRIPS

During the school year, field trips are taken by the various classes. We believe that visits to places in our community and in other communities can enhance our educational program. Transportation for field trips is funded in part by the school district, but your child may sometimes be asked to pay a fee to help cover the cost of the trip. School Booster Club money is also used for the field trip fund. Trips are well supervised, but we ask that you complete a field trip permission form for each field trip.



SCHOOL STORE

The store is open two days a week before school and is operated by students. School supplies and snacks are available at reasonable prices.



DELIVERING MESSAGES AND PHONE CALLS TO STUDENTS

If you wish to deliver something to your child during the school day, please come to the office, and we will either handle the delivery for you or help you find your child quickly.

Taking a telephone call is usually not convenient for a student. Although we understand that students sometimes must receive telephone messages during the school day, we appreciate our parents keeping messages to a minimum.



HOW PARENTS AND STAFF CAN WORK TOGETHER

You, the parents or guardians, are the "prime builders" in preparing your child for the future. Right behind you is a group of people who will also be influential in this building program ~ the school staff. When parents and schools support each other, young people benefit; when they do not, young people suffer. When our attitude about school is positive and stimulating, it will be reflected in our young people. Teachers and administrators are eager to know you personally. As early as possible in the year, try to get to the school to meet your child's teachers, the principal and counselor. They will appreciate your interest and support. Besides, when you know the school staff, it makes it easier for your child to tell you about school experiences.

Talk over each day's activities with your child so you are familiar with the programs and can provide experiences at home that will help them at school. Help locate articles and information related to class studies which can be shared with classmates. Be sure to tell the teachers about your child's special interests. Let the teacher know if you have special talents or interests you might share with classes.

Tell the teacher, principal or counselor if your child is exhibiting an extreme change in attitude or behavior that you believe might be school related. Confide in them about any home situation which might affect the child at school.

Your children are special to you ~ they are also very special to us. As your home is alert to the needs of your children, so we endeavor to make the school. Working together, we can build a good school and a good future for our young people.

PARENT TEACHER ADVISORY COUNCIL (PTAC)

Every Asp parent is welcome and is encouraged to attend the PTAC meetings.

PTAC Officers

President: Linda Davidson
Secretary: Sue Karlstrom
Treasurer: Joanne Huckle



Officers of the PTAC lead the group but every parent is welcome to vote on questions that come before the group.

PARENT VOLUNTEERS

Parents who volunteer are valued at Robert Asp. There are many opportunities for parents to become actively involved: room parents, Great Books discussion leaders, field trip chaperones, school play workers, fund-raiser helpers, health screening workers, Student Council and other activity helpers, track meet helpers, and academic coaches for students who participate in academic contest challenges. You will have many opportunities to volunteer!



THE ROBERT ASP SCHOOL "KIDS ARE SPECIAL" BOOSTER CLUB

The Robert Asp PTAC would like to invite you to become a member of the Robert Asp School "Kids Are Special" Booster Club. We support all students at Robert Asp by contributing to:

Transportation for Field Trips
The School Patrol Spring Trip
Olympic Day
Quality Kid Awards, Student of the Month,
Hall of Fame Recognition

Club & Activity Expenses
Technology
The Learning Bank

With your support, we can continue these programs and possibly add more opportunities for our students. This is one way for you to become involved in a growing family and school partnership. "Kids Are Special" Booster memberships for the 2003 - 2004 school year are \$20 per family. Please return the membership form you receive with your dues to your child's classroom teacher. Your membership is appreciated.

THANK YOU for your support!!

No Selling! No Soliciting! YEAH! Please Contribute!

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PARENT-TEACHER CONFERENCES AND ELEMENTARY REPORTING SYSTEM

Parent-teacher conferences are scheduled in fall and spring. Fall and spring conferences are used for discussing the child's progress toward meeting expected learner outcomes. In addition to conferences, two written progress reports are issued yearly ~ in January and the last week of school.

The formally-scheduled, twice-yearly conferences are brief and are not intended to replace regular contact with your student's teacher. Robert Asp teachers frequently contact parents and appreciate open communication with parents at any time. At Robert Asp School we say that no concern is too small if it involves your child.

<i>We used to...</i>	<i>but...</i>	<i>So now...</i>	<i>because...</i>
place more emphasis on what children could not or should not do	we learned that this focus undermined the confidence of many children and that we could be more supportive of their accomplishments	we begin with what children can do, then consider their learning needs; teachers give children the support needed to allow them to make continuous progress	this helps them to develop confidence and gives a foundation for building and further refining skills and knowledge
use only pencil/paper tasks as the main way of assessing and evaluating children	we now know that this gave a limited view of what children could do	we encourage children to represent their learning in a variety of new ways (show what they know)	this provides opportunities for more children to demonstrate their intelligence and to be successful learners
compare learners to each other	this made comparisons more important than the actual learning	each learner is evaluated on what he or she can do in relation to set standards, and skills are continually refined and applied purposefully	this helps each child feel valued as a learner and builds on individual strengths, which encourages a good start toward lifelong learning
use letter grades only for reporting children's progress. At Robert Asp School we continue to study our grading/assessment system with the goal of improving our communication about student progress to them and to their parents	letter grades alone gave limited information about what children could do	we use descriptors to note how each learner is progressing with expectations	they note what children can do and show what they still need to learn; they give a more detailed picture of what children can do and identify future learning goals
exclude children from the assessment and evaluation process	this did not encourage the development of self-evaluation skills	children are encouraged to take a more active role in assessing and evaluating their own progress and, with the help of the teacher, set future goals	as children construct meaning of the world around them, this process encourages self-evaluation, independent learning and a commitment to future learning

Source: Sullivan Royal Commission on Education-British Columbia

NOTICE CONCERNING USE of PEST CONTROL MATERIALS

Weeds will be sprayed on Moorhead School campuses the first two weeks of June and the last two weeks of August. Parents of students may request to receive, at their expense, prior notification of pesticide applications made on days other than those specified (excluding emergency applications).

DRESS CODE

Choices about students' clothing are generally left to the good judgment of parents and students. We do ask, however, that students not wear clothing printed with inappropriate writing or pictures. Clothing with references to alcohol, tobacco or other drugs is not permitted. Apparel judged by staff as distracting will not be allowed at school. Caps and hats will not be worn in the building.

When the weather turns cold, students need warm winter clothing, including gloves, hats, and sturdy shoes or boots appropriate for snow. Clothing should be labeled with the child's name. Students do go outside for noon recess, so warm winter clothing is essential.

BIRTHDAYS, LIMOS, FLOWERS, AND BALLOONS

Students usually enjoy including their classmates in their birthday celebrations at school by bringing treats for the class. Students who celebrate with parties outside the school must extend invitations to those parties outside the school hours; no party invitations may be passed out at school. We also ask that **flowers and balloons not be delivered at school**; such gifts come to the office and then must be delivered by very busy secretaries. (In any event, flowers and balloons are not delivered until 1:50 p.m. ~ 30 minutes before students are dismissed for the day.) Limousines may not pick up or deliver students to Robert Asp School ~ for birthdays or any other celebration. We celebrate our students' birthdays with them, but we ask that the celebrations be kept in perspective at school.

SCHOOL BUS CONDUCT

We consider it a privilege to ride a school bus. Students are expected to observe all bus safety rules. If a student chooses to disregard the safety rules, he or she will be reported to the principal and to parents – by phone call and by a "conduct report" sent by the bus driver through the office of transportation. With the second conduct report, a student loses the privilege of riding the school bus for three school days. A third offense warrants five days off the bus and a fourth 10 days. Students may also be suspended for longer periods of time.



The purpose of Board Policy 721 - Student Transportation Safety Policy is to provide safe transportation for students and educate students on safety issues and responsibility of school bus rider ship. It includes information of parent/guardian involvement, school bus driver duties, responsibilities, training, emergency procedures on buses, and vehicle standards.

RIDING THE BUS WITH A FRIEND

District policy states that students must ride their own buses home unless an emergency requires that they ride an alternate bus. Drivers have been instructed that even then a student must have permission from a principal to change buses. If your child must ride an alternate bus, please send a note to the principal stating the reason for the emergency, not a note for the driver. Please do not ask for district busing so that friends can play together after school.

HOMework ~ Questions and Answers



How much homework should my child have each evening?

Ten minutes of homework for each grade level is generally considered appropriate. A fifth-grade student should have about 50 minutes set aside each evening, and a sixth grade student should have about 60 minutes. If a child consistently has much more than an hour of homework, a parent might ask, "When was this project first assigned? How long have you known about the expectations?"

Do Asp students have time during the day to work on homework?

At Robert Asp, study time is sometimes available to students the last half hour of the day. Using study time for homework not only reduces the amount left for home, but the teacher is available to help students individually.

What can I do to help my child with homework?

Children are involved in many activities, so they need help in budgeting their time. A good practice is to set aside about an hour of quiet time at home each evening whether your child has homework or not. Establishing such a time will become a good habit to continue as homework increases in junior high and high school. Homework should come first, not last, after all the other activities.

If homework at your house becomes a struggle, please notify your child's teacher immediately. Together you can find the cause of the struggle so that homework time can be a productive time for your child.

ASK TO SEE YOUR CHILD'S ASSIGNMENT BOOK EVERY DAY!

TESTING

The Iowa Tests of Basic Skills (ITS) provide a comprehensive measurement of growth in fundamental skills. The tests are given to 6th graders in the fall. The Minnesota Comprehensive Assessments (MCA's) which are presently given to 5th graders in the spring as "benchmarks" of progress toward meeting the State Academic Standards will eventually be given to students on a yearly basis. Test results are used to analyze a student's progress in conjunction with everything else the teacher knows about the student to meet individual instructional needs.



