



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

Copyright Notice:

This material may be protected by copyright law (U.S. Code, Title 17). Researchers are liable for any infringement. For more information, visit www.mnhs.org/copyright.

S-M9-BOS MIN
28 June 2004

INDEPENDENT SCHOOL DISTRICT #152

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

June 28, 2004

7:00 p.m.

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

ATTENDANCE:

Lisa Erickson _____	Mike Siggerud _____
Cindy Fagerlie _____	Kristine Thompson _____
Sonia Hohnadel _____	Bill Tomhave _____
Carol A. Ladwig _____	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. "We Are Proud"

***** We Are Proud** of the Moorhead High School Economics team for winning the National Economics Challenge in New York City on May 24. Each team member won a \$3,000 savings bond. Team members are Tim Weaver, Nick Sternhagen, Zack Kenz, and Ben Hanna. The team coach is Doug Johnson.

The competition is sponsored by the National Council on Economic Education and Goldman Sachs investment firm.

SCHOOL BOARD AGENDA - June 28, 2004

PAGE 2

***** We Are Proud** of the Moorhead High boys track team for winning the True Team State Track Championship. Moorhead won by four points over Mounds View who has won for the last six years.

Team members are Stephen Astrup, Jed Dahnke, Zachery Dale, Matthew Fuxa, Tyler Hagen, Joshua Karch, Benjamin Klungtvedt, Shawn Kostich, Karl Nyberg, Kristopher Peterson, Scott Peterson, Caleb Saum, Matthew Schneider, Jay Siebels, Austin Volla, John Anderson, Ryan Andvik, Michael Bosman, Michael Hagen, Justin Heinze, Erik Hest, Brian Hoots, Cory Johnson, Kyle Klever, Adam Kne, James Krajsa, Tyler Larson, Matthew Peterson, Ryan Posch, Tyler Thorsen, Derrick Turner, Nathan Appel, Nicholas Denny, Cory Eidem, Brockston Spandl, Devin Zelaya, Dorian Zelaya, Michael Blake, Matthew Dohman, Erik Hanson, Erik Lien, Paul Lillehaugen, and Douglas Lordemann. Coaches are Jon Moe, Shamas Funk, Tony Spandl, Dennis Nelson, Tom Dooher, and Randy Smith.

***** We Are Proud** of the Moorhead High School boys and girls track teams for competing at the state meet. Team members who participated at state are Tyler Hagen, Ben Klungtvedt, Brockston Spandl, Michael Hagen, Cory Johnson, Austin Volla, Matt Fuxa, Corey Eidem, Jay Siebels, Joshua Karch, Karl Nyberg and Sammantha Kouba. Individual results from the state track meet in Blaine are Cory Johnson, eighth place in the 100 meter dash; Jay Siebels, Corey Eidem, Tyler Hagen, and Austin Volla, sixth place in the 4 x 100 relay team; Ben Klungtvedt, tenth place in the 3200 meter; Michael Hagen, tenth place in the 110 hurdles; and Brockston Spandl, twelfth place in the pole vault.

The boys track coaches are Jon Moe, Shamas Funk, Tony Spandl, Dennis Nelson, Tom Dooher, and Randy Smith. The girls track coaches are Heather Hindt and Brady Baxter.

***** We Are Proud** of Jon Moe for being named Section 8 Track Coach of the Year and True Team State Track Coach of the Year.

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

SCHOOL BOARD AGENDA - June 28, 2004

PAGE 3

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 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 Agreements - Pages 7-13

B. BUSINESS SERVICE MATTERS - Weston

- (1) Approval of Dairy and Bread Bids - Pages 14-18

C. HUMAN RESOURCE MATTERS- Nielsen

- (1) Approval of Termination of Non-Licensed Position - Page 19
- (2) Approval of Parental Leave - Page 20
- (3) Approval of Change in Employment Contract - Page 21
- (4) Approval of Family/Medical Leave - Page 22

D. SUPERINTENDENT MATTERS - Nybladh

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

Moved by _____ Seconded by _____

Comments _____

3. COMMITTEE REPORTS

SCHOOL BOARD AGENDA - June 28, 2004

PAGE 4

4. APPROVAL OF PART TIME AND SUBSTITUTE PAY SCHEDULE CHANGE:

Nielsen

Pages 23-24

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

Moved by _____ Seconded by _____

Comments _____

5. HEALTH AND SAFETY PLAN: Nielsen

Pages 25-33

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

Moved by _____ Seconded by _____

Comments _____

6. APPROVAL OF 2004-2005 ANNUAL OPERATING PLAN: Weston

Pages 34-79

Suggested Resolution: Move to approve the 2004-05 Annual Operating Plan which includes the preliminary budget for the 2004-05 school year.

Moved by _____ Seconded by _____

Comments _____

7. SUPERINTENDENT'S ANNUAL EVALUATION: Thompson

Suggested Resolution: Move to record that pursuant to M.S. 13D.05, Subdivision 3, the Superintendent's Annual Evaluation was completed on Monday, June 14, 2004.

Moved by _____ Seconded by _____

Comments _____

SCHOOL BOARD AGENDA - June 28, 2004

PAGE 5

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

9. **ADJOURNMENT**

SCHOOL BOARD AGENDA - June 28, 2004**PAGE 6****CALENDAR OF EVENT**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
EXCEL Summer School			
Elementary	June 22-July 22		SG Reinertsen
Secondary	June 22-July 22		High School
ESY Summer School	June 22-July 29		SG Reinertsen
Migrant School	June 21-July 22		SG Reinertsen
 School Board	 July 19	 7 pm	 Board Room
School Board Retreat	July 20	8 am	Marriott
 School Board	 August 9	 7 pm	 Board Room
School Board	August 23	7 pm	Board Room
 Back to School Night	 September 1		 Horizon Middle Schl
Back to School Night (Elem)	September 2		Elem Bldgs
Labor Day	September 6	No School	
K-12 Classes Begin	September 7		
Back to School Night	September 9		High School
School Board	September 13	7 pm	Board Room
School Board	September 27	7 pm	Board Room
Dedication Ceremony	September 25	10:30-11:30 am	MHS Auditorium
and Open Houses	September 25	12-3 pm	All Buildings

OFFICE OF TEACHING & LEARNING MEMO #: I.04.171



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Student Teacher Agreement
DATE: June 14, 2004

The administration requests approval of the agreement with Minnesota State University Moorhead.

Attached is the agreement with Minnesota State University Moorhead for a three (3) year contract beginning August 23, 2004 for the Moorhead Area Public School District to serve as a student teacher center. Moorhead Area Public School Policy 921 supports the agreements with universities and colleges to provide field experiences for pre-service teachers.

The school district agrees to supply to the student teacher(s) opportunity to work in a teacher-learning situation cooperatively with a teacher certified at standards equal or superior to the regulations of the State of Minnesota during the student teaching assignment.

SUGGESTED RESOLUTION: Move to approve the student teaching agreement with Minnesota State University Moorhead for a three (3) year term beginning August 23, 2004.

LAK/kmr
Attachment

STATE OF MINNESOTA
MnSCU BOARD OF TRUSTEES
STUDENT TEACHING AGREEMENT

Independent School District No. 152 of Clay County, located
at Moorhead MN, agrees with the State of Minnesota, acting
through the MnSCU Board of Trustees as follows:

Beginning August 23, 2004 and continuing for three years, the Minnesota State
University Moorhead agrees to pay at a rate, not to exceed \$12.80 per semester credit, for each
student teacher placed in the above named school district. (Rate subject to change
should financial exigency warrant such action.)

The school district agrees to supply to the student teacher opportunity to work in a
teaching-learning situation cooperatively with a teacher certified at standards equal or
superior to the regulations of the State of Minnesota during the student teaching
assignment.

Independent School District No. 152
of Clay County, Minnesota

by _____
(Chairman)

(Clerk)

DATE _____

Recommended for approval

Minnesota State University Moorhead

By _____
(President)

RESOLUTION OF SCHOOL DISTRICT

Be it resolved, that this school district enter into an agreement with the State of Minnesota, MnSCU Board of Trustees, for the purpose of providing student teaching experiences for students from Minnesota State University Moorhead. Be it further resolved, that the chairman and clerk be and they hereby are authorized to execute such agreement.

CERTIFICATION

State of Minnesota

County of Clay

I hereby certify that the foregoing resolution is a true and correct copy of resolution adopted by the board of Independent School District No. 152, located at Moorhead MN, at a duly authorized meeting thereof held on the _____ day of _____, as shown by the minutes of said meeting.

(Clerk)

(SEAL)



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Student Teacher Agreement
DATE: June 23, 2004

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

Attached is the agreement with North Dakota State University for the 2004-2005 school year for the Moorhead Area Public School District to serve as a student teacher center. Moorhead Area Public School Policy 921 supports the agreements with universities and colleges to provide field experiences for pre-service teachers.

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

SUGGESTED RESOLUTION: Move to approve the student teaching agreement with North Dakota State University for the 2004-2005 school year.

LAK/kmr
Attachment

School of Education
P.O. Box 5057
Fargo, ND 58105-5057

Administrative Offices
210 Family Life Center
701.231.7921
Fax 701.231.7416
www.ndsu.nodak.edu/school_of_education

MAY 19 2004

May 14, 2004

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

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

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

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

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

THIS AGREEMENT is approved by the following:

<u>Moorhead Public Schools</u>	<u>Moorhead, MN 56560</u>
School/District	Town/City, State, ZIP Code

By School District Administrative Representative:

<u>Larry Nybladh</u>	_____	_____
Printed Name and Title	Signature	Date

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

<u>James V. Wigtil</u>	<u>James V. Wigtil</u>	<u>5-17-04</u>
Chair, School of Education	Signature	Date

<u>Kim A. Overton</u>	<u>Kim A. Overton</u>	<u>5-14-04</u>
Director of Field Experiences	Signature	Date

mp

Counselor Education - 210 Family Life Center - Tel. 701.231.7202 - Fax 701. 231.7416
Educational Leadership - 210 Family Life Center - Tel. 701.231.7202 - Fax 701. 231.7416
Teacher Education - 155 EML Hall - Tel. 701.231.7101 - Fax 701. 231.9685

NDSU is an equal opportunity institution.

OFFICE OF TEACHING & LEARNING MEMO #: I.04.176



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Student Teacher Agreement
DATE: June 22, 2004

The administration requests approval of the agreement with University of Wisconsin-LaCrosse and the Moorhead Public School District.

Attached is the agreement with University of Wisconsin-LaCrosse and the Moorhead Public School District in providing student teaching opportunities for students enrolled in the professional education program. Moorhead Area Public School Policy 921 supports the agreements with universities and colleges to provide field experiences for pre-service teachers.

The school district agrees to supply to the student teacher(s) opportunity to work in a teacher-learning situation cooperatively with a teacher certified at standards equal or superior to the regulations of the State of Minnesota during the student teaching assignment.

SUGGESTED RESOLUTION: Move to approve the student teaching agreement with University of Wisconsin-LaCrosse and the Moorhead Public School District.

LAK/kmr
Attachment



Moorhead Area Public Schools
Independent School District 152

Townsite Centre 810 4th Ave S Moorhead, Minnesota 56560
(218) 284-3311 Fax (218) 284-3333 www.moorhead.k12.mn.us

The following AGREEMENT is an expression of professional cooperation between the University of Wisconsin-La Crosse and the Moorhead Public School District 152 in providing student teaching opportunities for students enrolled in the professional education program.

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

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

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

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

THIS AGREEMENT is approved by the following:

Moorhead Public Schools Dist 152 Moorhead, MN 56560
School District Representative
Dr. Larry Nybladh
Superintendent Moorhead Area Public School

Date

By the School of Education, University of Wisconsin-La Crosse

JAMES W. NESBITT
Printed Name

James W. Nesbitt
Signature

6/16/04
Date

An Equal Opportunity Employer

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



To: Dr. Larry P. Nybladh

From: Mark Weston *MLW*

Date: June 23, 2004

RE: Dairy and Bread Bids

Bids have been received for 2004-05 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:mde
Attachments

TO: Mark Weston
FROM: Mary Bonemeyer *mb*
RE: 2004-05 Dairy and Bakery Bids
DATE: June 22, 2004

Attached are the 2004-05 dairy and bakery bid summaries. The low bidders are Dean Foods/Land O Lakes and Pan O Gold Baking Company. The milk prices are 3 - 4.5 cents (23-32%) higher per carton than last year. The bakery prices are slightly below last year. The contract value is \$208,000 for dairy and \$19,000 for bakery products.

2004-2005 MILK BID SUMMARY

QUANTITY	DESCRIPTION	CASS CLAY	DEAN FOODS
	1. Half Pint Size 3.25% White/per container	<u>.203</u>	<u>.202</u>
	2. Half Pint Size 2.0% Butterfat White/per container	<u>.196</u>	<u>.186</u>
	3. Half Pint Size Fat Free Milk/per container	<u>.184</u>	<u>.162</u>
	4. Half Pint Size Fat Free Chocolate/per container	<u>.199</u>	<u>.171</u>
	5. Half Pint Size Lactose Free/per container		<u>2.10/HGL</u>
	6. 2.0% Milk, Gallon	<u>3.40</u>	<u>2.915</u>
	7. 2.0% Milk 1/2 Gallon	<u>1.20</u>	<u>1.525</u>
	8. Quart, Buttermilk	<u>.74</u>	<u>.747</u>
	9. Pt. - Whipping Cream	<u>1.48</u>	<u>1.15 - FIRM</u>
900	10. Shake Mix-Vanilla - 1/2 Gallon	<u>1.59 - FIRM</u>	<u>1.45 - FIRM</u>
1,200	11. Shake Mix-Chocolate - 1/2 Gallon	<u>1.69 - FIRM</u>	<u>1.50 - FIRM</u>
1,200 BX	12. Novelties, 2 Dozen Per Box		
	A. Dixie Cups Ice Cream	<u>5.95 - FIRM</u>	<u>5.50 - FIRM</u>
	Sherbet	<u>5.55 - FIRM</u>	<u>4.50 - FIRM</u>
	B. Creme Freeze	<u>4.95 - FIRM</u>	<u>4.25 - FIRM</u>
	C. Fudgesicles	<u>4.40 - FIRM</u>	<u>4.25 - FIRM</u>
	D. Cheerios	<u>5.95 - FIRM</u>	<u>5.00 - FIRM</u>
	E. Ice Cream Sandwiches	<u>5.80 - FIRM</u>	<u>5.00 - FIRM</u>
	F. Drumsticks	<u>12.45 - FIRM</u>	<u>7.50 - FIRM</u>
	13. -5- Lb. Sour Cream	<u>4.28 - FIRM</u>	<u>5.20 - FIRM</u>
	14. -5- Lb. Sour Cream - Fat Free	<u>3.98 - FIRM</u>	<u>4.50 - FIRM</u>
	15. -5- Lb. Cottage Cheese, 2% Lowfat	<u>4.46 - FIRM</u>	<u>5.20 - FIRM</u>
	16. -5- Lb. Cottage Cheese, Fat Free	<u>4.46 - FIRM</u>	<u>5.20 - FIRM</u>

QUANTITY	DESCRIPTION	CASS CLAY	DEAN FOODS
17. -5-	Lb. American Cheese	<u> </u>	<u>10.00 - FIRM</u>
18. -5-	Lb. Swiss American Cheese, sliced, 160 ct	<u> </u>	<u>10.00 - FIRM</u>
19. -3-	Lb. Cream Cheese	<u> </u>	<u>6.50 - FIRM</u>
20. ¹⁶ 36 -1	Lb. Grade AA Butter	<u> </u>	<u>2.5225/LB .47 OM</u>
21. -5-	Lb. Yogurt, Lowfat, flavor	<u> </u>	<u>3.85 - FIRM</u>
22. -8-	Oz. Yogurt, Lowfat, flavored	<u> </u>	<u>.43 - FIRM</u>
23. -6-	Oz. Yogurt, Lowfat, flavored	<u>.39 - FIRM</u>	<u>.33 - FIRM</u>
2,800 CN 24. -6-	Oz. 100% Apple Juice	<u>.14 - FIRM</u>	<u>.16 - FIRM</u>
500 CN 25. -6-	Oz. 100% Orange Juice	<u>.14 - FIRM</u>	<u>.16 - FIRM</u>
1,900 CN 26. -6-	Oz. 100% Grape Juice	<u> </u>	<u>.24 - FIRM</u>

Base Price if escalator clause proposed: ^{\$}16.48 per hundredweight (June skim milk) and ^{\$}2.5137 per pound (June butterfat). Adjusted for escalator clause attached.

om - (over market) - escalator per pound over June 2004 market AA price.

2004-2005 BREAD BID SUMMARY

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>PAN-O-GOLD</u>	<u>SARA LEE</u>
1,100 LVS	1 1/2 Lb.Bread, white (slices per loaf= <u>21</u>)	<u>.72</u>	<u>.81</u>
400 LVS	1 1/2 Lb.Bread, whole wheat or rye (slices per loaf= <u>21</u>)	<u>.85</u>	<u>.91</u> RYE = 1.10
1,800 DOZ	Coney Buns, sliced, bulk pack, standard length	<u>.85/12 CT</u>	<u>1.32/16 CT</u>
4,400 DOZ	Hamburger buns, white/dark, plain/sesame seed, sliced, bulk pack 4".	<u>2.00/30 CT</u>	<u>.82/12 CT</u>
300 LVS	French Bread, 1 lb.	<u>.95</u>	<u>1.05</u>
800 DOZ	Footlong Buns, sliced, bulk pack, 10"	<u>.80/6 CT</u>	<u>1.47/8 CT</u>
4,500 DOZ	Tea Biscuits white/dark, dozen	<u>.85</u>	<u>1.22/16 CT</u>
1,200 DOZ	Steak Bun, plain/sesame seed 5 1/2" sliced, dozen	<u>1.45/12 CT</u>	<u> </u>
1,200 DOZ	Steak Bun, plain/sesame seed 6" sliced, dozen	<u>1.45/12 CT</u>	<u>3.15/24 CT</u>
2,100 DOZ	Bread Sticks, Bake and Serve, bulk pack 8".	<u>1.80/20 CT</u>	<u>2.86/30 CT</u>
1,000 LVS	Texas Toast, sliced, 1 1/2# (slices per loaf= <u>18</u>)	<u>.90</u>	<u>1.10</u>

HUMAN RESOURCE

MEMO #: HR .04.225



TO: Dr. Larry Nybladh
FROM: Ron Nielsen
SUBJECT: Termination of non-licensed position
DATE: June 22, 2004

The following personnel have been recommended for termination of their employment with the Moorhead Area Public Schools as the result of declining enrollment and financial limitations.

Termination and Non-Renewal of Employment

<u>Name</u>	<u>FTE</u>	<u>Position</u>
Sally Dandurand	.38	Paraprofessional

SUGGESTED RESOLUTION: Move to direct the administration to effect termination or reduction of non-licensed employee positions as provided under Minnesota statute 123B.02 and in accordance with contract provisions for the following positions:

<u>Name</u>	<u>FTE</u>	<u>Position</u>
Sally Dandurand	.38	Paraprofessional

RN/smw

HUMAN RESOURCE

MEMO #: HR .04.226



TO: Dr. Larry Nybladh

FROM: Ron Nielsen

SUBJECT: Parental Leave

DATE: June 22, 2004

The administration requests Parental Leave for the following person:

Sara Lundwall Teacher, Shelter Care, to begin on May 18, 2004 until October 18, 2004.

SUGGESTED RESOLUTION: Move to approve the Parental Leave for Sara Lundwall pursuant to Section IV, Article 39 of the Teachers' Master Contract.

RN/smw

HUMAN RESOURCE

MEMO #: HR .04.223



TO: Dr. Larry Nybladh
FROM: Ron Nielsen
SUBJECT: Change in Employment Contract
DATE: June 21, 2004

Catherine Rockstad Part time Title 1 teacher at Hopkins to full time Media Specialist at Reinertsen effective August 31, 2004.

Crystal Specht Spanish Immersion teacher, Hopkins Elementary from full time to half time effective August 31, 2004.

Karen Reiersen Kindergarten teacher, Robert Asp Elementary from full time to half time effective August 31, 2004.

SUGGESTED RESOLUTION: Move to approve the change in contract for Catherine Rockstad, Crystal Specht and Karen Reiersen.

RN/smw

HUMAN RESOURCE

MEMO #: HR .04.224



TO: Dr. Larry Nybladh
FROM: Ron Nickerson
SUBJECT: Family/Medical Leave
DATE: June 21, 2004

The administration requests Family/Medical Leave for the following persons:

Catherine Rockstad Media Specialist, Reinertsen Elementary, to begin approximately September 2, 2004 until December 1, 2004.

SUGGESTED RESOLUTION: Move to approve the Family/Medical Leave for Catherine Rockstad pursuant to Section IV, Article 38 of the Teachers' Master Contract.

RN/smw

HUMAN RESOURCE

MEMO #: HR .04.221



TO: Dr. Larry Nybladh
FROM: Ron Nelsen
SUBJECT: Part Time and Substitute Pay Schedule Change
DATE: June 9, 2004

Attached is a copy of the part-time and Substitute Pay Schedule for 2004-2005. This pay schedule covers district employees who are not part of a contract or association. Substantial adjustments have been made for interpreters and COTA's based on market conditions. Approval of this pay schedule is requested.

SUGGESTED RESOLUTION: Move to approve the pay schedule as presented.

RN/smw

PART TIME AND SUBSTITUTE PAY SCHEDULE
2004-2005

ADULT ED	2003-04	2004-05	\$ Inc.	% Inc.
Vocational Licensed Teacher (New)	22.33	22.33	0.00	0.0
Vocational Licensed Teacher 2 years	22.33	22.33	0.00	0.0
Vocational Licensed Teacher 3 years or more	23.45	23.45	0.00	0.0
Avocational Teacher	15.42	15.42	0.00	0.0
After-school Healthy Community Initiative grant activity leaders	14.52	14.52	0.00	0.0
Program Assistant/Classroom Aide	6.97	6.97	0.00	0.0
Evening Sec/part-time clerical and para	8.57	8.57	0.00	0.0
Catalog Delivery	6.89	6.89	0.00	0.0
Helper	6.12	6.12	0.00	0.0
Kid Source	6.63	6.63	0.00	0.0
SUBSTITUTE TEACHERS				
Daily	76.00	78.00	2.00	2.63
10 Day Consecutive same classroom	98.00	100.00	2.00	2.04
30 Day Consecutive same classroom	Daily rate-beginning BA Teacher Salary			
Substitute Bonus: After 50 days	78.00	79.00	1.00	1.28
After 75 days	79.00	80.00	1.00	1.27
After 100 days	80.00	81.00	1.00	1.25
LICENSED TUTORS - TEACHERS	21.51	21.51	0.00	0.0
ASSISTANT SERVERS - FOOD SERVICE				
Part-time (non-contract) (start)	8.62	8.79	0.17	2.0
After 3 years	8.87	9.05	0.18	2.0
After 5 years	9.12	9.30	0.18	2.0
After 10 years	9.37	9.56	0.19	2.0
NOON HOUR SUPERVISORS/FOOD SERVICE SUBS				
Part-time (non-contract) (start)	7.60	7.75	0.15	2.0
After 3 years	7.85	8.01	0.16	2.0
After 5 years	8.11	8.27	0.16	2.0
After 10 years	8.36	8.53	0.17	2.0
Students	7.34	7.49	0.15	2.0
INTERPRETERS				
Part-time (non-contract)	14.71	20.00	5.29	35.95
Freelance	Market	Market		
COTAS				
Part-time (non-contract)	14.71	18.00	3.29	22.35
Freelance	Market	Market		
SECRETARIES				
Part-time (non-contract)	8.57	8.74	0.17	2.0
PARAPROFESSIONALS (TEACHERS ASSISTANTS)				
Part-time (non-contract)	8.57	8.74	0.17	2.0
Substitute	8.57	8.74	0.17	2.0
CUSTODIANS				
Part-time (non-contract)	8.57	8.74	0.17	2.0
STUDENT HELP	5.78	5.90	0.12	2.0

Revised 6/25/2004

HUMAN RESOURCE

MEMO #: HR .04.222



TO: Dr. Larry Nybladh
FROM: Ron Nissen
SUBJECT: Health and Safety Plan
DATE: June 21, 2004

Melissa Mattson, the district's consultant on Health and Safety from Lakes Country Service Cooperative, has completed Attachment 99 to our Health and Safety Plan. This attachment is a required part of the district's Health and Safety Plan and must be sent to Jane Estes at Lake Country Service Cooperative for forwarding to the Minnesota Department of Education by July 1, 2004 and verified by them in order for the district to access funding from the State of Minnesota. The included criteria in Attachment 99 needs to be approved by the School Board and implemented by district staff.

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

RN/smw

General Requirements

- ☒ The H&S written plans include policies for managing the hazard, assessing for the hazard, training, and record keeping.
- ☒ There is a key district person responsible for each Health and Safety topic. This person is responsible for understanding Attachments 4 and 99 information and the information in the written plans.
- ☒ The written plans are current, complete and accurate. They are concise and well organized. They do not make references to other districts or states, or persons not currently with the district.
- ☒ In particular, the documentation of training and required reporting is accurate and complete. Training includes an adequate roster of trainees, is dated, and a syllabus of the training, giving information on what trainees can be reasonably expected to know or do.
- ☒ The practice of re-photocopying required reports shall not be allowed. Each report shall have a fresh printout with fresh signatures and dates.

Part I Attachment 99 Performance Criteria – IAQ Management Plan

A. IAQ Coordinator – required in plan

- ☒ A person meeting criteria in Attachments 3 and 7 has been appointed as the districts IAQ coordinator
- ☒ Communication pathway has been established to notify district staff, parents, and students, who the IAQ Coordinator is and how to contact him/her.
- ☒ IAQ coordinator's role and authority shall be clearly defined and understood by district employees, such that he/she can operate effectively.
- ☒ The IAQ Coordinator's name and certificate number are: Orv Kaste 10422.

B. Walk-through performed (required in plan)– Walkthroughs shall be performed at least annually on all school buildings in the district that houses students and/or employees and shall evaluate the following:

- ☒ Obvious water intrusion problems (interior and exterior)
- ☒ Obvious ventilation failures and/or problems
- ☒ Obvious building/structural failures and/or problems
- ☒ Overall cleanliness of buildings and classrooms
- ☒ Assess the need for O&M programs (e.g. ventilation, carpet, building compounds)

C. Evaluation of key building systems- required in plan

- ☒ District shall evaluate all classrooms using equivalent* to the EPA's Tools For Schools Teacher's Checklist at least annually.
- ☒ District shall evaluate ventilation systems using equivalent* to the EPA's Tools For Schools Ventilation Checklist at least annually. Activity 22 may be excluded here.
- ☒ District shall evaluate all building maintenance issues using equivalent* to the EPA's Tools For Schools maintenance checklist at least annually.

* Equivalent means that each element of each topic is included to the depth described in TFS. If there is a significant departure, an explanation shall accompany the plan.

D. IAQ Management Plan (required in plan) - District shall develop and implement an effective district specific IAQ management plan that shall at a minimum have the following elements:

- ☒ Identification of IAQ Coordinator

- ☒ Communication plan/policy that is specific to the district
- ☒ Complaint plan/policy that is district specific
- ☒ Plan/policy to address district IAQ issues observed and/or noted during the walk through or through the building systems evaluation process
- ☒ Implementation schedule that prioritizes and allocates expenditures to remediate known IAQ issues such as deferred maintenance items (e.g. roof leaks)
- ☒ Operations and maintenance plan to maintain building components and mechanical systems
- ☒ District policies that are established that affect air quality (animals, cleaning, renovation projects, pest management, chemical use, etc.)
- ☒ Annual review of district IAQ Management Plan by IAQ Coordinator and/or IAQ Committee, and school board. This includes a review of all documentation to ensure the plan is indeed district specific and current.

E. District responses to parental concerns--required in plan

- ☒ Parents know where to go to find answers to their IAQ questions.
- ☒ Parents can obtain checklists or self help information so they can properly evaluate their child's home or other out of school situation.
- ☒ Parents can obtain information about school facility construction, maintenance and housekeeping practices, chemicals used, mold and HVAC related information, chemical producing academic subjects, pesticides and herbicides and the like to determine the extent to which school activities contribute to a child's symptoms.
- ☒ Parents can obtain information on what a parent can do – how they can effect change – upon discovering questionable activities occurring within schools.

F. Mechanical Ventilation improvements if funded under either H&S or Alternative Facilities

Bonding and Levy programs

- ☒ All mechanical ventilation improvements shall result in demonstrated current performance criteria as found in state law, statute or rule, to include proper amount of ventilation rate over a specified outside temperature range, proper filtration, and ability to measure ventilation rate.
- ☒ Any commissioning resulting from mechanical ventilation improvements shall be done and validated by a Systems Inspector per M.S. 123B.72 that has adequate errors and omissions insurance.
- ☒ Mechanical ventilation improvement work funded under H&S shall remain under warranty by the outside party until a full range of seasons has occurred, allowing any deficiencies to become manifest and be corrected.

G. M.S. 123B.57 responsibility to "...monitor and improve the quality of indoor air..."

- ☒ The district shall determine the mechanical ventilation rate of each occupied space and plan and implement its improvement in a timely manner where found to be inadequate. Use of outside air intake flow hood for unit ventilators or CO2 or thermal-based calculations found in ASHRAE 62-1989 with controls set to minimal outside air settings are adequate. Intended to satisfy TFS Ventilation Checklist Activity 22. This activity does not have to be done to receive HS& funding.
- ☒ The district shall determine if there is mold or water intrusion for each occupied space and plan and implement its remediation in a timely manner where found to exist. Visual inspections are adequate.
- ☒ The district shall determine the quality of air entering the building and make improvement where

needed. Use of human senses is adequate.

- ☒ The district shall monitor the use of chemicals, cleaning materials, carpet maintenance (if applicable) pesticides and general housekeeping to ensure proper indoor air quality. Use of human senses is adequate.

Attachment 99 Performance Criteria – Safety Committees

- ☒ A district safety committee shall be established where the district exceeds 25 employees or is experiencing excessive lost workdays or accident/incident rates.
- ☒ Written statements shall be developed describing safety committee role, responsibilities, activities and administrative support.
- ☒ Role of safety committee shall be stated, and shall include consideration of the following:
 - Review high hazard areas of health and safety for adequacy of program protection.
 - Monitor the effectiveness of the safety and health program. Assist administrators, H&S coordinators and supervisors on district/school H&S issues. Bring committee recommendations to the Superintendent.
 - Everyone in district needs to know they should contact members of safety committee FIRST for H&S issues.
- ☒ There shall be greater employee representation than management, with each bargain unit represented. The safety committee member list shall be posted.
- ☒ The number of employee representatives on the committee shall equal or exceed the number of management representatives. The safety committee members shall be made known to all district staff.
- ☒ The safety committee shall meet at least quarterly.
- ☒ An agenda shall be established prior to meeting. Attendance and minutes shall be recorded. A report of activities shall be posted where all employees have access to it.
- ☒ The chair shall be elected by the committee and identified by name.
- ☒ Training shall be provided to safety committee members as to their roles and responsibilities.
- ☒ Meeting activities shall include consideration of these activities:
 - Establish annual safety goals and objectives for meeting those goals
 - Conduct and/or review safety inspections
 - Assist in accident investigation.
 - Review accident reports and OSHA 300 logs.
 - Accept and evaluate employee suggestions. Make reporting uncomplicated, keeping reporters at ease.
 - Review job procedures and recommend improvements
 - Monitor safety program effectiveness
 - Publicize and promote safety and health
- ☒ School board shall review the program annually.

Attachment 99 Performance Criteria – Laboratory Safety Standard and Chemical Hygiene Plan

- ☒ There shall be a written and current Chemical Hygiene Plan for all laboratories, per OSHA Laboratory

Safety Standard 29 CFR 1910.1450.

