

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

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13 May 2013

INDEPENDENT SCHOOL DISTRICT #152
School Board Meeting
Board Room 224 - Probstfield Center for Education
2410 14th Street South
Moorhead, Minnesota

May 13, 2013
7:00 p.m.

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

ATTENDANCE:

Lisa Erickson _____	Kristine Thompson _____
Cindy Fagerlie _____	Bill Tomhave _____
Laurie Johnson _____	Matt Valan _____
Scott Steffes _____	Dr. Lynne A. Kovash _____

AGENDA

1. **CALL TO ORDER**

   A. Pledge of Allegiance

   B. Preview of Agenda - Dr. Lynne A. Kovash, Superintendent

   C. Approval of Meeting Agenda

   Moved by _____ Seconded by _____
   Comments _____

   D. "We Are Proud"

   We Are Proud of Horizon Middle School student Sam Hagen, percussionist, who was selected for the Minnesota Band Directors Association Grades 6-8 Honor Band. Hagen was one of 82 students selected from 269 who auditioned for a position in this group. This is Hagen's second year as a member of the honor band. His band teachers are Olivia Latimer and Denise Pesola. This select band of top grades 6-8 band students from Minnesota rehearsed with guest conductor Dr. Robert Ouren and performed April 21 in Chanhassen.

E. Matters Presented by Citizens/Other Communications (Non-Agenda Items) (Citizens who wish to address a non-agenda item have the opportunity to speak by raising their hand and being recognized by the School Board chair. Speakers must state their name and will be limited to three minutes. Speakers must complete the sign-up form, which outlines the public input process, and submit it to the School Board secretary.)

2. **CONSENT AGENDA**

All items on the Consent Agenda are considered to be routine, and have been made available to the School 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 School 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, School Board member inquiries on consent agenda items are to be made directly to the district administration prior to the time of the meeting.

A. SUPERINTENDENT MATTERS - Kovash
   (1) Approval of April 8 and 22, 2013 Regular Meeting Minutes and April 22, 2013 Special Meeting Minutes - Pages 7-16

B. ASSISTANT SUPERINTENDENT MATTERS - Kazmierczak
   (1) Approval of May Claims - Page 17

C. HUMAN RESOURCES MATTERS - Dehmer
   (1) Approval of Resignations - Page 18
   (2) Approval of Family/Medical Leaves - Page 19
   (3) Approval of Change in Contracts - Page 20
   (4) Approval of Early Retirement - Page 21
   (5) Approval of New Employee - Page 22

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

Moved by _____ Seconded by _____
Comments _____

3. **ELEMENTARY SCHOOL IMPROVEMENT PLAN UPDATES**: Kovash
Pages 23-28

4. **ALL-DAY KINDERGARTEN DISCUSSION**: Kazmierczak
Pages 29-34

5. **APPROVAL OF POLICY**: Kovash
Pages 35-36

Suggested Resolution: Move to approve the policy, Part-Time and Substitute Staff Salaries 415, as presented.

Moved by _____ Seconded by _____
Comments _____

6. **APPROVAL OF POLICY**: Kovash
Pages 37-44

Suggested Resolution: Move to approve the policy, Family and Medical Leave 422, as presented.

Moved by _____ Seconded by _____
Comments _____

7. **APPROVAL OF POLICY**: Kovash
Pages 45-48

Suggested Resolution: Move to approve the policy, Health Examination 423, as presented.

Moved by _____ Seconded by _____
Comments _____

8. **APPROVAL OF POLICY**: Kovash
Pages 49-51

Suggested Resolution: Move to approve the policy, Employee Assistance 426, as presented.

Moved by _____ Seconded by _____
Comments _____

9. **APPROVAL OF POLICY**: Kovash
Pages 52-54

Suggested Resolution: Move to approve the policy, Subpoena of a School District Employee 443, as presented.

Moved by _____ Seconded by _____
Comments _____

10. **APPROVAL OF POLICY**: Kovash
Pages 55-57

Suggested Resolution: Move to approve the policy, Student Disability Nondiscrimination 502, as presented.

Moved by _____ Seconded by _____
Comments _____

11. **APPROVAL OF POLICY**: Kovash
Pages 58-59

Suggested Resolution: Move to approve the policy, School Attendance Governing Enrollment of Children/Adults with Disabilities 516, as presented.

Moved by _____ Seconded by _____
Comments _____

12. **APPROVAL OF POLICY**: Kovash
Pages 60-64

Suggested Resolution: Move to approve the policy, Communicable Disease Control and Infectious Conditions 531, as presented.

Moved by _____ Seconded by _____
Comments _____

13. **APPROVAL OF POLICY**: Kovash
Pages 65-72

Suggested Resolution: Move to approve the policy, Mandated Reporting of Child Neglect or Physical or Sexual Abuse 534, as presented.

Moved by _____ Seconded by _____
Comments _____

14. **APPROVAL OF POLICY**: Kovash
Pages 73-77

Suggested Resolution: Move to approve the policy, Maltreatment of Vulnerable Adults 535, as presented.

Moved by _____ Seconded by _____
Comments _____

15. **SCHEDULE SCHOOL BOARD WORK SESSION**: Kovash
Page 78

Suggested Resolution: Move to approve scheduling a School Board work session on Monday, July 15, 2013 from 10:00 a.m. to 4:00 p.m. at Rustic Oaks (tentative) for the purpose of discussing school district priorities, legislative and funding updates, strategic planning, board development, and district projects.

Moved by _____ Seconded by _____
Comments _____

16. **LEARNING WALKS**: Kovash
Page 79

17. **SUPERINTENDENT REPORT**

18. **COMMITTEE REPORTS**

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

20. **ADJOURNMENT**

CALENDAR OF EVENTS

Event	Date	Time	Place
Title I District Parent Adv Com	May 14	5:30 p.m.	PCE
Hopkins PTAC	May 14	6:30 p.m.	Media Center
Reinertsen PTAC	May 14	6:30 p.m.	Media Center
Policy Review Committee	May 20	7 p.m.	PCE
Technology Committee	May 28	3:45 p.m.	PCE
School Board	May 28	7 p.m.	PCE
K-12 Last Day of School for Students	May 31		
Graduation	June 2	2 p.m.	Concordia
Last Day of School for Paraprofessionals	June 3		
Last Day of School for Teachers	June 4		
GED Graduation	June 6	7 p.m.	MHS Auditorium
School Board	June 10	7 p.m.	PCE
Com Educ Advisory Council	June 18	7 p.m.	PCE
School Board	June 24	7 p.m.	PCE

MEMBERS PRESENT: Lisa Erickson, Cindy Fagerlie, Laurie Johnson, Scott Steffes, Kristine Thompson, Bill Tomhave, Matt Valan, and Dr. Lynne A. Kovash.

MEMBERS ABSENT: None.

CALL TO ORDER: Chair Erickson called the meeting to order at 7:00 p.m. and led everyone in attendance with the Pledge of Allegiance.

PREVIEW OF AGENDA: Superintendent Kovash recommended approval of the agenda to proceed with a revision to page 21.

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

WE ARE PROUD:

We Are Proud of the Moorhead High student Maren Seljevold who qualified for the state gymnastics meet in all around, vault and balance beam. Seljevold placed fourth in balance beam at the Class AA state gymnastics tournament. Head coach is Toni Kleber, and assistant coaches are Anna Solbrack and Dave Valeski.

We Are Proud of Moorhead High School gymnastics team members who received All-State honors. Maren Seljevold received an All-State Award in balance beam and All-State Honorable Mention in all-around, Bijanca Clark received an All-State Honorable Mention in vault, Brooke Borgen received an All-State Honorable Mention in balance beam, and Tabatha Roman received an All-State Honorable Mention in vault. The gymnastics team earned a Gold Academic Award for having a 3.791 team grade point average. Team members are Brooke Borgen, Bijanca Clark, Tana Kurtti, Maren Seljevold, Ali Krsnak, Carly Philippot, Kendall Johnson, Kylie Olson, Greta Seljevold, Tabatha Roman, Lesley Buegel, Candace Poppen, Sophie Newcomb and Nicole Neumann. Coaches are Toni Kleber, Dave Velaski, Anna Solbrack and Jessica Irish.

We Are Proud of the Moorhead High School boys hockey team for placing fifth in the 2013 Boys Hockey State Tournament with a 5-2 win over Eastview. Moorhead advanced to the consolation round after a quarterfinal loss to Duluth East and a semifinal win over Lakeville North. Moorhead defeated Brainerd in the Section 8 Championship game for the third year in a row to advance to the state tournament.

Team members are Codee Brace, Alex Mehnert, Ryan Bruggeman, Aaron Herdt, Tony Uglem, Austin Skjefte, Zach Holtgrewe, Leif Johnson, Jade Lawrence, Nicholas Uglem, Will Borgen, Grant Weiss, Jacob Odegard, John O'Connor, Patrick O'Connor, Tucker Masseth, Eric Barker, Thomas Carey, Peter MacFarlane and Jacob Dittmer. Head coach is Peter Cullen, assistant

coaches are Dale Lund, Jason Gregoire, Sean Bertie and Jim MacFarlane, and student manager is Cornell Bradford.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS: None.

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

Minutes - Approve the March 11 and 25, 2013 Meeting Minutes.

Claims - Approve the April Claims, subject to audit, in the amount of $1,210,433.86.

General Fund:	$1,038,826.91
Food Service Fund:	$139,208.59
Community Service Fund:	$32,398.36
TOTAL	$1,210,433.86

The March Wire Payments, subject to audit, in the amount of $6,170,820.12.

General Fund:	$1,790,778.62
Debt Redemption Fund:	$4,336,550.00
Post Employment Trust Fund:	$43,491.50
TOTAL	$6,170,820.12

Resignations

Darlene Gulsvig - Paraprofessional on Leave of Absence effective at the end of the 2012-2013 school year.

Erin Schwanke - K+ Teacher, Robert Asp Elementary, effective April 10, 2013.

Josh Ogaard - Mathematics Teacher, Moorhead High School, effective at the end of the 2012-2013 school year.

Abbey Zuehlsdorff - Kindergarten Teacher, Ellen Hopkins Elementary, .50 FTE, effective at the end of the 2012-2013 school year.

Carrie Arness - K+ Teacher, Ellen Hopkins Elementary, effective at the end of the 2012-2013 school year.

Family/Medical Leaves

Leah Hoffman - Teacher, S.G. Reinertsen Elementary, effective March 26, 2013 thru April 10, 2013.

Tina Bentz - Teacher, Moorhead High School, effective July 6, 2012 for approximately 12 weeks.

Leslie Schermerhorn - Bus Driver, Transportation, effective May 7, 2013 for approximately 6-8 weeks.

Early Retirement
Anne Larson - Service-Learning Coordinator, effective at the end of the 2012-2013 school year.

Other Leave of Absence
Lisa Schmidt - Paraprofessional, Moorhead High School, effective April 5, 2013 to May 24, 2013.

New Employees
Zikri Ahmed - Hall Monitor, Moorhead High School, B21 (0-2) $15.03 per hour, 8 hours per day, effective March 27, 2013 (replaces Jennifer Krueger).
Peter Cullen - Head Varsity Boys Hockey Coach, Moorhead High School, .120 (1) $4,451.00 effective with the 2013-2014 season (replaces Peter Cullen, Interim position).

Luther College Field Experience Contractual Agreement - Approve the Luther College agreement for the academic year of 2013-2014.

Motion carried 7-0.

MAJOR MAGNITUDE FIELD TRIP REPORT - BAND STUDENTS TO LOS ANGELES, CALIFORNIA: Pam Redlinger provided a report following the Moorhead High School band students' Major Magnitude Field Trip to Los Angeles, CA in March 2013.

APPROVAL OF MAJOR MAGNITUDE FIELD TRIP REQUEST - CHOIR TRIP TO ORLANDO, FLORIDA: Kathy Brekke, MHS Choir Director, provided information related to the request.

Valan moved, seconded by Tomhave, to approve the Major Magnitude Field Trip request for Moorhead High School choir students to travel to Orlando, Florida on January 16-20, 2014. Motion carried 7-0.

LITERACY AND ENGLISH LEARNER (EL) PROGRAM MANAGER: Dr. Kovash explained that the proposal continues the work begun by licensed staff with support and consultation from Lakes Country Service Cooperative and the Minnesota Department of Education. The state mandates for program modification for English Learner and Reading Well by Grade 3 will be supported through this position. Leadership is needed to carry out plans developed and provide support for educators to meet the different needs in their classrooms.

Fagerlie moved, seconded by Thompson, to approve the position of Literacy and English Learner Program Manager. Motion carried 7-0.

RESOLUTION RELATING TO THE TERMINATION AND NON-RENEWAL OF TEACHING CONTRACTS OF PROBATIONARY TEACHERS: Dehmer explained that the reduction of program and licensed positions is related to projected declining enrollment and financial limitations.

Fagerlie moved, seconded by Thompson, to approve the Resolution Relating to the Termination and Non-Renewal of Teaching Contracts of Probationary Teachers as presented. Motion carried 7-0.

RESOLUTION RELATING TO THE OFFERING OF PART-TIME TEACHING CONTRACTS TO PROBATIONARY TEACHERS: Dehmer explained the resolution to the board.

Tomhave moved, seconded by Johnson, to approve the Resolution Relating to the Offering of Part-Time Teaching Contracts to Probationary Teachers as presented. Motion carried 7-0.

DISTRICT LOGO AND BRAND DEVELOPMENT: Kovash presented information related to the district's Strategic Priorities, Priority Areas 4 and 5 that improve satisfaction and involvement with students, parents and community and to improve organizational effectiveness. Goals under both Priority Areas are addressed by the district communications plan. The district logo and brand development is part of the communication plan, focusing on the areas of establishing a clear brand identity for the district and maintaining positive relationships with stakeholders to strengthen understanding about, support for and confidence in Moorhead Area Public Schools. The district's legal name, Independent School District 152, is not part of the logo but will be incorporated on district letterhead, business cards, publications and the website.

Implementation of the new logo and identity system will be phased in over the next six years. Consumables such as letterhead and business cards will be replaced as needed this spring, with the rest updated for the 2013-14 school year. This also addresses the updates to the email and website addresses on those materials. The wall logo signs will be updated at the Probstfield Center for Education. It is anticipated that most of the costs will be covered through regular planned purchasing with a cost of up to $3,000 from strategic planning implementation.

A brief discussion was held related to continuing to refine the Spud mascot logos.

Valan moved, seconded by Steffes, to adopt the district logo as presented. Motion carried 7-0.

SCHEDULE SPECIAL SCHOOL BOARD MEETING: Erickson moved, seconded by Thompson, to approve Monday, April 22, 2013 from 5:30 to 7:00 p.m. in Board Room 224 to schedule a Special School Board meeting for the purpose of discussing the Affordable Care Act. Motion carried 7-0.

SUPERINTENDENT REPORT: Dr. Kovash requested board members to be aware of legislation being discussed related to state testing and funding. Kovash reminded board members of the April 10 Affordable Care Act session at Lakes Country Service Cooperative. Kovash noted a presentation would be provided to the board at a later date regarding the changes in the gifted, and talented program at the middle school level. Kovash said the Community Engagement work was continuing and a report would be brought to the board at an all-day work session/retreat to be scheduled for July 15 where the board will discuss strategic planning.

COMMITTEE REPORTS: Brief reports were heard related to the Activities Advisory Council, Technology Committee, Indian Education Parent Committee, Joint Powers Committee, and Robert Asp PTAC meetings. Board members noted they also attended the S.G. Reinertsen Family Fun Night, Community Education Appreciation Event, League of Women Voters panel discussion, District 4 Legislative Forum, and a meeting with Commissioner Brenda Cassellius.

Thompson left the meeting at 8:15 p.m.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: Dr. Kovash noted she would provide a recommendation at the April 22 board meeting related to adjustments in the school calendar due to making up two weather emergency days.

ADJOURNMENT: Hearing no objections, the Chair adjourned the meeting at 8:24 p.m.

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Laurie Johnson, Clerk

SPECIAL MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
PROBSTFIELD CENTER FOR EDUCATION
APRIL 22, 2013

MEMBERS PRESENT: Lisa Erickson, Cindy Fagerlie, Laurie Johnson, Scott Steffes, Kristine Thompson, Bill Tomhave, Matt Valan, and Dr. Lynne A. Kovash.

MEMBERS ABSENT: None.

CALL TO ORDER: Chair Erickson called the meeting to order at 5:30 p.m. and led everyone in attendance with the Pledge of Allegiance.

PREVIEW OF AGENDA: Superintendent Kovash recommended approval of the agenda as presented.

APPROVAL OF AGENDA: Tomhave, seconded by Johnson ?, to approve the agenda as presented. Motion carried 7-0.

PATIENT PROTECTION AND AFFORDABLE CARE ACT: The board heard a presentation from Ross Manson, Principal at Eide Bailly LLP, regarding Health Care Reform.

Valan left the meeting at 6:20 p.m. and returned to the meeting at 6:27 p.m.

ADJOURNMENT: Hearing no objections, the Chair adjourned the meeting at 6:50 p.m.

_____
Laurie Johnson, Clerk

MEMBERS PRESENT: Lisa Erickson, Cindy Fagerlie, Laurie Johnson, Scott Steffes, Kristine Thompson, Bill Tomhave, Matt Valan, and Dr. Lynne A. Kovash.

MEMBERS ABSENT: None.

CALL TO ORDER: Chair Erickson called the meeting to order at 7:00 p.m. and led everyone in attendance with the Pledge of Allegiance.

PREVIEW OF AGENDA: Superintendent Kovash recommended approval of the agenda to proceed with revisions to pages 14 and 15.

APPROVAL OF AGENDA: Johnson moved, seconded by Steffes, to approve the agenda as revised. Motion carried 7-0.

WE ARE PROUD:

We Are Proud of Moorhead High student Evan Johnson for qualifying for the state diving tournament. Johnson placed tenth in the 1 meter diving competition at the Class AA swimming and diving state meet. The diving coach is John Schmidt, head coach is Jeff Schneider, and assistant coach is Lars Seljevold.

We Are Proud of Moorhead High School students Ken Bye and Bryce Jossund for placing sixth out of 30 teams in the New York Automotive Technology Competition. The students competed in a six-hour contest April 2-3, 2013, in Manhattan where they showcased their skills at automotive system stations on the first day and diagnosed and repaired a number of pre-assigned problems during a three-hour trouble-shooting session on a live vehicle the second day. Their automotive instructor is Lauren Rood.

We Are Proud of Moorhead High School students who placed at the 2013 Tri-College Math Contest held at Minnesota State University Moorhead in March. Alex Volk placed first and Matthew Bye placed in the top 10 as individuals in the Beginning High School Division. The Grades 9-10 team placed first in Division 1. Team members are Erin Eidsness, Nathaniel Schindler, Brenden O'Meara, Katie Gruver, Tristian Ellenson, Alex Volk, Quinn Kupec and Raehs Puetz. Coaches are Moorhead High teachers Monica Peterson and Brian Olmanson.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS: None.

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

Resignations

Jessica Milz - Custodian, Ellen Hopkins Elementary, effective April 9, 2013.
Louie Lauer - Media Specialist/Gifted Talented Integrationist, Ellen Hopkins Elementary, effective at the end of the 2012-2013 school year.
Joe Snyder - Custodian, Moorhead High School, effective May 3, 2013.
Wayne Werremeyer - Assistant Football Coach, Moorhead High School, effective Apriil 18, 2013

Family/Medical Leaves

Tamara Krupich - Paraprofessional, Moorhead High School, effective March 19, 2013 until approximately April 25, 2013.
Alison Hajric - Teacher, Robert Asp Elementary, effective approximately May 7, 2013 for the remainder of the 2012-2013 school year.

Change in Contract

Cody Martinson - Physical Education/Health Teacher at Horizon Middle School, from .67 FTE to 1.00 FTE beginning with the 2013-2014 school year (FTE taken from current FACS position).
Dave Lawrence - Assistant Principal, Moorhead High School to Principal, Moorhead High School, D72 (15) $119,332.00, effective July 1, 2013 (replaces Russ Henegar).

New Employees

Kevin Manzella - Bus Driver, Transportation, 1.5 – 3 hours per day, $13.76 per hour, effective April 11, 2013 (replaces Kayla Hohertz).
Khalisa Yasin - Lunchroom Supervisor, S.G. Reinertsen Elementary, 2 hours per day, $10.00 per hour, effective April 14, 2013 (replaces Solveig Overturf).

Motion carried 7-0.

PaY STUDENT PRESENTATION: Board members heard a presentation from the Moorhead High Philanthropy and Youth (PaY) students Shaker Ali, Alexandra Bedore, Jacob Klevgaard, Lucia Smith, Olivia Bergh, Corinne Burrell, Anna Volk, Mary Overby, Trygve Rorvig, Matthew Lillehaugen, Luke Lillehaugen, Akira Shastri, and Annie Matheson regarding allocated funds used for grantmaking in the community.

MAJOR MAGNITUDE FIELD TRIP REPORT - ORCHESTRA STUDENTS TO LOS ANGELES, CALIFORNIA: Teacher Jon Larson provided a report on the orchestra students' major magnitude field trip to Los Angeles.

EARLY LEARNING PRESENTATION: Jill Skarvold, director of learner support services, Robin Grooters, early learning program manager, and Joanna Struck, Jump Start teacher, presented information on curriculum, assessment and data for the Early Learning Center's Jump Start preschool program, which is serving more than 130 students this year. The program has received a 4 Star Parent Aware Rating from state, which is the highest rating.

RESOLUTION FOR PLACEMENT OF TENURED TEACHER ON UNREQUESTED LEAVE OF ABSENCE: Dehmer explained the resolution noting additional staffing reductions were due to contactual issues, teachers returning from leaves and filling vacancies during the year. She stated a correction was needed in the amount of FTE; the amount was corrected to .50 FTE.

Fagerlie moved, seconded by Tomhave, to approve the Resolution for Placement of Tenured Teacher on Unrequested Leave of Absence as presented. Motion carried 7-0.

TERMINATION OF NON-RENEWAL OF NON-LICENSED POSITION: Dehmer explained that the termination was recommended due the a result of declining enrollment, financial limitations and discontinuance of the position.

Steffes moved, seconded by Valan, approve the Termination and Non-Renewal of Non-Licensed Position as presented. Motion carried 7-0.

2012-13 SCHOOL CALENDAR: Kovash explained that rather than bring students back for one instructional day it was recommended that the last day for students be May 31. Staff will work June 3 and 4. Those days will be a combination of professional development, teacher work time and trade (comp) time.

Thompson moved, seconded by Johnson, to approve the changes to the 2012-13 School Calendar as presented. Motion carried 7-0.

SCHOOL DISTRICT BOUNDARY DISCUSSION: Assistant Superintendent Wayne Kazmierczak explained to the board that the legislature is considering a change in how operating levy funding is calculated -- going from a "resident cost per pupil unit" to an "adjusted marginal cost per pupil unit." Right now if a district student attends DGF, Moorhead still receives the operating levy funds. Kazmierczak said it is likely this may change. If this changes, the district's revenue would not decrease if the district boundaries with Dilworth were to be changed. Changing boundaries would require a bill in the legislature to authorize the boards of both district to realign the boundaries. The short- and long-term impact of a boundary change would need to be considered.

FIRST READING OF POLICIES: The board conducted a first reading on policies, Part-Time and Substitute Staff Salaries 415, Family and Medical Leave 422, Health Examination 423, Employee Assistance 426 Subpoena of a School District Employee 443, Student Disability Nondiscrimination 502, School Attendance Governing Enrollment of Children/Adults with Disabilities 516, Communicable Disease Control and Infectious Conditions 531, Mandated Reporting of Child Neglect or Physical or Sexual Abuse 534, and Maltreatment of Vulnerable Adults 535.

SUPERINTENDENT REPORT: Dr. Kovash thanked Russ Henegar for his leadership as interim principal at Moorhead High School and welcomed Dave Lawrence as the new MHS principal. Kovash recommended scheduling a work session for July 15 (annual organization meeting) from tentatively 10 a.m. to 4 p.m. at a location to be determined to discuss strategic planning. Kovash commented on the Flood Contingency Guidelines that were distributed noting she would be attending a briefing on Tuesday morning related to flood preparations. Flood information will be posted on the district's website. Kovash noted the MHS baseball team played St. Michael at the Minneapolis Metrodome on April 21 due to late spring field conditions. Kovash commented that Learning Walks at the high school were being scheduled for May 14 and 15 from tentatively 12:30-2:30 p.m. for those board members interested in participating. Board members were asked to contact Michelle if attending. Dr. Kovash briefly mentioned the Teacher Evaluation Plan document that was also distributed to board members.

COMMITTEE REPORTS: Brief reports were heard related to the Community Engagement Core Planning Team, Ellen Hopkins PTAC, Policy Review Committee, Teacher Evaluation Task Force, Clay County Collaborative Governance Board, and Instruction and Curriculum Advisory Committee meetings and S.G. Reinertsen Family Fun Night and Community Education Appreciation Event.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: Dr. Kovash requested board members to contact Michelle if they were attending the May 2 Education Moorhead Banquet at 6 p.m. at the Courtyard by Marriott. The School Board Retirement Reception is scheduled for May 28 at 5:30 p.m. in the PCE North Gym 228.

ADJOURNMENT: Hearing no objections, the Chair adjourned the meeting at 8:46 p.m.

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Laurie Johnson, Clerk

Assistant Superintendent

Moorhead Area Public Schools

Memo OAS.13.057 C

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent

DATE: May 7, 2013

SUBJECT: May Claims

The May claims are as follows:

General Fund	$1,096,717.78
Food Service Fund	$116,310.99
Community Service Fund	$29,856.31
TOTAL	$1,242,885.08

The April wire payments are as follows:

General Fund	$1,691,680.86
Post Employment Trust Fund	$41,360.00
TOTAL	$1,733,040.86

Suggested Resolution: Move to approve the May claims, subject to audit, in the amount of $1,242,885.08 and the April wire payments, subject to audit, in the amount of $1,733,040.86.

WAK:nls

Department of Human Resources
Moorhead Area Public Schools

Memo HR.13.097

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources

DATE: May 6, 2013

SUBJECT: Resignations

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

Andrew Henjum	Industrial Technology Teacher, High School, effective June 4, 2013.
Danielle Hillebrand	Visual Impairment Teacher, District-Wide, effective June 4, 2013.
Robert Brunhuber	Paraprofessional, Adult Basic Education, effective May 1, 2013.
Marcia Pederson	Paraprofessional, Adult Basic Education, effective April 18, 2013.
Kayla Berntsen	Paraprofessional, Adult Basic Education, effective April 29, 2013.
William Demke	Social Studies Teacher, High School effective at the end of the 2012-2013 school year.
William Demke	9th Grade Football Coach, High School, effective immediately.

SUGGESTED RESOLUTION: Move to approve the resignation of Andrew Henjum, Danielle Hillebrand, Robert Brunhuber, Marcia Pederson, Kayla Berntsen and William Demke as presented.

KLD:jal

Department of Human Resources
Moorhead Area Public Schools

Memo HR.13.099

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources

DATE: May 6, 2013

SUBJECT: Family/Medical Leave

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

Kathy Flagtwet	Teacher, Early Intervention Services, effective April 22, 2013 until April 29, 2013.
Peggy Haugstad	Administrative Assistant, High School, 3 days per week effective April 29, 2013 through May 17, 2013.
Joanne White	ABE Paraprofessional, effective May 10, 2013 through May 31, 2013 and intermittent leave starting June 3, 2013.

SUGGESTED RESOLUTION: Move to approve the Family/Medical Leave pursuant to Article 28, Section 2 of the Teachers' Master Agreement for Kathy Flagtwet and Article IX, Section 3 of the Administrative Assistant Master Agreement for Peggy Haugstad, and Article VIII, Section 3 of the Paraprofessional Master Agreeement for Joanne White.

KLD:jal

Department of Human Resources
Moorhead Area Public Schools

Memo HR.13.098

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources

DATE: May 6, 2013

SUBJECT: Change in Contract

The administration requests approval of Change in Contract for the following people:

Sayra Crary	EL Teacher, Horizon Middle School, 1.00 FTE to EL Teacher, Ellen Hopkins Elementary/Robert Asp Elementary, 1.00 FTE, effective at the beginning of the 2013-2014 school year.
Beth Evenstad	EL Teacher High School/Horizon 1.00 FTE to EL Teacher, Ellen Hopkins, 1.00 FTE effective at the beginning of the 2013-2014 school year.
LaRae Mikkelson	Kindergarten Spanish Immersion Teacher, Ellen Hopkins, 1.00 FTE to 1st Grade Teacher, Ellen Hopkins, 1.00 FTE, effective at the beginning of the 2013-2014 school year.
Tyler Roehl	Phy Ed Teacher, High School, .666 FTE to Phy Ed and Health Teacher, High School, 1.00 FTE, effective at the beginning of the 2013-2014 school year.
Katie Boer	Family Consumer Science Teacher, High School, .666 FTE to Family Consumer Science Teacher, High School 1.00 FTE, effective for the 2013-2014 school year.

SUGGESTED RESOLUTION: Move to approve the Change in Contracts for Sayra Crary, Beth Evenstad, LaRae Mikkelson, Tyler Roehl and Katie Boer as presented.

KLD:jal

Department of Human Resources
Moorhead Area Public Schools

Memo HR.13.100

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources

DATE: May 6, 2013

SUBJECT: Early Retirement

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

Don Hulbert Supervisor on Leave of Absence, High School, effective July 1, 2013

SUGGESTED RESOLUTION: Move to approve the Early Retirement of Don Hulbert as presented.

KLD:smw

Department of Human Resources
Moorhead Area Public Schools

Memo HR.13.093

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources

DATE: May 6, 2013

SUBJECT: New Employees

The administration requests the approval of the following new employees subject to satisfactory completion of federal, state and school statute and requirements.

Teresa Miller	Paraprofessional, High School, B21 (0-2) 6.75 hours per day, $15.03 per hour, effective April 15, 2013. (Replaces Scott Olson)
Alice Ross	Bus Driver, Transportation, 4 – 6 hours per day, $13.76 per hour, effective May 14, 2013. (Replaces Tim Nundahl)
Walter Johnson	Night Lead Custodian, Ellen Hopkins Elementary, A13 (0-2) $15.11 per hour, 8 hours per day, effective May 14, 2013. (Replaces Jessica Milz)
Jacob Mueller	Night Custodian, High School, A12 (0-2) $14.70 per hour, 8 hours per day, effective June 3, 2013. (Replaces Joseph Snyder)
Ryan LaDage	Principal, Ellen Hopkins Elementary, D63 (0-4) $85,618.00, effective July 1, 2013. (Replaces Mary Jo Schmid)

SUGGESTED RESOLUTION: Move to approve the employment of Teresa Miller, Alice Ross, Walter Johnson, Jacob Mueller and Ryan LaDage as presented.

KLD:smw

Department of School Improvement and Accountability
Moorhead Area Public Schools

Memo SIA.13.018 R

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Missy Eidsness, Director of School Improvement and Accountability ME

DATE: May 7, 2013

SUBJECT: Elementary School Improvement Plan Updates

At the May 13, 2013 School Board meeting, elementary principals will provide an update on progress made toward their school improvement plans. Mary Jo Schmid, Ellen Hopkins Principal, Chris Triggs, Robert Asp Principal, and Anne Moyano, S.G. Reinertsen Principal will be in attendance. The attached documents provide a summary of each building's progress.

MOE:nls
Attachments

Hopkins School Improvement Plan 2012-2013
Progress Report for ICAC

The Ellen Hopkins Elementary School Staff will reduce the achievement gap between Hopkins' students in all sub-groups in grades 3- 5 in the area of literacy so that their proficiency increases by 15% on the MCA (all achievement tests) by May 2013. The following percentages of growth will be demonstrated on the MCA (all achievement tests) by May 2013.

The Ellen Hopkins Elementary School Staff will reduce the achievement gap between Hopkins' students in all sub-groups in grades 3- 5 in the area of Math so that their proficiency increases by 15% on the MCA (all achievement tests) by May 2013.

Goal Area	Successful	Developing	Discontinue
Instructional efforts for fragile student populations	Data teams will be formed. During Data Team meetings teachers will examine student work & data to inform instruction & integrate interventions.	Professional development in the area of cultural understanding and the implications of the achievement gap at Hopkins	Development of two model classrooms. A literacy based model classroom and a math model classroom
	Teachers will meet monthly with the principals to review student progress.	Professional development on the use of data to make effective instructional decisions.	Student Academic Attitude Surveys
	Use of Leveled Literacy Interventions (LLI) in general education classrooms	Funding Second Chance transportation for additional transportation to & from school for students to improve attendance.	
	Tutoring in coordination with Centro el Cultural		
Parent Involve.	All Hopkins parents signed the Title I Compact to encourage homework completion, reading at home	Suggestions for home conditions which support student learning will be provided in classroom newsletters.	Employment of a Family Liaison to create parent connections and involvement in the school.
	Evening Library Hours: The school library and computer lab will be open in the evening so families can visit with their children	Family support programs will be provided to assist families with nutrition, health, and other services.	
	Teachers use the Home Links through Everyday Math to provide parent involvement in the area of mathematics.	The Math coach will provide parents the opportunity to have a math resource manual for home.	
	Parent Meetings with Hopkins Reading Coach to learn how to better work with their children at home.	Progress monitoring reports will be sent to parents at each assessment point. A cover letter explaining progress modeling will be provided.	
		The Math and Literacy Standards will be provided in classroom newsletters	
Prof. Dev.	Peer Coaching has been instituted to assist teachers in the implementation of instructional strategies.	Model Classrooms will be utilized to model how teachers are to apply instructional strategies, resources, and research in their classrooms.	
	Teachers will meet in PLCs to collaborate on specific student progress & implementation of curriculum. They will determine which practices are producing results & need to be continued as well as determining which are not proving to be effective.	Principals conduct daily walkthroughs. Principals spend no less than ~~50%~~ 30% of the day in classrooms.	

Robert Asp School Improvement Plan Update

Goal # 1	Students in grades 3-5 at Robert Asp Elementary will increase their reading proficiency from 69% to 80% on the 2012 MCA II Reading Assessment.

Working Objective: Strengthen reading and writing core instruction by implementing a systematic approach for how we organize our writing, provide instruction, and assessments.

Strategies

a. Scheduling - Allow time so teachers can see their small group readers and writers with targeted students still served. Uninterrupted writing block time. In place
b. PLC - Professional Development time focused on area of recommendation.
c. Create curriculum mapping for K-5 Writing Standards - where have we been and where are we going. In process of developing
d. Science/Social Studies integrated when possible through writing. In place
e. Cross grade level - share progress twice during the school year, K–5 share writing map/expectations. Once thus far
f. Collaborative data time two to four times during the school year. Twice thus far
g. Common language/definitions for components of Balanced Literacy/Writing. In process of developing
h. Implement a model classroom/professional development sites to build capacity from within our own building. In place
i. Design writing rubric to assess student writing at each grade level (Study Team). In process of developing
j. No announcements throughout the day (only during the first 10 minutes or after 2:40 p.m.). In place
k. Not scheduling non-educational events/programs during literacy and math times. In place
l. Use cell phones to call people rather than paging, unless paging crisis teams. In place

Goal # 2	Students in grades 3-5 at Robert Asp Elementary will increase their math proficiency from 70% to 80% on the 2012 MCA II Math Assessment.

Working Objective: Strengthen our math core instruction – A systematic approach to how we organize our math time, provide instruction, and assessments.

Strategies

a. Scheduling - Allow time so teachers can see their small group math students with targeted students still served. Uninterrupted block of time. In place

b. Professional development on AVMR/strategy implementation in the classroom. In process of developing
c. No announcements throughout the day (only during the first 10 minutes or after 2:40 p.m.). In place
d. Not scheduling non-educational events/programs during literacy and math times. In place
e. Use cell phones to call people rather than paging, unless paging crisis teams. In place

Goal # 3	All students will demonstrate an increase in behavior that communicates care, consideration, and respect of self and others through the development of a systematic plan for behavior.

Working Objective: More emphasis on how to deal with issues school wide — need more consistent classroom management practices and procedures and language, including a plan for teaching social skills.

Strategies

a. Use staff meetings to practice dealing with student issues/concerns. Emphasis on intervening with difficult behaviors. In place
b. Continue school wide emphasis on common language for dealing with bullying, scheduled themes for Spud meetings and morning news with classroom follow up in social skills discussion. (School Climate – 2012) In place
c. Make morning news more succinct and purposeful. In process of developing
d. No announcements throughout the day (only during the first 10 minutes or after 2:40 p.m.). In place
e. Not scheduling non-educational events/programs during literacy and math times. In place
f. Use cell phones to call people rather than paging, unless paging crisis teams. In place

S.G. Reinertsen Improvement Plan - Mathematics

80% of students will be proficient on the MCAs. Proficiency in the special education, free and reduced meals and English learner subgroups will improve by 5%.

Step 1: Provide a guaranteed, standards-based math curriculum for all students.

Align Everyday Math units with grade-level standards and MCA specs. Incorporate into instruction.

- Teachers know how the units and standards align.

Specify Everyday Math lessons that will include specific AVMR strategies.

- Completed grades 1-4

Embed MCA vocabulary into Everyday Math lessons.

- Completed grades 1, 3, 4

Provide instruction and practice in solving multi-step problems using Context for Learning units.

- Two or more units have been used in grades 3 and 4
- One unit used by teachers in grades 2
- One unit used by selected teachers in grades 1 and 5

Use AVMR and SNAP data to plan instruction.

- Assessments have been completed by all teachers at all grades and also by special education teachers.
- Data is used extensively at grade 1 and special education to plan instruction, with some use at grades K and 2-4. Application is just being explored at grade 5
- For the first time, we began using math data meetings so teacher teams could focus on student progress.

S.G. Reinertsen Improvement Plan - Reading

87% of students will be proficient on the MCAs or the percentage of students proficient on the MCAs will exceed the state proficiency average by 5%. Proficiency in the special education, free and reduced meals and English learner subgroups will improve by 5%.

Step 1: Provide a guaranteed, standards-based literacy curriculum for all students.

All students will receive direct, differentiated reading instruction at least four days per week.

- Two days per week in kindergarten and four or five days in all other grades
- Increased the number of reading progress monitoring meetings this year to five and added meetings that specifically addressed the progress of students with disabilities. Time for progress monitoring meetings has been included in our daily master schedule so we don't need to use substitutes to make classroom teachers available for the meetings and classroom instruction is not affected.

Each grade level will refine and teach at least two standards-based writing tasks, one of which is related to a science unit. Their work will include the writing skills, steps in the writing process, rubrics, etc. and will be documented in two writing unit plans

- The work is nearly completed for all grade levels.

Embed MCA vocabulary and rigor into literacy instruction.

- Completed, but continues to be reviewed by grade-level teams

Math and Reading

Use identified effective teaching strategies during all math and reading instruction.

Use strategies of lesson preparation, building background, interaction and student engagement during all math and reading lessons. Teachers develop lessons with the strategies and observe each other.

- Significant use of supplemental materials, explicit teaching of vocabulary
- Notable increase from last year in the number of classrooms where language objectives are posted
- Frequent student-to-student interaction and building background by referring to previous learning
- Inconsistent evidence about adaptation of content for students of varying levels of proficiency or grouping configurations that supported lesson objectives

Behavior and School Climate

Step 1: Provide training, resources, support, coaching and accountability systems to all teachers to maintain the basics of school-wide positive behavior supports.

Review PBIS concepts with all staff. Refine procedures and carry out reviews during the year.
Collect teaching resources.

- Reviews provided. Online tool kit shared with teachers.

Expand prevention programming.

- Not completed

Step 2: Respond to students with frequent and significant behaviors in a timely and effective manner.

Train teachers regarding high concern behaviors and how to use prevention strategies.

- Teachers received an hour of training from a pediatric neuropsychologist.

Create a crisis plan for acute situations with individual students.

- Plan has been created.

Support teachers whose students are receiving behavior interventions through staff development.

- Not completed

Improve timelines for responding to referrals and implementing intervention plans. Review student progress systematically.

- Significant progress

Step 3: Make playground improvements through supervision, teaching behavior expectations more explicitly, teaching replacement activities and making physical improvements.

Teach explicit behavior expectations and two playground activities to all students.

- Resources provided. Need to survey classroom teachers regarding implementation.

Define playground boundaries.

- Done prior to the start of school

Install four-square lines on the north side play area.

- Done

Assistant Superintendent

Moorhead Area Public Schools

Memo OAS.13.058 R

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent

DATE: May 7, 2013

SUBJECT: All-Day Kindergarten Discussion

As the current 2013 legislative session continues, the Minnesota legislature appears poised to provide funding for optional all-day kindergarten. State funding would begin with the 2014-2015 school year under the various proposals put forth by the Senate, House and Governor Dayton. Implications to Moorhead Area Public Schools caused by this legislation will be discussed at the May 13, 2013 school board meeting. Included in the discussion will be whether or not it is feasible for Moorhead to add all-day kindergarten beginning with the upcoming 2013-2014 school year. The attached document outlines some of the issues that need to be considered regardless of when all-day kindergarten might be implemented.

WAK:nls
Attachment

ALL-DAY KINDERGARTEN
MAY 2013 DISCUSSION

Introduction

The purpose of this document is to assist with determining the feasibility of adding all-day kindergarten in Moorhead beginning with either the 2013-2014 or 2014-2015 school year. It appears likely that funding for optional all-day kindergarten will be approved during the current 2013 Minnesota legislative session. Funding would begin in fiscal year 2015, which is the 2014-2015 school year. Adding all-day kindergarten beginning with the 2013-2014 school year would result in the district incurring additional expenses without the benefit of additional state revenue.

As of this writing, the Senate, House and Governor Dayton have put forth all-day kindergarten proposals. All three versions include the following provisions: 1) funding would take effect with the 2014-2015 school year, 2) all-day kindergarten would be optional, 3) the calendar must include at least 850 hours of instruction, and 4) all-day kindergarten must be offered for free to all students.

Included in this document are several items for consideration related to all-day kindergarten within the context of the Moorhead school district. Some of the information is provided simply as background data and some of the information is provided based on a variety of assumptions. Regardless of when, or if, Moorhead offers optional all-day kindergarten, the information provided will help to inform that discussion. This document is organized into the following sections: Assumptions for 2013-2014 School Year, Open Enrollment and Other Considerations, April 2008 Kindergarten Task Force Recommendation, Kindergarten Plus (K+), Resource and Financial Implications of All-Day Kindergarten and Conclusion.

Assumptions for 2013-2014 School Year

For the purpose of planning for the 2013-2014 school year, an estimate of 450 kindergarten students is being used given the current plan to offer half-day kindergarten. An assumption that more parents would choose to enroll their students in Moorhead if the district offered all-day kindergarten could bring that figure closer to 475 students; this figure will be used for staffing assumptions in this scenario. A higher estimate of 500 students will be used for considering classroom space needs for opening day so that if demand for the program were to exceed 475 students, the district would be positioned to handle an additional section of kindergarten. The following chart details an assumed enrollment of 500 kindergarten students for the purpose of ensuring that enough classroom space would be available:

2013-2014 All-Day Kindergarten Scenario				
	K Enrollment Projected	K Sections Needed	Average Section Size	Classrooms Needed
Robert Asp Elementary	160	7	22.9	6 sections at Asp, 1 section at PCE
Ellen Hopkins Elementary	160	7	22.9	6 sections at Hopkins, 1 section at PCE
Probstfield Center for Education	180	8	22.5	10 (figure includes 1 Hopkins section and 1 Asp section)
Total	500	22	22.7	22

Transporting a section of kindergarten students from Robert Asp Elementary and Ellen Hopkins Elementary to Probstfield would be necessary under this scenario; another possibility would be to create a kindergarten attendance area around Probstfield so that an appropriate number of students would be shifted from the Robert Asp and Ellen Hopkins attendance areas. Additionally, offering an optional half-day kindergarten program would provide a second option to parents and could reduce the total number of classrooms needed to accommodate the addition of all-day kindergarten; demand for either option would not be known until enrollment is finalized.

Open Enrollment and Other Considerations

The number of kindergarten students open enrolling out of the Moorhead school district into the Dilworth-Glyndon-Felton (DGF) school district is estimated to be 50 for the upcoming 2013-2014 school year. To date, parents of approximately 12 kindergarten students who live in the Woodbridge Addition in the City of Dilworth, which is located in the Moorhead school district, have indicated that they plan to attend kindergarten in DGF in 2013-2014. As a comparison, for the current 2012-2013 school year, 16 of the 23 (70%) kindergarten students who live in the Woodbridge Addition (Moorhead school district) attend kindergarten in DGF. Additionally, the district is aware of several parents who currently choose to enroll their students in local private schools that offer all-day kindergarten. Also worth noting, the Moorhead school district is surrounded by school districts that offer non-fee based all-day kindergarten including Fargo, West Fargo, DGF, Fergus Falls, Barnesville, Hawley, Norman County East, Breckenridge and Wahpeton.

April 2008 Kindergarten Task Force Recommendation

A Kindergarten Task Force was convened in December 2007 and was charged with the responsibility of exploring the efficacy and feasibility of all-day kindergarten as a program option for the Moorhead school district. The Kindergarten Task Force Recommendation Report

was completed in April 2008 and concluded with the following Recommendation for Policy Decisions:

> Based on the Kindergarten Task Force's research and surveys the task force believes adequate funding for all-day, everyday kindergarten should be available equitably for every child in the Moorhead School District. Twenty-nine states in the United States fund all-day kindergarten for their students. The neighboring communities of Fargo and West Fargo are currently in the process of implementing all-day kindergarten for the fall of 2008. North Dakota currently fully funds all-day kindergarten.
>
> The task force recommends that full-day kindergarten be offered as a choice to every child in the Moorhead Area Public Schools when funding becomes available to provide true equal access of programming to all district families. Until such time, it is recommended that administration continue to formulate a plan to implement full-day kindergarten as soon as funding becomes available.
>
> The exploration of the feasibility of all-day, everyday kindergarten was one of the priorities of the school district's current strategic plan. It is recommended that future strategic planning conducted by the school district also give continued priority consideration to the exploration of the feasibility of all-day, everyday kindergarten.

The 2008 task force recommendation provided a direction that the district has followed since that time. As a means to provide a full-day option for parents, Moorhead has offered a Community Education program, Kindergarten Plus (K+), since the beginning of the 2009-2010 school year. Now in its fourth year of existence, K+ has provided a viable, affordable full-day option for over 750 students since its inception. The next section provides additional information about K+.

Kindergarten Plus (K+)

In January 2009, the Moorhead School Board approved an optional fee-based program called Kindergarten Plus (K+). The following description was included in the proposal:

> Kindergarten Plus (K+) is proposed as an extended day kindergarten program offered through Moorhead Community Education. The proposed program is an all-day kindergarten option that includes the traditional half-day kindergarten curriculum with another half day of enrichment activities with licensed Community Education staff. The enrichment half of the kindergarten day is fee-based. K+ is designed to broaden, enrich and complement Moorhead Area Public Schools regular half-day kindergarten program. K+ is ideal for those children who are ready for a longer day in a learning environment. It is not intended to accelerate students, but rather to provide an enrichment experience.

Historical K+ enrollment data are as follows:

School Year	November 1 K Enrollment	November 1 K+ Enrollment	% of K Students Enrolled in K+
2009-2010	417	119	28.5%
2010-2011	387	111	28.7%
2011-2012	429	248	57.8%
2012-2013	483	278	57.6%

Historical K+ fee structure:

K+ Program Fees 2009-2010		
	Annual Fee	Monthly Fee
Full Fee	$2,150	$238.90
Reduced Fee A	$1,075	$119.40
Reduced Fee B	$537.50	$59.70

K+ Program Fees 2010-2011		
	Annual Fee	Monthly Fee
Full Fee	$2,340	$260
Reduced Fee A	$1,170	$130
Reduced Fee B	$585	$65

K+ Program Fees 2011-2012 and 2012-2013		
	Annual Fee	Monthly Fee
Full Fee	$1,200	$133
Reduced Fee A	$600	$67
Reduced Fee B	$300	$33
Reduced Fee C	No charge	No charge

K+ has proven to be a viable option for a significant number of families with nearly 60% choosing to participate in this fee-based program during the last two school years. The district plans to continue this program until such time that optional all-day kindergarten is offered.