DAILY SCHEDULE

School Hours

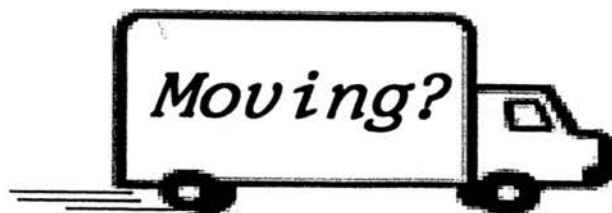
First Bell	7:50 a.m.
Classes Begin	8 a.m.
Lunch Periods	11:15 a.m. to 12:30 p.m.
Classes have lunch in 30-minute periods.	
Dismissal	2:25 p.m.

ARRIVAL TIME

The school buses run on a schedule which permits children to arrive at a regular time. We ask that those who do not ride a bus arrive no earlier than 7:50 a.m. Classrooms are not open to students before 7:30 a.m. Students who must arrive early report to the cafeteria until 7:30 a.m.

IF YOU MOVE

We ask that you stop in the office to inform us of your moving or change of address.



LUNCH/BREAKFAST AND MILK PROGRAM

A nutritious lunch including milk is served daily for \$1.05. Breakfast costs 5 cents (no cost for reduced breakfast program) and is served daily from 7:30-7:50 a.m. Every family receives an application for free and reduced meals from food services. Students may want to buy milk for 30 cents for milk break and bring a snack from home for milk break. (No gum or pop is allowed at school at any time.) **Please note:** Milk is included in the cost of breakfast and lunch. Milk for milk break is not part of the free or reduced breakfast/lunch program. Anyone who has milk for milk break is responsible for the cost.

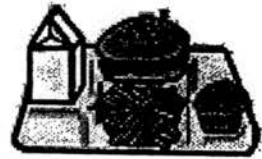
Students may purchase milk for break only if they have signed permission from a parent to do so.

The Moorhead Schools use a computerized meal accounting program. Every student will be issued a plastic identification card with a bar code number. Students will need this card every day when they wish to eat a meal or purchase milk. The card should never be taken home. The ID card can only be used to purchase one lunch and one breakfast each day. Therefore, students cannot loan their cards to a friend.

LUNCH CARDS ARE NOT CHARGE CARDS

Students must PREPAY for their meals milk in the school office. Money received will be recorded in each child's "account." When a student uses the card to purchase a meal or milk, the cashier will use an electronic card scanner to read the account number. The cost of the meal or milk will automatically be deducted from the account.

The cashier will let students know when their cash accounts are low. Please pay by check rather than cash. Students will be given notices to take home if they owe money to their accounts. If a student owes \$10 or more to food services, the student will not be allowed to purchase a lunch until the debt is paid. (A sandwich /milk lunch will be provided, however.) It is a parent/student responsibility to make sure that students have money in their accounts.

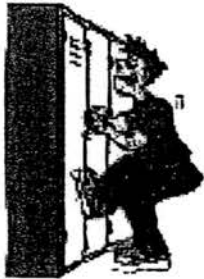


BICYCLES, SKATEBOARDS & ROLLER BLADES

Bike racks are available at school. It is necessary to lock bikes to the rack. Skateboards and roller blades are not allowed on campus or in the building.

CARE OF TEXTBOOKS AND OTHER SCHOOL PROPERTY

Students will be responsible for the cost of replacing or repairing damaged or lost books or other school property.



LOCKERS

Students are assigned a locker by their homeroom teacher. A lock is not required. If the student prefers a lock, it must be provided by the student. Please do not keep valuable items or money in your lockers. We do not allow radio/tape/CD players with headphones at school.

School Board Policy:

Name: Search of Student Lockers, Desks, Personal Possessions, and Student's Person
Adopted: 4/22/1996
Revised:
Reviewed: 7/9/2001

Policy: I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the Moorhead Area Public School District's policies against contraband.

II. GENERAL STATEMENT OF POLICY

- A. Pursuant to Minnesota statutes, 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 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 students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.
- B. The policy above for school lockers also applies equally to student's desks or personal possessions as defined herein. The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.
- C. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

III. DEFINITIONS

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-a-likes," alcohol beverages, controlled substances and "look-a-likes," overdue books, and other materials belonging to the school district, and stolen property.
- B. "Personal possessions" includes but is not limited to purses, backpacks, book bags, packages, and clothing.
- C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student or staff members, a student's suspicious behavior, a student's age and past history or record of conduct, or other reliable sources of information.
- D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

IV. PROCEDURES

- A. School officials may inspect lockers and desks at any time they believe inspection would be in the best interest of school, the staff, or the student body. Student lockers, desks and personal possessions may be randomly searched throughout the school year without notice, without student consent and without a search warrant.
- B. 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.

- C. School officials may, upon a finding of individualized reasonable suspicion supported by articulable facts, employ the use of trained dogs for the purpose of conducting a sniff search of an employee's desk. If a dog alerts to the 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 exists an internal search of the desk and its contents will be conducted. The search will be reasonable in its scope and intrusiveness.
- D. School officials may, without a search warrant, search the person and/or personal possessions based on a reasonable suspicion. The search will be reasonable in its scope and intrusiveness.
- E. As soon as practicable after a search pursuant to this policy, the school authorities must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by policy or school officials.
- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A search of a person shall be conducted in privacy by a school official of the same sex. An adult witness of the same sex shall be present as an observer during the search.
- H. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

V. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, or cause educational disruption, etc.

VI. SEIZURE OF CONTRABAND

If a search yields contraband, school offices will seize the item and, where appropriate, turn it over to legal authorities for ultimate disposition.

VII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion or expulsion, and the student may, when appropriate, be referred to legal authorities.

REMEMBER THE PARTNERSHIP!

You and your family can look forward to a good year at Robert Asp School. Your children are special to you – they are also very special to us. As your home is alert to the needs of your child, so we endeavor to make the school. Working together, we can build a good school and a good future for our young people.

2003-2004 ASP CALENDAR

(District Calendar varies for K-6 & 7-12. Please note that this calendar is for Asp School.)


AUGUST	27 - 29	K-12 Teacher Workshops
SEPTEMBER	1	Labor Day - No School
	2	K-12 Classes Begin
	25	School Pictures
	30	Asp PTAC
OCTOBER	16, 17	Education Minnesota (EM) - No School
	23	Fall Orchestra Concert/Concordia
	28	Asp PTAC
NOVEMBER	3	K-12 Staff Development Day - No School for Students
	10-14	ITBS Testing (elementary)
	24	Parent Teacher Conferences (5-8:30)
	25	Parent Teacher Conferences (8-11, 12-4, 5-8:30)
	26	K-12 No School/Teacher Comp.
	27, 28	Thanksgiving - No School
DECEMBER	2 & 4	6th grade Holiday Concert/HS
	9	Asp PTAC
	19	Skateland
	22	Winter Break Begins
JANUARY	5	K-12 Classes Resume
	19	K-12 Staff Development/Martin Luther King Jr. - No School for Students
	27	Asp PTAC
FEBRUARY	9 & 23	Ski Trip
	16	President's Day - No School for Students
	18	K-12 Staff Development Day - No School for Students
	24	Asp PTAC
MARCH	1	Orchestra Concert/Festival Hall
	29	Parent Teacher Conferences (5-8:30)
	30	Parent Teacher Conferences (8-11, 12-4, 5-8:30)
	31	K-12 Teacher Comp Day - No School
APRIL	1, 2	Spring Break - No School for Students
	6	Asp PTAC
	9	Holiday - No School
	12	K-12 Staff Development Day - No School for Students
MAY	31	Memorial Day - No School
JUNE	2	Last Day for Students
	4	Last Day for Staff
	6	Graduation

SNOW MAKE-UP - June 3, 4 & beyond



MEMO #: S-04-011

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent 

DATE: July 22, 2003

RE: Approval of Policy

Attached please find policy, Community Use of School Facilities and Equipment (904), for your review.

Suggested Resolution: Move to approve policy, Community Use of School Facilities and Equipment (904), as presented.

LPN:mde
Attachment

❖ Policies and Procedures ❖

Code: 904
Category: Policy of the School Board / Moorhead, MN
Section: 900 COMMUNITY RELATIONS
Name: Community Use of School Facilities and Equipment
Adopted: 10/10/1978
Revised: 5/25/1993
Reviewed: 5/25/1993
Policy: I. PURPOSE

H. GENERAL STATEMENT OF POLICY

A. Rules and Regulations for Use of Buildings and Grounds

1. All persons are welcome and encouraged to attend authorized public activities or meetings and to use properly the areas or equipment scheduled or made available for such use.
2. Upon entering school property, all persons not described in paragraph above who are not employed or assigned by the School District are required to secure permission from the principal or other school officials to remain on the school premises.
3. No person shall deface, damage, destroy or in any way vandalize school property.
4. No person shall commit any act which disrupts the educational process or program or interferes with the entrance to or egress from school property by other persons.
5. No person shall commit any act leading to or constituting a breach of the peace.
6. No person shall use offensive or abusive conduct, or language against any person or persons on school property.
7. Any person on the school premises who is violating the above or without proper business authorization shall be considered trespassing. If a person is asked to leave the school premises by a school or police official and refuses to do so, he/she shall be considered to be trespassing. Persons having been ordered to leave the premises by a school or police official shall reenter said premises only with written approval of the principal or an official designated by him/her.
8. No written material shall be distributed in school buildings or on school property without permission of the building administrator or other officials designated by the building administrator. This does not apply to non-school activities or groups, individuals, organizations utilizing school facilities on a rental or community function permit.

B. General Rules and Regulations Governing Use of School Buildings and Properties

1. School groups and organizations have first priority for use of school facilities. This would include parent-teacher organizations and school-sponsored groups or activities.

Second priority goes to Community Education activities. Once space has been reserved for Community Education, and the event or class has been publicized, the activity cannot be displaced.

Third priority is for programs sponsored by Moorhead Parks and Recreation.

Lowest priority is to community groups approved for free uses and to rentals.