- ☒ The Chemical Hygiene Officer (CHO) shall be identified for the District. Her name is:
Jana Kasper.
- ☒ The CHO shall be responsible for developing and reviewing at least annually chemical handling, storage labeling and disposal procedures (SOPs).
- ☒ The CHO shall be responsible for reviewing at least annually lab activities to ensure safe procedures are used.
- ☒ The CHO shall review stored chemicals annually and remove unused or excess amounts.
- ☒ The CHO shall be responsible for developing and reviewing at least annually engineering controls (e.g. ventilation, chemical storage, fume hoods, gas lines and shutoff, fire prevention, eye-wash and deluge shower)
- ☒ The CHO shall be responsible for developing and reviewing at least annually personal protective equipment (PPE) needs (e.g. eye protection, gloves, splash guards, gowns). Included are ensuring students do not wear dangerous clothing (e.g. rings, chains, unsafe shoes, un-bound hair).
- ☒ The CHO shall be responsible for developing and reviewing at least annually necessary training for lab employees and ensure that safety is adequately included in curriculum.
- ☒ The CHO shall be responsible for developing and reviewing at least annually record keeping practices and procedures, to include chemical inventory, MSDS sheets, monthly checks of safety equipment and implementing MDE and other safety checklists.

Attachment 99 Performance Criteria – Lockout/Tagout (LO/TO)

- ☒ District shall develop and implement a Written Management Plan for Lockout/Tagout, encompassing OSHA standard 29 CFR 1910.147, explaining procedures for implementing Lockout/Tagout for each area for each building where LO/TO hazards exist.
- ☒ The district administration shall identify school district Contact Person(s) for Lockout/Tagout zones.
- ☒ The district administration shall survey the facility at least annually to identify energy potential physical hazards that require Lockout/Tagout.
- ☒ The district administration shall train affected employees on proper Lockout/Tagout methods and techniques at least annually.
- ☒ The district administration shall identify and procure Lockout/Tagout locks, tags and other devices.
(List locations of equipment)
- ☒ The district administration shall evaluate Lockout/Tagout record keeping practices and procedures at least annually.
- ☒ Procedures are in place to inform contractors of Lockout/Tagout requirements
- ☒ Specific energy controls are developed when required.
- ☒ The district administration shall evaluate current Lockout/Tagout procedures at least annually.

Date: _____

School District: _____

Person Affirming: _____

Signature: _____

Telephone with ext. _____

I affirm that the following is an accurate, board-approved summary of this school district's current Health and Safety program, submitted in accordance with Minn. Stat. § 123B.57 regardless of whether or not funding is requested. A copy of the school board minutes is attached.

Additional comments:

Management Assistance Report

District Name: Moorhead School District #152

Region: 4

Date: April 28, 2004

Building Name: District-wide

Contact Person: Ron Nielsen

Management Assistance Technician: Jane Eastes

The following observations regarding the district's health and safety program were made during a visit to your district. These observations and recommendations are meant to assist you in identifying areas of your program that need strengthening. The last column is for you to complete. Please contact me with any questions at 800-739-3273 or jeastes@lcsc.org.

TOPIC	OBSERVATION	RECOMMENDATION	TIMELINE FOR ACCOMPLISHMENT
IAQ Management Plan	There are elements of a plan in place, but they have not been brought together as a formal management plan.	Follow the EPA's "Tools for Schools" guidance for putting together a comprehensive IAQ plan.	October 2004. Need to be in new buildings before being able to formalize a plan.
IAQ Management Plan	The ventilation checklists have not been performed.	Perform an inspection on the ventilation systems in the building using the "Tools for Schools" ventilation checklist or equivalent.	October 2004
Confined Space	No evidence of contact with local emergency department for confined space rescue services.	Contact the local emergency/fire department to see if they are able to perform confined space rescue.	June 2004
Lockout/Tagout	There is not a complete inventory of machinery that requires lockout before servicing.	Update the inventory of machinery that requires lockout before servicing. In addition, develop specific lockout procedures for machinery with more than one energy source of energy.	October 2004. Need to be in new buildings before being able to complete the inventory
Employee Right to Know	Chemical product inventories and material safety data sheets in some program areas (e.g. industrial tech, art) need to be brought up to date.	Inventory chemical products used in each area and ensure that material safety data sheets are available for those products.	September 2004
Compressed Gas	The inventory of compressed gas cylinders needs to be updated.	Update the inventory of the compressed gas cylinders and use the inventory to periodically check the condition of the cylinders.	May 2004
Hearing	Noise level testing has	Test the sound levels of each	June 2004

Conservation	not been done on the grounds equipment.	piece of equipment used in grounds maintenance. Record the exposure time for each employee and determine if any employee is exposed to the point that a Hearing Conservation Program needs to be implemented.	
Hearing Conservation	Employee exposure information in high noise areas has not been collected.	Compare noise levels and employee exposure rates to determine if any employees need covered under a Hearing Conservation program.	July 2004
Laboratory Safety	The General Science Safety Checklist required by the Fire Marshall's office has not been completed this year.	The CHO should complete the General Science Safety Checklist.	May 2004
Laboratory Safety	The fume hoods have not tested this year.	Test the fume hoods annually to ensure there is proper air flow. Document the tests.	May 2004
Respiratory Protection	A product is in use in the pool room at the High School which requires the use of a respirator. The maintenance person has N-95 respirators for use with this product. However, the District does not have this person covered under a Respiratory Protection Program.	There should be a written respiratory protection plan that identifies a respiratory protection program manager, identifies the hazards that require use of a respirator, the types of respirator needed, and describes safety rules for respirator use in the District. In addition, each employee who will wear a respirator will need to be medically evaluated and receive permission from a licensed public health professional to wear the respirator. The person also needs an annual fit test to ensure that the respirator fits properly and is providing protection.	Not applicable. The product in question will no longer be necessary due to pool renovation.
Personal Protective Equipment	Hazard assessments have not been completed for this year.	Perform a written hazard assessment for each job category that requires the use of personal protective equipment.	October 2004

Personal Protective Equipment	PPE was not always available in custodial rooms.	Ensure that custodial staff are given PPE and are trained in its use. They should be instructed that the District requires the use of PPE.	September 2004 & on-going
Safety Training	The Bloodborne Pathogens training is complete. Most groups have received employee right-to-know and associated safety training. However, some instructors have not had their annual safety training. These include the Industrial Tech instructors at the High School, the Art instructors at the High School, Art instructors at the Junior High, FACS instructors at the High School.	Complete safety training with all identified instructors.	November 2004

BUSINESS SERVICES MEMO#: B.04.063



To: Dr. Larry P. Nybladh

From: Mark Weston *MLW*

Date: June 23, 2004

RE: 2004-05 Annual Operating Plan

The preliminary budgets, by fund, for 2004-2005 are as follows:

Fund	Beginning Fund Balance	Revenues	Expenditures	Ending Fund Balance
01-General/Trsp/Cap	\$11,945,127	\$43,228,198	\$45,278,999	\$9,894,326
02-Food Service	414,003	1,494,516	1,571,641	336,878
04-Community Ed	128,373	1,239,249	1,243,265	124,357
06-Building Const.	16,879,237	65,707	16,621,453	323,491
07-Debt Service	(737,402)	6,353,611	6,052,055	(435,846)

Suggested Resolution: Move to approve the 2004-05 Annual Operating Plan which includes the preliminary budget for the 2004-05 school year.

MLW/dts



2004–2005 Annual Operating Plan

Dr. Larry P. Nybladh - Superintendent

Lynne Kovash - Assistant Superintendent of Teaching & Learning

Mark Weston - Assistant Superintendent of Business Services

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

2004-2005 ANNUAL OPERATING PLAN

Index

	<u>Page #</u>
School Board and Central Office Team.....	1
Mission Statement, School Entity and Objectives of the Annual Operating Plan	2
General Fund, Transportation, Capital Outlay (01)	
Introduction.....	3
Revenue Sources	4
Expenditures by Program	6
Fund Balance Spreadsheet.....	9
Building Construction and Maintenance Plan.....	11
Technology Plan	17
Staffing Report.....	19
Salary Expenditures - Student to Teacher Ratios	20
Enrollment Projections	21
School Bus Inventory	22
Food Service Fund (02)	
Introduction	23
Revenue Rationale	24
Expenditure Rationale	25
Fund Balance Definitions.....	26
Fund Balance Spreadsheet	27
Monthly Analysis of Participation (Reimbursable Meals)	28
Annual Analysis of Participation (Reimbursable Meals).....	29
Participation Graph	30
Community Education Fund (04)	
Introduction	31
Revenue Assumptions and Rationale	32
Expenditure Assumptions & Rationale.....	34
Fund Balance Spreadsheet	35
Building Construction (06)	
Introduction	36
Revenue Assumptions and Rationale	37
Expenditure assumptions and Rationale	37

Fund Balance Spreadsheet	38
Index (Continued)	

Debt Service Fund (07)

Introduction.....	39
Revenue Rationale	40
Expenditure Rationale.	41
Fund Balance Spreadsheet	42

SCHOOL BOARD

	Term Expiration
Kristine Thompson, Chairperson	2006
Lisa Erickson, Vice Chairperson	2008
Carol Ladwig, Clerk	2008
Bill Tomhave, Treasurer	2006
Sonia Hohnadel, Director	2006
Cindy Fagerlie, Director	2008
Mike Siggerud, Director	2008

CENTRAL OFFICE TEAM

Dr. Larry P. Nybladh, Superintendent

Lynne Kovash, Assistant Superintendent of Teaching and Learning

Mark Weston, Assistant Superintendent of Business Services

Ron Nielsen, Director of Human Resources

Jill Skarvold, Director of Special Education and Federal Programs

Dan Markert, Director of Information Systems and Instructional Support

**INDEPENDENT SCHOOL DISTRICT 152
MOORHEAD, MINNESOTA**

MISSION STATEMENT

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

THE SCHOOL ENTITY

The District encompasses 206 square miles in Clay County. It includes all or part of 11 townships. It is 34 miles long and ranges from 3 1/2 to 9 1/2 miles wide. It is bounded on the west by the Red River. The communities of Moorhead, Georgetown, Kragnes, Sabin, and Rustad are all part of the District. The District currently employs over 900 individuals in full and part-time positions. The District owns and operates a maintenance garage, an education center, 3 elementary schools, a middle school, and a high school.

OBJECTIVES OF THE ANNUAL OPERATING PLAN

1. To approve the 2004-2005 preliminary budget.
2. To project revenue and expenditures for a three year period beyond the current budget.
3. To present historical information.
4. To have the above information organized in such a manner that it may be used as a tool in the District's long range planning process.

I. GENERAL FUND

INTRODUCTION

The 2004-2005 AOP will, for the first time merge fund 3 (transportation) and fund 5 (capital outlay) into fund 1 (general fund). This new format will now reflect what the state has been doing and what the annual audit reflects.

For budgetary purposes the following assumptions were used when actual amounts were not available. For revenues a 2% increase was utilized, while expenditures are projected at an increase of 3%.

Approximately 90% of the District's revenue in the general fund is based on a state formula, which multiplies an allowance determined by the legislature according to the number of pupil units attending the District.

The combination of the enrollment decline and static in formula funding create a challenging situation for the District. That challenge will be to maintain the quality of the education that Moorhead has been so well known for in the past and to continue that quality well into the future with the resources available.

Utilizing the assumptions already detailed in this report, the school district is anticipating 2004-2005 general fund revenues to be \$43,228,198. This reflects a decrease of \$3,282,521 as compared to anticipated revenues for 2003-2004. This decrease is primarily due to declining enrollment and the revenue that was received from the sale of buildings and land.

Utilizing the assumptions already detailed in this report, the school district is anticipating 2004-2005 general fund expenditures to be \$45,278,999. This reflects a decrease of (\$136,154) as compared to anticipated expenditures for 2003-2004.

The net result of the recommended general fund (01, 03, 05) budget is a deficit of (\$2,050,801) for the 2004-2005 school year. The 2004-2005 general fund (01, 03, 05) ending balance is projected to be \$9,894,326. Budget assumptions will be monitored to verify accuracy as new information becomes available. In the event significant changes are required, the AOP will be brought to the school board and amended as necessary.

REVENUE**Line #**

- Property Taxes1**
The 2001 legislative session dramatically changed the amount of revenue that school districts needed to generate through local property tax levies. As a school district we saw a reduction in the school districts portion of property taxes of 72.2% as compared to the prior year. We currently levy a small portion of what remains of our excess levy referendum. On March 12, 2002 the voters approved a \$64,000,000 construction bond.
- Interest..... 2**
Current interest income is near thirty year lows. At this time there is no indication that interest rates will be rising substantially in the near future.
- Tuition and Fees3**
This line item contains the fees from participation in extra-curricular activities, the ticket sales from activity events, and the tuition received from other districts. The tuition revenue fluctuates annually and is difficult to predict. Most of the students that have tuition agreements are special needs students. This population enters and leaves the District daily.
- Other Local Sources..... 4**
Revenue is projected to increase by 2% annually. Vending receipts, rent from school facilities, rent from other property, student teacher reimbursement, concessions, reimbursement from Lake Land Mental Health Day Treatment, reimbursement from LCSC special education, and miscellaneous.
- General Education Aid 5**
This aid represents the State share of the basic general education revenue which includes transportation revenue. Due to the decline in enrollment the total revenue from this source will decrease annually until demographic trends change. For fiscal year 2005 and later, general education revenue is provided entirely through state aid payments.
- Tax Credits6**
Due to the significant property tax relief legislation of 2001, tax credits are being phased out. One exception would be the border city tax credit.
- Non Public Transportation Aid.....7**
We receive funding to support non-public to/from transportation, and non-public between buildings transportation. This transportation is a required transportation to provide equal access to services for nonpublic students. The funding we are expecting to receive in 2004 -2005 is \$126,480.
- Special Education Aid8**
This is partial reimbursement for expenditures in special education. The aid represents a percentage of salary and supply costs incurred by the District. The District also receives aid for excess special education cost.

Other State Sources9

The state aids are projected to increase 2% annually. Programs within this line item include: secondary vocational disabilities aid, and endowment apportionment.

Federal Sources10

The District receives a number of federal grants both directly and through the State of MN. Approximately 75% of the revenue is for Title 1 programming and the flow-thru funding for special education. The projected revenue will increase 2% annually and expenditure budgets for federal grants will reflect any increase or decrease in funding.

Operating Capital12

The formula for calculating operating capital revenue is \$73 plus \$100 multiplied by the facilities age index (1.3791 for 2004-05) multiplied by the adjusted marginal cost pupil units. In addition, districts that operate year round programs such as the RRALC are entitled to \$30 for each pupil unit attending a year round program. The aid/levy mix is the same percentage as the general education formula allowance funding.

Lease Levy15

The District is authorized under MN Statute 126C.40 to levy for the cost of leasing space for instructional purposes or for school storage. The District submits an annual application to the commissioner for approval. The total levy for a year must not exceed \$100 times the resident pupil units for the fiscal year to which the levy is attributable. The lease levy will be utilized to cover the expenditures related to line 17.

Head Start Rent17

The Clay Wilken Opportunity Council paid in advance \$150,000 of which \$50,000 was recorded into the construction fund for the construction cost of the classrooms at Probstfield Educational Center in FY03 and \$100,000 was receipted into paid up rent in FY04. In FY05 and on is the anticipated rent revenue we will be receiving.

Sale of Property18

When there is property that is no longer of use to the District it is sold at a public auction or with public notice and the receipts are deposited in the capital outlay fund. Exceptions are made when state statute dictates that proceeds must be allocated other than described. In FY 03-04 the sale of Edison, Riverside and the land sale at Reinertsen and Horizon are recorded here. In FY 04-05 the sale of Lincoln is recorded here.

Health and Safety20-21

To receive health and safety revenue for any fiscal year a district must submit to the commissioner an application for aid and levy. The application may be for hazardous substance removal, fire and life safety code repairs, labor and industry regulated facility and equipment violations, and health, safety, and environmental management, including indoor air quality management. The revenue received through aid and levy is equal to the expenditures of the approved projects. (See lines 85-91)

EXPENDITURES

Line #

Administration and Support Services..... 26-29

These lines include all costs for general administration, instructional administration, school site administration, and administrative support services. Administrative services are defined as those provided by head administrators who are in charge of instructional or instruction-related units. This includes the school board, superintendent, principals, assistant superintendents, and directors of instructional areas. Included are the costs of their immediate offices, including those individuals in direct support of the administrator and the administrative support positions. All staffing level changes are reflected on the attached worksheet, with the effect of those changes being built into the overall expenditure budget.

Regular and Vocational Instruction 30-33

These lines include all activities dealing directly with the teaching of pupils in the classroom and co-curricular activities at the kindergarten, elementary and secondary levels excluding expenditures for special education instruction.

Special Education Instruction 34-37

These line items include the budget for activities that provide learning experiences for pupils of any age who, because of certain atypical characteristics or conditions, have been identified as requiring, or who would benefit by, educational programs differentiated from those provided pupils in regular or vocational instruction.

Instructional Support Services..... 38-41

These line items include the budget for activities for assisting the instructional staff with the content and process of providing learning experiences for pupils in the kindergarten through twelfth grade. It includes, but is not limited to, the organization, management and operation of libraries and media centers and the budgets for staff development.

Pupil Support Services 42-45

Includes all services provided to pupils, which do not qualify to be classified as instructional services. The services include counseling and guidance, health, psychological, social work, crime prevention, and others.

Operations and Maintenance of Buildings and Grounds..... 46-50

These line items include the budgets for activities related to maintaining and sustaining the utility, economic and aesthetic value of existing District owned property. For buildings, this includes custodial care and ordinary upkeep. Equipment consists of repairs and maintenance of equipment to sustain original condition of completeness and efficiency.

Transportation Services.....51-57

Includes the salaries and benefits and other costs to operate the transportation department.

Fiscal and Other Fixed Costs Programs..... 58-60

This includes insurance premiums for worker's compensation, property, and liability coverage.

OPERATING CAPITAL EXPENDITURES

Capital expenditures consist of expenditures for acquisition, additions, or improvement of sites, building, and equipment. An item qualifies as equipment if all the following criteria are met:

- It retains its original shape and appearance with use. It has a normal useful life of at least three years.
- It is nonexpendable. That is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it rather than replace it with an entirely new unit.
- It represents an investment of money (usually a unit cost range of greater than \$500), which makes it feasible and advisable to capitalize the item.
- It does not lose its identity through incorporation into a different or more complex unit or substance.

Under a property control system each item or group of like items would be separately inventoried and controlled.

Special Assessments 62

Special assessments will be based on city improvements including projects related to repaving streets, curb and gutter work, and needed improvements for city services.

Leases 63

The District currently has lease agreements with the City of Moorhead for the Sports Center and Outreach Center, LaFamiglia Limited Partnership for RRALC, Fargo Schools for the gymnastics center, and Lakes Country Service Cooperative for the YES program.

Telephone/Telecommunications 64

Expenses include equipment and the leasing of telephone lines. E-rate reimbursements received through the federal government will cause this line item to fluctuate.

Building Discretionary Allocation 65

Each building is allocated capital dollars to cover incidental expenses that are not part of the long-range facility plan. The allocation is \$7.66 per student based on projected enrollments.

Athletics 66

This budget is for additions and replacement of athletic equipment.

Textbook/Curriculum Adoption 67

There is a review process annually to decide the needs relative to textbook acquisitions. It is predicted that the use of textbooks will decline with the increased use of technology.

Music 68

This budget is for additions and replacement of musical instruments. Musical instrument purchase and replacement will be based on recommendations from the District's music staff.

EXPENDITURES (Continued)**Line #****Media 69**

Audiovisual equipment and application software will be purchased based on the recommendation of the Building Technicians, Media Specialists, and Principals with assistance from the Director of Media Services and Director of Information Systems and Instructional Support. Attention will focus on the district's integration of technology and the delivery & implementation of the MN Profiles of Learning. Media/library print books and electronic resources will be purchased as recommended by building Media Specialists in collaboration with the Director of Media Services & the Director of Information Systems and Instructional Support. Specific attention will be given to the current curriculum cycle, the district's focus on technology integration and those resources needed for implementation of the MN Graduation Standards.

Equipment Contingency Fund 72

Equipment that must be replaced immediately for continuity of instructional programs or for equipment essential for District operations will be purchased when necessary from this budget.

Technology Staffing 73

This budget is for the wage and benefit expense associated with the Director of Information Systems and Instructional Support.

Technology Plan 74

The technology plan is attached. It details the annual operating costs and the planned acquisitions for the next three years.

Building Construction and Maintenance Plan 75

The building construction and maintenance plan is attached. It details the projected expenditures by building. This budget is for the replacement of lawn maintenance and snow removal equipment. Purchases will be based on the recommendations of the Buildings and Grounds Supervisor. The Building and Grounds Supervisor will make recommendations regarding purchasing vehicles for use by District staff.

Pool Construction 77

Expenditures related to renovating the pool.

Health and Safety Expenditures 79-84

The commissioner has approved all of the expenditures included in this category. To be considered by the commissioner for health and safety funding the project must be for hazardous substance removal, fire and life safety code repairs, labor and industry regulated facility and equipment violations, or health, safety, and environmental management including indoor air quality management. MN Statute 123B.57 defines the health and safety program.

GENERAL FUND (01) TRANSPORTATION FUND (03) CAPITAL OUTLAY (05)

LINE #	2001-2002 ACTUAL	2002-03 ACTUAL	2003-04 REVISED	1.02		
				2004-05 PROJECTED	2005-06 PROJECTED	2006-2007 PROJECTED
Formula Allowance per Pupil Unit	4,068	4,601	4,601	4,601	4,601	4,693
Enrollment (Nov. 2004 Projections)	5,557	5,425	5,307	5,246	5,159	5,121
REVENUES:						
General Fund						
1 Property Taxes	1,273,182	(37,731)	336,318	483,879	493,557	503,428
2 Interest	266,039	98,239	65,000	60,000	60,000	61,200
3 Tuition & fees	567,702	444,725	503,213	515,217	525,422	535,930
4 Other local sources	681,459	605,808	626,943	638,577	651,349	664,376
5 General ed aid	26,415,970	30,325,413	31,293,415	30,472,029	30,016,028	30,616,349
6 Tax credits/Border city aid	3,614,220	327,033	127,240	211,722	215,956	220,275
7 Non public transportation aid	115,050	138,344	124,000	126,480	129,010	131,590
8 Special ed aid, excess aid, pr yr adj	5,802,423	5,559,034	7,268,803	6,370,030	6,527,955	6,658,514
9 State sources-Endowment	216,977	224,420	121,640	171,605	175,037	178,538
10 Federal aids	2,252,524	2,106,127	2,326,529	2,074,571	2,116,062	2,158,383
11 Total General Fund	41,205,546	39,791,412	42,793,101	41,124,110	40,910,376	41,728,583
Operating Capital						
12 Operating Capital aid	1,346,760	1,330,640	1,318,695	1,287,642	1,268,760	1,294,135
13 Telecommunication Acess	24,119	0	0	0	0	0
14 Excess Referendum levy	1,865,870	1,800,000	0	0	0	0
15 Lease Levy	347,424	367,293	56,475	317,558	323,909	330,387
16 Interest Income	41,287	4,272	0	0	0	0
17 Head Start Rent Pd in Advance/rental 04-05			100,000	24,405	25,381	26,396
18 Sale of Property	0	0	1,996,983	200,000	0	0
19 Total Operating Capital	3,625,460	3,502,205	3,472,153	1,829,605	1,618,050	1,650,919
20 Health & safety levy	111,491	882,013	74,389	99,985	101,985	104,025
21 Health & safety aid	704,799	71,408	171,076	174,498	177,987	181,547
22 Total Health & Safety	816,290	953,421	245,465	274,483	279,972	285,571
23 Total Revenues	45,647,296	44,247,038	46,510,719	43,228,198	42,808,398	43,665,073
24 % CHANGE	5.08%	-3.07%	5.12%	-7.06%	-0.97%	2.00%
25 \$ CHANGE	1,794,940	(1,400,258)	2,263,681	(3,282,521)	(419,800)	856,676
EXPENDITURES:						
26 Admin salaries	2,291,212	2,479,338	2,709,786	2,580,879	2,684,114	2,764,638
27 Admin fringe benefits	353,911	382,818	401,960	381,320	436,850	449,956
28 Admin supplies	10,672	19,226	15,803	16,280	16,770	17,273
29 Admin other	144,024	105,752	152,638	157,220	161,940	166,798
30 Instruct salaries (reg & voc)	12,420,396	13,385,608	13,845,387	13,920,445	14,477,263	14,911,581
31 Instruct fringe benefits	3,731,115	4,245,986	4,341,683	4,391,894	4,845,270	4,990,628
32 Instruct supplies	473,318	432,994	478,832	463,104	476,997	491,307
33 Instruct other	778,743	996,464	851,738	862,256	888,130	914,774
34 Spec ed salaries	6,794,546	7,598,994	7,981,457	8,265,990	8,596,630	8,854,529
35 Spec ed fringe benefits	1,537,209	1,701,835	1,787,069	1,867,487	1,942,030	2,000,291
36 Spec ed supplies	83,422	73,930	76,120	88,500	91,160	93,895
37 Spec ed others	1,141,457	987,243	1,004,142	1,103,060	1,136,150	1,170,235
38 Instruct support salaries	1,488,614	1,427,022	1,496,094	1,499,837	1,559,830	1,606,625
39 Instruct support fringe benefits	245,097	257,210	268,011	272,677	293,510	302,315
40 Instruct support supplies	107,089	101,709	101,839	104,890	108,040	111,281
41 Instruct support other	405,055	215,343	260,605	268,420	276,470	284,764
42 Pupil support salaries	769,017	776,428	812,478	805,609	837,833	862,968
43 Pupil support fringe benefits	167,666	179,560	189,400	181,722	204,900	211,047
44 Pupil support supplies	27,958	9,838	10,710	11,030	11,360	11,701
45 Pupil support other	117,096	52,398	57,527	59,250	61,030	62,861
46 Bldgs & grounds salaries	882,254	975,300	1,049,070	1,121,280	1,140,130	1,174,334
47 Bldgs & grounds fringe benefits	147,855	165,763	174,050	181,882	189,160	194,835
48 Bldgs & grounds energy exp	627,034	653,075	772,667	965,830	994,800	1,024,644
49 Bldgs & grounds supplies	166,604	180,952	261,381	344,220	277,300	285,619
50 Bldgs & grounds other	192,877	175,511	239,051	246,220	253,610	261,218
51 Transportation salaries	375,539	397,547	417,424	435,161	452,567	466,144
52 Transportation benefits	54,507	70,367	73,885	77,210	80,106	82,509

LINE #		2001-2002 ACTUAL	2002-03 ACTUAL	2003-04 REVISED	2004-05 PROJECTED	2005-06 PROJECTED	2006-2007 PROJECTED
53	Transportation contracted services	1,675,166	1,698,961	1,804,661	1,771,251	1,824,388	1,879,120
54	Transportation purchased services	26,501	66,681	73,056	80,870	83,296	85,795
55	Transportation supplies	168,484	195,451	207,615	213,844	220,259	226,867
56	Transportation equipment	17,094	0	126,000	0	70,000	72,100
57	Transportation other	35,221	24,265	25,759	26,532	27,328	28,148
58	Early retirement pay	300,825	0	0	0	0	0
59	Fringe benefits	453,921	0	0	0	0	0
60	Other fixed costs/property casualty 15% inc in 04/05	231,024	212,226	227,714	285,000	293,550	302,357
61	Total General Expenditures	38,442,523	40,245,795	42,295,612	43,051,170	45,012,772	46,363,155
62	Op cap special assessments	15,208	9,346	9,626	9,819	17,116	17,629
63	Op cap Leases	337,668	367,466	391,926	323,858	333,574	343,581
64	Op cap Telephone/telecomm	124,486	65,531	73,067	75,259	77,517	79,843
65	Op cap Bldg Discretionary	55,701	47,432	67,325	40,000	41,200	42,436
66	Op cap Athletics	8,780	9,119	10,775	9,548	9,835	10,130
67	Op cap Textbooks	170,236	122,557	400,000	100,000	103,000	106,090
68	Op cap Music	12,623	9,020	12,360	12,731	13,113	13,506
69	Op cap Media	61,666	56,012	65,421	37,384	38,505	39,660
70	Op cap Maint Eq	6,381	20,572	0	0	0	0
71	Op cap Vehicles	15,634	68,448	0	0	0	0
72	Op cap Eq Contingency/copies	122,287	20,107	33,825	34,840	35,885	36,962
73	Op cap Technology Staffing	81,489	87,448	91,242	95,804	100,594	103,612
74	Op cap Technology Plan	643,460	701,976	244,233	221,013	475,094	489,347
75	Op cap Bldg Const/Maint Plan	443,669	458,116	788,356	306,973	232,182	239,147
76	Op cap Stadium/Boiler	154,170	0	0	0	0	0
77	Op cap Pool Construction			70,460	714,000		
78	Total Operating Cap Expenditures	2,253,458	2,043,150	2,258,616	1,981,229	1,477,615	1,521,943
79	Health & Safety Physical Hazard	9,625	68,764	365,000	30,000	30,000	30,900
80	Health & Safety Hazardous Subst	2,366	16,812	15,000	15,000	15,000	15,450
81	Health & Safety Enviromental Mgmt	102,992	10,587	54,325	50,000	50,000	51,500
82	Health & Safety Asbestos	76,343	394,909	381,600	91,600	91,600	94,348
83	Health & Safety Fire Safety	52,160	35,126	15,000	30,000	30,000	30,900
84	Health & Safety Indoor Air Quality	240,515	32,352	30,000	30,000	30,000	30,900
85	Total Health & Safety Expenditures	484,001	558,550	860,925	246,600	246,600	253,998
86	TOTAL EXPENDITURES	41,179,982	42,847,495	45,415,153	45,278,999	46,736,987	48,139,096
87	% Change	-1%	4%	6%	-0.3%	3%	3%
88	\$ Change	(391,796)	1,667,513	2,567,658	(136,154)	1,457,988	1,402,110
89	REV OVER EXP (EXP OVER REV)						
90	General Fund	2,763,023	(454,383)	497,489	(1,927,060)	(4,102,396)	(4,634,572)
91	Operating Capital	1,372,002	1,459,055	1,213,537	(151,624)	140,435	128,975
92	Health & Safety	332,289	394,871	(615,460)	27,883	33,372	31,573
93	Total Rev Over Exp (Exp over Rev)	4,467,314	1,399,543	1,095,566	(2,050,801)	(3,928,589)	(4,474,023)
94	BEGINNING FUND BALANCE						
95	General Fund	6,246,807	7,275,518	6,807,672	7,305,161	5,378,101	1,275,705
96	Operating Capital	(1,593,927)	1,811,301	3,558,368	4,771,905	4,620,281	4,760,716
97	Health & Safety	(569,930)	88,651	483,522	(131,938)	(104,055)	(70,683)
98	Total Beginning Fund Balance	4,082,950	9,175,470	10,849,562	11,945,128	9,894,326	5,965,738
99	Transfer From General Fund	1,800,000	0	0	0	0	0
100	Transfer to Operating Capital	(1,800,000)	0	0	0	0	0
101	Transfer From Fund 22	0	274,549	0	0	0	0
102	ENDING FUND BALANCE						
103	General Fund	\$7,275,518	\$6,807,672	\$7,305,161	\$5,378,101	\$1,275,705	(\$3,358,867)
104	Operating Capital	\$1,811,301	\$3,558,368	\$4,771,905	\$4,620,281	\$4,760,716	\$4,889,692
105	Health & Safety	\$88,651	\$483,522	(\$131,938)	(\$104,055)	(\$70,683)	(\$39,110)
106	Total Ending Fund Balance	\$9,175,470	\$10,849,562	\$11,945,128	\$9,894,326	\$5,965,738	\$1,491,715

SENIOR HIGH	01-02	02-03	03-04	04-05	05-06
Replace Condensate Tank	54,000	4,000.00	20,000.00		
Parking Lot Resurface	120,000	260,000.00	300,000.00		
Running Track Repair	75,000				
Install Var Speed Drives/Air Handler	100,000				
Building Controller Upgrade	250,000				
Roof Resaturation High Portion & Scupers	220,000				
Flooring Replacement					
Built In Cabinets					
Locker Room Water Heater/Softener		60,000.00			
Gym Floor Repair/replace		65,000.00			
Carpet Replacement Media Center					
Pool Repair & Repaint		25,000.00			
HW Laundry Converter		20,000.00			
Stair Tread Replacement		5,000.00			
Roof Resaturation					
Pool Liner & Filtration System					
Tuckpointing					
Insulate Walls-Gym					
Door Replacement					
Cooling Tower Replace					
Wiring Upgrade Receptacles/Panels					
Repaint					
Tennis Court					
Tennis Court Reconstruction					
Window Replacement					
HC Ramps & Curbs Add					
ADA Railings					
HC Modifications Rm 254, 255					
HC Modifications Rm 240, 241					
ADA Recessed Doors					
ADA Stairway Modifications					
ADA Exits Classroom 240, 241					
ADA Intermediate Steps/Study Hall					
Landscaping					
Running Track Repair					
Sidewalk Repair					
Reline Pool					
Boiler Replacement					
TOTAL	\$ 819,000	\$ 439,000.00	\$ 320,000.00	\$ -	\$ -