Resource and Financial Implications of All-Day Kindergarten

The amount of classroom space available to accommodate a projected enrollment of 500 students is estimated to be 22 classrooms. With modifications to existing spaces at Ellen Hopkins, Robert Asp and Probstfield, a total of 22 classrooms have been identified for kindergarten district wide. An assumed enrollment of 475 kindergarten students will be used to determine the financial impact of providing all-day kindergarten:

Additional Expenditures	Units	Cost	Total Cost
Additional kindergarten teachers	10	$75,000 (salary and benefits)	$750,000
Additional teaching positions (needed to provide prep time for additional kindergarten teachers)	2.5	$75,000 (salary and benefits)	$187,500
Construction, furniture, equipment, technology, instructional materials, staff development		$125,000 construction $125,000 all other	$250,000
Total additional expenditures, year 1			*$1,187,500*

Construction would include remodeling existing classrooms to prepare for kindergarten at each of three sites. The work would include the removal of walls, the installation of bathrooms, and the repurposing of spaces that are currently used for other things such as converting a conference room into a preschool classroom. The additional classroom space created would address the short-term needs associated with the first year of an all-day kindergarten implementation. Longer-term solutions to an impending shortage of classroom and gymnasium space will need to be addressed as well.

Conclusion

With funding likely available for Minnesota school districts to offer optional all-day kindergarten beginning with the 2014-2015 school year, it appears inevitable that all-day kindergarten will be offered in Moorhead at that time. Adding all-day kindergarten one year earlier than this would be possible with a significant amount of work to be completed over the next couple of months. Regardless of the year that all-day kindergarten is implemented, the approximate cost to add this program would approach $1.2 million in its first year and slightly less than that in subsequent years. State revenues will likely cover the additional on-going costs that Moorhead would incur as a result of adding all-day kindergarten, but not until the 2014-2015 school year.

Superintendent of Schools

Moorhead Area Public Schools

Memo S.13.110R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent

DATE: May 2, 2013

SUBJECT: Approval of Policy

Attached please find the policy, Part-Time and Substitute Staff Salaries 415.

Suggested Resolution: Move to approve the policy, Part-Time and Substitute Staff Salaries 415, as presented.

LAK:mde
Attachment

Part-Time and Substitute Staff Salaries

Type:	School Board Policy
Section:	400 EMPLOYEES/PERSONNEL
Code:	415
Adopted Date:	8/12/1981
Revised Date(s):	10/13/2008
Reviewed Date(s):	08/14/1990, 08/22/1994, 05/22/1995, 02/12/2001, 12/13/2004, 10/13/2008
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to establish salari~~es~~y guidelines for Moorhead Area Public Schools licensed substitute teachers, part-time and substitute classified employees and community education employees.

II. GENERAL STATEMENT

A. Regular Substitute and Long-term Substitute Teacher Salaries - the basic rate of pay for licensed substitute teachers will be established by the Moorhead School Board. ~~The pay rate will be reviewed periodically to maintain a rate which will enable the school district to attract competent substitutes.~~ Regular substitute and long-term substitute teacher pay will follow the Part-time and Substitute Pay Schedule, which will be reviewed and published annually. ~~Substitute teachers who are employed for less than ten (10) consecutive days in one position shall be paid at the School Board-established daily rate. The salary for substitute teachers working ten (10) or more consecutive working days in the same assignment shall be paid at the School Board-established long-term rate. Leaves of absence which are known to be thirty (30) consecutive working days or more in the same assignment will be treated as regular teaching vacancies and long-term substitutes for those positions shall be paid at the base rate of a beginning BA teacher.~~

B. Regular teachers who substitute will be paid at the established hourly rate according to Article 17, Section 2 of the current teacher's contract.

C. Part-Time Employee Salary Schedule - part-time and substitute classified employees and community education teachers will be paid at the rates established by the School Board.

Cross References:
Moorhead School Board Policy 410: Employment of Faculty and Staff
Moorhead School Board Policy 412: Employment License Status
Moorhead School Board Policy 413: Employee Background Checks

Superintendent of Schools

Moorhead Area Public Schools

Memo S.13.111R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *for*

DATE: May 2, 2013

SUBJECT: Approval of Policy

Attached please find the policy, Family and Medical Leave 422.

Suggested Resolution: Move to approve the policy, Family and Medical Leave 422, as presented.

LAK:mde
Attachment

Family and Medical Leave

Type:	School Board Policy
Section:	400 EMPLOYEES/PERSONNEL
Code:	422
Adopted Date:	6/11/2001
Revised Date(s):	10/13/2008, 12/14/2009, 12/13/2010
Reviewed Date(s):	02/28/2005, 02/13/2006, 06/11/2007, 01/14/2008, 10/13/2008, 12/14/2009, 12/13/2010
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and parenting leave as required by state statute.

II. GENERAL STATEMENT

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting-leave laws.

III. DEFINITIONS

A. "Covered active duty" means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and

2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. 101(a)(13)(B).

B. "Covered servicemember" means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or

2. a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

C. "Eligible employee" means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-

month period immediately preceding the commencement of the leave. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee's fulfillment of his or her National Guard or Reserve military service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.

D. "Next of kin of a covered servicemember" means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.

E. "Outpatient status" means, with respect to a covered servicemember, the status of a member of the Armed Forces assigned to:

1. a military medical treatment facility as an outpatient; or

2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.

F. "Quantifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:

1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;

2. to attend military events and related activities of a covered military member;

3. to address issues related to childcare and school activities of a covered military member's child;

4. to address financial and legal arrangements for a covered military member;

5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;

6. to spend up to five days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;

7. to attend post-deployment activities related to a covered military member; and

8. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.

G. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

1. inpatient care in a hospital, hospice, or residential medical care facility; or

2. continuing treatment by a health care provider.

H. "Veteran" has the meaning given in 38 U.S.C. 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave

1. ~~Regular full-time and part-time employees who have been employed by the school district for at least 12 months and have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave~~ Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:

a. birth of the employee's child and to care for such child;

b. placement of an adopted or foster child with the employee;

c. to care for the employee's spouse, son, daughter, or parent with a serious health condition; ~~and/or~~

d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job~~.~~ and/or

e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call to order to covered active duty in the Armed Forces.

2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's ~~uses any~~ leave is to commence.

3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.

4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short term conditions for which treatment and recovery are very brief.

5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:

a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member

medically unfit to perform the duties of the member's office, grade, rank, or rating; and

b. a "serious injury or illness," in the case of a veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceeding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

6. Eligible spouses employed by the school district are limited to an aggregate of ~~twelve~~ 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill~~,~~; to care for a child with a serious health condition; or because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.

7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule ~~leave~~ basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.

9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present certification from a health care provider indicating that the employee is able to return to work.

10. Requests for leave shall be made to the employee's supervisor and forwarded to the Department of Human Resources for processing. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, ~~E~~employees must give 30 days written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.

11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation

issued by the military indicating active duty or a call to active duty status ~~in support of a contingency operation~~ and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.

12. During the period of a leave permitted under this policy ~~(which does not exceed a total of 12 work weeks in the applicable 12 month period)~~, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.

13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in th administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The Superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the School Board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy ~~(which does not exceed a total of 12 work weeks in the applicable 12 month period)~~ are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

15. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

B. Six-week Leave ~~under the Minnesota Parenting Leave Law~~

An employee who does not qualify for leave under Paragraphs IV.A.1.a. or IV.A.1.b. ~~A~~ above may qualify for a six-week unpaid parenting leave for birth or adoption of a child. The employee may qualify if he or she has worked for the school district for at least 12 consecutive months and has worked an average number of hours per week equal to one-half of the full time equivalent. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.

2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A and IV.C. above.

3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.

4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.

5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.

6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.

7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.

B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:

1. take leave for the entire period or periods of the planned medical treatment; or

2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.

C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.

1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.

2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return

from leave would occur during the last two weeks of the semester.

3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.

D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. OTHER

A. The provisions of this policy are intended to comply with applicable law, including FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.

B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.

B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References:
Minnesota, Statute, 181.940-181.944 (Parenting Leave)
10 U.S.C. 101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. 2601 *et seq.* (Family and Medical Leave Act)
38 U.S.C. 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)

Cross Reference:
Moorhead School Board Policy 423: Health Examination
MSBA/MASA Model Policy 410 (Family and Medical Leave Policy)

Superintendent of Schools

Moorhead Area Public Schools

Memo S.13.112R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent

DATE: May 2, 2013

SUBJECT: Approval of Policy

Attached please find the policy, Health Examination 423.

Suggested Resolution: Move to approve the policy, Health Examination 423, as presented.

LAK:mde
Attachment

Health Examination

Type:	School Board Policy
Section:	400 EMPLOYEES/PERSONNEL
Code:	423
Adopted Date:	5/22/1990
Revised Date(s):	01/14/2008
Reviewed Date(s):	05/22/1990, 09/25/1995, 06/12/2000, 02/09/2004, 01/14/2008
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to identify and reserve managerial right of ~~to~~ the Moorhead School Board ~~its managerial right~~ to require physical examinations of its employees under certain circumstances outlined below. ~~In this regard, the Superintendent/designee, with the consent of the employee, may require an employee to undergo a physical examination in order to obtain additional medical information for the following purposes:~~

~~1. Assessing the employee's continuing ability to perform the job;~~
~~2. For employee health insurance eligibility;~~
~~3. As mandated by state, local or federal law;~~
~~4. Assessing the need to reasonably accommodate an employee;~~
~~5. Pursuant to Minnesota Statute Sections 181.950-181.957, relating to drug and alcohol testing in the workplace;~~
~~6. Related and consistent with business necessity, not otherwise prohibited by law or inconsistent with the Americans with Disabilities Act~~.

II. GENERAL STATEMENT

~~The Superintendent/designee may require the employee to undergo a physical examination as follows:~~

~~1. An employee who has been offered employment conditioned upon the employee meeting the physical and mental requirements of the job in accordance with Minnesota Statute 363A.20, Subd. 8.~~

~~2. To limit receipt of benefits payable under the fringe benefit plan for disabilities to that period of time which a licensed physician reasonably determines a person is unable to work.~~

~~3. To provide special safety considerations for pregnant women involved in tasks which are potentially hazardous to the health of the unborn child as determined by medical criteria.~~

~~4. Pursuant to Minnesota Statute 176.155 of the Workers' Compensation Act.~~

~~5. Pursuant to the Family and Medical Leave Act, 29 U.S.C. 2601, et. seq.~~

A. The Superintendent/designee, with the consent of the employee, may require an employee to undergo a physical examination in order to obtain additional medical information at the expense of the district for the following purposes:

1. Assessing the employee's continuing ability to perform the job;

2. An employee who has been offered employment conditioned upon the employee meeting the physical and mental requirements of the job in accordance with Minn. Stat 363A.20, Subd. 8;

3. To limit receipt of benefits payable under the fringe benefit plan for disabilities to that period of time, which a licensed physical reasonably determines a person is unable work;

4. For employee health insurance eligibility;

5. To provide special safety considerations for pregnant women involved in tasks, which are potentially hazardous to the health of the unborn child as determined by medical criteria;

6. As mandated by state, local or federal law;

7. Pursuant to Minn. Stat. Sections 181.950-181.957, relating to drug and alcohol testing in the workplace;

8. Assessing the need to reasonably accommodate an employee;

9. Related and consistent with business necessity, not otherwise prohibited by law or inconsistent with the Americans with Disabilities Act;

10. Pursuant to Minn. Stat. 176.155 of the Workers' Compensation Act; and

11. Pursuant to the Family and Medical Leave Act, 29 U.S.C. 2601 *et seq.*

B. If any health care records or medical information adversely affects any hiring, firing or promotional decision concerning an applicant or employee, the employer must notify the affected party of that information within 10 days of the final decision.

C. Any information, including reports or findings arising from a physical examination pursuant to this policy will be collected and maintained on separate forms, in separate medical files and treated as a confidential medical record, except that supervisors and managers may be informed regarding necessary restrictions on the work or duties of the employee and reasonable accommodations. First aid safety personnel may be informed, when appropriate, if the disability might require emergency treatment. Government officials investigating compliance with the Americans with Disabilities Act will be provided relevant information upon request. Information may be released for purposes mandated by local, state or federal law.

Legal References:
Minnesota, Statute, 176.155 (Examinations)
Minnesota, Statutes, 181.950-181.957 (Drug and Alcohol Testing in the Workplace)
Minnesota, Statute, 363A.20, Subd. 8 (Physical Exam)
Minn. Stat. 13.3805 (Public Health Data)
Minn. Stat. 176.155 (Workers' Compensation Act)
29 U.S.C. 2601 *et seq.* (Family and Medical Leave Act of 1993)
42 U.S.C. 12101 *et seq.* (Americans With Disabilities Act)

45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

Cross Reference:
Moorhead School Board Policy 414: Employee Public and Private Personnel Data

Superintendent of Schools

Moorhead Area Public Schools

Memo S.13.113

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent

DATE: May 2, 2013

SUBJECT: Approval of Policy

Attached please find the policy, Employee Assistance 426.

Suggested Resolution: Move to approve the policy, Employee Assistance 426, as presented.

LAK:mde
Attachment

Employee Assistance

Type:	School Board Policy
Section:	400 EMPLOYEES/PERSONNEL
Code:	426
Adopted Date:	4/6/1976
Revised Date(s):	01/14/2008
Reviewed Date(s):	03/09/1993, 04/13/1998, 02/09/2004, 01/14/2008
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy for the Moorhead School Board ~~of Moorhead Area Public Schools~~ and ~~the~~ respective bargaining units and employee associations is to ~~recognize that an employee may experience a wide range of problems not directly associated with one's job function that can have an effect on an employee's job performance. In most instances, the employee will overcome such personal problems independently and the effect on job performance will be negligible. In other instances, normal assistance will serve either as motivation or guidance by which such problems can be resolved so the employee's job performance will return to an acceptable level. In some cases, however, the employee cannot resolve his/her problems and unsatisfactory performance persists.~~ provide a system of support for employees.

~~The school district, employee associations and bargaining units believe it is in the best interest of the employee, the employee's family, and the school district that a framework for dealing with such problems be defined.~~

II. GENERAL STATEMENT

In most instances, the employee will overcome personal problems independently and the effect on job performance will be negligible. In other instances, normal assistance will serve either as motivation or guidance by which such problems can be resolved so the employee's job performance will return to an acceptable level. In some cases, however, the employee cannot resolve his/her problems and unsatisfactory performance persists.

The school district, employee associations and bargaining units believe it is in the best interest of the employee, the employee's family, students, and the school district that a framework for dealing with such problems be defined.

A. Any employee who has a problem which he/she feels may affect his/her work performance is encouraged to voluntarily seek counseling and information on a confidential basis by accessing the employee handbook or contacting the Department of Human Resources or your building administrator's office.

B. The school district, employee associations and bargaining units recognize that almost any human problem can be successfully resolved provided it is identified in its early stages and appropriate treatment/professional assistance is obtained. This applies whether the problem ~~be~~ is one of physical illness, mental or emotional illness, finances, marital or family distress, alcoholism, drug abuse, legal

problems, or other concerns.

C. Employees are assured that the services provided by the district's employee assistance program are confidential. This statement of policy by the school district is intended to encourage employees to utilize appropriate services before the problem affects their job performance.

D. Employees are assured that if such personal problems are the cause of unsatisfactory job performance, they will receive an offer of assistance to help resolve such problems in a confidential manner.

E. When it is noted that job performance has deteriorated or unsatisfactory changes have taken place (e.g. attendance problems) the supervisor of the employee in question should contact the Department of Human Resources. Subsequently, the supervisor should hold a conference with the employee and advise the employee of the following:

1. Specific job performance areas that are unsatisfactory and must be corrected.

2. That assistance is available if health/emotional problems are a contributing factor.

3. That failure to correct job performance may lead to disciplinary action by the school district.

F. If the employee's performance does not improve within a reasonable period of time, or the employee is unwilling to correct the situation, the school district may proceed with appropriate disciplinary action with respect to the job performance issues.

G. If the employee seeks treatment/assistance, the proposed disciplinary action will be held in obeyance and reviewed following the completion of treatment/assistance.

H. In instances when a doctor's statement specifies a need, sick leave shall be granted for treatment/assistance or rehabilitation on the same basis it is granted for ordinary health problems and as provided in any applicable collective bargaining agreement.

I. If the job performance issues are not corrected within a reasonable time following the completion of treatment/assistance, the school district may proceed with the appropriate disciplinary action.

III. APPLICATION AND PROCEDURES

A. New employees are given information on how to access the school district's employee assistance program upon hire.

B. Current employees are directed to the school district's employee assistance program through the school district's extranet.

Legal Reference:
Minn. Stat. 13.43 (Personnel Data)

Cross Reference:
Moorhead School Board Policy 414: Employee Public and Private Personnel Data

Superintendent of Schools

Moorhead Area Public Schools

Memo S.13.114R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent

DATE: May 2, 2013

SUBJECT: Approval of Policy

Attached please find the policy, Subpoena of a School District Employee 443.

Suggested Resolution: Move to approve the policy, Subpoena of a School District Employee 443, as presented.

LAK:mde
Attachment

Subpoena of a School District Employee

Type:	School Board Policy
Section:	400 EMPLOYEES/PERSONNEL
Code:	443
Adopted Date:	4/26/1994
Revised Date(s):	10/13/2008
Reviewed Date(s):	04/26/1994, 11/24/1997, 11/09/1998, 12/09/2002, 04/09/2007, 01/14/2008, 10/13/2008
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to protect the privacy rights of employees and students of Moorhead Area Public Schools under both state and federal law when requested to testify or provide educational records for a judicial or administrative proceeding.

II. GENERAL STATEMENT

This policy is to provide guidance and direction for employees of Moorhead Area Public Schools who may be subpoenaed to testify and/or provide educational records for a judicial or administrative proceeding.

III. DATA CLASSIFICATION

A. Educational Data

1. State Law

The Minnesota Government Data Practices Act (MGDPA), Minne~~sota.~~ Stat~~ute.~~ Ch~~apter.~~ 13, classifies all educational data, except for directory information as designated by the school district, as private data on individuals. The state statute provides that private data on individuals may not be released, except pursuant to informed consent by the subject of the data or pursuant to a valid court order or a parent/guardian if the subject of the data is a minor. ~~A subpoena is not a court order under the MGDPA.~~

2. Federal Law

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, provides that educational data may not be released, except pursuant to informed consent by the individual subject of the data or any lawfully issued subpoena. Regulations promulgated under the federal law require that the school district must first make a reasonable effort to notify the parent/guardian of the student, or the student if the student is 18 years of age or older, of the subpoena in advance of releasing the information pursuant to the subpoena.

B. Personnel Data

1. The MGDPA, Minn. Stat.. Ch. 13, also classifies all personnel data, except for certain data specifically classified as public, as private data on individuals. The state statute provides that private data on individuals may not be released except pursuant to a valid court order or informed consent by the subject of the data or a parent/guardian if the subject of the data is a minor.

~~I~~V. APPLICATION AND PROCEDURES

A. Any employee who receives a subpoena for any purpose related to employment is to inform the building administrator or designated supervisor when the employee receives the subpoena. The building administrator or designated supervisor shall immediately inform the Superintendent or designee that the employee has received a subpoena.

B. No employee may release educational data, personnel data, or any other data of any kind without consultation in advance with the Superintendent or designee responsible for the collection, use and dissemination of data.

C. Payment for attendance at judicial or administrative proceedings and the retention of witness and mileage fees is to be determined in accordance with the applicable Moorhead School Board policies and collective bargaining agreements.

D. The administration shall not release any information except in strict compliance with state and federal law and this policy. Recognizing that an unauthorized release may expose the school district or its employees to civil or criminal penalties or loss of employment, the administration shall confer with school district legal counsel prior to release of such data.

Legal References:
Minn~~esota~~, Stat~~ute~~, Ch~~apter~~. 13 (Minnesota Government Data Practices Act)
Minn~~esota~~ Rules 1205.0100, Subp. 5 (Minnesota Rules Regarding Data Practices)
20 U.S.C. 1232g (Family Educational Rights and Privacy Act)

Cross References:
Moorhead School Board Policy 414: Employee Public and Private Personnel Data
Moorhead School Board Policy 504: Protection and Privacy of Student Records
MSBA/MASA Model Policy 408 (Subpoena of a School District Employee)

Superintendent of Schools

Moorhead Area Public Schools

Memo S.13.115R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent

DATE: May 2, 2013

SUBJECT: Approval of Policy

Attached please find the policy, Student Disability Nondiscrimination 502.

Suggested Resolution: Move to approve the policy, Student Disability Nondiscrimination 502, as presented.

LAK:mde
Attachment

Student Disability Nondiscrimination

Type:	School Board Policy
Section:	500 STUDENTS
Code:	502
Adopted Date:	6/11/2001
Revised Date(s):	12/08/2008
Reviewed Date(s):	04/11/2005, 12/08/2008
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need ~~special~~ services, accommodations, or programs in order that such learners may receive the required free appropriate public education.

II. GENERAL STATEMENT

A. Disabled students who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.

B. The Moorhead Area Public Schools will identify and evaluate learners who, within the intent of Section 504 ~~of the Rehabilitation Act of 1973~~, need ~~special~~ services, accommodations, or programs in order that such learners may receive the required free appropriate public education.

C. For this policy, a learner who is protected under Section 504 is one who:

1. has a physical or mental impairment that substantially limits one or more major life activities, including learning; or
2. has a record of such impairment; or
3. is regarded as having such impairment.

D. Learners may be protected from disability discrimination and be eligible for ~~special~~ services, accommodations, or programs under the provisions of Section 504 even though they do not require Individual Education Program services pursuant to the Individuals with Disabilities Education Act.

III. COORDINATOR

Persons who have questions, comments, or complaints should contact the Director of Learner Support Services regarding grievances or hearing requests regarding disability issues. This person is the Moorhead Area Public Schools' Americans with Disabilities Act (ADA)/Section 504 Coordinator.

Legal References:
29 U.S.C. 794 *et seq.* (~~504 of~~ Rehabilitation Act of 1973, 504) ~~and Regulations at CFR 104.3(j).~~
34 C.F.R. Part 104 (Section 504 Implementing Regulations)

Pub. L. 110-325, 122 Stat. 3553 (ADA Amendments Act of 2008, 7)

Cross References:
Moorhead School Board Policy 102: State and Federal Law Prohibiting Discrimination
Moorhead School Board Policy 402: Grievance Procedures for Equal Opportunity
Moorhead School Board Policy 501: Equal Educational Opportunity
Moorhead School Board Policy 516: School Attendance Governing Enrollment of Children/Adults with Disabilities

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

Superintendent of Schools

Moorhead Area Public Schools

Memo S.13.116R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent

DATE: May 2, 2013

SUBJECT: Approval of Policy

Attached please find the policy, School Attendance Governing Enrollment of Children/Adults with Disabilities 516.

Suggested Resolution: Move to approve the policy, School Attendance Governing Enrollment of Children/Adults with Disabilities 516, as presented.

LAK:mde
Attachment

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

School Attendance Governing Enrollment of Children/Adults with Disabilities

Type:	School Board Policy
Section:	500 STUDENTS
Code:	516
Adopted Date:	1/11/1977
Revised Date(s):	12/08/2008
Reviewed Date(s):	12/01/1990, 01/08/1996, 05/08/2000, 12/13/2004, 12/08/2008
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to define ~~the~~ enrollment of children/adults with disabilities.

II. GENERAL STATEMENT

Moorhead Area Public Schools will provide special education instruction and services, either within the district or in another district, for all school-age individuals who are residents of the school district and who are identified with disabilities as set forth in Minne~~sota~~, Stat~~ute~~, 125A.02.

School age means from birth until September 1 after the learner with a disability becomes 22 years of age and shall not extend beyond secondary school or its equivalent.

Legal Reference:
Minne~~sota~~, Stat~~ute~~, 125A.02 (Definition and Children with a Disability)

Cross References:
Moorhead School Board Policy 502: Student Disability Nondiscrimination
Moorhead School Board Policy 602: Special Education Programs
Moorhead School Board Policy 603: Special Education Policies and Procedures

Superintendent of Schools

Moorhead Area Public Schools

Memo S.13.117R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent

DATE: May 2, 2013

SUBJECT: Approval of Policy

Attached please find the policy, Communicable Disease Control and Infectious Conditions 531.

Suggested Resolution: Move to approve the policy, Communicable Disease Control and Infectious Conditions 531, as presented.

LAK:mde
Attachment

Communicable Disease Control and Infectious Conditions

Type:	School Board Policy
Section:	500 STUDENTS
Code:	531
Adopted Date:	4/22/1988
Revised Date(s):	10/13/2008
Reviewed Date(s):	05/01/1990, 01/11/1994, 01/12/1998, 07/05/2001, 04/11/2005, 11/26/2007, 10/13/2008
Attached Files:	No Documents Found.

I. PURPOSE

~~Moorhead Area Public Schools reflect public concern that students and staff of the school district be able to attend schools of the district without becoming infected with serious communicable or infectious diseases while respecting the rights of all students, employees, and contractors, including those who are infected.~~ The ~~school district will~~ purpose of this policy is to ensure adherence to, Minnesota statutes regarding those issues related to ~~this topic~~ communicable disease control and infectious conditions, including but not limited to, data privacy, right to know, immunization, prevention, disability nondiscrimination and reporting requirements.

II. GENERAL STATEMENT

Moorhead Area Public Schools reflect public concern that students and staff of the school district be able to attend schools of the district without becoming infected with serious communicable or infectious diseases while respecting the rights of all students, employees, and contractors, including those who are infected.

A. Students

It is the policy of Moorhead ~~Area Public Schools~~ School Board that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school district. The Superintendent has the authority to exclude a student or staff member from school when reliable evidence or information from a qualified source confirms him/her of having a communicable disease or infection that is known to be spread by any form of casual contact and is considered a health threat to the school population as outlined by the American Public Health Association and the American Academy of Pediatrics. Such a student or staff member shall be excluded unless their physician approves school attendance or the condition is no longer considered contagious. A procedure for minimizing interruptions to learning from communicable or chronic infectious diseases will be established by the school nurse in consultation with school administrators, and community public and private health care providers. All reportable communicable diseases (Communicable Disease Rule, Chapter 4605 - Minnesota Department of Health) will be reported to the Clay County Public Health Department. The Moorhead Area Public Schools will work cooperatively with the Clay County Public Health Department to enforce and adhere to Minnesota ~~S~~statutes for prevention, control and containment of communicable diseases in schools.

B. Employees

It is the policy of the Moorhead School Board that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school district. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the school district.

C. Circumstances and Conditions

1. Determination of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the school distict will be made on a case-by-case basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties) and the probabilities the disease will be transmitted and will cause varying degrees of harm.

2. Upon receiving notification from or of a student or employee with a serious chronic communicable disease, the parent/guardian/employee will be contacted by the Superintendent, school district nurse, and/or building administrator to discuss the situation and weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement and arrange for periodic reevaluation as deemed necessary by the state epidemiologist. Written consent to communicate with the treating physician will be requested from the parent/guardian/employee. Significant medical facts concerning diagnosis of the disease and possible transmission issues will be requested from the treating physician.

When appropriate, an advisory committee will be convened. The advisory committee might include the state epidemiologist, a Minnesota Department of Education representative, a pediatrician or physician with expertise in infectious diseases, the student's/employee's personal physician, the Superintendent or designee, and the school district nurse. This committee would review the case and provide recommendations for the student/employee.

The need for the development of an Individualized Education Program (IEP) shall be determined according to policies governing eligibility for special education services. If an Individual Health Plan (IHP) is developed which relates to the educational objectives of the IEP, the IHP is to be included in the IEP.

3. Some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious conditions than other persons infected with the same illness. Examples include students who display biting behaviors, students or employees who are unable to control their bodily fluids, who have oozing skin lesions or who have severe disorders which result in spontaneous external bleeding. These conditons need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee by consulting with the Commissioner of Health, the physician of the student or employee, and the parent(s)/guardian(s) of the student.

D. Extracurricular Student Participation

Student or employee participation in extracurricular and noneducational programs of the school

district are subject to a requirement of equal access and comparable services.

E. Precautions

Universal precautions for handling all blood and body fluids according to Centers for Disease Control (CDC) guidelines will be carefully implemented and adequate sanitation facilities will be available for handling blood and body fluids within the school setting or school buses. See Administrative Procedure 425.1.

In-service training on blood-borne pathogens will be provided to all personnel, drawing on school district, community and public health resources. Information will include local school district policies, infectious agents, transmission of diseases, universal precautions, prevention, risk reduction and community resources for information and referral. Periodic updates will be provided through in-service or memoranda. These precautionary procedures will be consistent with Moorhead Area Public Schools procedures regarding blood-borne pathogens.

F. Information Sharing

1. ~~The school district protects the privacy rights of staff and learners of all ages pursuant to Minn. Statute 13.32 and Minn. Statute 13.43.~~ Employee and student health information shall be shared within the school district only with those whose jobs require such information and with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements.

2. Employee and student health data shall be shared outside the school district only in accordance with state and federal law and with the school district's policies on employee and student records and data.

G. Reporting

If a medical condition of student or staff threatens public health, it must be reported to the Commissioner of Health.

H. Prevention

Moorhead Area Public Schools, shall, with the assistance of the Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minn. Stat~~ute~~. 121A.23 which includes:

1. Planning materials, guidelines, and other technically accurate and updated information.

2. A comprehensive, developmentally appropriate, technically accurate, and updated curriculum that includes helping students to abstain from sexual activity until marriage.

3. Cooperation and coordination among school districts and service cooperatives.

4. A targeting of adolescents, especially those who may be at high risk of contracting sexually transmitted diseases and infections, for prevention efforts.

5. Involvement of parents and other community members.

6. In-service training for appropriate school district staff and Sschool Bboard members.

7. Collaboration with state agencies and organizations having a sexually transmitted infection and disease prevention or sexually transmitted infection and disease risk reduction program.

8. Collaboration with local community health services, agencies and organizations having a sexually transmitted infection and disease risk reduction program; and

9. Participation by state and local student organizations.

I. The program must be consistent with health and wellness curriculum.

J. The school district may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this section from public and private sources including public health funding and foundations, department professional development funds, federal block grants or their federal or state grants.

K. Vaccination and Screening

The school district will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screening in keeping with current state and federal law.

Legal References:
Minnesota, Statute, 13.32 (Educational Data)
Minnesota, Statute, 13.43 (Personnel Data)
Minnesota, Statute, 121A.23 (Health-Related Programs)
Minnesota, Statute, Chapter 363A (Minnesota Human Rights Act)
Minnesota, Statute, 144.441-422 (Tuberculosis)
20 U.S.C. 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. 794 *et seq.* (Rehabilitation Act of 1973, Section 504)
42 U.S.C. 12101 *et seq.* (Americans with Disabilities Act)
Kohl by Kohl v. Woodhaven Learning Center, 865 F.2d 930 (8th Cir.), *cert. denied*, 493 U.S. 892, 110 S.Ct. 239 (1989)
School Board of Nassau County Fla v. Arline, 480 U.S. 273, 107 S.Ct. 1123 (1987)
16 EHLR 712, OCR Staff Memo, April 5, 1990
Public Law 104-191 (Health Insurance Portability and Accountability Act of 1996)

Cross References:
Moorhead School Board Policy 102: State and Federal Law Prohibiting Discrimination
Moorhead School Board Policy 303: Public Right to Know/Release of Information
Moorhead School Board Policy 424: Employee Right to Know-Exposure to Hazardous Substances
Moorhead School Board Policy 425: Health and Safety Protection
Moorhead School Board Policy 501: Equal Educational Opportunity
Moorhead School Board Policy 504: Protection and Privacy of Student Records
Moorhead School Board Policy 530: Student Immunization Requirements
MSBA/MASA Model Policy 420 (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)

Superintendent of Schools

Moorhead Area Public Schools

Memo S.13.118R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent

DATE: May 2, 2013

SUBJECT: Approval of Policy

Attached please find the policy, Mandated Reporting of Child Neglect or Physical or Sexual Abuse 534.

Suggested Resolution: Move to approve the policy, Mandated Reporting of Child Neglect or Physical or Sexual Abuse 534, as presented.

LAK:mde
Attachment

Mandated Reporting of Child Neglect or Physical or Sexual Abuse

Type:	School Board Policy
Section:	500 STUDENTS
Code:	534
Adopted Date:	5/27/1986
Revised Date(s):	12/08/2008, 06/14/2010, 05/09/2011, 05/14/2012
Reviewed Date(s):	12/01/1990, 02/11/1992, 04/13/1998, 06/10/2002, 04/12/2004, 06/13/2005, 06/12/2006, 04/09/2007, 02/11/2008, 12/08/2008, 06/14/2010, 05/09/2011, 05/14/2012
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT

A. It is the policy of the Moorhead Area Public Schools to fully comply with Minn. Stat. 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.

B. It is the policy of the 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.

C. It shall be a violation of this 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.

III. DEFINITIONS

A. "Accidental" means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:

1. is not likely to occur and could not have been prevented by exercise of due care; and

2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.

B. "Child" means one under age 18 and, for purposes of Minn. Stat. Ch. 260C [Child Protection], includes an individual under age 21 who is in foster care.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. "Mandated reporter" means any school personnel who 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.

E. "Neglect" means:

1. failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child's physical or mental health when reasonably able to do so including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;

2. failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so;

3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering other factors such as the child's age, mental ability, physical condition, length of absence, environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;

4. failure to ensure that a child is educated in accordance with state law which does not include a parent's/guardian's refusal to provide his or her child with sympathomimetic medications;

5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child's birth, or medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance;

6. medical neglect as defined by Minn. Stat. 260C.007, Subd. 4, clause (5);

7. chronic and severe use of alcohol or a controlled substance by a parent/guardian or person responsible for the care of the child that adversely affects the child's basic needs and safety;

8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.

F. "Nonmaltreatment mistake" means: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers

licensed under Minn. Rules Ch. 9503.

G. "Physical abuse" means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child's care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stats. 121A.67 or 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent/guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, building administrator, or school employee as allowed by Minn. Stat. 121A.582.

Actions which are not reasonable and moderate include, but are not limited to, any of the following that are done in anger or without regard to the safety of the child: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (9) unreasonable physical confinement or restraint not permitted under Minn. Stat. 609.379 including, but not limited to, tying, caging, or chaining; or (10) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. 121A.58.

H. "School personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement or child care services.

I. "Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minn. Stat. 609.341, Subd. 15), or by a person in a position of authority (as defined in Minn. Stat. 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration as well as sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes threatened sexual abuse.

J. "Mental Injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.

K. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.

L. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to exposing a child to a person responsible for the child's care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

IV. REPORTING PROCEDURES

A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years to the local welfare agency, police department, county sheriff, or agency responsible for assisting or investigating maltreatment.

B. All employees of Moorhead Area Public Schools shall be responsible for reporting pursuant to this section.

C. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff or local welfare agency or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.

D. A mandated reporter who knows or has reason to know of the deprivation of parent/guardian rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.

E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including but not limited to, tetrahydrocannabinol, or has consumed alcohol beverages during the pregnancy in any way that is habitual or excessive.

F. The oral report shall be made to the Clay County Social Services or the proper city or county law enforcement agency.

Clay County Social Services
715 11th Street N., Suite 502
Moorhead, MN 56560 Phone: 299-5200
(Ask for child protection intake worker)
Office hours 8:00-4:30, Monday-Friday

Moorhead Police Department, Juvenile Division
915 North 9th Avenue
Moorhead, MN 56560 Phone: 299-5111
24 hours a day, seven days a week

Clay County Sheriff's Department
915 9th Ave. No.

Moorhead, MN 56560 Phone: 299-5111
(for families living outside Moorhead city limits)

Note: If it is believed that the child's immediate health or welfare is jeopardized, the proper law enforcement agency shall be called. They are the only community agents who have the authority to remove a child, short of a court order.

G. Forms for reporting child abuse or neglect (Administrative Procedure 534.1) are located in each building administrator's office and on the district's Web site (www.moorhead.k12.mn.us). A copy of the written report will be given to building or district administration by the reporter. A copy of the report of child abuse or neglect must be kept in a confidential file and shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction. Copies of abuse reports are not to be kept in a student's cumulative file.

H. A person mandated by Minnesota law and this policy to report, who fails to report, may be subject to criminal penalties and/or discipline, up to and including termination of employment.

I. Retaliation is prohibited. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school. It is not the responsibility of the reporter to investigate or prove that the child has been abused or neglected.

J. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

K. ~~Immunity for liability:~~ Any person, including those voluntarily making reports and those required to make reports, has immunity from any civil or criminal liabilities that otherwise might result from their actions if they are acting in good faith (Minn. Stat. 626.556, Subd. 4).

L. ~~Retaliation prohibited: An employer of any person required to make reports under subdivision 3 shall not retaliate against the person for reporting in good faith abuse or neglect pursuant to this section, or against a child with respect to whom a report is made, because of the report (Minn. Stat. 626.556, Subd. 4a).~~

~~M. Failure to report:~~ Any person mandated by this section to report suspected physical or sexual child abuse or neglect and fails to report shall be guilty of a misdemeanor. A mandated reporter who fails to report if the child's health is in serious danger, and if the child suffers substantial or great bodily harm because of the lack of medical care, is guilty of a gross misdemeanor. If the child dies because of the lack of medical care, the mandated reporter is guilty of a felony (Minn. Stat. 626.556, Subd. 6).

V. INVESTIGATION

A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the

parent(s)/guardian(s) or person responsible for the child's care. School officials may not disclose to the parent(s)/guardian(s) or legal custodian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.

B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.

C. Except when the alleged perpetrator is believed to be a school official or employee, the time and place, the manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.

D. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of the Minnesota Department of Education, and, if involved, the local welfare or law enforcement agency.

E. The school district shall make every effort to reduce the disruption of the educational program of the child, other students or school staff when an interview is conducted on school premises.

F. Upon request by the Minnesota Department of Education, the school district shall provide all requested data that is relevant to a report of maltreatment and are in possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

A. When a local welfare or law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent(s)/guardians(s) or legal custodian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.

B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the dates relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

A. Each building administrator or designee will review the policy and procedures with staff yearly.

B. The policy will be distributed to school personnel in the following ways: 1) Policy provisions II. A., B. and C. will be published in the back to school newsletter each fall; and, 2) A copy of provisions II. A., B. and C. will be posted in each school building and included in each school handbook or in a newsletter and in the employee handbook. The policy is also accessible on the district's website (www.moorheadschools.org).

C. This policy shall be reviewed at least yearly by the Moorhead School Board for compliance with state law.

Legal References:
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. 121A.58 (Corporal Punishment)
Minn. Stat. 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. 121A.67 (Aversive and Deprivation Procedures
Minn. Stat. 245.825 (Use of Aversive and Deprivation Procedures)
Minn. Stat. 260C.007, Subd. 4, Clause (5) (Child in Need of Protection)
Minn. Stat. 609.02, Subd. 6 (Definitions - Dangerous Weapon)
Minn. Stat. 609.341, Subd. 10 (Definitions - Position of Authority)
Minn. Stat. 609.341, Subd. 15 (Definitions - Significant Relationships)
Minn. Stat. 609.379 (Reasonable Force)
Minn. Stat. 626.556 *et seq.* (Reporting of Maltreatment of Minors)
Minn. Stat. 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)
20 U.S.C. 1232g (Family Educational Rights and Privacy Act)

Cross References:
~~Minnesota School Boards Association/Minnesota Association of School Administrators~~ Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse
Moorhead School Board Policy 504: Protection and Privacy of Student Records
Moorhead School Board Policy 535: Maltreatment of Vulnerable Adults
Moorhead School Board Policy 551: Student Discipline
Moorhead School Board Policy 552: Corporal Punishment
Moorhead School Board Policy 570: Prohibition of Harassment and Violence

Superintendent of Schools

Moorhead Area Public Schools

Memo S.13.119R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent LAK

DATE: May 2, 2013

SUBJECT: Approval of Policy

Attached please find the policy, Maltreatment of Vulnerable Adults 535

Suggested Resolution: Move to approve the policy, Maltreatment of Vulnerable Adults 535, as presented.

LAK:mde
Attachment

Maltreatment of Vulnerable Adults

Type:	School Board Policy
Section:	500 STUDENTS
Code:	535
Adopted Date:	8/26/2002
Revised Date(s):	12/08/2008, 06/14/2010, 05/09/2011, 05/14/2012
Reviewed Date(s):	04/12/2004, 05/09/2005, 12/12/2005, 04/09/2007, 05/12/2008, 12/08/2008, 06/14/2010, 05/09/2011, 05/14/2012
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

II. GENERAL STATEMENT

A. The policy of the Moorhead Area Public Schools is to fully comply with Minn. Stat. 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.

B. It shall be a violation of this policy for any school personnel to fail to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

III. DEFINITIONS

A. "Mandated Reporters" means any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.

B. "Maltreatment" means the neglect, abuse, or financial exploitation of a vulnerable adult.

C. "Neglect" means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult's physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct. Neglect also includes the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult's health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn. Stat. 626.5572, Subd. 17.

D. "Abuse" means: (a) An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section

609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be consider by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. (c) Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat. 626.5572, Subd. 2.

E. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.

F. "Vulnerable Adult" means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services at or from a licensed facility which serves adults as set forth in Minn. Stat. 626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or home care provider service; or (4) regardless of residence or type of service received possesses a physical or mental infirmity or other physical or mental, or emotional dysfunction that impairs the individual's ability or to adequately provide the person's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

G. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.

H. "School Personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement or other caregiving services of vulnerable adults.

I. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

IV. REPORTING PROCEDURES

A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the Clay County Social Services.

B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.

C. The reporter shall to the extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose *not public data* as defined under Minn. Stat. 13.02 to the extent necessary to comply with the above reporting requirements.

D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.

E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.

F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

VI. DISSEMINATION OF POLICY AND TRAINING

A. ~~Each building administrator or designee will review the policy and procedures with staff yearly~~ The policy shall appear in the school district employee handbook located on the district's website (www.moorheadschools.org).

B. The policy is accessible on the district's website (www.moorhead~~.k12.mn.us~~schools.org).

C. This policy shall be reviewed at least annually for compliance with state law.

Legal References:
Minn. Stat. 13.02 (Collection, Security and Dissemination of Records; Definitions)

Minn. Stat. 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)
Minn. Stat. 609.221-609.224 (Assault)
Minn. Stat. 609.234 (Crimes Against the Person)
Minn. Stat. 609.235 (Use of Drugs to Injure or Facilitate Crime)
Minn. Stat. 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)
Minn. Stat. 609.341 (Definitions)
Minn. Stat. 609.342-609.3451 (Criminal Sexual Conduct)
Minn. Stat. 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Stat. 626.5572 (Definitions)
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

Cross References:
~~Minnesota School Boards Association/Minnesota Association of School Administrators~~ Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
Moorhead School Board Policy 402: Grievance Procedures for Equal Opportunity
Moorhead School Board Policy 414: Employee Public and Private Personnel Data
Moorhead School Board Policy 534: Mandated Reporting of Child Neglect or Physical or Sexual Abuse
Moorhead School Board Policy 603: Special Education Policies and Procedures
Moorhead School Board Policy 502: Student Disability Nondiscrimination

Superintendent of Schools

Moorhead Area Public Schools

Memo S.13.120R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent

DATE: May 7, 2013

SUBJECT: Schedule School Board Work Session

A School Board work session is recommended for Monday, July 15, 2013 from 10:00 a.m. to 4:00 p.m. at Rustic Oaks (tentative) for the purpose of discussing school district priorities, legislative and funding updates, strategic planning, board development, and district projects.

Suggested Resolution: Move to approve scheduling a School Board work session on Monday, July 15, 2013 from 10:00 a.m. to 4:00 p.m. at Rustic Oaks (tentative) for the purpose of discussing school district priorities, legislative and funding updates, strategic planning, board development, and district projects.

LAK:mde

Superintendent of Schools

Moorhead Area Public Schools

Memo S.13.121R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent LAK

DATE: May 7, 2013

SUBJECT: Learning Walks

School Board Learning Walks are scheduled for May 14 from 12:00-2:30 p.m. at Robert Asp School and May 15 from 12:30-3:00 p.m. at Moorhead High School.

Moorhead Area Public Schools has set three priorities as a part of the district improvement plan. These priorities are:

1. The district will ensure the establishment of a guaranteed and viable curriculum throughout all sites.
2. The district will ensure that effective educators create an environment for learning for all students to enhance abilities in literacy, mathematics and 21st Century Skills.
3. The district will nurture a culture of learning for staff and students alike.

School Board members will take part in learning walks to observe and look for progress in meeting district priorities.

LAK:mde

S-M9-B05
28 May 2013

INDEPENDENT SCHOOL DISTRICT #152
School Board Meeting
Board Room 224 - Probstfield Center for Education
2410 14th Street South
Moorhead, Minnesota

May 28, 2013
7:00 p.m.

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

ATTENDANCE:

Lisa Erickson _____	Kristine Thompson _____
Cindy Fagerlie _____	Bill Tomhave _____
Laurie Johnson _____	Matt Valan _____
Scott Steffes _____	Dr. Lynne A. Kovash _____

AGENDA

1. **CALL TO ORDER**

   A. Pledge of Allegiance

   B. Preview of Agenda - Dr. Lynne A. Kovash, Superintendent

   C. Approval of Meeting Agenda

   Moved by _____ Seconded by _____
   Comments _____

   D. "We Are Proud"

   We Are Proud of the Moorhead High School speech team members for earning more medals and championships than any other team at the 2013 Class AA state speech tournament April 19. Moorhead speakers brought home 17 state medals, including three state championships. This is the second highest medal count in Minnesota State High School League speech history. The following speakers were medalists: Annie Cameron, state champion in Creative Expression; Matthew Wisenden, state champion in Poetry; Nina Grollman, state champion in Humorous Interpretation; Anne Totten, second place in Storytelling; Tanner Tweten and Jordan Hartjen, third place in Dramatic Duo; Shontel Smith, third place in Storytelling; Devon Manney, fourth place in Drama; Karina Twedt, fifth place in Prose; Noah Johnson and Jade Krsnak, sixth place in Dramatic Duo; Joe Cella, sixth place in

Discussion; Auna Lee and Ali Hastins, seventh place in Dramatic Duo; Shaker Ali, seventh place in Extemporaneous Speaking; Emily Haagenson, seventh place in Oratory; and Abbie Clapp, eighth place in Creative Expression. Rebecca Meyer-Larson is the head coach of the speech team.

We Are Proud of the 12 Moorhead High School speech team members who have qualified for the National Forensics League Speech Tournament in Birmingham, Ala., in June. The following students won the opportunity to represent the best of Minnesota speech at the national meet: Nina Grollman, Humorous Interpretation; Devon Manney, Dramatic Interpretation; Karina Twedt and Noah Johnson, Dramatic Duo; Jade Krsnak and Drew Swenson, Dramatic Duo; Matthew Wisenden, Dramatic Interpretation; Emily Kari, Dramatic Interpretation; Anne Totten, Humorous Interpretation; Annie Cameron, Humorous Interpretation; Shaker Ali, Extemporaneous Speaking; and Sam Benson, Extemporaneous Speaking. Rebecca Meyer-Larson is the head coach of the speech team.

We Are Proud of Moorhead High School students Nina Grollman and Devon Manney who have been named 2013 Minnesota Scholars of Distinction in Theater Arts by the Minnesota Department of Education. The Scholars of Distinction award program honors students who demonstrate excellence in theater arts, science, STEM, mathematics, social studies and leadership. The Perpich Center for Arts Education administers the Scholars of Distinction in Theater Arts program, which requires students to present a portfolio of work and a script analysis and perform for a panel of professors and professionals. Forty-two Minnesota students were honored at a recognition ceremony May 18, 2013. Grollman and Manney are two of eight students in the state who received the designation of Scholar of Distinction in Theater Arts.