Use of school facilities shall not interfere with the regular educational program without special permission of the School Board:

2. Application for use of buildings or grounds must be made through the building administrator of each building. Final approval of the request shall be through the Director of Property Services and shall only be finalized after applicant has received a signed copy of the Building Use Request.
3. The school plant will not be opened for use except upon presentation of an official Building Use Request Form 904.1 at the building. Use of building will be limited to the terms of the request.
4. Rental charges shall be made in accordance with the schedule of rental rates. ~~THESE CHARGES CANNOT BE CHANGED WITHOUT OFFICIAL APPROVAL BY THE SCHOOL BOARD.~~
5. The applicant agrees to assume full responsibility for injury to persons and damages to property that may occur in the section of the building they are using. If the activities proposed seem to involve more than usual hazards, the School Board may require the applicant to take out liability insurance.
6. The custodian on duty will supervise the operation of the physical plant, and shall not be required to supervise groups or activities. During any time when the school heating plant is in operation, the building may not be occupied by any community group unless a qualified custodian is present.
7. Building must be vacated by 10:30 p.m. Holder of the request will be charged custodial overtime beyond that hour per existing labor agreements (see page 3, #19). Programs must be concluded in time for clearance of building in accordance with the terms of the permit.
8. Administrators may use the building for group and committee meetings in the evenings. Administrators must assume full responsibility for the building if the custodian is not on duty. Administrators may not give keys to non-school employees for the use of school buildings unless approved by the superintendent or his/her designee.
9. Sunday, vacation and custodial employee holidays: community use of school buildings shall not be permitted except with the approval of the superintendent or his/her designee.
10. No flag except the United States national flag and the Minnesota state flag shall be displayed at any time or in the school buildings or grounds without the special permission granted by the superintendent of schools or his/her designee.
11. Coffee and cookies may be served without using the kitchen. The organization must provide its own cups, coffee, cream, etc. If available the school will provide coffee making equipment. Preparing coffee is the responsibility of the organization.
12. Permission to use gymnasiums and other school physical education or athletic facilities does not include the use of supplies or equipment. Use of equipment is permitted only when the leader is competent to instruct and permission has been granted by the building administrator. Supplies are not furnished at any time.
13. Motion pictures projectors, sound equipment, etc. may be operated only by those approved by the person responsible for audiovisual equipment in the building.
14. Street Shoes in Gymnasium: Every user is required to take every reasonable precaution to see that snow, water, or mud are removed from shoes before persons are admitted to the gymnasium.
15. Leaders shall confine the members of their group to the facilities stated on the permit. Unauthorized use of other areas in the buildings will result in additional fees being billed to the renter.
16. Smoking is prohibited on school district property with the sole exception of the designated areas at Townsite Centre.
17. Violation of any of the rules governing the use of the school buildings by any person or organization shall be sufficient grounds for canceling the request and for denying future applications from such persons or organizations. Failure to make payment for utilizing said facilities within 45 days of use will result in termination of future use of school facilities.
18. For days and hours when normal staff is not on duty, all labor rates will be charged at the appropriate

contractual agreement with additional charges made for social security, PERA, LTD, and workers' compensation, which presently would be an additional sixteen percent (16%)(see page 2, #7):

19. Additional regulations apply to the use of the high school auditorium. These regulations are available in the building administrator's office:

C. Free Use of School Facilities (reference limited Open Forum Policy)

1. The following nonprofit groups have been approved for free use of school buildings during the hours that custodians are on duty. Those groups must vacate the building by 10:30 p.m. unless special permission is granted, or a charge equal to the custodial overtime hourly rate will be made for each hour or part of an hour beyond 10:30 p.m. (This time limit does not apply to parent-teacher groups for their regular scheduled meetings.) Convention or large meetings are not included:

FREE USE OF FACILITIES SHALL BE GRANTED TO:

Community Education Classes

Moorhead Service Clubs

Official Elections

Moorhead Civic Organizations

Political Party Caucuses

Moorhead Jaycees

League of Women Voters

Youth Groups: (i.e., Boy Scouts, Girl Scouts, Cub Scouts, Brownies, 4-H Clubs, Marlin Swim Club Camp Fire)

Clay County Association of Retarded Citizens ARC

Moorhead Parks & Recreation Programs

Moorhead School Groups & Organizations

Moorhead Healthy Community Initiative

2. Other nonprofit organizations and school-related groups that are approved by the superintendent of schools or his/her designee:

3. Equal Access Act: Title VIII of Public Law 98-377

Limited Public Forum—All Secondary Buildings

1. Any non-curriculum related extracurricular group, so long as it is not disruptive, discriminatory or illegal:

2. Arrangements must be made through the building administrator's office:

3. Non-instructional time is defined as before and after school. The lunch period is part of the instructional time:

4. The meeting must be voluntary and initiated by students:

5. The meeting must not be sponsored by the school, the government, or their agents or employees:

6. School employees may be present at the meeting "Only in a nonparticipating capacity":

7. The meeting must not "materially and substantially interfere with the orderly conduct of educational activities":

8. "Non-school persons may not direct, conduct, control, or regularly attend activities of student groups":

D. Cafeteria Facilities

1. Banquets and dinners served in ISD 152 cafeterias shall be limited to community groups and rentals:

2. Use of the kitchens and kitchen equipment shall be granted only upon the condition one or more food service employees or approved person familiar with the operation of the food service program are present and the rental fee is paid according to the fee schedule:

E. Fees for Use of Kitchens/Swimming Pool by Groups Approved for Free Use of School Facilities:

Since the policy of the School Board is to permit the use of the kitchen equipment only upon condition that one or more lunchroom employees are present, kitchen facilities are not included free to any group. The rental fees for the above groups are as follows:

1. Fees for Kitchen:

a. Opening fee for use of kitchen ————— \$10.00

b. Employees will be paid the rate approved in the salary settlement (see page 3, #19):

2. Fees for Swimming Pool:

- a. The above groups shall pay a fee of \$20.00 to help cover the cost of cleaning and maintaining the pool. This fee is not charged to approved Moorhead school groups or activities sponsored by the recreation department or community education classes.
- b. A certified life guard is required and must be provided by the group using the pool.

F. Schedule of Rental Fees for Non-Commercial Groups and/or Groups Selling Tickets for Admission

1. The following fees are for noncommercial groups that are not approved for free use of school facilities. These groups include church organizations, private school groups, other public schools and community organizations. The listed fees are to be charged for four (4) or less hours. Time in addition to four (4) hours will be on an hourly basis on a proportionate rate. Those groups that are listed under Free Use of School Facilities will be charged if an entrance fee is charged to the activity. This means that if tickets are sold to the general public for admission then Schedule F will apply. These fees DO NOT include supervisors, ticket-takers, concessions or the use of the kitchen for making coffee.

A. K-12 Buildings

Sr. High Auditorium — 40.00

2-4/hr — 80.00; Each addl. beyond 4 hr — 20.00

A \$250 advance deposit for the use of equipment will be required.

Sr. High Field — 50.00

2-4/hr — 100.00; Each addl. beyond 4 — 25.00

Sr. High Gymnasium — 40.00

2-4/hr — 80.00

Each addl. beyond 4 hr — 20.00

Swimming Pool — 50.00

Community Swim — .50/person

Sr. High Half Gym — 25.00

Sr. High Cafeteria — 20.00

Sr. High Kitchen — 20.00

Sr. High Classroom — 15.00

Jr. High Kitchen — 20.00

Jr. High Gym — 60.00

Jr. High Cafeteria — 20.00

Jr. High Football — 100.00

Jr. High Classroom — 15.00

Elementary Kitchen — 20.00

Elementary Gymnasium — 40.00

Elementary Cafeteria — 20.00

Elementary Field — 100.00

Elementary Classroom — 15.00

Approved Groups: Groups will be charged for real costs incurred in pool usage. In most instances, this will be limited to the charge for the life guard(s). The rental will include the use of the locker room and shower facilities. Groups will be required to provide proper supervision of all ancillary areas.

G. Fees for audiovisual Equipment

1. Audiovisual equipment, lighting and public address systems may be operated only by those approved by the person responsible for audiovisual equipment in the building. Approval may be given to individuals outside the school system if training and experience are satisfactory. This equipment must be requested in advance.

H. Rental of school buses by non-school groups is discouraged and not permitted except by special permission from the superintendent or his/her designee.

Legal References:

Minnesota Statute 123.36 (School Houses and Sites, Independent School Districts)

Title VIII of Public Law 98-377 (Equal Access Act)

Cross-Reference:Moorhead School Board Policy 903: School District Community RelationsI. PURPOSE

The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

II. GENERAL STATEMENT OF POLICY

The School Board of Moorhead Area Public Schools encourages maximum use of school facilities and equipment for appropriate community purposes if in its judgment, that use does not interfere with use of school purposes.

III. GENERAL RULES AND REGULATIONS GOVERNING USE OF SCHOOL BUILDINGS AND PROPERTIES

1. The following level of priority will be followed when determining the use of school facilities:

a. The first priority for use of school facilities shall be for school groups and organizations. This includes parent teacher organizations and school-sponsored groups or activities.

b. The second priority is for Community Education programs and activities. Once space has been reserved for Community Education, and the event or class has been publicized, the event or class may not be displaced.

c. The third priority is for programs sponsored by Moorhead Parks and Recreation.

d. The fourth priority is for community groups approved for free use.

e. The fifth priority is for community groups approved for rental use.

2. Use of school facilities shall not interfere with the regular educational program without special permission by the superintendent.

3. Application for the use of buildings or grounds must be made through the building administrator of each building. Final approval of the request shall be through the Director of Property Services and shall only be finalized after applicant has received a signed copy of the Building Use Request.

4. The school building will not be opened for use except upon presentation of an official Building Use Request Form 904.1 at the building. Use of building will be limited to the terms of the request.

5. The custodian on duty will supervise the operation of the school building and shall not be required to supervise groups or activities. During any time when the school heating plant is in operation, the building may not be occupied by any community group unless a qualified custodian is present.

6. Administrators may use the building for committee meetings in the evenings. Administrators assume full responsibility for the building if the custodian is not on duty. Administrators may not give keys to non-school persons for the use of school buildings unless approved by the superintendent or his/her designee.