JUNIOR HIGH	01-02	02-03	03-04	04-05	05-06
Track Repair		90,000.00			
Smokestack Repair			8,000.00		
Cabinet Replacement					
Flooring Replacement					
Door Replace-HA Hardware					
Tuckpointing					
Repaint					
Replace Univents					
Gym Floor Refinish					
Landscape & Grading					
Replace Delaminated Panels					
ADA Compliance Stairs/Railings					
Lift at Music Room					
HC Toilets Second Floor					
Parking Lot Resurface					
Sidewalk Repair					
AddHC to Ventilators					
Replace Casework					
Add Panel & Receptacles					
Carpet Replacement					
Boiler Replacement (3)					
TOTAL	\$ -	\$ 90,000.00	\$ 8,000.00	\$ -	\$ -

ROBERT ASP ELEMENTARY	01-02	02-03	03-04	04-05	05-06
Sealcoat Basketball Court		5,000.00			
Roof Repair-Resaturation					
Parking Lot Resurface					
Repipe Boiler					
Replace Univents					
Tuckpointing					
Door Replace-HA Hardware					
Curb Cuts HA Ramp					
ADA Stairways & Railings					
Gym Wall Pads Replacement					
Music Room Lift					
HC Toilets Second Floor					
Site Drainage					
Smokestack Repair			8,000.00		
Flooring Replacement					
Cabinet Replace					
Add AC Ventilators					
Sidewalk Repair					
Repaint					
Electrical Upgrade Switchgear					
Add AC Unit Ventilators					
Add Panel & Switchgear					
Renovate Stage					
Boiler Replacement (3)					
Carpet Replacement					
TOTAL	\$ -	\$ 5,000.00	\$ 8,000.00	\$ -	\$ -

PROBSTFIELD ELEMENTARY	01-02	02-03	03-04	04-05	05-06
Parking Lot Resurface		35,000.00			
Window Replacement					
Tuckpointing					
Water Main Service					
Roof Repair-Resaturation					
Repair to Exterior Walls					
Replace Univents					
Sitework Drainage					
Door Replace-HA Hardware					
Repaint					
HA Toilet Rooms					
Sidewalk Replacement					
Add AC					
Electrical Upgrade					
Boiler Replacement					
Cabinet Replacement					
Flooring Replacement					
Carpet Replacement					
TOTAL	\$ -	\$ 35,000.00	\$ -	\$ -	\$ -

RIVERSIDE ELEMENTARY	01-02	02-03	03-04	04-05	05-06
Roof Repair-Resaturation					
Door Replacement					
Water Main Service					
Water Heater-Gas					
Playground Area Resurface					
Window Replacement					
Insulate Pipe Tunnels					
East Entrance Remodel					
Repaint					
Millwork Replacement					
HA Kindergarden					
Add AC to Ventilators					
HA Accessible Restrooms					
Sidewalk Repair					
Boiler Replacement					
Install Wall Paneling-Stage Remodel					
Replace Univents					
Upgrade Power Switchgear					
Carpet Replacement					
Small Lead Boiler					
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -

EDISON ELEMENTARY	01-02	02-03	03-04	04-05	05-06
Window Replacement					
Door Entrance Replace Exterior					
Water Heater					
Sidewalk Replacement					
Roof Repair-Resaturation					
Sidewalk Replacement					
Door Replace-HA Hardware					
Parking Lot Resurface					
Replace Univents					
Tunnel Wall Insulation					
Toilet HA					
Lift for Stage HA					
Kindergarden Room Accessibility					
Add AC to Unit Ventilators					
Sidewalk Replacement					
Repaint					
Millwork Replacement					
Replace Electrical Service Panels					
Carpet Replacement					
Boiler Replacement					

TOTAL	\$	-	\$	-	\$	-	\$	-	\$	-
--------------	----	---	----	---	----	---	----	---	----	---

WASHINGTON ELEMENTARY	01-02		02-03		03-04		04-05		05-06	
Roof Repair-Resaturation										
Tuckpointing										
Door Replacement Exterior										
Window Replacement										
Parking Lot Resurface										
Water Main Service										
Replace Small Load Boiler										
Replace Univents										
Repaint										
Install Elevator										
Repair Overcoat Parking Lot										
HA Accessibility										
Landscape & Drainage										
Sidewalk Repair										
Boiler Replacement										
Replace Millwork										
Carpet Replacement										
Replace Switchgear										
Add AC										
TOTAL	\$	-	\$	-	\$	-	\$	-	\$	-

MAINTENANCE BUILDING	01-02	02-03	03-04	04-05	05-06
Carpet Replacement					
Door Replacement			4,000.00		
Parking Lot Resurface					
Energy Work					
Remodel Restrooms					
Replace Boiler					
Water Main Service					
Building Siding					
Undedicated					

TOTAL	\$	-	\$	-	\$	4,000.00	\$	-	\$	-
--------------	-----------	----------	-----------	----------	-----------	-----------------	-----------	----------	-----------	----------

MAINTENANCE-EQUIP-VEHICLES	01-02	02-03	03-04	04-05	05-06
Maintenance Equipment		20,000.00	20,000.00	95,000.00	20,000.00
Maintenance Repairs			6,770.00	6,973.00	7,182.00
Vehicles		40,000.00	61,586.00	35,000.00	30,000.00
Maintenance Pickup		35,000.00			
TOTAL	\$ -	\$ 60,000.00	\$ 88,356.00	\$ 136,973.00	\$ 57,182.00

UNDEDICATED CAPITAL	01-02	02-03	03-04	04-05	05-06
Undedicated	0	102,804.00	300,000.00	170,000.00	175,000.00
TOTAL	\$ -	\$ 102,804.00	\$ 300,000.00	\$ 170,000.00	\$ 175,000.00

BUILDING C/O SUMMARY 2000	01-02	02-03	03-04	04-05	05-06
Senior High	819,000.00	439,000.00	320,000.00	-	-
Junior High		90,000.00	8,000.00	-	-
Robert Asp Elementary		5,000.00	8,000.00	-	-
Probstfield Elementary		35,000.00	-	-	-
Riverside Elementary		-			
Edison Elementary		-			
Washington Elementary		-			
Maintenance Building		-	4,000.00	-	-
Maintenance- Equip-Vehicles		60,000.00	88,356.00	136,973.00	57,182.00
Undedicated		102,804.00	300,000.00	170,000.00	175,000.00
Art Program at Sports Center remodeling			60,000.00		
TOTAL SUMMARY 2000	\$ 819,000.00	\$ 731,804.00	\$ 788,356.00	\$ 306,973.00	\$ 232,182.00

LINCOLN COMMUNITY CENTER	01-02	02-03	03-04	04-05	05-06
Roof Repair-Resaturation					
Repaint					
Sidewalk Replacement					
Parking Lot Resurface					
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -

TOWNSITE CENTER	01-02	02-03	03-04	04-05	05-06
Sidewalk Repair					
Parking Lot Resurface					
Water Main Service					
Foundation Repair					
Repaint					
Recarpet					
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -
HEALTH & SAFETY	01-02	02-03	03-04	04-05	05-06
Probstfield Alarm Upgrade	35,000.00				
Riverside Alarm Upgrade	30,000.00				
Engineering Fees	15,600.00				
Physical Hazard Control/ Demolition of Wash. & Voy	40,000.00	209,550.00	365,000.00	30,000.00	30,000.00
Hazardous Substance Management	15,000.00	5,267.00	15,000.00	15,000.00	15,000.00
Health & Safety Management	25,000.00	24,304.00	29,325.00	25,000.00	25,000.00
Safety Committee Time	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
Asbestos Ahera Compliance	15,000.00	491,417.00	305,000.00	15,000.00	15,000.00
Fire Safety	15,000.00	35,126.00	15,000.00	30,000.00	30,000.00
Violence Prevention		-			
Air Quality Control	15,000.00	17,357.00	15,000.00	15,000.00	15,000.00
Antimicrobial Filters	15,600.00	15,000.00	15,000.00	15,000.00	15,000.00
EPA Loan - High School	61,000.00	61,000.00	61,000.00	61,000.00	61,000.00
EPA Loan - Robert Asp	15,600.00	15,600.00	15,600.00	15,600.00	15,600.00
Remove Fire Dampers					
Corridor Rated Doors Edison					
Corridor Rated Doors Washington					
Other					
TOTAL	\$ 322,800.00	\$ 899,621.00	\$ 860,925.00	\$ 246,600.00	\$ 246,600.00

TECHNOLOGY PLAN

Annual Operations	01/02	02/03	03/04	04/05	05/06	06/07
Infrastructure						
WAN -- Fiber Optics Lease	19,700	19,700	19,700	43,700	24,000	24,720
Miscellaneous Electrical Upgrades	1,000	1,000	1,000	1,000	1,000	1,030
Cabling -- Misc. District wide	6,000	6,180	6,180	6,365	6,556	6,753
NW Links Membership (TAG Grant)	6,000	6,180	6,695	6,896	7,103	7,316
	32,700	33,060	33,575	57,961	38,659	39,819
Hardware						0
Telephone System Maintenance	3,000	3,090	3,183	3,713	3,825	3,940
Cellular Communication	1,500	1,545	1,591	1,644	1,694	1,745
	4,500	4,635	4,774	5,357	5,519	5,684
Maintenance Agreements						0
SIRSI Software/Support Agreement	5,500	5,665	6,000	6,200	6,365	6,556
Internet Bandwidth (minus E-Rate)	0	0	0	7,200	7,200	7,416
Region I Software/Support Agreement	25,000	25,750	49,440	50,000	52,451	54,024
Cisco WAN Agreements	43,470	45,956	47,881	2,814	2,814	2,898
	73,970	77,371	103,321	66,214	68,830	70,895
Department Operations						0
General Supplies (Subscriptions, tools, etc.)	2,000	2,060	2,122	2,200	2,251	2,319
CD-R's & Other Media	750	773	796	800	845	870
Backup Archival Tapes	1,500	1,545	1,591	1,500	1,688	1,739
	4,250	4,378	4,509	4,500	4,784	4,927
Software Subscriptions						0
Norton Utilities/AntiVirus	1,050	1,082	1,114	3,400	3,497	3,602
Group Calendaring/Scheduling	0	0	2,000	2,100	2,122	2,186
Translation Software	1,000	1,030	1,061	0	0	0
AppleWorks	3,000	3,000	3,090	1,200	1,500	1,545
Email	5,000	5,150	5,305	5,500	5,628	5,797
Inspiration/Kidspiration	2,500	2,575	2,652	1,200	1,500	1,545
FileMaker Pro Server & Client New/Upgrade	1,000	1,030	1,545	1,500	1,639	1,688
Web Filtering	0	15,000	15,450	16,000	16,391	16,883
Internet Filtering/Monitoring (Firewall)	2,500	2,575	3,296	0	0	0
SENDIT membership	1,300	1,339	1,379	1,400	1,463	1,507
Student Management Agreement	0	20,000	20,600	20,000	21,855	22,511
Network operating system upgrade	10,000	10,300	12,360	4,900	15,000	15,450
	27,350	63,081	69,852	57,200	70,595	72,713
Staff Development						
Local training classes	17,000	17,510	18,000	18,036	19,134	19,708
Operations specialized training	5,000	5,150	5,305	5,000	5,000	5,150
Intern Help (Salary)	6,000	6,180	6,365	6,700	6,955	7,164
	28,000	28,840	29,670	29,736	31,089	32,022
Subtotal Operational Expenditures	170,770	211,365	245,701	220,968	219,476	226,060

TECHNOLOGY PLAN

Technology Acquisitions	01/02	02/03	03/04	04/05	05/06	37,751
Infrastructure						
WAN -- Video Network/TV & Web Studio	25,000	7,500	0	10,000	10,000	10,300
WAN -- Expansion/Upgrade	0	0	18,000	44,000	0	0
WAN -- Digital Telephone System -- Add-ons	0	25,000	0	0	0	0
WAN -- Web Filtering Hardware	20,000	0	0	0	0	0
WAN -- Additional Internet Bandwidth	0	0	7,800	0	0	0
LAN -- Hub/Switches New/Replacement	15,000	15,450	0	11,895	14,200	14,626
	60,000	47,950	25,800	65,895	24,200	24,926
Hardware						
Telephone System	0	0	0	0	0	0
Auditorium Operations(Lights/Sound)	15,000	2,000	5,000	5,000	5,000	5,150
RAM/CPU Upgrades	10,000	10,000	25,000	5,000	5,150	5,305
TV/LCD Projection System/Projection Screer	5,000	5,000	225,000	6,000	35,000	36,050
Ethernet Card Upgrades	5,250	5,408	5,570	0	0	0
Computer Workstations	150,000	205,000	215,000	79,000	93,000	95,790
Network Printers	5,000	7,500	15,000	10,680	5,000	5,150
Peripheral Add-ons	3,000	3,000	3,000	5,000	5,000	5,150
Data Servers/upgrades	0	0	10,000	8,900	23,000	23,690
Emerging Technologies	5,000	5,000	5,000	10,000	10,000	10,300
	198,250	242,908	508,570	129,580	181,150	186,585
Maintenance Agreements						
Additional Hardware agreements	2,000	2,060	2,163	0	0	0
Software						
Student Management System Options	80,000	0	45,000	30,000	30,000	30,900
Region HR/Payroll Finance System	65,000	0	0	0	0	0
New/Curriculum Contingency	10,000	10,000	10,000	10,300	10,500	10,815
	155,000	10,000	55,000	40,300	40,500	41,715
Staff Development						
Specialized Training--New Technologies	3,500	3,605	9,000	9,270	9,768	10,061
	3,500	3,605	9,000	9,270	9,768	10,061
Subtotal Technology Acquisitions						
	418,750	306,523	600,533	245,045	255,618	263,287
Subtotal Operational Expenditures						
	170,770	211,365	245,701	220,968	219,476	226,060
TOTAL TECHNOLOGY PLAN						
	589,520	517,888	846,234	466,013	475,094	489,346
Transfer to Construction Tech	0	0	-602,000	-245,000	0	0
Final Technology Plan	589,520	517,888	244,234	221,013	475,094	489,346

Licensed Staff	2003-04 Actual	2004-05 Budget	Increase (Decrease)
Elementary (K-5)	87.5	77.5	-10
Middle School (6-8)	60	60	0
Senior High (9-12)	69.643	70.643	1
Alternative Education	14.75	14.75	0
Special Education	104.617	100.617	-4
Title 1/Reading Recovery	13.364	9.364	-4
ESL	8.8	7.8	-1
Elementary Art	2.65	3	0.35
Elementary Music	10	9	-1
Elementary Physical Education	8	7	-1
Gifted and Talented	2.5	2.5	0
Administrative	12	10	-2
Media Specialists	6	5	-1
Counselors	10	11	1
School Nurses	2	2	0
Supervisory	7	7	0
Total Licensed Staff	418.824	397.174	-21.65

Non-Licensed Staff

Administrative	2	2	0
Supervisory	9	9	0
Paraprofessionals	172	156.697	-15.303
Non-Aligned	12	11.5	-0.5
Clerical	56.3375	41.4625	-14.875
Custodial	33	33	0
Total Non-Licensed Staff	284.3375	253.6595	-30.678

Student to Teacher Ratios

The following chart provides information regarding the average class sizes at each grade level. The district annual plan provides for class sizes within the following parameters.

GRADE LEVEL CLASS SIZE AVEAGES	99-00	00-01	01-02	02-03	03-04	04-05
Elem. K-3	25:1	25:1	25:1	25:1	25:1	25:1
Elem. 4-5	28:1	29:1	29:1	29:1	29:1	29:1
Junior High	28:1	30:1	30:1	30:1	30:1	30:1
Senior High	28:1	30:1	30:1	30:1	30:1	30:1

K-3 class size ratio will be less that listed above due to special state and federal legislation. Secondary staffing for elective classes will require a student enrollment of 20-30.

The following information provides average class sizes for 1999-2000 through 2004-2005.
The 2004-2005 average class size is based on projected enrollment as of November 2003.

Average Class Size

	99-00	00-01	01-02	02-03	03-04	04-05
	Average Class Size	Average Class Size	Average Class Size	Average Class Size	Average Class Size	Average Class Size
Kind	20	21.3	20	20.72	18.3	22.6
Grade 1	16	18.7	21.49	22.85	21.3	22
Grade 2	18	23.8	21.76	23	23.5	26
Grade 3	18	25.7	27.07	23.33	23.2	25.6
Grade 4	21	27.9	27	25.48	24.4	27.3
Grade 5	23	28.2	28.07	27.38	25.5	27.3
Grade 6	26	29.1	27.38	28.36	26.8	25
Grade 7					29.1	29
Grade 8					30.2	26.4

6/23/04

November-03

ACTUAL ENROLLMENT

PROJECTED ENROLLMENT

	98/99	99/00	00/01	01/02	02/03	03/04	04/05	05/06	06/07	07/08	08/09	Nov. 02 Project ions
Kindergarten	425	380	414	371	363	337	425	400	400	400	400	390
Grade 1	451	421	364	419	368	354	332	418	394	394	394	359
Grade 2	401	457	407	356	405	361	346	324	409	385	385	360
Grade 3	473	399	438	401	345	406	355	340	319	402	379	397
Grades 1-3	1325	1277	1209	1176	1118	1121	1033	1083	1121	1181	1157	1116
Grade 4	471	465	392	432	397	337	399	350	335	314	396	341
Grade 5	414	456	458	393	442	409	342	405	355	340	318	393
Grade 6	457	418	437	433	396	438	403	336	399	349	334	427
Grades 4-6	1342	1339	1287	1258	1235	1184	1144	1091	1088	1002	1048	1161
Grades 5-6	871	874	895	826	838	847	744	741	753	688	652	820
Grade 7	469	479	441	459	438	414	454	417	348	413	361	411
Grade 8	480	458	453	425	446	431	403	442	406	339	402	422
Grades 7-8	949	937	894	884	884	845	857	859	754	752	764	833
Grade 9	468	492	474	464	436	451	441	413	452	416	347	457
Grade 10	476	475	482	460	471	433	452	442	414	453	416	431
Grade 11	432	474	451	464	460	474	430	461	451	422	462	457
Grade 12	428	407	433	437	458	462	465	411	441	431	404	434
Grades 9-12	1804	1848	1840	1825	1825	1820	1787	1727	1757	1722	1629	1780
Grades K-4	2221	2122	2015	1979	1878	1795	1857	1832	1856	1894	1953	1847
Grades K-5	2635	2578	2473	2372	2320	2204	2199	2237	2211	2234	2271	2240
Grades K-6	3092	2996	2910	2805	2716	2642	2602	2574	2609	2583	2605	2667
Grades 6-8	1406	1355	1331	1317	1280	1283	1259	1195	1153	1101	1098	1260
Grades 7-12	2753	2785	2734	2709	2709	2665	2644	2586	2512	2474	2393	2613
Grades K-12	5845	5781	5644	5514	5425	5307	5246	5159	5121	5057	4998	5280
Decline		-64	-137	-130	-89	-118	-61	-86	-38	-64	-59	

VEHICLE INVENTORY										
ID #	Vehicle Type	Year	Chassis	Body	Fuel type	Capacity	Miles as of		Special Equipment	Scheduled Replacement
82	SCHOOL BUS	1986	IHC		GASOLINE	35	154,202	154,349	Lift Equipped	1998
76	SCHOOL BUS	1988	FORD	CARPENTER	DIESEL	65	193,799	194,142		2000
77	SCHOOL BUS	1988	GMC	CARPENTER	DIESEL	65	154,553	155,294		2000
85	SCHOOL BUS	1988	IHC	CARPENTER	DIESEL	35	202,257	202,996	Lift Equipped	Transferred to Property Services for Delivery Vehicle
70	SCHOOL BUS	1988	IHC	CARPENTER	DIESEL	71	138,392	xxxxxxx		SOLD
79	SCHOOL BUS	1988	FORD	CARPENTER	DIESEL	71	219,827	xxxxxxx		SOLD
90	SCHOOL BUS	1988	GMC	CARPENTER	DIESEL	65	150527	xxxxxxx		SOLD
102	CAR	1992	JEEP	JEEP	GASOLINE	5	96,221	101,072		2002
142	MINI-VAN	1993	DODGE	CARAVAN	GASOLINE	7	140,539	144,773		2003
93	SCHOOL BUS	1993	IHC	THOMAS	DIESEL	78	100,798	103,900		2005
94	SCHOOL BUS	1993	IHC	THOMAS	DIESEL	78	114,540	120,082		2005
96	SCHOOL BUS	1995	IHC	AMTRAN	DIESEL	77	105,877	117,318		2007
87	SCHOOL BUS	1996	IHC	THOMAS	DIESEL	77	87,984	96,493		2008
89	SCHOOL BUS	1996	IHC	THOMAS	DIESEL	77	111,626	125,341	Lift Equipped	2008
95	SCHOOL BUS	1996	FORD	CARPENTER	DIESEL	77	90,338	99,408	Lift Equipped	2008
83	SCHOOL BUS	1998	IHC	Blue Bird	DIESEL	54	53,111	61,275	Lift Equipped	2010
84	SCHOOL BUS	1998	IHC	Blue Bird	DIESEL	54	51,376	64,531	Lift Equipped	2010
00-103	MINI-VAN	2000	GMC	Safari (red)	GASOLINE	7	43,605	58,784		2010
00-104	MINI-VAN	2000	GMC	Safari (Teal Blue)	GASOLINE	7	49,922	69,245		2010
71	SCHOOL BUS	2001	GMC	Blue Bird	DIESEL	77	43011	61683		2013
72	SCHOOL BUS	2001	GMC	Blue Bird	DIESEL	77	41525	57630		2013
73	SCHOOL BUS	2004	IHC	Blue Bird	DIESEL	77	new	4618		2016
74	SCHOOL BUS	2004	IHC	Blue Bird	DIESEL	77	new	5988		2016

II. FOOD SERVICE

INTRODUCTION

For budgetary purposes the following assumptions were used when actual amounts were not available. For revenues a 2% increase was utilized, while expenditures utilized a 3.00% increase.

This fund must be established in a district that maintains a food service program for pupils. Food service includes those activities, which have as their purpose the preparation and service of milk, meals, and snacks in connection with school and community service activities.

Revenues and expenditures for Food Service activities are recorded in this fund. Eligible expenditures include application processing, meal accountability, food preparation, meal service, and kitchen custodial service.

If revenues exceed expenditures, the resultant positive fund balance may not be transferred to the General Fund. If a deficit occurs, permanent transfers should be made from the General Fund to the Food Service Fund as of the end of the fiscal year.

1 Manual for the Uniform Financial Accounting and Reporting System for Minnesota schools
ppIII-2

REVENUE RATIONALE

Basic Assumptions

The number of paid, free and reduced price meals will decrease by 6,000 due to declining enrollments.

Milk sales will decrease due to declining enrollments.

Miscellaneous local revenues will increase due to increasing meals (Headstart).

Reimbursements

The per meal reimbursement from the state (lunch) will remain neutral.

The per meal reimbursement for commodities will remain neutral.

The per meal federal reimbursement (cash) for paid meals will remain neutral.

The per meal federal reimbursement (cash) for free and reduced meals will increase yearly by .02 per breakfast, .04 per lunch, and .01 for snacks.

2004-2005 Reimbursements (Tentative)

State Reimbursement:

\$.08	All Lunch
\$.55	Paid Breakfast
\$.30	Reduced Breakfast

Commodities Reimbursement (Food Distribution Program):

\$.1575 each meal (lunch)

Federal Reimbursement:

\$.21	Paid lunch
\$1.83	Reduced lunch
\$2.23	Free lunch
\$.22	Paid breakfast
\$.92	Reduced breakfast
\$1.22	Free breakfast
\$.05	Paid Snack
\$.31	Reduced Snack
\$.61	Free Snack

K-Milk Reimbursement:

\$.13	Milk - Federal
\$.09	Milk - State

EXPENDITURE RATIONALE

Basic Assumptions

Expenses will increase by three percent per year.

For Fiscal year 04-05 milk prices will approximately increase by 25%.

FUND BALANCE DEFINITIONS

Line #

Miscellaneous Local Revenue 2

Catered meals (lunch and breakfast) to Headstart Program at Partners in Learning site.
The Headstart meals at Riverside and Washington will be eliminated.

Purchased Services 14

Costs include supervision, administrative services, repairs and maintenance, printing/publications, travel/professional development.

Food Costs (USDA Commodities) 15

Based on the number of reimbursable student meals (lunch only) that were served the previous school year.

Fund Balance Projections 24

Use of Food Service funds to pay for capital outlay expenditures will decrease the fund balance.

Funding for capital outlay is received only from paid meal revenue (no contribution is received from free or reduced price meals). Decreases in the fund balance will result in a price increase.

INDEPENDENT SCHOOL DISTRICT #152
FOOD SERVICE FUND (02)

Line #	2001-02 ACTUAL	2002-03 ACTUAL	2003-04 REVISED	2004-05 PROJECTED	2005-06 PROJECTED	2006-07 PROJECTED
REVENUES:						
Other local and county sources:				1.02	1.02	1.02
1 Interest	\$3,000	4,225	3,000	3,060	3,120	3,180
2 Miscellaneous local revenues	30,431	40,229	10,000	18,000	18,360	18,730
3 Subtotal other sources	33,431	44,454	13,000	21,060	21,480	21,910
State sources:						
4 Lunch/Breakfast program aid	127,720	61,389	79,941	99,029	101,010	103,030
Federal sources:						
5 Lunch program aid	517,442	577,757	528,140	580,780	592,400	604,250
6 Food distribution program	108,594	126,631	80,000	85,000	86,700	88,430
7 Subtotal federal sources	626,036	704,388	608,140	665,780	679,100	692,680
8 Sale of food	678,295	709,567	669,230	708,647	722,820	737,280
10 TOTAL REVENUES	1,465,482	1,519,798	1,370,311	1,494,516	1,524,410	1,554,900
11 % CHANGE	7.34%	3.71%	-9.84%	9.06%	2.00%	2.00%
12 \$ CHANGE	100,222	54,316	(149,487)	124,205	29,894	30,490
EXPENDITURES:						
Pupil support services:				1.030	1.030	1.03
12 Salaries and wages	386,390	397,481	412,786	425,203	468,898	482,965
13 Employee benefits	56,977	61,495	63,511	62,042	68,466	70,520
14 Purchased services	92,242	85,581	93,822	103,396	106,500	109,700
15 Food costs-USDA commodities	108,594	126,632	80,000	85,000	87,550	90,180
16 Food costs, milk and supplies	739,073	710,924	711,000	854,000	879,620	906,010
17 Equipment/Construction	6,619	44,791	12,000	20,000	10,001	10,300
18 Other expenditures	23,847	16,366	20,000	22,000	22,660	23,340
19 TOTAL EXPENDITURES	1,413,742	1,443,270	1,393,119	1,571,641	1,643,695	1,693,015
20 % CHANGE	6.16%	2.09%	-3.47%	12.81%	4.58%	3.00%
21 \$ CHANGE	81,974	29,528	(50,151)	178,522	72,054	49,320
22 REV OVER EXP (EXP OVER REV)	51,740	76,528	(22,808)	(77,125)	(119,285)	(138,115)
23 BEGINNING FUND BALANCE	308,543	360,283	436,811	414,003	336,878	217,593
24 ENDING FUND BALANCE	\$360,283	\$436,811	\$414,003	\$336,878	\$217,593	\$79,478
25 Fund Balance as a % of Expenditures	25.48%	30.27%	29.72%	21.43%	13.24%	4.69%

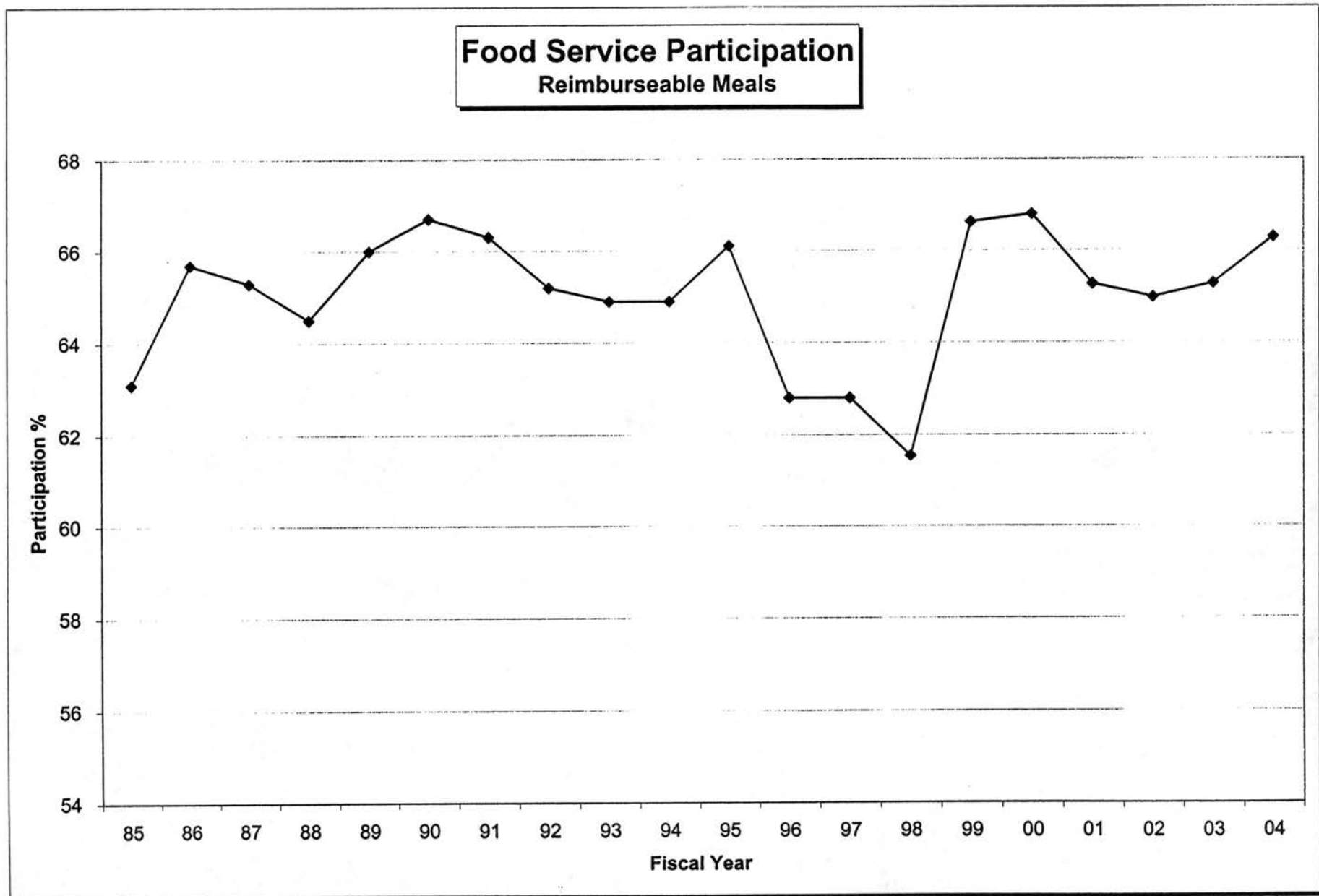
ANALYSIS OF PARTICIPATION (REIMBURSABLE MEALS)

MONTH	ADP	SR	JR	ASP	ED	PR	RI	WA	RRALC	TOTAL
2001-2002										
SEPTEMBER	3309	20.7	92.8	91.7	92.7	88.6	83.6	93.2	53.2	66.8
OCTOBER	3338	21.9	92.5	91.4	95.1	91.9	84.8	93.7	59.6	67.7
NOVEMBER	3248	20.4	89.5	91.4	92.5	91.5	86.1	95.2	49.1	66.6
DECEMBER	3219	20.4	91.2	89.4	90.9	91.6	83.1	94.3	47.1	66.1
JANUARY	3225	19.9	93.7	88.6	94.2	90.8	82.3	93.3	44.4	66.2
FEBRUARY	3164	21.9	88.7	85.0	92.2	88.9	82.3	91.5	43.1	64.8
MARCH	3149	20.8	89.1	85.8	93.1	87.7	82.6	91.7	48.6	64.9
APRIL	3055	20.1	86.9	82.2	90.1	86.6	80.1	90.9	49.0	63.3
MAY	2858	18.1	86.6	69.3	88.2	84.4	75.5	80.8	49.5	59.3
TOTAL	3168									64.98
2002-03										
SEPTEMBER	3191	21.0	90.6	89.9	92.9	92.5	84.8	94.5	58.6	66.4
OCTOBER	3247	22.2	90.9	89.2	94.2	93.5	90.2	94.9	45.0	67.3
NOVEMBER	3167	21.8	88.4	86.9	93.2	94.4	88.8	94.4	44.1	66.3
DECEMBER	3131	21.5	87.5	85.0	92.5	94.1	87.6	94.4	49.2	65.8
JANUARY	3117	21.1	86.8	87.9	93.0	93.4	85.4	93.3	40.3	65.4
FEBRUARY	3128	22.4	86.6	85.0	93.0	91.9	88.7	95.0	45.7	65.6
MARCH	3037	19.3	83.1	83.8	91.4	91.3	88.2	93.3	56.3	63.8
APRIL	3077	20.1	83.7	84.4	93.9	93.6	89.5	94.6	45.4	64.6
MAY	2875	18.3	82.6	72.7	88.9	90.9	82.2	85.4	49.2	60.5
TOTAL	3118									65.28
2003-04										
SEPTEMBER	3160	22.2	87.9	95.9	93.5	93.6	87.3	94.6	53.7	66.9
OCTOBER	3207	23.1	91.2	95.4	94.2	94.4	86.0	96.4	64.7	68.1
NOVEMBER	3150	22.0	88.6	94.9	94.4	94.0	86.9	93.8	55.9	66.9
DECEMBER	3105	22.1	88.3	92.7	91.3	93.4	85.8	96.4	49.5	66.5
JANUARY	3141	22.4	89.9	91.9	94.9	95.2	85.8	95.4	45.4	67.1
FEBRUARY	3114	23.1	90.2	86.7	92.8	93.6	85.2	94.8	54.0	66.7
MARCH	3101	22.6	89.0	89.6	92.5	92.8	85.6	94.4	55.8	66.6
APRIL	3076	21.9	87.7	87.5	95.6	94.7	84.9	95.2	47.1	66.3
MAY	2854	20.5	85.4	78.9	88.0	89.7	78.0	81.4	59.1	61.8
TOTAL	3098									66.28

ANALYSIS OF PARTICIPATION (REIMBURSEABLE MEALS)

YEAR	ENROLLMENT	ADP*	% PARTICIPATION	NOTES
1978-79	5,299	3,052	60.63	
1979-80	4,987	2,969	62.68	
1980-81	4,709	2,720	60.82	15 cent price increase
1981-82	4,338	2,276	55.24	15 cent price increase
1982-83	4,261	2,336	57.72	
1983-84	4,145	2,346	59.60	Strike
1984-85	4,170	2,499	63.10	
1985-86	4,164	2,598	65.70	
1986-87	4,347	2,696	65.30	
1987-88	4,494	2,753	64.50	5 cent price increase
1988-89	4,681	2,935	66.00	
1989-90	4,744	3,005	66.70	
1990-91	5,013	3,157	66.30	First full year of Bon Appetit
1991-92	5,209	3,226	65.20	
1992-93	5,421	3,342	64.90	
1993-94	5,560	3,428	64.90	
1994-95	5,564	3,493	66.10	
1995-96	5,554	3,313	62.80	Ala Carte at Senior High
1996-97	5,537	3,303	62.80	Blizzards/Flood-Lost 5 Lunch Days 20-25 cent price increase
1997-98	5,479	3,203	61.54	
1998-99	5,448	3,447	66.62	Alternate at Grades 1-6
1999-00	5,350	3,394	66.79	
2000-01	5,514	3,217	65.27	
2001-02	5,514	3,168	64.98	
2002-03	5,425	3,118	65.28	
2003-04	5,307	3,098	66.28	

*ADP or Average Daily Participation is based on reimburseable meals only.