We Are Proud of Moorhead High School students Bryce Jossund and Forrest Leitch for placing third in the state finals of the Ford/AAA Student Auto Skills troubleshooting contest. The students had 90 minutes to find and repair as many items as they could on a 2013 Ford Focus. Lauren Rood is the automotive teacher at Moorhead High School, and Ken Bye is the student instructor.

We Are Proud of Horizon Middle School students Hannah Papenfuss, Devon Solwold and Linka Wintersteen whose independent video project to build awareness about bullying has led to national recognition for the students and their "Eyes Open" video. The students presented their video during the Show and Tell session at the Minnesota School Board Association's 2013 Annual Leadership Conference. Then the students' video was selected as one of 42 videos out of 325 submissions to be screened at the Santa Monica Teen Film Fest on June 1, 2013. Most recently, the video has been accepted into the Great American No Bull Challenge, a short film competition for teens promoting digital responsibility and anti-bullying using the power of music and the magic of filmmaking.

Tournament held March 16. Using only T-shirts and markers to create scenery and props, the team was required to create a five-minute improvisational skit about life after a dramatic change and how the characters adapt to this change. Team members are Peter Thress, Macy Winkis, Katherine Leiseth, Andrew Gullickson, Bryant Stenberg and Alexis Bourassa. The team is coached by Marie Thress.

We Are Proud of the Horizon Middle School and Moorhead High School Destination Imagination team Yards for Youth for taking first in ProjectOutreach in the State Destination Imagination Tournament on April 20 in Champlin Park, Minn. The team members addressed a community need with their Yards For Youth sew-a-thon in which they sewed (with the help of volunteers) and donated 325 pillowcases to Sanford Children's Hospital. The team made a movie on its project and incorporated a press conference into an eight-minute presentation. The team qualified to compete at Global Finals on May 22-25 in Knoxville, Tenn. Team members are Abigail Johnson, Emily Karevold, Claire Twedt, Caroline Wirries, Hannah Hendrickson and Emily Pratt. The team is coached by Laurie Johnson.

We Are Proud of the Moorhead High School Destination Imagination team The DI Vinci's for placing first in Challenge B Wind Visible and receiving a Rennaisance award for Outstanding Design in the State Destination Imagination Tournament on April 20 in Champlin Park, Minn. The team had to research wind energy and incorporate it into an eight-minute presentation in which an "Invisible Visitor" sets something in motion. The team also had to create a piece of kinetic art that used wind energy to initiate and sustain motion for 15 seconds. The team qualified to compete in this challenge at Global Finals on May 22-25 in Knoxville, Tenn. The team also took third place in improv, Change in RealiTee, at the state DI tournament. Team members are Anthony Johnson, David Thibert, Seamus Neill, Alex Volk and Nick Cameron. The team is coached by Laurie Johnson.

We Are Proud of Horizon Middle School students who had outstanding achievement in Northwestern University's 2013 Midwest Academic Talent Search. The Talent Search is designed to identify academically talented students and to provide them with recognition, information and opportunities to help them develop their talents. Qualifying seventh- and eighth-graders choose to take either the ACT or SAT to gain a more accurate understanding of their academic potential.

Ethan Smith, Lesley Anne Buegel, Oliver Borchers-Williams, Lauren Cartwright and Alex Dougherty had outstanding performance on the ACT, and Tiffany Schindler, Annika Sethre-Hofstad and Emma Estrella had outstanding performance on the SAT.

Ethan Smith has been invited to the Minnesota Midwest Academic Talent Search Award Ceremony on June 1 at Hamline University. He will be honored for scoring in the top 10 percent of the 900 students who participated this year from Minnesota.

We Are Proud of fifth-grade students who received individual awards in the Grade 5 Regional Math Masters Tournament held in Moorhead on April 26. Nineteen teams from the area participated in both individual and team rounds.

Moorhead students who earned Individual Awards are Brock Klimek, Emma Craig, Rachel Craig and Chrisanto D'Agostino. Moorhead students who earned Fact Drill Awards are Kylie Dumas, Brock Klimek, Rachel Craig and Sam Grotberg. Their math teachers are Cheri Puetz, Amber Arndt and Andrea Manston. Lois Brown is the Math Masters coordinator.

Math Masters of Minnesota is a statewide competition that challenges students to use higher-order thinking skills and problem-solving abilities in mathematics and recognizes academic effort and achievement.

We Are Proud of the S.G. Reinertsen Black Team for placing first in the Grade 5 Regional Math Masters Tournament held in Moorhead on April 26. Team members are Chrisanto D'Agostino, Eric Hawley, Natalia Kellerman, Brock Klimek and Chani Thorne. Their math teacher is Amber Arndt.

We Are Proud of the Ellen Hopkins Elementary Team for placing third in the Grade 5 Regional Math Masters Tournament held in Moorhead on April 26. Team members are Emma Craig, Rachel Craig, Elizabeth Krause, Delia Roisum and Shawn Schmidt. Their math teacher is Cheri Puetz.

We Are Proud of the Ellen Hopkins Destination Imagination team snrocinu wobniar for placing first in the elementary level in the improvisational challenge, Change in RealiTee, at the Moorhead Destination Imagination Regional Tournament held March 16. Using only T-shirts and markers to create scenery and props, the team was required to create a five-minute improvisational skit about life after a dramatic change and how the characters adapt to this change. Team members are Eliza Cant, Maren Twedt, Lydia Flaspohler, Rachel Craig and Emma Craig. The team was coached by Heidi Twedt.

We Are Proud of the Ellen Hopkins Destination Imagination team The Mind Thinkers for placing second in the elementary level in the improvisational challenge, Change in RealiTee, at the Moorhead Destination Imagination Regional Tournament held March 16. Using only T-shirts and markers to create scenery and props, the team was required to create a five-minute improvisational skit about life after a dramatic change and how the characters adapt to this change. Team members are Kelli Forster, Samantha Zimmerman, Lily Kjos, Chloe Thompson, Cassie Freeman and Meghan Moore. The team was coached by Kris Thompson.

We Are Proud of the Horizon Middle School Destination Imagination team The Sparkling Spuds for placing second in the middle level in the improvisational challenge, Change in RealiTee, at the Moorhead Destination Imagination Regional

The Midwest Talent Search is coordinated at Horizon Middle School by Lois Brown.

E. Matters Presented by Citizens/Other Communications (Non-Agenda Items) (Citizens who wish to address a non-agenda item have the opportunity to speak by raising their hand and being recognized by the School Board chair. Speakers must state their name and will be limited to three minutes. Speakers must complete the sign-up form, which outlines the public input process, and submit it to the School Board secretary.)

2. **CONSENT AGENDA**

All items on the Consent Agenda are considered to be routine, and have been made available to the School 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 School 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, School Board member inquiries on consent agenda items are to be made directly to the district administration prior to the time of the meeting.

A. SUPERINTENDENT MATTERS - Kovash

B. ASSISTANT SUPERINTENDENT MATTERS - Kazmierczak
   (1) Acceptance of Donation - Page 8

C. HUMAN RESOURCES MATTERS - Dehmer
   (1) Approval of Resignations - Page 9
   (2) Approval of Family/Medical Leave - Page 10
   (3) Approval of Other Leave - Page 11
   (4) Approval of Extended Leave of Absence - Page 12
   (5) Approval of Change in Contracts - Page 13
   (6) Approval of New Employees - Page 14
   (7) Acceptance of Part-Time Contracts - Page 15

D. LEARNER SUPPORT SERVICES - Skarvold
   (1) Approval of Extended Learning Year Program - Pages 16-23

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

Moved by _____ Seconded by _____
Comments _____

3. **2013 SCHOOL FINANCE AWARD**: Kazmierczak
Page 24

4. **SECONDARY SCHOOL IMPROVEMENT PLAN UPDATES**: Kovash
   Page 25

5. **LEGISLATIVE SESSION UPDATE**: Kovash
   Pages 26-30

6. **APPROVAL OF ALL-DAY KINDERGARTEN**: Kovash
   Pages 31-32

   Suggested Resolution: Move to approve the implementation of all-day kindergarten with a half-day option beginning with the 2013-3014 school year as presented.

   Moved by _____ Seconded by _____
   Comments _____

7. **iPAD PILOT AND TECHNOLOGY INTEGRATION UPDATE**: Kovash
   Page 33

8. **FIRST READING OF POLICIES**: Kovash
   Pages 34-92

9. **SUPERINTENDENT REPORT**

10. **COMMITTEE REPORTS**

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

12. **CLOSE PUBLIC MEETING**: Erickson

    Suggested Resolution: Move to close the public meeting at _____ p.m., pursuant to M.S. 13D.03, for the purpose of discussing negotiation strategies.

    Moved by _____ Seconded by _____
    Comments _____

13. **OPEN PUBLIC MEETING**: Erickson

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

    Moved by _____ Seconded by _____
    Comments _____

14. **ADJOURNMENT**

CALENDAR OF EVENTS

Event	Date	Time	Place
K-12 Last Day of School for Students	May 31		
Graduation	June 2	2 p.m.	Concordia
Last Day of School for Paraprofessionals	June 3		
Last Day of School for Teachers	June 4		
GED Graduation	June 6	7 p.m.	MHS Auditorium
School Board	June 10	7 p.m.	PCE
Com Educ Advisory Council	June 18	7 p.m.	PCE
School Board	June 24	7 p.m.	PCE
School Board Work Session	July 15	10-4 p.m.	Rustic Oaks
School Board	July 15	7 p.m.	PCE
MSBA Summer Seminar	August 5	8-4 p.m.	Brooklyn Park
School Board	August 12	7 p.m.	PCE
School Board	August 26	7 p.m.	PCE

Assistant Superintendent

Moorhead Area Public Schools

Memo OAS.13.059 C

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent

DATE: May 21, 2013

SUBJECT: Donation

Moorhead Area Public Schools has received the following donation:

- Kim Anderson has donated a Selmer AS 300 alto saxophone valued at approximately $300 and an older Reynolds trombone valued at approximately $100 to the district's beginning band program for students on free and reduced lunch.

Suggested Resolution: Move to accept the included donation and direct administration to send a thank you.

WAK:nls

Department of Human Resources
Moorhead Area Public Schools

Memo HR.13.100

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources KDehmer

DATE: May 21, 2013

SUBJECT: Resignations

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

Kim Englund	Elementary Teacher, S. G. Reinertsen Elementary, effective at the end of the 2012-2013 school year.
Karen Wagner	EIS Para/K+ Teacher, Probstfield Center for Education, effective June 4, 2013.
Janet Pauley	LSS Program Manager, District Wide, effective July 31, 2013.

SUGGESTED RESOLUTION: Move to approve the resignation of Kim Englund, Karen Wagner and Janet Pauley as presented.

KLD:smw

Department of Human Resources
Moorhead Area Public Schools

Memo HR.13.101

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources KDehmer

DATE: May 21, 2013

SUBJECT: Family/Medical Leave

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

Sarah Smith	Teacher, Horizon Middle School, effective April 18, 2013 for the remainder of the 2012-2013 school year.

SUGGESTED RESOLUTION: Move to approve the Family/Medical Leave pursuant to Article 28, Section 2 of the Teachers' Master Agreement for Sarah Smith.

KLD:smw

Department of Human Resources
Moorhead Area Public Schools

Memo HR.13.103

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources

DATE: May 21, 2013

SUBJECT: Other Leave

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

Mary Fluto	Paraprofessional, Ellen Hopkins Elementary, effective for the 2013-2014 school year.

SUGGESTED RESOLUTION: Move to approve the Other Leave of Absence for Mary Fluto pursuant to Article VIII, Section of the Paraprofessional Master Agreement.

KLD:smw

Department of Human Resources
Moorhead Area Public Schools

Memo HR.13.104

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources

DATE: May 21, 2013

SUBJECT: Extended Leave of Absence

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

Stacy Anderson	Elementary Teacher, Ellen Hopkins Elementary effective beginning with the 2013-2014 school year.

SUGGESTED RESOLUTION: Move to approve the Extended Leave of Absence for Stacy Anderson as presented.

KLD:smw

Department of Human Resources
Moorhead Area Public Schools

Memo HR.13.106

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources KDehmer

DATE: May 21, 2013

SUBJECT: Change in Contract

The administration requests approval of Change in Contract for the following person:

Ann Woell	Media Specialist, Robert Asp Elementary, 1.0 FTE to Media Specialist, High School, 1.0 FTE, effective at the beginning of the 2013-2014 school year.
Angela Doll	Learner Support Services Program Manager, to Assistant Principal High School, D62 (8) $88,556.00, effective July 1, 2013. (Replaces Dave Lawrence)

SUGGESTED RESOLUTION: Move to approve the Change in Contract for Ann Woell and Angela Doll as presented.

KLD:smw

13

Department of Human Resources
Moorhead Area Public Schools

Memo HR.13.102

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources KDehmer

DATE: May 21, 2013

SUBJECT: New Employees

The administration requests the approval of the following new employees subject to satisfactory completion of federal, state and school statute and requirements.

Grace Bohanna	Science Teacher, High School, .5833 FTE, BA (5) $23, 092.58, effective beginning with the 2013-2014 school year. (New position)
Sarah Estrem	LSS Teacher, S. G. Reinertsen Elementary, 1.0 FTE, MA (1) $40,697.00, effective with the 2013-2014 school year. (Replaces Susan Richardson)

SUGGESTED RESOLUTION: Move to approve the employment of Grace Bohanna and Sarah Estrem as presented.

KLD:smw

Department of Human Resources
Moorhead Area Public Schools

Memo HR.13.105

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources

DATE: May 21, 2013

SUBJECT: Acceptance of Part Time Contract

The administration requests approval of Part Time Contracts for the following teachers:

Olivia Latimer	Band Teacher, Horizon Middle School, .76 FTE (BA (5) $30,008.40, effective at the beginning of the 2013-2014 school year.
Lexy Steinle	Music Teacher, S. G. Reinertsen Elementary, .70 FTE, BA (0) $23,676.10, effective at the beginning of the 2013-2014 school year.

SUGGESTED RESOLUTION: Move to approve the acceptance of Part Time Contract for Olivia Latimer and Lexy Steinle as presented.

KLD:smw

Office of Learner Support Services
Moorhead Area Public Schools

LSS.13.005

TO: Lynne Kovash, Superintendent

FROM: Jill Skarvold, Director of Learner Support Services

DATE: May 21, 2013

RE: Extended Learning Year

Attached is information regarding the 2013 summer programming that extends learning opportunities through August 2013. See accompanying information about the summer options through Special Education and the Alternative Learning Center. We look forward to providing services for students through these programs this summer.

SUGGESTED RESOLUTION: Move to approve the 2013 Extended Learning Year Program for Moorhead Schools.

JS:ca
Attachment

Programs Under Special Education: Extended School Year

Elementary, Middle and High School Extended School Year

Days:	Tuesday, Wednesday, and Thursday
Dates:	June 18 - August 1, 2013
Time:	8:00 am - 12:00 pm
Location:	Hopkins Elementary, Horizon Middle School and Moorhead High School

Early Intervention Services (EIS):

Dates:	June 17 - July 31, 2013 (Schedules vary dependent on student need)
Location:	Probstfield Early Learning Center

Summer Transition Extended School Year:

Dates:	Week of August 23rd (Schedules vary dependent on student need)
Location:	Building at which identified eligible student will be attending fall 2013

Extended School Year 2013 - Program Budget and Staff Information

Programming will be provided for 6 weeks and will run 3 days a week (Tuesday, Wednesday and Thursday). Teachers will have a one 4 hour prep day on Monday, June 17. Extended School Year will be in session for 18 days from June 19 to August 2. There will be 25 teachers employed with a total salary of $76307.04, plus benefits of $9,919.92. The estimated total hours for the teachers will be 2,052 at a cost of $86,226.96. There will be 32 paraprofessionals and other staff employed at four and one half hours daily. Paraprofessionals and other staff are paid at their contract rate or district sub rate if not employed as a paraprofessional or other staff with the district. The total salary for the paraprofessionals and other staff will be $40,866.93 plus benefits of $5,721.37. The estimated total hours for the paraprofessionals and other staff will be 2,835 at a cost of $46,588.30 Extended School Year instructional material budget is $1,350 The total program budget is $142,993.50 with 68% of special education salaries and 52% materials reimbursed from the state on EDRS.

ESY Teachers:

Kristi Ammerman	Lowell Buysse	Danielle Hillebrand	Victoria Vorachek
Carol Anderson	Donna Dunlap-Bitz	Jim Kapitan (.5)	2 Tchr - TBD
Kevin Anderson	Paula Falk	Julie Kummer	
Krystal Anderson	Jill Filipi	Michele Morse	
Lainey Anderson	Heidi Fisher (.5)	Wendy Paulson	
Deb Bartholomay	Leah Green	Stacy Schroeder	
Betty Bierdeman	Kari Greer	Jill Todd	
Meagan Blake	Maggie Hanson	Blake Plankers	

SY Paraprofessionals and Other Staff:

Tracy Alderman	Michael Hennessey		
Doree Alverson	Robin Johnson	Rhonda Stoddard	6 Paras - TBD
Tyler Carlson	Collin Lindhorst	Sally Stoddard	
Anita Cartwright	Isidro Lopez	Barb Sturdevant	
Tracy Christiansen	Susan Murphy	Rosalinda Vargas	
Elizabeth Cruz	Beth Olson	Jean Walker	
Gloriaima Flores	Amber Palmer-Nelson	Treva Watnemo	
Gina Foster	Linda Pederson		
Amy Greiago	Jodi Philipot	Interpreters - 3	
Tiffany Hanson	Bunny Renslow	COTA - 1	

ESY 2013 - Salary/Benefit Budget for School Board **5/22/13**

Teachers	Hr/Wage	Total hrs	Total Salary	Benefits	Total	Budget Total
21	$40.00	76	$63,840.00	13%	$8,299.20	$72,139.20
6	$27.34	76	$12,467.04	13%	$1,620.72	$14,087.76
			$76,307.04		**$9,919.92**	**$86,226.96**
COTA						
1	$18.72	76	$1,422.72	14%	$199.18	**$1,621.90**
			$1,422.72		**$199.18**	
Interpreters						
1	$27.31	81	$2,212.11	14%	$309.70	$2,521.81
1	$26.04	81	$2,109.24	14%	$295.29	$2,404.53
1	$35.00	81	$2,835.00	No benefits - contract		$2,280.00
			$7,156.35		**$604.99**	**$7,206.34**
Para's						
1	$10.00	81	$810.00	14%	$113.40	
14	$15.03	81	$17,044.02	14%	$2,386.16	
1	$15.47	81	$1,253.07	14%	$175.43	
2	$15.69	81	$2,541.78	14%	$355.85	
2	$15.91	81	$2,577.42	14%	$360.84	
2	$16.56	81	$2,682.72	14%	$375.58	
1	$16.79	81	$1,359.99	14%	$190.40	
6	$17.01	81	$8,266.86	14%	$1,157.36	
1	$17.45	81	$1,413.45	14%	$197.88	
1	$17.68	81	$1,432.08	14%	$200.49	
1	$18.34	81	$1,485.54	14%	$207.98	
32			**$40,866.93**		**$5,721.37**	**$46,588.30**
Total Salaries & Benefits			**$125,753.04**		**$16,445.46**	**$141,643.50**
			Instructional Budget			**$1,350.00**
				Total Budget		**$142,993.50**

Teacher hrs = 27 T x 19 da x 4 hr = **2052 hr**

COTA, Int, Para hrs =35 Staff x 18 da x 4.5 hr= **2835 hr**

	Salary	**Benefits**	
COTA	$1,422.72	$199.18	
Interpreters	$7,156.35	$604.99	
Paras	$40,866.93	$5,721.37	
	$49,446.00	**$6,525.54**	**$55,971.54**

Memorandum

May 21, 2013

To: Central Administration
From: Deb Pender-Tilleraas, Alternative Education Program Manager
Re: Summer Term, 2013 – Red River Area Learning Center Programs and Services

Please find the preliminary calendar and schedules for the Red River Area Learning Center, Summer Term, 2013.

1. Summer Migrant Program. MDE Grant funded Project, 2013.

Minnesota Department of Education

Project Information 2013 Summer Migrant Education Program

Project		Elementary Schedule		Secondary Schedule	
Start Date	**End Date**	**Start Date**	**End Date**	**Start Date**	**End Date**
4/5/2013	8/15/2013	6/17/2013	7/25/2013	6/17/2013 6/17/2013	7/25/2013 MS 7/29/2013 HS
Weekly Schedule for Staff *(M-F) (7:15 am – 5:00 pm)*		**Weekly Schedule of Student Services** *(M-F) (7:30 am – 4:30 pm)*		**Weekly Schedule of Student Services** *(M, T & TH) (6:00 – 9:00 pm)*	
M-TH EL, MS M & TH HS	7:15 a.m. – 4:15 p.m. 2:45 pm – 9:00 pm *	M-TH	7:45 – 3:45	M -TH MS M & TH HS	07:30 am - 03:30 pm 03:30 pm –08:30 pm *
Number of Project Evaluation Days 1 EL, MS		**Field Trip Dates** **TH June 20,27 July 11, 18, 25**		**Field Trip Dates** **TH June 20,27 July 11, 18, 25 MS; HS ***	
Number of Staff Days 27 EL, MS; 12 HS *		**Number of Pupil Days of Instruction** 23		**Number of Pupil Days of Instruction** 23 MS; 12 HS OSY	
Number of In-Service Days 1 EL, MS; HS will attend EL Conference - May		**Parent Meeting Dates** T 6/25, T, 7/23 Fiesta, Wed: Open Lunch		* The hours will be flexible depending on student needs, work schedules and interest.	

Name of School	Physical Address of Project Site	City	Zip Code
Robert Asp Elementary	910 11th Street North	Moorhead	56560
Horizon Middle School ML	3601 12th Avenue	Moorhead	56560
Red River Area ALC HS, OSY	1100 32nd Avenue South	Moorhead	56560

Number of Pupils Expected to be Served: A project must have **a minimum of 50** (age 3 to 22 – not graduated) certified eligible migrant students attending throughout the project period in order to continue to receive funding as a project. This information should be based on the previous year's actual migrant student enrollment pattern.

Migrant Children	Birth - 2	Age 3-5 Not in K	K	1	2	3	4	5	6	7	8	9	10	11	12	UG	OSY	Total
Served in Summer 2012	17	14	7	11	8	3	6	5	7	7	7	3	4	5	3		5	112
Expected to serve 2013	18	15	8	12	9	4	7	6	8	8	8	4	5	6	4		8	130

2. Moorhead District Summer Food Program.

The school district has given MDE our intention to apply for the Summer Food Program, 2013. This program allows us to provide free meals to children and youth, through age 18. Meals will be provided at all three elementary schools, Horizon Middle School, Moorhead High School, and Red River Area Learning Center. The specific are being developed. Moorhead District is collaborating with agencies such as the Great Plains Food Bank, Youth Works, and the Salvation Army to ensure that meals are provided to children in high poverty areas. Students participating in the YMCA drop in programs at our elementary schools will also be served.

3. West Central Regional Juvenile Center - Summer Term, 2013:
June 13 – August 21, M-F, 9:00 a.m. – Noon. No School – July 4, 5.

4. Red River Area Learning Center.

Program: PLUS Week
Location: Red River Area Learning Center
Dates: June 3-6
Time: 8:45 – 3:30
Transportation Provided: Yes
Breakfast and Lunch Provided: Yes
Intent: Credit Recovery

Program: Red River ALC Summer Day Program
Location: Red River Area Learning Center
Registration: Students who are under 16 years of age and have been participating in the middle level and high school programs at Red River Area Learning Center are eligible for this program.
Dates: June 10 – July 18, M-Th
Time: 8:45 – 3:30
Transportation Provided: On a limited basis.
Breakfast and Lunch Provided: Yes
Intent: Credit Recovery

Program: Monday Independent Study Program
Location: Red River Area Learning Center
Registration: Eligible students may drop in anytime throughout the summer and register for this program. Student who have been participating during the regular school year are automatically enrolled for the summer.
Session: Monday evenings, 3:30 – 8:30, June 10 – August 19 (tentative)
Transportation Provided: In select cases for eligible students.
Supper Provided: Yes
Intent: Credit recovery, Completion of graduation requirements.

Program: Career and Technical Education – Work Experience
Location: Red River Area Learning Center
Registration: Eligible students may drop in anytime throughout the summer and register for this program. Student who have been participating during the regular school year are automatically enrolled for the summer.
Session: Students must attend four of five full day sessions on Monday, June 17, 24, July 8, 15, 22, 8:30 – 3:30 pm, to receive credit. This is a community-based program and includes a variety of field trips and community events. Students who meet the seminar requirement will be eligible to earn work experience credit is they have a job and work a minimum of 10 hours per week throughout the summer.
Intent: Credit Recovery.

Program: Minor Parent Program
Location: Red River Area Learning Center
Registration: Eligible students may drop in anytime throughout the summer and register for this program. Student who have been participating during the regular school year are automatically enrolled for the summer
Session: To be developed by the students and the advising teacher. This is a community-based program and will include a number of field trips and community events.
Transportation Provided: Yes
Meals Provided: Yes
Intent: This is a support program for pregnant and parenting teens with a focus on project based learning via opportunities for socialization with students and their children. It is also a dropout prevention/recovery program that encourages minor parents to enroll in and successfully complete additional academic programming.

5. Moorhead Senior High School.

Excel High School (Tentative Plan)
Location: Moorhead High School
Special Sessions: June 10 – 15, M-F, Full Days; July 29 – August 1, Full Days.
Regular Sessions: June 17 – July 3, M-Th, Mornings; July 8 – 25, Mornings.
Transportation Provided: Public Transportation Only.
Breakfast and Lunch Provided: Yes
Intent: Credit Recovery, Transition, Accelerated Skill Development.

6. Horizon Middle School.

Horizon Summer Academy 2013

Program: S.T.E.M. Weeks - (Science, Technology, Engineering and Math)
June 10 – 14 *Students may attend one or both weeks
August 5 - 9 *Monday - Thursday 8:00am - 3:00pm and Friday
8:00am - 12:00 noon.

Program: Accelerated Skill Development.

Session 1 –
Dates: June 17, 18, 19, 20, 24. 25 26, 27 and July 1, 2, 3 (no Fridays)
Time: 8:00 - 12:00 noon *

Session 2 –
Dates: July 15, 16, 17, 18, 22, 23, 24, 25, 29, 30, 31 (no Fridays)
Time: 8:00 - 12:00 noon *

Other –
Afternoon classes may be offered for students that did not have the opportunity to take an Exploratory class (art, healthy lifestyles, theatre arts, language ,music) during the school year. Classes will be scheduled if enough students are interested in attending and sign up to attend.

Eligibility: Placement in the classes will be determined by MCA scores and teacher recommendations and classroom performance.

Program: Jump Start 2013
Target: incoming sixth graders
Dates: June 17 - 21 and July 22, 23, 24, 25, 29, 30, 31 and August 5, 6, 7, 8
Time: 8:00 a.m. - Noon
Intent: Transition

General Information for Horizon Summer Programs:
Transportation: Available on a limited basis for eligible students. City bus passes will be available.
Meals Provided: Yes
Eligibility: To qualify a student must have been enrolled in EXCEL programs during the school year and/or show academic need in the area(s) of math or reading or have other factors that may lead him/her to be an at-risk learner. All classes will be based on a Pass/Fail grading system. To receive a "Pass" a student must complete all class assignments to show progress and mastery of learning
Main contact for additional information:
Horizon Middle School Counseling Office 218 - 284 - 7312 For more information contact: (beginning in June) William Franklin - email: wfranklin@moorheadschools.org , phone: 218 - 284 – 7315.

7. Robert Asp, Ellen Hopkins, SGReinertsen.

Program: Jump Start

Location: Elementary Schools
Registration: By referral only. Students are invited to participate based on identified needs and eligibility for the program. Registration is conducted by each school.
Session: Mornings, July 22 – August 9
Transportation Provided: On a limited basis.
Breakfast Provided: Yes
Intent: Transition, Accelerated Skill Development.

Assistant Superintendent

Moorhead Area Public Schools

Memo OAS.13.060 R

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent

DATE: May 21, 2013

SUBJECT: 2013 School Finance Award

Moorhead Area Public Schools (MAPS) has earned the Minnesota Department of Education's (MDE) 2013 School Finance Award for fiscal year 2012. The award recognizes select school districts for timely submission of Uniform Financial Accounting and Reporting Standards (UFARS) data and annual financial statement as required by Minnesota Statutes as well as for having positive fund balances, demonstrating sound fiscal policies and procedures, and personnel training in the area of school finance. This is the second time that MAPS has received this award.

WAK:nls

Department of School Improvement and Accountability
Moorhead Area Public Schools

Memo SIA.13.019 R

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Missy Eidsness, Director of School Improvement and Accountability

DATE: May 21, 2013

SUBJECT: Secondary School Improvement Plan Updates

At the May 28, 2013 School Board meeting, secondary principals will provide an update on progress made toward their school improvement plans. Lori Lockhart, Horizon Principal, Dave Lawrence, Moorhead High Assistant Principal, and Deb Pender-Tilleraas, Red River Area Learning Center Director will be in attendance.

MOE:nls

Superintendent of Schools

Moorhead Area Public Schools

Memo S.13.124R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent LAK

DATE: May 21, 2013

SUBJECT: Legislative Session Update

The attachment highlights information that was compiled by Minnesota Rural Education Association (MREA). Over the course of the next few months, administration will seek clarification and more information related to these legislative changes.

Assistant Superintendent Wayne Kazmierczak and I will provide an update of the legislative session at the May 28 School Board meeting.

LAK:mde
Attachment

MREA
Voice For Greater Minnesota Education

2013 K-12 Omnibus Bill Highlights by MREA
(Not an exhaustive list)

May 20, 2013

Funding: (View all the statewide totals and all statewide changes.)

Description	Statewide Funding Impact
1. 1.5% / 1.5% on the formula in FY '14 and FY '15 a. FY '13 $5,224 (Base) b. FY' 14 $5,302 c. FY' 15 $5,806 (includes changes in pupil weights)	$234 million
2. All Day Every Day Kindergarten funded in FY '15 K = 1.0 for K students who receive a minimum of 850 instructional hours per year	$134 million
3. Adjusted Pupil Units APUs replace AMPCUs a. K-6 1.0 b. 7-12 1.2 c. APUs = weighted pupil units served + tuition students paid – tuition students received d. See MREA article on this change. e. View your district's expected APUs for Fy '15 with K at 1.0 and K at .55	
4. Operating Referendum allowances are adjusted in FY '15 to reflect the change from AMPCUs to APUs to maintain same revenue as districts would have received under current law (resident pupils with adjustments to the equalization aid for open enrolled students). a. Starting in FY '16: referendum revenue = APUs X new referendum allowance. b. Most district allowances will go up because there are fewer APUs than AMPCUs c. Districts with significant open enrollment in will see their referendum allowance go down since there will be more serving APUs than resident AMPCUs d. See MREA article explaining this change.	
5. Declining enrollment aid is a new General Education Revenue line calculated at 28% of the difference between the previous year's APUs and the current year's APUs for districts experiencing a decline in enrollment.	
6. Early Learning Scholarships for children ages 3-5 in families whose income falls below 185% of poverty a. Maximum scholarship is $5,000 b. FY '14 $23 million (note: $6 m was in FY '13 base year)	$40 million

27

Description	State-wide Funding Impact

c. FY'15 $23 million
d. Unused FY '14 $'s can be allocated in FY '15
e. Office of Early Learning Established
f. Quality ratings system established for providers
g. See MREA Map of projected scholarships over the two year biennium

7. Special Education $40 million
   a. Formula changes similar to those recommended by Finance Working Group
   b. Regular special education revenue increases, excess cost revenue decreases
   c. Net increases in both FY' 14 at $20 m and FY '15 at $20 m
8. Pension adjustment revenue eliminates the Pension Subtraction—not an insignificant change

9. Achievement and Integration Revenue Program:
   a. New percentages making fairer allocation due to non-majority populations
   b. Little overall funding changes
   c. Districts guaranteed 90% of current year funding

10. Small School Revenue (SSR) includes multiple small high schools within one school district
11. School lunch reimbursement increases ½ cent to $0.125. No other changes to school lunch.
12. Starbase STEM education Center $1 m
13. School Climate Center $1 m

Taxes: (View all the statewide levies and statewide levy changes).

Description	State-wide Property Tax Impact
1. General Education Levy (GEL) established to raise $20 million beginning FY '15	$20 m
2. Operating capital levy reduced 23% with a levy/aid mixture	($23.685 m)
3. Safe schools levy increases $6 per pupil, expands uses to security enhancements, school climate improvements, and collaborating and colocation of services with mental health providers.	$3.6 M
4. Cyrus and Morris school consolidation allows Cyrus Board to levy to demolish Cyrus school.	$85 K
5. K-12 Conference Omnibus Education Bill State-Wide Levy Changes	$0

6. Operating Referendum Equalization and related changes in tax bill ($60.5 m in FY '15)
   a. Boards set the first $300 of Operating Referendum equalized at $880,000 RMV per APU (now the 1st Tier of equalization)
   b. 100% of school districts qualify for the first $300 of equalized levy. Boards can under levy any or all of this $300.

c. 2nd Tier equalization up to $760 in operating referendum equalized at $510,00 of RMV per APU
d. 3rd Tier (new) equalization of up to another $461 (25% of cap $1845) equalized at $290,000 of RMV per APU
e. The 2nd and 3rd Tiers are the old Tiers 1 and 2 adjusted for the change from AMPCU to APUs.
f. Metro district boards can set a Location Equity Levy up to $424 which reduces their voter approved operating levy by the same amount.
g. Greater Minnesota School Districts over 2,000 students can set a Location Equity Levy up to $212 which reduces their voter approved levy by the same amount.
h. Boards can set these Location Equity Levies without voter approval.
i. When Boards set the LEI, their voter approved cap is $1845 which is now adjusted for inflation. Districts who receive sparsity aid are exempt from the cap.
j. 100 school districts in the state qualify for the LEI Levies
k. Boards must pass a resolution by June 30 to reserve the right to seek voter approval for increases in referendums in November 2013. MSBA has sent out a model resolution.
l. Boards need to consider the implications of these new authorities prior to acting.
m. Estimated cost to the state for all these changes $60.5 m

Policies:

1. GRAD Rule repealed as recommended by Assessment and Accountability Working Group
    a. GRAD tests and required cut scores repealed
    b. Transition period for graduating class of '14-16 with a mixture of tests
    c. Beginning with graduating class of '17 (8th graders in '13-14)
        i. Career assessments
        ii. Aligned assessment with college readiness benchmarks
        iii. Student progress recorded on transcript
        iv. Career and college counseling required
    d. See MREA articles on these changes.
2. Grades 3-7 computer adaptive testing language

3. World's Best Workforce and Regional Centers of Excellence
    a. School Boards must establish goals and align strategic plan and budgets to achieve world class student achievement by 2027 and hold an annual public meeting
    b. Districts Standards and Accountability Committees monitor and report progress
    c. Regional Centers of excellence established to assist districts achieve goals $20 m
    d. Commissioner may intervene with restrictions in underperforming school districts to direct their use of 2% of revenue on programs of commissioners choosing

e. In the waning days of the session when it was apparent that Chairman Marquart was going to get this World's Best Workforce Program MREA sent letter to Marquart to soften and suggest improvements to the program

4. Parents of kindergartners can excuse students for parts of ADK with no penalty
5. Board of Teaching can grant up to two additional 1 year licenses for teachers who have not passed the MTLE or Basic Testing
6. Possession and use of epinephrine auto injectors:
7. Restrictive procedures for special education students:
8. Minnesota math corp established

9. Safe and Supportive Schools passed House and on the Senate Floor Sunday in separate bill. **This was not voted on in 2013, but is very much alive for 2014. Sessions run two years.**
    a. Defines bullying
    b. Specifies actions required by school district
    c. Specifies reporting requirements
    d. See MREA article on Safe and Supportive Schools
    e. See MREA article on costs of bill and debate over costs

10. Charter schools are subject to following:
    a. Truancy reporting
    b. Teacher Evaluation
    c. World's Best Workforce

For the full text of the Conference Committee's Omnibus K-12 Education Bill:

https://www.revisor.mn.gov/bills/text.php?number=hf0630&type=ccr&session=ls88

Task Forces and Working Groups:

In addition, the Omnibus K-12 Bill Task Established 7 Task Forces and Working Groups:

1. Career Pathways and Technical Education Advisory Task Force
2. Adult High School Diploma Task Force
3. Teacher Licensing Advisory Task Force
4. On Line and Digital Learning Advisory Council
5. School Facilities Financing Working Group
6. Special Education Case Load Task Force
7. Minnesota Youth Council Committee

Superintendent of Schools

Moorhead Area Public Schools

Memo S.13.122R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent

DATE: May 20, 2013

SUBJECT: All-Day Kindergarten

The Minnesota Legislature and Governor Dayton approved funding for all-day kindergarten to begin with the 2014-15 school year. Currently about half of Minnesota students attend all-day programs and about 15 percent of students attend all-day programs funded through parental fees. Regionally all-day kindergarten is offered in Fargo, West Fargo, Dilworth-Glyndon-Felton, Fergus Falls, Barnesville, Hawley, Norman County East, Norman County West, Breckenridge and Wahpeton.

Numerous studies conducted over the past four decades have shown that keeping students engaged for an entire day has quantifiable educational benefits, including improved literacy and math skills. A study from the Burnsville-Eagan-Savage school district provided data on students enrolled in all-day kindergarten in 2003. As third graders, they continued to exceed educational measures relative to their peers in the very same district. It is important to note by later grades some of the benefits of all-day kindergarten are reduced, but these results reinforce the conclusion of multiple previous studies of all-day programs -- that students enrolled in all-day kindergarten programs reap ongoing benefits in their academic careers.

Discussion at the May 13, 2013 school board meeting provided information and considerations in adding all-day kindergarten. Adding all-day kindergarten one year earlier is possible but a significant amount of work will need to be completed over the next few months.

After careful consideration and information from the Community Engagement Process, administration is proposing to add all-day kindergarten at the start of the 2013-14 school year. With this recommendation there are many tasks that need to be started and Assistant Superintendent Wayne Kazmierczak has developed a document to assist with the implementation. In the document provided at the May 13, 2013 board meeting, the approximate costs to add the program are estimated to be $1.2 million in this first year. It was stated at the last board meeting, the funds are available due to actions taken by the board over the last few years.

At this point, based upon 475-student enrollment the following expenditures are recommended:

Additional Expenditures	Units	Cost	Total Cost
Additional Kindergarten Teachers	10	$75,000 (salary and benefits)	$750,000
Additional teaching positions (needed to provide prep time for additional kindergarten teachers)	3.0	$75,000 (salary and benefits)	$225,000
Construction, furniture, equipment, technology, instructional materials, staff development		$125,000 construction $125,000 all other	$250,000
Total additional expenditures, year 1			$1,225,000

Based upon board action, administration will contact the parents of students enrolled in kindergarten for the 2013-14 school year and provide the parents an opportunity to select the half-day program. Once that enrollment is completed, attendance areas will be determined for kindergarten students. Administration will also begin the selection process for kindergarten teachers, determine the remodeling needs and move forward with the implementation plan of preparing classrooms and purchasing technology and instructional materials.

Updates will be provided to the board regarding the implementation of all-day kindergarten based upon board action.

Suggested Resolution: Move to approve the implementation of all-day kindergarten with a half-day option beginning with the 2013-14 school year as presented.

LAK:mde

Department of School Improvement and Accountability
Moorhead Area Public Schools

Memo SIA.13.020 R

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Missy Eidsness, Director of School Improvement and Accountability MEe

DATE: May 21, 2013

SUBJECT: iPad Pilot and Technology Integration Update

At the May 28, 2013 School Board meeting, Dan Markert, Director of Information Systems & Instructional Support and Missy Eidsness, Director of School Improvement and Accountability will be in attendance to present an update on this year's iPad Pilot. Lessons learned from the pilot program have helped to shape the future direction of technology integration in the district. The update presentation will also include a discussion related to plans for technology integration in the 2013-2014 school year.

MOE:nls

Superintendent of Schools

Moorhead Area Public Schools

Memo S.13.123R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent

DATE: May 21, 2013

SUBJECT: First Reading of Policies

The board will conduct a first reading of the following policies: School Board Conflict of Interest 205, School Board Code of Ethics 206, Policies Incorporated by Reference for Employees/ Personnel 499, Student Discipline 551, Prohibition of Harassment and Violence 570, Tobacco-Free Environment 573, Search of Student Lockers, Desks, Personal Possessions, and Student's Person 574, Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches 575, Policies Incorporated by Reference for Students 599, and Student Transportation Safety 721.

LAK:mde
Attachments

School Board Conflict of Interest

Type:	School Board Policy
Section:	200 SCHOOL BOARD
Code:	205
Adopted Date:	9/23/2002
Revised Date(s):	10/09/2006
Reviewed Date(s):	10/09/2006
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to ensure observeance of state statutes regarding conflict of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT ~~OF POLICY~~

It is the policy of the Moorhead School Board to contract for goods and services in conformance with statutory conflict of interest laws and do so in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the Moorhead School Board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations which may exist on goods and services otherwise available to the school district.

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

A. A School Board member who is authorized to take part in any manner in making any sale, lease or contract in his or her official capacity shall not voluntarily have personal financial interest in that sale, lease, or contract or personally benefit financially.

B. In the following circumstances, however, the School Board may as an exception, by unanimous vote, contract for goods or services with a School Board member of the school district:

1. In the designation of a bank or savings association, in which a School Board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with MN Statute Ch. 118A. Any School Board member having said interest shall disclose that interest and the interest shall be entered in the minutes of the School Board. Disclosure should be made when a bank or savings association is first designated as a depository or source of borrowing, or when such School Board member is elected, whichever is later. Disclosure serves as notice of the interest and must only be made once;

2. The designation of an official newspaper or publication of matters therein, in which the School Board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;

3. A contract with a cooperative association of which the School Board member is a shareholder or stockholder, but not an officer or manager;

4. A contract in which competitive bids are not required by law~~;~~. ~~C.~~ A contract made ~~pursuant to the aforementioned~~ under this exceptions ~~is~~ are observed~~:~~:

~~1~~a. The School Board must authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.

~~2~~b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution when the facts of the emergency are also stated.

~~3~~c. Before a claim is paid, the interested School Board member must file with the clerk of the School Board an affidavit stating:

~~a~~(1). The name of the School Board member and the office held;
~~b~~(2). An itemization of the goods or services furnished;
~~c~~(3). The contract price;
~~d~~(4). The reasonable value;
~~e~~(5). The interest of the School Board member in the contract; and
~~f~~(6). That to the best of the School Board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.

5. A School Board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.

6. ~~A School Board member may be newly employed or may continue to be employed by the school district as an employee where there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that School Board member under that contract or employment relationship, will not exceed $8,000 in that fiscal year. If the School Board member does not receive majority approval to be initially employed or to continue in employment at a meeting where all School Board members are present, that employment must be immediately terminated and the School Board member will have no further rights to employment while serving as a School Board member in the school district.~~ In the following circumstances, the School Board may as an exception, by majority vote at a meeting where all School Board members are present, contract for services with a school board member of the school district: A School Board member may be newly employed or may continue to be employed by the school district as an employee where there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by the School Board member under that contract or employment relationship, will not exceed $8,000 in that fiscal year. If the School Board member does not receive majority approval to be initially employed or to continue in employment at a meeting where all School Board members are present, that employment must be immediately terminated and that School Board member will have no further rights to employment while serving as a School Board member in the school district.

C. The School Board may contract with a class of school district employees, such as teachers or custodians, where the spouse of a School Board member is a member of the class of employees contracting with the School Board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. In order for the School Board to invoke this exception, it must have a majority of disinterested School Board members vote to approve the contract, direct the School Board

member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting where the contract is approved.

IV. LIMITATIONS ON RELATED EMPLOYEES

A. The Moorhead School Board can hire or dismiss teachers only at duly called meetings. Where a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full School Board.

B. The School Board may not employ any teacher related by blood or marriage, within the fourth degree, computed by the civil law, to a School Board member except by a unanimous vote of the full School Board.

V. CONFLICTS PRIOR TO TAKING OFFICE

A Moorhead School Board member with personal financial interest in the sale, lease or contract with the school district which was entered before the School Board member took office and presents an actual or potential conflict of interest, shall immediately notify the School Board of such interest. It shall thereafter be the responsibility of the School Board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the School Board may enter into or renew such sale, lease or contract only if it falls within on the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

The determination as to whether a conflict of interest exists is to be made by the Moorhead School Board. Any School Board member who has an actual or potential conflict shall notify the School Board of such conflict immediately. The School Board member shall thereafter cooperate with the School Board as necessary for the School Board to make its determination.

Legal References:
Minnesota, Statute, 122A.40, Subd. 3 (Teacher Hiring, Dismissal)
Minnesota, Statute, 123B.195 (Board Member's Right to Employment)
Minnesota, Statute, 471.87 (Public Officers: Interest in Contract; Penalty)
Minnesota, Statute, 471.88 Subds. 2, 3, 4, 5, 12, and 13, and 21 (Exceptions)
Minnesota, Statute, 471.89 (Contract, When Void)
Op. Atty. Gen. 437-A-4, March 15, 1935
Op. Atty. Gen. 90-C-5, July 30, 1940
Op. Atty. Gen. 90-A, August 14, 1957

Cross References:
Moorhead School Board Policy 201: School Board Legal Status
Moorhead School Board Policy 206: School Board Code of Ethics
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties
MSBA/MASA Model Policy 210 (Conflict of Interest - School Board Members)

School Board Code of Ethics

Type:	School Board Policy
Section:	200 SCHOOL BOARD
Code:	206
Adopted Date:	8/12/2002
Revised Date(s):	10/09/2006
Reviewed Date(s):	10/09/2006
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to assist the ~~Moorhead~~ individual School Board members in ~~recognizing~~ understanding ~~the~~ his or her role ~~of individual~~ as part of a School Board ~~members~~ and in recognizing the contribution that each member must make to develop an effective and responsible School Board.

II. GENERAL STATEMENT ~~OF POLICY~~

Each School Board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE MOORHEAD SCHOOL BOARD, I WILL:

1. ~~Listen--to students, parents, employees, administrators, and community stakeholders, as well as to my colleagues on the School Board.~~
Attend School Board meetings.

2. Come to the meetings prepared for discussion of the agenda items.

3. Listen to the opinions and views of others (including, but not limited to, other School Board members, administration, staff, students, and community members).

4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.

5. Support the decision of the School Board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.

~~3. Appreciate the merit of their work.~~
~~4~~7. Be primarily motivated ~~only~~ by a desire to ~~serve~~ provide the best possible education for the ~~pupils~~ students of ~~this~~ my school district.

~~5~~8. ~~Attempt to~~ Be informed ~~myself on~~ about the proper duties and functions of a School Board member.

~~6. Recognize that it is my responsibility, together with other School Board members to see that the schools are properly run, not to run them myself.~~
~~7. Work through administration employees of the School Board--not over or around them.~~
~~8. Recognize that school business may be legally transacted only in an open meeting of the School~~

~~Board.~~
~~9. With opportunity to express my opinion during a meeting, I will support the results of a majority vote taken by the School Board.~~

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

1. ~~Perform under~~ Focus on education ~~policies unless necessity requires otherwise~~ policy as much as possible.

2. ~~Function in meeting the legal responsibility that is mine as part of a policy-forming body--not as an administrative officer.~~
Remember my responsibility is to set policy - not to implement policy.

3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.

4. Recognize that my responsibility, exercised through the actions of the School Board as a whole, is to see that the schools are properly run - not to run them myself.