Community use of school buildings shall not be permitted except with the approval of the superintendent or his/her designee for Sunday, vacation and custodial employee holidays.

7. Permission to use gymnasiums and other school physical education or athletic facilities does not include the use of supplies or equipment. Use of equipment is permitted only when the leader is competent to instruct and permission has been granted by the building administrator. Supplies are not furnished at any time.

8. Violation of any of the rules governing the use of the school buildings by any person or organization shall be sufficient grounds for canceling the request and for denying future applications from such persons or organizations. Failure to make payment for utilizing said facilities within 45 days of use will result in termination of future use of school facilities.

IV. SPECIFIC RULES FOR SCHOOL BUILDING AND PROPERTY APPROVED USERS

1. Approved users must limit their use of school buildings and property to the approved use.
2. Leaders shall confine the members of their group to the facilities stated on the permit. Unauthorized use of other areas in the buildings will result in additional fees being billed to the renter.
3. The approved user agrees to assume full responsibility for injury to persons and damages to property that may occur in the section of the building they are using. If the activities proposed seem to involve more than usual hazards, the superintendent may require the applicant to obtain liability insurance.
4. No person shall deface, damage, destroy or in any way vandalize school property.
5. No person shall commit any act which disrupts the educational process or program or interfere with the entrance to or egress from school property by other persons.
6. No person shall commit any act leading to or constituting a breach of the peace.
7. No person shall use offensive or abusive conduct, or language against any person or persons on school property.
8. No written material shall be distributed in school buildings or on school property without permission of the building administrator or other officials designated by the building administrator. This does not apply to non-school activities or groups, individuals, organizations utilizing school facilities on a rental or community function permit.
9. Smoking is prohibited on all school district property.
10. Alcoholic beverage and illegal drugs are prohibited on all school district property.
11. No weapons, as prohibited by federal and state statutes, are permitted on school district property.
12. School building kitchen facilities may not be used without special authorization and only when under the supervision of appropriate personnel. However, beverages and snacks may be served without using the kitchen facilities. The approved user must provide their own food and serving supplies. If available the school will provide coffee making equipment. Preparing coffee is the responsibility of the approved user.
13. Every user is required to take every reasonable precaution to see that snow, water, or mud are removed from shoes before persons are admitted to the building. Certain restrictions for footwear may apply to the use of school gymnasiums. Each building administrator is responsible to have specific rules available to approved users.
14. Additional regulations apply to the use of the high school auditorium. These regulations are available in the building administrator's office.
15. The building must be vacated by 10:30 p.m. The approved user will be charged custodial overtime beyond that hour per existing labor agreements. Programs must be concluded in time for clearance of building in accordance with the terms of the permit.
16. Any person on the school premises who is violating the above or without proper business authorization shall be considered trespassing. If a person is asked to leave the school premises by a school or police official and refuses to do so, he/she shall be considered to be trespassing. Persons having been ordered to leave the premises by a school or police official shall reenter said premises only with written approval of the principal or an official designated by him/her.

V. SCHOOL BUILDING AND PROPERTY RENTAL TERMS AND CONDITIONS

1. Rental charges shall be made in accordance with the schedule of rental rates. These charges cannot be changed without official approval by the school board.
2. For fee-based use, for days and hours when normal staff is not on duty, all labor rates will be charged at the appropriate contractual agreement with additional charges made for social security, PERA, LTD, and workers' compensation.
3. Free Use of School Building and Property

Certain nonprofit groups will be approved for free use of school buildings during the hours that custodians are on duty. Those groups must vacate the building by 10:30 p.m. unless special permission is granted, or a charge equal to the custodial overtime hourly-rate will be made for each hour or part of an hour beyond 10:30 p.m. This time limit does not apply to parent-teacher groups for their regular scheduled meetings. Conventions or large meetings by these nonprofit groups may not be considered free use and may be a fee-based use. The superintendent or his/her designee shall make this determination.

Free use of facilities shall be granted to:

Community Education Classes

Moorhead Service Clubs

Official Elections

Moorhead Civic Organizations

Political Party Caucuses

League of Women Voters

Youth Groups (i.e., Boy Scouts, Girl Scouts, Cub Scouts, Brownies, 4-H Clubs, Marlin Swim Club, Camp Fire)

Clay County ARC

Moorhead Parks and Recreation Programs

Moorhead School Groups and Organizations

Moorhead Healthy Community Initiative

Other nonprofit organizations and school related groups that are approved by the superintendent or his/her designee.

Groups as permitted by the Equal Access Act: Title VIII of Public Law 98-377 Limited Public Forum-All Secondary Buildings.

4. Fee Use of School Buildings and Property

The following fees are for noncommercial groups that are not approved for free use of school facilities. These groups include church organizations, private school groups, other public schools and community organizations.

The listed fees are to be charged for four (4) or less hours unless otherwise specified.. Time in addition to four (4) hours will be on an hourly basis on a proportionate rate. Those groups that are listed under Free Use of Building and Property will be charged if an entrance fee is charged to the activity. This means that if tickets are sold to the general public for admission then these fees will apply. These fees DO NOT include supervisors, ticket takers, concessions or the use of kitchen facilities.

a. K-12 Buildings

High School Auditorium

First hour: \$40

Second through fourth hours: \$80

Beyond four hours: \$20 per hour

A \$250 advance deposit for the use of equipment will be required.

High School Athletic Field

First hour: \$50

Second through fourth hours: \$100

Beyond four hours: \$25 per hour

High School Gymnasium

First hour: \$40

Second through fourth hours: \$80

Beyond four hours: \$20 per hour

High School Half Gym: \$25

High School Cafeteria: \$20

High School Classroom: \$15

Junior High Gym: \$60

Junior High Cafeteria: \$20

Junior High Football: \$100

Junior High Classroom: \$15

Elementary Gymnasium: \$40
Elementary Cafeteria: \$20
Elementary Field: \$100
Elementary Classroom: \$15

b. Kitchen Facilities

There is no free use of kitchen facilities. The use of kitchen facilities will only be granted upon the condition that one or more appropriate kitchen personnel are present. Banquets, dinners, etc. served in school district cafeterias are limited to only approved users.

The rental fee for kitchen facilities shall be as follows:

Opening Fee: \$20

Kitchen personnel will be paid the rate as per the negotiated contract for employees.

c. Swimming Pool

Approved nonprofit groups shall pay a \$20 fee to help cover the cost of cleaning and maintaining the pool. This fee is not charged to approved Moorhead school groups or activities sponsored by the Moorhead Parks and Recreation Department or district community education classes. A certified life guard is required and must be paid by the group using the pool. The rental will include the use of the locker room and shower facilities. Groups will be required to provide proper supervision of all ancillary areas.

Fee based use of the pool shall be at the following rates:

Four hours or less: \$50 and actual cost of certified life guard

Community Swim: \$0.50 per person

VI. USE OF SCHOOL DISTRICT EQUIPMENT

1. Rental of school buses and vehicles by non-school groups is discouraged and not permitted except by special permission from the superintendent or his/her designee.

2. Audiovisual equipment, computer systems, lighting systems, and public address systems may be operated only by those approved by the person responsible for audiovisual equipment in the building. Approval may be given to individuals outside the school system if training and experience are satisfactory. This equipment must be requested in advance.

3. No school district equipment is allowed to leave the school premises except by special permission from the superintendent or his/her designee.

Legal References:

Minnesota Statute 123B.51 (School Houses and Sites; Access for Non curricular Purposes)

Title VIII of Public Law 98-377 (Equal Access Act)

Cross References:

Moorhead School Board Policy 903: School District Community Relations

Moorhead School Board Policy 702: Equal Access to Moorhead Area Public Schools Facilities and Equipment

Moorhead School Board Policy 930: Community Education

MEMO #: S-04-010

TO: School Board

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

DATE: July 22, 2003

RE: First Reading of Policies

Attached please find the following policies: Community Education Advisory Council (237), Superintendent Contract, Duties and Evaluation (311), Moorhead Area Public School District Weapons Policy (576), Student Dress and Appearance (577), Instructional Goals of Moorhead Area Public Schools (601), and Community Education (930), for your review.

LPN:mde
Attachments

❖ Policies and Procedures ❖

Code: 237
Category: Policy of the School Board / Moorhead, MN
Section: 200 SCHOOL BOARD
Name: Community Education Advisory Council
Adopted:
Revised:
Reviewed:
Policy: I. PURPOSE

The purpose of the Community Education Advisory Council is to function in cooperation with the community education director in an advisory capacity in the interest of promoting the goals and objectives of the community education programs.

II. GENERAL STATEMENT OF POLICY

A. Representation on the Community Education Advisory Council will consist of members who represent: various service organizations; churches; public and nonpublic schools; local government including elected officials; public and private nonprofit agencies serving youth and families; parents; youth; park, recreation or forestry services of municipal or local government units located in whole or in part within the boundaries of the school district; and any other groups participating in the community education program in the school district.

B. Members will be selected from groups named above by the community education director and council chair.

C. Members of the council provide input for community education in regard to programming and budget.

D. Meetings will be held the third Tuesday of September, October, November, January, February, March, and April.

E. Bylaws of the community education advisory council shall provide the framework for the organization including criteria pertaining to membership, officer's duties, frequency and structure of meetings and such other matters as deemed necessary and appropriate.

F. The council will adopt a policy to reduce and eliminate program duplication within the school district.

Legal References:

Minnesota Statute 124D.19 (Community Education Programs; Advisory Council)

Cross Reference:

Moorhead School Board Policy 930: Community Education

Search Again

❖ Policies and Procedures ❖

Code: 311

Category: Policy of the School Board / Moorhead, MN

Section: 300 DISTRICT ADMINISTRATION

Name: Superintendent Contract, Duties and Evaluation

Adopted:

Revised:

Reviewed:

Policy: I. PURPOSE

The purpose of this policy is to recognize the use of an employment contract with the superintendent to establish the terms and conditions of employment.