IV. COMMUNITY EDUCATION

INTRODUCTION

The district census is 36,282. We will utilize this number until the 2010 census numbers are available. The Early Childhood census fluctuates based on data collected on new births, adoptions (as available) moves into and out of the district.

Community Education was unalloted in the following categories in 2002-03:

- General Community Education
- Adult Basic Education
- Early Childhood Family Education
- School Readiness

The formulas for General community education will decrease in 04-05, as will ECFE and School Readiness. Any increase in revenue comes from tuition, fees, and grants.

For the past several years, we have held the line on spending. In the future, programs will be modified and staff reduced to deal with this decline

REVENUE

Line #

General Community Education 1

Levies are certified in December of each year for the forthcoming school year. Community Education funds are categorical funds, meaning they cannot be transferred from one fund to another.

General Community Education revenue is based on district population. Our previous number was 37,093. As of the 2003 fiscal year, the number is 36,282. The levy remains at \$6.95. This amount has not changed since 1994-95 when we received an additional \$.15 for youth development. In FY 2005, the per capita rate will fall to \$6.23.

The 2001 legislature approved an additional levy to provide for youth enrichment activities outside of school hours. Under the formula, Moorhead should receive an additional \$17,059 in the general Community Education fund. Due to state cuts, this amount will be less.

Fees 2

Since local and state funding probably will decrease, we need to look at income from fees to help maintain present programs. An attempt has been made to increase income derived from fees by improving marketing efforts and by providing quality programs with maximum customer service. In addition, non-resident participants in subsidized programs pay higher fees and we will continue to evaluate charging higher fees to all non-residents in programs when possible. On-line registration was added in 2003-2004 and met with great success, both in terms of staff time and revenue generated.

All Day Kindergarten 3

Extended Day Program. Title One and reserve all-day kindergarten funds are currently used for this program. However funds were levied in 1999-2000 to assist with the extended day program to serve children with disabilities.

Choices 4

Disabled Adult funding is based on a grant from the state and local levy authority. There has been no increase since 1990-91. Fees collected help to offset class and activity costs. A state grant, local levy, and program fees support the program.

REVENUE (Continued)**Line #****Adult Basic Education 5**

The State and Federal grant is applied for annually. ABE is the only program in Community Education that receives Federal funds. In recent years we have written and received grant opportunities, as well we have sub-contracted with other groups. Enrollment in ABE continues to grow at a rapid rate.

Interest 6

The projected decrease in our Fund Balance will result in less interest income.

Early Childhood Family Education 7

The ECFE state grant and local levy are based on the number of children in the district age 0-4. The population high was 2323 in 1994-95. The count in November 2003 was 2,044. It appears that the decline in preschool numbers has stopped and the population will remain fairly stable or grow slightly. The per capita funding has been \$120. The state has indicated there will be a decrease in per capita funding beginning in 2005 to \$96.

Kindergarten Readiness 8

Kindergarten Readiness receives funding from the Minnesota Department of Education based on the amount of dollars allocated by the state and the number of programs that apply for funds. The local funding formula is based on population and K-12 free/reduced lunch numbers. According to Greg Sogaard, Program Finance - Education Finance at the Minnesota Department of Education, "School Readiness aid entitlement numbers are ALWAYS an ESTIMATE until final payments are made to school districts." The program will be supplemented with grant dollars when possible.

Lincoln 9

Early Childhood Family Education and Kindergarten Readiness pays rent to the Enterprise Fund - Lincoln. This will be eliminated when we move to the Probstfield facility in fall of 04

Other 10

This category includes early childhood screening, non-public school funds and grants. We are to receive \$40 from the Department of Education for each preschooler who is screened. This recent increase will decrease the need for other early childhood funds to supplement the program. Revenues are based on actual expenditures as this is a reimbursable program. Non-public student count includes St. Joseph's, Park Christian, and home schooled students. Although grants are used to supplement our programs, they cannot be anticipated and are difficult to rely on for future funding. The federal government has eliminated the Even Start Family Literacy program.

EXPENDITURES

Line #

General Community Education 14

These expenses are for the administration and support services for general community education programs. Community Education and district marketing costs programs are included. Expenses for Service Learning, older adults programs, and adult enrichment are included.

Choices 15

All expenses related to programs for adults with disabilities and programs that assist adults in their participation in regular community offerings are included. The expenses also include one part-time coordinator who was reduced to 10 hours per week for 2004-2005.

Adult Basic Education 17

All costs related to the operation of the Adult Basic Education program including licensed teachers, paraprofessionals, administration, and support services. This line also includes costs related to technology and rent.

Early Childhood Family Education 18

All costs related to the Early Childhood Family Education program including licensed teachers and paraprofessionals. Administrative and support services are shared with the Kindergarten Readiness programs.

Kindergarten Readiness 19

All of the costs related to assisting children ages 3 1/2 to 5 to enter Kindergarten with the skills necessary for success are included. These costs include licensed teachers and paraprofessionals. Administrative and support services are shared with the ECCE program.

Lincoln 20

This fund has provided custodial staff to maintain Lincoln along with associated expenses including heat and lights. It will be eliminated in 2004-2005.

Other 21

Expenses related to actual costs incurred to fulfill grant and non-public school agreements. The Early Childhood Screening contract with Clay County Public Health is also included.

INDEPENDENT SCHOOL DISTRICT #152
COMMUNITY EDUCATION (04)

LINE #	2001-02 ACTUAL	2002-03 REVISED	2003-04 REVISED	2004-05 PROJECTED	2005-06 PROJECTED	2006-07 PROJECTED
REVENUES:						1.02
1 Gen Com Ed	\$305,239	\$173,404	\$168,393	\$251,434	\$251,434	256,463
2 Fees	156,316	164,196	192,411	192,500	192,500	196,350
3 All Day Kindergarten	0	0	0	0	0	0
4 Choices	23,257	26,000	28,626	27,550	27,500	28,050
5 ABE	480,918	398,155	342,000	342,000	342,000	348,840
6 Interest	6,704	4,950	2,000	2,000	2,000	2,040
7 ECFE	430,459	365,060	217,260	199,044	199,044	203,025
8 Kindergarten Readiness	112,227	59,315	73,250	57,000	58,710	59,884
9 Lincoln	23,750	21,000	21,500	0	0	0
10 Other	129,402	86,615	144,374	167,721	25,000	25,500
11 TOTAL REVENUES	1,668,272	1,298,695	1,189,814	1,239,249	1,098,188	1,120,152
12 % CHANGE	10.81%	-22.15%	-8.38%	-5.54%	-0.31%	-0.31%
13 \$ CHANGE	162,716	(369,577)	(108,881)	49,435	(141,061)	21,964
EXPENDITURES:						1.03
14 General Com Ed	398,804	479,115	476,847	450,000	450,000	463,500
15 Choices	23,257	26,968	27,500	27,500	27,500	28,325
16 All Day Kindergarten	0	0	0	0	0	0
17 ABE	492,728	447,749	342,000	342,000	342,000	352,260
18 ECFE	411,936	386,578	229,650	199,044	199,044	205,015
19 Kindergarten Readiness	63,886	69,296	50,390	57,000	58,710	60,471
20 Lincoln	20,283	20,432	21,500	0	0	0
21 Other	151,199	122,721	144,274	167,721	25,000	25,750
22 TOTAL EXPENDITURES	1,562,093	1,552,859	1,292,161	1,243,265	1,102,254	1,135,322
23 % CHANGE	8.41%	-0.59%	-16.79%	-6.53%	-0.71%	-0.71%
24 \$ CHANGE	121,157	(9,234)	(260,698)	(48,896)	(141,011)	33,068
25 REV OVER EXP (EXP OVER I	106,179	(254,164)	(102,347)	(4,016)	(4,066)	(15,170)
26 BEGINNING FUND BALANCE	378,705	484,884	230,720	128,373	124,357	120,291
27 ENDING FUND BALANCE	\$484,884	\$230,720	\$128,373	\$124,357	\$120,291	\$105,121
28 As a % of Expenditures	31.04%	14.86%	9.93%	10.00%	10.91%	9.26%
	=====	=====	=====	=====	=====	=====

VI. BUILDING CONSTRUCTION

INTRODUCTION

With the passage of the referendum on March 12, 2002 and the sale of a \$64,500,000 bond, the school district began Fund (06) in the spring of 2002.

Fund (06) is designed to track all revenues and expenditures as they relate to the construction work that was authorized with voter approval on March 12, 2002.

REVENUE ASSUMPTIONS AND RATIONALE

1. Interest earned from the proceeds of the bond sale.
2. Sale of Bonds.
3. Head Start Grant to be used for construction costs.
4. Horizon Retention Pond Credit
5. Sports Center Ring Road.
6. Special Assessments on Land by Reinertsen.
7. Special Assessments on Land by Horizon.

EXPENDITURE ASSUMPTIONS AND RATIONALE

Basic Assumptions

1. Each expenditure is broken down per building as provided by the district's construction manager (Kraus-Anderson). Robert Asp and the Junior High have been commingled. These numbers will fluctuate based on change orders and other unforeseen issues inherent to building projects.

BUILDING CONSTRUCTION FUND (06)					
REVENUES	2001-02 ACTUAL	2002-03 ACTUAL	2003-04 REVISED	2004-05 PROJECTED	
1. Interest	196,011	2,171,694	1,366,588	65,707	3,800,000
2. Sale of Bonds	64,500,000	0	0	0	
3. Head Start Grant for construction		50,000	0	0	
4. MS Retention Pond Credit		0	104,497		
5. HS Sports Center Ring Road			263,548		
6. Reimb for Special Assesst. On land by Reinertsen			309,950		
7. Reimb for Special Assesst. On land by Horizon			56,494		
	64,696,011	2,221,694	2,101,077	65,707	
Total Revenues	64,696,011	2,221,694	2,101,077	65,707	69,084,488
EXPENDITURES	2001-02 ACTUAL	2002-03 REVISED	2003-04 PROPOSED	2004-05 PROJECT	SUMMARY
District Wide Cost					
Consult/Fees for Service					
Legal Services					
Permits/ City of Moorhead					
Technology/Video Switcher					
Misc	0	0	0	0	0
Probstfield Education Center					
Architecture/Engineer Fee/Professional Fee	19,178	24,977	44,436	10,709	99,300
Construction Cost	0	0	97,126	2,845,772	2,942,898
Districts Cost/General Conditions	1,875	9,003	9,098	1,831	21,807
FF&E plus carry over	0	0	0	150,000	150,000
Technology/Security	0	3,000	143,630	245,000	391,630
Signage	0	0	0	15,000	15,000
Contingency	0	0	0	142,819	142,819
	21,053	36,980	294,290	3,411,131	3,763,454
Asp Elem / Hopkins Elem					
Architecture/Engineer Fee/Professional Fee	67,142	401,082	74,241	0	542,465
Construction Cost	0	763,442	4,586,073	2,962,858	8,312,373
Districts Cost/General Conditions	17,106	51,888	220,856	0	289,850
FF&E plus carry over	0	0	225,584	74,416	300,000
Technology/Security	0	6,000	220,278	76,496	302,774
Signage	0	0	0	30,000	30,000
Contingency	0	0	0	637,587	637,587
	84,248	1,222,413	5,327,032	3,781,357	10,415,049
Reinertsen					
Architecture/Engineer Fee/Professional Fee	16,847	424,609	77,593	1,741	520,790
Construction Cost	0	1,134,724	7,130,967	1,015,388	9,281,079
Districts Cost/General Conditions	141,357	86,774	565,857	0	793,988
Special Assessments	0	0	788,437	185,000	973,437
FF&E plus carry over	0	0	140,190	9,810	150,000
Technology/Security	0	3,000	157,362	0	160,362
Signage	0	0	0	15,000	15,000
Contingency	0	0	0	260,000	260,000
	158,204	1,649,106	8,860,406	1,486,939	12,154,655
Horizon Middle School					
Architecture/Engineer Fee/Professional Fee	135,624	917,485	152,868	18,948	1,224,925
Construction Cost	0	2,944,592	15,689,337	3,686,119	22,320,048
Districts Cost/General Conditions	165,071	210,630	957,138	0	1,332,839
Special Assessments	0	0	679,799	461,764	1,141,563
FF&E plus carry over	0	0	261,992	138,008	400,000
Technology/Security	0	3,000	320,572	45,815	369,387
Signage	0	0	0	40,000	40,000
Contingency	0	0	0	786,781	786,781
	300,695	4,075,707	18,061,706	5,177,435	27,615,543
Senior High					
Architecture/Engineer Fee/Professional Fee	70,790	536,431	111,233	48,108	766,562
Construction Costs	91,101	1,241,966	8,678,239	1,999,515	12,010,821
Districts Cost/General Conditions	23,889	95,432	375,472	0	494,793
FF&E plus carry over	0	0	362,021	37,979	400,000
Technology/Security	0	27,273	433,857	23,257	484,387
Signage	0	0	0	30,000	30,000
Contingency	0	0	0	625,732	625,732
	185,780	1,901,103	9,960,822	2,764,591	14,812,296
Total Expenditures	749,980	8,885,308	42,504,256	16,621,453	68,760,997
Revenues over (under) Expenses	63,946,031	(6,663,614)	(40,403,179)	(16,555,746)	
Beginning Fund Balance	0	63,946,031	57,282,416	16,879,237	
Ending Fund Balance	63,946,031	57,282,416	16,879,237	323,491	
Budget					
Architecture/Engineer Fee/Professional Fee	3,154,042				
Construction Cost	54,867,219				
Districts Cost/General Conditions	2,933,277				
Special Assessments	2,115,000				
FF&E plus carry over	1,400,000				
Technology/Security	1,708,540				
Signage	130,000				
Contingency	2,452,919				
	68,760,997				

VII. DEBT SERVICE FUND

INTRODUCTION

The Debt Service fund is used to show revenues and expenditures for a school district's outstanding bonded indebtedness, whether for building construction or operating capital, and whether for initial or refunding bonds.

When a bond issue is sold, the school board must levy a direct general tax upon the property of the district for the payment of principal and interest on such bonds as due. The revenue from such tax must be separately accounted for in a Debt Service Fund (M.S. 475.61).

When an excess is accumulated in a Debt Service Fund due to interest earnings, lower than anticipated tax delinquency, or excess building funds, the levy for debt redemption may be reduced in whole or in a part as dictated by fund balances and debt retirement requirements. Where there are accumulations in the fund as the process of debt repayment nears an end, the accumulations should be used to reduce debt levies. Where there is any balance left in the Debt Service Fund after all obligations have been discharged, such balance shall be permanently transferred to the General Fund, with an equal levy reduction (M.S. 475.61).

There can be no borrowing from the Debt Service Fund. Any cash balance or investment in a Debt Service Fund is held in trust for the bondholders, and must not be used to support cash deficits in other funds (M.S. 123B.78, Subd. 4).

Due to the successful passage of a \$64 million bond referendum on March 12, 2002, the debt service fund saw a substantial increase in expenditures effective 2002-03 and in revenues effective 2003-04.

REVENUE**LINE #**

Local Property Tax Levy 1
This is determined by the bond payment schedule. The District must levy 105% of the annual debt service requirement.

Interest Income 4
Interest rates will remain low for short term investments.

State Sources 5-8
Aid received for the replacement of local taxes.

EXPENDITURES

LINE #

Principal on bonds **10**
As required by bond payment schedule.

Interest on bonds **11**
As required by bond payment schedule.

INDEPENDENT SCHOOL DISTRICT #152
DEBT SERVICE FUND (Fund 07)

LINE #	2001-02 ACTUAL	2002-03 ACTUAL	2003-04 REVISED	2004-05 PROJECTED	2005-06 PROJECTED	2006-07 PROJECTED
REVENUES:						
1 Local property tax levy	472,749	492,029	2,895,649	3,119,032	6,357,810	6,361,254
Other local sources:						
3 Proceeds of refunding bonds						
4 Interest income	4,474	142	0	0	0	0
4.1 Sale of Townsite						
4.2 Interest from Bonds						
State sources:						
5 HACA (Homestead credit)	0	0	465,300	478,828 included in lev	included in lev	included in lev
6 Border city aid	85,203	50,371	492,336	517,228 included in lev	included in lev	included in lev
7 Other appropriations	0	0	4,242	0 included in lev	included in lev	included in lev
8 State aid / Equalization Aid			2,558,195	2,238,523	0	0
	85,203	50,371	3,520,073	3,234,579	0	0
9 Total revenues	562,426	542,542	6,415,722	6,353,611	6,357,810	6,361,254
EXPENDITURES:						
10 Principal on bonds	330,000	345,000	1,060,000	2,725,000	2,840,000	2,960,000
11 Interest on bonds	248,600	3,124,660	3,371,155	3,326,055	3,214,057	3,097,337
12 Other debt service	270	0	1,000	1,000	1,000	1,000
13 Total expenditures	578,870	3,469,660	4,432,155	6,052,055	6,055,057	6,058,337
14 Revenues over (under) expenditures	(16,444)	(2,927,118)	1,983,567	301,556	302,753	302,917
15 BEGINNING FUND BALANCE	222,593	206,149	(2,720,969)	(737,402)	(435,846)	(133,093)
16 ENDING FUND BALANCE	\$206,149	(\$2,720,969)	(\$737,402)	(\$435,846)	(\$133,093)	\$169,824

S-mg-BOS
20 July 2004

INDEPENDENT SCHOOL DISTRICT #152

**Special School Board Meeting
Courtyard by Marriott - Salon C
1080 28th Avenue South
Moorhead, Minnesota**

July 20, 2004

8:00 a.m.

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

ATTENDANCE:

Lisa Erickson _____	Mike Siggerud _____
Cindy Fagerlie _____	Kristine Thompson _____
Sonia Hohnadel _____	Bill Tomhave _____
Carol A. Ladwig _____	Larry P. Nybladh _____

AGENDA

1. **CALL TO ORDER**

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

Moved by _____ Seconded by _____
Comments _____

2. **SCHOOL BOARD/CENTRAL OFFICE TEAM WORK SESSION:** Nybladh

3. **ADJOURNMENT**

SCHOOL BOARD AGENDA - July 20, 2004**PAGE 2****CALENDAR OF EVENT**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
EXCEL Summer School			
Elementary	June 22-July 22		SG Reinertsen
Secondary	June 22-July 22		High School
ESY Summer School	June 22-July 29		SG Reinertsen
Migrant School	June 21-July 22		SG Reinertsen
School Board	August 9	7 pm	Board Room
School Board	August 23	7 pm	Board Room
K-12 Staff Workshops	Aug 31-Sept 3		
Back to School Night	September 1		Horizon Middle Schl
Back to School Night (Elem)	September 2		Elem Bldgs
Labor Day Holiday	September 6	No School	
K-12 Classes Begin	September 7		
Back to School Night	September 9		High School
School Board	September 13	7 pm	Board Room
School Board	September 27	7 pm	Board Room
Dedication Ceremony	September 25	10:30-11:30 am	MHS Auditorium
and Open Houses	September 25	12-3 pm	All Buildings



To: Dr. Larry P. Nybladh

From: Mark Weston

Date: August 3, 2004

RE: RRALC Lease

Enclosed with this memo please find a lease agreement between La Famiglia LTD and ISD #152. This lease relates to the space that the school district is currently using for the Red River Area Learning Center. It is my recommendation that we continue the arrangement that we have had for the past several years.

Suggested Resolution: Move to approve the two-year lease agreement with La Famiglia as presented.

MLW:mde
Attachment

Lease Agreement

This Lease Agreement made this 1st day of September 2004, by and between La Famiglia LTD with its place of business at 1100 32nd Avenue South, Moorhead, MN 56560 hereinafter referred to as "Landlord" and Minnesota Independent School District No 152 aka MOORHEAD PUBLIC SCHOOLS, hereinafter referred to as "Tenant" whose address is 810 4th Ave South, Moorhead, MN 56560.

WITNESSETH:

In consideration of the mutual covenants and agreements given and exchanged hereunder, the parties hereto declare, covenant and agree as follows:

1. **PREMISES:** Landlord hereby leases and demises to Tenant, and Tenant hereby leases from Landlord for the Lease Term as hereinafter defined the following described premises: approximately 10,990 square feet of ground floor (approximately 6,600 SF of warehouse area and 4,390 SF of office area) located at 1100 32nd Avenue South, Moorhead, MN 56560 (shown on Exhibit A).

Tenant shall also be allowed non-exclusive use of outdoor yard/green space on the north and west portions of the property as shown in Exhibit A-1.

2. **TERM:** The term of this Lease Agreement shall commence on September 1, 2004, and shall continue to August 31, 2006. This Lease Agreement may be terminated by either party by giving written notice thirty (30) days prior to the end of lease period. If neither party gives notice, lease will convert to a month to month tenancy.
3. **RENT:** From September 1, 2004 to August 31, 2006, Tenant shall pay, without demand, \$7784.58 per month (\$8.50 per SF) as the total and complete rental for the premises. This rental rate does not include any improvement cost amortized into the lease. The improvement costs payment will continue at the rate of \$3867.10 per month through November 1, 2004. Rent for periods of occupancy of less than one month shall be prorated in proportion to number of days of occupancy in that month. Tenant has Paid \$0.00 upon lease execution to be held by owner as security deposit. Rent payments can be made payable to Landlord at the address as provided in Section 20, Notices.
4. **USE:** Tenant agrees that the leased premises shall be used and occupied for public education. Tenant agrees at its own cost and expense to obtain any and all licenses and permits necessary to effect such use. Tenant agrees to occupy said premises in a careful manner and to surrender the same at the termination of this Lease, or any extension thereof in as good condition as when received, normal wear and tear excepted.

5. **UTILITIES AND SERVICES:**

	Heat	A/C	Electricity	W/S/G	Janitor	Repair/Maint. Bldg./Grounds
Tenant Expense:					X	
Landlord Expense:	X	X	X	X		X

Tenant shall provide janitorial and material supply service for the demised space as well as for the ground floor rest rooms and common hallway (if any). If Landlord secures a tenant (separate from the Moorhead Public Schools) for any portion of the ground floor note leased by Tenant, Tenant will remain responsible for janitorial and material cost of the ground floor rest rooms and common areas.

6. **COMMON AREA MAINTENANCE CHARGES:** Landlord shall be responsible for common area

Lease Agreement

maintenance charges which include, but not limited to heating, ventilating and cooling, real estate taxes and special assessments, parking lots, lighting, maintenance, snow removal, grounds maintenance and cleaning, sprinkling and alarm, repair & maintenance, and property and liability insurance. Common areas are defined as all property not occupied by a tenant but providing common access and benefit to all tenants and customers of the property. Common areas include, but are not necessarily limited to, parking lots, yards, central computer server room and entry areas.

7. **REPAIRS AND MAINTENANCE:** Tenant shall, at its expense, keep the interior of the Premises, including all partitions, interior doors, trade fixtures, and appurtenances thereof in clean, neat and good order, condition and repair, damage by unavoidable casualty expected, but not including structural portions of the Leased Premises such as the foundation, outer walls, windows, exterior doors, exterior plate glass, and roof of the Leased Premises, and all major plumbing maintenance and repairs, including water heaters and water/sewer lines from the building to the street, and electrical heating and air conditioning systems which shall be maintained by the Landlord. Landlord shall keep the common areas in good order and repair, and shall be responsible for the removal of snow and ice from the parking lot. Tenant will be responsible for snow removal in front of the west doorway.

Tenant will also be responsible to keep the designated north and west yard/green space areas in good condition and free of excessive trash. Tenant shall be responsible for the satisfactory repair or replacement (determined solely by Landlord) of any damage to the grass, trees or other landscaping feature.
8. **TAXES:** Landlord shall pay the general real estate taxes and installments of special assessments and assessments for special improvements and all other taxes, fees, assessments and other governmental charges of every kind and nature arising during the term of this lease with respect to the property and its improvements.
9. **PARKING:** Tenant has use of the west parking lot. In the south parking lot, Landlord reserves the right to further designate and enforce customer and employee parking areas should it become necessary in Landlord's sole judgement to do so. Tenant may not leave any vehicle, including any type of recreational vehicle, in the designated parking areas for more than 48 hours unless written consent is given by Landlord.
10. **SIGNAGE:** Subject to Landlord's written approval, all signage fabrication and installation shall be at the expense of the Tenant unless otherwise specifically agreed to in writing by both parties.
11. **GOVERNMENTAL REGULATIONS:** Tenant shall, at Tenant's sole cost and expense, comply with and faithfully observe all of the rules, regulations, ordinances, laws and requirements of county, municipal, state, federal and other applicable governmental authorities, present or future ("Governmental Regulations") which effect the occupancy or use of, or carrying on of Tenant's business in the Leased Premises. Landlord shall, at Landlord's expense, make and comply with all Governmental Regulations which pertain to the common areas and those portions of the Premises, including the exterior, exterior doors, and structural portions which Landlord is required to repair hereunder.
12. **INSURANCE:**
 - a.) **Public Liability Insurance.** Prior to entry into the premises to begin Tenant's work and thereafter during the term of this Lease, Tenant shall keep in full force and effect at its expense, a policy or policies of public liability insurance with respect to the premises and the business of Tenant and any approved subtenant, licensee, or concessionaire, with companies licensed to do business in Minnesota, and approved by Landlord, in which both Tenant and Landlord and any person, firm or corporation designated by Landlord, shall be adequately covered under reasonable limits of liability not less than statutory requirement established by the State of Minnesota for said use. Tenant shall furnish Landlord with certificates or other evidence acceptable to Landlord that such

Lease Agreement

insurance is in effect which evidence shall state that Landlord shall be notified in writing thirty (30) days prior to cancellation.

- b.) **Fire Insurance.** The Landlord agrees to carry public liability insurance and insurance against fire and such other risks as are, from time to time, included in a standard extended coverage endorsement for the subject building.
- c.) **Waiver of Subrogation.** The parties hereto each mutually agree to waive any cause of action which either may have against the other or the agents of the other for damage or harm to the leased premises, the common areas, or the contents of either, on the leased premises to the extent that such damage or harm is required to be insured against casualty insurance under the terms of this Lease, whether such damage or harm is caused by the negligence or fault of either party or its agent or not; and each party hereto agrees, that, to the extent it actually obtains casualty insurance coverage, such policy shall contain a waiver of subrogation rights on the part of such insurance company as against the other party to this Lease.

13. **IMPROVEMENTS:** Tenant agrees to lease space in "as is" condition. Any work shall be performed by the Tenant at its own cost and expense.

Tenant agrees that it will not alter the leased premises or construct any improvements therein without prior written consent of the Landlord, which consent shall not be unreasonably withheld. Tenant agrees and understands that all improvements or alterations which shall be made pursuant to this paragraph, with the exception of the trade fixtures, shall be deemed to be fixtures and shall, at the expiration of this Lease, become part of the realty and the property of the Landlord. Landlord agrees that Tenant may remove any of its trade fixtures at the expiration of this Lease. Tenant agrees to repair any damage to the leased premises which may be caused by the removal of trade fixtures.

14. **ACCESS:** Tenant agrees that the Landlord may enter the leased premises either upon providing Tenant notice or during business hours to check for or perform routine maintenance required to be performed hereunder, and for all other purposes for which such an entry is desirable under the terms of this Lease. Landlord agrees that its entry into the premises to engage in any repairs will be done at such times and in such manner as to minimize interference with Tenant's business.

15. **DEFAULT:** Landlord shall give written notice to Tenant of any default under this Lease in the payment of rent or otherwise, and Tenant shall have the right for ten (10) days after receipt of such notice to cure any default with respect to the payment of rent and, with respect to any other default, shall have such time as may be reasonably necessary to cure such default.

In the event the Landlord shall default in the performance of any covenants agreed to be performed by Landlord, Tenant may give written notice to Landlord specifying the default and Landlord shall have 30 days after receipt of notice to cure the default. Tenant agrees that, in the event notice is given to the Landlord as aforesaid and Landlord is unable to complete performance of such breached covenant within the thirty-day period specified but is nevertheless proceeding with due diligence to perform such covenant at the expiration of such period, the period within which the foregoing remedies may be exercised, shall be extended to whatever reasonable time is necessary for the Landlord to reasonably complete such performance, after which time such remedies shall be applicable.

16. **DAMAGE TO BUILDING:** In the event of damage by fire or other casualty to the building in which the leased premises are located, if the damage is so extensive as to amount practically to the total destruction of the leased premises or of such building, this lease shall cease, and the rent shall be apportioned to the time of the damage. In all other cases where the leased property is damaged by fire or other casualty, Landlord may repair the damage with reasonable dispatch, and if the damage has rendered the leased property untenable, in whole or in part, there shall be an apportionment of the rent until the damage has been repaired. The Landlord shall have the right to cancel this Lease by giving Tenant

Lease Agreement

written notice of its intention so to do within 30 days of the time of damage. This thirty (30) day notice shall be applicable only to circumstances where the premises has been substantially destroyed.