5. Work through the Superintendent - not over or around the Superintendent.

6. Delegate the implementation of School Board decisions to the Superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.

2. Recognize that authority rests with the School Board in legal session - not with the individual members of the School Board except as authorized by law.

3. Make no disparaging remarks, in or out of School Board meetings, about other members of the School Board or their opinions.

4. R~~ecognize that to promise in advance of a meeting~~ Keep an open mind about how I will vote on any proposition ~~is to close my mind and agree not to think through other points of view which may be presented to the meeting~~ until the board has met and fully discussed the issue.

5. Make decisions by voting in School Board meetings ~~only~~ after all sides of debatable questions have been presented.

6. ~~Delegate details of School Board action to administrative employees.~~

~~7.~~ Insist that ~~special~~ committees be appointed ~~as necessary which will~~ to serve only in an advisory capacity to the School Board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.

2. Attempt to obtain adequate financial support for the school district's programs.

3. ~~Interpret the needs and attitudes of the community and do my best to translate them into the educational program of the school district.~~

~~4. Consider it an important responsibility to interpret the educational program of the school as it relates to the needs of the community.~~

~~5.~~ Insist that business transactions of the school district be ~~on an~~ ethical~~,~~ and open~~, and above board basis~~.

4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the Superintendent responsible for the administration of the school district.

2. Give the Superintendent authority commensurate with ~~the responsibility~~ his or her responsibilities.

3. Assure that the school district will be administered by the best professional personnel available.

4. Consider the recommendation of the Superintendent in ~~the appointment of~~ hiring all employees.

5. Participate in School Board action after considering the recommendation of the Superintendent and only after the Superintendent has furnished adequate information supporting the recommendation.

6. ~~Expect~~ Insist the Superintendent ~~to~~ keep the School Board adequately informed at all times.

7. ~~Spend adequate time in School Board meetings on educational policies.~~

~~8. Give~~ Offer the Superintendent counsel and advice.

~~9~~8. Recognize the status of the Superintendent as ~~an~~ the chief executive officer and a non-voting, ex officio member of the School Board.

~~10~~9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole School Board for proper referral according to the chain of command.

1~~1~~0. Present any personal criticisms of employees to the Superintendent.

1~~2~~1. Provide support for the Superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OPERATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my ~~function~~ work as a School Board member.

2. Comply with all school district policies as adopted by the School Board.

3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal ~~and state~~ agencies with jurisdiction over school districts.

4. Recognize that school district business may be legally transacted only in an open meeting of the School Board.

5. Avoid conflicts of interest and refrain from using any School Board position for personal gain.

6. Take no private action that will compromise the School Board or administration.

7. Guard the confidentiality of information that is protected under applicable law.

Legal References:
Minne~~sota~~, Stat~~ute~~, 123B.02 Subd. 1 (School District Powers)
Minne~~sota~~, Stat~~ute~~, 123B.09 (School Board Powers)
Minne~~sota~~, Stat~~ute~~, 123B.143 Subd. 1 (Superintendent)

Cross References:
Moorhead School Board Policy 201: School Board Legal Status
Moorhead School Board Policy 310: School Superintendent
MSBA Service Manual, Chapter 1, School Board Member Code of Ethics
MSBA/MASA Model Policy 209 (Code of Ethics)

Policies Incorporated by Reference for Employees/Personnel

Type:	School Board Policy
Section:	400 EMPLOYEES/PERSONNEL
Code:	499
Adopted Date:	10/13/2003
Revised Date(s):	05/11/2009, 06/14/2010, 05/09/2011, 06/11/2012
Reviewed Date(s):	05/09/2005, 06/12/2006, 02/12/2007, 11/26/2007, 05/11/2009, 06/14/2010, 05/09/2011, 06/11/2012
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to provide a list of all policies applicable to employees as well as to students.

II. GENERAL STATEMENT

In order to avoid undue duplication, Moorhead Area Public Schools provides notice by this section of the application and incorporation by reference of the following policies found in other sections of this manual which also apply to employees:

Moorhead School Board Policy 102: State and Federal Law Prohibiting Discrimination
Moorhead School Board Policy 103: Philosophy of Education of Moorhead Area Public Schools
Moorhead School Board Policy 104: Mission Statement
Moorhead School Board Policy 221: School Board Policy Development, Adoption, Implementation, and Review
Moorhead School Board Policy 447: Employee Responsible Use of Social Media
Moorhead School Board Policy 448: Electronic Communications Between Employees and Students
Moorhead School Board Policy 501: Equal Educational Opportunity
Moorhead School Board Policy 504: Protection and Privacy of Student Records
Moorhead School Board Policy 506: Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees
Moorhead School Board Policy 531: Communicable Disease Control and Infectious Conditions
Moorhead School Board Policy 532: Medication
Moorhead School Board Policy 533: Do Not Resuscitate/Do Not Intubate Orders (DNR/DNI)
Moorhead School Board Policy 534: Mandated Reporting of Child Neglect or Physical or Sexual Abuse
Moorhead School Board Policy 535: Maltreatment of Vulnerable Adults
Moorhead School Board Policy 536: Wellness
Moorhead School Board Policy 540: Student Activities
Moorhead School Board Policy 544: Activities Fundraising
Moorhead School Board Policy 552: Corporal Punishment
Moorhead School Board Policy 553: Crisis Intervention and Student Support
Moorhead School Board Policy 555: Notification to Staff Regarding Placement of Students with Violent Behaviors
Moorhead School Board Policy 570: Prohibition of Harassment and Violence

Moorhead School Board Policy 571: Hazing Prohibition
Moorhead School Board Policy 572: Drug-Free Workplace/Drug-Free School
Moorhead School Board Policy 573: Tobacco-Free Environment
Moorhead School Board Policy 576: Moorhead Area Public School District Weapons Policy
Moorhead School Board Policy 630: Organization of School Calendar and School Day
Moorhead School Board Policy 632: Field Trips
Moorhead School Board Policy 702: Equal Access to Moorhead Area Public Schools Facilities
Moorhead School Board Policy 710: School District Crisis Management
Moorhead School Board Policy 711: Severe Weather-Related School Closings
Moorhead School Board Policy 712: Safety and Security Technology
Moorhead School Board Policy 722: School District Owned Vehicle Reservation
Moorhead School Board Policy 730: School District Copyright Policy
Moorhead School Board Policy 731: Moorhead Area Public Schools Electronic Network Responsible Use and Safety
Moorhead School Board Policy 732: Use of All School Equipment and Materials for Instructional Purposes Off School Premises
Moorhead School Board Policy 822: Payroll Employment
Moorhead School Board Policy 823: Check Cashing
Moorhead School Board Policy 824: Reimbursement for Travel, Professional Meetings and Conferences
Moorhead School Board Policy 832: Complimentary Athletic Season Passes/Single Event Passes
Moorhead School Board Policy 833: Disposition of Obsolete Equipment and Material
Moorhead School Board Policy 906: Public Solicitation in Moorhead Area Public Schools
Moorhead School Board Policy 907: Rewards

III. RESPONSIBILITIES

Employees are charged with notice that the above cited policies are also applicable to employees; however, employees are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

Cross Reference:
~~Minnesota School Boards Association/Minnesota Association of School Administrators~~ Model Policy 422 (Policies Incorporated by Reference)

Student Discipline

Type:	School Board Policy
Section:	500 STUDENTS
Code:	551
Adopted Date:	6/13/1989
Revised Date(s):	05/11/2009, 06/14/2010, 06/13/2011, 06/11/2012
Reviewed Date(s):	07/28/1992, 06/28/1994, 06/08/1998, 06/11/2001, 05/13/2002, 06/09/2003, 06/14/2004, 06/13/2005, 06/26/2006, 06/11/2007, 05/12/2008, 05/11/2009, 06/14/2010, 06/13/2011, 06/11/2012
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the district's expectations for student conduct. ~~Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process.~~

II. GENERAL STATEMENT

The Moorhead School Board recognizes that individual responsibility and mutual respect are essential components of the educational process. The School Board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. 121A.55, the School Board, with the participation of school district administrators, teachers, employees, students, parents/guardians, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. AREAS OF RESPONSIBILITY

A. The School Board. The School Board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.

B. Superintendent. The Superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents/guardians responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The Superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents/guardians. Any guidelines or directives established to implement this policy shall be submitted to the School Board for approval and shall be attached as an addendum to this policy (Administrative Procedure 551.1: Discipline Procedures).

C. Building Administrator. The building administrator is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final School Board approval. The building administrator shall give direction and support to all school personnel performing their duties within the framework of this policy. The building administrator shall consult with parents of students conducting themselves in a manner contrary to the policy. The building administrator shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents/guardians. A building administrator, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm to themselves or to another.

D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment ~~and shall have primary responsibility for student conduct,~~ with appropriate assistance from ~~the~~ administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm to themselves or to another.

E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the Superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm to themselves or to another.

F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.

H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

All students have the right to an education and the right to learn.

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

A. For their behavior and for knowing and obeying all school rules~~,~~ and regulations as defined in policies, ~~and~~ procedures and federal, state and local laws;

B. To attend school daily, except when excused, and to be on time to all classes and other school functions;

C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;

D. To make necessary arrangements for making up work when absent from school;

E. To assist the school staff in maintaining a safe school for all students;

F. ~~To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;~~

~~G.~~ To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;

~~H. To be aware of and comply with federal, state, and local laws;~~

~~I~~G. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;

~~J~~H. To respect and maintain the school's property and the property of others;

~~K~~I. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;

~~L~~J. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;

~~M~~K. To conduct themselves in an appropriate physical or verbal manner; and

~~N~~L. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place

interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;

2. The use of profanity or obscene language, or the possession of obscene materials;

3. Gambling, including, but not limited to, playing a game of chance for stakes;

4. Violation of Moorhead School Board Policy 571: Hazing Prohibition;

5. Violation of Moorhead School Board Policy 515: School District Student Attendance;

6. Opposition to authority using physical force or violence;

7. Using, possessing, or distributing tobacco or tobacco paraphernalia;

8. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;

9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;

10. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;

11. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;

12. Violation of Moorhead School Board Policy 576: Moorhead Area Public Schools Weapons Policy;

13. Violation of Moorhead School Board Policy 570: Prohibition of Harassment and Violence;

14. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;

15. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;

16. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;

17. Using an ignition device, including a butane or disposable lighter or matches, inside an

educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;

18. Violation of any local, state, or federal law as appropriate;

19. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;

20. Violation of Moorhead School Board Policy 731: Moorhead Area Public Schools Electronic Network Responsible Use and Safety;

21. Possession of devices or objects which cause distractions and may facilitate cheating including, but not limited to, digital cameras, pagers, radios, cellphones, and other personal-electronic devices unless specific authorization is granted by the classroom teacher;

22. Violation of school bus or transportation rules or Moorhead School Board Policy 721: Student Transportation Safety;

23. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;

24. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;

25. Violation of Moorhead School Board Policy 574: Search of Student Lockers, Desks, Personal Possessions, and Student's Person;

26. Violation of Moorhead School Board Policy 575: Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches;

27. Possession or distribution of slanderous, libelous, or pornographic materials;

28. Violation of Moorhead School Board Policy 578: Prohibiting Intimidation and Bullying;

29. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;

30. Criminal activity;

31. Falsification of any records, documents, notes, or signatures;

32. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;

33. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or

test, plagiarism, or collusion, including the use of smartphones or other technology to accomplish this end;

34. Impertinent or disrespectful language toward teachers or other school district personnel;

35. Violation of Moorhead School Board Policy 570: Prohibition of Harassment and Violence;

36. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;

37. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;

38. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;

39. Verbal assaults or verbally abusive behavior including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people;

40. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;

41. Inappropriate, abusive, threatening, or demeaning actions or written or electronic messages based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;

42. Violation of Moorhead School Board Policy 506: Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees;

43. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;

44. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

A. The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including suspension, exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district.

Disciplinary action may include but is not limited to one or more of the following:

A. Student conference with teacher, building administrator, counselor, or other school district personnel, and verbal warning;

B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted, or taken related to the violation.

C. Parent/guardian contact;

D. Parent/guardian conference;

E. Removal from class;

F. In-school suspension;

G. Suspension from extracurricular activities;

H. Detention or restriction of privileges;

I. Loss of school privileges;

J. In-school monitoring or revised class schedule;

K. Referral to in-school support services;

L. Referral to community resources or outside agency services;

M. Restitution;

N. Referral to police, other law enforcement agencies, or other appropriate authorities;

O. A request for a petition to be filed in district court for juvenile delinquency adjudication;

P. Out-of-school suspension under the Pupil Fair Dismissal Act;

Q. Preparation of an admission or readmission plan;

R. Expulsion under the Pupil Fair Dismissal Act;

S. Exclusion under the Pupil Fair Dismissal Act; and/or

T. Other disciplinary action as deemed appropriate by the school district.

VIII. REMOVAL OF STUDENTS FROM CLASS

A. Teachers have the responsibility of attempting to modify disruptive student behavior by such

means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, building administrator, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to procedures established in the MAPS School Handbook, as adopted by the School Board. "Class period" or "activity period" means, in secondary grades, instruction for a given course of study. A class period or activity period means, in elementary grades, a period of time not to exceed one hour, regardless of the subject of instruction.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;

2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;

3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or

4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

C. Procedure for the Classroom Teacher to Remove a Student From a Class Pursuant to the Pupil Fair Dismissal Act

1. When circumstances permit, a student shall be removed from class upon agreement of the appropriate teacher and building administrator after an informal conference with the student.

2. The removal from class may be imposed without an informal conference where it appears that the student will create an immediate and substantial danger to himself/herself or to persons or property. If a student is removed from class due to immediate and substantial danger to himself/herself and no conference has been held, the teacher will notify the office immediately to inform the building administrator of the action taken.

3. The length of time of the removal from class shall be at the discretion of the building administrator, after consultation with the teacher, subject to the provisions of Minn. Stat. 127.41, Subd. 3(e) and the Pupil Fair Dismissal Act.

4. A written disciplinary report shall be submitted by the teacher or district employee within 24 hours of the removal of any student from his/her class.

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

6. Referral to In-school Support Services - means support services provided by the school or district, for example, structured study time, counseling, etc.

D. Responsibility For and Custody of a Student Removed From Class

1. A student removed from class shall be the responsibility of the building administrator or lawful designee.

2. A student removed from class must report directly to the building administrator's office. Prior to the student's removal, the teacher or district employee shall inform the office by telephone of the student's removal, the reason for the removal, and the time of the removal.

3. The teacher shall determine if the student requires a school employee to accompany him/her to the office, and, if so, shall then make the necessary arrangements.

E. Return of a Student Procedure

1. The building administrator or designee shall complete the appropriate follow-up disciplinary consequences and school documentation with the student.

2. The building administrator or designee shall readmit the student.

E. Notification Procedure

1. The building administrator or designee shall determine the necessity of parent/guardian notification resulting from the student being removed from class.

2. The building administrator or designee shall work with the teacher to notify the student of the violation of the discipline rules and resulting disciplinary action.

F. Reasonable Force

A teacher, school employee, bus driver or other agent of the district may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm to themselves or to another.

1. A teacher or building administrator, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

2. A school employee, school bus driver, or other agent of a district, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm to themselves or to another.

G. Prior to Dismissal Notification

1. The building administrator or designee shall read the Tennessen Warning (refer to Administrative Procedure 551.2: Tennessen Warning) to the student prior to investigating the disciplinary incident when a dismissal from school may be the result of disciplinary action. The student's parent/guardian shall be notified, when possible, prior to the reading of the warning.

2. The building administrator or designee shall record the notification of the student receiving the Tennessen Warning, including the disciplinary action documentation.

IX. DISMISSAL

A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1.Willful violation of any reasonable School Board regulation, including those found in this policy;

2.Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or

3.Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.

2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.

3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.

5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. 123A.05 selected to allow the student to progress toward meeting graduation standards under Minn. Stat. 120B.02, although in a different setting.

6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

7. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. 21A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference (Administrative Procedure 551.3: Notice of Suspension).

8. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.

9. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.

10. Notwithstanding the foregoing provisions, the student may be suspended pending the School Board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a School Board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the School Board.

2. "Exclusion" means an action taken by the School Board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the School Board.

3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. 121A.40-121A.56.

4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.

5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).

6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.

7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.

8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.

9. The student shall have a right to a representative of the student's own choosing, including legal

counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The School Board may appoint an attorney to represent the school district in any proceeding.

10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.

11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.

12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.

13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.

14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

15. The student cannot be compelled to testify in the dismissal proceedings.

16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the School Board and served upon the parties within two (2) days after the close of the hearing.

17. The School Board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The School Board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the School Board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.

18. A party to an expulsion or exclusion decision made by the School Board may appeal the decision to the Commissioner within twenty-one (21) calendar days of School Board action pursuant to Minn. Stat. 121A.49. The decision of the School Board shall be implemented during the appeal to the Commissioner.

19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.

20. The school district must report, through the MDE electronic reporting system, each expulsion o

exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race,
and special education status. The dismissal report must include state student identification numbers of affected students.

21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

X. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, building administrator or other school district official may provide additional notification as deemed appropriate.

XII. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

XIII. DISABLED STUDENTS

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school

district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XIV. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. 124D.03) or Enrollment in Nonresident District (Minn. Stat. 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of sixteen (16) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

Moorhead School Board Policy 551: Student Discipline will be reviewed by all staff and students at the beginning of each school year and to all new students and parents/guardians upon enrollment. This policy will also be available upon request in each building administrator's office and the district website (www.moorhead.k12.mn.us).

XVI. REVIEW OF THE POLICY

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

Legal References:
Minn. Stat. Chapter 13 (Minnesota Government Data Practices Act)
~~Minn. Stat. 13.04, Subd. 2 (Rights of Subjects of Data)~~
Minn. Stat. 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. 120B.232 (Character Development Education)
Minn. Stat. 121A.26 (School Preassessment Teams)
Minn. Stat. 121A.27 (School and Community Advisory Team)
Minn. Stat. 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. Sections 121A.40 ~~to~~ -121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. 121A.582 (Reasonable Force)
Minn. Stat. 121A.60-121A.61 (Removal From Class)
Minn. Stat. 123A.05 (Area Learning Center Organization)
Minn. Stat. 124D.03 (Enrollment Options Program)
Minn. Stat. 124D.08 (Enrollment in Nonresident District)

Minn. Stat. Chapter 125A (Students With Disabilities)
Minn. Stat. Chapter 260A (Truancy)
Minn. Stat. Chapter 260C (Juvenile Court Act)
20 U.S.C. 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. 794 *et seq*. (Rehabilitation Act of 1973, 504)
34 C.F.R. 300.530(e)(1) (Manifestation Determination)

Cross References:
~~Minnesota School Boards Association~~/~~Minnesota Association of School Administrators~~ Model Policy 506 (Student Discipline)
Moorhead School Board Policy 420: Chemical Use and Abuse
Moorhead School Board Policy 515: School District Student Attendance
Moorhead School Board Policy 552: Corporal Punishment
Moorhead School Board Policy 570: Prohibition of Harassment and Violence
Moorhead School Board Policy 571: Hazing Prohibition
Moorhead School Board Policy 572: Drug-Free Workplace/Drug-Free School
Moorhead School Board Policy 573: Tobacco-Free Environment
Moorhead School Board Policy 574: Search of Student Lockers, Desks, Personal Possessions, and Student's Person
Moorhead School Board Policy 575: Student Use and Parking of Motor Vehicles, Patrols, Inspections and Searches
Moorhead School Board Policy 576: Moorhead Area Public School District Weapons Policy
Moorhead School Board Policy 577: Student Dress and Appearance
Moorhead School Board Policy 578: Prohibiting Intimidation and Bullying
Moorhead School Board Policy 721: Student Transportation Safety
Moorhead School Board Policy 730: School District Copyright Policy
Moorhead School Board Policy 731: Moorhead Area Public Schools Electronic Network and Systems Responsible Use and Safety

Prohibition of Harassment and Violence

Type:	School Board Policy
Section:	500 STUDENTS
Code:	570
Adopted Date:	5/27/1986
Revised Date(s):	10/13/2008, 12/14/2009, 12/13/2010, 04/09/2012
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Attached Files:	No Documents Found.

I. PURPOSE

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

II. GENERAL STATEMENT

A. The policy of the Moorhead Area Public Schools is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The Moorhead Area Public Schools prohibits any form of harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

B. A violation of this policy occurs when any student, teacher, administrator or other school personnel of the school district harasses a student, teacher, administrator, or other school personnel or group of students, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school personnel includes Moorhead School Board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

C. A violation of this policy occurs when any student, teacher, administrator, or other school personnel of the school district inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

D. The Moorhead Area Public Schools will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any student, teacher, administrator or other school personnel who is found to have violated this policy.

III. DEFINITIONS

A. "Assault" is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;

2. the intentional infliction of or attempt to inflict bodily harm upon another; or

3. the threat to do bodily harm to another with present ability to carry out the threat.

B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;

2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

3. otherwise adversely affects an individual's employment or academic opportunities.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications; Definitions

1. ~~"Age" means the person is over the age of 25 years.~~

~~2~~. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:

a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;

b. has a record of such an impairment; or

c. is regarded as having such an impairment.

~~3~~2. "Familial Status" means the condition of one or more minors being domiciled with:

a. their parent or parents or the minor's legal guardian; or

b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

~~4~~3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

~~5~~4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.

~~6~~5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

~~7~~6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation of such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.

~~8~~7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or

b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or

c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:

a. unwelcome verbal harassment or abuse;

b. unwelcome pressure for sexual activity;

c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of student(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;

d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;

e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or

f. unwelcome behavior or words directed at an individual or group because of gender.

F. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. Section 609.341, include the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

2. Sexual violence may include, but is not limited to:

a. touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;

b. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;

c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or

d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

G. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a student, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school personnel or group of students, teachers, administrators, or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use Administrative Procedure 570.1: Harassment and Violence Report Form available from the administrator of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to the school district's Human Rights Officer (Director of Human Resources) or to the Superintendent.

B. In Each School Building. The building administrator, the building administrator's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the Superintendent or the school district Human Rights Officer (Director of Human Resources) by the reporting party or complainant. School district personnel who fail to inform the building report taker of a report of harassment or violence in a timely manner may be subject to disciplinary action.

C. Upon receipt of a report, the building report taker must notify the school district Human Rights Officer (Director of Human Resources) immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the Human Rights Officer (Director of Human Resources). If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the Human Rights Officer (Director of Human Resources). Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.

D. In the District. The Moorhead School Board hereby designates the Director of Human Resources as the school district Human Rights Officer to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves the Human Rights Officer (Director of Human Resources), the complaint shall be filed directly with the Superintendent.

E. The school district shall conspicuously post the name of the Human Rights Officer (Director of Human Resources), including mailing address and telephone number with this policy throughout each school building in areas accessible to students and staff.

F. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades or work assignments.

G. Use of formal reporting forms is not mandatory.

H. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

V. INVESTIGATION

A. By authority of the school district, the Human Rights Officer (Director of Human Resources), upon receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an

investigation of alleged harassment or violence prohibited by this policy.

E. The investigation will be completed as soon as practicable. The school district Human Rights Officer (Director of Human Resources) shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

A. 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. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VII. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who makes a good faith report of alleged harassment or violence prohibited by this policy or any person who testifies, assists, or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statues and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. 626.556 may be applicable.

B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.

B. A summary of this policy (Appendix A) shall be given to each school district employee in the employee handbook and independent contractor at the time of entering into the person's employment contract.

C. A summary or this policy (Appendix A) shall appear in each school's student handbook.

D. The content of this policy will be discussed annually with students and employees.

E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

F. This policy shall be reviewed by the Human Rights Officer (Director of Human Resources) at least annually for compliance with state and federal law.

Legal References:
Minn. Stat. 120B.232 (Character Development Education)
Minn. Stat. 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. 609.341 (Definitions)
Minn Stat. 626.556 *et seq*. (Reporting of Maltreatment of Minors)
20 U.S.C. 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. 621 *et seq*. (Age Discrimination in Employment Act)
29 U.S.C. 794 (Rehabilitation Act of 1973, 504)
42 U.S.C. 1983 (Civil Action of Deprivation of Rights)
42 U.S.C. 2000d *et seq*. (Title VI of the Civil Rights Act of 1964)
42 U.S.C. 2000e *et seq*. (Title VII of the Civil Rights Act)
42 U.S.C. 12101 *et seq*. (Americans with Disabilities Act)

Cross References:
~~Minnesota School Boards Association/Minnesota Association of School Administrators~~ Model Policy 413 (Harassment and Violence)
Moorhead School Board Policy 102: State and Federal Law Prohibiting Discrimination
Moorhead School Board Policy 401: Equal Employment Opportunity Statement
Moorhead School Board Policy 414: Employee Public and Private Personnel Data
Moorhead School Board Policy 501: Equal Educational Opportunity
Moorhead School Board Policy 502: Student Disability Nondiscrimination
Moorhead School Board Policy 503: Student Parental, Family, and Marital Status Nondiscrimination
Moorhead School Board Policy 504: Protection and Privacy of Student Records
Moorhead School Board Policy 534: Mandated Reporting of Child Neglect or Physical or Sexual Abuse
Moorhead School Board Policy 535: Maltreatment of Vulnerable Adults
Moorhead School Board Policy 551: Student Discipline
Moorhead School Board Policy 731: Moorhead Area Public Schools Electronic Network and Systems Responsible Use and Safety

APPENDIX A

****ATTENTION****

MOORHEAD AREA PUBLIC SCHOOL DISTRICT 152 POLICY AGAINST HARASSMENT

AND VIOLENCE RELATED TO RACE, COLOR, CREED, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, FAMILIAL STATUS, STATUS WITH REGARD TO PUBLIC ASSISTANCE, SEXUAL ORIENTATION, OR DISABILITY

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 harassment and violence related to race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability of any kind.

2. A harasser may be a student or an adult. Harassment may include the following when related to race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability:

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 (verbal, written or electronic) 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. This report may be oral or you may also make a written report. It should be given to a teacher, counselor, the building administrator or the Human Rights Officer (Director of Human Resources).

5. Your right to privacy will be respected as much as possible.

6. The school district will investigate all reports of harassment or violence related to race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability and the school district will take all appropriate actions based on the 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 a summary of the school district policy against harassment and violence related to race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Complete policies are available in the building administrator's office and the Superintendent's Office and at the school district's website at www.moorhead.k12.mn.us.

Tobacco-Free Environment

Type:	School Board Policy
Section:	500 STUDENTS
Code:	573
Adopted Date:	6/23/1987
Revised Date(s):	10/13/2008
Reviewed Date(s):	04/28/1992, 04/22/1996, 06/11/2001, 07/05/2001, 06/13/2005, 10/13/2008
Attached Files:	No Documents Found.

I. PURPOSE

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

II. GENERAL STATEMENTS

~~Usage of any tobacco product by any person at any time while on Moorhead Area Public Schools property shall be considered a violation of the Tobacco-Free Environment Policy. Possession and/or usage by an elementary, middle or high 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 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 except for lighting tobacco by an adult as a part of a traditional Indian spiritual or cultural ceremony (Minnesota Statute 144.4165).~~

A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic cigarette in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

C.The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

D. The school district will not solicit or accept any contributions or gifts of money, curricula,

materials, or equipment from companies that directly manufacture and are identified with tobacco products, devices, or electronic cigarettes. The school district will not promote or allow promotion of tobacco products or e-cigarettes on school property or at school-sponsored events.

III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED

A. "Electronic cigarette" means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.

B. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.

C. "Tobacco-related devices" means cigarette papers or pipes for smoking.

D. "Smoking" means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation.

IV. EXCEPTIONS

A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.

B. A violation of this policy does not occur when an adult non student possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

~~A~~V. ENFORCEMENT

A. 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.

B. Signs will be placed at the entrance to each school district building stating that it is a tobacco-free environment. All individuals on school premises shall adhere to this policy.

~~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.~~

C. ~~Violations-Students of Elementary, Middle, High Schools~~ Any violations of the tobacco-free environment policy by students shall be referred to the appropriate building administrator. Students who violate provisions of the policy shall be subject to Moorhead School Board Policy 551: Student Discipline and Administrative Procedures 551.1: Discipline Procedures, 551.2: Tennessen Warning and 551.3: Notice of Suspension Form.

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

E. ~~Violations-Citizens~~ Citizens who are observed using tobacco products on school district property shall be asked to refrain from such behavior while on district property. If the individual fails to comply with the request, his/her violation of policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred. School administrators may call the local law enforcement agency to assist with enforcement of this policy. The building administrator or supervisory personnel shall make a decision on further action including a directive to leave school property.

F. Repeated violations of the tobacco-free environment policy by a citizen(s) shall result in a recommendation to the Superintendent to prohibit the individual from entering school district property for a specified period of time. If deemed necessary by district administration, the local law enforcement agency shall be called upon to assist with enforcement of this policy. Violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007, by smoking in a designated nonsmoking area, is a petty misdemeanor and a court injunction can be instituted against a repeated violator.

~~F~~G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

~~B~~H. ~~Help Programs~~ Tobacco Free Assistance

1. The Moorhead Area 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.

2. Student help programs will be provided for students as outlined in Moorhead School Board Policy 553: Crisis Intervention and Student Support.

~~G~~VI. DISSEMINATION OF POLICY

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

B. This policy shall appear in student and employee handbooks.

C. The school district will review this policy with students and employees on an annual basis.

Legal References:
~~Minnesota Statute 144.413, Subds. 1b and 4 (Definitions)~~
~~Minnesota Statute 144.4165 (Tobacco Products Prohibited in Public Schools)~~
~~Minnesota Statute 144.417 (Commissioner of Health, Enforcement, Penalties)~~
Minne~~sota~~, Stat~~ute~~, 609.685 (Sale of Tobacco to Children)
Minne~~sota~~. Stat~~utes~~. 144.411-144.417 (Minnesota Clean Indoor Air Act)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References:
Moorhead School Board Policy 551: Student Discipline
Moorhead School Board Policy 553: Crisis Intervention and Student Support
Moorhead School Board Policy 572: Drug-Free Workplace/Drug-Free School

MSBA/MASA Model Policy 419 (Tobacco-Free Environment)

Search of Student Lockers, Desks, Personal Possessions, and Student's Person

Type:	School Board Policy
Section:	500 STUDENTS
Code:	574
Adopted Date:	4/22/1996
Revised Date(s):	02/09/2009
Reviewed Date(s):	07/09/2001, 04/11/2005, 02/09/2009
Attached Files:	No Documents Found.

I. PURPOSE

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

II. GENERAL STATEMENT

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~~ officials 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~~ officials 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~~ officials 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~~B. Desks

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at anytime, without notice, without student consent, and without a search warrant.

~~D~~C. Personal Possessions and Student's Person

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.

~~E~~D. 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, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, 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 the interiors of lockers and desks for any reason at any time, without notices, 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 articuable 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, then 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.~~ inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.

E. As soon as practicable after a search of personal possessions within a locker pursuant to this

policy, the school ~~authorities~~ officials 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.

V. DIRECTIVES AND GUIDELINES

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

VI. SEIZURE OF CONTRABAND

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

VIII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with ~~the~~ Moorhead ~~s~~School ~~district's~~ Board Policy 551: Student Discipline Policy, which may include restitution (to include the cost of damaged school property), suspension, exclusion or expulsion, and the student may, when appropriate, be referred to legal authorities.

Legal References:
U. S. Const., amend. IV
Minn. Const., art. I, 10
New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)
Minne~~sota~~, Stat~~ute~~. 121A.72 (School Locker Policy)

Cross References:
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 575: Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches
Moorhead School Board Policy 420: Chemical Use and Abuse
Moorhead School Board Policy 576: Moorhead Area Public School District Weapons Policy

MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)

Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches

Type:	School Board Policy
Section:	500 STUDENTS
Code:	575
Adopted Date:	6/11/2001
Revised Date(s):	02/09/2009
Reviewed Date(s):	04/11/2005, 02/09/2009
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to provide guidelines for student use and parking of motor vehicles ~~by students~~ in school district locations, to maintain order and discipline in the Moorhead Area Public Schools and to protect the health, safety and welfare of students, school personnel, and the general public.

II. GENERAL STATEMENT

~~It is t~~The policy of the Moorhead Area Public Schools is to allow the limited use and parking of motor vehicles by students in school district locations. ~~It is t~~The position of the school district is that a fair and equitable districtwide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety and welfare of students and school personnel. This policy applies to all students in the school district.

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. "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, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.

C. "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.

D. "School district location" means property owned, rented, leased or borrowed by the school district

for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

IV. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving motor vehicles to Moorhead High School may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways or in other designated areas (e.g. staff, visitors or busing lanes).

V. PATROLS, INSPECTIONS AND SEARCHES

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

A. Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

B. Search of Interior of Student Motor Vehicle

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

C. Prohibition of Contraband and Interference with Patrols, Inspections, Searches and/or Seizures

~~It shall be a~~A violation of this policy ~~for~~ occurs when students ~~to~~ store or carry contraband in motor vehicles in a school district location or to interfere with patrols, inspection, searches and/or seizures as provides by this policy.

D. Seizure of Contraband

If a search yields contraband, school officials will seize the item and may turn it over to legal officials for ultimate disposition when appropriate.

E. Dissemination of Policy

A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

VI. STUDENT USE OF MOTOR VEHICLES

Students are permitted to use their vehicles during assigned lunch period for off-campus purposes, or for off-campus school programs during assigned times. Operating a motor vehicle on school property is a privilege not a right and necessitates safe driving in accordance with the law and conditions.

VII. VIOLATIONS

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

Legal References:
U. S. Const., amend. IV
Minnesota Constitution, art. I, 10
Minnesota Statute, 123B.02, Subds. 1 and 5 (General Powers of Independent School Districts)
New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct 733, 83 L.Ed.2d 720 (1985

Cross References:
Moorhead School Board Policy 420: Chemical Use and Abuse
Moorhead School Board Policy 551: Student Discipline
Moorhead School Board Policy 572: Drug-Free Workplace/Drug-Free School
Moorhead School Board Policy 574: Search of Student Lockers, Desks, Personal Possessions, and Student's Person
Moorhead School Board Policy 576: Moorhead Area Public School District Weapons
Moorhead School Board Policy 712: Safety and Security Technology
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

Policies Incorporated by Reference for Students

Type:	School Board Policy
Section:	500 STUDENTS
Code:	599
Adopted Date:	10/13/2003
Revised Date(s):	05/11/2009, 06/14/2010, 05/09/2011, 06/11/2012
Reviewed Date(s):	05/09/2005, 06/12/2006, 02/12/2007, 11/26/2007, 05/11/2009, 06/14/2010, 05/09/2011, 06/11/2012
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to provide a list of all policies applicable to students as well as to employees.

II. GENERAL STATEMENT

In order to avoid undue duplication, Moorhead Area Public Schools provides notice by this section of the application and incorporation by reference of the following policies found in other sections of this manual which all apply to students:

Moorhead School Board Policy 102: State and Federal Law Prohibiting Discrimination
Moorhead School Board Policy 103: Philosophy of Education of Moorhead Area Public Schools
Moorhead School Board Policy 104: Mission Statement
Moorhead School Board Policy 221: School Board Policy Development, Adoption, Implementation, and Review
Moorhead School Board Policy 420: Chemical Use and Abuse
Moorhead School Board Policy 447: Employee Responsible Use of Social Media
Moorhead School Board Policy 448: Electronic Communications Between Employees and Students
Moorhead School Board Policy 501: Equal Educational Opportunity
Moorhead School Board Policy 531: Communicable Disease Control and Infectious Conditions
Moorhead School Board Policy 544: Activities Fundraising
Moorhead School Board Policy 570: Prohibition of Harassment and Violence
Moorhead School Board Policy 572: Drug-Free Workplace/Drug-Free School
Moorhead School Board Policy 573: Tobacco-Free Environment
Moorhead School Board Policy 609: Inclusive Educational Program
Moorhead School Board Policy 610: Online Learning Options
Moorhead School Board Policy 630: Organization of School Calendar and School Day
Moorhead School Board Policy 632: Field Trips
Moorhead School Board Policy 633: Patriotic Exercises
Moorhead School Board Policy 634: Religion
Moorhead School Board Policy 640: Moorhead Area Public Schools Graduation Policy
Moorhead School Board Policy 650: School District System Accountability
Moorhead School Board Policy 653: Credit for Learning of Minnesota Graduation Standards
Moorhead School Board Policy 656: Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans and LEP Students

Moorhead School Board Policy 660: Moorhead Area Public Schools State Mandated Testing Plan and Procedure
Moorhead School Board Policy 702: Equal Access to Moorhead Area Public Schools Facilities
Moorhead School Board Policy 711: Severe Weather-Related School Closings
Moorhead School Board Policy 712: Safety and Security Technology
Moorhead School Board Policy 720: Student Transportation Eligibility Guidelines
Moorhead School Board Policy 721: Student Transportation Safety
Moorhead School Board Policy 731: Moorhead Area Public Schools Electronic Network Responsible Use and Safety
Moorhead School Board Policy 831: Rental of District Musical Instruments
Moorhead School Board Policy 905: Visitors to Moorhead Area Public School Buildings and Sites
Moorhead School Board Policy 907: Rewards

III. RESPONSIBILITIES

Students are charged with notice that the above cited policies are also applicable to students; however, students are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

Cross Reference:
~~Minnesota School Boards Association~~/~~Minnesota Association of School Administrators~~ Model Policy 523 (Policies Incorporated by Reference)

Student Transportation Safety

Type:	School Board Policy
Section:	700 NON-INSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES
Code:	721
Adopted Date:	10/10/1994
Revised Date(s):	05/11/2009, 04/26/2010, 05/09/2011, 06/11/2012
Reviewed Date(s):	05/14/2001, 06/14/2004, 12/12/2005, 06/11/2007, 05/12/2008, 05/11/2009, 04/26/2010, 05/09/2011, 06/11/2012
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and educate students on safety issues and responsibilities of school bus ridership. It includes information regarding parent/guardian involvement, school bus driver duties, responsibilities, training, emergency procedures on buses, and vehicle standards.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

School bus safety week will coincide with the National School Bus Safety Week.

B. Student Training

1. The Moorhead Area Public Schools shall provide students enrolled in grades K through 10 with age-appropriate school bus safety training on the following concepts:

a. transportation by school bus is a privilege, not a right;
b. district policies for student conduct and school bus safety;
c. appropriate conduct while on the bus;
d. the danger zones surrounding a school bus;
e. procedures for safely boarding and leaving a school bus;
f. procedures for safe vehicle lane crossings; and
g. school bus evacuation and other emergency procedures.

2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grade 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within four weeks of their first day of attendance.

3. The Moorhead Area Public Schools and nonpublic schools with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.

4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minn. Stat. 169.446, Subd. 2.

5. The Moorhead Area Public Schools and nonpublic schools with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.

6. The Moorhead Area Public Schools will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.

7. The Moorhead Area Public Schools may provide kindergarten students with school bus safety training before the first day of school.

8. The Moorhead Area Public Schools may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.

9. The Moorhead Area Public Schools shall adopt and make available for public review a curriculum for transportation safety education.

10. Nonpublic school students transported by the Moorhead Area Public Schools will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the Superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

A. Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral rules while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop.

B. The building administrator or designee is responsible for imposing consequences for misconduct on the school bus or at bus stops. In addition, all school bus/bus stop misconduct will be reported to the district's transportation safety director. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Property Services and Transportation office and the school office.

2. Rules at the Bus Stop

a. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.

b. Respect the property of others while waiting at your bus stop.

c. Keep your arms, legs and belongings to yourself.

d. Use appropriate language.

e. Stay away from the street, road or highway when waiting for the bus.

f. Wait until the bus stops before approaching the bus.

g. After getting off the bus, move away from the bus.

h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

i. No fighting, harassment, intimidation or horseplay.

j. No use of alcohol, tobacco or drugs.

3. Rules on the Bus

a. Immediately follow the directions of the driver.

b. Sit in your seat facing forward.

c. Talk quietly and use appropriate language.

d. Keep all parts of your body and personal belongings inside the bus.

e. Keep your arms, legs and belongings to yourself.

f. No fighting, harassment, intimidation or horseplay.

g. Do not throw any object.

h. No eating, drinking, or use of alcohol, tobacco or drugs.

i. Do not bring any weapons or dangerous objects on the school bus.

j. Do not damage the school bus.

4. Consequences

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

(1) Elementary (K-5)*

1st offense -- Warning
2nd offense -- 3 school day suspension from riding the bus/conference (meeting/phone) with parent(s)/guardian(s).
3rd offense -- 5 school day suspension from riding the bus/conference (meeting/phone) with parent(s)/guardian(s).
4th offense -- 10 school day suspension from riding the bus/meeting with parent(s)/guardian(s).
Further offenses -- Individually considered. Students may be suspended for longer periods of time including the remainder of the school year.

(2) Middle School and Secondary (6-12)*

1st offense -- Warning
2nd offense -- 5 school day suspension from riding the bus/conference (meeting/phone) with parent(s)/guardian(s).
3rd offense -- 10 school day suspension from riding the bus/conference (meeting/phone) with parent(s)/guardian(s).
4th offense -- 20 school day suspension from riding the bus/meeting with parent(s)/guardian(s).
5th offense -- Suspended from riding the bus for the remainder of the school year.

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

(3) Other Discipline

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

(4) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that causes an immediate and substantial danger to the student or surrounding persons or property will be provided by the school district to the Minnesota Department of Public Safety in accordance with state and federal law. Records may also be maintained in the transportation office.

(5) Vandalism/Bus Damage

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

(6) Notice

Students will be given a copy of school bus and bus stop rules during school bus safety training. Rules are to be posted on each bus. The driver will periodically review both rules and consequences with students.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons possession, drug possession or vandalism), the Superintendent, local law enforcement officials and the Minnesota Department of Public Safety will be informed.

IV. PARENT/GUARDIAN INVOLVEMENT

A. Parent/Guardian Notification

The Moorhead Area Public Schools school bus and bus stop rules will be provided to each family. Parent(s)/guardian(s) are ~~asked~~ expected to review the rules with their children.

B. Parents/Guardians Responsibilities For Transportation Safety

Parents/guardians are responsible to:

1. become familiar with district rules, policies, regulations and principles of school bus safety and thoroughly review them with their children;

2. support safe riding and walking practices, and recognize that students are responsible for their actions;

3. communicate safety concerns to their school administrators;

4. monitor bus stops, if possible;

5. have their children to the bus stop five minutes before the bus arrives;

6. have their children properly dressed for the weather; and

7. have a plan in case the bus is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license without a school bus endorsement may drive a vehicle with a seating capacity of 10 or fewer persons used as a school bus, but not outwardly equipped or identified as a school bus as set forth in Section VII.B. below.

B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.

C. A school bus driver, with the exception of a driver operating a type A-1 school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:

1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;

2. reckless driving;

3. improper or erratic traffic lane changes;

4. following the vehicle ahead too closely;

5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident; and

6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.

D. A school bus driver, with the exception of a driver operating a type A-1 school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.

E. A school bus driver, with the exception of a driver operating a type A-1 school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or canceled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.

F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within ten days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy. ~~This provision does not apply to a school district employee whose normal duties do not include operating a type III vehicle.~~

VI. SCHOOL BUS DRIVER TRAINING

A. Training

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

in the Model School Bus Driver Training Manual.

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

B. Evaluation

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

1. safely operate the type of school bus the driver will be driving;

2. understand student behavior, including issues relating to students with disabilities;

3. ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;

4. know and understand relevant law, rules of the road, and local school bus safety policies;

5. handle emergency situations; and

6. safely load and unload students.

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

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

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

2. Only students assigned to the school bus by the district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.

3. The parent(s)/guardian(s) may designate by a signed, written request a day care facility, respite care facility, the residence of a relative or the residence of a person chosen by the parent(s)/guardian(s) as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet other eligibility requirements.

4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.

5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand held or hands free, when the vehicle is in motion.

For purposes of this paragraph, "school bus" has the meaning given in Minn. Stat. 169.011, Subd. 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.

2. Type III vehicles must be painted a color other than national school bus yellow.

3. Type III vehicles shall be state inspected in accordance with legal requirements.

4. A type III vehicle cannot be older than 12 years old unless excepted by state and federal law.

5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.

6. A "type III school vehicle" must not be outwardly equipped and identified as a Type A, B, C, or D bus.

7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.

8. Type III vehicles must be equipped with mirrors as required by law.

9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.

10. Any type III vehicle used to transport students must carry emergency equipment including:

a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.

b. First aid kit and body fluids cleanup kit. A minimum of a ten-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.

~~c. A type III vehicle must contain at least three red reflectorized triangle road warning devices. Liquid burning "pot type" flares are not allowed.~~

~~d.~~ Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.

11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The district has no system of inspection for private vehicles.

12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.

13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a ~~Class D~~ Driver's License <u>Without a School Bus Endorsement</u>

1. The holder of a Class A, B, C or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:

a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.

b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:

(1) safe operation of a type III vehicle;

(2) understanding student behavior, including issues relating to students with disabilities;

(3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;

(4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;

(5) handling emergency situations;

(6) proper use of seat belts and child safety restraints;

(7) performance of pre-trip vehicle inspections;

(8) safe loading and unloading of students, including, but not limited to:

(a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;

(b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;

(c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;

(d) placing the type III vehicle in "park" during loading and unloading; and

(e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and

(9) compliance with paragraph V.F. concerning reporting convictions to the employer within ten days of the date of conviction.

c. A background check or background investigation of the operator has been conducted that meets the requirements under Minn. Stat. 122A.18, Subd. 8, or Minn. Stat. 123B.03 for school district employees; Minn. Stat. 144.057 or Minn. Stat. Ch. 245C for day care employees; or Minn. Stat. 171.321, Subd. 3, for all other persons operating a type III vehicle under this section.

d. Operators shall submit to a physical examination as required by Minn. Stat. 171.321, Subd. 2.

e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minn. Stat. 181.951, Subds. 2, 4, and 5. The operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements unless prohibited by law.

f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minn. Stat. 171.321, Subd. 5.

g. A person who sustains a conviction, as defined under Minn. Stat. 609.02, of violating Minn. Stat. 169A.25, 169A.26, 169A.27 (driving while impaired offenses), or 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minn. Stat. 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for the district for five years from the date of conviction.

h. A person who has ever been convicted of a disqualifying offense as defined in Minn. Stat. 171.3215, Subd.1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle for the district.

i. A person who sustains a conviction, as defined under Minn. Stat. 609.02, of a moving offense in violation of Minn. Stat. Ch. 169 within three years of the first of three other moving offenses is precluded from operating a type III vehicle for the district for one year from the date of the last conviction.

j. Students riding the type III vehicle must have training required under Minn. Stat. 123B.90, Subd. 2 (see Section II.B., above).

k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.

2. The type III vehicle must bear a current certificate of inspection issued under Minn. Stat. 169.451.

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

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

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

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

C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within one month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.

D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:

1. the student's name and address;

2. the nature of the student's disabilities;

3. emergency health care information; and

4. the names and telephone numbers of the student's physician, parent(s)/guardian(s), or custodians, and some person other than the student's parent(s)/guardian(s) or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

A. All school vehicles and vehicles contracted to the school district shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.

B. All school vehicles and vehicles contracted to the school district shall be inspected in accordance with legal requirements.

C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention

schedule. Prompt reports of defects to be immediately corrected will be submitted.

D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL DISTRICT'S TRANSPORTATION SAFETY DIRECTOR

The Moorhead School Board designates the Property Services and Transportation Director as the school district's Transportation Safety Director. The school district's Transportation Safety Director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school district's Transportation Safety Director will assure that this policy is periodically reviewed to ensure that is conforms to law. The school district's Transportation Safety Director shall certify annually to the School Board that each school bus driver meets the school bus driver training competencies required by Minn. Stat. 171.321, Subd. 4. The school district's Transportation Safety Director also shall annually verify and ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Safety. Upon request of the Superintendent, the school district's Transportation Safety Director also shall certify to the Superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school district's Transportation Safety Director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school district's Transportation Safety Director. Refer to Administrative Procedures 720.1: Special Education Transportation, 721.1: School Bus Stops and 721.2: School Bus Trip K-12 Emergency Procedure.