II. GENERAL STATEMENT OF POLICY

A. The superintendent's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the superintendent.

B. The specific duties for which the superintendent is accountable shall be in accordance with the employment contract and applicable state statute(s) be measured by a performance appraisal instrument approved by the school board in consultation with the superintendent. The school board shall use this instrument to periodically evaluate the performance of the superintendent.

C. The school board, in consultation with the superintendent, shall develop a process to evaluate the performance of the superintendent in accordance with the employment contract and applicable state statute(s).

Legal Reference:

Minnesota Statute 123B.143 (Superintendent)

[Search Again](#)

❖ Policies and Procedures ❖

Code: 576
Category: Policy of the School Board / Moorhead, MN
Section: 500 STUDENTS
Name: Moorhead Area Public School District Weapons Policy
Adopted:
Revised:
Reviewed:
Policy: I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a Moorhead Area Public School location except as provided in this policy. The Moorhead Area Public School District will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

III. DEFINITION

A. "Weapon."

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks, mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or nonfunctional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

IV. EXCEPTIONS

A. A student who finds a weapon on the way to school or in a school location, or a student who discovers

that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.

B. It shall not be a violation of this policy if a nonstudent falls within one of the following categories:

1. licensed peace officers, military personnel, or students participating in military training, who are on duty performing official duties;

2. persons authorized to carry a pistol under Minnesota Statute, Section 624.714, while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;

3. persons who keep or store in a motor vehicle pistols in accordance with Minnesota Statute, Sections 624.714 or 624.715, or other firearms in accordance with Section 97B.045;

a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."

b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with Sections 624.714 and 624.715.

4. firearm safety or marksmanship courses or activities conducted on school property;

5. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;

6. a gun or knife show held on school property;

7. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or

8. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools.

While the school district takes a firm "Zero Tolerance" position on the possession, use or distribution of weapons by students, and a similar position with regard to nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the "lawful" carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minnesota Statute, Section 624.714, to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder's vehicle shall constitute a violation of this policy.

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/ USE/ DISTRIBUTION

A. The school district and the school takes a position of "Zero Tolerance" in regard to the possession, use or

distribution of weapons by students. Consequently, the minimum consequence for students possessing, use or distributing weapons shall include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.

B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

C. Administrative Discretion.

While the school district and the school takes a "Zero Tolerance" position on the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS

A. Employees.

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other Nonstudents.

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

Legal References:

Minnesota Statute 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minnesota Statute 121A.44 (Expulsion for Possession of Firearm)
Minnesota Statute 121A.05 (Referral to Police)
Minnesota Statute 609.66 (Dangerous Weapons)
Minnesota Statute 609.605 (Trespass)
Minnesota Statute 609.02, Subd. 6 (Definition of Dangerous Weapon)
Minnesota Statute 97B.045 (Transportation of Firearms)
Minnesota Statute 624.714 (Carrying of Weapons without Permit; Penalties)
Minnesota Statute 624.715 (Exemptions; Antiques and Ornaments)
18 U.S.C. 921 (Definition of Firearm)
In re C.R.M. 611 NW2d 802 (Minn. 2000)

Cross Reference:

Moorhead School Board Policy 551: Student Discipline

❖ Policies and Procedures ❖

Code: 577
Category: Policy of the School Board / Moorhead, MN
Section: 500 STUDENTS
Name: Student Dress and Appearance
Adopted:
Revised:
Reviewed:
Policy: I. PURPOSE

The purpose of this policy is to enhance the education of Moorhead Area Public School students by establishing expectations of dress and grooming that are related to educational goals and community standards.

II. GENERAL STATEMENT OF POLICY

A. It is the policy of Moorhead Area 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).

B. Appropriate clothing includes, but is not limited to, the following:

1. Clothing appropriate for the weather.
2. Clothing that does not create a health or safety hazard.
3. Clothing appropriate for the activity (i.e., physical education or the classroom).

C. Inappropriate clothing includes, but is not limited to, the following:

1. "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
2. Clothing bearing a message that is lewd, vulgar, or obscene.
3. Apparel promoting products or activities that are illegal for use by minors.
4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in Moorhead School Board Policy 570.

Any apparel or footwear that would damage school property.

Hats are not allowed in the building except with the approval of the building principal (i.e., student undergoing chemotherapy; medical situations).

E. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane or do not advocate violence or harassment against others.

F. "Gang," as defined in this policy, means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually

or collectively engage in or whose members engaged in a pattern of criminal gang activity. "Pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

III. PROCEDURES

A. 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.

B. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.

C. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

Legal References:

U. S. Const., Amend. I

Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)

Stephenson v. Davenport Community School District, 110 F.3d 1303 (8th Cir. 1997)

Hicks v. Halifax County Board of Educ., No. 98-CV-981-BR (E.D.N.C. 1999)

McIntire v. Bethel School, I.S.D. No. 3, 804 F. Supp. 1415, 78 Educ. L.Rep. 828 (W.D. Okla. 1992)

Olesen v. Board of Educ. of Sch. Dist. No. 228, 676 F. Supp. 822, 44 Educ. L. Rep. 205 (N.D. Ill. 1987)

Cross References:

Moorhead School Board Policy 570: Prohibition of Harassment and Violence

Moorhead School Board Policy 551: Student Discipline

[Search Again](#)

❖ Policies and Procedures ❖

Code: 601
Category: Policy of the School Board / Moorhead, MN
Section: 600 EDUCATION PROGRAMS
Name: Instructional Goals of Moorhead Area Public Schools
Adopted:
Revised:
Reviewed:
Policy: I. PURPOSE

The purpose of this policy is to provide for the development of course offerings and continuous review and improvement of the Moorhead school curriculum.

II. GENERAL STATEMENT OF POLICY

A. Instruction must be provided in at least the following subject areas:

1. Basic communication skills including reading and writing, literature, and fine arts;
2. Mathematics and science;
3. Social studies, including history, geography and government; and
4. Health and physical education.

B. The basic instructional program shall include all courses and standards required for each grade level by the Minnesota Department of Education. The instructional approach will be nonsexist and multicultural.

C. The school board, at its discretion, may offer additional courses in the instructional program at any grade level.

D. Each instructional program shall be planned for optimal benefit taking into consideration the financial condition of the school district and other relevant factors. Each program plan should contain goals and objectives, materials, minimum student competency levels, and methods for student evaluation.

E. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to instructional curriculum.

III. RESPONSIBILITY

A. The superintendent or designee shall be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long range curriculum development program. Timelines shall be determined by the superintendent or designee that will provide for periodic reviews of each curriculum area.

B. It shall be the responsibility of the superintendent or designee to keep the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes and to periodically present recommended modifications for school board review and approval.

C. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

Legal References:

Minnesota Statute 120A.22 (Compulsory Instruction)

Minnesota Statute 120B.10 (Findings, Improving Instruction and Curriculum)

Minnesota Statute 120B.11 (School District Process)

Minnesota Rule 3500.0550 (Inclusive Educational Program)

Cross References:

Moorhead School Board Policy 640: Moorhead High School Graduation Requirements

Moorhead School Board Policy 660: Moorhead Area Public School District State Mandated Testing Plan and Procedure

Moorhead School Board Policy 656: Basic Standards Testing, Accommodations, Modifications, and Exemptions for IEPs, Section 504 Accommodation and LEP Students

Moorhead School Board Policy 650: School District System Accountability

[Search Again](#)

❖ Policies and Procedures ❖

Code: 930

Category: Policy of the School Board / Moorhead, MN

Section: 900 COMMUNITY RELATIONS

Name: Community Education

Adopted:

Revised:

Reviewed:

Policy: I. PURPOSE

The purpose of this policy is to convey to employees and to the general public the important role of community education within the school district.

II. GENERAL STATEMENT OF POLICY

The Moorhead school board affirms a strong commitment to the community education program. The school board welcomes, and strongly encourages use of school buildings and activity areas by the community when not used for regularly scheduled elementary and secondary programs. The school administration should strive to accomplish the following objectives:

A. Maximum use should be made of public school facilities within the school district service area.

B. Educational needs and interest of area residents should be determined periodically.

C. Community resources and expertise of residents should be utilized to develop a vibrant, well-rounded community education program.

D. Area residents should be encouraged to actively participate in program opportunities.

Legal References:

Minnesota Statute 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)

Minnesota Statute 124D.20, Subd. 1 (Community Education Revenue)

Cross References:

Moorhead School Board Policy 904: Community Use of School District Facilities and Equipment

Moorhead School Board Policy 237: Community Education Advisory Council

[Search Again](#)



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Major Magnitude Field Trip
DATE: July 21, 2003

Attached is information regarding a proposed Major Magnitude Field Trip to Costa Rica for junior and seniors enrolled in Spanish at Moorhead High School.

This trip has been tentatively planned for March 26-April 3, 2004. The trip will be student funded. The approximate cost of the 8 day trip will be \$1549.

Students will take part in the practical application of Spanish and activities to provide cultural appreciation opportunities.

SUGGESTED RESOLUTION: Move to grant approval for the Moorhead Senior High School junior and seniors enrolled in Spanish to travel to Costa Rica for spring of 2004.

LAK/smw
Attachment

Gene

PROPOSAL FOR FIELD TRIP (MAJOR MAGNITUDE)

MAY 13, 2003

Tentative planning for a student trip to Costa Rica in the spring of 2004 has been approved by Mr. Boyle. No fund raising activities will be coordinated by the school to fund this trip. The last Spanish student trip to Mexico was in the spring of 2001.

The company which organizes educational student trips is CETA (Customized Educational Tour Arrangements). The educational experiences scheduled for the students are structured to develop and reinforce what is learned in the classroom. Prior to travel, CETA provides complete orientation and study materials with essential cultural and linguistic information.

In Spanish II, we have implemented the Diverse Perspective Graduation Standard. This involves in depth study of cultures and the perspectives of individuals to specific events. Spanish III encompasses The World Language Standard. This involves practical application of communication skills in the target language. Both of these standards are enhanced by the participation of the students in the language and culture of Spanish speaking countries.