17. **CONDEMNATION:** In the event any part of the lease premises or common facilities servicing such premises is taken by public authority through the power of eminent domain, or conveyed by Landlord in lieu of an actual condemnation to any public authority, the Tenant or Landlord may, at its option, declare this Lease terminated without further obligation shall cease as the day possession of such condemned or conveyed portion is given to public authority.

If Tenant elects to remain in possession of that portion of the leased premises which remains after the condemnation, it is agreed that the rent shall be reduced thereafter by an amount proportionate to the actual portion of the leased premises taken or, in the event no part of the leased premises is taken, but part of the common facilities is taken, the rent shall be reduced by an equitable amount to be agreed upon by the parties. In the event the Tenant elects to continue possession of the leased premises to an architecturally whole unit.

The parties agree that each shall retain whatever portion of the condemnation award is made to either by the condemning authority and that neither shall have claim to that portion of the award made to the other.

18. **ASSIGNMENT, SUBLETTING, or TRANSFER:** Landlord agrees that the Tenant may assign this Lease or sublease the premises at any time with the prior written consent of the Landlord which consent will not be unreasonably withheld, but it is understood that Tenant specifically agrees that such assignment or subletting shall not release it from any of the obligations assumed by it under this Lease and that it shall continue to be liable hereunder throughout the term of any such assignment or sublease.

In the event the Landlord shall assign his rights under this Lease or shall transfer his interest in said leased premises, it is understood that the assignee shall be bound by all the terms and conditions of this Lease and that the Landlord shall do all that is necessary to protect the rights of the Tenant in the event of any such assignment.

19. **HOLDING OVER:** Any holding over of the leased premises after the expiration or other termination of this Lease or any renewal or extension thereof shall operate and be construed as a tenancy from month to month at the same monthly rental rate that applied to the last preceding month and subject to all the other terms and conditions herein provided, and in no event shall the tenancy be deemed to be one from year to year or longer period. However, nothing contained herein shall be construed as consent by the Landlord to the holding over of the leased premises by Tenant.

20. **NOTICES:** For purposes of this Lease, it is agreed that any notices that are required to be given by the terms hereof shall be given by mail, certified with a return receipt requested, sent to the following addresses:

Landlord: John Hough, La Famiglia LTD - PO Box 6515 Fargo, ND 58109

Tenant: Superintendent
Moorhead Public Schools
810 4th Ave So.
Moorhead, MN 56560

and any notices sent in such manner shall be conclusively presumed to be sent correctly whether actually received by the party hereto or not, unless the party shall hereafter notify the other in writing of an address change.

Lease Agreement

21. **ARBITRATION:** The parties hereto agree to make a good faith effort to reach agreement on all matters in dispute under this Lease agreement. In the event of any inability to reach agreement on any matter or controversies arising hereunder (including but not limited to) controversies with respect to plans and specifications to be prepared as provided herein, construction on the building, rental rates with respect to options exercised hereunder, the same shall be submitted, at the election of either party, to arbitration and presented for resolution to the American Arbitration Association under its rules then in effect. The decision of the American Arbitration Association shall bind the parties hereto and their successors or assigns, and such decision shall have the same force and effect as a decree of a court having competent jurisdiction over the controversy. The cost of said arbitration shall be borne equally by the parties.
22. **SUCCESSORS:** The conditions, covenants, and agreement in the foregoing Lease agreement to be kept and performed by the parties hereto shall be binding upon said parties, their heirs, executors, administrators, successors, and assigns.
23. **ENTIRE AGREEMENT:** This agreement constitutes the entire agreement between the parties, and each party understands that there are no other oral understandings or agreements other than those set out herein. This agreement cannot be added to, altered, or amended in any way except by a written agreement signed by both of the parties hereto.
24. **NO SMOKING:** Smoking is not permitted anywhere in or on the entire property.
25. **DOOR LOCKS AND KEYS:** Landlord shall provide Tenant two sets of keys to the demised space. Any changes to the existing door lock mechanisms done by the Tenant must be with the consent of the Landlord and must conform to the master key system of the property. If Tenant makes changes to the door lock or key mechanism, Tenant shall provide Landlord keys for the new lock mechanism. Upon vacation of the property, Tenant must return the locking mechanism back to its original system and/or condition at its own expense.

IN WITNESS WHEREOF, the parties have hereto set their hands and seals this ____ day of _____, 2004.

LANDLORD
La Famiglia LTD

Date _____

By: _____

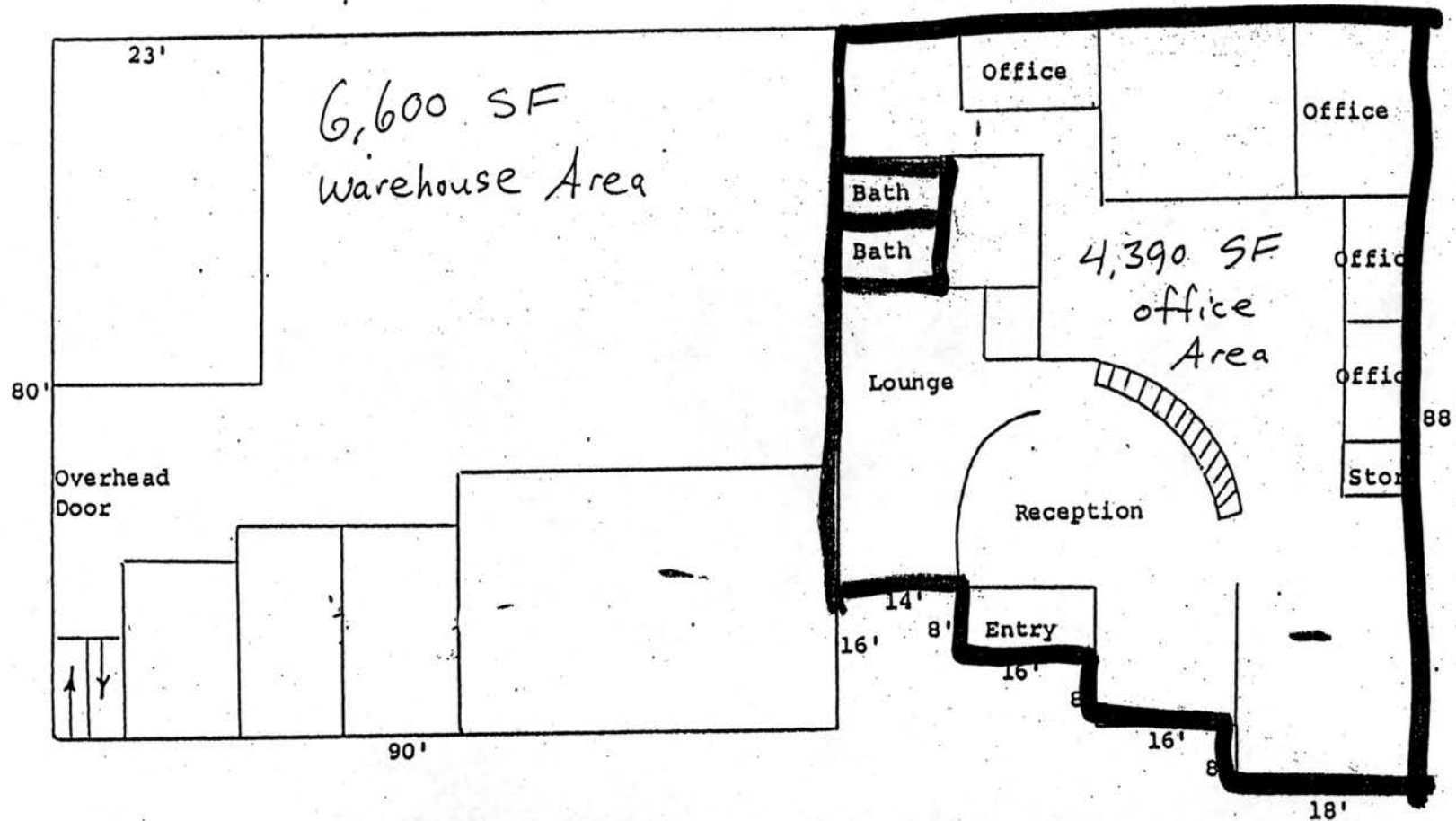
Its: _____

TENANT
Moorhead Public Schools

Date _____

By: _____

Its: _____



FIRST FLOOR

Floor Plan

Exhibit A

HUMAN RESOURCE

MEMO #: HR .05.010



TO: Dr. Larry Nybladh
FROM: Ron Nielsen
SUBJECT: Family Medical Leave
DATE: August 2, 2004

The administration requests Family/Medical Leave for the following people:

Betsy Tengesdal Deaf/Hard of Hearing teacher, Horizon Middle School, to begin approximately December 8, 2004 for 12 weeks.

SUGGESTED RESOLUTION: Move to approve the Family/Medical Leave for Betsy Tengesdal pursuant to Section IV, Article 38 of the Teachers' Master Contract.

RN/smw

HUMAN RESOURCE

MEMO #: HR .05.009



TO: Dr. Larry Nybladh
FROM: Ron Nielsen
SUBJECT: Resignation
DATE: August 2, 2004

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

Juneve Givers	Paraprofessional, RRALC, effective July 30, 2004
Georgia Gregoire	Secretary, Sr. High, effective September 1, 2004
Pat Geraghty	Secretary, ECFE/EIS, effective July 14, 2004
Kevin Pavola	Custodian, Sr. High, effective August 13, 2004

SUGGESTED RESOLUTION: Move to approve the resignation of Juneve Givers, Georgia Gregoire, Pat Geraghty and Kevin Pavola as presented.

RN/smw

HUMAN RESOURCE

MEMO #: HR .05.012



TO: Dr. Larry P. Nybladh, Superintendent

FROM: Ron ~~Hansen~~ *[Signature]*, Director of Human Resources

SUBJECT: New Employees

DATE: August 2, 2004

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

Shanna Anderson	Interpreter, Sr. High, \$14.16 per hour, effective August 31, 2004. (Replace Shari Monilaws)
Kathryn Evenson	Language Arts Teacher, Horizon Middle School, BA (0) \$28,268, effective for the 2004-2005 school year. (Replace Wayne Ingersoll)
Jennifer Stompro	Spanish Immersion Teacher, Hopkins Elementary, MA (2) \$35,862, effective for the 2004-2005 school year. (Replace Melina Hernandez)
Susan Whetter	Family Consumer Science Teacher, Sr. High, BA (5) \$33,556, effective for the 2004-2005 school year. (Replacing LaRae Rosenfeldt)
Lynne Fillion	Math Teacher, .75 FTE at Sr. High, BA (0) \$21,201, effective for the 2004-2005 school year. (Replacing Jace Lahlum)

SUGGESTED RESOLUTION: Move to approve the employment of Shanna Anderson, Kathryn Evenson, Jennifer Stompro, Susan Whetter and Lynne Fillion as requested.

RN/jg

HUMAN RESOURCE

MEMO #: HR .05.011



TO: Dr. Larry Nybladh
FROM: Ron Nielsen
SUBJECT: Change in Employment Contract
DATE: August 2, 2004

Wendy Paulson .80 FTE Occupational Therapist to 1.00 FTE effective August 31, 2004
(Replace .20 FTE of Valerie Stevenson)

Valerie Stevenson .80 FTE Occupational Therapist to .60 FTE effective August 31, 2004
(Voluntary Reduction)

Michaela Ludwig .857 FTE English Teacher to 1.00 English Teacher, effective August 31, 2004 (Replace Lucia Schroeder)

Loreen Wilson 2.75 hours per day Food Service Computer Operator at Riverside to 5 hours per day Food Service Secretary at Sr. High effective July 29, 2004
(Replace Lori Ishaug)

SUGGESTED RESOLUTION: Move to approve the change in contract for Wendy Paulson, Valerie Stevenson, Michaela Ludwig and Loreen Wilson.

RN/smw

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JULY 19, 2004
PAGE 1**

MEMBERS PRESENT: Lisa Erickson, Cindy Fagerlie, Sonia Hohnadel, Carol A. Ladwig, Mike Siggerud, Kristine Thompson, Bill Tomhave, and Dr. Larry P. Nybladh.

MEMBERS ABSENT: None.

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 revised.

APPROVAL OF AGENDA: Fagerlie moved, seconded by Siggerud, to approve the agenda as presented. Motion carried 7-0.

WE ARE PROUD:

*** **We Are Proud** of Moorhead School Board member Cindy Fagerlie who has been honored by the Minnesota School Boards Association for completing the MSBA Leadership Development Program. The award recognizes those who have successfully attended the Phase I, II and III Orientation workshops.

*** **We Are Proud** of Pam Gibb, communications coordinator, whose work on the 2003-2004 Calendar and School Information publication was recognized by the National School Public Relations Association (NSPRA). The district calendar, with the theme "Blueprint for Excellence," received an award of honorable mention in NSPRA's 2004 Publications and Electronic Media Contest.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS: None.

ORGANIZATION OF THE SCHOOL BOARD:

Meeting Date, Time and Location - Erickson moved, seconded by Tomhave, to set the set the regular meetings of the school board for 7:00 p.m. in the Townsite Centre Board Room (August and September) and Probstfield Center for Education Board Room (beginning October) on the second and fourth Monday of each month with the following exceptions: December 13 (one meeting in December) and the annual organizational meeting Monday, July 18 (one meeting in

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JULY 19, 2004
PAGE 2**

July). Motion carried 7-0.

School Board Compensation - Hohnadel moved, seconded by Fagerlie, to set the board member compensation rate at \$550 per month for the 2004-2005 school year. Motion carried 7-0.

Committee Appointments - Hohnadel moved, seconded by Ladwig, to approve the following committee appointments for the 2004-2005 school year.

DISTRICT-WIDE STANDING COMMITTEES:

Erickson and Siggerud - Activities Council
Tomhave and Ladwig - Community Education Advisory Council
Thompson and Siggerud - District Care Team Committee
Erickson and Siggerud - Human Rights Committee
Tomhave and Hohnadel - Instruction and Curriculum Advisory Committee (ICAC)
Ladwig and Hohnadel - Long Range Planning (LRP) Committee
Fagerlie and Siggerud - Policy Review Committee

ADMINISTRATIVE COMMITTEES:

Not Required - Calendar Committee
Fagerlie - Continuing Education Committee
Fagerlie - Early Childhood Family Education (ECFE) Advisory Council
Ladwig and Thompson - Health/Safety/Wellness Committee
Thompson - Indian Education/JOM Parent Committee
Erickson and Thompson - Legislative Committee
Erickson - Minnesota State High School League
Thompson and Hohnadel - Negotiations Committee
Ladwig - Sabbatical Leave Committee
Thompson and Siggerud - Staff Development Committee
Members Rotate - Superintendent's Advisory Council
Thompson - Technology Committee
Hohnadel - Title I Parent Advisory Committee

COMMUNITY COMMITTEES:

Ladwig and Erickson (Hohnadel Alt.) - Clay County Joint Powers Collaborative Board (CCJPC)
Ladwig - Interagency Early Intervention Committee (IEIC)

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JULY 19, 2004
PAGE 3**

Tomhave and Thompson - Joint Powers Committee
Tomhave - LCSC Representative Assembly

ADOPT-A-SCHOOL:

Ladwig - Ellen Hopkins
Fagerlie - Robert Asp
Hohnadel - S.G. Reinertsen
Thompson - Horizon Middle
Tomhave - Moorhead High
Siggerud - Red River Area Learning Center

Motion carried 7-0.

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

2004-2005 Minnesota State High School League Membership - Approve the resolution of membership into the Minnesota State High School League for 2004-2005.

2004-2005 Minnesota Academic Excellence League Membership - Approve the Minnesota Academic Excellence League membership for basic membership services at a rate of \$175.

Grants - Approve the grant from Wal-Mart in the amount of \$1,500 for Moorhead Adult Basic Education to purchase software for the English as a Second Language Program to promote adult literacy in the community and approve the 2003-2004 Title II Part D - Enhancing Education Through Technology Formula grant in the amount of \$24,144.

Grant Application - Approve the 2004-2005 Consolidated Application for Elementary and Secondary Education Consolidation Application in the following amounts: Title 1 Part-A \$823,345.57; Title II Part-A Improving Teacher Quality \$293,414.83; Title II Part-D Educational Technology \$19,335.76; Title III, LEP Program \$35,780.42; Title IV Safe and Drug Free Schools \$32,484.88; and Title V Innovation Programs \$27,971.54 for a grand total of funds to be \$1,232,333.

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JULY 19, 2004
PAGE 4**

Gift - Approve the donation from Alan McAvoy, Technical Training Manager, Minneapolis Training Center, of a Chrysler DRB III Scan Tool, Serial Number 1934000121 - PEP Module Number 1961902997 valued at \$6,000. The donation will be used in the Moorhead High School Automotive Department.

Contract - Approve the clerical services contract with West Central Regional Juvenile Center for the 2004-2005 school year. The school district's share is one-half of the clerical services or \$18,969.50 billed in quarterly amounts of \$4,742.37.

Investment of Excess Funds for 2004-2005 - Approve the resolution for investment of excess funds giving authority and responsibility to the Assistant Superintendent for Business Services or designee in accordance with M.S. 118A for the 2004-2005 school year.

Financial Transactions - Authorize the listed personnel to make transactions on the listed accounts for the 2004-2005 school year.

Official Depositories - Designate the 2004-2005 school district official depositories of Wells Fargo Bank, Bremer Bank, State Bank & Trust, Hawley State Bank, Northwestern, Minnesota School District Liquid Asset Fund Plus, Moody Investors, and Morgan Stanley. Bonds are handled by Wells Fargo Bank-Minneapolis and Depository Trust Corporation.

Payment of Goods and Services - Approve the resolution to authorize the Assistant Superintendent for Business Services to make payment for goods and services in advance of Board approval for the 2004-2005 school year, consistent with M.S. 123B. 11. 123B.02, and 471.38.

NSF Checks and Leases - Approve the resolution for collection of NSF checks and leases giving authority and responsibility to the Assistant Superintendent for Business Services for 2004-2005 school year.

School Leaders Errors & Omissions Insurance Deductible - Approve the Moorhead Public School District to pay the deductible for any employee or school board member who is protected by the school district's current School Leaders Errors & Omissions Insurance.

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JULY 19, 2004
PAGE 5**

Teacher Recall

Patricia Haugen - Kindergarten teacher, .50 FTE at Reinertsen Elementary, effective for the 2004-2005 school year.

Family/Medical Leave

Peggy Simonson - 1st Grade teacher, Reinertsen Elementary, to begin approximately October 7, 2004 until January 3, 2005.

Extended Leave of Absence

Chris Nellermoe - Science teacher, Horizon Middle School, to begin with the 2004-2005 school year for at least three years but not to exceed five years.

Secretarial Recall

Mary Flickinger - Library Secretary, Hopkins Elementary 4 hours per day for 186 days per year, effective for the 2004-2005 school year.

Resignations

Amy Luck - Paraprofessional on Leave of Absence, Riverside, effective July 5, 2004.

Mark Jenkins - Custodian, Sr. High, effective July 19, 2004.

Jill Lavelle - Counselor, Sr. High effective July 6, 2004.

New Employees

Margreta Staiger - Registrar, Sr. High, B22 (0-2) \$11.96 per hour, effective July 12, 2004.
(Replacing Sheila Bjerke)

Lisa Forsberg - Elementary Counselor, MA (1) \$34,572, effective for the 2004-2005 school year.
(New position)

Official Newspaper - Designate *The Forum* as the district's official newspaper for the 2004-2005 school year.

Legal Services - Approve obtaining legal assistance on a time and material basis.

Minnesota School Boards Association Membership - Approve the 2004-2005 Minnesota School Boards Association membership in the amount of \$7,049.

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JULY 19, 2004
PAGE 6**

Lakes Country Service Cooperative - Approve the 2004-2005 Lakes Country Service Cooperative service agreement as presented. The membership cost is \$5,000 and all other services are fee based.

Minutes - Approve the June 14 and 28, 2004 meeting minutes as presented.

Claims - Approve the July Claims, subject to audit, in the amount of \$3,891,613.85.

General Fund:	\$1,444,775.00
Food Service:	38,283.07
Community Service:	39,655.42
Building Construction	2,368,900.36
TOTAL	\$3,891,613.85

Motion carried 7-0.

COMMITTEE REPORTS: None.

SALE OF PROPERTY: Siggerud moved, seconded by Tomhave, to approve the purchase agreement for the sale of property described as, Lots Thirteen (13), Fourteen (14), and Fifteen (15), in Block Four (4) of Moore's First Addition, to the Lake Agassiz Habitat for Humanity for the purchase price of \$10,000. Motion carried 7-0.

APPROVAL OF MOORHEAD HIGH SCHOOL STUDENT HANDBOOK: Siggerud moved, seconded by Fagerlie, to approve the Moorhead High School Student Handbook with the suggested changes. Motion carried 7-0.

STRUCTURAL BALANCE: Ladwig moved, seconded by Tomhave, to approve the Individual Settlement-Balanced Budget Projection as presented in regards to the Master Agreement for Custodians. Motion carried 7-0.

CUSTODIAN MASTER AGREEMENT: Fagerlie moved, seconded by Tomhave, to approve the 2004-2006 Master Agreement for Custodians as presented. Motion carried 7-0.

APPROVAL OF SALE OF LINCOLN SCHOOL: Tomhave moved, seconded by Siggerud, to approve the following resolution: Whereas, the Moorhead Area Public School District has

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JULY 19, 2004
PAGE 7**

offered Lincoln School for sale; and Whereas, Minnesota Statute does not require bidding for the sale of real property; and Whereas, Fargo Youth Commission made the highest purchase offer in the amount of \$200,000 plus contingencies as per purchase agreement. Be It Hereby Resolved, by the School Board of Independent School District No. 152, that Lincoln School be sold to the Fargo Youth Commission for the amount of \$200,000 plus contingencies as per purchase agreement and that the Chair and Clerk be authorized to sign all documents necessary to complete the sale. Motion carried 7-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: Vice Chairperson Erickson thanked staff involved for providing a tour of Moorhead High School to participants attending their 1974 Class Reunion. Clerk Ladwig reminded Board members of the School Board Retreat scheduled for July 20 at the Courtyard by Marriott at 8 a.m. Chair Thompson reminded Board members of the upcoming MSBA Summer Seminar scheduled for August 11-13, 2004 in Bloomington.

ADJOURNMENT: Hearing no objections, the meeting adjourned at 8:36 p.m.

Carol Ladwig, Clerk

**SPECIAL MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JULY 20, 2004
PAGE 1**

MEMBERS PRESENT: Lisa Erickson, Cindy Fagerlie, Sonia Hohnadel, Carol A. Ladwig, Mike Siggerud, Kristine Thompson, Bill Tomhave, and Dr. Larry P. Nybladh.

MEMBERS ABSENT: None.

GUEST PRESENT: Jan Rhode, Director of Board Development, Minnesota School Boards Association.

ADMINISTRATIVE TEAM MEMBERS PRESENT: Lynne Kovash, Mark Weston, Dan Markert, and Jill Skarvold.

CALL TO ORDER: Chairwoman Thompson called the meeting to order at 8 a.m.

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

APPROVAL OF AGENDA: Hohnadel moved, seconded by Ladwig, to approve the agenda as presented. Motion carried 7-0.

BUILDING MUTUAL EXPECTATIONS: Jan Rhode, Director of Board Development, Minnesota School Boards Association, began the inservice by asking Board members to complete the CLPT Leadership Inventory. The group then participated in the activity, "Building Mutual Expectations."

The meeting recessed at 10:00 a.m.; the Chair reconvened the meeting at 10:15 a.m.

Rhode continued her inservice and concluded with a question and answer session. Rhode was asked to join the group for lunch and invited to continue the inservice with the question and answer session following lunch.

The meeting recessed at 12:00 p.m.; the Chair reconvened the meeting at 12:49 p.m.

**SPECIAL MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JULY 20, 2004
PAGE 2**

SCHOOL BOARD CULTURE AND PRACTICE:

The following items were discussed:

1. Board Meeting Protocol
2. Communications
3. Organizational Memberships
4. Other

The Board expressed appreciation to Jan Rhode for her expertise in Board team building exercises.

The meeting recessed at 1:51 p.m.; the Chair reconvened the meeting at 1:56 p.m.

Dr. Nybladh and Board members discussed current and future guidelines on communicating to Board members regarding crisis events.

Markert distributed an inventory sheet for use in determining Board member home computer capability to assist in assessing system compatibility related to opening E-mail attachments, etc. Michelle will contact Board members to schedule home visits with Mr. Markert.

Discussion was held related to changing the School Board meeting day to Tuesdays. Dr. Nybladh asked Board members to consider the impact on schedules and survey the possibility. Meanwhile, an analysis of scheduled activities will be completed to assist in the decision. A discussion will be held again in 6 months.

Discussion was held related to the "Committee Reports" section on the School Board agendas. Dr. Nybladh suggested moving the agenda item to come before the "Other Pertinent Items to Come Before the Board." There was discussion on the future availability of committee minutes provided technologically to Board members.

Discussion was held regarding membership renewal of the National School Board Association. The board unanimously agreed to renew the membership and place the item on the August 9 School Board agenda for approval. Next year this item will be included with the July organizational meeting agenda.

**SPECIAL MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JULY 20, 2004
PAGE 3**

Discussion was held related to broadcasting School Board meetings. Markert noted that technologically the district was at least a year away from the ability to broadcast live Board meetings.

The meeting recessed at 3:05 p.m.; the Chair reconvened the meeting at 3:15 p.m.

THE DISTRICT'S EFFORTS IN PROMOTING PROFESSIONAL LEARNING

COMMUNITIES AND "SMART SCHOOLS": Kovash provided a presentation on the district's efforts related to promoting professional learning communities and "SMART Schools." Board members viewed the video "Through New Eyes - Examining the Culture of Your School", produced by Richard DuFour and further discussion was held.

STRATEGIC PLANNING INITIATIVE:

Review of 2003-2004 Priorities - Dr. Nybladh provided a brief review of the July 2004 , PROGRESS REPORT- DRAFT, "2003-2004: Our Priorities." Board members were asked to review the document and contact the Superintendent's Office the week of August 26th with any suggested revision, changes and/or enhancements.

Determination of 2004-2005 Priorities - Dr. Nybladh presented his ideas related to determining a long range strategic planning model.

Comprehensive Strategic Planning Process - This item will be discussed at a future meeting.

SET DATE/TIME FOR SCHOOL BOARD TOUR OF FACILITIES: Due to personal summer schedules of Board members, no single date could be agreed on to tour the facilities. Dr. Nybladh offered personal tours prior to the last Board meeting in August or at anytime Board members requested.

ADJOURNMENT: Hearing no objections, the meeting adjourned at 5:00 p.m.

Carol Ladwig, Clerk

MEMO #: S-05-009

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent



DATE: August 9, 2004

RE: 2004-2005 NSBA Membership Renewal

Please find attached information related to the 2004-2005 membership renewal to the National School Boards Association (NSBA). The 2004-2005 NSBA National Affiliate membership fee will be \$3,250.

Suggested Resolution: Move to approve the 2004-2005 membership renewal fee to the National School Boards Association (NSBA) National Affiliate membership in the amount of \$3,250.

LPN:mde
Attachments

JUN 17 2004



June 15, 2004

Dr. Larry Nybladh
Superintendent
Moorhead Public School District #152
810 4th Ave S
Moorhead, MN 56560-2800

*Excellence and Equity in
Public Education through
School Board Leadership*

Dear Dr. Nybladh:

I know this is a busy time of year with end of school and graduation events filling the schedule, but I wanted to be sure you're aware that your current NSBA National Affiliate enrollment will expire on June 30. I hope your district has already begun to process the renewal; I'm sure you don't want to take a chance on missing out on any of your National Affiliate services. I've enclosed a copy of your renewal invoice reminder just in case the paperwork has not made its way to your desk.

My colleagues here at NSBA and I value your district as an active National Affiliate partner. You're part of the united national voice that speaks out for local governance of public education.

Today, when the threat of federal school vouchers, under funded federal mandates, and the strictures of No Child Left Behind are creating enormous challenges for local districts, your district's advocacy role is critical.

Please take a moment to call or email a message to me indicating your district's intention to renew your National Affiliate membership. It will take only a moment to contact me so that I know how you and your board want NSBA to proceed with your National Affiliate services. I hope your response will be to affirm your continued participation as a National Affiliate partner.

NSBA's goal continues to be to assist you in your daily efforts to mobilize resources, solve public education challenges, advocate issues for school districts, and bring individual goals to fruition. NSBA's advocacy on behalf of school districts is possible only because of the support of our more than 2,400 active National Affiliate members. Please do not hesitate to look to NSBA as your partner in efforts to ensure education excellence and improve student achievement.

I hope you will act now to renew your district's affiliation with NSBA. I will be happy to address any questions you may have; **please contact me at 703/838-6746 or by email at bmetz@nsba.org.**

I look forward to hearing from you.

Sincerely,

Bonita M. Metz
National Affiliate Director

27



National School Boards Association

1680 Duke Street, Alexandria, VA 22314-3493

Phone: 703-838-6722 FAX: 703-548-5560

Federal ID #: 36-2210015

Bill to:

Moorhead Public School District #152
810 4th Ave S
Moorhead, MN 56560-2800

Membership Invoice

Invoice #	0000428646
Invoice Date	03/04/2004
PO #	
Membership #	0000004544

Student Enrollment: 5272

DESCRIPTION		DOLLAR AMOUNT
Charge	NSBA's National Affiliate Membership	\$3,250.00
Membership Period: 07/01/2004 to 06/30/2005		
		\$3,250.00

Of your Annual National Affiliate Membership Dues, \$60 per person will be allocated for a one-year subscription to NSBA's School Board News for your superintendent and each of your board members.

Please send payments to:

NSBA, PO Box 1807, Merrifield, VA, 22116-8007

Please detach and return with your remittance.

Moorhead Public School District #152
310 4th Ave S
Moorhead, MN 56560-2800

Invoice #: 0000428646

Invoice Date: 03/04/2004 Membership #: 0000004544

SELECT PAYMENT METHOD

<input type="checkbox"/> Check enclosed (made payable to NSBA in U.S. funds)
<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX Exp Date ____ / ____
Card # _____
Name as it appears on card _____ (Please print)
Cardholder's Signature _____
Cardholder's Phone # _____
Total Due \$3,250.00 Amount Paid \$ _____

Please send payments to:

National School Boards Association

PO Box 1807, Merrifield, VA, 22116-8007

March 2004

Dear Colleague:



Throughout the past year, you and your board have been benefiting from the tangible features of NSBA's National Affiliate Program;

*Excellence and Equity in
Public Education through
School Board Leadership*

Advocacy

- Legislative Alerts- targeted alerts and updates via web, phone, and fax that equip your board members to participate in national grassroots legislative campaigns.

Information

- National Affiliate *Update*
- *School Board News*
- Student Achievement Series publications
- *Grant Winner*
- Policy Research Briefs
- Library Services
- *NCLB Action Alert*
- National Education Policy Network
- Periodic reports and monographs
- *Leadership Insider*

Networking

- NSBA Conferences
- E-mail Groups
- CUBE Annual Conference
- CUBE Issues Forum
- Periodic briefings

Members only online resources

- Policies
- Funding
- E-mail Groups
- School law perspectives
- Policy briefs
- Publication Archives

Savings

- Publications
- Meetings and Conferences
- Technology Leadership Network

These benefits are only part of what it means to be a National Affiliate. NSBA's National Affiliates support NSBA's advocacy efforts on national education policy and federal legislative issues. Thanks to the support from your school district, NSBA can effectively—

- ✓ **Urge** Congress to increase the federal investment in public education—including Title I, special education, and school construction;
- ✓ **Oppose** efforts at the federal level to establish school voucher programs, which ultimately siphon resources from public education and benefit only a select few school children;
- ✓ **Affirm** its position on the reauthorization of IDEA including implementation and funding issues.

Your advocacy efforts contributed to the \$1.8 billion total increase for IDEA and Title I combined in FY04. However, the proposed budget for FY05 is minimal, a total increase proposed of \$1.7 billion, with \$1.4 billion in program cuts and eliminations to help pay for the overall increase. The proposed and appropriated funds fall short of the need created by the mandates of No Child Left Behind and IDEA, so NSBA's national advocacy efforts – with your continued support – will focus on helping Congress understand your needs. As we head into a very political year, it is important that we all raise the level of grassroots work to ensure that the Congress understands that their responsibility to fund the programs is as critical as your responsibility to make these programs work at the local level.