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

The School Board may establish a student transportation safety committee. The chair of the student transportation committee will be the school district's school Transportation Safety Director. The School Board will appoint other members of the student transportation committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

Legal References:
Minn. Stat. 122A.18, Subd. 8 (Board to Issue Licenses)
Minn. Stat. 123B.03 (Background Check)
Minn. Stat. 123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)
Minn. Stat. 123B.88 (Independent School Districts; Transportation)
Minn. Stat. 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. 123B.90 (School Bus Safety Training)
Minn. Stat. 123B.91 (School District Bus Safety Responsibilities)
Minn. Stat. 144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. Ch. 169 (Traffic Regulations)
Minn. Stat. 169.011, Subds. 15 and 71 (Definitions)
Minn. Stat. 169.02 (Scope)
Minn. Stat. 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. 169.446, Subd. 2 (Driver Training Programs)
Minn. Stat. 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)

Minn. Stat. 169.454 (Type III Vehicle Standards)
Minn. Stat. 169.4582 (Reportable Offense on School Buses)
Minn. Stat. 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. 169A.50-169A.53 (Implied Consent Law)
Minn. Stat. 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
Minn. State. 171.168 (Notification of Conviction for Violation by a Commercial Driver)
Minn. Stat. 171.169 (Notification of Suspension of License of Commercial Driver)
Minn. Stat. 171.321 (Qualifications of a School Bus Driver)
Minn. Stat. 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
Minn. Stat. 181.951 (Authorized Drug and Alcohol Testing)
Minn. Stat. Ch. 245C (Human Services Background Studies)
Minn. Stat. 609.02 (Definitions)
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
49 C.F.R. 383.31 (Notification of Convictions for Driver Violations)
49 C.F.R. 383.33 (Notification of Driver's License Suspensions)
49 C.F.R. 383.5 (Transportation Definitions)

Cross References:
~~Minnesota School Boards Association/Minnesota Association of School Administrators~~ Model Policy 709 (Student Transportation Safety)
Moorhead School Board Policy 413: Employment Background Checks
Moorhead School Board Policy 420: Chemical Use and Abuse
Moorhead School Board Policy 421: Employee Drug and Alcohol Testing
Moorhead School Board Policy 504: Protection and Privacy of Student Records
Moorhead School Board Policy 551: Student Discipline
Moorhead School Board Policy 552: Corporal Punishment
Moorhead School Board Policy 572: Drug-Free Workplace/Drug-Free School
Moorhead School Board Policy 608: Home Schooled Students
Moorhead School Board Policy 632: Field Trips

S-mg-B05
10 June 2013

INDEPENDENT SCHOOL DISTRICT #152
School Board Meeting
Board Room 224 - Probstfield Center for Education
2410 14th Street South
Moorhead, Minnesota

June 10, 2013
7:00 p.m.

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

ATTENDANCE:

Lisa Erickson _____	Kristine Thompson _____
Cindy Fagerlie _____	Bill Tomhave _____
Laurie Johnson _____	Matt Valan _____
Scott Steffes _____	Dr. Lynne A. Kovash _____

AGENDA

1. **CALL TO ORDER**

   A. Pledge of Allegiance

   B. Preview of Agenda - Dr. Lynne A. Kovash, Superintendent

   C. Approval of Meeting Agenda

   Moved by _____ Seconded by _____
   Comments _____

   D. Matters Presented by Citizens/Other Communications (Non-Agenda Items)
   (Citizens who wish to address a non-agenda item have the opportunity to speak by raising their hand and being recognized by the School Board chair. Speakers must state their name and will be limited to three minutes. Speakers must complete the sign-up form, which outlines the public input process, and submit it to the School Board secretary.)

2. **CONSENT AGENDA**

All items on the Consent Agenda are considered to be routine, and have been made available to the School 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 School 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, School Board member inquiries on consent agenda items are to be made directly to the district administration prior to the time of the meeting.

A. SUPERINTENDENT MATTERS - Kovash
   (1) Approval of May 13 and 28, 2013 Meeting Minutes - Pages 8-22

B. ASSISTANT SUPERINTENDENT MATTERS - Kazmierczak
   (1) Approval of June Claims - Page 23

C. HUMAN RESOURCES MATTERS - Dehmer
   (1) Approval of Resignations - Page 24
   (2) Approval of Family/Medical Leaves - Page 25
   (3) Approval of Change in Contracts - Page 26
   (4) Approval of Early Retirement - Page 27
   (5) Approval of New Employees - Page 28
   (6) Approval of North Dakota State College of Science Field Experience Contractual Agreement - Pages 29-33

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

Moved by _____ Seconded by _____
Comments _____

3. **APPROVAL OF SCHOOL DISTRICT INSURANCE PACKAGE**: Kazmierczak
Pages 34-37

Suggested Resolution: Move to approve the property and liability insurance package in the amount of $147,981.05 from Riverport Insurance Company and the workers' compensation insurance policy in the amount of $204,436 from RAM Mutual Insurance Company for a combined total premium of $352,417.05.

Moved by _____ Seconded by _____
Comments _____

4. **APPROVAL OF RESOLUTION FOR DISCONTINUING AND REDUCING EDUCATIONAL PROGRAMS AND LICENSED POSITIONS**: Kovash
Pages 38-39

Suggested Resolution: Move to approve the resolution directing administration to effect termination or reduction and non-renewal of licensed teacher programs and positions as listed.

Moved by _____ Seconded by _____
Comments _____

5. **APPROVAL OF RESOLUTION RELATING TO THE TERMINATION AND NON-RENEWAL OF TEACHING CONTRACTS OF PROBATIONARY TEACHERS**: Kovash
Pages 40-41

Suggested Resolution: Move to approve the Resolution Relating to the Termination and Non-Renewal of Teaching Contracts of Probationary Teachers as presented.

Moved by _____ Seconded by _____
Comments _____

6. **APPROVAL OF BIDS -- ROBERT ASP ELEMENTARY AND ELLEN HOPKINS ELEMENTARY ROOFING PROJECTS**: Kazmierczak
Pages 42-45

Suggested Resolution: Move to approve the bids for the Ellen Hopkins Elementary and Robert Asp Elementary roofing projects as presented.

Moved by _____ Seconded by _____
Comments _____

7. **APPROVAL OF BIDS - TELECOMMUNICATIONS SYSTEM REPLACEMENT**: Kazmierczak
Pages 46-48

Suggested Resolution: Move to approve the bid in the amount of $500,120 submitted by High Point Networks for replacement of the district's telecommunications system.

Moved by _____ Seconded by _____
Comments _____

8. **2013-2014 ANNUAL OPERATING PLAN**: Kazmierczak
Pages 49-51

Suggested Resolution: Move to approve the 2013-2014 Annual Operating Plan, which includes the preliminary budget for fiscal year 2014.

Moved by _____ Seconded by _____
Comments _____

9. **APPROVAL OF POLICY**: Kovash
Pages 52-56

Suggested Resolution: Move to approve the policy, School Board Conflict of Interest 205, as presented.

Moved by _____ Seconded by _____
Comments _____

10. **APPROVAL OF POLICY**: Kovash
Pages 57-60

Suggested Resolution: Move to approve the policy, School Board Code of Ethics 206, as presented.

Moved by _____ Seconded by _____
Comments _____

11. **APPROVAL OF POLICY**: Kovash
Pages 61-63

Suggested Resolution: Move to approve the policy, Policies Incorporated by Reference for Employees/Personnel 499, as presented.

Moved by _____ Seconded by _____
Comments _____

12. **APPROVAL OF POLICY**: Kovash
Pages 64-80

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

Moved by _____ Seconded by _____
Comments _____

13. **APPROVAL OF POLICY**: Kovash
Pages 81-89

Suggested Resolution: Move to approve the policy, Prohibition of Harassment and Violence 570, as presented.

Moved by _____ Seconded by _____
Comments _____

14. **APPROVAL OF POLICY**: Kovash
Pages 90-94

Suggested Resolution: Move to approve the policy, Tobacco-Free Environment 573, as presented.

Moved by _____ Seconded by _____
Comments _____

15. **APPROVAL OF POLICY**: Kovash
Pages 95-98

Suggested Resolution: Move to approve the policy, Search of Student Lockers, Desks, Personal Possessions, and Student's Person 574, as presented.

Moved by _____ Seconded by _____
Comments _____

16. **APPROVAL OF POLICY**: Kovash
Pages 99-102

Suggested Resolution: Move to approve the policy, Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches 575, as presented.

Moved by _____ Seconded by _____
Comments _____

17. **APPROVAL OF POLICY**: Kovash
Pages 103-105

Suggested Resolution: Move to approve the policy, Policies Incorporated by Reference for Students 599, as presented.

Moved by _____ Seconded by _____
Comments _____

18. **APPROVAL OF POLICY**: Kovash
Pages 106-119

Suggested Resolution: Move to approve the policy, Student Transportation Safety 721, as presented.

Moved by _____ Seconded by _____
Comments _____

19. **SUPERINTENDENT REPORT**

20. **COMMITTEE REPORTS**

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

22. **CLOSE PUBLIC MEETING**: Erickson

Suggested Resolution: Move to close the public meeting at _____ p.m., pursuant to M.S. 13D.03, for the purpose of discussing negotiation strategies.

Moved by _____ Seconded by _____
Comments _____

23. **OPEN PUBLIC MEETING**: Erickson

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

Moved by _____ Seconded by _____
Comments _____

24. **ADJOURNMENT**

CALENDAR OF EVENTS

Event	Date	Time	Place
Com Educ Advisory Council	June 18	7 p.m.	PCE
School Board	June 24	7 p.m.	PCE
School Board Work Session	July 15	10-4 p.m.	Rustic Oaks
School Board	July 15	7 p.m.	PCE
MSBA Summer Seminar	August 5	8-4 p.m.	Brooklyn Park
School Board	August 12	7 p.m.	PCE
School Board	August 26	7 p.m.	PCE

MEMBERS PRESENT: Lisa Erickson, Cindy Fagerlie, Laurie Johnson, Bill Tomhave, Matt Valan, and Dr. Lynne A. Kovash.

MEMBERS ABSENT: Scott Steffes and Kristine Thompson.

CALL TO ORDER: Chair Erickson called the meeting to order at 7:00 p.m. and led everyone in attendance with the Pledge of Allegiance.

PREVIEW OF AGENDA: Superintendent Kovash recommended approval of the agenda to proceed with revisions to pages 2, 6, 10, 11, 13, 16, and 21.

APPROVAL OF AGENDA: Fagerlie moved, seconded by Johnson, to approve the agenda as revised. Motion carried 5-0.

WE ARE PROUD:

We Are Proud of Horizon Middle School student Sam Hagen, percussionist, who was selected for the Minnesota Band Directors Association Grades 6-8 Honor Band. Hagen was one of 82 students selected from 269 who auditioned for a position in this group. This is Hagen's second year as a member of the honor band. His band teachers are Olivia Latimer and Denise Pesola. This select band of top grades 6-8 band students from Minnesota rehearsed with guest conductor Dr. Robert Ouren and performed April 21 in Chanhassen.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS: None.

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

Minutes - Approve the April 8 and 22, 2013 Regular Meeting Minutes and April 22, 2013 Special Meeting Minutes.

Claims - Approve the May Claims, subject to audit, in the amount of $1,242,885.08.

General Fund:	$1,096,717.78
Food Service Fund:	$116,310.99
Community Service Fund:	$29,856.31
TOTAL	$1,242,885.08

The April Wire Payments, subject to audit, in the amount of $1,733,040.86.

General Fund:	$1,691,680.86
Post Employment Trust Fund:	$41,360.00
TOTAL	$1,733,040.86

Resignations

Andrew Henjum - Industrial Technology Teacher, Moorhead High School, effective June 4, 2013.

Danielle Hillebrand - Visual Impairment Teacher, District-Wide, effective June 4, 2013.

Robert Brunhuber - Paraprofessional, Adult Basic Education, effective May 1, 2013.

Marcia Pederson Paraprofessional, Adult Basic Education, effective April 18, 2013.

Kayla Berntsen - Paraprofessional, Adult Basic Education, effective April 29, 2013.

William Demke - Social Studies Teacher, Moorhead High School effective at the end of the 2012-2013 school year.

William Demke - 9th Grade Football Coach, Moorhead High School, effective immediately.

Family/Medical Leaves

Kathy Flagtwet - Teacher, Early Intervention Services, effective April 22, 2013 until April 29, 2013.

Peggy Haugstad - Administrative Assistant, Moorhead High School, 3 days per week effective April 29, 2013 through May 17, 2013.

Joanne White - ABE Paraprofessional, effective May 10, 2013 through May 31, 2013 and intermittent leave starting June 3, 2013.

Change in Contracts

Sayra Crary - EL Teacher, Horizon Middle School, 1.00 FTE to EL Teacher, Ellen Hopkins Elementary/Robert Asp Elementary, 1.00 FTE, effective at the beginning of the 2013-2014 school year.

Beth Evenstad - EL Teacher, Moorhead High School/Horizon Middle School, 1.00 FTE to EL Teacher, Ellen Hopkins School, 1.00 FTE effective at the beginning of the 2013-2014 school year.

LaRae Mikkelson - Kindergarten Spanish Immersion Teacher, Ellen Hopkins, 1.00 FTE to 1st Grade Teacher, Ellen Hopkins, 1.00 FTE, effective at the beginning of the 2013-2014 school year.

Tyler Roehl - Physical Education Teacher, Moorhead High School, .666 FTE to Physical Education and Health Teacher, Moorhead High School, 1.00 FTE, effective at the beginning of the 2013-2014 school year.

Katie Boer - Family Consumer Science Teacher, Moorhead High School, .666 FTE to Family Consumer Science Teacher, Moorhead High School 1.00 FTE, effective for the 2013-2014 school year.

Early Retirement

Don Hulbert - Supervisor on Leave of Absence, Moorhead High School, effective July 1, 2013.
Eileen Rick - Paraprofessional, S.G. Reinertsen Elementary, effective June 30, 2013.

New Employees

Teresa Miller - Paraprofessional, Moorhead High School, B21 (0-2) 6.75 hours per day, $15.03 per hour, effective April 15, 2013 (replaces Scott Olson).
Alice Ross - Bus Driver, Transportation, 4 – 6 hours per day, $13.76 per hour, effective May 14, 2013 (replaces Tim Nundahl).
Walter Johnson - Night Lead Custodian, Ellen Hopkins Elementary, A13 (0-2) $15.11 per hour, 8 hours per day, effective May 14, 2013 (replaces Jessica Milz).
Jacob Mueller - Night Custodian, Moorhead High School, A12 (0-2) $14.70 per hour, 8 hours per day, effective June 3, 2013 (replaces Joseph Snyder).
Ryan LaDage - Principal, Ellen Hopkins Elementary, D63 (0-4) $85,618.00, effective July 1, 2013 (replaces Mary Jo Schmid).

Motion carried 5-0.

ELEMENTARY SCHOOL IMPROVEMENT PLAN UPDATES: S.G. Reinertsen Elementary Update: Anne Moyano, principal, and Travis Okerlund, assistant principal, presented the Reinertsen School Improvement Plan update. S.G. Reinertsen Elementary has goals of 80 percent proficiency in math and 87 percent proficiency in reading with additional emphasis of improving subgroup proficiency in both areas by 5 percent. In math, Everyday Math units have been aligned with grade-level standards and vocabulary has been embedded into the math lessons in grades 1, 3 and 4. Math data is being used to plan instruction extensively at grade 1 and in special education.

In literacy, focus has been on providing guaranteed, standards-based literacy curriculum for students. Reinertsen has continued to emphasize differentiated reading instruction two days per week in kindergarten and four or five days in all other grades. Each grade level has nearly completed refining and teaching at least two standards-based writing tasks, one of which is related to a science unit. MCA vocabulary and rigor has been embedded into literacy instruction, but continues to be reviewed by grade-level teams. For both math and reading, emphasis has been on using effective teaching strategies of lesson preparation, building background, interaction and student engagement. The classrooms where language objectives are posted has increased since last year, and there is explicit teaching of vocabulary and frequent use of building background by referring to previous learning.

For behavior / school climate, the Positive Behavior Intervention Supports (PBIS) concepts have been reviewed with staff and an online toolkit for ways to handle behaviors at the classroom

level was shared with teachers. Teachers also received training from a pediatric neuropsychologist.

Robert Asp Elementary Update: Chris Triggs, principal, and Jacob Scandrett, assistant principal, presented the Robert Asp School Improvement Plan update. The Robert Asp plan focused on strengthening reading and writing core instruction to increase reading proficiency by 11 percent and strengthening mathematics instruction to increase math proficiency by 10 percent. A new schedule is allowing an uninterrupted writing block and time for teachers to work with small groups of readers and writers. Social studies and science are being integrated when possible through writing. They are also reducing interruptions from announcements and paging to create protected time for literacy and mathematics. Professional learning communities (PLCs) are creating curriculum maps for K-5 writing standards using district curriculum map templates. In mathematics, collaboration time is focused on AVMR (Advantage Math Recovery) interventions and core curriculum. In the area of school climate, they are continuing efforts to be more consistent in dealing with issues and to emphasize positive reinforcement.

Ellen Hopkins Elementary Update: Mary Jo Schmid, principal, and Michael Daugs, assistant principal, presented the Ellen Hopkins School Improvement Plan update. The goal at Hopkins has been to work through the Focus School process. Hopkins Elementary was identified by the state as a Focus School because of its achievement gap with students of color not achieving as well as white students in the state. Hopkins is in the second year of the Focus School designation. There have been improvements in test scores, but the designation is for three years.

The improvement plan is focusing on reducing the achievement gap by increasing proficiency by 15 percent in the subgroups. Initiatives include one of the teachers going to Centro Cultural to offer after-school tutoring three days a week and scheduling parent meetings with the Hopkins reading coach so parents can learn how to better work with their children at home. Efforts continue to strengthen parent involvement and make connections at the home, including a home visit pilot that is just beginning.

They have set up peer coaching to assist teachers in implementing instructional strategies with the focus on key pieces of Sheltered Instruction Observation Protocol (SIOP). Teachers are modeling, sharing and learning from each other. The administrators had a goal to be in the classrooms 50 percent of the day to increase coaching with teachers. This has been revised to 30 percent, but it is a significant increase from where it was previously.

ALL-DAY KINDERGARTEN DISCUSSION: Kazmierczak explained that it is likely funding will be available for Minnesota school districts to offer optional all-day kindergarten beginning with the 2014-15 school year, and that all-day kindergarten will be offered in Moorhead at that time. Adding all-day kindergarten one year earlier than this would be possible with a significant amount of work to be completed over the next couple of months. Regardless of the year that all-day kindergarten is implemented the approximate cost to add this program would approach $1.2

million in its first year and slightly less than that in subsequent years. State revenues will likely cover the additional on-going costs that Moorhead would incur as a result of adding all-day kindergarten, but not until the 2014-15 school year. Discussion was held and a recommendation to approve all-day kindergarten beginning the 2013-14 school year will be included in the May 28 board agenda.

Discussion was held and a recommendation for approval of all-day kindergarten for the 2013-13 school year will be placed on the May 28 board agenda

APPROVAL OF POLICY: Tomhave moved, seconded by Johnson, to approve the policy, Part-Time and Substitute Staff Salaries 415, as presented. Motion carried 5-0.

APPROVAL OF POLICY: Fagerlie moved, seconded by Johnson, to approve the policy, Family and Medical Leave 422, as presented. Motion carried 5-0.

APPROVAL OF POLICY: Johnson moved, seconded by Tomhave, to approve the policy, Health Examination 423, as presented. Motion carried 5-0.

APPROVAL OF POLICY: Tomhave moved, seconded by Fagerlie, to approve the policy, Employee Assistance 426, as presented. Motion carried 5-0.

APPROVAL OF POLICY: Fagerlie moved, seconded by Valan, to approve the policy, Subpoena of a School District Employee 443, as presented. Motion carried 5-0.

APPROVAL OF POLICY: Johnson moved, seconded by Fagerlie, to approve the policy, Student Disability Nondiscrimination 502, as presented. Motion carried 5-0.

APPROVAL OF POLICY: Fagerlie moved, seconded by Johnson, to approve the policy, School Attendance Governing Enrollment of Children/Adults with Disabilities 516, as presented. Motion carried 5-0.

APPROVAL OF POLICY: Valan moved, seconded by Johnson, to approve the policy, Communicable Disease Control and Infectious Conditions 531, as presented. Motion carried 5-0.

APPROVAL OF POLICY: Tomhave moved, seconded by Valan, to approve the policy, Mandated Reporting of Child Neglect or Physical or Sexual Abuse 534, as presented. Motion carried 5-0.

APPROVAL OF POLICY: Valan moved, seconded by Fagerlie, to approve the policy, Maltreatment of Vulnerable Adults 535, as presented. Motion carried 5-0.

SCHEDULE SCHOOL BOARD WORK SESSION: Fagerlie moved, seconded by Johnson, to to approve scheduling a School Board work session on Monday, July 15, 2013 from 10:00 a.m. to 4:00 p.m. at Rustic Oaks (tentative) for the purpose of discussing school district priorities, legislative and funding updates, strategic planning, board development, and district projects. Motion carried 5-0.

LEARNING WALKS: Dr. Kovash said School Board learning walks were scheduled for May 14 from 12:00-2:30 p.m. at Robert Asp School and May 15 from 12:30-3:00 p.m. at Moorhead High School. Moorhead Area Public Schools has set three priorities as a part of the district improvement plan and board members will take part in learning walks to observe and look for progress in meeting those district priorities.

SUPERINTENDENT REPORT: Dr. Kovash introduced Ryan LaDage, the new Ellen Hopkins Elementary School principal. Kovash also reminded board members to contact Michelle regarding their participation in learning walks at Robert Asp School and Moorhead High School on May 14 and May 15.

COMMITTEE REPORTS: Brief reports were heard related to the Technology Committee, Instruction and Curriculum Advisory Committee, Education Moorhead Banquet, MHS PTAC, and Staff Development Committee meetings.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: Dr. Kovash reminded board members of the May 28 School Board Retirement Celebration at 5:30 p.m. in the PCE gymnasium. Chair Erickson requested board members contact Michelle related to their attendance at graduation on June 2 at 2 p.m. at the Concordia Fieldhouse. Kovash also noted the MSBA Summer Seminar was scheduled for August 5 in Brooklyn Park.

ADJOURNMENT: Hearing no objections, the Chair adjourned the meeting at 9:17 p.m.

_____
Laurie Johnson, Clerk

MEMBERS PRESENT: Lisa Erickson, Cindy Fagerlie, Laurie Johnson, Scott Steffes, Kristine Thompson, Bill Tomhave, Matt Valan, and Dr. Lynne A. Kovash.

MEMBERS ABSENT: None.

CALL TO ORDER: Chair Erickson called the meeting to order at 7:00 p.m. and led everyone in attendance with the Pledge of Allegiance.

PREVIEW OF AGENDA: Superintendent Kovash recommended approval of the agenda to proceed with revisions to pages 3, 5 and 15.

APPROVAL OF AGENDA: Tomhave moved, seconded by Johnson, to approve the agenda as amended. Motion carried 7-0.

WE ARE PROUD:

We Are Proud of the Moorhead High School speech team members for earning more medals and championships than any other team at the 2013 Class AA state speech tournament April 19. Moorhead speakers brought home 17 state medals, including three state championships. This is the second highest medal count in Minnesota State High School League speech history. The following speakers were medalists: Annie Cameron, state champion in Creative Expression; Matthew Wisenden, state champion in Poetry; Nina Grollman, state champion in Humorous Interpretation; Anne Totten, second place in Storytelling; Tanner Tweten and Jordan Hartjen, third place in Dramatic Duo; Shontel Smith, third place in Storytelling; Devon Manney, fourth place in Drama; Karina Twedt, fifth place in Prose; Noah Johnson and Jade Krsnak, sixth place in Dramatic Duo; Joe Cella, sixth place in Discussion; Auna Lee and Ali Hastins, seventh place in Dramatic Duo; Shaker Ali, seventh place in Extemporaneous Speaking; Emily Haagenson, seventh place in Oratory; and Abbie Clapp, eighth place in Creative Expression. Rebecca Meyer-Larson is the head coach of the speech team.

We Are Proud of the 12 Moorhead High School speech team members who have qualified for the National Forensics League Speech Tournament in Birmingham, Ala., in June. The following students won the opportunity to represent the best of Minnesota speech at the national meet: Nina Grollman, Humorous Interpretation; Devon Manney, Dramatic Interpretation; Karina Twedt and Noah Johnson, Dramatic Duo; Jade Krsnak and Drew Swenson, Dramatic Duo; Matthew Wisenden, Dramatic Interpretation; Emily Kari, Dramatic Interpretation; Anne Totten, Humorous Interpretation; Annie Cameron, Humorous Interpretation; Shaker Ali, Extemporaneous Speaking; and Sam Benson, Extemporaneous Speaking. Rebecca Meyer-Larson is the head coach of the speech team.

We Are Proud of Moorhead High School students Nina Grollman and Devon Manney who have been named 2013 Minnesota Scholars of Distinction in Theater Arts by the Minnesota Department of Education. The Scholars of Distinction award program honors students who demonstrate excellence in theater arts, science, STEM, mathematics, social studies and leadership. The Perpich Center for Arts Education administers the Scholars of Distinction in Theater Arts program, which requires students to present a portfolio of work and a script analysis and perform for a panel of professors and professionals. Forty-two Minnesota students were honored at a recognition ceremony May 18, 2013. Grollman and Manney are two of eight students in the state who received the designation of Scholar of Distinction in Theater Arts.

We Are Proud of Moorhead High School students Bryce Jossund and Forrest Leitch for placing third in the state finals of the Ford/AAA Student Auto Skills troubleshooting contest. The students had 90 minutes to find and repair as many items as they could on a 2013 Ford Focus. Lauren Rood is the automotive teacher at Moorhead High School, and Ken Bye is the student instructor.

We Are Proud of Horizon Middle School students Hannah Papenfuss, Devon Solwold and Linka Wintersteen whose independent video project to build awareness about bullying has led to national recognition for the students and their "Eyes Open" video. The students presented their video during the Show and Tell session at the Minnesota School Board Association's 2013 Annual Leadership Conference. Then the students' video was selected as one of 42 videos out of 325 submissions to be screened at the Santa Monica Teen Film Fest on June 1, 2013. Most recently, the video has been accepted into the Great American No Bull Challenge, a short film competition for teens promoting digital responsibility and anti-bullying using the power of music and the magic of filmmaking.

We Are Proud of fifth-grade students who received individual awards in the Grade 5 Regional Math Masters Tournament held in Moorhead on April 26. Nineteen teams from the area participated in both individual and team rounds.

Moorhead students who earned Individual Awards are Brock Klimek, Emma Craig, Rachel Craig and Chrisanto D'Agostino. Moorhead students who earned Fact Drill Awards are Kylie Dumas, Brock Klimek, Rachel Craig and Sam Grotberg. Their math teachers are Cheri Puetz, Amber Arndt and Andrea Manston. Lois Brown is the Math Masters coordinator.

Math Masters of Minnesota is a statewide competition that challenges students to use higher-order thinking skills and problem-solving abilities in mathematics and recognizes academic effort and achievement.

We Are Proud of the S.G. Reinertsen Black Team for placing first in the Grade 5 Regional Math Masters Tournament held in Moorhead on April 26. Team members are Chrisanto D'Agostino, Eric Hawley, Natalia Kellerman, Brock Klimek and Chani Thorne. Their math teacher is Amber Arndt.

We Are Proud of the Ellen Hopkins Elementary Team for placing third in the Grade 5 Regional Math Masters Tournament held in Moorhead on April 26. Team members are Emma Craig, Rachel Craig, Elizabeth Krause, Delia Roisum and Shawn Schmidt. Their math teacher is Cheri Puetz.

We Are Proud of Horizon Middle School students who had outstanding achievement in Northwestern University's 2013 Midwest Academic Talent Search. The Talent Search is designed to identify academically talented students and to provide them with recognition, information and opportunities to help them develop their talents. Qualifying seventh- and eighth-graders choose to take either the ACT or SAT to gain a more accurate understanding of their academic potential.

Ethan Smith, Lesley Anne Buegel, Oliver Borchers-Williams, Lauren Cartwright and Alex Dougherty had outstanding performance on the ACT, and Tiffany Schindler, Annika Sethre-Hofstad and Emma Estrella had outstanding performance on the SAT.

Ethan Smith has been invited to the Minnesota Midwest Academic Talent Search Award Ceremony on June 1 at Hamline University. He will be honored for scoring in the top 10 percent of the 900 students who participated this year from Minnesota.

The Midwest Talent Search is coordinated at Horizon Middle School by Lois Brown.

We Are Proud of the Ellen Hopkins Destination Imagination team snrocinu wobniar for placing first in the elementary level in the improvisational challenge, Change in RealiTee, at the Moorhead Destination Imagination Regional Tournament held March 16. Using only T-shirts and markers to create scenery and props, the team was required to create a five-minute improvisational skit about life after a dramatic change and how the characters adapt to this change. Team members are Eliza Cant, Maren Twedt, Lydia Flaspohler, Rachel Craig and Emma Craig. The team was coached by Heidi Twedt.

We Are Proud of the Ellen Hopkins Destination Imagination team The Mind Thinkers for placing second in the elementary level in the improvisational challenge, Change in RealiTee, at the Moorhead Destination Imagination Regional Tournament held March 16. Using only T-shirts and markers to create scenery and props, the team was required to create a five-minute improvisational skit about life after a dramatic change and how the characters adapt to this change. Team members are Kelli Forster, Samantha Zimmerman, Lily Kjos, Chloe Thompson, Cassie Freeman and Meghan Moore. The team was coached by Kris Thompson.

We Are Proud of the Horizon Middle School Destination Imagination team The Sparkling Spuds for placing second in the middle level in the improvisational challenge, Change in RealiTee, at the Moorhead Destination Imagination Regional Tournament held March 16. Using only T-shirts and markers to create scenery and props, the team was required to create a five-minute improvisational skit about life after a dramatic change and how the characters adapt to this change. Team members are Peter Thress, Macy Winkis, Katherine Leiseth, Andrew Gullickson, Bryant Stenberg and Alexis Bourassa. The team is coached by Marie Thress.

We Are Proud of the Horizon Middle School and Moorhead High School Destination Imagination team Yards for Youth for taking first in ProjectOutreach in the State Destination Imagination Tournament on April 20 in Champlin Park, Minn. The team members addressed a community need with their Yards For Youth sew-a-thon in which they sewed (with the help of volunteers) and donated 325 pillowcases to Sanford Children's Hospital. The team made a movie on its project and incorporated a press conference into an eight-minute presentation. The team qualified to compete at Global Finals on May 22-25 in Knoxville, Tenn., where they placed 20th out of 50 teams from the United States, Canada, Mexico, Guatemala and Poland. Team members are Abigail Johnson, Emily Karevold, Claire Twedt, Caroline Wirries, Hannah Hendrickson and Emily Pratt. The team is coached by Laurie Johnson.

We Are Proud of the Moorhead High School Destination Imagination team The DI Vinci's for placing first in Challenge B Wind Visible and receiving a Rennaisance award for Outstanding Design in the State Destination Imagination Tournament on April 20 in Champlin Park, Minn. The team had to research wind energy and incorporate it into an eight-minute presentation in which an "Invisible Visitor" sets something in motion. The team also had to create a piece of kinetic art that used wind energy to initiate and sustain motion for 15 seconds. The team qualified to compete in this challenge at Global Finals on May 22-25 in Knoxville, Tenn. The team also took third place in improv, Change in RealiTee, at the state DI tournament. Team members are Anthony Johnson, David Thibert, Seamus Neill, Alex Volk and Nick Cameron. The team is coached by Laurie Johnson.

We Are Proud of the Moorhead High School Destination Imagination team The DI Vinci's for placing first at DI Global Finals on May 22-25. The team competed in Challenge B, Wind Visible, against 65 other teams from all over the United States and eight countries, including South Korea, Singapore, Turkey, Guatemala, Mexico, Canada, China and Poland. Team members are Anthony Johnson, David Thibert, Seamus Neill, Alex Volk and Nick Cameron. The team is coached by Laurie Johnson.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS: None.

CONSENT AGENDA: Fagerlie moved, seconded by Steffes, to approve the following items on the Consent Agenda:

Donation - Accept a donation from Kim Anderson of a Selmer AS 300 alto saxophone valued at approximately $300 and a Reynolds trombone valued at approximately $100 to be used for the district's beginning band students. Administration will send a thank you.

Resignations
Kim Englund - Elementary Teacher, S.G. Reinertsen Elementary, effective at the end of the 2012-2013 school year.
Karen Wagner - EIS Para/K+ Teacher, Probstfield Center for Education, effective June 4, 2013.
Janet Pauley - LSS Program Manager, District Wide, effective July 31, 2013.

Family/Medical Leaves
Sarah Smith - Teacher, Horizon Middle School, effective April 18, 2013 for the remainder of the 2012-2013 school year.

Other Leave
Mary Fluto - Paraprofessional, Ellen Hopkins Elementary, effective for the 2013-2014 school year.

Extended Leave of Absence
Stacy Anderson - Elementary Teacher, Ellen Hopkins Elementary effective beginning with the 2013-2014 school year.
Change in Contracts
Ann Woell - Media Specialist, Robert Asp Elementary, 1.0 FTE to Media Specialist, Moorhead High School, 1.0 FTE, effective at the beginning of the 2013-2014 school year.
Angela Doll - Learner Support Services Program Manager to Assistant Principal, Moorhead High School, D62 (8) $88,556.00, effective July 1, 2013 (replaces Dave Lawrence).

New Employees
Grace Bohanna - Science Teacher, Moorhead High School, .5833 FTE, BA (5) $23, 092.58, effective beginning with the 2013-2014 school year (new position).
Sarah Estrem - LSS Teacher, S.G. Reinertsen Elementary, 1.0 FTE, MA (1) $40,697.00, effective with the 2013-2014 school year (replaces Susan Richardson).

Part-Time Contracts
Olivia Latimer - Band Teacher, Horizon Middle School, .76 FTE (BA (5) $30,008.40, effective at the beginning of the 2013-2014 school year.
Lexy Steinle - Music Teacher, Robert Asp Elementary, .70 FTE, BA (0) $23,676.10, effective at the beginning of the 2013-2014 school year.

Extended Learning Year - Approve the 2013 Extended Learning Year Program for Moorhead Schools.

Motion carried 7-0.

2013 SCHOOL FINANCE AWARD: Kazmierczak announced the school district earned the Minnesota Department of Education's (MDE) 2013 School Finance Award for fiscal year 2012. The award recognizes select school districts for timely submission of Uniform Financial Accounting and Reporting Standards (UFARS) data and annual financial statement as required by Minnesota Statutes as well as for having positive fund balances, demonstrating sound fiscal policies and procedures, and personnel training in the area of school finance. This is the second time that MAPS has received this award.

SECONDARY SCHOOL IMPROVEMENT PLAN UPDATES: Lori Lockhart, principal, presented the Horizon Middle School update. Horizon had goals related to curriculum, math, reading and behavior. The core classes focused on common assessments while the elective teachers focused on curriculum mapping. Areas of focus for math include vertical alignment of the curriculum, continuation of common vocabulary, math journals, use of Math IXL, and continuation of co-teaching math in six of nine houses. Similar areas have been the focus for reading, including grades 6-8 vertical alignment, vertical alignment by concept, building-wide four-step process to teach non-fiction text, continuation of Read 180 labs and continuation of co-teaching. Other efforts include peer teacher observations, time for deans/counselors to meet with teams, and the flipped classroom pilot by Nandini Katti that had excellent results. Efforts for the safe, healthy, respectful learning environment goal include moving toward a restorative model, creating and offering parent nights with a science night held so far, entering PBIS behavior incidents in an electronic format, increasing student celebrations, and teaching the PBIS matrix to staff and revisiting it throughout the year.

Dave Lawrence, assistant principal, provided the Moorhead High School update Moorhead High's building goals are for 10th grade to be at or above the state MCA average in reading, 11th grade to be at or above the state MCA average in math, and to increase graduation percentage by 3 percent. The results are not yet available. Lawrence highlighted Moorhead High'S best practices or their non negotiables for 2012-13. One is the PLC process, and every member of the licensed staff actively participates in the PLC process. Others were lesson planning (part of SIOP or Sheltered Instruction Observation Protocol) and literacy expectations. The parameters for PLC time were to focus on common assessments (formative/summative), analyze assessment and modify instruction based on results. Lawrence highlighted a few assessment submissions from different subject areas. In literacy, they are focusing on pre teaching vocabulary and six traits of writing. Lawrence shared a sample of technology that was incorporated into a novel assignment and how literacy is included in other subject areas.

For math, they are trying to move students into regular classes as much as possible. They are working on linking past learning with present learning, and core math classes are taught in skinnies with only two math classes in block. Those students struggling in math are provided an extra 45-minute skinny. This is the first year of Read 180 for students needing intervention because of reading level. Lawrence highlighted a comparison from fall to January testing. Some students who aren't making gains are often students who aren't coming to school. Reading Plus is a little higher than Read 180. Lawrence shared results from 20 students who began in the fall: three left either for alternative education or elsewhere, nine students exited the program by second semester, and of the remaining eight, two have been referred for learner support services.

Deb Pender-Tilleraas, alternative education program manager, presented the update for Red River Area Learning Center. She highlighted that alternative education is seen as a strategy and not a location and the philosophy behind alternative education is dropout prevention. A third to half of the students are attending classes at Moorhead High School during the day. About 15 percent of the students are coming from member districts outside of Moorhead Schools because the ALC is a regional program administered by the district.

The ALC has continued to emphasize community involvement with students going to MSUM to work with preservice teachers and with Science Mondays when MSUM education students present at the ALC. There are also ties to MState, including students take a placement test to see if they are on track for continuing on in their education. This year, the ALC has used a strategy of having a single project-based class in a subject like biology or language arts in the afternoon. This more concentrated focus is allowing students to complete a class and move on. They are looking to expand that for next year and make it more interdisciplinary. Attendance remains a concern, mobility is still high, and parent involvement is a challenge as they work to keep families engaged. They are using a new program for juniors and seniors modeled on the KEEP program from the high school that has a more independent study approach to keep students moving forward, and they will look at online learning for next year.

Valan left the meeting at 7:42 p.m. and returned to the meeting at 7:57 p.m.

LEGISLATIVE SESSION UPDATE: Assistant Superintendent Wayne Kazmierczak highlighted a few of the finance and tax changes in the 2013 E-12 Omnibus Bill. The formula allowance will increase by 1.5 percent each year for the next two years and all-day kindergarten has been added. There is some special education revenue to help offset the cross subsidy costs. Superintendent Lynne Kovash highlighted a few policy changes in the bill. The GRAD rule was repealed, and there will be a transition period using a mixture of tests for the graduating classes of 2014-16. Next year's eighth-graders will be on a new system that includes career assessments. Language related to World's Best Workforce will require school boards to align strategic plans and budgets to achieve world class student achievement by 2027 and hold an annual public meeting. Kovash indicated that bullying prevention was not voted on in 2013, but is expected to

be discussed in 2014. Additionally several task forces and working groups will be formed. An update of the legislative session will be provided at the May 28 School Board meeting.

APPROVAL OF ALL-DAY KINDERGARTEN: Fagerlie moved, seconded by Thompson, to approve the implementation of all-day kindergarten with a half-day option beginning with the 2013-2014 school year as presented. Motion carried 7-0.

iPAD PILOT AND TECHNOLOGY INTEGRATION UPDATE: Missy Eidsness, Director of School Improvement and Accountability and Dan Markert, Director of Information Systems and Instructional Support presented the results of the iPad pilot projects to the board. It has been determined that there is not one type of device that will serve the district's needs. The plan for next year is to purchase six Chromebooks for each third-, fourth- and fifth-grade classroom, replacing the classroom computers. Sets of Chromebooks will be purchased for each grade level at Horizon, and some of the iPads from the pilots will be moved to Horizon science classrooms. Further decisions will wait until it is determined what is happening with MCA testing and the impact on computer labs. Additional wireless devices will be installed at Horizon and Moorhead High to divide the load share on the network and allow double the number of devices to be supported. Lessons learned from the pilot program have helped to shape the future direction of technology integration in the district.

The board recessed at 9:48 p.m.; the board reconvened at 9:59 p.m.

FIRST READING OF POLICIES: The board conducted a first reading of the following policies: School Board Conflict of Interest 205, School Board Code of Ethics 206, Policies Incorporated by Reference for Employees/Personnel 499, Student Discipline 551, Prohibition of Harassment and Violence 570, Tobacco-Free Environment 573, Search of Student Lockers, Desks, Personal Possessions, and Student's Person 574, Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches 575, Policies Incorporated by Reference for Students 599, and Student Transportation Safety 721.

SUPERINTENDENT REPORT: Dr. Kovash reported that Learning Walks at Robert Asp School went well and board members learned a lot. Kovash will look at scheduling them again in the Fall and/or Spring. Valan thanked Kovash for speaking at MSUM's graduation ceremony.

COMMITTEE REPORTS: Brief reports were heard related to the S.G. Reinertsen PTAC, Activities Advisory Council. Ellen Hopkins PTAC, Learning Walks, Community Engagement Steering Committee, All-City Orchestra Concert, Honors Banquet, Policy Review Committee, and Executive Finance Committee meetings.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: Chair Erickson reminded board members of graduation on Sunday, June 2 at 2 p.m. at the Concordia Fieldhouse. Erickson also mentioned the MSBA Summer Seminar is scheduled for August 5 and requested board members to contact Michelle regarding travel plans.

CLOSE PUBLIC MEETING: Thompson moved, seconded by Johnson, to close the public meeting at 10:46 p.m., pursuant to M.S. 13D.03, for the purpose of discussing negotiation strategies. Motion carried 7-0.

OPEN PUBLIC MEETING: Fagerlie moved, seconded by Johnson, to open the public meeting at 11:15 p.m.

ADJOURNMENT: Hearing no objections, the Chair adjourned the meeting at 11:15 p.m.

_____
Laurie Johnson, Clerk

Assistant Superintendent

Moorhead Area Public Schools

Memo OAS.13.062 C

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent

DATE: June 4, 2013

SUBJECT: June Claims

The June claims are as follows:

General Fund	$812,688.48
Food Service Fund	$189,135.02
Community Service Fund	$18,374.07
TOTAL	$1,020,197.57

The May wire payments are as follows:

General Fund	$1,938,484.48
Post Employment Irrevocable Trust Fund	$1,790.00
TOTAL	$1,940,274.48

Suggested Resolution: Move to approve the June claims, subject to audit, in the amount of $1,020,197.57 and the May wire payments, subject to audit, in the amount of $1,940,274.48.

WAK:nls

Department of Human Resources
Moorhead Area Public Schools

Memo HR.13.111

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources

DATE: June 4, 2013

SUBJECT: Resignations

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

Joseph Stodola	Technical Director, High School, effective May 31, 2013
Diane Sandland	Food and Nutrition Server, Robert Asp Elementary, effective May 30, 2013.
T.J. Schmitt	Adult Basic Education Teacher, Barnesville, effective June 4, 2013.
Jon Moe	Head Boys Track and Field Coach, High School, effective at the end of the 2013 season.

SUGGESTED RESOLUTION: Move to approve the resignation of Joseph Stodola, Diane Sandland, T. J. Schmitt and Jon Moe as presented.

KLD:smw

Department of Human Resources
Moorhead Area Public Schools

Memo HR.13.113

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources

DATE: June 4, 2013

SUBJECT: Family/Medical Leave

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

David Busby	Custodian, High School, effective June 3, 2013 thru June 28, 2013.
Donna Tvedt	Food and Nutrition Director, Probstfield Center for Education, effective June 12, 2013 for an undetermined amount of time.

SUGGESTED RESOLUTION: Move to approve the Family/Medical Leave pursuant to Article IX, Section 3 of the Custodian Master Agreement for David Busby and Article VIII, Section 4 of the Supervisors Master Agreement for Donna Tvedt

KLD:smw

Department of Human Resources
Moorhead Area Public Schools

Memo HR.13.114

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources

DATE: June 4, 2013

SUBJECT: Change in Contract

The administration requests approval of Change in Contract for the following person:

Brandon Yoney	Learner Support Services Teacher, High School to Learner Support Services Program Manager C52 (3) $69,602.00, effective July 1, 2013. (Replaces Angela Doll)
Nadine Moon	.5 FTE, Early Riser, Robert Asp/Ellen Hopkins/Horizon Middle School to 1.0 FTE Social Worker, District, effective with the 2013-2014 school year. (Replaces Melanie Fierstine)
Michelle Hanson	Jump Start Teacher, Probstfield Center for Education to 1.0 FTE Early Childhood Special Education, Probstfield Center for Education, 1.0 FTE BA (6) $40,734.00, effective July 1, 2013. (Replaces Vicki Bowe)
Joelle Hofer	K+ Teacher, Ellen Hopkins Elementary to Jump Start Teacher, Probstfield Center for Education, effective July 1, 2013. (Replaces Michelle Hanson)
Lexy Steinle	Music Teacher, S. G. Reinertsen/Robert Asp Elementary, .6 FTE to 1.0 FTE, BA (0) $33,823.00 Robert Asp Elementary. (All day Kindergarten)
Julia Kramer	.5 Early Childhood Special Education Teacher to 1.0 Early Childhood Special Education Teacher Probstfield Center for Education, effective July 1, 2013. (New position, increased enrollment)

SUGGESTED RESOLUTION: Move to approve the Change in Contract for Brandon Yoney, Nadine Moon, Michelle Hanson, Joelle Hofer, Lexy Steinle and Julia Kramer as presented.

KLD:smw

Department of Human Resources
Moorhead Area Public Schools

Memo HR.13.110

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources KDehmer

DATE: June 4, 2013

SUBJECT: Early Retirement

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

Mary Johnson	Learner Support Services Teacher, High School, effective at the end of the 2012-2013 school year.
Janet Arnold	Health Tech, Ellen Hopkins Elementary, effective June 3, 2013.

SUGGESTED RESOLUTION: Move to approve the Early Retirement of Mary Johnson and Janet Arnold as presented.

KLD:smw

Department of Human Resources
Moorhead Area Public Schools

Memo HR.13.112

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources

DATE: June 4, 2013

SUBJECT: New Employees

The administration requests the approval of the following new employees subject to satisfactory completion of federal, state and school statute and requirements.

Kari Yates	Literacy and English Language Program Manager, Probstfield Center for Education, C52 (10) $80,033.00, effective July 1, 2013. (New position)
Ashley Scherbenske	Music Teacher, Horizon Middle School, 1.0 FTE, BA (7) $41,890.00, effective at the beginning of the 2013-2014 school year. (Replaces Terri Lura)
Jennifer Welle	Art Teacher, Horizon Middle School, 1.0 FTE, BA+20 (10) $49,348.00, effective with the 2013-2014 school year. (Replaces Janine Breslin)
Jon Ammerman	Social Studies Teacher, High School, .9165 FTE, BA (2) $33,105.81, effective with the beginning of the 2013-2014 school year. (Replaces William Demke)
Holly Erickson	Elementary Teacher, Robert Asp Elementary, 1.0 FTE, MA (9) $59,666.00, effective with the 2013-2014 school year. (New position, increased enrollment)
Amy Taylor	English Language Learner Teacher, Horizon Middle School, 1.0 FTE, BA (0) $33,823.00, effective with the beginning of the 2013-2014 school year. (Replaces Sayra Crary)

SUGGESTED RESOLUTION: Move to approve the employment of Kari Yates, Ashley Scherbenske Jennifer Welle, Jon Ammerman, Holly Erickson and Amy Taylor as presented.