A tentative itinerary is attached. The trip will likely be scheduled for March 26 to April 3. This trip is offered to Juniors and Seniors enrolled in Spanish at Moorhead Sr. High. Generally the trip has been taken during the spring break. All air transportation and housing is arranged by CETA. The students must travel to Minneapolis to meet the plane. In the past several trips there have been approximately 20 students involved. The approximate cost is \$1650 and the district expense would be for substitute teachers.

The trip will be student funded. We have done fund raising in the past but have chosen to discontinue that practice. The number of students who raise a significant amount of money has been minimal. Since no registrations for the trip have been completed, it is unknown if there will be accommodation needed for students with disabilities.

We appreciate your consideration of this trip proposal. We have had excellent administrative and school board support and hope that it will continue.

Lisa Ferguson and Jean Moe
Spanish Department
Moorhead Sr. High

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: Costa Rica Type of Trip: Curricular Co-curricular

Date of Request: March 26 - April 3 School Board Presentation Date: _____

Staff/Advisor Requesting: Elisabeth Ferguson
Jean Moe Phone/Extension: 2435
2436

Purpose of the Trip: Practical application of Spanish and
Cultural appreciation and exposure

Please explain the educational value of this trip and how this trip is related to the course content and graduation standards: Span. 2, we have implemented Diverse Perspective. This involves in depth study of cultures and perspectives of individuals to specific events.
Span 3, world language stand, this involves practical application of communication skills in the target language.

Trip Destination: Costa Rica

Date of Trip Departure: 3/24/04 Return Date: 4/3/04

Number of School Days Involved: 2 Number of Students Involved: approx. 15-30

____ 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); student cost- see attach.
2 subs. for 2 days.

____ Attached plans for parental notification and approval; Parental meeting was held Mon. May 5.

✓ Attached list of accompanying staff.

Lisa Ferguson
Jean Moe

Hone Boyle

Number of Chaperones needed for the trip unknown
8 students to one chaperone

192

Customize your own tour
Remember, if you travel with 25 or more students, consider designing your own itinerary. Previous customized tours have included:

- Tortuguero
- Braulio Carrillo
- Banana Plantation tour
- Café Britt tour
- Horseback riding in Monteverde
- Sky Tram in Monteverde

Day 1 • Depart

Depart the United States on a scheduled flight to San José. Meals and complimentary headset are included. Arrive in San José in the afternoon with some time to explore the city. (IF)L/D

Day 2 • San José

This morning enjoy a visit to the *Poas Volcano*. After a spectacular view of the world's largest volcanic crater, travel to Sarchí to see typical Costa Rican woodwork being made and have a chance to purchase souvenirs. After lunch in Sarchí, return to San José to visit the *Museo Nacional de Costa Rica*. This evening, enjoy a show at the *Teatro Nacional*. B

Day 3 • La Fortuna

This morning drive to La Fortuna, home of the amazing Arenal Volcano and Fortuna Waterfall. After an early lunch, enjoy a trip to the *Fortuna waterfall*. The evening will be spent relaxing in the *Tabacon* hot springs of the volcano and watching the red-hot lava flow. B/D

Day 4 • Monteverde

Drive to the cloud forests of Monteverde. Upon arrival, visit the historic *Cheese Factory*. Then take an impressive *tour* through the treetops of the cloud forest before settling into the cozy mountain lodge of Monteverde. B/L/D

B - Breakfast, L - Lunch, D - Dinner, IF - In flight

Day 5 • Quepos

After breakfast, drive to Quepos and spend the rest of the day and evening relaxing on the beautiful beach. B/D

Day 6 • San José

Spend the majority of the day in the *Manuel Antonio National Park* enjoying its hiking trails and beaches. Within this park, encounter monkeys, iguanas, and other forms of exotic wildlife. Before dinner drive back to San José for our overnight. B

Day 7 • San José

Today enjoy the ride of a lifetime down the *Pacuare River*. This is a once-in-a-lifetime ride in more ways than one, because a major electric company wants to build a dam that may destroy the river. Costa Rica has the best white-water rafting in the world; the beauty and excitement of this majestic river are unsurpassable. B/L/D

Day 8 • Return Flight

Transfer to airport for return flight to the United States. Or, continue on to family stays. B(IF)L/D

The length of this tour makes it an excellent choice for a spring break trip. It allows your students to interact with native Spanish speakers and upon return, use that experience in the classroom.

Tour Cost Includes:

- Air transportation from Minneapolis (Departure from other cities upon request)
- Land transportation via deluxe motor coach
- Accommodations in hotels
- All breakfasts, two lunches, all but two dinners
- Guided tours and admissions as indicated on itinerary.

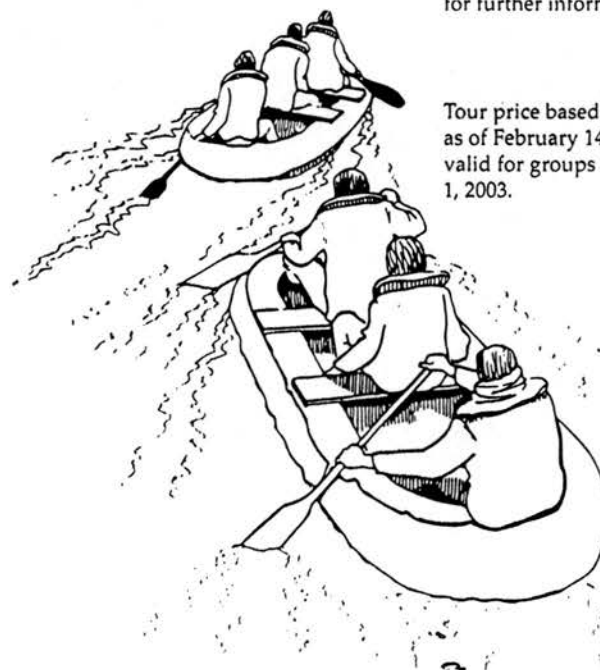
Overnights

San José (2)
La Fortuna (1)
Monteverde (1)
Quepos (1)
San José (2)

Optional Family Stay

A family stay in the San José area can be added at the end of the tour. Cost depends on length of stay. Contact us for further information.

Tour price based on projected air costs as of February 14, 2003. Tour price valid for groups committed by July 1, 2003.



Items in *italics* are included in the trip price.

BUILDING YOUR TOUR WITH CETA LEADS TO ...



Improved Language Skills

Cultural Awareness



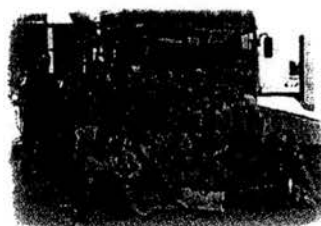
Increased Independence



Unique Experiences



Lifelong Friendships



Lasting Memories

Quality tours at reasonable prices with outstanding service

Our Foundation

CETA was founded on the idea that student travel should be fun, educational and affordable for students, while also being enjoyable for teachers. That is why our mission is to provide quality tours at reasonable prices with outstanding service.

We understand the demands you face as a teacher both in the classroom and on tour because our founders are former teachers. Jeff Hoag was a foreign language teacher for 30 years and has been planning, organizing and leading tours to most areas in Europe for over 25 years. Kristen Billingsley is also a former foreign language teacher who, in addition to having lived and studied abroad, has also traveled extensively with students. The rest of the CETA staff has also traveled considerably and has experience working with teachers. We are dedicated to helping you with each step of your tour planning.

Our Tours

Customized tours is not just part of our name, it defines who we are. The majority of our tours are customized tours, designed by the teachers themselves. Our flexibility allows you to be involved in designing your itinerary down to the last detail. Our experience enables us to advise you as you plan or do all the planning for you.

Our Service

At CETA we know that the months of planning are just as important as the tour itself. That is why we want to be your partners in helping you plan all aspects of your tour. Communication with teachers is of utmost importance to us. We are always ready to answer any questions you may have about the planning or operation of your trip. During each step you will be provided with information to help you and your students prepare for your upcoming trip.

We invite you to contact us and see how we can help you plan a fun, educational and affordable trip for your students, while enabling you to be as active in your tour planning as you want to be.

Throughout the year you will be provided with information and assistance to help you and your students prepare for your upcoming tour.

After you have selected your tour, we will:

- Send you brochures and applications specific to your itinerary dates and departure city.
- Assist you with your sign-up meeting.
- Provide appropriate documentation for administration or board approval

Once your students have signed up, we will send you:

- A pre-tour handbook
- Travel tips
- Passport application information
- Teacher contact information (when applicable)
- Family stay questionnaire (when applicable)

Before Departure, you will receive:

- Flight schedules
- Airline luggage requirements
- Passport pouches
- Luggage tags
- Tour diary
- Accommodations list

While on Tour

- An experienced tour leader will manage your trip or
- If you have chosen to lead your trip yourself, you will receive a binder with a collection of essential contact information specific to all aspects of your tour.

This brochure contains itineraries of tours we are offering for the summer of 2004. These tours are designed for those schools which do not wish to create or do not have enough students for a customized tour. Several schools may combine to make one group. Our European tours are priced with a minimum of 35 students and our Costa Rica tour is priced with a minimum of 30 students. We offer organized tours to:

Spain
Costa Rica
Germany
France

Clearly outlined rules that each student and his/her parent or guardian must sign set the tone for each of our tours before they depart the United States.

As a participant on a CETA tour, I

- ... will respect the tour leader and chaperones on the trip and act in the interest of the group.
- ... will participate fully in the program, including being on time for buses and meals, attending the scheduled tours and adhering to curfew.
- ... will not go off alone during free time, but will stay in a group of at least three and remain in that group during the entire time.
- ... will not go into dormitory or hotel rooms of members of the opposite sex.
- ... will refrain from the use of alcohol and other drugs throughout the entire tour.
- ... will not get any body piercings or tattoos while on tour.
- ... will be responsible for my own belongings by checking the dormitory or hotel rooms thoroughly before departing any city.
- ... will respect the driver's rules and clean up after myself on the motorcoach.
- ... will keep in mind that I am acting as an "ambassador" of my high school, my city and state of residence, and the United States. I will show respect for the Europeans and their homeland because such respect is essential for the success of the trip.
- ... understand that my failure to adhere to these rules could result in me being sent home at my own or my parents' expense.