Thank you for your district's ongoing support that enables NSBA to continue the kinds of work outlined above. Your voice is needed more now than ever.


Bonita Metz,
National Affiliate Director

29

OFFICE OF TEACHING & LEARNING MEMO #: I.05.015



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Moorhead High School Hall of Honor
DATE: August 4, 2004

The Moorhead High School Hall of Honor has been established to recognize alumni, faculty, staff and other community members who have demonstrated notable accomplishments or provided significant contributions to their school, community or society.

Alumni will be recognized for their outstanding accomplishments while at Moorhead High School as well as achievements following graduation. This fall the inaugural members to the Hall of Honor will be recognized at an induction ceremony on September 25 as part of the Moorhead High School's homecoming week.

The nomination form has been attached for your information. The Hall of Honor committee has reviewed all the nominations and conducted research of records to select outstanding candidates. The Hall of Honor committee members are: Gene Boyle, Beth Dille, Phil Seljevold, Dave Grosz, Ken Tangen, Don Hulbert, Kay Peterson, Dewey Possehl and Pam Gibb.

Phil Seljevold and Ken Tangen will present information to the board regarding the background of the committee and announce the first inaugural members to the Hall of Honor.

The administration of Moorhead Area Public Schools expresses appreciation for the hard work of the committee members to make the vision of a Moorhead High School Hall of Honor a reality.

LAK/kmr
Attachment

Moorhead High School Hall of Honor

Nomination Form

Membership in the Moorhead High School Hall of Honor will consist of alumni, faculty, staff and other community members who have demonstrated notable accomplishments or provided significant contributions to their school, community or society.

Alumni will be recognized for their outstanding accomplishments while at Moorhead High School as well as achievements following graduation. Alumni may not be considered for nomination until ten years following their graduation from Moorhead High School. Faculty, staff and other community members will be recognized for their contributions to Moorhead High School. The individual must not be a current employee of the school district and may not be considered for nomination until five years following his or her completion of employment with the district.

A committee will review nominations and conduct research of records to select outstanding candidates for the Moorhead High School Hall of Honor.

Please provide as much of the following information as possible.

Check the appropriate category:

Alumnus/Alumna _____ Former Faculty/Staff _____ Other _____

Name of Nominee _____
(First) (MI) (Last) (Maiden Name)

Graduation Year _____ Retirement Year _____

Present Address _____
(Street) (City) (State) (Zip Code)

Work Phone () _____ Home Phone () _____

In the space below, briefly describe the reasons you feel this individual should be considered as a candidate for the Hall of Honor. Include accomplishments while at Moorhead High School as well as additional achievements and significant contributions to school, community, and society.

Additional information may be attached.

Person making nomination:

Name _____

Address _____

Home Phone () _____

Work Phone () _____

Return Nomination Form to:

Moorhead High School

Hall of Honor

2300 4th Avenue South

Moorhead, MN 56560

**Moorhead High School Hall of Honor
2004 Inductees**

Bernice J. (Marks) Christenson

Bernice Christenson graduated from Moorhead High School in 1936. She earned a bachelor's degree from George Pepperdine College and a master's degree in education from the University of Southern California. Most recently Christenson worked for five years as Director of Alumni and Public Affairs at the University of Southern California's School of Education until her retirement. Prior to that she worked for 30 years for the Los Angeles City School System, including as curriculum supervisor for 600 elementary schools in Los Angeles.

Beverly (Pfeifer) Lynch

Beverly Lynch graduated from Moorhead High School in 1953. She received her bachelor's degree from North Dakota State University, her master's degree in Library Science from the University of Illinois at Urbana Champaign, and her doctorate from the University of Wisconsin, Madison. Lynch is a professor at the Graduate School of Education and Information Studies and Director of the UCLA Senior Fellows Program. Lynch was previously Dean of the Graduate School of Library and Information Science at UCLA.

Margaret Newton

Margaret Newton worked as a teacher and music supervisor for the Moorhead Public Schools from approximately 1915 to 1956. A Moorhead High School graduate, Newton also worked as a vocal music education methods teacher at Concordia College. She continued to work at Concordia following her retirement from the school district. Newton produced and staged an operetta each year for 41 years until she retired. Margaret Newton died in 1971.

Ada (Comstock) Notestein

Ada Comstock graduated from Moorhead High School in 1892. She graduated from Smith College in 1897 and attended Moorhead Normal School, getting her teaching certificate. Comstock taught at the University of Minnesota and then became the university's first dean of women. Later she served as dean at Smith College and president at Radcliffe College. A building is named after her at each of the three campuses with which she was affiliated — University of Minnesota, Smith and Radcliffe. Comstock was also a founder of the American Association of University Women. Ada Comstock Notestein died 1973 at age 97.

Ronald D. Offutt

Ronald Offutt graduated from Moorhead High School in 1960. In high school he distinguished himself in Future Farmers of America, football and wrestling. In 1964, he earned a bachelor's degree in economics from Concordia College. Offutt is the founder and chief executive officer of the R.D. Offutt Company. RDO is the nation's largest producer of potatoes. Additionally RDO operates a farm and dairy operation, three food processing manufacturing plants, and markets its crops through several major processors. Offutt is also the founder, chairman, and chief executive officer of RDO Equipment Co., which owns the largest network of John Deere construction and agricultural equipment dealerships in the country.

Roger O. Pitsenbarger

Roger Pitsenbarger graduated from Moorhead High School in 1939. While in high school, he participated in music and athletics. He attended Concordia College, University of Minnesota, and in 1943 received a bachelor's degree from North Dakota State University. He earned a Jurist Degree from the University of North Dakota Law School in 1947. Pitsenbarger is owner of Kordel, Inc., and he has been involved in many local business ventures. He has also served on the Trinity Lutheran Church Foundation Board, the board of Bio-Medicus and the Concordia College Board of Regents.

Thomas Setter, M.D.

Thomas Setter graduated from Moorhead High School in 1953. In high school, Setter was involved in numerous activities including Senior Class President, wrestling, Student Council, and the student newspaper. Setter graduated from the University of North Dakota and completed his medical education at Creighton University in Omaha, Nebraska, in 1960. Setter worked as an orthopedic surgeon at Setter Orthopedics until retiring in 1993. Setter has been active in Rotary International and since 1997 he has been a Rotary volunteer traveling to Tanzania to volunteer his medical services and orthopedic skills to those less fortunate.

Rein A. Uritam

Rein Uritam graduated from Moorhead High School in 1957. He graduated from Concordia College in 1961, earning his master's degree from Oxford University and his doctorate from Princeton University in 1968. At Oxford, Uritam was a Marshall Scholar, one of 24 awarded nationally. Uritam is currently a professor of physics at Boston College. From 1991 to 2001, Uritam served as president of the Association of Marshall Scholars. He also served with the British Ambassador on the national selection committee for Marshall Scholars. For his service, he was knighted and awarded membership in the order of the British Empire by Queen Elizabeth. The investiture was January 17, 2002.

OFFICE OF TEACHING & LEARNING MEMO #: I.05.012



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Elementary Handbook
DATE: August 3, 2004

Attached is the student handbook for the elementary schools. According to the School Board Policy 221, the handbook is to be presented to the School Board for annual review.

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

SUGGESTED RESOLUTION: Move to approve the elementary handbook as presented.

LAK/kmr
Attachment

Moorhead Elementary Schools

Parent & Student Handbook

2004-05



Working together for excellence in learning

Ellen Hopkins Elementary School
Robert Asp Elementary School
S.G. Reinertsen Elementary School

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



Elementary School Phone Numbers

Important phone numbers are listed below for each of the Moorhead elementary schools. A complete directory is also available on the district's Web site at www.moorhead.k12.mn.us

Ellen Hopkins Elementary School

2020 11th St. S. 284-4300
 Mary Jo Schmid, Principal 4330
 Diane Rix, Secretary 4301
 Doris Babler, Secretary 4302
 Health Office 4310
 Library Media Center 4334
 Fax 4333

Robert Asp Elementary School

910 11th St. N. 284-6300
 Kevin Kopperud, Principal 6330
 Winifred Evensen, Secretary 6301
 Kathy Enkers, Secretary 6302
 Health Office 6310
 Library Media Center 6334
 Fax 6333

S.G. Reinertsen Elementary School

1201 40th Ave. S. 284-5300
 Anne Moyano, Principal 5330
 Ellie Cossette, Secretary 5301
 Cindi Andel, Secretary 5302
 Health Office 5310
 Library Media Center 5334
 Fax 5333

Daily Schedule

Grades 1-5

Classes Begin 8:25 a.m.
 Lunch Periods Staggered, between
 10:50 a.m. and 1:05 p.m.
 Dismissal 2:50 p.m.

Kindergarten

Morning 8:25-10:55 a.m.
 Afternoon 12:20-2:50 p.m.

School Year Office Hours

7 a.m.-4 p.m. Monday-Friday

**This document can be made available
 in an alternate format such as large print or
 audio cassette. Call 284-3310 to make a request.**

If you do not read English and would like help in your own language, please call 284-3310.

Si usted no lee en inglés y le gustaría que le ayudaran en su propio idioma, por favor llame al 284-3310.

Ky ban không biết đọc tiếng Anh và muốn giúp đỡ
 trong ngôn ngữ của bạn, xin gọi số 284-3310.

ကျွန်းုပ်မသိဘဲအင်္ဂလိပ်စာ
 ကိုယ်တို့ဘာသာစကား
 နားလည်အောင်ကူညီပေးပါ။
 ၂၈၄-၃၃၁၀။

ممكن ان لا تفهم اللغة الانجليزية وتريد المساعدة
 في لغتك، يرجى الاتصال بـ 284-3310.

如果你不懂英語，需要幫助
 請助，請打電話 284-3310。

Welcome Moorhead Elementary Students and Families

Welcome to the new school year! We are eager to work with the students and families at our Moorhead elementary schools in order to provide an exciting, challenging and rewarding school year.

We invite you to become an active member of our educational community. 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. 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.

The success of a community depends upon the collaborative efforts of all its members. Here's to a great year of working together toward our common goal — the best possible school year for our students!

Arrival Time and Morning Routine

We ask that children who do not ride a bus arrive no earlier than 8 a.m. unless they will be eating breakfast at school. Since there is no playground supervisor, prior to 8 a.m., the school does not assume the responsibility of accidents that occur during unsupervised periods. Breakfast is served from 7:45 a.m. to 8:10 a.m.

Procedure for Dropping Off Children

Parents dropping off children at the beginning of the day should use the parking lot. Please exercise caution when letting your child out of the car. Never allow children 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 designated visitor lot and enter the building through the main entrance. All other doors are locked from the outside during the school day. To take a child out of class during the day, parents must come to the office and sign out their child. We do not permit students to wait outside their classroom.

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.

School Safety Procedures and Locked Doors

Visitors are asked to enter the main entrance doors and register at the office before going to any other part of the building or classrooms. The main entrance doors by the office are always unlocked.

To secure the building during the school day, all other doors will be locked. Locked doors are inconvenient at times, but student and staff safety is important and worth some inconvenience. The school staff know the procedures for safety in the event of a lock down or evacuation situation. Locked doors are a proactive step we take to decrease the likelihood of a dangerous incident at school.

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. baby-sitting, running errands). An unexcused absence indicates the student is absent without the consent of the parents. Students who 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

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 8:15 a.m. Students who arrive at school after 8:25 a.m. for any reason, must come to the office for a tardy slip before going to class.

Refer to School Board Policy 515 on the school district's Web site or in the school office.

Reporting Absences

Please call or send a signed note to report all absences. 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

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 and attending a school outside of the Moorhead School District. Refer to School Board Policy 517 on the school district's Web site or in the school office.

New Students

New students are a welcome addition to our school. Please register in the school office. The student will start attending class the next school day following their registration.

Breakfast, Lunch, Milk

A nutritious lunch and breakfast will be served every day. School breakfast is available beginning at 7:45 a.m. Students have a thirty-minute lunch in the cafeteria. Lunch periods are staggered beginning at 10:50 a.m. 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. As the student passes through the lunch line, the student enters his or her student number. 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. We ask parents 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. 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.

Lunch Invitation

Parents are welcome to eat lunch with their children. Come to the office and pay for your lunch when you arrive. Please join us!

Recess

Students in grades 1-5 will have a fifteen minute recess during the school day which will be scheduled by the teacher.

Please do not request that your child be kept indoors for recess 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. A written excuse should be provided to the teacher each day a child is to stay in from recess.

ACADEMIC AND ACTIVITY PROGRAMS

Art

Students in grades 1-5 receive instruction from a certified art teacher. The art teacher also arranges a field trip to a local art museum. In addition to the sessions with art teachers, students will 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. An elementary counselor is at school full time. Students can make an appointment to see a counselor and parents or teachers can recommend or request an appointment for a child.

The Elementary Guidance/Counseling Program has two major components: preventive guidance and individual counseling. 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. 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.

Please feel free to contact the counselor's office with any concerns, questions or comments. All inquiries are strictly confidential.

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. Trips are always well supervised, but we do ask that you sign the "field trip permission" line on the registration form. Your child's teacher will notify you when parent volunteers are needed to assist on field trips. 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 284-3710 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 Media Center

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.

Parents, teachers and the media center staff are in a partnership to encourage children to read, research and access information. We encourage you to share and discuss 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 they are returned promptly. If materials are lost or destroyed, a fee will be charged for replacement.

Minnesota Academic Standards

Academic standards in language arts, math, science and social studies have been adopted for K-12 students in Minnesota. The Moorhead School District is 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 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. See the testing section.

Music

Music instruction is provided every day for grades 1-5. Our music program is designed to encourage music skills and music appreciation through many musical experiences. Music class activities include singing, listening, appreciation, movement, learning and performing music fundamentals on a variety of instruments and performance opportunities. The Moorhead School District sequential music curriculum gives students a step-by-step opportunity to learn music skills that provides the foundation for band, orchestra, and choir in their later school years.

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.

Students may rent a school-owned instrument for \$20 per instrument each semester for each child playing a school-owned instrument. Fee requirements may be waived under certain circumstances. For more information, please contact the school principal regarding School Board Policy 831.

Physical Education

Physical education instruction is provided every day for grades 1-5. 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. Students are required to wear gym shoes for both indoor and outdoor physical education class. They may not wear hard soled shoes or only socks because of the risk of injury. Shoes must fasten with velcro or shoelaces. Slip on, zip-up shoes, shoes with wheels, and shoes with raised heels are dangerous in school. 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.

Articles like pens, pencils, necklaces, 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 physical education class.

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 Safety Patrol

School patrol assists children in crossing streets on their way to and from school. Fifth grade boys and girls are selected to serve on the patrol. These students must obey school regulations to stay on the patrol. The school safety 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.

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.

Spanish Immersion Program

The Spanish Immersion Program at Ellen Hopkins Elementary School provides students the opportunity to become fluent in Spanish as well as English. All children in the district who are entering kindergarten in the fall are eligible to register for the program. Parents choose to enroll in the program. Limited space is available in grades K, 1 and 2.

The curriculum goals of the immersion program are the same as the goals for all elementary schools in the Moorhead School District. The students will learn the same subject content that other students learn in the elementary school setting. The difference is that the classes are taught in Spanish. Many schools report improved standardized test scores and improved English language skills for immersion students by the time they are in grades 5 and 6. For more information, contact Mary Jo Schmid, Ellen Hopkins Elementary principal, at mjschmid@moorhead.k12.mn.us or (218) 284-4330.

Testing

Measures of Academic Progress (MAP) are a series of tests that measure your student's general knowledge in reading, language usage, and math. The tests are given to students in grades 2, 3, 4 and 5 in the fall and the spring. 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.

Third, fourth and fifth grade students take the Minnesota Comprehensive Assessment in the late spring. The

tests evaluate learning in reading and math and are based on the Minnesota Academic Standards. The scores are used to see how children are progressing and to evaluate our school's instructional program. Student attendance on testing days is very important. Absent students will be tested on a test make-up day. Students results are mailed directly to the parent or guardians.

POLICIES

Activity Travel

Students and their coaches participating in athletic and/or academic activities at the state and national levels should refer to School Board Policy 543 on the Web site or in the school office.

Bullying

An act of bullying, by either an individual student or a group of students, is prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. Refer to School Board Policy 578 on the school district Web site or in the school office.

Child Abuse and Neglect

It is the policy of the Moorhead Area Public Schools to fully comply with Minnesota Statute 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse. It is the responsibility of Moorhead Area Public Schools to protect children whose health or welfare may be jeopardized through physical abuse, neglect or sexual abuse; and, to make the school community safe for children by promoting responsible child care in all settings. 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.

It shall be a violation of school district policy for any school personnel to fail to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

Refer to School Board Policy 534 on the Web site or in the school office.

Crisis Management

Each elementary school 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, each elementary has a 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.

Drug-Free and Weapon-Free Zones

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

Refer to School Board Policies 572 and 576 on the Web site or in the school office.

Harassment and Violence

Moorhead Area Public School District 152 Policy Against Religious, Racial, Sexual Orientation, National Origin, and Sexual Harassment and Violence

1. Everyone at Moorhead Area Public Schools has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial, sexual orientation, national origin, or sexual harassment and violence of any kind.
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sexual orientation, national origin, sex or gender:
 - a. name calling, joking or rumors;
 - b. pulling on clothing;
 - c. graffiti;
 - d. notes or cartoons;
 - e. unwelcome touching of a person or clothing;
 - f. offensive or graphic posters or book covers; or
 - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If you believe you have been the victim of any type of harassment you should report it to any school district official.
4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.
5. Your right to privacy will be respected as much as possible.
6. The school district will investigate all reports of religious, racial, sexual orientation, national origin, or sexual harassment or violence and the school district will take all appropriate actions based on your report.
7. The school district will also take action if anyone tries to intimidate you or take action to harm you because you have reported a concern.
8. This is summary of the school district policy against religious, racial, sexual orientation, national origin, and sexual harassment and violence.

For additional information refer to School Board Policy 570 on the school district 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 plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, coach/advisor, volunteer, contractor, or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, coach/advisor, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
 - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
 - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health, or dignity of the student or discourages the student from remaining in school.
 - 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURE

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

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

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

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

V. SCHOOL DISTRICT ACTION

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

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

C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

VI. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. DISSEMINATION OF POLICY

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

Legal References:

Minnesota Statute 121A.69 (Hazing Policy)

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

Cross References:

Moorhead School Board Policy 551: Student Discipline

Moorhead School Board Policy 570: Prohibition of Harassment and Violence

Moorhead School Board Policy 541: Student Activity Eligibility

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 or obtained at a school office. 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 Possessions, 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 pinups 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

Smoking and the use of tobacco products shall be prohibited on all school district property, including district-owned and contracted vehicles. 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. This prohibition includes all school district property and all off campus school district-sponsored events.

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.

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. 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.

Refer to School Board Policy 573 on the Web site or in the school office.

Weather Related and Emergency 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 the school 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.

DISCIPLINE PLAN

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. If a serious problem occurs, parents will be asked 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 called. Successful learning is contingent upon the self-discipline of each student as well as group discipline which supports a positive learning climate.

Please read the District 152 Discipline Policy Handbook which each student receives the first day of school. The handbook outlines district policies that pertain to all students.

Discipline at School

Moorhead Area Public Schools believe that discipline is a subject that can be "taught," just as we teach reading and writing and math, and that children learn best when they are actively engaged and invested in constructing their own understandings. The goals of our classroom and school-wide approaches to discipline are to:

- establish a calm, orderly and safe environment for learning;
- foster an appreciation for the role of rules in school;
- help children develop self-control and self-discipline;
- teach children to be responsible, contributing members of a democratic community; and
- promote respectful, kind and healthy teacher-student and student-student interactions.

Teachers are guided by School Board Policy 551 Student Discipline.

The policy specifies teacher responsibilities for student discipline, including the following:

- To encourage students to develop self-discipline and respect for authority.
- To treat students with dignity.
- To recognize individual differences among students.
- To prepare a written plan for discipline that meets his/her needs and confer with the principal regarding the acceptability of the plan. These rules shall be posted in the classroom and given to students.
- To inform parents/guardians through standardized notification of student deficiency.

The school board policy also specifies the responsibilities of all other school personnel to the goal of maintaining a school climate conducive to learning. They are:

- To maintain discipline according to all rules and regulations as outlined in the discipline policy and building handbook.
- To communicate or confer with teachers or administrators regarding discipline problems.
- To deal with students in a firm, fair, and consistent fashion.

Teachers will create classroom rules with their students during the opening days of school.

If a teacher decides to involve the principal in a disciplinary situation, or if the principal becomes involved as the result of a situation in one of the common areas of the school, the procedure will be:

- a. The principal will consult with the student's teacher if possible before deciding upon a course of action. One exception is acts of physical aggression on the playground, where students will normally be assigned to spend one or more days of their noon recess time off the playground.

After-school detention is a consequence that may be assigned by a teacher or by the principal in consultation with the teacher. In-school suspension is an option but it is a major and complex consequence assigned by the principal only. In cases of in-school suspension the principal will contact the parent. In-school suspension will most often be the consequence for gross disrespect, fighting or serious injury to another person.

At the elementary level our goal is to have a positive atmosphere for learning. Our school discipline plan 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 property

respect people
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

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.

School Bus Service, Safety and Responsibility

School bus transportation is provided to any student who lives within their attendance area 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.

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 10 day riding suspension from riding the bus and a meetings with parents. Further offenses are individually considered. Students may be suspended for longer periods of time including the remainder of the

school year. When a student goes 60 calendar days without a report, the student's consequences may start over at the first offense. For any significant bus conduct incident, a bus conduct report is sent to the student's principal and to the student's 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.

Refer to School Board Policy 720 and 721 on the Web site or in the school office.

Student Dress and Appearance

It is the policy of the 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).

When 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. If students should wear an article of clothing that is inappropriate, they will be asked to wear something else or to turn the article of clothing inside-out and will be advised not to wear the clothing to school again. Parents/guardians may be notified. Head coverings and hats are not allowed to be worn in the building except with the approval of the building principal.

Refer to School Board Policy 577 on the school district Web site or in the school office.

MEETING UNIQUE NEEDS

English as a Second Language (ESL)

We provide small group and individual instruction in speaking, reading, and writing English for our students whose first or primary language is not English.

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.

Health Services

Our health office is staffed during school hours by a full-time health technician trained in first aid and CPR. A licensed school nurse is scheduled to be in the health office several hours per week and is on call at all times in cases of serious injury or illness at school. 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 children's health.

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)
- 1 - Varicella (Chicken Pox) or history of disease

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 if your child is staying home because of illness. Let us know if he or she has a contagious illness such as chicken pox, 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. Students should also have a normal temperature for 24 hours prior to returning to school after an illness.

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 Policies 530 and 532 on the Web site or in the school office.

Special Education Services

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, and an adaptive physical education teacher. 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 Program (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 fifth 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 grade (Explore) and for fourth and fifth grade (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.

Other Supplemental Programs

At the elementary level we also offer programs that provide extra help and instruction in reading, writing, and math. These include Reading Recovery, Early Literacy Groups and Title I support at Hopkins and Asp. The America Reads program provides MSUM and Concordia College 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 Principal.

PARENTS AND TEACHERS IN PARTNERSHIP

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. Should that fail, an appeal may be filed with the School Board 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 October 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.

Our elementary schools 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. Students may not use cell phones during the school day.

Parent Teacher Advisory Council (PTAC)

We have a very active Parent Teacher Advisory Council 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 the school 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 or attend PTAC meetings. Meetings are announced in the newsletter and on the outdoor school sign.

PowerSchool

PowerSchool, the district's student management system, provides information about your student's attendance and lunch account balance. Parents are provided usernames and passwords to access information about their child. Usernames and passwords have not changed. Parents that do not have a username and password may get those in the school office. Parents must bring a photo ID with them.

Visitors to the Building / 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.

Refer to School Board Policy 905 on the Web site or in the school office.

OTHER INFORMATION

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 and fifth grade students. The school area is very challenging for bike riders due to the large number of cars, buses, and pedestrians. Students are required to park their bikes in a bike rack and are strongly encouraged to lock their bikes. Students are also strongly encouraged to wear helmets when biking.

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.

Gift Giving

Gifts from students to staff are discouraged. A note from a student to express gratitude and appreciation to a staff member is welcome and appropriate. Individuals interested in making a gift to the school are encouraged to talk to the principal.

Insurance

Student insurance is designed primarily to offer 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.

Liability for Lost or Stolen Articles

Students are reminded not to bring valuable articles to school. The school is not responsible for any lost or stolen articles of personal property.

Lost and Found

Each year many articles of clothing and other items are lost. Please encourage your child to inquire about and to look for these articles around their classroom, locker and gym. They should also check the lost and found box. If your child is unsuccessful in finding their missing items, then perhaps a family member should check the box as well. If your child's articles of clothing are marked in some way, it will be much easier to identify and claim them. Unclaimed clothing is donated to charity two to three times per year. Lost glasses, keys and jewelry are kept in the school office.

Nuisance Items

Because of the disruption to our learning environment, nuisance items are not allowed at school. A list of nuisance items includes but is not limited to: personal listening devices, electronic games, CD players, laser lights, and water pistols.

Parking

Each school has a designated area for visitor parking and for student drop-off and pick-up. These areas are designed for student safety. The bus loading areas may not be used for parking or student drop-off and pick-up.

Patriotic Exercises

In all classroom buildings K-12, the Pledge of Allegiance to the flag of the United States of America will be recited at least one or more times each week. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

Refer to School Board Policy 633 on the Web site or in the school office.

Pets in School

Family pets are not allowed on school grounds or classrooms in Moorhead's K-5 schools. The factors that led

to this position include unpredictable animal behavior, allergies, asthma, and diseases such as rabies. Photos or videotapes of pets are an acceptable method of sharing a pet.

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.

Treats

The Minnesota Health Department recommends that all student treats be purchased commercially.

PUBLIC NOTICE: Protection and Privacy of Pupil Records

Independent School District No. 152 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:

- a. That parent or eligible student has a right to inspect and review the student's education records. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected.
- b. That the parent or eligible student has a right to request the amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. Such a request must be in writing, shall identify the item the parent or eligible student believes to be inaccurate, misleading or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed and dated by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff members (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility, and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student and student health and welfare.
- d. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C 1232g, and the rules promulgated thereunder. Said complaint should be directed to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.
- e. That the parent or eligible student has a right to obtain a copy of the school district's policy regarding the protection and privacy of pupil records.
- f. That copies of the school district's policy regarding the protection and privacy of school records are located in the Superintendent's Office.

2. Independent School District No. 152 has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:

- a. It classifies records as public, private or confidential.
- b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
- c. It establishes procedures and regulations to allow parents or students to request the amendment of student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- d. It establishes procedures and regulations for access to and disclosure of education records.
- e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.

3. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon request

to the Superintendent.

4. Pursuant to applicable law, Independent School District No. 152 gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information." "Directory information" includes the following information relating to a student: the student's name; date of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" does not include identifying information on a student's religion, race, color, social position or nationality.

a. The information listed above shall be public information which the school district may disclose from the education records of a student.

b. Should the parent of a student or the student so desire, any or all of the listed information will not be disclosed without the parent's or eligible student's prior written consent except to school officials as provided under federal law.

c. In order to make any or all of the directory information listed above "private" (i.e. subject to consent prior to disclosure), the parent or eligible student must make a written request to the building principal within thirty (30) days after the date of the last publication of this notice. This written request must include the following information:

- (1) Name of student and parent, as appropriate;
- (2) Home address;
- (3) School presently attended by student;
- (4) Parents legal relationship to student, if applicable;
- (5) Specific category or categories of directory information which is not to be made public without the parent's or eligible students prior written consent.

5. Pursuant to applicable law, Independent School District No. 152 hereby gives notice to parents of students enrolled in the 11th and 12th grades and eligible students enrolled in the 11th and 12th grades of their rights regarding release of information to military recruiting officers. The school district must release, without parent or student consent, the names, addresses, and home telephone numbers of students enrolled in the 11th and 12th grades to military recruiting officers within 60 days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

SHOULD A PARENT OF A STUDENT OR THE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED TO MILITARY RECRUITING OFFICERS.

IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION, THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE RESPONSIBLE AUTHORITY (BUILDING PRINCIPAL) BY SEPTEMBER 1 EACH YEAR. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:

- (1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;
- (2) HOME ADDRESS;
- (3) STUDENT'S GRADE LEVEL;
- (4) SCHOOL PRESENTLY ATTENDED BY STUDENT;
- (5) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;
- (6) SPECIFIC CATEGORY OR CATEGORIES OF INFORMATION WHICH IS NOT TO BE RELEASED TO MILITARY RECRUITERS.
- (7) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH ARE NOT TO BE RELEASED TO THE PUBLIC, INCLUDING MILITARY RECRUITERS.

NOTICE: Refusal to release the above information to military recruiting officers alone does not affect the School District's release of directory information to the public, including military recruiting officers. In order to make any directory information about a student private, the procedures contained in the Protection and Privacy of Pupil Records Policy also must be followed. If you do not want your child's directory information released to military recruiting officers, you also must notify the School District that you do not want this directory information released to any member of the public, including military recruiting officers.

INDEPENDENT SCHOOL DISTRICT NO. 152
MOORHEAD, MINNESOTA
August 2004

2004-05 Calendar

August 2004

- 31 K-12 Staff Workshops

September

- 1-3 K-12 Staff Workshops
- 2 Back to School Night (Elementary Schools)
- 6 Labor Day
- 7 K-12 Classes Begin
- 20-30 Fall Testing

October

- 1-8 Fall Testing
- 15, 18 Kindergarten Parent/Teacher Conferences (day) / No Kindergarten
- 18 K-12 Parent/Teacher Conferences (5-8:30 p.m.)
- 19 K-12 Parent/Teacher Conferences (8-11 a.m., 12-4 p.m., 5-8:30 p.m.) / No School for Students
- 20 K-12 No School / Teacher Comp.
- 21-22 Education Minnesota (EM) Conference / No School for Students

November

- 5 K-12 Staff Development Day / No School for Students
- 10 End of First Quarter
- 25-26 Thanksgiving Holiday / No School

December

- 23 Winter Break Begins

January 2005

- 3 K-12 Classes Resume
- 17 Martin Luther King Jr. Day / K-12 Staff Development Day / No School for Students
- 21 End of Second Quarter/First Semester
- 24 K-12 Staff Workshops / No School for Students

February

- 21 President's Day Holiday / No School

March

- 4, 7 Kindergarten Parent/Teacher Conferences (day) / No Kindergarten
- 7 K-12 Parent/Teacher Conferences (4:30-9 p.m.)
- 8 K-12 Parent/Teacher Conferences (8-11 a.m., 12-6 p.m.) / No School for Students
- 9 K-12 Staff Development Day / No School for Students
- 10 K-12 No School / Teacher Comp.
- 11 Spring Break / No School
- 25 K-12 No School
- 28-31 Spring Testing

April

- 1 End of Third Quarter
- 1-15 Spring Testing
- 26-27 Minnesota Comprehensive Assessments (Grades 3, 4, 5 Reading)
- 28 Minnesota Comprehensive Assessments (Grade 5 Writing)

May

- 3-4 Minnesota Comprehensive Assessments (Grades 3, 4, 5 Math)
- 30 Memorial Day Holiday / No School

June

- 2 Last Day for K-12 Students
- 3 Last Day for K-12 Staff/Workshops

Possible Snow Make-Up Days

June 3, 6, 7, 8, 2005 and beyond

OFFICE OF TEACHING & LEARNING MEMO #: I.05.013



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Middle School Handbook
DATE: August 3, 2004

Attached is the student handbook from Horizon Middle School. According to the School Board Policy 221, the handbook is to be presented to the School Board for annual review.

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

SUGGESTED RESOLUTION: Move to approve the Horizon Middle School handbook as presented.

LAK/kmr
Attachment



ACCIDENTS

All school-related accidents, whether they involve students or visitors and whether they occur during or outside of school hours, must be reported to the school nurse or health tech immediately.

APPEARANCE

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

Students may not wear head coverings during the school day unless approved by the principal. Bare midriffs, tops with spaghetti straps, all see-through fabrics, and bandanas are examples of attire that are not suitable for school.

For additional information, please refer to School Board Policy 577 on the district Web site or in the school office.