KLD:smw

Department of Human Resources
Moorhead Area Public Schools

Memo HR.13.086

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources

DATE: June 4, 2013

SUBJECT: North Dakota State College of Science Field Experience Contractual Agreement

Attached is a Field Experience Contract Agreement with North Dakota State College of Science for Moorhead Area Public Schools to serve as a clinical education placement center for Occupatinal Therapy Assistants. Terms of this agreement are June 1, 2013 for five years. Moorhead Area Public Schools Policy 921 supports the agreements with universities and colleges to provide filed experiences for pre-service teachers.

Moorhead Area Public Schools would provide students of North Dakota State College of Science an opportunity to work cooperatively in a teacher-learning situation with a teacher certified by the State of Minnesota.

SUGGESTED RESOLUTION: Move to approve the North Dakota State College of Science agreement beginning June 1, 2013 for five years.

KLD:smw

NDSCS
ALLIED HEALTH CAREERS

North Dakota State College of Science
Occupational Therapy Assistant Program
Wahpeton, North Dakota

Memorandum of Understanding

BETWEEN

The North Dakota State College of Science ON BEHALF of the Arts, Science, and Business Division AND the

Occupational Therapy Assistant Program and;

Moorhead Public Schools
2410 14th Street South
Moorhead, MN 56560

This agreement, made this **1st** day of **June, 2013** by and between the North Dakota State College of Science on behalf of the Arts, Science, and Business Division and through the Department of Occupational Therapy Assistant, hereinafter called the College and:

Moorhead Public Schools

Hereinafter called the Facility.

WHEREAS, the College has a curriculum in Occupational Therapy Assistant, and WHEREAS, Fieldwork Experience is a required and integral component of the Occupational Therapy Assistant Curriculum, and WHEREAS, the College desires the cooperation of Facilities in the development and implementation of the Fieldwork Experience phase of it's Occupational Therapy Assistant Curriculum and WHEREAS, the Facility recognizes it's professional responsibility in participating in the education of Occupational Therapy Assistant students, NOW THEREFORE, in consideration of the mutual agreements set forth herein the College and the Facility will cooperate as described herewith.

I. THE COLLEGE AND THE FACILITY MUTUALLY AGREE:

a. to establish the educational objectives for the Fieldwork Experience, devise methods for their implementation, and continually evaluate to determine the effectiveness of the Fieldwork Experience;

b. to make no distinction among students covered by this Agreement, on the basis of race, color, sex, creed, age, national origin, or marital status.

II. THE COLLEGE AGREES:

a. to assume responsibility for assuring continuing compliance with the educational standards established by the American Occupational Therapy Association;

b. to establish and maintain on-going communication with the Fieldwork Supervisor of the Facility on items pertinent to Occupational Therapy Education, (such communication may include, but not be limited to, a description of the curriculum, relevant course outlines, policies, faculty and major changes in this information. On-site visits will be arranged when feasible);

c. to notify the Fieldwork Supervisor and the Facility, at a time mutually agreed upon, if it's planned schedule of student assignment, including the name of the student, level of academic preparation, and length and dates of Fieldwork Experience;

d. to refer to the Facility only those students who have satisfactorily completed the prerequisite didactic portion of the curriculum which is applicable to the Facility;

e. to inform the student of the Facility's requirements for acceptance, i.e., citizenship, health status etc;

f. to advise the assigned student of the responsibility for complying with the existing pertinent rules and regulations of the Facility;

g. to advise assigned student regarding appropriate health and professional liability insurance;

h. to supply the Fieldwork Supervisor with appropriate forms to be used in evaluating the performance of the assigned student;

i. to have the student provide prior to the commencement of the student assignment such confidential information as may be required by the Facility or deemed necessary for the training and guidance of the student.

III. THE FACILITY AGREES:

a. to designate as Fieldwork Supervisor the staff member who will be responsible for the planning and implementation of the Fieldwork Experience. The staff member so designated shall meet the criteria established by the American Occupational Therapy Association for supervising students;

b. to provide the Fieldwork Supervisor with time to plan and implement the Fieldwork Experience including, when feasible, time to attend relevant meetings and conferences;

c. to provide the physical facilities and equipment necessary to conduct the Fieldwork Experience;

d. to have available a written description of the Fieldwork Experience being offered;

e. to advise the College of any changes in it's personnel, operation, or policies which may affect Fieldwork Experience;

f. to determine the number of students which it can accommodate during a given period of time;

g. to provide the assigned student, whenever possible, with use of library facilities and reasonable study and storage space;

h. to provide the assigned student with a copy of the Facility's existing pertinent rules and regulations with which the student is expected to comply;

i. to make available, whenever possible, emergency health care for the assigned student, (the student will otherwise be responsible for his or her health care);

j. to evaluate the performance of the assigned student on a regular basis using the evaluation form developed by the American Occupational Therapy Association and supplied by the College. (The completed evaluation will be forwarded to the College within one week following conclusion of the student's Fieldwork Experience);

k. to advise the College, no later than mid-term, of any serious deficit noted in the ability of the assigned student to progress toward achievement of the stated objectives of the Fieldwork Experience, it will then be the mutual responsibilities of the assigned student, the Fieldwork Supervisor, and the Fieldwork Coordinator to devise a plan by which the student may be assisted to achieve the stated objectives;

l. to have the right to terminate any student whose health or performance is a detriment to patient well-being or in achievement of the stated objectives of the Fieldwork Experience after notifying to College, and discussion with the student;

m. to support continuing education and professional growth and development of those staff who are responsible for student supervision.

IV. TERMS:

This agreement shall be effective when executed by both parties for a period of five years and will be automatically referred annually unless terminated by one of the parties.

V. TERMINATION

Either party may terminate this agreement, by giving written notice of at least three (3) months to the other party.

VI. ENTIRE AGREEMENT; MODIFICATION

The document constitutes the entire agreement between the parties. This agreement may be revised or modified by written amendment when both parties agree to such amendment.

VII. HIPAA

It is understood that students and supervising faculty may have access to patient records or other personal health information (PHI) as part of the clinical experience. All patient records are and shall remain the property of the facility. The North Dakota State College of Science agrees its employees and students shall maintain patient confidentiality with respect to any PHI or other confidential information to which they may have access, to the same extent such requirements are imposed on the facility's employees. The North Dakota State College of Science employees and students shall fully comply with all applicable federal, state, local and facility laws, rules and policies concerning patient confidentiality, including requirements imposed by the Health Insurance Portability and Accountability Act of 1996, as amended (HIPAA). The facility may require that each participating student execute a document acknowledging this requirement.

VIII. LIABILITY INSURANCE

Subject to North Dakota law and available appropriations or limits of liability insurance, indemnify and hold harmless the Hospital, its directors, trustees, officers, employees, agents and assigns from and against all claims and liabilities relating to personal injury or property damage to the extent those claims and liabilities arise out of the acts and omissions of the Educational Facility or its students, faculty, or other agents in connection with their duties under this Agreement.

FOR THE COLLEGE:

BY Harvey Link

TITLE: Vice President for Academic and Student Affairs

DATE 5-9-13

FOR THE FACILITY:

BY _____

TITLE _____

DATE _____

10.04 - 1/05 pjw (Approved by LC 1/05)

OP ID: SO

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 06/22/12

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER HCIS PO Box 12848 Grand Forks, ND 58208-2848 Bruce D. Vaaler 701-775-3131 701-775-4020	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: 9UNI-06
INSURED State of North Dakota UND School of Medicine PO Box 9037 Grand Forks, ND 58202	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : MHA Insurance Company — 33111 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
	☐ ☐ CLAIMS-MADE ☐ OCCUR						MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
							GENERAL AGGREGATE	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	$
	☐ POLICY ☐ PRO-JECT ☐ LOC							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ ALL OWNED AUTOS						BODILY INJURY (Per accident)	$
	☐ SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	$
	☐ HIRED AUTOS							$
	☐ NON-OWNED AUTOS							$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DEDUCTIBLE							$
	☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						☐ WC STATU-TORY LIMITS ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ (Mandatory in NH)	N/A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
	Professional Liab			01ND10039	07/01/12	07/01/13	Incident	1,000,000
	Shared Limit			$100,000/$300,000 DED.			Aggregate	5,000,000

ESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, If more space is required)
ridence of Professional Liability coverage for NDSCS Students enrolled in
e following programs: Occupational Therapy Assistant; Pharmacy Technician

ERTIFICATE HOLDER

NDSTA-6

North Dakota State College of Science
800 North 6th Street
Wahpeton, ND 58076-0002

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Bruce D Vaaler

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Assistant Superintendent

Moorhead Area Public Schools

Memo OAS.13.063 R

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent

DATE: June 4, 2013

SUBJECT: Approval of School District Insurance Package

Mr. Tom Quam with Bremer Insurance will be in attendance at the June 10, 2013 School Board meeting to present for approval the district's insurance package and to answer any questions you or the board members may have regarding the district's property, liability and workers' compensation insurance coverage.

Suggested Resolution: Move to approve the property and liability insurance package in the amount of $147,981.05 from Riverport Insurance Company and the workers' compensation insurance policy in the amount $204,436 from RAM Mutual Insurance Company for a combined total premium of $352,417.05.

WAK:nls
Attachment

June 10, 2013

Mr. Wayne Kazmierczak, Assistant Superintendent
Moorhead Public Schools ISD #152
2410 14th Street South
Moorhead, MN 56560

Dear Mr. Kazmierczak and School Board Members:

Attached with this document you will find your Riverport renewal insurance proposal. We also submitted your applications to EMC Insurance Company for another competitive option for consideration. In addition we submitted your Workers' Compensation application to RAM Mutual and Employers. We will compare the coverage changes made for your renewal policy period versus expiring policy period plus break down the premium costs for your consideration.

Coverage Description - Expiring Premium	~	Renewal Premium	-	EMC Option
Property	$ 84,209.81	$ 82,887.23		$ 83,164
General Liability	$ 20,252.00	$ 20,968.00		$ 15,900
School Leaders Liability	$ 12,376.00	$ 16,158.00		$ 4,631
Inland Marine	$ 580.00	$ 578.00		Included
Crime	$ 1,792.00	$ 1,524.00		$ 5,594
Auto	$ 12,648.00	$ 16,232.00		$ 19,218
Terrorism	Included	$ 1,777.00	*(3,280)*	Included
Volunteer Accident	$ 1,579.05	$ 1,640.82		Not available
Umbrella	$ 5,363.00	$ 6,216.00		$ 7,090
Workers' Compensation	$265,357.00	$289,522.00		$281,097
Total Premium	**$404,156.86**	**$437,503.05**		**$416,694**
Optional Ram Mutual Workers' Compensation Offer				**$204,436**

The changes made for your renewal policy period are as follows;

Property: Your Riverport Blanket/Agreed Valuation property limit remains at $166,352,300. The EMC blanket property coverage limit was quoted at $167,603,600 which is 1,251,300 higher then the Riverport renewal property limitation.

General Liability: No coverage changes were made for your renewal policy period. Population changes were made based on the number of students in your district.

Description of Population -	Expiring -	Renewal
K-5 Students (Including Pre School)	2,525	2,697
6-12 Students	2,920	2,961
Stadium Receipts	$100,000	$100,000

School Leaders Errors and Omissions: Riverport has added a $10,000 deductible for this coverage due to increased claims activity on their book of business. EMC has a Professional liability deductible per loss of $2,500. Riverport has a Prior Acts Retro Date of July 1, 2000 while EMC has a Retro date of July 1st 2013. The EMC date is problematic as the districts exposure without this coverage would span 13 years.

Crime Coverage: Riverport has provided you with a $500,000 coverage limitation for Employee Dishonesty including the Faithful Performance Bond and ERISA compliance endorsement. Also included is $500,000 Forgery and Computer Fraud coverage. EMC has quoted a $100,000 coverage limit for all crime coverage lines. The $100,000 coverage limit can be increased to $500,000 with their Home Office approval.

Workers' Compensation: You instructed us to increase your payroll by $400,000 in code 8868 School Professional.

Job Description	Code	Exp Payroll	Rate	Rnwl Payroll	Riverport	EMC	RAM
Drivers & Helpers	7380	$ 36,003	6.25	$ 36,003	8.05	8.29	7.55
Bus Drivers	7382	$ 376,063	5.22	$ 376,063	6.82	7.04	6.41
Garage Mechanics	8385	$ 44,943	3.52	$ 44,943	4.06	4.61	4.20
Teachers	8868	$30,764,976	.68	$31,164,976	.71	.64	.66
Other Employees	9101	$ 2,031,142	4.92	$ 2,031,142	6.29	5.74	6.15
Totals		**$33,253,127**		**$33,653,127**			
Experience Modification		**1.12**	**+ 42,974**	**.91**	**-34,726**	**-45,940**	**-33,620**
Scheduled Credit		**37%**	**-148,403**	**14%**		**15%**	**40%**

Terrorism: Terrorism coverage is included in your Riverport proposal at a $1,777 premium cost. You have elected to purchase Terrorism coverage in prior policy periods.

Volunteer Accident Coverage: Berkley Insurance provides you with the accident insurance policy at a premium cost of $1,640.22. EMC is unable to provide this form of coverage.

Coverage Changes: The following changes were made during your expiring policy period and would also affect your renewal insurance premium cost.

Date and Description of Change

On 3-25-13 you added a leased 2012 1CPB105 77 Passenger Bus to your vehicle schedule
On 8-20-12 you added two 2013 IC CE 77 Passenger Buses to your vehicle schedule
On 8-16-12 you added a $25,000 Garage building to your property policy
On 8-13-12 you deleted a 1994 Int'l and added a 2013 IC 77 Pass Bus to your vehicle schedule

Insurance Marketing: We submitted your applications to several markets to make certain you remain insured through a competitive, stable insurance market. As you are currently insured through Riverport, their sister company Continental Western will not offer a quotation. We'll review who your applications were sent to and the response to our quotation efforts.

Name of Carrier -	**Outcome**
Riverport	Using Their Proposal
EMC	Optional proposal provided
RAM Mutual	Quoted Work' Comp only at an annual premium cost of $204,436
Employers	Declined to quote your workers' compensation policy

Recommendation to the Board: Mr. Kazmierczak and I reviewed the above information on 5-29-13. The recommended course of action is to continue with Riverport for the Property & Liability package with a total premium cost of $147,981.05 and to approve the workers' compensation policy with RAM Mutual with a total premium cost of $204,436 for a combined total premium of $352,417.05. This represents a total premium savings of $51,739.81 compared to your expiring policy period.

Thank you for placing your insurance business and trust with our agency, your patronage is appreciated! Please let us know if you have any questions or need additional information as you review your renewal insurance proposal. We will issue your binder and auto ID cards once you have given us direction on who you choose to purchase your renewal insurance coverages from.

Sincerely,

Tom Quam
Bremer

Department of Human Resources
Moorhead Area Public Schools

Memo HR.13.107

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources

DATE: June 4, 2013

SUBJECT: Resolution for Discontinuing and Reducing Educational Programs and Licensed Positions

Please consider the attached resolution directing administration to make recommendations to the School Board for the discontinuance and reduction of educational programs and positions as needed to reduce expenditures as a result of declining enrollment and financial limitations.

FTE	Position	Grade Level
2.50	Kinder Plus (K+)	Kindergarten

SUGGESTED RESOLUTION: Move to approve the resolution directing administration to effect termination or reduction and non-renewal of licensed teacher programs and positions as listed.

KLD:smw
Attachment

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION DISCONTINUING AND REDUCING
EDUCATIONAL PROGRAMS AND POSITIONS

WHEREAS, the School Board of Independent School District No.152 adopted a resolution on June 10, 2013, directing the administration to make recommendations for reductions in programs and positions, and

WHEREAS, said recommendation has been received and considered by school board,

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

That the following programs and positions, or portions thereof, be discontinued:

FTE	Position	Grade Level
2.50	Kinder Plus (K+)	Elementary

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

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

Department of Human Resources
Moorhead Area Public Schools

Memo HR.13.108

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources

DATE: June 4, 2013

SUBJECT: RESOLUTION RELATING TO THE TERMINATION AND NON-RENEWAL OF TEACHING CONTRACTS OF PROBATIONARY TEACHERS

At the June 10, 2013 school board meeting the reduction of 2.5 full-time equivalents (FTEs) of programs and licensed positions was approved.

The reduction of these programs and licensed positions is related to projected declining enrollment and financial limitations and is delineated as follows:

FTE	License	Grade Level
2.50	Kinder Plus (K+)	Elementary

Additional staffing reductions are necessary due to statutory provisions, teachers returning from leaves and filling vacancies during the year. Some of these reductions will be absorbed through teacher transfers, retirements, resignations and leaves.

Consider the resolution directing administration to effect termination and non-renewal of the positions of probationary teachers as listed below:

WHEREAS, the following teachers are probationary teachers in Independent School District 152:

Termination and Non-Renewal of Contracts	License Area	FTE
Abbey Zuehlsdorff	Elementary	.50
Carrie Arness	Elementary	1.00
Ashley Michelson	Elementary	1.00

BE IT RESOLVED by the School Board of Independent School District 152, that pursuant to Minnesota Statute 122A.40, Subd. 5, that the teaching contracts of the above named probationary teachers in Independent School District 152 are hereby terminated at the close of the 2012-2013 school year.

BE IT FURTHER RESOLVED that the attached written notice will be sent to the above-named probationary teachers regarding termination and non-renewal of these contracts as provided by law.

Suggested Resolution: Move to approve the Resolution Relating to the Termination and Non-Renewal of Teaching Contracts of Probationary Teachers as presented.

KLD:smw
Attachment

Member _____ introduced the

following resolution and moved its adoption:

RESOLUTION DIRECTING THE ADMINISTRATION
TO MAKE RECOMMENDATIONS FOR REDUCTIONS
IN PROGRAMS AND POSITIONS AND REASONS
THEREFOR.

* WHEREAS, the financial condition of the school district dictates that the school board must reduce expenditures immediately, and

** WHEREAS, there has been a reduction in student enrollment, and,

WHEREAS, this (reduction in expenditure*) and (decrease in student enrollment**) must include discontinuance of positions and discontinuance or curtailment of programs, and

WHEREAS, a determination must be made as to which teachers' contracts must be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in
effecting discontinuance of positions,

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

That the School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of programs or positions (to effectuate economies in the school district and reduce expenditures*) and, (as a result of a reduction in enrollment**), make recommendations to the school board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

The motion for the adoption of the foregoing resolution was duly seconded by

Member _____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

NOTE:
* To be used where decrease in expenditures is reason.
** To be used where decrease in enrollment is reason.

Assistant Superintendent

Moorhead Area Public Schools

Memo OAS.13.061 R

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent

DATE: June 4, 2013

SUBJECT: Approval of Bids – Robert Asp Elementary and Ellen Hopkins Elementary Roofing Projects

Attached please find a tabulation of the bids received for work related to Ellen Hopkins Elementary and Robert Asp Elementary roof replacement projects. The project at Ellen Hopkins totals approximately 30,400 square feet, and the project at Robert Asp totals approximately 12,100 square feet. After reviewing the information with the district's architect for the project, Zerr-Berg Architects, Inc., and Dan Bacon, Director of Property Services and Transportation, we agree that the project should be awarded as follows:

ELLEN HOPKINS ELEMENTARY PARTIAL ROOF REPLACEMENT	CONTRACTOR	AMOUNT
Base bid—Install TPO roof, sections C, D, and L	Tecta America Dakotas	298,254
20-year warranty	Tecta America Dakotas	1,000
Install TPO roof, sections A and B	Tecta America Dakotas	50,599
20-year warranty	Tecta America Dakotas	150
Total	Tecta America Dakotas	$350,003
ROBERT ASP ELEMENTARY PARTIAL ROOF REPLACEMENT	**CONTRACTOR**	**AMOUNT**
Base bid—Install TPO roof, section D	Tecta America Dakotas	136,766
20-year warranty	Tecta America Dakotas	400
Total	Tecta America Dakotas	$137,166

Suggested Resolution: Move to approve the bids for the Ellen Hopkins Elementary and Robert Asp Elementary roofing projects as presented.

WAK:nls
Attachments

Moorhead Public Schools
Miscellaneous Roof Replacements
Moorhead, MN

ZERR BERG ARCHITECTS

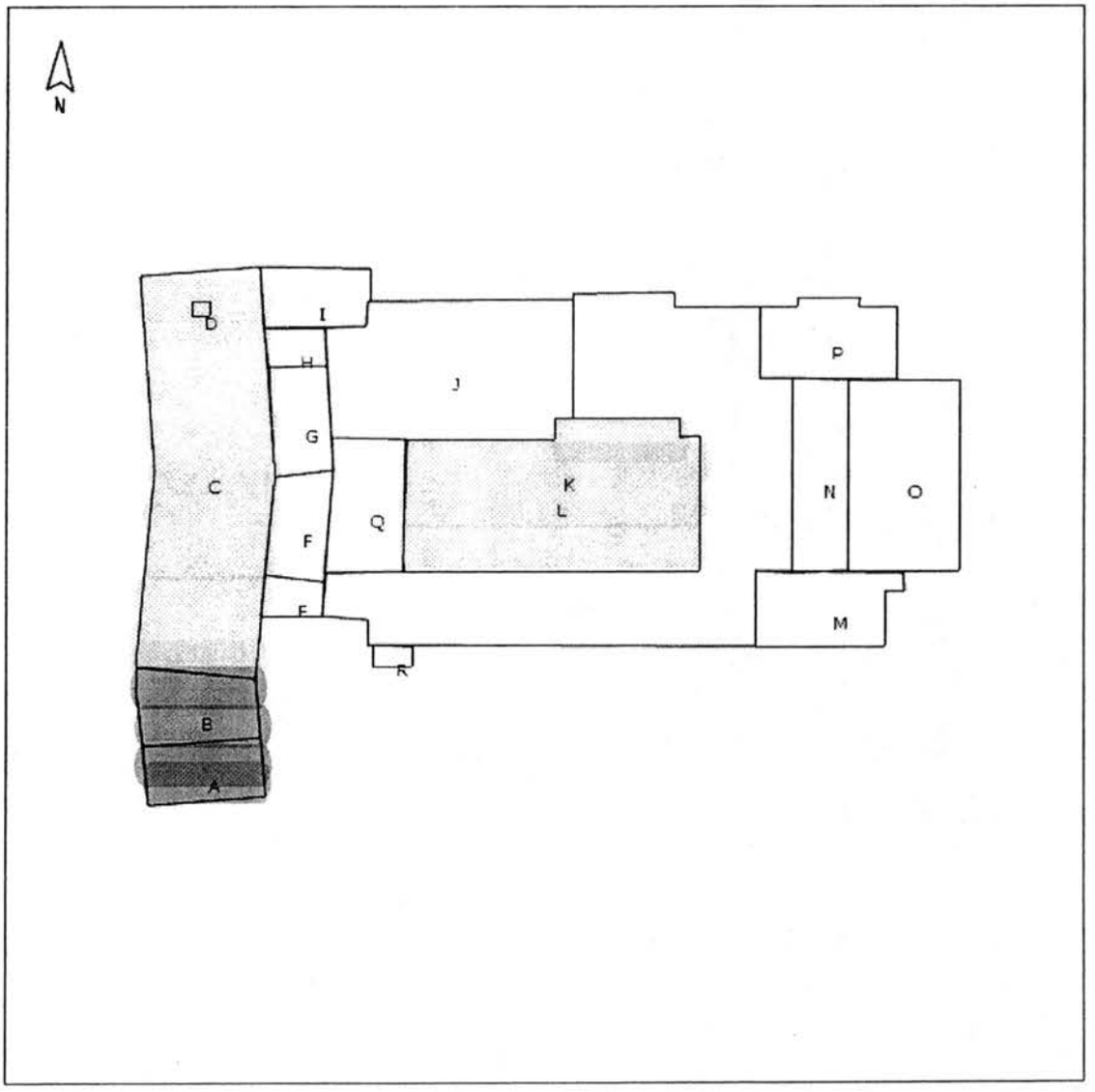
Project No. 12-057

BID TABULATION May 30, 2013	Addenda acknowledged	Base Bid - 15 year	20 Year Warranty	Alternate No. 1 - TPO 15 year- Ellen Hopkins	Alternate No. 1 - TPO 20 year- Ellen Hopkins	Alternate No. 2 - TPO 15 year- Robert Asp	Alternate No. 2 - TPO 20 year- Robert Asp	Alternate No. 3 - EPDM- Ellen Hopkins 15 year	Alternate No. 3 - EPDM- Ellen Hopkins 20 year	Alternate No. 4 - TPO at areas A&B- Ellen Hopkins 15 year	Alternate No. 4 - TPO at areas A&B- Ellen Hopkins 20 year	Comments
Ellen Hopkins - Roof Replacement Work												
A&R Roofing Fargo, ND	1	-	-	-	-			-	-	-	-	
Tecta America Dakotas Fargo, ND	1	$302,399.00	$1,000.00	-$4,145.00	$1,000.00			$53,876.00	$150.00	-$3,277.00	$150.00	
Pierce Roofing Fargo, ND	1	-	-	-	-			-	-	-	-	
Robert Asp - Roof Replacement Work												
A&R Roofing Fargo, ND	1	$195,590.00	$890.00			$2,200.00	$890.00					
Tecta America Dakotas Fargo, ND	1	$138,646.00	$400.00			-$1,880.00	$400.00					
Pierce Roofing Fargo, ND	1	$176,135.00	$4,400.00			$3,500.00	$4,400.00					

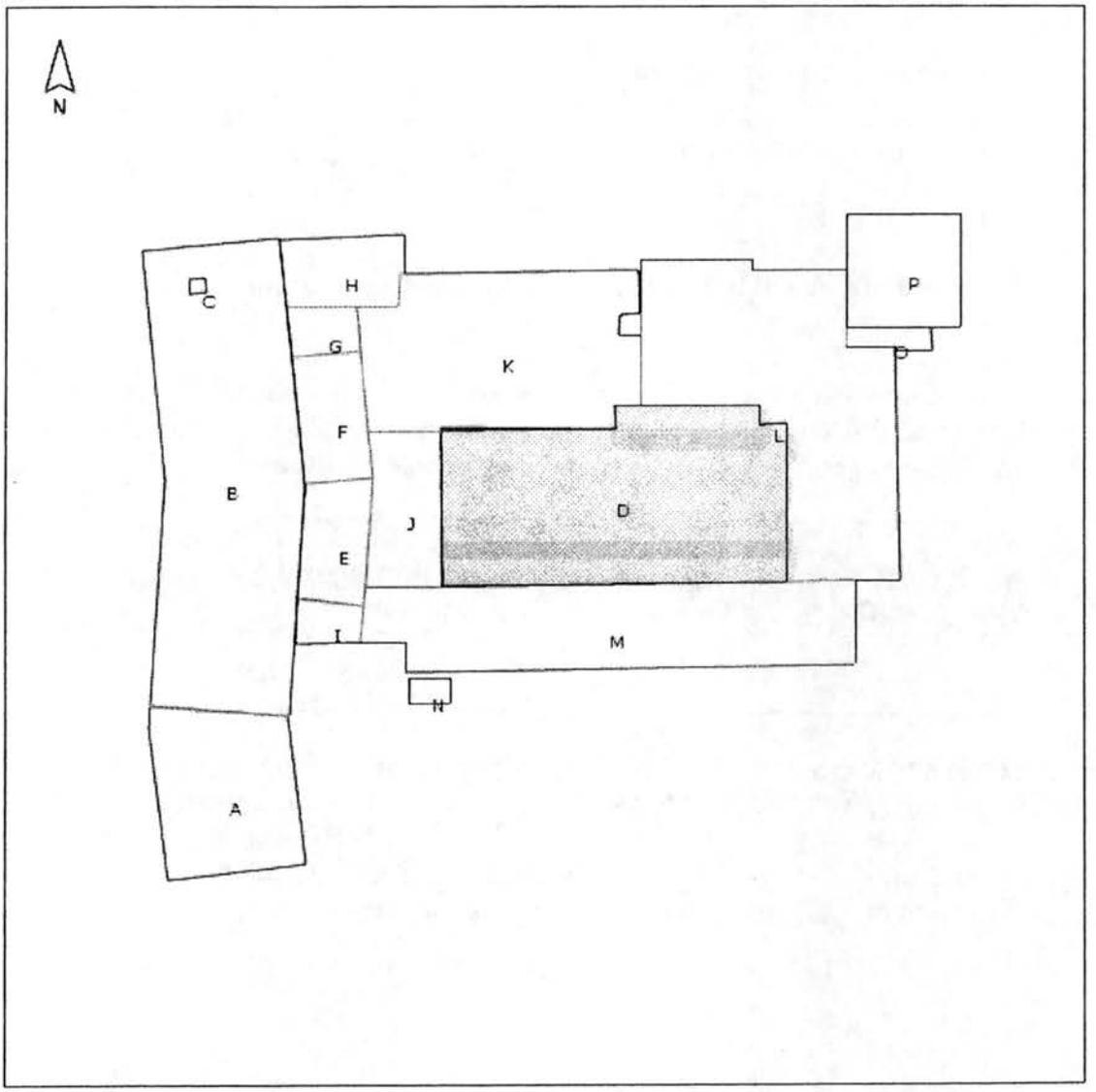
Base Bid

Alternate

Keyplan



Keyplan



Assistant Superintendent

Moorhead Area Public Schools

Memo OAS.13.065 R

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent

DATE: June 4, 2013

SUBJECT: Approval of Bid – Telecommunications System Replacement

Attached please find information related to the bids received for the replacement of the district's telecommunications system. After reviewing the information with Dan Markert, Director of Information Systems and Instructional Support, we agree that the project should be awarded as follows:

SCHOOL DISTRICT TELECOMMUNICATIONS SYSTEM REPLEACEMENT	VENDOR	PHONE SYSTEM	AMOUNT
Base Bid	High Point Networks	ShoreTel Networks	$500,120

Mr. Markert will be in attendance at the June 10, 2013 School Board meeting to answer any questions you or the board members may have regarding the district's telecommunications system replacement.

Suggested Resolution: Move to approve the bid in the amount of $500,120 submitted by High Point Networks for replacement of the district's telecommunications system.

WAK:nls
Attachment

TELECOMMUNICATIONS BID TABULATION AND CONSIDERATIONS
JUNE 2013

Below is a tabulation and summary of the bids received related to the replacement of the district's current telecommunications system.

Vendor	Telecommunications System	Cost with video capable calls included	Cost without video based calls included	Option to add Adult Basic Education
High Point Networks	ShoreTel	$528,341	$500,120	$5,953
Marco	Cisco	$581,867	$567,428	$7,790
Network Center Communications	Mitel	$402,261*	$382,886	$7,662
Voice & Data Networks	Avaya	$490,492	$376,164	$5,695

*Includes 25 free video conference clients for the first five years.

Based upon the summary financial data contained in the preceding table as well as additional rationale included below, the recommended course of action is to proceed with High Point Networks' proposed ShoreTel solution without the video capable calls option for a total cost of $500,120. At this time, we will not proceed with adding the Adult Basic Education (ABE) site. If it is determined that ABE should require an updated telecommunications system, it will be planned for accordingly; the current system used by ABE will remain fully functional until that determination can be made.

Network Center Communications' Mitel solution was eliminated from consideration due to the following: 1) Not a viable long term solution as system lacks many telecommunication convergence features included in competitor's proposals and presently client interaction is button driven on the handset; 2) Twinning, defined as the ability for staff to have their desktop handset and cell phone ring at the same time, requires additional annual licensing; 3) Ranked the second lowest by the district focus group; and 4) Lacks graphical user interface on handsets.

Voice & Data Networks' Avaya solution was eliminated from consideration due to the following: 1) Limited local telecommunication system support; 2) Proposed E-911 cloud-based solution, no local host, and redundant option in proposal; 3) Questionable handset durability (handset was broken by presenter during onsite demonstration with focus group); 4) System cannot receive calls from classroom paging system; and 5) Ranked the lowest by school district focus group.

Strong consideration was given to the following factors when determining ShoreTel as the replacement system of choice:

- Single console interface for system management;
- Browser based console attendant for main office staff;
- Browser based phone management for all users;
- Recently released handset to ensure maximum years of system compatibility;
- Logout/login button on handset for itinerant staff;
- More cost effective solution for adding telephone handsets in the future;
- Ability to transfer calls from desktop handset to mobile phone and vice versa;
- Ability to start ShoreTel mobile app without need for separate virtual private network (VPN) connection;
- Ability to add video based calls through software licensing upgrade;
- Proposal included certification training for telecommunications administrative staff;
- Local User Group for ShoreTel system administrators;
- Single point of contact for technical service, maintenance and support;
- On-site training for end users;
- Ability for staff to have their desktop handset and cell phone ring at the same time (twinning).

Assistant Superintendent

Moorhead Area Public Schools

Memo OAS.13.064 R

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent

DATE: June 4, 2013

SUBJECT: 2013-2014 Annual Operating Plan

Attached please find the draft 2013-2014 Annual Operating Plan. The following information is a summary of the preliminary expenditures and revenue budgets, by fund, for fiscal year 2014:

	Beginning Fund Balance	Revenues	Expenditures	Ending Fund Balance
General Fund (01)	11,622,647	59,576,909	58,667,088	12,532,468
Food Service (02)	767,314	2,676,033	2,692,439	750,908
Community Service (04)	6,033	1,475,773	1,395,000	86,806
Debt Service (07)	44,295,325	5,464,397	5,205,088	44,554,634
Post- Employment Benefits Debt Service (47)	278,773	1,376,956	1,311,887	343,842

Suggested Resolution: Move to approve the 2013-2014 Annual Operating Plan, which includes the preliminary budget for fiscal year 2014.

WAK:nls
Attachment



2013-2014
Annual Operating Plan

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

DRAFT

2013-2014
ANNUAL OPERATING PLAN
Index

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SCHOOL BOARD

	Term Expiration
Lisa Erickson, Chairperson	2017
Cindy Fagerlie, Vice Chairperson	2017
Laurie Johnson, Clerk	2015
Bill Tomhave, Treasurer	2015
Kristine Thompson, Director	2015
Scott Steffes, Director	2017
Matt Valan, Director	2017

CENTRAL OFFICE TEAM

Dr. Lynne A. Kovash, Superintendent

Wayne A. Kazmierczak, Assistant Superintendent

Kristen Dehmer, Director of Human Resources

Jill Skarvold, Director of Learner Support Services

Dan Markert, Director of Information Systems and Instructional Support

Missy Eidsness, Director of School Improvement and Accountability

INDEPENDENT SCHOOL DISTRICT 152
MOORHEAD, MINNESOTA

MISSION STATEMENT

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

THE SCHOOL ENTITY

Moorhead Area Public Schools (MAPS) encompasses 206 square miles in Clay County, Minnesota and includes all or part of 11 townships. The district is 34 miles long, ranges from 3½ to 9½ miles wide and is bordered 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 800 people in full and part-time positions. The district operates a maintenance garage, an education center, three elementary schools, a middle school, a high school and an area learning center.

OBJECTIVES OF THE ANNUAL OPERATING PLAN

1. To approve the 2013-2014 preliminary budget.
2. To project revenue and expenditures for a two-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 district is anticipating 2013-2014 General Fund revenues of $59.6 million. This reflects an increase of approximately $2.3 million compared to 2012-2013. This increase is due primarily to a $78 per pupil increase on the basic formula allowance and an estimated increase in enrollment of approximately 100 students. Expenses for the General Fund are anticipated to be $58.7 million. This reflects an increase of approximately $2.4 million compared to projected expenditures from 2012-2013. The primary reasons for this increase include the continued addressing of the priorities established during the 2010 referendum campaign and the addition of approximately 21 full time equivalent teaching positions. Additionally, a total of three school buses will be purchased in 2013-2014. This represents a continuation of the upgrading of the district's bus fleet. Prior to the purchase of three buses during the 2012-2013 school year, the district last purchased a bus in 2007.

Of particular note for the 2013-2014 school year, the district will be implementing all-day kindergarten. During the 2013 Minnesota legislative session, funding for optional all-day kindergarten was approved beginning with the 2014-2015 school year. The Moorhead school board agreed to implement this program one year earlier by using existing General Fund revenues to fund the program. It is estimated that all-day kindergarten will add approximately $1.2 million to the operating expenses of the district in the first year of program and slightly less than that in subsequent years.

Projected changes to revenues and expenditures are made, when known, as close to actual amounts as possible; an increase in state or federal revenue is generally not assumed. For example, the per pupil allowance will increase from $5,224 in 2012-2013 to $5,302 for 2013-2014 and $5,382 for 2014-2015. Beyond that, no increase in revenue is assumed from the state. Assumed increases to expenditures range from approximately 2% for salaries to typically 8-10% for health insurance premiums, although for the 2013-2014 school year, premiums increased by 2.2%. Energy costs are generally assumed to increase at a 5-7% annual rate. Other expenses are assumed to increase using the Consumer Price Index (CPI), which is typically in the range of 2-3% annually.

The net result of the recommended General Fund budget is a combined restricted and unassigned fund balance increase of $909,821 for 2013-2014. The June 30, 2013 restricted and unassigned General Fund balance is projected to be $12.5 million, or 21.4% of total expenditures. Budget assumptions will be monitored to verify accuracy as new information becomes available. A revised budget will be presented to the board in approximately January 2014.

On November 2, 2010, school district residents approved an operating levy request in the amount of $850 per student, which was expected to generate approximately $5.2 million in revenue for seven years; 2013-2014 is the third of seven years in which the revenue will be received. The total number of votes cast was 12,995 of which 6,950 were "yes" (53.5%) and

6,045 were "no" (46.5%). The passage of the operating levy came one year after the first attempt failed on a vote of 4,078 (49.3%) in favor and 4,195 (50.7%) against the proposal, a difference of 117 votes out of 8,273 votes cast.

This version of the Annual Operating Plan (AOP) continues to reflect the changes that were made to the district's fund balance policy in 2011. The purpose of the policy revision was to create fund balance classifications that allow for more useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB). The district's stated fund balance goal of 25% of expenditures will likely be reached within the next two or three fiscal years.

REVENUE **Line #**

Property Taxes 1
The property taxes for fiscal year 2014 remain relatively flat compared to 2013 with the primary source within that category being operating levy revenue.

Interest 2
Interest rates remain at historically low levels.

Tuition and Fees 3
This line item includes reimbursement from Lakes Country Service Cooperative (LCSC) special education, medical assistance/3rd party billing, and tuition for special education services that are not included in the calculation for special education aid/tuition.

Other Local Sources 4
Included are the fees from participation in extra-curricular activities, ticket sales from activity events, rent from school facilities, rent from other property, student teacher reimbursement, concessions, reimbursement from Lakeland Mental Health Day Treatment, and other miscellaneous sources.

General Education Aid 5
This represents the state's share of the basic general education revenue that includes transportation revenue. The increase in fiscal year 2014 compared to 2013 is primarily due to a basic formula allowance increase of $78 per pupil and an anticipated enrollment increase.

Tax Credits 6
The Border City Tax Credit is the largest of the tax credits that the district receives.

Non-Public Transportation Aid 7
The district receives funding to support non-public transportation. The state mandates non-public student transportation.

Special Education Aid 8

Special education aid represents partial reimbursement for expenditures in special education. The aid represents a percentage of salary and supply costs incurred by the district including the necessary adjustments for tuition. The district also receives aid for excess special education costs.

Federal Sources **9-13**
The district receives a number of federal grants both directly and through the State of Minnesota. Generally, the two largest grants in this section are the Elementary and Secondary Education Act (ESEA), such as Title I, and flow-thru funding for special education.

Operating Capital **15-18**
The formula for calculating operating capital revenue is $73 plus $100 multiplied by the facilities age index (1.2821 for 2013-14) 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 proportion is the same percentage as the general education formula allowance funding.

Lease Levy **19**
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 Minnesota Department of Education (MDE) for approval. The total levy for a year must not exceed $150 times the resident pupil units for the fiscal year to which the levy is attributed. In 2012-2013, the district entered into a lease agreement with LCSC for Adult Basic Education (ABE).

Sale of Equipment/Property **21**
Equipment 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 elsewhere.

Health and Safety **23**
To receive health and safety revenue for any fiscal year a district must submit to the MDE 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 is equal to the expenditures of the approved projects (refer to lines 79-85). The district no longer receives state aid for health and safety expenditures.

EXPENDITURES **LINE #**

Administration and Support Services **28-31**
Included are all costs for general administration, instructional administration, school site administration, and administrative support services. Administrative services are defined as those provided by administrators who are in charge of instructional or instruction-related units including the school board members, superintendent, assistant superintendent, principals, 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. In 2012-2013, three assistant principals were added at the elementary level. In 2013-2014, a program manager for English learners/literacy was added.

Regular and Vocational Instruction **32-36**
Included are all activities related to the teaching of students in the classroom and co-curricular activities at the kindergarten, elementary and secondary levels excluding expenditures for special education instruction.

Special Education Instruction **37-40**
Included is the budget for activities that provide learning experiences for students 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 students in regular or vocational instruction.

Instructional Support Services **41-44**
Included is the budget for activities for assisting the instructional staff with the content and process of providing learning experiences for students in grades K-12. This 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 **45-48**
Services for students other than instructional are included. The services include counseling and guidance, health, psychological, social work, crime prevention, and others.

Operations and Maintenance of Buildings and Grounds **49-53**
Included are the expenses related to maintaining and sustaining the utility, economic and aesthetic value of existing district owned property.

Transportation Services **54-58**
Includes the salaries and benefits and other costs related to student transportation.

Aid Anticipation Certificates **59**
Represents expenses incurred for the issuance of aid anticipation certificates due to cash shortages resulting from legislated aid payment shifts or delays.

Property/Liability Insurance **60**

OPERATING CAPITAL EXPENDITURES

Capital expenditures consist of expenditures for acquisition, additions, or improvement of sites, buildings, 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 are based on city improvements including projects related to repaving streets, curb and gutter work, and other 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 and for ABE. The annual lease payment for the 2012 multi-purpose room addition at S.G. Reinertsen is also included.

Telephone/Telecommunications **64**
Expenses include equipment and the leasing of telephone lines. E-rate reimbursements are included in this item.

Building Discretionary Allocation **65**
Each building is allocated capital funds to cover incidental expenses that are not part of the long-range facilities plan. The allocation is $8.25 per student based on projected enrollment.

Athletics **66**
This item is for additions and replacement of athletic equipment.

Textbook/Curriculum Adoption **67**
These expenses are related to the district's curriculum review process.

Music **68**
These funds are used for additions and replacement of district-owned musical instruments.

Media **69**
Audiovisual equipment and application software are 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. Media/library print books and electronic resources are purchased as recommended by building Media Specialists in collaboration with the Director of Media Services & the Director of Information Systems and Instructional Support.

Equipment Contingency Fund **70**
Equipment that must be replaced immediately for continuity of instructional programs or for equipment essential for district operations is purchased when necessary from these funds. This item includes the leases and maintenance plans for district copiers.

Technology Plan **71**
The technology plan is attached and details the annual operating costs and planned acquisitions.

Building Construction and Maintenance Plan **72**
The building construction and maintenance plan is attached. It details the projected expenditures by building. This budget is also for the replacement of lawn maintenance and snow removal equipment.

Deferred Maintenance **73**
Deferred maintenance revenue is intended for repairs and maintenance of the physical plant. The district is currently using this revenue primarily for roof repairs and maintenance.

Transportation Equipment **74**
This allocation is used to purchase school buses or vans.

Health and Safety Expenditures **76-82**
The State Commissioner of Education has approved all of the expenditures included in this category. To be considered by the Commissioner for health and safety funding projects must be related to 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.