The following are included in the organized tours in this catalog. Customized tours can include, but are not limited to, these same features.

Air Transportation

Air transportation is provided via scheduled carrier for all of our tours. Airport and departure taxes are included in all of our tour prices. Land only prices are available upon request.

Extensions and Deviations

In most cases, program extensions or deviations are permitted for a surcharge. Contact us for further information.

Accommodations

The accommodations for the tours listed in this brochure vary depending on the tour. In some cases youth hostels or private dormitories are used. Other tours include accommodations in tourist class hotels, while some tours have a combination of both. Most importantly the accommodations we provide are clean, safe, and appropriate for students. The youth hostels used for some tours serve this purpose very well and also provide an opportunity to meet students from other countries.

Meals and Sightseeing Admissions

Admission prices for all sightseeing activities on our itineraries are included in the tour price. We also include two meals almost every day.

Tour Guide

Services of a full-time tour leader are included in the tour price. In most cases, our leaders are foreign language teachers. They are experienced in travel and understand students. Local guides join the group in most major cities and sites (see specific itineraries).

Teacher-to-Student Ratio

The tours in this brochure are priced so that teachers receive a complimentary trip with every eight paying participants. We believe this ratio guarantees more than adequate supervision. The price is pro rated for additional chaperones. Tour prices with other ratios are available upon request.

Family Stays

We believe strongly in the family stay concept. It is the best way for students to experience the culture and every day life of the country they are visiting. Therefore, all of our tours have an optional family stay at the end of the tour. Having the family stay at the end of the tour allows us to provide family stays as an option for the schools that want them.

References

We would be happy to provide you with references upon request.

Liability Coverage

Our liability insurance policy covers all teachers and tour leaders who travel on one of our tours.

No Membership Fees

CETA does not charge any membership fees to teachers or to students who join one of our tours. The deposit your students make when joining a tour is applied directly to the tour cost.

What's not included in our prices ?

While we try to make our organized tours as inclusive as possible, some items are not included in the price of the tour. They are the end of tour tips to the bus driver and tour leader, passport fees (and, if applicable, entry visas) and trip cancellation insurance.

CETA Tours

617 44th Ave Ct. SW
 Rochester, MN 55902
 (507) 288-5646 • (800)-658-7088

< Cut Here >

Terms and Conditions

AIR TRANSPORTATION is via scheduled air carrier. Airfare is based on ticket prices and current departure taxes and is subject to modification. We reserve the right to assess surcharges such as air line imposed fuel surcharges whenever they are announced.

EXTENSIONS & DEVIATIONS are usually available (at an additional handling fee) and should be made in writing at the time of booking. Changes made after the original booking, may be assessed a change fee. All deviations are subject to availability and an airline deviation fee. The trip cost is based on a special nonrefundable airfare. Once you have been ticketed, it may not be possible to secure a ticket refund. If an extension is desired, a different type of airfare may become necessary with substantial price increase.

INSURANCE Regular trip cancellation, personal health and accident, and baggage insurance coverages are included.

PAYMENT SCHEDULE \$300 is due with application. Final payment will be due on January 5, 2004. If any currency or airfare assessment needs to be made, it will be made by November 1, 2003. Any late payments will result in a \$25 fee.

CANCELLATION POLICY All cancellations must be in writing. Post-mark date will be considered the valid date of cancellation. After enrollment, should you decide to cancel at any time up until November 1 there will be a \$50 administrative fee. Cancellation penalty from November 1, 2003-January 5, 2004 will be \$300. On and after January 5, 2004 until 30 days prior to departure, the cancellation penalty will be \$300 plus lost deposits for bus and accommodations. No refund is possible for cancellations within 30 days of departure. Any airline penalty would be in addition to the above. The cancellation penalty and charges for lost deposits may be waived, if an acceptable, eligible substitute is found. Airline penalties, however, may not be avoidable, depending on the date of cancellation. Any fundraising money applied to the tour cost prior to cancellation will be returned to the school unless otherwise specified by the teacher.

RESPONSIBILITY Customized Educational Tour Arrangements (CETA), its officers, employees and any other representatives as well as the airlines concerned shall not under any circumstances be liable under or by reason of this agreement directly or indirectly for any accident, injury, delay, damage, or inconvenience caused to the client by negligence of others, by malfunctions of transportation systems, or equipment, by acts of war or rebellion, terrorism, strike, theft, or itinerary changes or cancellations; and we hereby release CETA, Inc., its officers, employees, or other representatives from any and all such liability.

MISCELLANEOUS

- a. CETA reserves the right to accept or retain any person as a member of the group at any time before or during the duration of the trip. Should a student be required to leave the trip for disciplinary reasons, all expenses for facilitating the early return are the responsibility of the parent/guardian of that student. In addition, the student forfeits the right to any refund on the land portion of the trip.
- b. Baggage is handled by the student and at the risk of the student at all times.
- c. We reserve the right to substitute points on the itinerary where conditions demand or warrant such substitution.
- d. OCCASIONALLY, the land portion of your trip may be extended or curtailed because of unforeseen changes in the transportation schedule. Any savings realized by these changes will be refunded to you upon your return. Similarly, any extra expenses incurred because of such changes must be at your expense.
- e. Students on CETA tours may have their pictures taken by the leader and chaperones on the trip. Students and their parents agree that such pictures may be used in displays or brochures for promotion of future trips.

CETA Tours
Presents

Conoce Costa Rica

2004



March 26 - April 2, 2004

Eight Days

20-24 participants \$1,679
25 or more Participants \$1,629

ITINERARY:

Friday, March 26 • Depart

We depart the United States on our scheduled flight to San José. Meals and complimentary headset are included. Upon our arrival in San José, we meet our guide and driver and transfer to our hotel. Our activities afterward will depend on our arrival time. (IF)D

Saturday, March 27 • San José

This morning we enjoy a visit to the **Poas Volcano**. After a spectacular view of the world's largest volcanic crater, we travel to Sarchí to see typical Costa Rican woodwork being made and have a chance to purchase souvenirs. After lunch in Sarchí, return to San José to visit the **Museo Nacional de Costa Rica**. This evening, enjoy a show at the **Teatro Nacional**. B

Sunday, March 28 • La Fortuna

Today we drive to La Fortuna, home of the amazing Arenal Volcano and Fortuna Waterfall. After an early lunch, we enjoy a trip to the **Fortuna Waterfall**. We spend the evening relaxing in the **Tabacón hot springs** and watching the red-hot lava flow. B/D

Monday, March 29 • Monteverde

We drive to the cloud forests of Monteverde. Upon arrival, we visit the historic **cheese factory**. We have time for lunch at our lodge before we take an impressive **tour** through the treetops of the cloud forest. Afterwards we settle into the cozy mountain lodge of Monteverde for dinner and our overnight. B/L/D

Tuesday, March 30 • Quepos

After breakfast, we take the long, but very scenic drive to Quepos. We stop along the way to have lunch and see various types of wildlife that we encounter along the way. We arrive in the mid-afternoon and spend the rest of the day and evening relaxing on the beautiful beach or at the pool. B/D

Wednesday, March 31 San José

We spend the majority of the day in the **Manuel Antonio National Park** enjoying its hiking trails and beaches. Within this park, we encounter monkeys, iguanas, and other forms of exotic

wildlife. Before dinner we drive back to San José for our overnight. B

Thursday, April 1 • San José

Today we enjoy the ride of a lifetime down the **Pacuare** river. This is a once-in-a-lifetime ride in more ways than one, because a major electric company wants to build a dam that may destroy the river. Costa Rica has the best white-water rafting in the world; the beauty and excitement of this majestic river are unsurpassable. We return to San José in time for dinner and our final evening in Costa Rica. B/L/D

Friday, April 2 Return Flight

We transfer to airport for our return flight to the United States. B (IF) L/D

Tour Cost Includes:

- Air transportation from Minneapolis
- Land transportation via deluxe motor coach
- Accommodations in hotels
- All breakfasts, two lunches, all but two dinners
- Guided tours and admissions as indicated on itinerary
- Trip cancellation and medical insurance

Not Included

- Meals not indicated above
- Beverages, except at breakfast
- Luggage handling
- Items of a personal nature (e.g. passport fees)
- End of tour tip to driver and guide

Overnights

San José (2), Fortuna (1),
Monteverde (1),
Quepos (1) San José (2)

Prices based on projected air costs as of February 14, 2003.

Conoce Costa Rica Application

Please complete and return with your deposit in the amount of \$300. Make check payable to:

CETA Tours
617 44th Ave. Ct. SW
Rochester, MN 55902

Please refer to code at bottom right of this form with payment.

Name: _____
as it will appear on your passport.

Address: _____

City: _____

State: _____ Zip: _____

Phone: _____ / _____

Email: _____

Birthdate: _____ Male ☐ Female ☐

School: _____ Grade: _____

Teacher: _____

Emergency Contact during trip (other than parent)

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone: _____ / _____

Special Dietary Needs: _____

I have read and agree to the terms and conditions. Please include me on the trip.

Signature of Applicant _____ Date _____

Signature of parent/guardian _____ Date _____

20-24 \$1,679; 25+ \$1,629

MMC04

861



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Major Magnitude Field Trip
DATE: July 21, 2003

Attached is information regarding a proposed Major Magnitude Field Trip for Moorhead High School Band to participate in the Gateway Music Festival, "Polynesian Classic Music Festival" in Honolulu, Hawaii.

The trip will take place in the spring of 2005 during which time the ensemble will perform in a festival competition, will work with nationally recognized clinicians and learn about the history and culture of Hawaii, as well as the U.S.