ASSEMBLIES

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

Students who have caused a disruption at an assembly may be excused from attending further assembly programs within the school year.

ATTENDANCE

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

EXCUSED ABSENCES

HMS complies with Minnesota State Statute in requiring that all students of middle school age attend school regularly when school is in session. The State of Minnesota recognizes the following reasons for excused absences: personal illness, death or medical emergency in the immediate family, medical appointments, and inclement weather. Parents must notify the school by phone at 284-7300 by 10:00 A.M. on the day of the absence to report the reason for the absence. Physician verification may be requested for excused absences if personal illness goes beyond three consecutive days or if an administrator believes that

reasons other than illness are causing the repeated absences. Appointment verification may also be requested. Classes missed due to school-related activities (such as athletic events, field trips, academic competitions, music competitions, etc.) are not considered school absences. Students are responsible for completing coursework as if they were in attendance. All work must be turned in before students participate in such an activity unless the teacher has made other arrangements. If a test is given on the day that students return to class, they are expected to take the exam. As in all cases of absence, students are responsible to obtain and complete make-up work.

EXTENDED EXCUSED ABSENCE

A request for extended excused absence includes educational trips or competitions where students are accompanied by parents or coaches. In order to offer the best educational experience for students, parents are asked to refrain from scheduling family vacations, etc., during the school year. In cases of extended excused absence, a parent or guardian should call the school or send a signed note to indicate the date(s) of the future absence, along with the reason for the absence. The students must then secure an advance make-up slip from the office. It is the students' responsibility to circulate the slip to teachers, who will give the assignments for the day(s) of the absence. Unless a teacher has indicated otherwise, all work must be made up before the student leaves on the extended excused absence.

LEAVING AND RETURNING TO SCHOOL DURING THE SCHOOL DAY

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

Horizon Middle School students have a closed lunch period. During the lunch period, students will be released only to their own parent or guardian; parents and guardians are asked to come to the office and to meet their child there.

UNEXCUSED ABSENCES

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

For additional information on attendance policies, please refer to School Board Policy 515 on the district Web site or in the school office.

BULLYING

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property, at school bus stops, while riding school district approved transportation, or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

For additional information, please refer to School Board Policy 578 on the school district Web site or in the school office.

BUILDING CLEANLINESS

Our community has provided us a beautiful school building. We ask that students be respectful and responsible by doing their part to keep the building clean. Help keep the building clean by depositing unwanted paper in wastebaskets or proper recycling bins. Students are not allowed to bring food/beverages into classrooms(excluding water with teacher permission) unless it is appropriate for a class (e.g. Family Consumer Science). Breakfast and lunch food items must be eaten in the Commons/lunchroom. Students do have the privilege of bringing food/beverages into the building. Along with this privilege comes the responsibility of properly discarding waste and cleaning any spill or mess you may make. If building cleanliness becomes an issue this privilege may be revoked. Students not properly disposing waste will face disciplinary measures.

BUS CONDUCT

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

Students must ride the bus to which they've been assigned. In cases of emergency when a parent/guardian needs a student to ride a different bus than the assigned bus, written notification to the office must be presented. The final authority on ridership in these cases are individual bus drivers to make the determination if space is available.

For additional information, please refer to School Board Policies 720-721 on the district Web site or in the school office.

CANDY, GUM, AND BEVERAGES

Students are not allowed to bring candy, gum, or beverages to school. An exclusion may be a class activity; in this case, an individual teacher will provide instructions to students. Vending machines are not operational during the school day.

CELL PHONES

Students may not turn on or use their cell phones during the school day unless there is an emergency. If a student uses a cell phone inappropriately, it will be confiscated.

COMMUNICATION ASSISTANCE

If a parent or guardian needs accommodations in order to communicate with school staff or in any way participate in their child's education, please contact the school office to request accommodations such as TDD, interpreters, assistive listening device kits, etc.

COMPUTER INFORMATION

The past few years have seen a dramatic change in the way technology helps schools relate to the world. Access to the Internet is an opportunity that HMS offers to its students. Bringing the Internet into the classroom provides new resources and opportunities to the educational experience.

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

Parents who do not wish to allow their children access to the Internet, or any other electronic communication services at school should indicate this desire by contacting a principal.

For additional information, please refer to School Board Policy 731 on the district Web site or in the school office.

CONCERNS

When parents/guardians 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. They may be asked to state the concern in writing and to summarize the action taken to date. Should that fail, an appeal may be filed with the school board.

CONFERENCES

Parent/guardian conferences are scheduled twice during the school year; the school calendar indicates specific dates. Parents and guardians will have the opportunity to meet with their child's team teachers and also with exploratory teachers.

At any time, parents and guardians are encouraged to call or e-mail individual teachers with questions or concerns. A staff directory is available on the district Web site and in the school office.

For additional information, please refer to the "Parent Involvement" section of this handbook.

COPYRIGHT POLICIES

Students are reminded that indiscriminate copying of print and online material is illegal.

For additional information, please refer to School Board Policies 730 and 731 on the district Web site or in the school office.

COUNSELING AND GUIDANCE SERVICES

We wish to assist young people in developing inner resources and social skills to help with emotional growth and responsible decision making. Young people must be involved in relationships with other people in order to acquire attitudes, values, roles, competencies, and ways of viewing the world that are shared by family, peers, and community. The Horizon Middle School counseling program is designed to help young people with their social, emotional, mental, and academic concerns.

COUNSELING SERVICES OFFERED

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

Personal Counseling - Counseling is provided on a small group and/or individual basis for students expressing difficulties dealing with relationships, personal concerns or normal developmental tasks. Personal counseling assists students in identifying problems, causes, alternatives, and possible consequences so that appropriate action is taken. Crisis Counseling - Counseling and support are provided to students and their families facing emergency situations. Such counseling is normally short term in nature. When necessary, appropriate referral sources are used.

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

Career Counseling - Counselors meet with students individually to discuss academics as well as future goals.

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

Testing - The counselors coordinate the use of the MAP tests and the Minnesota Comprehensive Assessments (grades six

through eight) and Basic Skills testing in Reading and Math (eighth grade).

CURRICULUM REVIEW

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

For further information, please refer to School Board Policies 620 and 620.2 on the district Web site or in the school office.

DETENTION

Students who have failed to follow the rules of the school will be assigned detention. You will receive information from your child's team teachers regarding the team's detention policies. School detention is from 2:20 P.M. until 3:20 P.M. on Monday through Thursday; when a school vacation begins midweek, there will be no detention on the day before the vacation begins. Students are expected to be on time and to have suitable study materials. Students are given 24 hours to make arrangements for transportation. Students who have been assigned detention must arrive on time, have study materials or a book to read, and work silently.

Students who are given several detentions may be referred to a student assistance team to explore reasons for detentions. Students who accumulate detentions may be excluded from optional school functions.

Students who have not made up detentions will be suspended for the last day of school.

DISCIPLINE GUIDELINES

I. Statement of Philosophy

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

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

II. Minimum Plan of Action Should Students Choose to Misbehave

Possession of a weapon	Parent/guardian notification
------------------------	------------------------------

Assault-threat	Immediate suspension Confiscation of weapon Notification of the police Recommendation to superintendent for expulsion Parent/guardian conference Suspension	Theft/unauthorized possession of school property	Parent/guardian conference Suspension Notification of legal authorities Restitution
Assault-with weapon	Parent/guardian notification Immediate suspension Confiscation of weapon Notification of the police Recommendation to superintendent for expulsion Parent/guardian conference Suspension	Unauthorized use of school property for non-school activities Damage to school property or the property	Parent/guardian conference Notification of legal authorities Parent/guardian notification Notification of legal authorities Restitution Suspension
Fighting	Parent/guardian notification Immediate suspension Confiscation of weapon Notification of police Recommendation to superintendent for expulsion Parent/guardian conference Suspension	Gambling	Parent/guardian notification Student conference
Direct attack with a weapon	Parent/guardian notification Immediate suspension Confiscation of weapon Notification of police Recommendation to superintendent for expulsion Parent/guardian conference Five days suspension Notification of police Recommendation for expulsion Student conference Detention	Disorderly conduct	Student conference Parent/guardian notification Parent/guardian conference Notification of legal authorities Suspension
Direct attack on another person	Parent/guardian notification Immediate suspension Confiscation of weapon Notification of police Recommendation to superintendent for expulsion Parent/guardian conference Five days suspension Notification of police Recommendation for expulsion Student conference Detention	Dangerous drugs/ Controlled substances	Parent/guardian conference Parent/guardian conference Notification of legal authorities Suspension Parent/guardian conference Notification of legal authorities Suspension
Harassment	Parent/guardian notification Immediate suspension Confiscation of weapon Notification of police Recommendation to superintendent for expulsion Parent/guardian conference Five days suspension Notification of police Recommendation for expulsion Student conference Detention	Alcohol	Referral to student assistance Parent/guardian conference Referral to legal authorities Parent/guardian conference Referral to legal authorities Student conference
Hazing	Parent/guardian notification Immediate suspension Confiscation of weapon Notification of police Recommendation to superintendent for expulsion Parent/guardian conference Five days suspension Notification of police Recommendation for expulsion Student conference Detention	Tobacco - possession	Suspension
Interference/obstruction	Parent/guardian notification Immediate suspension Confiscation of weapon Notification of police Recommendation to superintendent for expulsion Parent/guardian conference Five days suspension Notification of police Recommendation for expulsion Student conference Detention	Tobacco - use	Parent/guardian conference Referral to legal authorities Parent/guardian conference Referral to legal authorities Student conference
Disrespectful language Verbal abuse	Parent/guardian notification Immediate suspension Confiscation of weapon Notification of police Recommendation to superintendent for expulsion Parent/guardian conference Five days suspension Notification of police Recommendation for expulsion Student conference Detention	Willful disobedience Continual willful disobedience Defiance of authority	Suspension Parent/guardian conference Suspension
Disruptive classroom behavior	Parent/guardian notification Immediate suspension Confiscation of weapon Notification of police Recommendation to superintendent for expulsion Parent/guardian conference Five days suspension Notification of police Recommendation for expulsion Student conference Detention	Record and identification forgery	Parent/guardian conference Detention
Arson	Parent/guardian notification Immediate suspension Confiscation of weapon Notification of police Recommendation to superintendent for expulsion Parent/guardian conference Five days suspension Notification of police Recommendation for expulsion Student conference Detention	Leaving school grounds	Student conference Detention
False fire alarms	Parent/guardian notification Immediate suspension Confiscation of weapon Notification of police Recommendation to superintendent for expulsion Parent/guardian conference Five days suspension Notification of police Recommendation for expulsion Student conference Detention	Chronic and unexcused absenteeism	Parent/student conference Detention
Robbery or extortion	Parent/guardian notification Immediate suspension Confiscation of weapon Notification of police Recommendation to superintendent for expulsion Parent/guardian conference Five days suspension Notification of police Recommendation for expulsion Student conference Detention	Misbehavior on school bus	1st offense - warning 2nd offense - 5-day suspension from riding bus/ conference with parent/guardian 3rd offense - 10-day suspension from riding bus/ conference with parent/guardian 4th offense - 20-day suspension from riding bus/ meeting with parents/guardians 5th offense - Suspended from riding bus for remainder of school year
Theft: personal property	Parent/guardian notification Immediate suspension Confiscation of weapon Notification of police Recommendation to superintendent for expulsion Parent/guardian conference Five days suspension Notification of police Recommendation for expulsion Student conference Detention	Severe misbehavior or	Denial of transportation

continued disorderly
conduct on school bus
Student attire
Dangerous and nuisance
articles
Trespassing

Student conference
Confiscation
Student conference
Warning
Referral to legal authorities
Parent/guardian conference

Students of the district may be disciplined, suspended, expelled, or excluded for the reasons delineated and also for the following situations which fall within the grounds contained in the Pupil Fair Dismissal Act:

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

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

Rules that apply to students during the school day also apply to field trips, school activities, bus stops, and district approved transportation.

Teachers and principals may use reasonable force to restrain or correct a student only when necessary to prevent the child from injuring him or herself, others, or property or to prevent bodily harm to another.

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

For further information, please refer to School Board Policy 551 on the school district Web site or in the school office.

DISCIPLINE HANDBOOK

All students receive and review the Moorhead Area Public Schools Discipline Handbook at the start of each school year. Students are responsible to know its contents.

In addition to the district handbook, building policies are included in this handbook. New entries may be made throughout the year by posting them in the daily announcements, which will be read to students and posted on the Horizon Middle School Web site.

For additional information, please refer to School Board Policy 551 on the district Web site or in the school office.

DRUG AND WEAPON FREE ZONES

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

For additional information, please refer to School Board Policies 572 and 576 on the district Web site or in the school office.

FAMILY INVOLVEMENT

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

For additional information, please refer to School Board Policy 901 on the district Web site or in the school office.

FIELD TRIPS

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

While on field trips, students are expected to observe usual school rules.

FIRE AND TORNADO DRILLS

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

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

GANG ACTIVITY

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

For additional information, please refer to School Board Policy 577 on the district Web site or in the school office.

GRADING SYSTEM AND REPORT CARDS

The evaluation of student achievement is one of the most important functions of a teacher. HMS uses the traditional A-F grading scale. A grade of I, or incomplete, is given when students have not been able to complete assignments due to

illness, emergency, or a prearranged absence. If the incomplete work is not made up within two weeks after the end of the trimester, the I grade changes to an F. It is the student's responsibility to communicate with teachers and to complete and turn in late work.

Shortly after the end of each trimester, student report cards will be distributed.

Parents/guardians are encouraged to use PowerSchool to obtain grade and attendance information about their child's progress at school. PowerSchool access codes are available in the school office.

HARASSMENT AND VIOLENCE POLICY

Everyone at Moorhead Area Public Schools has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial, sexual orientation, national origin, or sexual harassment and violence of any kind.

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

1. name calling, joking or rumors
2. pulling on clothing
3. graffiti
4. notes or cartoons
5. unwelcome touching of a person or clothing
6. offensive or graphic posters or book covers; or
7. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.

If you believe you have been the victim of any type of harassment you should report it to any school district official. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer. Your right to privacy will be respected as much as possible.

The school district will investigate all reports of religious, racial, sexual orientation, national origin, or sexual harassment or violence and the school district will take all appropriate actions based on your report. The school district will also take action if anyone tries to intimidate you or take action to harm you because you have reported a concern.

This is summary of the school district policy against religious, racial, sexual orientation, national origin, and sexual harassment and violence.

For additional information, refer to School Board Policy 570 on the school district Web site or in the school office.

HAZING

No student, teacher, administrator, coach/advisor, volunteer, contractor or other employee of the school district shall plan,

direct, encourage, aid or engage in hazing. No teacher, administrator, coach/advisor, volunteer, contractor, or other employee of the school district shall permit, condone or tolerate hazing. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy. This policy applies to behavior that occurs on or off school property and during and after school hours. 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. 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.

DEFINITIONS

"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.

"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.

REPORTING PROCEDURE

1. 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.

2. 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.
3. 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.
4. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

SCHOOL DISTRICT ACTION

1. 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.
2. 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.
3. 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.

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.

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.

HEALTH SERVICES

A health assistant is on duty each day from 7:30 A.M. until 2:30 P.M. A licensed school nurse staffs the health office on a part-time basis and is on call in case of emergencies. All accidents must be reported to the health office immediately.

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

The school does not provide aspirin or other medication for students. If students need medication dispensed during school hours, parents must provide the health office with a physician's written order, written parental authorization, and a properly labeled container with specific directions about how and when the medication is to be administered in school. Students who become ill during the school day should secure from their teacher a pass to the health office. If it is necessary for students to go home because of illness, a school official will contact parents to provide transportation home. Students should remain at home if they have a contagious illness or a temperature of 100 degrees or higher. Students should have a normal temperature for 24 hours prior to returning to school after an illness.

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

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

For additional information regarding immunizations, please refer to School Board Policy 530 on the district Web site or in the school office. For additional information regarding medication, please refer to School Board Policy 532.

HOMEcoming

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

HONOR ROLL

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

HOUSEBOUND INSTRUCTION

Students who are absent for ten consecutive days are eligible for housebound instruction. In order to receive in-home tutoring, a physician's authorization is necessary. Requests for housebound instruction should be directed to the office of learner support services at 284-3710.

LAW ENFORCEMENT IN SCHOOL

A full-time school resource officer is a member of the HMS staff. Also, HMS has extended a standing invitation to any Moorhead police officer to visit our school.

Our school resource officer may be invited to participate in student conferences regarding individual student conduct. Should an official police investigation take place, parents/guardians will be contacted before questioning occurs.

LEARNER SUPPORT SERVICES

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

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

LIABILITY FOR LOST OR STOLEN ARTICLES

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

LOCKERS

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

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

should notify a counselor or principal.

Under no circumstances are students to share lockers or to share their locker combinations or keys with others. Students should not keep valuable items in their lockers.

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

LOCKER SEARCH

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.

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.

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.

DEFINITIONS

1. "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.
2. "Personal possessions" includes but is not limited to purses, backpacks, book bags, packages, and clothing.
3. "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.

4. "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.

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.

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 pinups and posters which may constitute sexual harassment, or cause educational disruption, etc.

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.

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.

LOST AND FOUND

Articles other than P.E. clothing that are found in and around the school should be turned into the office, where owners may claim their property. After several announcements are made to the effect that students should claim items, the items left are donated to charity on December 1, January 10, April 1, and June 1. The lost and found area is in the main office and may be accessed during regular office hours. P.E. clothing that is found is kept in the physical education offices; the P.E. teachers will help students to find lost P.E. clothing.

Students are asked to label all clothing clearly and permanently with first and last names, so that proper identification can be made on lost items.

LUNCH

To encourage good nutrition, a well-balanced lunch is offered for \$1.15. Options for lunch include a full-meal hot food line or a Subs-Your-Way line; all lunches include milk. In addition, milk is sold for \$.30, and malts are sold for \$.55. Breakfast is available from 7:20 A.M. - 7:40 A.M. and is \$.05.

Students may deposit money into their meal accounts in the school office. To access their lunch accounts, students will punch in their student number.

Parents may take their own children out to lunch if they call for the students in the office at the beginning of the lunch period. Under no circumstances will anyone other than the student's own parent (or teacher, in the case of a field trip) be allowed to take any student from the building during the lunch hour.

While in the lunchroom, students are expected to cooperate

by:

1. Knowing their student number.
2. Being orderly in the serving line.
3. Being courteous, cooperative, and respectful to food servers and lunchroom supervisors.
4. Remaining seated while eating lunch.
5. Not removing food from the cafeteria.
6. Leaving the table and floor clean.
7. Depositing all lunch refuse in wastebaskets.

Failure to follow these rules will result in consequences ranging from eating in an assigned seat to receiving out-of-school suspension.

If you have questions about the lunch program, please call the food service director at 284-3324 or the food service secretary at 284-2327.

MAKE-UP WORK

Regardless of the type of absence, students are responsible for obtaining and completing make-up work.

MANDATORY REPORTING OF CHILD ABUSE AND NEGLECT

It is the policy of the Moorhead Area Public Schools to fully comply with Minnesota Statute 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse. It is the responsibility of Moorhead Area Public Schools to protect children whose health or welfare may be jeopardized through physical abuse, neglect or sexual abuse; and, to make the school community safe for children by promoting responsible child care in all settings. 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.

It shall be a violation of school district policy for any school personnel to fail to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

Refer to School Board Policy 534 on the Web site or in the school office.

MEDIA CENTER SERVICES

The HMS media center is open from 7:15 A.M. until 3:45 P.M.; licensed personnel are on duty from 7:15 A.M. through 2:45 P.M. Students are encouraged to use the media center as much as possible. The media center is accessed by students in a number of ways. Coursework will include visits to the center for research and for supplemental assignments. Research skills are taught in various classes and are followed by assignments.

Students are responsible for all material used or checked out

to them. If materials are lost, damaged, or destroyed, students are expected to pay replacement costs.

NEWSLETTER

A newsletter, which contains important school-related information, will be mailed to parents periodically throughout the year. The newsletter is also available on the district Web site.

NUISANCE ITEMS

Because of the disruption to our learning environment, nuisance items are not allowed at school. A list of nuisance items includes but is not limited to: personal listening devices, electronic games, CD players, laser lights, stink bombs, and water pistols. All such items will be confiscated.

OFFICE HOURS

The HMS office is open Monday through Friday from 6:30 A.M. to 3:30 P.M. Teachers are available from 7:15 A.M. through 2:45 P.M. Students should not be in the building before 7:30 A.M. or after 2:30 P.M. unless they are participating in an activity, receiving help from a teacher, using the media center, or serving detention.

PARENT/GUARDIAN INFORMATION

Typically, the school will mail information to the address where the student resides. If a noncustodial parent, shared-custody parent, or other entitled individual wishes to receive school mailings, that person should call the counseling office at 284-7312 to make arrangements.

PARENT-TEACHER ADVISORY COMMITTEE (P.T.A.C.)

The mission of the Parent-Teacher Advisory Committee of HMS is to give parents the opportunity to be involved in their children's education. The committee seeks parental input on issues and concerns, plans ways to provide special parent meetings to address these issues and concerns, publicizes the meetings, and provides program evaluations. The P.T.A.C. membership, consisting of parents/guardians and school personnel, meets each month. Any parent is welcome to attend our P.T.A.C. meetings, which are held the first Thursday of each month, provided that there is school that day, at 7:00 P.M. in the media center.

PASS LOG SYSTEM

Pass logs will be handed out by the students' first teacher of the day each trimester and are valid only for one trimester. Pass logs are needed for going to the restroom, library, or locker. Teachers may use emergency passes when the need arises. Students called to the counselors', nurse's, or main office will be issued a green, pink, or white pass. This pass will contain the student's name, date, time and office signature and will serve as a valid one-time pass. Passes should be visible to others in the hallways and other school areas.

Students who need to meet with a teacher, counselor, or

principal must have their pass logs signed by that person before they will be excused.

Students may get another pass log if they use all the spaces on the original log. If a student loses his/her pass log, the secretary in the counselors' office will be available Tuesdays and Thursdays from 7:30 A.M. to 7:45 A.M. and from 2:15 P.M. to 2:30 P.M., to issue new passes.

This pass system is designed to develop student responsibility and is not intended to keep students from going where they need or want to be.

PATRIOTIC EXERCISES

Each school day will begin with the pledge of allegiance.

Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

For further information, please refer to School Board Policy 633 on the district Web site or in the school office.

PHYSICAL EDUCATION

Physical education at HMS is co-educational and stresses fitness, flexibility, rhythms, aerobics, and team sports. Students are expected to wear appropriate clothing for physical education classes. They may not participate in P.E. class in the same clothing that they wear during the rest of the school day. The recommended P.E. uniform consists of black shorts, white t-shirt, gym shoes, a sweatshirt, and sweatpants. Inappropriate clothing for P.E. includes but is not limited to: cut-off shorts, tank tops, and bare midriff shirts. Showers are available and recommended; students must provide their own towels. All students are assigned a P.E. locker in a locker room. It is highly recommended that a student provide his/her own combination lock. Key locks are not recommended since keys can be lost, stolen, or accidentally locked in the locker. The combination must be recorded with the P.E. teacher so that the teacher can give out the correct combination if the student has forgotten theirs.

Students are able to make up physical education classes in three ways. One is by attending the weight room in our building for 30 minutes for each class period missed. A second way is to attend open swimming at Moorhead High School; 30 minutes of swimming must be documented for each class period missed. The third way is through participation in an organized school or community activity that involves physical activity over a period of time, is regularly scheduled, is supervised by a coach or program director, and is open to any student; 30 minutes of an activity must be documented for each class period missed. Verification of make-up time is the responsibility of the student.

Students who must be excused from physical education for

more than five periods of class must give the health technician a written doctor's statement describing the reason for non-participation and the expected date that the student may resume normal activities. In these cases, the teacher will likely find an alternative assignment for students. To be excused from P.E. for fewer than five class periods, the students must provide the health technician with a signed request from a parent. In these cases, the student will be expected to make up time as outlined above.

POSITIVE INCENTIVE PROGRAM

The Positive Incentive Program Committee seeks to provide rewards and incentives to promote and recognize academic achievement at HMS. Academic credit cards, Spud Pride Cards, and Breakfasts of Champions are parts of this committee's work.

Academic credit cards are issued to students who have grade point averages above 3.0 and also to students who have raised their grade point averages by 0.2 percent over the previous quarter. Card holders benefit from discounts and gifts from several participating area businesses.

Spud Pride cards are awarded to students who are observed in acts of good citizenship. Students who receive Spud Pride cards sign their names on the back of the cards and deposit the cards in a designated box in the office. Each week, names are drawn from the box; students whose names are drawn win prizes that have been donated by local businesses who support our Positive Incentives Program.

Six times per year, teachers are asked to select students who excel in various areas to be honored at our Breakfasts of Champions.

POWER SCHOOL

PowerSchool allows parents and guardians to access their child's grades, attendance, and lunch account balance through their telephones or home computers.

To access PowerSchool, parents and guardians need an authorization code, which is available in the school office; you will be asked to show a picture ID before codes are given.

In the school office, instruction sheets provide information about how to access data. Also, at the first PTAC meeting of the school year, a workshop will be held that demonstrates access methods.

PROGRESS REPORTS

Progress reports are given to advise parents of student academic progress. The reports are sent home throughout the school year and communicate praise as well as concern. All D and F progress reports will be mailed home midway through each trimester. If parents/guardians receive a progress report and have questions, they are encouraged to contact teachers.

Parents/guardians are encouraged to use PowerSchool to receive current grade and attendance information.

PUBLIC INFORMATION/DATA PRIVACY POLICY

The following student information is considered public and may be disclosed unless the school principal is notified in writing that the information is considered private:

- Name
- Date and Place of Birth
- Participation in Activities
- Height and Weight of Team Members
- Dates of Attendance
- Degree and Awards
- Most Recent Previous School

In compliance with state law, anyone who requests data must first meet with a school administrator to discuss the use of the information and will incur any costs associated with obtaining the information. A public notice outlining this policy will be distributed by each building principal.

For additional information, please refer to School Board Policies 303 and 504 on the district Web site or in the school office.

RECORDS

A permanent record of students' secondary years starts in grade seven.

REGISTRATION AND REQUIRED CLASSES

In late winter, students register for the following year's classes. Students are urged to examine future plans as well as individual interests and abilities when they choose courses.

RENTAL OF MUSICAL INSTRUMENTS

The Moorhead School Board authorizes a rental fee of \$20 per instrument each semester for each child playing a school owned instrument. Students are also expected to sign an agreement listing their obligations for the maintenance of the instrument or repair of any damage beyond what may be expected from normal use.

The fee requirement may be waived if any of the following circumstances prevail:

1. If a family cannot afford to pay the fee (as determined by the building principal by using the Application for Educational Benefits (Free or Reduced-Price School Meals) criteria).
2. In situations where students who provide their own musical instruments are asked to switch to a school-owned instrument to obtain a balance in instrumentation, no fee will be requested.
3. No student will be denied the right to participate in music because of any or all of the above.

For additional information, please refer to School Board Policy 831 on the school district Web site or in the school office.

SCHEDULE CHANGES

In general, students are not allowed to drop courses. Parents who are concerned about their child's schedule are invited to contact a principal or counselor to discuss their concerns.

SCHOOL DISTRICT CRISIS MANAGEMENT POLICY

Teachers and support staff have established and learned emergency procedures. In times of emergency, it is imperative that students fully cooperate with school and emergency staff.

For additional information, please refer to School Board Policy 710 on the district Web site or in the school office.

SCHOOL DISTRICT INFORMATION NETWORK USE POLICY

Each fall, students receive training on acceptable use of district technology. Students also receive information about Internet safety. Students who use technology inappropriately will lose the privilege of using district computers.

For further information, please refer to School District Policy 731 on the district Web site or in the school office.

START (STUDENTS TALKING ABOUT REAL THINGS)

Every student will begin the day with a twenty-minute START period. During this time, students will hear school announcements. Activities which promote study skills, citizenship, scholastic achievement, leadership, and awareness of current news events are planned for this time. In their school supplies, students should have a notebook reserved for START activities.

STORM AND EMERGENCY SCHOOL CLOSURE

Unless there are extreme weather conditions or emergency situations, schools in Moorhead will be in session as scheduled. When HMS or the district as a whole is closed or closing, announcements will be made over local radio and television stations. In this situation, parents may call for their children at school by coming to the office.

On the student registration form, parents of rural students are asked to submit the name of an urban Moorhead resident who will provide emergency housing for their child when rural buses are not running due to storm conditions.

For additional information, please refer to School Board Policy 711 on the district Web site or in the school office.

STUDENT TRANSPORTATION SAFETY POLICY

All students are taught bus rules and regulations regarding student conduct and school bus safety. The district's "Pupil Transportation Safety Policy" brochure is included in each student's back-to-school materials.

SUMMER SCHOOL

Students who fail classes may be referred to HMS or the Red River Area Learning Center to make up coursework that they have failed during the regular school year.

SAFETY AND SECURITY TECHNOLOGY

Safety and security technology has been installed in public areas of the building and on the grounds.

For additional information, please refer to School Board Policy 712 on the district Web site or in the school office.

SUSPENSIONS

IN-SCHOOL SUSPENSION (ISS)

Students may be placed in in-school suspension for disciplinary reasons or for a cooling-off period. Students who are placed in ISS must report to the ISS room on time, have books and other study materials with them, and take direction from the ISS supervisor. Students will receive assignments and take tests in the ISS room. Should a student choose not to follow the rules or refuse to accept direction from the supervisor, the student will be removed from school. A student will be placed in in-school suspension no more than three times per semester; on the fourth incident and any subsequent incidents of a disciplinary nature requiring suspension, out-of-school suspension will be used. A student assistance team will review instances of recurrent in-school suspensions to determine causes of behavior that result in ISS assignments.

OUT-OF-SCHOOL SUSPENSION (OSS)

Students will be placed in out-of-school suspension in compliance with the district discipline policy and this handbook. When students are assigned out-of-school suspension, they are not to be in HMS, on the HMS school grounds, or in the buildings or on the grounds of any other school in the district during the time of the suspension.

If it is spring and if student's behavior warrants OSS, the last day of school may be assigned instead of a day immediately following the disciplinary infraction.

Students are expected to make up all coursework. Parents may request to pick up their child's assignments; twenty-four hours notice is needed to communicate the need and for teachers to compile homework assignments.

TARDIES

Students who arrive at school after 7:45 A.M. must report to the office before proceeding to their class. If a parent has called to report an excused tardy (for illness, appointments, or emergencies) or comes into the office with the child to report such a reason, the student will be given a pass and will proceed to class. If the nature of the tardy is unexcused (for skipping, missing the bus, oversleeping, etc.), the student will be assigned one period of detention on the fourth such offense and on each subsequent offense. If a student reports to the office more than one hour late, and the absence is

unexcused, two periods of detention for each hour missed will be assigned. Should a student miss three hours or more, in-school suspension may be assigned.

TELEPHONE

There are two free telephones for students to use. Students must dial "9" to access an outside line.

TEXTBOOKS

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. In order to locate misplaced books more easily, students should write their name, grade, and school on the book label. Students will be required to pay for lost or damaged school-owned textbooks.

THEFT

Moorhead Area Public Schools do not have insurance for stolen items. Thefts can be kept to a minimum if students:

1. Keep their lockers locked.
2. Do not share lockers.
3. Do not share their locker combinations with others.
4. Do not bring items of significant value to school.
5. Immediately report any theft to the office.

To assist in the return of stolen property, students are asked to clearly and permanently label all clothing and other belongings with their first and last names. Anyone responsible for theft will be referred to the Moorhead police and will be subject to treatment as outlined in the district discipline policy.

TOBACCO-FREE ENVIRONMENT

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 Center as defined by this policy. Smoking shall be prohibited in all rooms at Townsite Center 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.

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 Center 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.

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 Center. 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.

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.

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.

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.

TRANSFERS

Students who are leaving HMS to transfer to another school, should obtain a form from the counseling office. All textbooks must be returned to teachers; teachers will sign off on the form with a check to indicate that books have been returned and will also indicate the grade earned. The completed form must then be returned to the counseling office.

For additional information, please refer to School Board Policy 517 on the district Web site or in the school office.

TRUANCY

HMS complies with Minnesota State Statute by reporting to Clay County officials any student who has been absent from school without an excuse for one or more periods on seven different days within a single school year.

For additional information, please refer to School Board Policy 515 on the district Web site or in the school office.