MOORHEAD AREA PUBLIC SCHOOLS
Fiscal Year 2014 Preliminary Budget

GENERAL FUND (01)	FY12 Actual	FY13 Revised	FY14 Preliminary	FY15 Projected	FY16 Projected	FY17 Projected
REVENUES						
Property Taxes	4,661,609	5,140,850	5,366,898	5,366,898	5,366,898	5,366,898
Local Sources	1,038,744	882,281	928,357	947,024	966,065	985,482
General Education Aid	36,851,477	38,229,241	39,831,286	41,815,099	42,304,861	42,304,861
Other State Aids	578,915	465,875	472,615	476,251	479,960	483,744
Special Education Aid	7,390,177	7,405,400	7,845,562	8,080,929	8,323,357	8,573,057
Federal Aids Grants	3,199,096	2,919,306	2,884,303	2,884,303	2,884,303	2,884,302
Education Jobs Fund (EduJobs)	80,213	-	-	-	-	-
Capital Outlay	1,943,967	2,059,474	2,059,784	2,060,259	2,060,743	2,061,238
Health & Safety	-	163,972	188,105	105,000	105,000	104,999
TOTAL REVENUES	**55,744,199**	**57,266,398**	**59,576,909**	**61,735,762**	**62,491,186**	**62,764,581**
EXPENDITURES						
Administration	3,177,066	3,677,950	3,845,060	3,930,860	4,018,750	4,108,790
Regular Instruction & Vocational	22,402,495	23,556,919	25,452,079	25,998,750	26,653,400	27,313,030
Special Services	13,338,111	13,656,490	14,029,180	14,357,950	14,695,000	15,040,560
Instructional Support	1,972,208	1,980,967	2,023,330	2,066,750	2,111,240	2,156,830
Pupil Support	1,435,667	1,519,218	1,554,910	1,591,500	1,629,020	1,667,490
Buildings & Grounds	3,746,984	3,954,310	4,087,650	4,219,940	4,357,500	4,500,560
Transportation	3,848,473	3,444,673	3,545,640	3,649,680	3,756,910	3,867,400
Capital Outlay	3,614,068	4,306,440	4,024,239	3,730,567	3,442,971	3,361,491
Health & Safety	136,750	156,000	105,000	105,000	105,000	105,000
TOTAL EXPENDITURES	**53,671,822**	**56,252,967**	**58,667,088**	**59,650,997**	**60,769,791**	**62,121,152**
REVENUES OVER (UNDER) EXPENDITURES						
Restricted	**(1,806,851)**	**(2,238,994)**	**(1,881,350)**	**(1,670,309)**	**(1,382,228)**	**(1,300,254)**
Unassigned	**3,879,228**	**3,252,426**	**2,791,171**	**3,755,074**	**3,103,623**	**1,943,682**
Restricted & Unassigned Combined	**2,072,377**	**1,013,432**	**909,821**	**2,084,765**	**1,721,395**	**643,428**
ENDING FUND BALANCE						
Restricted	**579,448**	**(1,659,546)**	**(3,540,896)**	**(5,211,204)**	**(6,593,431)**	**(7,893,685)**
Unassigned	**10,029,767**	**13,282,193**	**16,073,364**	**19,828,438**	**22,932,061**	**24,875,743**
Restricted & Unassigned Combined	**10,609,215**	**11,622,647**	**12,532,468**	**14,617,233**	**16,338,629**	**16,982,059**
Unassigned as % of Expenditures	**20.09%**	**25.65%**	**29.47%**	**35.53%**	**40.08%**	**42.41%**
Restricted & Unassigned as % of Total Expenditures	**19.77%**	**20.66%**	**21.36%**	**24.50%**	**26.89%**	**27.34%**
FOOD SERVICE (02)						
Revenues	2,496,282	2,624,690	2,676,033	2,728,393	2,781,804	2,836,285
Expenditures	2,382,341	2,614,019	2,692,439	2,773,212	2,856,409	2,942,101
REVENUES OVER (UNDER) EXPENDITURES	113,941	10,671	(16,406)	(44,819)	(74,605)	(105,816)
ENDING FUND BALANCE	**756,643**	**767,314**	**750,908**	**706,089**	**631,484**	**525,668**
COMMUNITY EDUCATION (04)						
Revenues	1,590,281	1,606,400	1,475,773	1,463,400	1,492,700	1,522,600
Expenditures	1,863,195	1,685,480	1,395,000	1,436,700	1,479,900	1,524,400
REVENUES OVER (UNDER) EXPENDITURES	(272,914)	(79,080)	80,773	26,700	12,800	(1,800)
ENDING FUND BALANCE	**85,113**	**6,033**	**86,806**	**113,506**	**126,306**	**124,506**

INDEPENDENT SCHOOL DISTRICT #152
GENERAL FUND (01)

Line #		2011-2012 ACTUAL	2012-2013 REVISED	2013-2014 PRELIMINARY	2014-2015 PROJECTED	2015-2016 PROJECTED	2016-2017 PROJECTED
	Formula Allowance per Pupil Unit	5,174	5,224	5,302	5,382	5382	5382
	Enrollment (Nov. 2012 Projections)	5,424	5,556	5,654	5,787	5890	5970
	REVENUES:						
	General Fund						
1	Property taxes	4,661,609	5,140,850	5,366,898	5,366,898	5,366,898	5,366,898
2	Interest	-8,732	-6,500	-5,000	-5,000	-5,000	-5,000
3	Tuition & fees	383,972	364,581	371,873	379,310	386,897	394,634
4	Other local sources	663,504	524,200	561,484	572,714	584,168	595,848
5	General ed aid	36,851,477	38,229,241	39,831,286	41,815,099	42,304,861	42,304,861
6	Tax credits/Border City aid	402,475	287,625	290,800	290,800	290,800	290,800
7	Non public trans aid/state grants	176,440	178,250	181,815	185,451	189,160	192,944
8	Special ed aid and excess aid	7,390,177	7,405,400	7,845,562	8,080,929	8,323,357	8,573,057
9	Federal aids and grants	3,199,096	2,919,306	2,884,303	2,884,303	2,884,303	2,884,302
10	Education Jobs Fund (EduJobs)	80,213	0	0	0	0	0
11	**Total General Fund**	**53,800,232**	**55,042,953**	**57,329,020**	**59,570,504**	**60,325,443**	**60,598,343**
	Operating Capital						
12	Operating capital aid	672,536	725,539	731,497	731,497	731,497	731,497
13	Operating capital levy	587,955	566,067	585,972	585,972	585,972	585,972
14	Operating capital deferred maint levy	271,852	260,630	278,119	278,119	278,119	278,119
15	Operating capital deferred maint aid	50,937	64,076	64,076	64,076	64,076	64,076
16	Operating capital lease levy	305,832	419,903	376,395	376,395	376,395	376,395
17	Head Start rent	19,720	23,260	23,725	24,200	24,684	25,177
18	Sale of Equipment cars and rebates	35,136	0	0	0	0	0
19	**Total Operating Capital**	**1,943,967**	**2,059,474**	**2,059,784**	**2,060,259**	**2,060,743**	**2,061,238**
20	Health & Safety Levy	0	163,972	188,105	105,000	105,000	104,999
21	**Total Health & Safety**	**0**	**163,972**	**188,105**	**105,000**	**105,000**	**104,999**
22	**Total Revenues**	**55,744,199**	**57,266,398**	**59,576,909**	**61,735,762**	**62,491,186**	**62,764,581**
23	**$ CHANGE**	**4,136,702**	**1,522,199**	**2,310,511**	**2,158,853**	**755,423**	**273,395**
24	**% CHANGE**	**8.0%**	**2.7%**	**4.0%**	**3.6%**	**1.2%**	**0.4%**
	EXPENDITURES:						
25	Admin salaries	2,409,263	2,785,380	2,926,090	2,984,610	3,044,300	3,105,190
26	Admin fringe benefits	498,760	538,480	557,330	576,840	597,030	617,930
27	Admin supplies	19,023	20,760	20,760	20,760	20,760	20,760
28	Admin other	174,372	251,600	259,150	266,920	274,930	283,180
29	Instruct salaries (reg & voc)	15,600,350	16,535,480	18,281,429	18,647,060	19,020,000	19,400,400
30	Instruct fringe benefits	6,017,332	6,167,389	6,383,250	6,606,660	6,837,890	7,077,220
31	OPEB expense benefit credit	(897,450)	(838,030)	(941,190)	(1,021,170)	(1,009,430)	(1,009,430)
32	Instruct supplies	531,731	475,000	475,000	475,000	475,000	475,000
33	Instruct other	1,150,532	1,217,080	1,253,590	1,291,200	1,329,940	1,369,840
34	Spec ed salaries	9,687,043	10,019,880	10,416,840	10,625,180	10,837,680	11,054,430
35	Spec ed fringe benefits	2,734,944	2,788,940	2,886,550	2,987,580	3,092,150	3,200,380
36	Spec ed supplies	244,912	220,000	79,290	79,290	79,290	79,290
37	Spec ed other	671,211	627,670	646,500	665,900	685,880	706,460
38	Instruct support salaries	1,375,147	1,376,260	1,403,790	1,431,870	1,460,510	1,489,720
39	Instruct support fringe benefits	290,370	300,530	311,050	321,940	333,210	344,870
40	Instruct support supplies	166,966	160,260	160,260	160,260	160,260	160,260
41	Instruct support other	139,726	143,917	148,230	152,680	157,260	161,980
42	Pupil support salaries	1,090,619	1,112,430	1,134,680	1,157,370	1,180,520	1,204,130
43	Pupil support fringe benefits	308,820	319,630	330,820	342,400	354,380	366,780
44	Pupil support supplies	6,400	11,970	11,970	11,970	11,970	11,970
45	Pupil support other	29,827	75,188	77,440	79,760	82,150	84,610
46	Bldgs & grounds salaries	1,263,389	1,287,940	1,313,700	1,339,970	1,366,770	1,394,110
47	Bldgs & grounds fringe benefits	233,538	227,620	235,590	243,840	252,370	261,200
48	Bldgs & grounds energy exp	1,322,613	1,453,730	1,526,420	1,602,740	1,682,880	1,767,020
49	Bldgs & grounds supplies	295,072	297,120	297,120	297,120	297,120	297,120
50	Bldgs & grounds other	515,072	550,330	566,840	583,850	601,370	619,410
51	Transportation salaries	550,352	581,480	593,110	604,970	617,070	629,410
52	Transportation benefits	89,408	94,880	98,200	101,640	105,200	108,880
53	Transportation contracted services	2,725,101	2,615,893	2,694,370	2,775,200	2,858,460	2,944,210
54	Transportation supplies	477,638	148,440	155,860	163,650	171,830	180,420
55	Transportation other	5,974	3,980	4,100	4,220	4,350	4,480
56	Aid Anticipation Certificate	75,648	81,730	81,730	81,730	81,730	81,730
57	Property/liability insurance	117,300	137,570	147,980	152,420	156,990	161,700
58	**Total General Expenditures**	**49,921,004**	**51,790,527**	**54,537,849**	**55,815,430**	**57,221,820**	**58,654,661**

		2011-2012 ACTUAL	2012-2013 REVISED	2013-2014 PRELIMINARY	2014-2015 PROJECTED	2015-2016 PROJECTED	2016-2017 PROJECTED
59	Op cap special assessments	617,087	200,000	206,000	212,180	218,550	225,110
60	Op cap leases	321,187	433,900	446,920	460,330	474,140	488,360
61	Op cap telephone/telecomm	48,678	68,410	70,460	72,570	74,750	76,990
62	Op cap bldg discretionary	51,380	45,000	45,000	45,000	45,000	45,001
63	Op cap athletics	15,787	12,090	12,450	12,820	13,200	13,600
64	Op cap textbooks	366,383	493,500	626,000	600,000	500,000	530,000
65	Op cap music	15,142	16,130	16,614	17,112	17,626	18,154
66	Op cap media	22,641	22,770	22,770	22,770	22,770	22,770
67	Op cap copier lease	92,143	127,310	131,130	135,060	139,110	143,280
68	Op cap technology plan	1,020,074	1,378,830	803,725	718,725	632,225	632,225
69	Op cap building const/maintenance plan	695,418	1,007,500	796,000	1,006,000	907,500	783,000
70	Op cap deferred maintenance	303,409	175,000	512,170	228,000	298,100	283,000
71	Op cap transporation equipment	44,738	326,000	335,000	200,000	100,000	100,000
72	**Total Operating Cap Expenditures**	**3,614,068**	**4,306,440**	**4,024,239**	**3,730,567**	**3,442,971**	**3,361,491**
73	347 - Health & Safety physical hazard	19,062	6,000	30,000	30,000	30,000	30,000
74	349 - Health & Safety hazardous subst	12,421	15,000	15,000	15,000	15,000	15,000
75	352 - Health & Safety envmt mgmt	46,957	66,000	25,000	25,000	25,000	25,000
76	358 - Health & Safety asbestos	27,604	54,000	5,000	5,000	5,000	5,000
77	363 - Health & Safety fire safety	30,705	15,000	15,000	15,000	15,000	15,000
78	366 - Health & Safety indoor air quality	0	0	15,000	15,000	15,000	15,000
79	**Total Health & Safety Expenditures**	**136,750**	**156,000**	**105,000**	**105,000**	**105,000**	**105,000**
80	**TOTAL EXPENDITURES**	**53,671,822**	**56,252,967**	**58,667,088**	**59,650,997**	**60,769,791**	**62,121,152**
81	**$ Change**	**2,868,054**	**2,581,145**	**2,414,121**	**983,909**	**1,118,793**	**1,351,362**
82	**% Change**	**5.6%**	**4.81%**	**4.3%**	**1.7%**	**1.9%**	**2.2%**
83	**REV OVER EXP (EXP OVER REV)**						
84	**General Fund Restricted**	**(1,806,851)**	**(2,238,994)**	**(1,881,350)**	**(1,670,309)**	**(1,382,228)**	**(1,300,254)**
85	**General Fund Unassigned**	**3,879,228**	**3,252,426**	**2,791,171**	**3,755,074**	**3,103,623**	**1,943,682**
86	**BEGINNING FUND BALANCE**						
87	**General Fund Restricted:**						
88	Operating Capital	0	201,329	(2,195,343)	(3,989,823)	(5,774,327)	(7,200,650)
89	Health & Safety	(146,585)	(283,335)	(275,363)	(192,258)	(192,258)	(192,258)
90	Safe Schools	(116,787)	24,972	24,972	24,972	24,972	24,972
91	Deferred Maintenance	617,102	636,482	786,188	616,213	730,408	774,503
92	Reserved for Prepaid	0	0	0	0	1	2
93	**General Fund Restricted Total**	**353,730**	**579,448**	**(1,659,546)**	**(3,540,896)**	**(5,211,203)**	**(6,593,430)**
94	**General Fund Unassigned:**						
95	**General Fund Unassigned Total**	**7,981,780**	**10,029,767**	**13,282,193**	**16,073,364**	**19,828,438**	**22,932,061**
96	**ENDING FUND BALANCE**						
97	**General Fund Restricted:**						
98	Operating Capital	201,329	(2,195,343)	(3,989,823)	(5,774,327)	(7,200,650)	(8,560,098)
99	Health & Safety	(283,335)	(275,363)	(192,258)	(192,258)	(192,258)	(192,259)
100	Severence Pay	-	0	-	-	-	-
101	Safe Schools	24,972	24,972	24,972	24,972	24,972	24,972
102	Deferred Maintenance	636,482	786,188	616,213	730,408	774,503	833,698
103	Reserved for Prepaid	-	0	-	-	1	2
104	**General Fund Restricted Total**	**579,448**	**(1,659,546)**	**(3,540,896)**	**(5,211,204)**	**(6,593,431)**	**(7,893,685)**
105	**General Fund Unassigned:**						
106	Unassigned	7,084,745	11,282,193	12,173,364	16,628,438	21,732,061	23,675,743
107	Committed--Severance Obligation	1,980,550	1,600,000	1,400,000	1,200,000	1,200,000	1,200,000
108	Nonspendable	64,472					
109	Assigned--Health Insurance and Affordable Care Act			500,000	500,000		
110	Assigned--Capital projects			2,000,000	1,500,000		
111	Assigned--Tech acquisition & upgrades	900,000	400,000	0	0	0	0
112	**General Fund Unassigned Total**	**10,029,767**	**13,282,193**	**16,073,364**	**19,828,438**	**22,932,061**	**24,875,743**
113	**General Fund Restricted & Unassigned Combi**	**10,609,215**	**11,622,647**	**12,532,468**	**14,617,233**	**16,338,629**	**16,982,059**
114	**Unassigned (% of Unassigned Exp)**	**20.09%**	**25.65%**	**29.47%**	**35.53%**	**40.08%**	**42.41%**
115	**Unassigned & Restricted (% of Total Exp)**	**19.77%**	**20.66%**	**21.36%**	**24.50%**	**26.89%**	**27.34%**

MULTI-YEAR CAPITAL PROJECTS PLANNING DOCUMENT

	A	E	F	G	H	I	J
1	**SENIOR HIGH**	**2012-2013**	**2013-2014**	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**
2	Gym Floor Refinish	3,000	3,000	3,500	3,500	3,500	3,500
3	Wide area network expansion (security, exterior wifi access)		15,000				
4	Fitness equipment (weightroom, cardio room)		25,000	25,000	15,000		
5	Scoreboard, swimming pool		22,000				
6	Scoreboard, softball field		5,000				
7	Fence replacement, softball field		10,250				
8	Marching band uniforms			50,000			
9	Drum line equipment		10,000				
10	Replace gymnasium sound system	56,000					
11	Track repair/maintenance		50,000	450,000		35,000	
12	Ongoing carpet/tile replacement		10,000		10,000		10,000
13	Repaint gymnasium	25,000					
14	Reduce points of entry, exterior signs, redesign entrances (secu	7,500					200,000
15	Key fob additional doors	6,000					
16	Pool drainage	10,000					
17	Tuckpointing				50,000		
18	Parking Lot Resurface					300,000	
19	Boiler replacement (study underway)	5,000					
20	Bus parking area (south)	35,000					
21	Wall replacement - stairwell	50,000					
22	Chiller (glycol installation)	35,000					
23	Outreach door addition	5,000					
24	Exterior door replacement	5,000	5,000	5,000	5,000		
25	Locker repainting/replacement		10,000	10,000	10,000		
26	Locker room improvements			5,000	10,000		
27	Bleacher improvements						250,000
28	Maintenance equipment	10,000					
29	Roof maintenance/repair/replacement			71,000		100,000	115,000
30	**TOTAL**	**$ 252,500**	**$ 165,250**	**$ 548,500**	**$ 103,500**	**$ 338,500**	**$ 463,500**
31							
32	**HORIZON MIDDLE SCHOOL**	**2012-2013**	**2013-2014**	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**
33	Gym Floor Refinish	3,500	3,500	3,500	3,500	3,500	3,500
34	Wall construction, rooms 141 and 142		5,000				
35	Cafetorium speakers		6,000				
36	Fitness equipment (weightroom, cardio equipment)		15,000	15,000	10,000		
37	Scoreboards (2), soccer fields		10,000				
38	Benches, concrete bus pickup/dropoff area	15,000					
39	Parking lot accessibility and safety			160,000			
40	Small gym floor - wood installation						100,000
41	Kiln repair/replacement			15,000			
42	Terrazzo polishing			15,000			
43	Lunch tables	15,000					
44	Maintenance equipment	15,000					
45	Carpet Replacement						30,000
46	Sidewalk improvements (track accessibility)		5,000				20,000
47	Parking lot sealcoat/striping		24,000	6,000		150,000	
48	Bleacher improvements						25,000
49	Running Track Resurface					80,000	
50	Roof maintenance/repair/replacement						
51	**TOTAL**	**$48,500**	**$68,500**	**$214,500**	**$13,500**	**$233,500**	**$178,500**
52							
53	**ROBERT ASP ELEMENTARY**	**2012-2013**	**2013-2014**	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**
54	Gym Floor Refinish	2,000	2,000	2,500	2,500	2,500	2,500
55	Cafeteria acoustic improvements		8,000				
56	Music classroom audio system		3,500				
57	All-day kindergarten room upgrades		20,000				
58	Parking lot sealcoat/striping	10,000				25,000	
59	Building entry/interior office redesign	130,000	5,000				
60	Playground fence	10,000					
61	Gymnasium air handling control	7,500					
62	Tuckpointing MOVED FROM 2013-14				30,000		
63	Playground improvements/upgrades MOVED FROM 2013-2014				30,000		
64	Roof maintenance/repair/replacement	40,000	137,166			43,000	
65	**TOTAL**	**$ 199,500**	**$ 175,666**	**$ 2,500**	**$ 62,500**	**$ 70,500**	**$ 2,500**
66							
67	**ELLEN HOPKINS ELEMENTARY**	**2012-2013**	**2013-2014**	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**
68	Gym Floor Refinish	3,000	3,000	3,500	3,500	3,500	3,500
69	Cafeteria acoustic improvements		8,000				
70	Music classroom audio system		3,500				
71	All-day kindergarten room upgrades		60,000				
72	Parking lot entry				150,000		
73	Track repair/redesign			75,000	225,000		
74	Parking lot sealcoat/striping	12,000				25,000	
75	Boiler replacement (2) (37,500) and glycol replacement (25,000)						
76	Building entry/interior office redesign		5,000				
77	Gymnasium air handling control	10,000					
78	Playground improvements/upgrades	5,000			30,000		
79	Tuckpointing					40,000	
80	Roof maintenance/repair/replacement		350,003		225,600	115,000	
81	**TOTAL**	**$ 30,000**	**$ 429,503**	**$ 78,500**	**$ 634,100**	**$ 183,500**	**$ 3,500**
82							
83	**S. G. REINERTSEN ELEMENTARY**	**2012-2013**	**2013-2014**	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**
84	Wall construction, room 228		5,000				

	A	E	F	G	H	I	J
85	Playground lighting (security)		3,000				
86	Cleaning equipment		10,000				
87	Parking lot sealcoat/striping MOVED FROM 2013-14				21,000		
88	Playground improvements/upgrades	5,000		30,000			
89	Parking Lot Resurface			25,000			75,000
90	Shelter belt		5,000				
91	Sidewalks						15,000
92	Roof maintenance/repair/replacement						31,000
93	**TOTAL**	**$ 5,000**	**$ 23,000**	**$ 55,000**	**$ 21,000**	**$ -**	**$ 121,000**
94							
95	**PROBSTFIELD CENTER FOR EDUCATION**	**2012-2013**	**2013-2014**	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**
96	Room upgrades to accommodate Early Learning Center change	10,000	10,000	10,000			
97	All-day kindergarten room upgrades		50,000				
98	Parking lot expansion		115,000				
99	Sidewalk improvements (handicapped accessibility)		10,000				
100	Carpet replacement	20,000			30,000		
101	Chiller replacement	50,000					
102	Maintenance equipment (carpet extractor)	8,500					
103	Building Automation Control (Asp, Hopkins, PCE)	22,500					
104	Lockdown notification strobes (Asp, SGR, Hopk, PCE)	11,000					
105	Storage area expansion MOVED FROM 2013-2014				30,000		
106	Parking Lot Resurface			35,000			
107	Tuckpointing Repair						35,000
108	Sidewalk repair/maintenance						15,000
109	Roof maintenance/repair/replacement			100,000			115,000
110	**TOTAL**	**$ 122,000**	**$ 185,000**	**$ 45,000**	**$ 60,000**	**$ -**	**$ 50,000**
111							
112	**RED RIVER ALTERNATIVE LEARNING CENTER**	**2012-2013**	**2013-2014**	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**
113	Fire Marshal order	30,000					
114	West entry security improvements		3,550				
115	Sidewalk to north entrance		4,100				
116	Sink installation		1,600				
117	Fire proofing storage area, 1st floor		2,000				
118	**TOTAL**	**$ 30,000**	**$ 11,250**	**$ -**	**$ -**	**$ -**	**$ -**
119							
120	**MAINTENANCE BUILDING**	**2012-2013**	**2013-2014**	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**
121	Door Replacement						
122	Parking lot repair/resurfacing	10,000		50,000	50,000		
123	Building Siding					20,000	
124	Carpet Replacement				6,000		
125	Roof maintenance/repair/replacement			32,000	47,500		
126	**TOTAL**	**$ 10,000**	**$ -**	**$ 50,000**	**$ 56,000**	**$ 20,000**	**$ -**
127							
128	**DISTRICTWIDE MAINTENANCE, EQUIPMENT, & VEHICLES**	**2012-2013**	**2013-2014**	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**
129	Roof maintenance/repairs	25,000	25,000	25,000	25,000	25,000	25,000
130	Lawncare equipment and snow removal equipment	5,000	50,000			20,000	
131	Maintenance equipment				20,000		20,000
132	Maintenance vehicles			40,000	35,000		
133	**TOTAL**	**$ 30,000**	**$ 75,000**	**$ 65,000**	**$ 80,000**	**$ 45,000**	**$ 45,000**
134							
135	**UNDEDICATED CAPITAL**	**2012-2013**	**2013-2014**	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**
136	Undedicated	175,000	175,000	175,000	175,000	175,000	175,000
137	**TOTAL**	**$ 175,000**	**$ 175,000**	**$ 175,000**	**$ 175,000**	**$ 175,000**	**$ 175,000**
138							
139							
140	**BUILDING SUMMARY**	**2012-2013**	**2013-2014**	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**
141	Moorhead High School	252,500	165,250	548,500	103,500	338,500	463,500
142	Horizon Middle School	48,500	68,500	214,500	13,500	233,500	178,500
143	Robert Asp Elementary School	199,500	175,666	2,500	62,500	70,500	2,500
144	Ellen Hopkins Elementary School	30,000	429,503	78,500	634,100	183,500	3,500
145	S.G. Reinertsen Elementary School	5,000	23,000	55,000	21,000	-	121,000
146	Probstfield Center for Education	122,000	185,000	45,000	60,000	-	50,000
147	Red River Alternative Learning Center	30,000	11,250	-	-	-	-
148	Maintenance Building	10,000	-	50,000	56,000	20,000	-
149	Districtwide maintenance, equipment, and vehicles	30,000	75,000	65,000	80,000	45,000	45,000
150	Undedicated	175,000	175,000	175,000	175,000	175,000	175,000
151	**TOTAL SUMMARY**	**$ 902,500**	**$ 1,308,169**	**$ 1,234,000**	**$ 1,205,600**	**$ 1,066,000**	**$ 1,039,000**
152	*Operating Capital*	*$ 837,500*	*$ 796,000*	*$ 1,006,000*	*$ 907,500*	*$ 783,000*	*$ 753,000*
153	*Deferred Maintenance*	*$ 65,000*	*$ 512,169*	*$ 228,000*	*$ 298,100*	*$ 283,000*	*$ 286,000*
154							
155	**HEALTH AND SAFETY***	**2012-2013**	**2013-2014**	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**
156	347 - Physical Hazard Control	6,000	30,000	30,000	30,000	30,000	30,000
157	349 - Hazardous Substance Management	15,000	15,000	15,000	15,000	15,000	15,000
158	352 - Environmental, Health & Safety Management	66,000	25,000	25,000	25,000	25,000	25,000
159	358 - Asbestos (AHERA Compliance)	54,000	5,000	5,000	5,000	5,000	5,000
160	363 - Fire and Life Safety	15,000	15,000	15,000	15,000	15,000	15,000
161	366 - Indoor Air Quality	-	15,000	15,000	15,000	15,000	15,000
162	**TOTAL**	**$156,000**	**$105,000**	**$105,000**	**$105,000**	**$105,000**	**$105,000**
163							
165	* *Health and Safety projects will be added as needed. Levy authority to cover these projects is granted by the Minnesota Department of Education.*						
166							
167	*Note: This is a planning document only. Projects will be considered annually as needed, and this plan will be adjusted accordingly.*						

TECHNOLOGY PLAN

Annual Operations		11/12	12/13	13/14	14/15	15/16	16/17
Infrastructure							
	WAN -- Fiber Optics Lease	24,720	24,720	24,720	24,720	24,720	24,720
	Miscellaneous Electrical Upgrades	2,266	2,266	2,266	2,266	2,266	2,266
	Cabling -- Misc. District wide	12,360	12,360	12,360	12,360	12,360	12,360
		39,346	39,346	39,346	39,346	39,346	39,346
Hardware							
	Telephone System Maintenance	3,605	3,605	22,000	22,000	22,000	22,000
	Cellular Communication	3,193	3,193	3,193	3,193	3,193	3,193
		6,798	6,798	25,193	25,193	25,193	25,193
Maintenance Agreements							
	Software/Support Agreement	4,944	4,944	4,944	4,944	4,944	4,944
	Internet Bandwidth (minus E-Rate)	7,868	7,868	7,868	7,868	7,868	7,868
	Region I Software/Support Agreement	50,000	50,000	50,000	50,000	50,000	50,000
		62,811	62,811	62,811	62,811	62,811	62,811
Department Operations							
	General Supplies (Subscriptions, tools, etc.)	2,369	2,369	2,369	2,369	2,369	2,369
	Security/Clock/Paging/RF support	8,446	8,446	8,446	8,446	8,446	8,446
	CD-R's & Other Media	2,060	2,060	2,060	2,060	2,060	2,060
	Backup Archival Tapes	1,339	1,339	1,339	1,339	1,339	1,339
		14,214	14,214	14,214	14,214	14,214	14,214
Software Subscriptions							
	AntiVirus	721	721	721	721	721	721
	Group Calendaring/Scheduling	2,884	2,884	2,884	2,884	2,884	2,884
	SSL Certificates	721	721	721	721	721	721
	AppleWorks/iWorks	1,597	1,597	1,597	1,597	1,597	1,597
	Email	4,120	4,120	4,120	4,120	4,120	4,120
	Web Filtering	18,540	18,540	18,540	18,540	18,540	18,540
	SENDIT membership	1,236	1,236	1,236	1,236	1,236	1,236
	Student Management Agreement	22,660	22,660	22,660	22,660	22,660	22,660
	Network operating system upgrade	4,244	4,244	4,244	4,244	4,244	4,244
	Power School/SchoolNet		65,000	75,000	75,000	75,000	75,000
	Haiku			30,000	30,000	30,000	30,000
	InfoSnap			15,000	15,000	15,000	15,000
	All Day K Implementation			85,000			
		56,722	121,722	261,722	176,722	176,722	176,722
Staff Development							
	Local training classes	16,480	16,480	16,480	16,480	16,480	16,480
	Operations specialized training	9,255	9,255	9,258	9,258	9,258	9,258
	Intern Help (Salary)	8,400	8,402	8,400	8,400	8,400	8,400
		34,135	34,137	34,138	34,138	34,138	34,138
	Subtotal Operational Expenditures	214,027	279,029	437,425	352,425	352,425	352,425

TECHNOLOGY PLAN

Technology Acquisitions		11/12	12/13	13/14	14/15	15/16	16/17
Infrastructure							
	WAN -- Video Network/TV & Web Studio	10,300	10,300	10,300	10,300	10,300	10,300
	WAN -- Expansion/Upgrade PBX Upgrade	455,000	500,000	30,000	30,000	30,000	30,000
	Security CCTV/Keyfob	0	75,000	125,000	125,000	0	0
		465,300	585,300	165,300	165,300	40,300	40,300
Hardware							
	Auditorium Operations(Lights/Sound)	2,500	2,500	2,500	2,500	2,500	2,500
	RAM/CPU Upgrades	10,000	500	500	500	500	500
	TV/LCD Projection System/Projection Screens	15,000	25,000	15,000	15,000	15,000	15,000
	Computing Workstations	132,000	402,000	125,000	125,000	163,500	163,500
	Network Printers	5,000	3,000	3,000	3,000	3,000	3,000
	Peripheral Add-ons	5,000	6,500	5,000	5,000	5,000	5,000
	Data Servers/upgrades	10,000	5,000	5,000	5,000	5,000	5,000
	Emerging Technologies	5,000	5,000	5,000	5,000	5,000	5,000
		184,500	449,500	161,000	161,000	199,500	199,500
Software							
	GoogleEDU	0	35,000	10,000	10,000	10,000	10,000
	New/Curriculum Contingency	25,000	25,000	25,000	25,000	25,000	25,000
		25,000	60,000	35,000	35,000	35,000	35,000
Staff Development							
	Specialized Training--New Technologies	5,000	5,000	5,000	5,000	5,000	5,000
		5,000	5,000	5,000	5,000	5,000	5,000
	Subtotal Technology Acquisitions	679,800	1,099,800	366,300	366,300	279,800	279,800
	Subtotal Operational Expenditures	214,027	279,029	437,425	352,425	352,425	352,425
	TOTAL TECHNOLOGY PLAN	**893,827**	**1,378,829**	**803,725**	**718,725**	**632,225**	**632,225**

2013-2014
Staffing Plan
(June 10, 2013)

LICENSED STAFF	2011-2012 Actual	2012-2013 Actual	2013-2014 June Prelim	2013-2014 Prelim Inc (Dec) Over Prior Year
Elementary (K-5)	92.50	95.10	110.60	15.50
Middle School (6-8)	53.82	52.84	52.84	0.00
High School (9-12)	60.57	63.00	64.77	1.77
Alternative Education	6.92	9.62	9.62	0.00
Special Education*	107.18	105.81	108.31	2.50
English Language Learners (ELL)	5.30	7.00	8.00	1.00
Federal Programs/Grants**	19.75	17.03	16.53	(0.50)
Elementary Physical Education	7.00	7.00	7.30	0.30
Elementary Music	7.00	7.00	7.30	0.30
Elementary Art	3.00	3.00	3.00	0.00
Music (6-12)	8.00	7.83	8.50	0.67
Gifted and Talented	1.70	2.00	1.50	(0.50)
Media Specialists	3.50	3.50	3.50	0.00
Counselors	11.00	11.00	11.00	0.00
School Nurses	2.00	1.62	1.62	0.00
Total Licensed Teaching Staff	**389.24**	**393.34**	**414.38**	**21.04**
Administrative (Principals and Administrators)	10.00	13.00	13.00	0.00
Supervisory**	9.00	9.00	10.00	1.00
Total Licensed Administrative/Supervisory Staff	**19.00**	**22.00**	**23.00**	**1.00**
Total Licensed Staff (Teacher & Admin/Supervisory)	**408.24**	**415.34**	**437.38**	**22.04**
NON-LICENSED STAFF				
Administrative	0.00	1.00	1.00	0.00
Supervisory	6.00	6.00	6.00	0.00
Paraprofessionals/Security***	149.38	151.87	151.87	0.00
Non-Aligned/TCI	21.11	26.94	26.94	0.00
Clerical/Confidential Administrative Assistants	42.28	43.86	44.86	1.00
Custodial	32.99	33.99	33.99	0.00
Federal Programs/Grants**	6.11	5.52	5.52	0.00
Total Non-Licensed Staff	**257.87**	**269.18**	**270.18**	**1.00**

**Includes positions filled by purchased services.*
***Title I, II, V additional grant positions. The total FTE may fluctuate due to funding.*
****Includes all paraprofessionals funded through tuition, special and general education.*

Targeted Student-to-Teacher Ratios & Average Class Size

Targeted Student-to-Teacher Ratios								
	2006-2007	**2007-2008**	**2008-2009**	**2009-2010**	**2010-2011**	**2011-2012**	**2012-2013**	**2013-2014**
Elem K-3	25:1	25:1	25:1	25:1	25:1	24:1	24:1	24:1
Elem 4-5	29:1	29:1	29:1	29:1	29:1	27:1	27:1	27:1
Middle School (Core)	30:1	30:1	30:1	33:1	33:1	30:1	30:1	30:1
High School (Core)	30:1	30:1	30:1	36:1	36:1	30:1	30:1	30:1

Secondary staffing for elective classes will require a student enrollment of 20.

Core Classes include English/Language Arts, Mathematics, Science, Social Studies.

Average Class Size								
	2006-2007	**2007-2008**	**2008-2009**	**2009-2010**	**2010-2011**	**2011-2012**	**2012-2013**	**Projected 2013-2014**
	Average Class Size	Average Class Size	Average Class Size	Average Class Size	Average Class Size	Average Class Size	Average Class Size	Average Class Size
Kindergarten	23	22	22	23	22	22.6	22.0	22.3
Grade 1	24	24	24	24	23	24.6	24.5	22.9
Grade 2	23	23	24	25	26	23.7	25.0	24.9
Grade 3	25	26	25	29	25	25.5	24.9	25.2
Grade 4	25	25	27	27	27	26.1	25.3	26.8
Grade 5	28	26	29	29	28	26.9	25.8	27.1
Grade 6 (Core)	30	27	29	33	33	25.2	27.0	25.8
Grade 7 (Core)	25	30	27	33	33	26.3	25.2	26.7
Grade 8 (Core)	26	27	31	31	33	25.8	26.3	24.5
District Average K-3	24	24	24	25	24	24.0	24.1	23.4
District Average K-5	24	23	25	26	25	27.0	24.6	24.9
District Average 6-8	27	28	29	32	33	26.7	26.2	25.7

The average class size is based on November 1 enrollment.

Presented to the Moorhead Area School Board on March 25, 2013

MOORHEAD AREA PUBLIC SCHOOLS
NOVEMBER 2012 ENROLLMENT PROJECTIONS
(Weighted Average Method)

GRADE	ACTUAL NOVEMBER 1 ENROLLMENT					11/1/12	PROJECTED ENROLLMENT							
	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	November 2011 Projection (2012-13)	Variance Between Actual and Projected
Kindergarten	381	397	417	387	429	483	475	475	450	425	425	385	98
Grade 1	432	405	402	432	405	441	494	486	486	460	435	442	-1
Grade 2	393	428	407	421	427	413	441	494	485	485	460	413	0
Grade 3	415	398	440	396	421	437	422	450	504	496	496	431	6
Grade 4	358	417	391	446	405	418	444	429	457	512	504	444	-26
Grade 5	388	381	417	392	444	407	421	448	432	461	516	411	-4
Grade 6	374	401	397	435	400	445	423	437	465	448	478	457	-12
Grade 7	423	377	405	420	417	402	443	421	436	463	447	408	-6
Grade 8	373	429	384	413	422	438	414	456	434	448	477	422	16
Grade 9	436	399	446	397	414	425	442	417	460	437	452	411	14
Grade 10	465	445	395	442	406	422	424	440	416	459	436	416	6
Grade 11	422	482	419	383	422	398	415	417	433	409	451	390	8
Grade 12	447	406	476	424	383	427	401	418	420	436	412	417	10
Grades K-5	2367	2426	2474	2474	2531	2599	2697	2780	2814	2839	2835	2525	74
Grades 6-8	1170	1207	1186	1268	1239	1285	1280	1315	1334	1360	1402	1287	-2
Grades 6-12	2940	2939	2922	2914	2864	2957	2961	3007	3063	3102	3154	2920	37
Grades 9-12	1770	1732	1736	1646	1625	1672	1681	1693	1729	1742	1752	1633	39
Grades K-12	5307	5365	5396	5388	5395	5556	5658	5788	5878	5941	5989	5445	111
+/- Prior Year	-74	58	31	-8	7	161	102	130	90	63	48		
% +/-	-1.38%	1.09%	0.58%	-0.15%	0.13%	2.98%	1.83%	2.29%	1.55%	1.08%	0.80%		

Vehicle Inventroy

												Type III Replacement	12		
												School Bus Replacement	15		
ID #	Vehicle Type	Model Year	Chassis	Body	Fuel type	VIN #	Beg Miles	Capacity	Miles as of 5/24/2012	Miles as of 5/22/2013	Miles	Special Equipment	Scheduled Replacement	Purchase Price	Notes
93	SCHOOL BUS	1993	IHC	THOMAS	DIESEL	1HVBDPHN3RH562179		78	118,644	120,963	2,319		2005	$53,485	Replace 2014
87	SCHOOL BUS	1996	IHC	THOMAS	DIESEL	1HVBBABP2TH318513		77	140,350	144,257	3,907	Lift Equipped	2008	$56,575	Maintain as spare bus
89	SCHOOL BUS	1996	IHC	THOMAS	DIESEL	1HVBBABP9TH318512		77	148,733	151,282	2,549	Lift Equipped	2008	$56,575	Mantain as spare bus
83	SCHOOL BUS	1998	IHC	Blue Bird	DIESEL	1HVBBABM7WH599380		30	135,239	145,212	9,973	Lift Equipped	2010	$59,104	Replace 2015
84	SCHOOL BUS	1998	IHC	Blue Bird	DIESEL	1HVBBABM9WH599381		31	163,639	170,105	6,466	Lift Equipped	2010	$59,104	Replace 2015
Dodge	Type III (out of service)	2000	DODGE	Durango	GASOLINE	1D4GP24R35B359825		7	108662	113218	4,556		2010	$12,995	Out of School Bus Service January 2012
71	SCHOOL BUS	2001	GMC	Blue Bird	DIESEL	1GDL7T1C51J504859		77	155701	212545	56,844		2013	$54,692	Replace 2018
72	SCHOOL BUS	2001	GMC	Blue Bird	DIESEL	1GDL7TIC41J505131		77	153320	161096	7,776		2013	$54,692	Replace 2018
73	SCHOOL BUS	2004	IHC	Blue Bird	DIESEL	1HVBBAAPX3H578823		77	84886	97328	12,442		2016	$60,289	
74	SCHOOL BUS	2004	IHC	Blue Bird	DIESEL	1HVBBAAN83H577958		77	87347	107337	19,990		2016	$60,490	
05-106	Type III	2005	DODGE	Caravan	GASOLINE	1D8GP24E06B693809		7	125587	128510	2,923		2016	$25,450	
75	SCHOOL BUS	2006	IC Bus	IC Bus	DIESEL	4DRBUAAP06B229656		77	119559	137514	17,955		2018	$63,531	
70	SCHOOL BUS	2013	IC Bus	IC Bus	DIESEL	4DRBUAAN3DB308055		77	0	12491	12,491		2028	$86,762	In service Fall 2012
78	SCHOOL BUS	2013	IC Bus	IC Bus	DIESEL	4DRBUAAN5DB308056		77	0	14903	14,903		2028	$86,762	In service Fall 2012
79	SCHOOL BUS	2013	IC Bus	ic Bus	DIESEL	4DRBUAAN7DB308057		77	0	12465	12,465		2028	$86,762	In service Fall 2012
86	SCHOOL BUS	2006	IC Bus	IC Bus	DIESEL	4DRBUAAP26B229657		47	101583	114964	13,381	Lift Equipped	2018	$73,437	
76	SCHOOL BUS	2007	IC Bus	IC Bus	DIESEL	4DRBUAAP98B517176		77	77832	92926	15,094		2019	$67,036	
88	SCHOOL BUS	2007	IC Bus	IC Bus	DIESEL	4DRBUAAP56B288945		45	92394	104151	11,757	Lift Equipped	2019	$74,036	
77	SCHOOL BUS	2008	IC Bus	IC Bus	DIESEL	4DRBUAAPX8B506137		77	66049	79680	13,631		2020	$70,622	
08-105	Type III	2008	DODGE	Caravan	GASOLINE	1D4GP24R35B359825		7	61304	67996	6,692		2020	16769	Mandatory replacement 2020
12-107	Type III	2012	DODGE	Copper Caravan	GASOLINE	2C4RDGBG1CR281525	269	7	2436	24645	22,209		2024	22369	Mandatory replacement 2024
12-108	Type III	2012	DODGE	Blue Caravan	GASOLINE	2C4RDGBGXCR281524	287	7	2850	24634	21,784		2024	22369	Mandatory replacement 2024
											292,107				

II. FOOD SERVICE

INTRODUCTION

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.

Basic Assumptions

Prices used to develop revenue projections were as follows:

Category	2012-13 Prices	2013-14 Prices
Milk	.40	.40
Breakfast	1.00	1.00
Elem Lunch	1.90	2.00
Middle S/HS Lunch	2.05	2.15
Adult Lunch	3.25	3.25
Note: Price increases from 2012-13 to 2013-14 are due to a Federal requirement for a 2013-14 weighted average price of $2.06		

Reimbursements

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

The per meal reimbursement for commodities will increase by .0275.

The per meal federal reimbursement (cash) for paid meals will increase by .06

The per meal federal reimbursement (cash) for free and reduced meals will increase yearly by .03 per breakfast, .05 per lunch, and .02 for snacks.

2012-13 Reimbursements (2013-14 figures will be adjusted when figures are released in July)

State Reimbursement:
- $ .12 All lunch
- $ .55 Paid breakfast
- $ .30 Reduced breakfast

Commodities Reimbursement (Food Distribution Program):
- $ .2275 Each meal (lunch)

Federal Reimbursement:
- $ .33 Paid lunch
- $2.52 Reduced lunch
- $2.92 Free lunch
- $ .27 Paid breakfast
- $1.25 Reduced breakfast
- $1.85 Free breakfast
- $ .07 Paid Snack
- $ .39 Reduced Snack
- $ .78 Free Snack

K-Milk Reimbursement:
- $ .20 Milk - State

FUND BALANCE DEFINITIONS **Line #**

Miscellaneous Local Revenue **2**
Catered meals (lunch) to Head Start program at Probstfield.

Purchased Services **15**
Costs include supervision, administrative services, repairs and maintenance, printing/publications, travel/professional development, consulting fees, operation & maintenance.

Food Costs (USDA Commodities) **16**
Based on the number of reimbursable student meals (lunch only) that were served the previous school year.

Fund Balance Projections **26**
Use of Food Service funds to pay for capital outlay expenditures will decrease the fund balance. Funding for capital outlay is received only from paid meal revenue (no contribution is received from free or reduced price meals). Decreases in the fund balance will result in a price increase.

DEPENDENT SCHOOL DISTRICT #152
)OD SERVICE FUND (02)

Line #		2011-12 ACTUAL	2012-2013 REVISED	2013-2014 PRELIMINARY	2014-2015 PROJECTED	2015-2016 PROJECTED	2016-2017 PROJECTED
	REVENUES:						
	Other local and county sources:						
1	Interest	0	0	0	0	0	0
2	Miscellaneous local revenues	1,466	420	430	440	450	460
3	**Subtotal other sources**	1,466	420	430	440	450	460
	State sources:						
4	Lunch/Breakfast program aid	111,671	152,580	155,630	158,740	161,910	165,150
	Federal sources:						
5	Lunch program aid	1,090,154	1,111,957	1,134,200	1,156,880	1,180,020	1,203,620
6	Food distribution program	113,497	114,530	116,820	119,160	121,540	123,970
7	Summer Food Program	38,506	57,833	57,833	57,833	57,834	57,835
8	**Subtotal federal sources**	1,242,157	1,284,320	1,308,853	1,333,873	1,359,394	1,385,425
9	Sale of Lunches	1,140,988	1,187,370	1,211,120	1,235,340	1,260,050	1,285,250
10	**TOTAL REVENUES**	2,496,282	2,624,690	2,676,033	2,728,393	2,781,804	2,836,285
11	**$ CHANGE**	215,489	128,408	51,343	52,360	53,411	54,481
12	**% CHANGE**	9.45%	5.14%	1.96%	1.96%	1.96%	1.96%
	EXPENDITURES:						
	Pupil support services:						
13	Salaries and wages	528,432	543,284	559,583	576,370	593,661	611,471
14	Employee benefits	82,342	81,418	83,861	86,376	88,968	91,637
15	Purchased services	313,000	336,921	347,029	357,439	368,163	379,208
16	Food costs-USDA commodities	113,497	101,475	104,519	107,655	110,884	114,211
17	Food costs, milk and supplies	1,279,329	1,418,301	1,460,850	1,504,676	1,549,816	1,596,310
18	Equipment/Construction	49,683	51,500	53,045	54,636	56,275	57,964
19	Other expenditures	6,087	19,765	20,358	20,969	21,598	22,246
20	Summer Food Program	9,971	61,355	63,196	65,092	67,044	69,056
21	**TOTAL EXPENDITURES**	2,382,341	2,614,019	2,692,440	2,773,213	2,856,409	2,942,101
22	**$ CHANGE**	263,312	231,678	78,421	80,773	83,196	85,692
23	**% CHANGE**	12.43%	9.72%	3.00%	3.00%	3.00%	3.00%
24	**REV OVER EXP (EXP OVER REV)**	113,941	10,671	(16,407)	(44,820)	(74,605)	(105,816)
25	**BEGINNING FUND BALANCE**	642,702	756,643	767,314	750,909	706,089	631,484
26	**ENDING FUND BALANCE**	$756,643	$767,314	$750,909	$706,089	$631,484	$525,667
27	**Fund Balance as a % of Expenditures**	31.76%	29.35%	27.89%	25.46%	22.11%	17.87%
28	***Fund Balance Limit (1/3 of annual exp)***	*794,114*	*871,340*	*897,480*	*924,404*	*952,136*	*980,700*

ANALYSIS OF PARTICIPATION (REIMBURSABLE MEALS)

2007-08	ADP	ADA	HS	MS	ASP	HOP	SGR	TOTAL
SEPTEMBER	3329		28.7	95.8	96.0	94.8	95.9	72.3
OCTOBER	3349		30.6	94.7	97.2	94.7	98.2	73.4
NOVEMBER	3317		30.4	93.8	94.6	93.3	98.0	72.7
DECEMBER	3304		30.2	94.0	96.3	92.7	97.9	72.9
JANUARY	3315		30.2	95.1	96.5	94.7	97.7	73.6
FEBRUARY	3203		28.5	92.0	94.3	92.7	94.7	71.2
MARCH	3229		28.4	92.4	93.7	93.3	97.0	71.8
APRIL	3265		27.4	93.6	97.0	94.3	97.7	72.5
MAY/JUNE	3062		25.2	90.9	87.1	88.3	90.2	67.9
TOTAL	**3259**							**71.9**

2008-09	ADP	ADA	HS	MS	ASP	HOP	SGR	TOTAL
SEPTEMBER	3395		28.0	95.5	95.1	91.7	95.3	72.2
OCTOBER	3408		30.6	95.4	95.0	93.0	96.9	73.5
NOVEMBER	3400		29.9	96.4	95.7	94.1	97.0	73.9
DECEMBER	3381		30.5	96.0	95.2	93.1	96.3	73.8
JANUARY	3355		30.9	94.2	94.6	93.1	95.7	73.5
FEBRUARY	3379		32.4	94.8	94.6	92.5	94.6	74.1
MARCH	3255		28.3	88.6	93.2	94.1	94.4	71.4
APRIL	3438		31.5	95.9	97.0	96.0	97.6	75.5
MAY/JUNE	3183		28.3	92.5	86.4	88.7	89.6	70.0
Total	**3355**							**73.1**

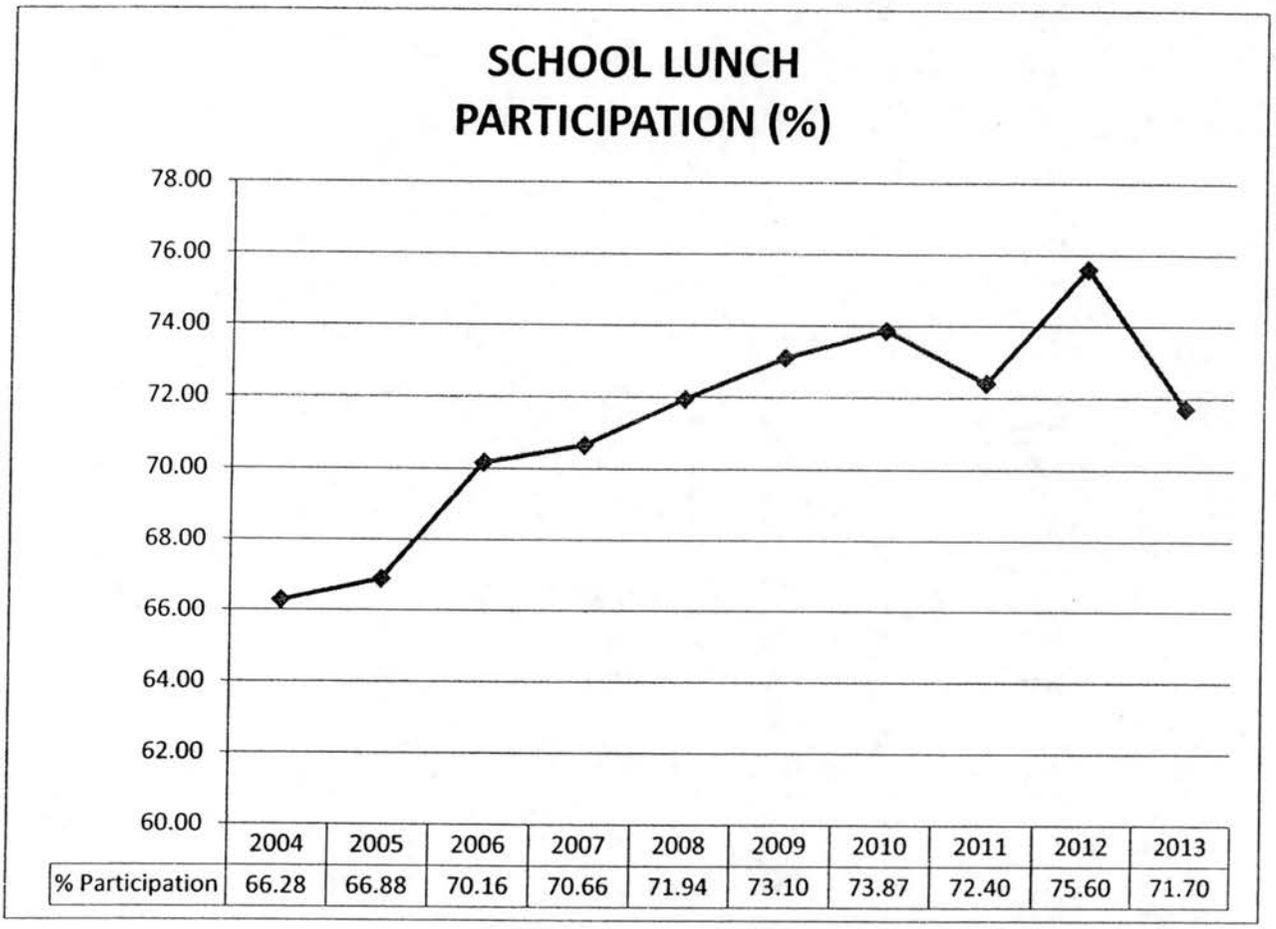
2009-10	ADP	ADA	HS	MS	ASP	HOP	SGR	TOTAL
SEPTEMBER	3569	4949	33.3	99.9	85.7	84.5	86.5	78.0
OCTOBER	3452	5044	34.3	88.7	80.2	77.9	82.1	72.6
NOVEMBER	3551	5049	34.2	94.7	81.5	80.6	82.7	74.7
DECEMBER	3590	5073	35.0	94.7	82.6	81.2	82.5	75.2
JANUARY	3582	5055	33.9	95.5	86.2	80.4	81.9	75.6
FEBRUARY	3563	5046	35.6	94.5	82.9	79.2	82.2	74.9
MARCH	3515	5011	33.8	95.4	81.7	79.0	82.2	74.4
APRIL	3378	5062	31.8	81.2	82.6	80.0	82.4	71.6
MAY/JUNE	3211	5052	32.5	78.5	78.1	76.7	73.0	67.8
Total	**3490**							**73.9**

2010-11	ADP	ADA	HS	MS	ASP	HOP	SGR	TOTAL
SEPTEMBER	3540	5077	37.2	88.0	81.0	76.5	80.8	72.7
OCTOBER	3321	5067	35.4	81.5	75.0	73.9	77.5	68.7
NOVEMBER	3518	4975	38.0	85.9	82.0	79.2	83.4	73.7
DECEMBER	3460	4943	37.7	85.9	82.0	79.6	82.4	73.5
JANUARY	3455	4939	38.0	85.4	81.9	80.3	82.1	73.5
FEBRUARY	3414	4878	37.0	86.3	80.8	80.1	83.2	73.5
MARCH	3350	5035	34.9	84.8	73.6	73.7	78.9	69.2
APRIL	3397	4850	34.6	85.7	81.2	82.8	85.9	74.0
MAY/JUNE	3269	5111	33.1	88.1	87.3	73.7	79.7	72.4
Total	**3414**							**72.4**

2011-12	ADP	ADA	HS	MS	ASP	HOP	SGR	TOTAL
SEPTEMBER	3680	5200	42.2	86.5	81.0	82.3	78.9	74.2
OCTOBER	2772	5190	44.1	84.4	82.7	82.0	82.9	75.2
NOVEMBER	3670	5007	38.0	83.7	87.0	84.6	87.6	76.2
DECEMBER	3596	5023	39.7	83.9	85.9	84.8	82.4	75.3
JANUARY	3626	4993	41.9	84.8	86.2	84.7	87.3	77.0
FEBRUARY	3452	4818	39.1	85.6	87.1	85.4	86.8	76.8
MARCH	3585	4976	39.5	85.6	86.7	84.9	86.0	76.5
APRIL	3594	4983	39.9	84.1	87.3	85.9	86.9	76.8
MAY/JUNE	3353	4963	35.4	80.8	79.0	82.2	82.0	72.4
Total	**3481**							**75.6**

2012-13	ADP	ADA	HS	MS	ASP	HOP	SGR	TOTAL
SEPTEMBER	3690	5354	42.2	65.3	79.9	80.0	78.6	69.2
OCTOBER	3645	5129	44.1	81.3	82.2	81.4	78.0	73.4
NOVEMBER	3438	5044	40.4	74.8	83.0	82.4	83.2	72.8
DECEMBER	3524	3524	38.3	78.3	80.9	82.1	82.9	72.5
JANUARY	3608	5171	41.7	78.5	81.2	81.2	85.5	73.6
FEBRUARY	3539	5164	40.0	75.0	81.0	83.1	81.8	72.2
MARCH	3721	5487	39.0	76.7	81.5	81.6	80.5	71.9
APRIL	3702	5335	39.4	77.8	81.2	87.5	83.0	73.8
MAY/JUNE	3207	5154	36.6	72.6	74.0	75.3	70.2	65.7
Total	**3564**							**71.7**

FORMULA ADP= ALL MEALS DIVIDED BY # OF DAYS IN MONTH
ADA = TOTAL ADA OF ALL SCHOOLS
HS/MS/ASP/HOP/SGR = TOTAL LUNCHES DIVIDED
BY # OF DAYS DIVIDED BY ADA OF THAT SCHOOL



	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
% Participation	66.28	66.88	70.16	70.66	71.94	73.10	73.87	72.40	75.60	71.70

IV. COMMUNITY SERVICE

INTRODUCTION

According to the 2010 census, the district's population is 42,969. The Early Childhood census is an average based on the number of students entering kindergarten in the previous five years. The formulas for General Community Education decreased in 04-05, as did ECFE and School Readiness. Some of the money was restored in 06-07. Efforts are made to increase revenue from donations, tuition, sponsorships, fees, and grants.