Parent meetings will be held to determine fund raising activities.

SUGGESTED RESOLUTION: Move to approve the Moorhead Senior High School Band trip to the "Polynesian Classic Music Festival" in Honolulu, Hawaii for the spring of 2005.

LAK/smw
Attachment

To: Board of Education
From: Doug Engstrom, Director of Bands
Moorhead High School
Re: Field Trip Proposal

Gateway Music Festival, Honolulu, Hawaii
"Polynesian Classic Music Festival"
Spring of 2005

- I. **Relationship to course:** "Apply and interpret artistic expression."
- II. **Destination:** Honolulu, Hawaii
- III. **Dates:** Spring of 2005; during which time the ensemble will perform in a festival competition, will work with nationally recognized clinicians and learn about the history and culture of Hawaii, as well as the U.S.
- IV. **Transportation:** Bus to Minneapolis/Air to Hawaii
- V. **Housing plans:** Honolulu
- VI. **Probable number of students involved:** 75
- VII. **Approximate individual cost:** \$1600.00
- VIII. **Funding:** Student fund raising activities

This graduation standard serves as a catalyst for numerous areas of comparison and analysis relating to course curriculum.

- I. What were the strong points of the performance unit?
- II. Discussion of discipline, stage presence, articulation, dynamics, appearance, accompaniment, intonation, balance, etc.
- III. Was there a variety of music?
- IV. Was there anything particularly unusual about the music?
- V. What has been incorporated in our music program to be able to perform music of this difficulty?
- VI. How was feeling or expression displayed in the performance?
- VII. Sense of ensemble in terms of:
 - a. Precision of attack/release as it relates to musical direction
 - b. Instrumentation/orchestration
 - c. Level of technical proficiency
 - d. Stamina of concentration required

Students will interpret and evaluate this interdisciplinary work of art by applying specific criteria that represents an informed response.

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: Band Tour 2005 Type of Trip: Curricular Co-curricular
Date of Request: April 29, 03 School Board Presentation Date: _____
Staff/Advisor Requesting Doug Engstrom Phone/Extension: 2431
Purpose of the Trip: Musical Competition & Appreciation

Please explain the educational value of this trip and how this trip is related to the course content and graduation standards: See attached per 2001

Trip Destination: Honolulu Hawaii

Date of Trip Departure: March 17 Return Date: March 21

Number of School Days Involved: 3 Number of Students Involved: 75
~~55~~ ~~60~~

☒ 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 6

201

Authorization Signature of Building Principal: Dore Boyle

Signature of Superintendent/Assistant Superintendent - Teaching/Learning: _____

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: _____

OFFICE OF TEACHING & LEARNING MEMO #: I.04.008



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Major Magnitude Field Trip
DATE: July 21, 2003

Attached is information regarding a proposed Major Magnitude Field Trip for Moorhead High School A Cappella Choir.

The trip will take place February 2004. It is anticipated the students will miss one day of school. The approximate cost will be \$1349. Parent meetings will be held to determine fundraising ideas. The choir will perform at two possibly three sites. The students will also have an opportunity to visit sites in the Northern California Area.

SUGGESTED RESOLUTION: Move to approve the A Cappella Choir trip to northern California in February 2004.

LAK/smw
Attachment

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: CHOIR TOUR 2004 Type of Trip: Curricular Co-curricular

Date of Request: MAY 14, 2003 School Board Presentation Date: _____

Staff/Advisor Requesting DR. MARK RING Phone/Extention: 2434

Purpose of the Trip: CHOIR PERFORMANCE TOUR OF NORTHERN CALIFORNIA (PLEASE SEE ATTACHMENTS)

Please explain the educational value of this trip and how this trip is related to the course content and graduation standards: _____

PLEASE SEE ATTACHMENTS.

Trip Destination: SAN FRANCISCO AND AREA

Date of Trip Departure: 2/13/04 Return Date: 2/17/04

Number of School Days Involved: 1 Number of Students Involved: APPROX. 60

☒ 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 4

Authorization Signature of Building Principal: Gene Bayle

Signature of Superintendent/Assistant Superintendent - Teaching/Learning: _____

Board Approval Date: _____

Section II

Final Trip Information

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- _____ 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: _____

TO: Moorhead Board of Education
FROM: Dr. Mark Ring, Choir Director
Moorhead High School
DATE: 14 May 2003
RE: Field Trip Proposal
A Cappella Choir / Chorale California Tour
February 13-17, 2004

I. Relationship to Course: Apply and interpret artistic expression, through preparing and singing for three concerts in northern California: San Francisco, Yosemite National Park and Carmel Mission. Cultural contextual studies will include tours of San Francisco, Yosemite National Park, the Santa Cruz redwoods, Monterey Bay and Aquarium, and the Carmel artists colony.

II. Destination: Northern California coast

III. Dates: Feb. 13-17, 2004

IV. Transportation: Commercial airline from Fargo to San Francisco, then a chartered coach within California.

V. Housing plans: All 3-star hotels, as arranged by World Cultural Tours, with two nights in San Francisco and one night each in Yosemite and Monterey.

VI. Probable number of students involved: 60. Number of chaperones: Approx. 5

VII. Individual Cost: \$1,349 inclusive land package and airfare, plus airline taxes. There is no expense to the school district. Funding: Student fundraising activities, plus out-of-pocket expense. We plan to propose the same three fundraisers we have used on previous trips.

VIII. Parental Notification and Approval: A Parent Meeting will be held in September, pending school board approval of the trip. Following that, primary communication will be via an email list, which has worked well before.

This satisfies the graduation standard curriculum element, "Apply and Interpret Artistic Expression Through Performance."

ITINERARY -- See attached.

Travel arrangements are being made through World Cultural Tours of Uxbridge, MA.
(Website address www.worldculturaltours.com)

Travel with Moorhead High School Choir to Experience the

California Coast

• San Francisco • Yosemite
• Carmel • Monterey

March/April 2004



5-Day Tour Includes

- Roundtrip Airfare
- 4 Nights' accommodation
- Luxury Motor Coach
- Tour Manager
- Breakfast Daily
- Dinner Daily
- 2 Performances
- Sightseeing per itinerary

\$1299 pp dbl occ
Plus air taxes



Our Daily Itinerary (subject to change):

Day 1: Depart For San Francisco, California

We depart this morning on our flight to San Francisco, California, with meals and snacks served on board. Upon arrival in San Francisco, our World Cultural Tours representative meets us. This afternoon we enjoy a sightseeing tour of San Francisco including Golden Gate Park, Twin Peaks, and Fisherman's Wharf. After check-in to our hotel, we have time for rest and relaxation prior to a welcome dinner on the waterfront. (D) Overnight in San Francisco

Day 2: San Francisco - Performance

Enjoy the day at leisure to explore the shops in Union Square, or ride the famed cable cars up and down San Francisco's thrilling hills. This afternoon we prepare for our performance.

We dine together this evening.

(B, D) Overnight in San Francisco

Day 3: San Francisco - Yosemite - Performance

This morning we depart bustling San Francisco to view the majestic serenity of one of nature's marvels—Yosemite National Park. Encompassing a spectacular tract of mountain-and-valley scenery in the Sierra Nevada, set aside as a national park in 1890, the park harbors a grand collection of waterfalls, meadows, and forests that include groves of giant sequoias, the world's largest living things. We have a possible recital here,

after which we proceed to our hotel for check-in and an overnight stay. (B, D) Overnight in Yosemite

Day 4: Yosemite - Redwoods - Carmel - Recital - Monterey

This morning we venture into the redwood country of Santa Cruz where we board a nineteenth century steam train at Roaring Camp and take an exciting ride through the redwood forest. We continue south along the Pacific coast to the rugged beauty of the Monterey Peninsula where we stop at the artists' and writers' colony of Carmel. After an informal recital at the Carmel Mission, we board our coach to enjoy the beautiful scenery as we make our journey through the 17-Mile Drive viewing Cypress Point, famous Pebble Beach Golf Course, and the Lone Cypress. Once at Monterey we check-in to our hotel and visit the Monterey Bay Aquarium to view the exciting shark and jellyfish exhibits along with the rich variety of sea life seen from the ocean canyon surrounding Monterey Bay. We dine together at the hotel this evening.
(B) Overnight in Monterey

Day 5: Depart for home

After breakfast transfer to the airport for your flight home. (B) ✦

IMPORTANT INFORMATION

Responsibility: World Cultural Tours and other participating organizations act solely as agents in arranging transportation, hotel accommodations, and other services. We do not assume, and in fact, we expressly disclaim, any liability for injury, damage, loss, accident, or delay due to any act, negligence or default of the tour guide or any company or person engaged in transporting the passengers or rendering any service, or carrying out the arrangements for any tour, or their agents, servants and employees.

INSURANCE: We strongly recommend travel insurance. We are happy to provide a brochure for our carrier, Global Alert. Please review the brochure carefully to understand coverage. **Important:** The exclusion for Pre-Existing Conditions is waived provided the premium is received no later than fifteen days after the initial deposit for your trip and you are not disabled from travel at the time you pay your premium.

Tour Prices: All tour prices are based on costs, charges, tariffs, levies, and exchange rates known at the time of booking. Should any of these costs change, a surcharge may be added to the cost of your tour. **Airline & Airport Taxes & Charges:** Any domestic and international departure or arrival taxes, security charges, and other types of taxes or charges imposed by airlines, airports, governments, etc., are not included in the Tour Price, and will be passed on to each passenger. You would be notified prior to travel.

Cancellation Policy: Cancellations are effective on date received in writing. Full refund (minus a \$75 administration fee) will be made for cancellations up to 91 days prior to departure. After that period, additional cancellation fees will be assessed as follows: •90- 61 days prior to departure - loss of deposit •60-45 days prior to departure - 35% of total tour price is forfeit •44-31 days prior to departure - 50% of total tour price is forfeit •30-0 days prior to departure - 100% of total tour price is forfeit Please note: Any unused tour portions are non-refundable.

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World Cultural Tours

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