USE OF PESTICIDES

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 the use of glue traps and mechanical devices. Should the use of a pesticide become apparent, we will notify those parents who request. If you would like to be

notified prior to pesticide applications made on days other than those specified in the estimated schedule (excluding emergency applications), please complete the "Request for Pesticide Notification" form, which you can get in our school office, and return it to the principal's office.

The long-term health effects on children from the application of such pesticides or the class or chemicals to which they belong may not be fully understood.

VANDALISM

The construction and maintenance of our school buildings and equipment are provided at great cost to taxpayers. Students who destroy or vandalize school property are required to pay for any loss or damage. If students willfully damage or destroy school property, the Moorhead police will be notified. If students should accidentally damage something, they should report it to their teacher or the office immediately.

VISITORS

City ordinances and state statute require that all visitors report to the main office immediately for a visitor's permit. Parents are always welcome. However, because of teacher schedules, please call for an appointment if you wish to meet with a particular teacher.

Students wishing to bring a guest to school must obtain approval from an administrator at least one day in advance of the visit; the visit is limited to no more than one-half day. Former students and students from schools in the metro area are excluded from visiting school.

For additional information, please refer to School Board Policy 905 on the district Web site or in the school office.

SCHOOL ACTIVITIES

PURPOSE OF THE ACTIVITIES PROGRAM

The goals of HMS's activities program are to allow students to explore their interests and abilities, to improve their skills, and to learn the importance of teamwork and sportsmanship. In order to achieve these goals for students, the HMS staff is committed to providing a well-balanced activities program that is available to all students. It is our hope that students participate in as many activities as they have the interest, time, and energy to pursue. All students who participate in activities are reminded that in order to participate, they must be making progress in their academic coursework. Another expectation for student participants is that their conduct be becoming to them and to Horizon Middle School. If a student's behavior is inappropriate, the student will be notified by a coach, by an advisor, or by the activities director that he/she is excluded from practice or competition for a specified period of time, for the season, or for the year.

Particular behaviors that could result in exclusion from activities include but are not limited to: theft, inappropriate language, unsportsmanlike conduct, insubordination (which means not accepting direction from school personnel such as coaches, hall supervisors, bus drivers, practicum students, etc.), misuse of equipment, reckless behavior, and/or not adhering to rules as presented by school personnel or in written communication.

INJURIES

Students must report all injuries immediately to their coach/adviser. If the student receives medical attention, the student must provide the trainer with a physician's signed verification that the student is able to participate in athletics. The verification forms are available from the trainer or your physician. Students who do not provide such verification are not allowed to participate until the form is received.

INSURANCE

The school does not assume liability for any injuries that occur while students are participating in activities. It is recommended that parents/guardians secure adequate coverage for their children. Each fall, the school distributes a flyer for a private carrier that insures school children; participation is optional.

LIABILITY

The school does not assume liability for any injuries that occur while students are participating in activities. In order to take part in any school activity, students and parents are required to sign acknowledgment of risk and/or eligibility statements. By signing these documents, parents and students assume liability for any injury, or even death, that may occur as a result of student participation in activities.

ATHLETIC ACTIVITIES

Athletic activities at HMS are scheduled into four blocks. First block activities are football, girls' volleyball, cross country running, girls' swimming, and girls' diving. Second block activities are girls' basketball, boys' wrestling, boys' swimming, and boys' diving. Boys' basketball and gymnastics occupy the third block. In the fourth block, golf, tennis, and track are offered.

INTRAMURAL ACTIVITIES

Intramural activities will be offered to our 6th Grade students through after school programming provided by the YMCA. The YMCA after school activities will be taking place on site at HMS. Information regarding these programs will be shared during student orientation and back to school events.

IMPORTANT NOTICE!

All students participating in extracurricular athletics must have on record a physical examination performed by a physician before a student can begin practice. Physical examinations need to be done every three years.

All students are required to return a Horizon Middle School Eligibility Statement form, an Acknowledgment of Risk form, and a health history form. All forms must be in before a student is issued equipment and may participate. These forms must be signed by the student and his/her parent or guardian.

A \$30 activity fee is charged for each activity in which a student participates. There is a \$100 maximum total student activity fee for each participant during a school year. In case of financial difficulty, the parent/guardian should contact the activity director at 284-7331 to determine that the fee can be waived. Fees are not refunded after the third week. For some activities, students are asked to purchase their own uniforms. For more information regarding activity fees, please refer to School Board Policy 542.

HMS belongs to the FM Junior High League; member schools are West Fargo Middle School, Agassiz Junior High, Ben Franklin Junior High, Discovery Junior High, Sullivan Middle School, and Dilworth/Glyndon/Felton. Although most contests are held in the metro area, occasionally teams may be required to travel a greater distance. Most transportation to other schools or sites for practices is provided by the school. Practice schedules will be posted in both gyms for the current and following week.

Transportation to and from games is provided by our school district. Students are expected to ride player buses to and from contests. If a student's parents/guardians attend a contest and wish to take their child home, they must personally inform their child's coach. No notes are accepted. Players are allowed to ride home with their own parents/guardians only; coaches will not authorize students to ride home with friends or other relatives. For additional information regarding transportation, please refer to School Board Policy 543.

The philosophy of HMS athletics emphasizes participation. All students who attend regularly and whose behavior is appropriate will play in athletic competitions. We do not, however, guarantee equal playing time to all individuals. At the beginning of each season, organizational meetings are held. All meetings are announced on the daily announcements.

Practices for fall sports begin before the start of school. With this exception, HMS teams do not compete in the summer or during any school vacations.

Basically, there are two practice sessions for indoor sports at the middle school: from 2:20 to 4:00 and 4:00 to 5:30. Football and track practices begin right after school. The schedules for other outdoor sports will vary. Practices for some sports are scheduled at the Moorhead Sports Center, Moorhead Senior High School, local parks, and local golf courses; these practices are scheduled when facilities are free and are announced at the beginning of each season.

Games are normally held on weekday afternoons; there will be occasional evening, Saturday, and school day contests. At the beginning of the season, each participating student receives a game schedule along with coaches' names and phone numbers. If students are unable to attend practice or competition, they must validate the absence with their coach.

Students must advise their coaches of any illnesses or previous injuries that may impact participation.

Meritcare provides a certified athletic trainer to our school. The trainer is usually available Monday through Friday from 2:15 P.M. until all home activities are concluded. The trainer assists with conditioning and manages emergencies. Students and parents are invited to consult with our trainer about conditioning, exercise, diet, and sports injuries.

When students must miss school because of participation, they must have work made up before they leave. Students must be in school for at least one-half day on the day of a practice or activity in order to participate. When activities are terminated due to poor weather, students are expected to be in attendance for the remainder of the school day. All teams have coaches; coaches may be assisted by practicum students and other volunteers.

ATTENDANCE

Students must be in attendance for at least one-half of the school day in order to practice, participate, attend, or compete in any activity that day.

ELIGIBILITY

Eligibility for participation may be limited by academic standing, disciplinary matters, enrollment status. If you have any questions about eligibility for participation in any aspect of the educational program contact the principal. For additional information regarding eligibility, please refer to

School Board Policy 541.

BOYS' BASKETBALL-THIRD BLOCK

There are four seventh and four eighth grade boys' basketball teams. Each team will practice as one unit. During competitions, however, each team is divided into two sub-teams. Based on readiness, cooperation, talent, and attendance, players are assigned to sub-teams by their coaches. On contest days, one sub-team will play the F-M League schedule; the other sub-team will play games with other Moorhead teams and/or other schools. All students will play in a League game at least once during the season. Movement between the sub-teams will be determined by coaches; consideration will be given to attendance, skill level, and improvement. Practices are held in the middle school gyms and may be before or after school. After the initial practice time, games are scheduled one or two times per week. It has been the custom to have a tournament at the senior high school near the end of the season. Players are asked to purchase game shirts, which cost approximately \$10.00.

BOYS' SWIMMING AND DIVING-SECOND BLOCK

HMS students practice and compete with senior high athletes. Practices are at the senior high school pool daily from 3:30 P.M. to 5:30 P.M. Competition suits are provided. Swimming and diving will begin in late November.

CROSS COUNTRY RUNNING-FIRST BLOCK

There is one HMS cross country team. Practices are held after school and last approximately one hour. Middle school students run 1.6 miles in meets, which are held throughout the season. Uniforms are provided by the school.

FOOTBALL-FIRST BLOCK

There are two seventh and two eighth grade football teams. Practices are held daily at the middle school field. All teams practice for approximately one and one half hours. After the initial practice period, games are held once a week. If students do not receive adequate game time during F-M League contests, coaches may schedule inter-squad or intra-squad games in lieu of practices.

Students purchase their own jerseys at approximately \$18. Students are placed on either a gray or black team in their seventh grade year; they will remain on that team in eighth grade, so that they may use the same jersey. If a student has an older sibling or friend who already has a jersey, and the student wishes to use that uniform as well, the student should let a coach know, so the student can be placed on the matching team. Protective and safety equipment and game pants are school issue; students will be charged only if they have damaged equipment beyond usual wear and tear. Students must purchase and wear mouth guards.

GIRLS' BASKETBALL-SECOND BLOCK

There are three seventh and three eighth grade girls' basketball teams. Each team will practice as one unit. During competitions, however, each team is divided into two sub-teams. Based on readiness, cooperation, talent, and attendance, players are assigned to sub-teams by their coaches. On contest days, one sub-team will play the F-M League schedule; the other sub-team will play games with other Moorhead teams and/or other schools. All students will play in a League game at least once during the season. Movement between the sub-teams will be determined by coaches. Games are scheduled once or twice per week. Students are asked to purchase game shirts, which cost approximately \$10.00.

GIRLS' SWIMMING AND DIVING-FIRST BLOCK

HMS students practice and compete with high athletes. Practices are at the high school pool daily from 3:30 P.M. to 5:30 P.M. Competition suits are provided.

GOLF-FOURTH BLOCK

Boys' and girls' golf competitors practice together but compete separately. Indoor practices may be held at the Moorhead Sports Center before or after school, and outdoor practices are after school at local golf courses. Transportation is provided to and from the middle school for both practices and meets. Students must have their own set of golf clubs in order to participate. No uniforms are required. Golf meets are held during the school day. Most meets are held in town; competitions in places such as Detroit Lakes are scheduled also. Meets are scheduled according to weather conditions.

GYMNASTICS-THIRD BLOCK

Seventh and eighth graders who turn out for gymnastics practice as one group. Practices are scheduled after school for approximately one and one half hours. There are no competitions, but a performance is given for parents and community at the end of the season. No uniforms are required.

HIGH SCHOOL TEAMS

Occasionally, middle school students may, because of interest or ability, be invited to participate on high school athletic teams. The petitioning procedure in such cases is that the high school coach write a letter and confer with the high school activities director. If both are in agreement that high school competition is in the best interest of the student, the high school activities director then approaches the HMS activities director and principal. If everyone is still in agreement that the move would be a positive one, the coach will approach the student's parent/guardian. If the parent/guardian confirms the school's decision, the student is then approached with the matter. The letter or petition is signed; then the HMS student becomes a member of the senior high team. Students and/or parents/guardians may express an interest in the process to a coach. For information

about lettering, please refer to School Board Policy 545.

TENNIS-FOURTH BLOCK

Girls' tennis and boys' tennis are offered to seventh and eighth graders. Indoor practices may occur at HMS before and after school. Outdoor practices are held at Riverfront and Woodlawn Parks after school and at the senior high school after school and evenings. Transportation to and from the parks is provided; students and their parents are responsible for transportation for practices at the senior high. Students provide their rackets; the school supplies tennis balls. No uniforms are required.

Girls' tennis participants are divided into beginning and intermediate groups. Each group is likely to be a mixed group, containing both seventh and eighth graders.

Students practice through the season for tournaments, which are held in the parks during a school day in May. Ribbons are awarded to tournament winners.

TRACK AND FIELD-FOURTH BLOCK

Girls' and boys' track and field practices and meets are held on the same days and times. Practices are held on the HMS track, weather permitting. Indoor practices may be called before and after school in the middle school gym. During competitions, athletes will compete against others of the same grade and gender.

After an initial practice period, an indoor evening meet is held at the Bison Sports Arena on the NDSU campus. Outdoor meets are held after school, with the exception of an all-city, all-day meet at NDSU that concludes the season. Ribbons are awarded to event winners of the all-city outdoor meet. Participants are asked to purchase their own contest shirts at a cost of approximately \$10.

VOLLEYBALL-FIRST BLOCK

Practices are held at HMS after school. After the initial practice period, games are scheduled once or twice a week. Participants are asked to purchase their own game shirts at approximately \$15 each.

There are actually two teams within each volleyball team. Participants are ability-grouped; attendance and progress may cause students to move from one team to the other.

WEIGHT ROOM

Our weight room is open during first and fourth blocks on Mondays and Thursdays from 2:15 P.M. to 4:00 P.M. During second and third blocks, the weight room is open Monday through Thursday from 2:15 P.M. to 4:00 P.M. A weight room supervisor is on duty to assist with safety concerns and individual programs.

The weight room at the high school is also available for middle school students to use. In general, weekdays from 3:30 P.M. to 5:00 P.M. are scheduled for student use.

WRESTLING-SECOND BLOCK

HMS has one wrestling team, which is composed of seventh and eighth graders. Wrestling practices are held HMS. After the practice period, meets are scheduled. Wrestling uniforms are provided by the school. Students must purchase and wear mouth guards.

ACADEMIC AND OTHER ACTIVITIES

DESTINATION IMAGINATION

Destination ImagiNation is a program that promotes problem solving, creativity and teamwork. Teams of five to seven students solve two types of Challenges within the program year. The Central Team Challenge involves structural, technical or theatrical oriented skills and takes several months to solve. Instant Challenges stimulate the team's ability to think quickly and creatively with only minutes to prepare solutions. All Moorhead teams compete at the regional competition at Horizon. The top team in each problem, at each level, advances to the state competition in Minneapolis in April. State winners compete at the Global Finals in May. There is no charge to participate, but each team requires an adult team manager.

GEOGRAPHY BEE

The National Geographic Society's National Geography Bee is held each year beginning in December and involves over 5 million students nationwide. The bee consists of three levels of competition: school, state, and national. All students at HMS compete in the preliminary round which is conducted in all social studies classes. From this competition, a school champion is determined. The school level winner then must complete a written examination to qualify for the state competition with only the top one hundred scorers moving on to the bee in St. Paul. The winner of the state competition advances to the national competition, which is held at the headquarters of the National Geographic Society in Washington, D.C. The winner there receives a \$25,000 scholarship. There is no charge to participate.

HEROES

The HMS leadership group, HEROES, or Helping Encourages Responsibility, Organization, Enthusiasm, and Success, allows students with leadership skills to provide service throughout the Fargo-Moorhead community. Students are invited to attend HEROES leadership training, which teaches students about community issues, as well as gives the students leadership skills for a lifetime. The various activities the students participate in range from working at nursing homes, to raising money for playgrounds, to blood drives, to grant writing, to helping fifth graders make the transition into the middle school. Celebrations occur at the conclusion of each activity.

HONOR CHOIR

A selected group of students will be invited to become

Honors Choir members; singing and dancing skills are the primary determiners for selection. The group will practice before and/or after school and will perform at school and community events. Students may be asked to provide concert attire.

SCHOOL NEWSPAPER

Students plan, write, edit, lay out, print, and fold our school newspaper. The newspaper is produced periodically throughout the school year. There is no participation fee.

KNOWLEDGE BOWL

The Knowledge Bowl Team practices twice a week after school and participates in three regional meets each fall. During the meets, teams of students compete in both written and oral rounds by answering questions related to all areas of learning. Questions test students' recall, problem solving, and critical thinking skills. The middle school Knowledge Bowl season ends after Thanksgiving. There is no participation fee.

KNOWLEDGE MASTER

There are two Knowledge Master Open competitions each year, one in December and one in April. Each competition consists of two hundred challenging questions that require higher-level thinking skills and cover fourteen curriculum areas. The contests run on school computers to allow all schools the opportunity to compete in a large academic event without the expense of traveling to a central site. Scores are based on a combination of speed and accuracy. The HMS Team competes with over 900 teams nationwide in this competition.

MATHCOUNTS

Mathcounts is a national competition sponsored by the Society of Engineers. Math teachers receive a sample problem kit, which is used in algebra and pre-algebra classes. After these "warm-ups," students are tested. These test scores, plus grades, are used to choose the top four students plus two alternates; these students are named to the Mathcounts team. This team moves on to chapter competition at Minnesota State University Moorhead. The top two chapter teams compete at state level, and the four individuals who earn top scores there move on to national competition. National winners receive scholarships. There is no charge to participate in Mathcounts.

PLAY

Each winter, the middle school, with support from community education, produces a play or review. All students are invited to try out for the production, and volunteers are needed to assist with props, makeup, programs, and other tasks. Most practices are held here at HMS; the play will be presented at the high school, and several practices near the production date will also be held at Moorhead High.

SCIENCE OLYMPIAD

HMS students who enjoy science have the opportunity to join the Science Olympiad Team. The team meets after school two or three times each week to work on the fifteen activities that have been chosen for the year. These activities may include building a car, plane or bridge, identifying fossils, performing experiments, or developing competencies in other areas. The team competes in the Regional Tournament at MSUM in February and the State Tournament at the University of St. Thomas in St. Paul in March. The top Minnesota team advances to the national competition. There is no participation fee.

SPELLING BEE

In January, all HMS English students take a spelling test. The top twenty seventh and the top twenty eighth grade spellers then compete in a spelling bee at HMS. The top six spellers from each grade advance to district competition. The top three spellers at the district level then participate in the regional competition; winners there advance to state and national contests. HMS students have competed at the state level. There is no participation fee.

STUDENT COUNCIL

Each fall, sixth, seventh, and eighth grade students are selected as Student Council representatives. Student Council members meet throughout the school year; they are involved in decisions that impact students here at HMS and also are active in fundraising to benefit the school and the community. In the past, Student Council has conducted daffodil sales to benefit the Cancer Society, organized a dance and donated its proceeds to the F-M Food Pantry, and purchased weight room equipment for our building. There is no participation fee.

TRI-COLLEGE MATH

The Tri-College Math contest is held each year on a rotating basis at NDSU, MSUM, and Concordia. Each school may enter four teams. A team consists of eight members, not more than four of whom are in the ninth grade and at least one of whom is in the seventh grade. Students are chosen by teachers based on classroom achievement, Mathcounts testing, and the student's previous Tri-College Math Contest scores. Team members participate in the individual and in the team competitions. There is no charge to participate.

There are actually two teams within each volleyball team. Participants are ability-grouped; attendance and progress may cause students to move from one team to the other.

PUBLIC NOTICE

Independent School District No. 152 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:
 - a. That the parent or eligible student has a right to inspect and review the student's educational records. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected.
 - b. That the parent or eligible student has a right to request the amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. Such a request must be in writing; shall identify the item the parent or eligible student believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student; shall state the reason for this belief; and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed and dated by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent of eligible student when notified of the right to a hearing.
 - c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility, and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, and

* student health and welfare.

- d. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. 1232g, and the rules promulgated thereunder. Said complaint should be directed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, DC 20202-4605

- e. That the parent or eligible student has a right to obtain a copy of the school district's policy regarding the protection and privacy of student records.
 - f. That copies of the school district's policy regarding the protection and privacy of school records are located in the Superintendent's Office.
2. Independent School District No. 152 has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:
 - a. It classifies records as public, private or confidential.
 - b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
 - c. It establishes procedures and regulations to allow parents or students to request the amendment of student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
 - d. It establishes procedures and regulations for access to and disclosure of education records.
 - e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.
 3. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon request to the Superintendent.
 4. Pursuant to applicable law, Independent School District No. 152 gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."
"Directory information" includes the following information relating to a student: the student's name; date of birth; major field of study; participation in officially recognized activities and sports; weight and

height of members of athletic teams; dates of attendance; degrees and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" does not include identifying information on a student's religion, race, color, social position or nationality.

- a. The information listed above shall be public information which the school district may disclose from the education records of the student.
- b. Should the parent of a student or the student so desire, any or all of the listed information will not be disclosed without the parent's or eligible student's prior written consent except to school officials as provided under federal law.
- c. In order to make any or all of the directory information listed above "private" (i.e. subject to consent prior to disclosure), the parent or eligible student must make a written request to the building principal within thirty (30) days after the date of the last publication of this notice. This written request must include the following information:

- (1) Name of student;
- (2) Home address;
- (3) School presently attended by student;
- (4) Parents legal relationship to student, if applicable;
- (5) Specific category or categories of directory information which is not to be made public without the parent's or eligible student's prior written consent.

INDEPENDENT SCHOOL DISTRICT

NO. 152

MOORHEAD, MINNESOTA

DATED: AUGUST 2000

Year at a Glance

August	17	Cross Country begins			6:45-7:45 A.M., HMS
	19	New student registration 7:30 A.M.-7:30 P.M.			Grade 6 Orchestra, 6:30 P.M., Eventide Nursing Home
	23	Orientation for students grades 6-8 entering HMS this fall (by appointment)		16	Grade 6 Band Concert, HMS
	25	Football begins		23-31	Holiday, no school for students
	26	Volleyball begins	January	3	Classes resume
September	1	Back to School Night 5:30-7:00 P.M.		6	PTAC meeting 7 P.M., Media Center
	7	Classes begin		17	Teacher workshop, no school for students
	9	PTAC meeting 7 P.M., Media Center		24	Teacher workshop, no school for students
	14	Grade 6 Orchestra Combined Large Group Rehearsal, 6:45-7:45 A.M., HMS	February	25	Spelling Bee, 9-11 A.M., HMS Cafetorium
	21	School Pictures		1	Basic Skills Testing, reading, grade 8
	24	Grade 6 Orchestra, Homecoming Parade, after school, meet at Hopkins Elementary		3	Basic Skills Testing, math, grade 8 PTAC meeting 7 P.M., Media Center
October	4/5	Vision and hearing screening		14	Grade 8 Valentine Concert (choir, orchestra, band) 7:30 P.M., Horizon Gymnasium
	5	Grade 6 Orchestra Combined Large Group Rehearsal, 6:45-7:45 A.M., HMS	March	21	Holiday, no school for students
	7	PTAC meeting 7 P.M., Media Center		3	PTAC meeting 7 P.M., Media Center
	18	Vision and hearing rescreening Conferences 5:00-8:30 P.M.		7	End of second trimester Conferences 4:30-9:00 P.M.
	19	Conferences 8:00-11:00 A.M., 12:00-4:00 P.M., 5:00-8:30 P.M.		8	Conferences 8:00-11:00 A.M., 12:00-6:00 P.M.
	19-22	No school for students		8-11	Spring Break, no school for students
	28	Grade 7 & 8 Orchestra Fall Concert, 7 P.M., Fargo Theater		17	Grade 6 Winter Orchestra Concert, 7:30 P.M., Concordia Gym
November	1	Grade 6 Orchestra Combined Large Group Rehearsal, 6:45-7:45 A.M., HMS		25	Holiday, no school for students
		Grade 6 Fall Orchestra Concert, 7:30 P.M., NDSU		30/31	Grade 7 & 8 Orchestra Regional Tour
	4	PTAC meeting 7 P.M., Media Center		April 6/7	Grade 6 Orchestra Regional Rural Outreach Tour
	5	Teacher workshop, no school for students		7	PTAC meeting 7 P.M., Media Center
	11	Band Concert, 7:30 P.M., HMS	May	21	Grade 7 & 8 Orchestra Pops Concert, 7:30 P.M., Air Museum
	25-26	Holiday, no school for students		26/27	MCA testing grades 6-8
	30	Grade 6 Orchestra Combined Large Group Rehearsal, 6:45-7:45 A.M., HMS		5	PTAC meeting 7 P.M., Media Center
December	2	PTAC meeting 7 P.M., Media Center		9	Grade 6 & 7 Band Concert, MHS Auditorium
	3	End of trimester		10	Grade 8 Band Concert, MHS Auditorium
	9	Grade 7 & 8 Holiday Concert, 7: P.M., Trinity Lutheran Church	June	12	Grade 6 Orchestra Pops Concert, HMS Cafetorium
	13	Grade 6 Orchestra Combined Large Group Rehearsal,		23	All City Orchestra Concert, 7:30 P.M., MHS Gymnasium
				30	Holiday, no school for students
				2	Last day for students



OFFICE OF TEACHING & LEARNING MEMO #: 1.05.014



TO: Dr. Larry Nybladh
FROM: Lynne Kovash
SUBJECT: 2004-2005 Calendar revisions
DATE: August 4, 2004

The 2004-05 calendar was approved at the February 23, 2004 school board meeting.

The attached calendar has been revised to reflect changes in testing and conference times.

The August 31 date has been designated as a staff workshop day. On the previous calendar that day had been designated as a district staff development day. Traditionally, the first day of the new school year has been day for building meetings and building principal and building staff development activities. The second day of the school year has been a district workshop day, usually providing time for district meetings. September 1, 2004 has been designated as a district staff development day.

The times for the spring conferences have been changed from the previous calendar. Due to township elections, no meetings are allowed past 6:00 on March 8. The times have been revised on the calendar to provide ample time for conferences and to meet the time requirements for the teacher comp. day.

The testing window for the Measures of Academic Progress (MAP) testing has been added for students in grades 2-9. The testing for individual students will take approximately two hours. The testing window has been set for the fall and the spring.

Last spring, the district was required to set the testing calendar for the Minnesota Comprehensive Assessments (MCA). The dates were submitted to the Department of Education and the plan was approved in April 2004. The revised dates on the calendar reflect the approved MCA testing plan.

Many of these changes were part of the planning for continued implementation of provisions of the No Child Left Behind Act.

SUGGESTED RESOLUTION: Move to approve the changes to the 2004-05 school calendar as reflected in the attached calendar.

LAK/kmr
Attachment

July 2004					August					September				
	1	2			2	3	4	5	6		[1]	[2]	[3]	
5	6	7	8	9	9	10	11	12	13	(6)	7	8	9	10
12	13	14	15	16	16	17	18	19	20	13	14	15	16	17
19	20	21	22	23	23	24	25	26	27	20	21	22	23	24
26	27	28	29	30	30	[31]				27	28	29	30	
October					November					December				
		1			1	2	3	4	[5]		1	2	3	
4	5	6	7	8	8	9	10	11	12	6	7	8	9	10
11	12	13	14	(15)	15	16	17	18	19	13	14	15	16	17
(18)(19)	20	(21)	(22)		22	23	24	(25)	(26)	20	21	22	(23)	(24)
25	26	27	28	29	29	30				(27)	(28)	(29)	(30)	(31)
January 2005					February					March				
3	4	5	6	7		1	2	3	4		1	2	3	(4)
10	11	12	13	14		7	8	9	10	(7)	(8)	[9]	10	(11)
[17]	18	19	20	21		14	15	16	17	14	15	16	17	18
[24]	25	26	27	28		(21)	22	23	24	21	22	23	24	(25)
31						28				28	29	30	31	
April					May					June 2005				
		1			2	3	4	5	6		1	2	[3]	
4	5	6	7	8	9	10	11	12	13	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20	13	14	15	16	17
18	19	20	21	22	23	24	25	26	27	20	21	22	23	24
25	26	27	28	29	(30)	31				27	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
 June 6, 7, 8 and beyond

Payroll Dates:

July 30, 2004
 August 31
 September 30
 October 29
 November 30
 December 22
 January 31, 2005
 February 28
 March 31
 April 29
 May 31
 June 30

2004-2005 SCHOOL CALENDAR

2004			2005 continued...		
Aug.	31-Sept. 3	K-12 Staff Workshops	Jan.	24	K-12 Staff Development Day
Sept.	1	Back to School Night (Horizon)		25	Basic Skills Test (Writing)
	2	Back to School Night (Elem.)	Feb.	1	Basic Skills Test (Reading)
	6	Labor Day		3	Basic Skills Test (Math)
	7	K-12 Classes Begin		21	President's Day Holiday
	9	Back to School Night (MHS)	March	4, 7	K - P/T Conferences (day)
	20-Oct. 8	Fall MAP Testing		7	K-12 P/T Conferences (4:30-9 p.m.)
Oct.	15, 18	K - P/T Conferences (day)		7	End of 2nd Trimester (Horizon)
	18	K-12 P/T Conferences (5-8:30 p.m.)		8	K-12 P/T Conferences (8-11, 12-6)
	19	K-12 P/T Conferences (8-11, 12-4, 5-8:30)		9	K-12 Staff Development Day
	20	K-12 No School/Teacher Comp.		10	K-12 No School/Teacher Comp.
	21-22	Education Minnesota (EM)		11	Spring Break/No School
Nov.	5	K-12 Staff Development Day		25	Vacation/No School
	10	End of 1st Quarter (MHS)	28-April	15	Spring MAP Testing
	25-26	Thanksgiving Holiday	April	1	End of 3rd Quarter (MHS)
Dec.	3	End of 1st Trimester (Horizon)		12-14	BST - Seniors Only
	23	Winter Break Begins		26-27	MCA Testing (Grade 3-5, 6-8)
		2005		28	MCA Testing (Grade 5 Writing)
Jan.	3	K-12 Classes Resume	May	3	MCA Testing (Grades 3-5, 10, 11)
	17	Martin Luther King Jr. Day/		4	MCA Testing (Grades 3-5)
		K-12 Staff Workshops		30	Memorial Day Holiday
	21	End of 2nd Quarter/Semester (MHS)	June	2	Last Day for K-12 Students
				3	Last Day for K-12 Staff/Workshops
				5	Graduation

S-179-B25
9 August 2004

INDEPENDENT SCHOOL DISTRICT #152

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

August 9, 2004

7:00 p.m.

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

ATTENDANCE:

Lisa Erickson _____	Mike Siggerud _____
Cindy Fagerlie _____	Kristine Thompson _____
Sonia Hohnadel _____	Bill Tomhave _____
Carol A. Ladwig _____	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 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.

SCHOOL BOARD AGENDA - August 9, 2004

PAGE 2

- A. TEACHING/LEARNING MATTERS - Kovash
- B. BUSINESS SERVICE MATTERS - Weston
 - (1) Approval of RRALC Lease - Pages
- C. HUMAN RESOURCE MATTERS - Nielsen
 - (1) Approval of Family/Medical Leave - Pages
 - (2) Approval of Resignations - Page
 - (3) Approval of New Employees - Page
 - (4) Approval of Change in Employment Contract - Page
- D. SUPERINTENDENT MATTERS - Nybladh
 - (1) Approval of July 19, 2004 Regular Meeting Minutes and July 20, 2004 Special Meeting Minutes - Pages
 - (2) Approval of 2004-2005 NSBA Membership Renewal - Pages
 - (3) Approval of August Claims

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

Moved by _____ Seconded by _____
Comments _____

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

Hall of Honor - Kovash
Pages

4. **APPROVAL OF ELEMENTARY STUDENT HANDBOOK:** Kovash
Pages

Suggested Resolution: Move to approve the elementary handbook as presented.

Moved by _____ Seconded by _____
Comments _____

SCHOOL BOARD AGENDA - August 9, 2004

PAGE 3

5. **APPROVAL OF HORIZON MIDDLE SCHOOL STUDENT HANDBOOK:** Kovash
Pages

Suggested Resolution: Move to approve the Horizon Middle School handbook as presented.

Moved by _____ Seconded by _____
Comments _____

6. **2004-2005 SCHOOL CALENDAR REVISION:** Nybladh
Pages

Suggested Resolution: Move to approve the 2004-2005 School Calendar revision as presented.

7. **COMMITTEE REPORTS**

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

9. **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 negotiation strategies.

Moved by _____ Seconded by _____
Comments _____

10. **OPEN PUBLIC MEETING:** Thompson

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

Moved by _____ Seconded by _____
Comments _____

11. **ADJOURNMENT**

SCHOOL BOARD AGENDA - August 9, 2004**PAGE 4****CALENDAR OF EVENT**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
MSBA Summer Seminar	August 11-13	8-5 pm	Bloomington, MN
School Board	August 23	7 pm	Board Room
K-12 Staff Workshops	Aug 31-Sept 3		
Back to School Night	September 1		Horizon Middle Schl
Back to School Night (Elem)	September 2		Elem Bldgs
Labor Day Holiday	September 6	No School	
K-12 Classes Begin	September 7		
Back to School Night	September 9		High School
School Board	September 13	7 pm	Board Room
Dedication Ceremony	September 25	10:30-11:30 am	MHS Auditorium
and Open Houses	September 25	12-3 pm	All Buildings
School Board	September 27	7 pm	Board Room