REVENUE **Line #**

General Community Service **1**
General Community Education revenue is based on district population. According to the 2010 census, the district's population is 42,969. For 2013-2014, the multiplier per capita is $5.42.

Fees **2**

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.

Adult Basic Education **6**
The state and Federal grants are 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.

Interest **7**

Early Childhood Family Education **8**
The ECFE state grant and local levy are based on the number of children in the district age 0-4. The population high was 2,323 in 1994-95. The low count in November 2008 was 1985. Currently, we are at 2,135 for our 0-4 population census. The formula has been at $120 for the past five years.

School Readiness **10**
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.

Kinder Plus (K+) **13**
In 2009-2010, the district added K+ for parents who wanted to have their kindergarteners enrolled in an educational opportunity for the entire school day. With the addition of all-day kindergarten in 2013-2014, K+ will be discontinued.

Other **14**
This category includes early childhood screening, non-public school funds and grants. The district receives between $30-$50 from the Minnesota Department of Education for each preschooler who is screened. Revenues are based on actual expenditures, as this is a reimbursable program. Non-public student count includes St. Jospeh's, Park Christian, and home-schooled students.

EXPENDITURES **Line #**

General Community Service **18**
Costs associated with the administration and support services for general Community Education programs are included. Community Education and district marketing costs are included. Expenses for Service Learning, after-school enrichment, summer camps and adult enrichment are also included.

Choices **20**
Costs related to programs for adults with disabilities and programs that assist adults in their participation in regular community offerings are included.

Adult Basic Education **21**
Costs related to the operation of the Adult Basic Education program including licensed teachers, paraprofessionals, administration, rent, technology and support services are included.

Early Childhood Family Education **22**
Costs related to the Early Childhood Family Education program are included such as licensed teachers, paraprofessionals, and rent. Administrative and support services are shared with the Kindergarten Readiness programs and other early childhood programs of the district.

School Readiness **23**
Costs related to assisting children ages 3 to 5 to enter kindergarten with the skills necessary for success are included. These costs include licensed teachers, paraprofessionals and rent. Administrative and support services are shared with other district early childhood program.

Kinder Plus (K+).....**24**
In 2009-2010, the district added K+ for parents who wanted to have their kindergarteners enrolled in an educational opportunity for the entire school day. All instructional expenditures related to that program are included. With the addition of all-day kindergarten in 2013-2014, K+ will be discontinued.

Other **25**
Expenses related to actual costs incurred to fulfill grant and non-public school agreements. Early Childhood screening is also included.

INDEPENDENT SCHOOL DISTRICT #152
COMMUNITY SERVICE (04)

LINE #		2011-2012 ACTUAL	2012-2013 REVISED	2013-2014 PRELIMINARY	2014-2015 PROJECTED	2015-2016 PROJECTED	2016-2017 PROJECTED
	REVENUES:						
1	Gen Com Ed	319,786	315,320	321,600	328,000	334,600	341,300
2	Fees	142,993	128,560	131,100	133,700	136,400	139,100
3	Youth Development/Service	92,067	92,070	93,900	95,800	97,700	99,700
4	Choices/Adults w/Disabilities	24,816	26,820	27,400	27,900	28,500	29,100
5	Choices Fees/Adults w/Disabilities	5,047	5,100	5,200	5,300	5,400	5,500
6	ABE	369,725	374,000	379,800	387,400	395,100	403,000
7	Interest	0	0	0	0	0	0
8	ECFE	266,986	255,480	260,600	265,800	271,100	276,500
9	ECFE Fees	27,451	27,500	28,100	28,700	29,300	29,900
10	School Readiness/United Way	64,470	83,180	84,800	86,500	88,200	90,000
11	School Readiness Fees	15,832	33,000	33,700	34,400	35,100	35,800
12	School-Age Care Levy	54,200	55,280	41,073	0	0	0
13	K+ Fees	124,374	140,000	0	0	0	0
14	Other	82,534	70,090	68,500	69,900	71,300	72,700
15	**TOTAL REVENUES**	**1,590,281**	**1,606,400**	**1,475,773**	**1,463,400**	**1,492,700**	**1,522,600**
16	**$ CHANGE**	**16,574**	**16,119**	**(130,627)**	**(12,373)**	**29,300**	**29,900**
17	**% CHANGE**	**1.05%**	**1.45%**	**-8.13%**	**-0.84%**	**2.00%**	**2.00%**
	EXPENDITURES:						
18	General Com Ed	538,462	338,000	368,100	379,100	390,500	402,200
19	Youth Development/Service	99,228	99,490	102,500	105,600	108,800	112,100
20	Choices/Adults w/Disabilities	26,845	27,350	28,200	29,000	29,900	30,800
21	ABE	381,407	379,950	391,300	403,000	415,100	427,600
22	ECFE	306,393	159,110	273,900	282,100	290,600	299,300
23	School Readiness	99,688	159,820	171,600	176,700	182,000	187,500
24	K+	358,350	464,100	0	0	0	0
25	Other	52,822	57,660	59,400	61,200	63,000	64,900
26	**TOTAL EXPENDITURES**	**1,863,195**	**1,685,480**	**1,395,000**	**1,436,700**	**1,479,900**	**1,524,400**
27	**$ CHANGE**	**405,038**	**(177,715)**	**(290,480)**	**41,700**	**43,200**	**44,500**
28	**% CHANGE**	**27.78%**	**104.63%**	**-17.23%**	**2.99%**	**3.01%**	**3.01%**
29	**REV OVER EXP (EXP OVER REV)**	**(272,914)**	**(79,080)**	**80,773**	**26,700**	**12,800**	**(1,800)**
30	**BEGIN FUND BALANCE (CE, ECFE, S**	**358,028**	**85,114**	**6,034**	**86,807**	**113,507**	**126,307**
31	**ENDING FUND BALANCE (CE, ECFE,**	**85,114**	**6,034**	**86,807**	**113,507**	**126,307**	**124,507**
32	**Fund Balance as % of Expenditures**	**4.57%**	**0.36%**	**6.22%**	**7.90%**	**8.53%**	**8.17%**

33 *Note 1: Fund balance limits exist for General Community Education (including Adult Basic Education), Early Childhood Education, and School Readiness. Statutes require that the adjusted three-year average fund balance not exceed 25% of the prior year's program revenue before any adjustments for excess fund balance. Statutes define program revenue to include not only the Education levy, state aid entitlement--and, for ECFE and Community authority--but also any fees, grants and other program revenue. Updated Note: The levy limit for Community Education (Fund 4) has been repealed, so effective with FY14, reserve account limits and associated aid and levy penalties are no longer applicable.*

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).

On March 12, 2002, school district voters approved the district's $64 million bond referendum 4,095 (51.2%) to 3,903 (48.8%). The final bond payment is schedule for April 2022.

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 appear to be static in the short term.

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

EXPENDITURES **Line #**

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

Interest on bonds **12**
As required by bond payment schedule.

NDEPENDENT SCHOOL DISTRICT #152
)EBT SERVICE FUND (07)

LINE #		2011-2012 ACTUAL	2012-2013 REVISED	2013-2014 PRELIMINARY	2014-2015 PROJECTED	2015-2016 PROJECTED	2016-2017 PROJECTED
	REVENUES:						
1	Local property tax levy	5,130,741	5,213,198	5,464,397	5,487,575	5,453,765	5,462,165
	Other local sources:						
3	Proceeds of refunding bonds	0	0	0	0	0	0
4	Interest income	0	0	0	0	0	0
	State sources:						
5	HACA (Homestead credit)	428,758	100	included in levy	included in levy	included in levy	included in levy
6	Border city aid	737,840	794,118	included in levy	included in levy	included in levy	included in levy
7	Other appropriations	13,947	12,798	included in levy	included in levy	included in levy	included in levy
8	State aid / Equalization Aid	0	0	0	0	0	0
9	State sources total	1,180,545	807,016	0	0	0	0
10	**TOTAL REVENUES**	**6,806,673**	**6,020,214**	**5,464,397**	**5,487,575**	**5,453,765**	**5,462,165**
	EXPENDITURES:						
11	Principal on bonds	3,675,000	4,050,000	3,655,000	3,805,000	3,925,000	4,090,000
12	Interest on bonds	2,334,749	1,683,538	1,549,188	1,421,263	1,269,063	1,112,063
14	Other debt service	402	900	900	900	900	900
15	**TOTAL EXPENDITURES**	**6,010,151**	**5,734,438**	**5,205,088**	**5,227,163**	**5,194,963**	**5,202,963**
16	**REV OVER (UNDER) EXP**	**796,522**	**285,776**	**259,309**	**260,413**	**258,802**	**259,203**
17	**BEGINNING FUND BALANCE**	**43,213,027**	**44,009,549**	**44,295,325**	**44,554,634**	**44,815,047**	**45,073,849**
18	**ENDING FUND BALANCE**	**$44,009,549**	**$44,295,325**	**$44,554,634**	**$44,815,047**	**$45,073,849**	**$45,333,051**

VIII. POST-EMPLOYMENT BENEFITS DEBT SERVICE FUND

INTRODUCTION

Activity to record levy proceeds and the repayment of the Other Post-Employment Benefits (OPEB) bonds are accounted for in this fund. An actuarial study is required every two years. The most recently completed actuarial study of the district's OPEB liability in 2010 showed an estimated net obligation of $10.35 million as of June 30, 2011. Proceeds from this fund are used to cover the expenses related primarily to retiree health insurance benefits.

REVENUE **Line #**

Local Property Tax Levy **1**
The levy amount is determined by the bond payment schedule from the most recently completed actuarial study.

EXPENDITURES **Line #**

Principal on bonds **3**
As determined by bond payment schedule.

Interest on bonds **4**
As determined by bond payment schedule.

Other debt service **5**
Fees related to the administration of the OPEB trust.

DEPENDENT SCHOOL DISTRICT #152
PEB FUND (47)

VE #		2012-2013 PRELIMINARY	2013-2014 PROJECTED	2014-2015 PROJECTED	2015-2016 PROJECTED	2016-2017 PROJECTED
	REVENUES:					
1	Local Property Tax Levy	1,210,636	1,376,956	1,546,006	1,577,888	1,566,075
2	**TOTAL REVENUES**	**1,210,636**	**1,376,956**	**1,546,006**	**1,577,888**	**1,566,075**
	EXPENDITURES:					
3	Principal on bonds	665,000	850,000	1,045,000	1,125,000	1,170,000
4	Interest on bonds	487,987	461,387	427,387	377,750	321,500
5	Other debt service	500	500	500	500	500
6	**TOTAL EXPENDITURES**	**1,153,487**	**1,311,887**	**1,472,887**	**1,503,250**	**1,492,000**
7	**REV OVER (UNDER) EXP**	**57,149**	**65,069**	**73,119**	**74,638**	**74,075**
8	**BEGINNING FUND BALANCE**	**221,624**	**278,773**	**343,842**	**416,961**	**491,599**
9	**ENDING FUND BALANCE**	**$278,773**	**$343,842**	**$416,961**	**$491,599**	**$565,674**

Superintendent of Schools

Moorhead Area Public Schools

Memo S.13.125R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent

DATE: May 21, 2013

SUBJECT: Approval of Policy

Attached please find the policy, School Board Conflict of Interest 205.

Suggested Resolution: Move to approve the policy, School Board Conflict of Interest 205, as presented.

LAK:mde
Attachment

School Board Code of Ethics

Type:	School Board Policy
Section:	200 SCHOOL BOARD
Code:	206
Adopted Date:	8/12/2002
Revised Date(s):	10/09/2006
Reviewed Date(s):	10/09/2006
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to assist the ~~Moorhead~~ individual School Board member~~s~~ in ~~recognizing~~ understanding ~~the~~ his or her role ~~of individual~~ as part of a School Board ~~members~~ and in recognizing the contribution that each member must make to develop an effective and responsible School Board.

II. GENERAL STATEMENT ~~OF POLICY~~

Each School Board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE MOORHEAD SCHOOL BOARD, I WILL:

1. ~~Listen--to students, parents, employees, administrators, and community stakeholders, as well as to my colleagues on the School Board.~~
Attend School Board meetings.

2. Come to the meetings prepared for discussion of the agenda items.

3. Listen to the opinions and views of others (including, but not limited to, other School Board members, administration, staff, students, and community members).

4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.

5. Support the decision of the School Board, even if my position concerning the issue was different.

6. Recognize the integrity of my predecessors and associates and appreciate their work.

~~3. Appreciate the merit of their work.~~

~~4~~7. Be primarily motivated ~~only~~ by a desire to ~~serve~~ provide the best possible education for the ~~pupils~~ students of ~~this~~ my school district.

~~5~~8. ~~Attempt to~~ Be informed ~~myself on~~ about the proper duties and functions of a School Board member.

~~6. Recognize that it is my responsibility, together with other School Board members to see that the schools are properly run, not to run them myself.~~

~~7. Work through administration employees of the School Board--not over or around them.~~
~~8. Recognize that school business may be legally transacted only in an open meeting of the School Board.~~
~~9. With opportunity to express my opinion during a meeting, I will support the results of a majority vote taken by the School Board.~~

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

1. ~~Perform under~~ Focus on education ~~policies unless necessity requires otherwise~~ policy as much as possible.

2. ~~Function in meeting the legal responsibility that is mine as part of a policy-forming body--not as an administrative officer.~~
Remember my responsibility is to set policy - not to implement policy.

3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.

4. Recognize that my responsibility, exercised through the actions of the School Board as a whole, is to see that the schools are properly run - not to run them myself.

5. Work through the Superintendent - not over or around the Superintendent.

6. Delegate the implementation of School Board decisions to the Superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.

2. Recognize that authority rests with the School Board in legal session - not with the individual members of the School Board except as authorized by law.

3. Make no disparaging remarks, in or out of School Board meetings, about other members of the School Board or their opinions.

4. ~~Recognize that to promise in advance of a meeting~~ Keep an open mind about how I will vote on any proposition ~~is to close my mind and agree not to think through other points of view which may be presented to the meeting~~ until the board has met and fully discussed the issue.

5. Make decisions by voting in School Board meetings ~~only~~ after all sides of debatable questions have been presented.

6. ~~Delegate details of School Board action to administrative employees.~~

~~7.~~ Insist that ~~special~~ committees be appointed ~~as necessary which will~~ to serve only in an advisory capacity to the School Board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district

and community.

2. Attempt to obtain adequate financial support for the school district's programs.

3. ~~Interpret the needs and attitudes of the community and do my best to translate them into the educational program of the school district.~~

~~4. Consider it an important responsibility to interpret the educational program of the school as it relates to the needs of the community.~~

~~5.~~ Insist that business transactions of the school district be ~~on an~~ ethical~~,~~ and open~~, and above board basis~~.

4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the Superintendent responsible for the administration of the school district.

2. Give the Superintendent authority commensurate with ~~the responsibility~~ his or her responsibilities.

3. Assure that the school district will be administered by the best professional personnel available.

4. Consider the recommendation of the Superintendent in ~~the appointment of~~ hiring all employees.

5. Participate in School Board action after considering the recommendation of the Superintendent and only after the Superintendent has furnished adequate information supporting the recommendation.

6. ~~Expect~~ Insist the Superintendent ~~to~~ keep the School Board adequately informed at all times.

7. ~~Spend adequate time in School Board meetings on educational policies.~~

~~8. Give~~ Offer the Superintendent counsel and advice.

~~9~~8. Recognize the status of the Superintendent as ~~an~~ the chief executive officer and a non-voting, ex officio member of the School Board.

~~10~~9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole School Board for proper referral according to the chain of command.

1~~1~~0. Present any personal criticisms of employees to the Superintendent.

1~~2~~1. Provide support for the Superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OPERATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my ~~function~~ work as a School Board member.

2. Comply with all school district policies as adopted by the School Board.

3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal ~~and state~~ agencies with jurisdiction over school districts.

4. Recognize that school district business may be legally transacted only in an open meeting of the School Board.

5. Avoid conflicts of interest and refrain from using any School Board position for personal gain.

6. Take no private action that will compromise the School Board or administration.

7. Guard the confidentiality of information that is protected under applicable law.

Legal References:
Minn~~esota~~. Stat~~ute~~. 123B.02 Subd. 1 (School District Powers)
Minn~~esota~~. Stat~~ute~~. 123B.09 (School Board Powers)
Minn~~esota~~. Stat~~ute~~. 123B.143 Subd. 1 (Superintendent)

Cross Reference~~s~~:
Moorhead School Board Policy 201: School Board Legal Status
Moorhead School Board Policy 310: School Superintendent
MSBA Service Manual, Chapter 1, School Board Member Code of Ethics
MSBA/MASA Model Policy 209 (Code of Ethics)

Superintendent of Schools

Moorhead Area Public Schools

Memo S.13.126R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent

DATE: May 21, 2013

SUBJECT: Approval of Policy

Attached please find the policy, School Board Code of Ethics 206.

Suggested Resolution: Move to approve the policy, School Board Code of Ethics 206, as presented.

LAK:mde
Attachment

School Board Conflict of Interest

Type:	School Board Policy
Section:	200 SCHOOL BOARD
Code:	205
Adopted Date:	9/23/2002
Revised Date(s):	10/09/2006
Reviewed Date(s):	10/09/2006
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to ensure observeance of state statutes regarding conflict of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT ~~OF POLICY~~

It is the policy of the Moorhead School Board to contract for goods and services in conformance with statutory conflict of interest laws and do so in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the Moorhead School Board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations which may exist on goods and services otherwise available to the school district.

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

A. A School Board member who is authorized to take part in any manner in making any sale, lease or contract in his or her official capacity shall not voluntarily have personal financial interest in that sale, lease, or contract or personally benefit financially.

B. In the following circumstances, however, the School Board may as an exception, by unanimous vote, contract for goods or services with a School Board member of the school district:

1. In the designation of a bank or savings association, in which a School Board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with MN Statute Ch. 118A. Any School Board member having said interest shall disclose that interest and the interest shall be entered in the minutes of the School Board. Disclosure should be made when a bank or savings association is first designated as a depository or source of borrowing, or when such School Board member is elected, whichever is later. Disclosure serves as notice of the interest and must only be made once;

2. The designation of an official newspaper or publication of matters therein, in which the School Board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;

3. A contract with a cooperative association of which the School Board member is a shareholder or stockholder, but not an officer or manager;

4. A contract in which competitive bids are not required by law~~;~~. ~~C.~~ A contract made ~~pursuant to the aforementioned~~ under this exceptions will be void unless the following procedures ~~is~~ are observed~~:~~:

~~1~~a. The School Board must authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.

~~2~~b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution when the facts of the emergency are also stated.

~~3~~c. Before a claim is paid, the interested School Board member must file with the clerk of the School Board an affidavit stating:

~~a~~(1). The name of the School Board member and the office held;
~~b~~(2). An itemization of the goods or services furnished;
~~c~~(3). The contract price;
~~d~~(4). The reasonable value;
~~e~~(5). The interest of the School Board member in the contract; and
~~f~~(6). That to the best of the School Board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.'

5. A School Board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.

6. ~~A School Board member may be newly employed or may continue to be employed by the school district as an employee where there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that School Board member under that contract or employment relationship, will not exceed $8,000 in that fiscal year. If the School Board member does not receive majority approval to be initially employed or to continue in employment at a meeting where all School Board members are present, that employment must be immediately terminated and the School Board member will have no further rights to employment while serving as a School Board member in the school district.~~ In the following circumstances, the School Board may as an exception, by majority vote at a meeting where all School Board members are present, contract for services with a school board member of the school district: A School Board member may be newly employed or may continue to be employed by the school district as an employee where there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by the School Board member under that contract or employment relationship, will not exceed $8,000 in that fiscal year. If the School Board member does not receive majority approval to be initially employed or to continue in employment at a meeting where all School Board members are present, that employment must be immediately terminated and that School Board member will have no further rights to employment while serving as a School Board member in the school district.

C. The School Board may contract with a class of school district employees, such as teachers or custodians, where the spouse of a School Board member is a member of the class of employees contracting with the School Board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. In order for the School Board to invoke this exception, it must have a majority of disinterested School Board members vote to approve the contract, direct the School Board

member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting where the contract is approved.

IV. LIMITATIONS ON RELATED EMPLOYEES

A. The Moorhead School Board can hire or dismiss teachers only at duly called meetings. Where a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full School Board.

B. The School Board may not employ any teacher related by blood or marriage, within the fourth degree, computed by the civil law, to a School Board member except by a unanimous vote of the full School Board.

V. CONFLICTS PRIOR TO TAKING OFFICE

A Moorhead School Board member with personal financial interest in the sale, lease or contract with the school district which was entered before the School Board member took office and presents an actual or potential conflict of interest, shall immediately notify the School Board of such interest. It shall thereafter be the responsibility of the School Board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or , contract, the School Board may enter into or renew such sale, lease or contract only if it falls within on the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

The determination as to whether a conflict of interest exists is to be made by the Moorhead School Board. Any School Board member who has an actual or potential conflict shall notify the School Board of such conflict immediately. The School Board member shall thereafter cooperate with the School Board as necessary for the School Board to make its determination.

Legal References:
Minnesota, Statute, 122A.40, Subd. 3 (Teacher Hiring, Dismissal)
Minnesota, Statute, 123B.195 (Board Member's Right to Employment)
Minnesota, Statute, 471.87 (Public Officers: Interest in Contract; Penalty)
Minnesota, Statute, 471.88 Subds. 2, 3, 4, 5, 12, and 13, and 21 (Exceptions)
Minnesota, Statute, 471.89 (Contract, When Void)
Op. Atty. Gen. 437-A-4, March 15, 1935
Op. Atty. Gen. 90-C-5, July 30, 1940
Op. Atty. Gen. 90-A, August 14, 1957

Cross References:
Moorhead School Board Policy 201: School Board Legal Status
Moorhead School Board Policy 206: School Board Code of Ethics
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties
MSBA/MASA Model Policy 210 (Conflict of Interest - School Board Members)

Superintendent of Schools

Moorhead Area Public Schools

Memo S.13.127R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent

DATE: May 21, 2013

SUBJECT: Approval of Policy

Attached please find the policy, Policies Incorporated by Reference for Employees/Personnel 499.

Suggested Resolution: Move to approve the policy, Policies Incorporated by Reference for Employees/Personnel 499, as presented.

LAK:mde
Attachment

Policies Incorporated by Reference for Employees/Personnel

Type:	School Board Policy
Section:	400 EMPLOYEES/PERSONNEL
Code:	499
Adopted Date:	10/13/2003
Revised Date(s):	05/11/2009, 06/14/2010, 05/09/2011, 06/11/2012
Reviewed Date(s):	05/09/2005, 06/12/2006, 02/12/2007, 11/26/2007, 05/11/2009, 06/14/2010, 05/09/2011, 06/11/2012
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to provide a list of all policies applicable to employees as well as to students.

II. GENERAL STATEMENT

In order to avoid undue duplication, Moorhead Area Public Schools provides notice by this section of the application and incorporation by reference of the following policies found in other sections of this manual which also apply to employees:

Moorhead School Board Policy 102: State and Federal Law Prohibiting Discrimination
Moorhead School Board Policy 103: Philosophy of Education of Moorhead Area Public Schools
Moorhead School Board Policy 104: Mission Statement
Moorhead School Board Policy 221: School Board Policy Development, Adoption, Implementation, and Review
Moorhead School Board Policy 447: Employee Responsible Use of Social Media
Moorhead School Board Policy 448: Electronic Communications Between Employees and Students
Moorhead School Board Policy 501: Equal Educational Opportunity
Moorhead School Board Policy 504: Protection and Privacy of Student Records
Moorhead School Board Policy 506: Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees
Moorhead School Board Policy 531: Communicable Disease Control and Infectious Conditions
Moorhead School Board Policy 532: Medication
Moorhead School Board Policy 533: Do Not Resuscitate/Do Not Intubate Orders (DNR/DNI)
Moorhead School Board Policy 534: Mandated Reporting of Child Neglect or Physical or Sexual Abuse
Moorhead School Board Policy 535: Maltreatment of Vulnerable Adults
Moorhead School Board Policy 536: Wellness
Moorhead School Board Policy 540: Student Activities
Moorhead School Board Policy 544: Activities Fundraising
Moorhead School Board Policy 552: Corporal Punishment
Moorhead School Board Policy 553: Crisis Intervention and Student Support
Moorhead School Board Policy 555: Notification to Staff Regarding Placement of Students with Violent Behaviors
Moorhead School Board Policy 570: Prohibition of Harassment and Violence

Moorhead School Board Policy 571: Hazing Prohibition
Moorhead School Board Policy 572: Drug-Free Workplace/Drug-Free School
Moorhead School Board Policy 573: Tobacco-Free Environment
Moorhead School Board Policy 576: Moorhead Area Public School District Weapons Policy
Moorhead School Board Policy 630: Organization of School Calendar and School Day
Moorhead School Board Policy 632: Field Trips
Moorhead School Board Policy 702: Equal Access to Moorhead Area Public Schools Facilities
Moorhead School Board Policy 710: School District Crisis Management
Moorhead School Board Policy 711: Severe Weather-Related School Closings
Moorhead School Board Policy 712: Safety and Security Technology
Moorhead School Board Policy 722: School District Owned Vehicle Reservation
Moorhead School Board Policy 730: School District Copyright Policy
Moorhead School Board Policy 731: Moorhead Area Public Schools Electronic Network Responsible Use and Safety
Moorhead School Board Policy 732: Use of All School Equipment and Materials for Instructional Purposes Off School Premises
Moorhead School Board Policy 822: Payroll Employment
Moorhead School Board Policy 823: Check Cashing
Moorhead School Board Policy 824: Reimbursement for Travel, Professional Meetings and Conferences
Moorhead School Board Policy 832: Complimentary Athletic Season Passes/Single Event Passes
Moorhead School Board Policy 833: Disposition of Obsolete Equipment and Material
Moorhead School Board Policy 906: Public Solicitation in Moorhead Area Public Schools
Moorhead School Board Policy 907: Rewards

III. RESPONSIBILITIES

Employees are charged with notice that the above cited policies are also applicable to employees; however, employees are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

Cross Reference:
~~Minnesota School Boards Association~~/~~Minnesota Association of School Administrators~~ Model Policy 422 (Policies Incorporated by Reference)

Superintendent of Schools

Moorhead Area Public Schools

Memo S.13.128R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent

DATE: May 21, 2013

SUBJECT: Approval of Policy

Attached please find the policy, Student Discipline 551.

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

LAK:mde
Attachment

Student Discipline

Type:	School Board Policy
Section:	500 STUDENTS
Code:	551
Adopted Date:	6/13/1989
Revised Date(s):	05/11/2009, 06/14/2010, 06/13/2011, 06/11/2012
Reviewed Date(s):	07/28/1992, 06/28/1994, 06/08/1998, 06/11/2001, 05/13/2002, 06/09/2003, 06/14/2004, 06/13/2005, 06/26/2006, 06/11/2007, 05/12/2008, 05/11/2009, 06/14/2010, 06/13/2011, 06/11/2012
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the district's expectations for student conduct. ~~Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process.~~

II. GENERAL STATEMENT

The Moorhead School Board recognizes that individual responsibility and mutual respect are essential components of the educational process. The School Board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. 121A.55, the School Board, with the participation of school district administrators, teachers, employees, students, parents/guardians, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. AREAS OF RESPONSIBILITY

A. The School Board. The School Board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.

B. Superintendent. The Superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents/guardians responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The Superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents/guardians. Any guidelines or directives established to implement this policy shall be submitted to the School Board for approval and shall be attached as an addendum to this policy (Administrative Procedure 551.1: Discipline Procedures).

C. Building Administrator. The building administrator is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final School Board approval. The building administrator shall give direction and support to all school personnel performing their duties within the framework of this policy. The building administrator shall consult with parents of students conducting themselves in a manner contrary to the policy. The building administrator shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents/guardians. A' building administrator, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm to themselves or to another.

D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment ~~and shall have primary responsibility for student conduct,~~ with appropriate assistance from ~~the~~ administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm to themselves or to another.

E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the Superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm to themselves or to another.

F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.

H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

All students have the right to an education and the right to learn.

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

A. For their behavior and for knowing and obeying all school rules~~,~~ and regulations as defined in policies, ~~and~~ procedures and federal, state and local laws;

B. To attend school daily, except when excused, and to be on time to all classes and other school functions;

C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;

D. To make necessary arrangements for making up work when absent from school;

E. To assist the school staff in maintaining a safe school for all students;

~~F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;~~

~~G.~~ To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;

~~H. To be aware of and comply with federal, state, and local laws;~~

~~I~~G. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;

~~J~~H. To respect and maintain the school's property and the property of others;

~~K~~I. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;

~~L~~J. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;

~~M~~K. To conduct themselves in an appropriate physical or verbal manner; and

~~N~~L. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place

interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;

2. The use of profanity or obscene language, or the possession of obscene materials;

3. Gambling, including, but not limited to, playing a game of chance for stakes;

4. Violation of Moorhead School Board Policy 571: Hazing Prohibition;

5. Violation of Moorhead School Board Policy 515: School District Student Attendance;

6. Opposition to authority using physical force or violence;

7. Using, possessing, or distributing tobacco or tobacco paraphernalia;

8. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;

9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;

10. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;

11. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;

12. Violation of Moorhead School Board Policy 576: Moorhead Area Public Schools Weapons Policy;

13. Violation of Moorhead School Board Policy 570: Prohibition of Harassment and Violence;

14. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;

15. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;

16. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;

17. Using an ignition device, including a butane or disposable lighter or matches, inside an

educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;

18. Violation of any local, state, or federal law as appropriate;

19. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;

20. Violation of Moorhead School Board Policy 731: Moorhead Area Public Schools Electronic Network Responsible Use and Safety;

21. Possession of devices or objects which cause distractions and may facilitate cheating including, but not limited to, digital cameras, pagers, radios, cellphones, and other personal-electronic devices unless specific authorization is granted by the classroom teacher;

22. Violation of school bus or transportation rules or Moorhead School Board Policy 721: Student Transportation Safety;

23. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;

24. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;

25. Violation of Moorhead School Board Policy 574: Search of Student Lockers, Desks, Personal Possessions, and Student's Person;

26. Violation of Moorhead School Board Policy 575: Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches;

27. Possession or distribution of slanderous, libelous, or pornographic materials;

28. Violation of Moorhead School Board Policy 578: Prohibiting Intimidation and Bullying;

29. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;

30. Criminal activity;

31. Falsification of any records, documents, notes, or signatures;

32. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;

33. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or

test, plagiarism, or collusion, including the use of smartphones or other technology to accomplish this end;

34. Impertinent or disrespectful language toward teachers or other school district personnel;

35. Violation of Moorhead School Board Policy 570: Prohibition of Harassment and Violence;

36. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;

37. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;

38. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;

39. Verbal assaults or verbally abusive behavior including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people;

40. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;

41. Inappropriate, abusive, threatening, or demeaning actions or written or electronic messages based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;

42. Violation of Moorhead School Board Policy 506: Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees;

43. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;

44. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

A. The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including suspension, exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district.

Disciplinary action may include but is not limited to one or more of the following:

A. Student conference with teacher, building administrator, counselor, or other school district personnel, and verbal warning;

B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted, or taken related to the violation.

C. Parent/guardian contact;

D. Parent/guardian conference;

E. Removal from class;

F. In-school suspension;

G. Suspension from extracurricular activities;

H. Detention or restriction of privileges;

I. Loss of school privileges;

J. In-school monitoring or revised class schedule;

K. Referral to in-school support services;

L. Referral to community resources or outside agency services;

M. Restitution;

N. Referral to police, other law enforcement agencies, or other appropriate authorities;

O. A request for a petition to be filed in district court for juvenile delinquency adjudication;

P. Out-of-school suspension under the Pupil Fair Dismissal Act;

Q. Preparation of an admission or readmission plan;

R. Expulsion under the Pupil Fair Dismissal Act;

S. Exclusion under the Pupil Fair Dismissal Act; and/or

T. Other disciplinary action as deemed appropriate by the school district.

VIII. REMOVAL OF STUDENTS FROM CLASS

A. Teachers have the responsibility of attempting to modify disruptive student behavior by such

means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, building administrator, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to procedures established in the MAPS School Handbook, as adopted by the School Board. "Class period" or "activity period" means, in secondary grades, instruction for a given course of study. A class period or activity period means, in elementary grades, a period of time not to exceed one hour, regardless of the subject of instruction.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;

2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;

3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or

4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

C. Procedure for the Classroom Teacher to Remove a Student From a Class Pursuant to the Pupil Fair Dismissal Act

1. When circumstances permit, a student shall be removed from class upon agreement of the appropriate teacher and building administrator after an informal conference with the student.

2. The removal from class may be imposed without an informal conference where it appears that the student will create an immediate and substantial danger to himself/herself or to persons or property. If a student is removed from class due to immediate and substantial danger to himself/herself and no conference has been held, the teacher will notify the office immediately to inform the building administrator of the action taken.

3. The length of time of the removal from class shall be at the discretion of the building administrator, after consultation with the teacher, subject to the provisions of Minn. Stat. 127.41, Subd. 3(e) and the Pupil Fair Dismissal Act.

4. A written disciplinary report shall be submitted by the teacher or district employee within 24 hours of the removal of any student from his/her class.

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

6. Referral to In-school Support Services - means support services provided by the school or district, for example, structured study time, counseling, etc.

D. Responsibility For and Custody of a Student Removed From Class

1. A student removed from class shall be the responsibility of the building administrator or lawful designee.

2. A student removed from class must report directly to the building administrator's office. Prior to the student's removal, the teacher or district employee shall inform the office by telephone of the student's removal, the reason for the removal, and the time of the removal.

3. The teacher shall determine if the student requires a school employee to accompany him/her to the office, and, if so, shall then make the necessary arrangements.

E. Return of a Student Procedure

1. The building administrator or designee shall complete the appropriate follow-up disciplinary consequences and school documentation with the student.

2. The building administrator or designee shall readmit the student.

E. Notification Procedure

1. The building administrator or designee shall determine the necessity of parent/guardian notification resulting from the student being removed from class.

2. The building administrator or designee shall work with the teacher to notify the student of the violation of the discipline rules and resulting disciplinary action.

F. Reasonable Force

A teacher, school employee, bus driver or other agent of the district may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm to themselves or to another.

1. A teacher or building administrator, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

2. A school employee, school bus driver, or other agent of a district, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm to themselves or to another.

G. Prior to Dismissal Notification

1. The building administrator or designee shall read the Tennessen Warning (refer to Administrative Procedure 551.2: Tennessen Warning) to the student prior to investigating the disciplinary incident when a dismissal from school may be the result of disciplinary action. The student's parent/guardian shall be notified, when possible, prior to the reading of the warning.

2. The building administrator or designee shall record the notification of the student receiving the Tennessen Warning, including the disciplinary action documentation.

IX. DISMISSAL

A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1.Willful violation of any reasonable School Board regulation, including those found in this policy;

2.Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or

3.Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.

2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.

3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.

5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. 123A.05 selected to allow the student to progress toward meeting graduation standards under Minn. Stat. 120B.02, although in a different setting.

6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

7. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. 21A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference (Administrative Procedure 551.3: Notice of Suspension).

8. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.

9. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.

10. Notwithstanding the foregoing provisions, the student may be suspended pending the School Board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a School Board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the School Board.

2. "Exclusion" means an action taken by the School Board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the School Board.

3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. 121A.40-121A.56.

4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.

5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).

6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.

7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.

8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.

9. The student shall have a right to a representative of the student's own choosing, including legal

counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The School Board may appoint an attorney to represent the school district in any proceeding.

10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.

11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.

12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.

13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.

14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

15. The student cannot be compelled to testify in the dismissal proceedings.

16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the School Board and served upon the parties within two (2) days after the close of the hearing.

17. The School Board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The School Board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the School Board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.

18. A party to an expulsion or exclusion decision made by the School Board may appeal the decision to the Commissioner within twenty-one (21) calendar days of School Board action pursuant to Minn. Stat. 121A.49. The decision of the School Board shall be implemented during the appeal to the Commissioner.

19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.

20. The school district must report, through the MDE electronic reporting system, each expulsion or

exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race,
and special education status. The dismissal report must include state student identification numbers of affected students.

21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

X. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, building administrator or other school district official may provide additional notification as deemed appropriate.

XII. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

XIII. DISABLED STUDENTS

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school

district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XIV. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. 124D.03) or Enrollment in Nonresident District (Minn. Stat. 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of sixteen (16) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

Moorhead School Board Policy 551: Student Discipline will be reviewed by all staff and students at the beginning of each school year and to all new students and parents/guardians upon enrollment. This policy will also be available upon request in each building administrator's office and the district website (www.moorhead.k12.mn.us).

XVI. REVIEW OF THE POLICY

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

Legal References:
Minn. Stat. Chapter 13 (Minnesota Government Data Practices Act)
~~Minn. Stat. 13.04, Subd. 2 (Rights of Subjects of Data)~~
Minn. Stat. 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. 120B.232 (Character Development Education)
Minn. Stat. 121A.26 (School Preassessment Teams)
Minn. Stat. 121A.27 (School and Community Advisory Team)
Minn. Stat. 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. Sections 121A.40 ~~to~~ -121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. 121A.582 (Reasonable Force)
Minn. Stat. 121A.60-121A.61 (Removal From Class)
Minn. Stat. 123A.05 (Area Learning Center Organization)
Minn. Stat. 124D.03 (Enrollment Options Program)
Minn. Stat. 124D.08 (Enrollment in Nonresident District)

Minn. Stat. Chapter 125A (Students With Disabilities)
Minn. Stat. Chapter 260A (Truancy)
Minn. Stat. Chapter 260C (Juvenile Court Act)
20 U.S.C. 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. 794 *et seq.* (Rehabilitation Act of 1973, 504)
34 C.F.R. 300.530(e)(1) (Manifestation Determination)

Cross References:
~~Minnesota School Boards Association~~/~~Minnesota Association of School Administrators~~ Model Policy 506 (Student Discipline)
Moorhead School Board Policy 420: Chemical Use and Abuse
Moorhead School Board Policy 515: School District Student Attendance
Moorhead School Board Policy 552: Corporal Punishment
Moorhead School Board Policy 570: Prohibition of Harassment and Violence
Moorhead School Board Policy 571: Hazing Prohibition
Moorhead School Board Policy 572: Drug-Free Workplace/Drug-Free School
Moorhead School Board Policy 573: Tobacco-Free Environment
Moorhead School Board Policy 574: Search of Student Lockers, Desks, Personal Possessions, and Student's Person
Moorhead School Board Policy 575: Student Use and Parking of Motor Vehicles, Patrols, Inspections and Searches
Moorhead School Board Policy 576: Moorhead Area Public School District Weapons Policy
Moorhead School Board Policy 577: Student Dress and Appearance
Moorhead School Board Policy 578: Prohibiting Intimidation and Bullying
Moorhead School Board Policy 721: Student Transportation Safety
Moorhead School Board Policy 730: School District Copyright Policy
Moorhead School Board Policy 731: Moorhead Area Public Schools Electronic Network and Systems Responsible Use and Safety

Superintendent of Schools

Moorhead Area Public Schools

Memo S.13.129R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent

DATE: May 21, 2013

SUBJECT: Approval of Policy

Attached please find the policy, Prohibition of Harassment and Violence 570.

Suggested Resolution: Move to approve the policy, Prohibition of Harassment and Violence 570, as presented.

LAK:mde
Attachment

Prohibition of Harassment and Violence

Type:	School Board Policy
Section:	500 STUDENTS
Code:	570
Adopted Date:	5/27/1986
Revised Date(s):	10/13/2008, 12/14/2009, 12/13/2010, 04/09/2012
Reviewed Date(s):	05/01/1990, 09/14/1993, 06/09/1997, 07/09/2001, 04/11/2005, 02/13/2006, 04/09/2007, 02/11/2008, 10/13/2008, 12/14/2009, 12/13/2010, 04/09/2012
Attached Files:	No Documents Found.

I. PURPOSE

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

II. GENERAL STATEMENT

A. The policy of the Moorhead Area Public Schools is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The Moorhead Area Public Schools prohibits any form of harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

B. A violation of this policy occurs when any student, teacher, administrator or other school personnel of the school district harasses a student, teacher, administrator, or other school personnel or group of students, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school personnel includes Moorhead School Board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

C. A violation of this policy occurs when any student, teacher, administrator, or other school personnel of the school district inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

D. The Moorhead Area Public Schools will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any student, teacher, administrator or other school personnel who is found to have violated this policy.

III. DEFINITIONS

A. "Assault" is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;

2. the intentional infliction of or attempt to inflict bodily harm upon another; or

3. the threat to do bodily harm to another with present ability to carry out the threat.

B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;

2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

3. otherwise adversely affects an individual's employment or academic opportunities.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications; Definitions

1. ~~"Age" means the person is over the age of 25 years.~~

~~2~~. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:

a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;

b. has a record of such an impairment; or

c. is regarded as having such an impairment.

~~3~~2. "Familial Status" means the condition of one or more minors being domiciled with:

a. their parent or parents or the minor's legal guardian; or

b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

~~4~~3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

~~5~~4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.

~~6~~5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

~~7~~6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation of such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.

~~8~~7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or

b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or

c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:

a. unwelcome verbal harassment or abuse;

b. unwelcome pressure for sexual activity;

c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of student(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;

d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;

e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or

f. unwelcome behavior or words directed at an individual or group because of gender.

F. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. Section 609.341, include the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

2. Sexual violence may include, but is not limited to:

a. touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;

b. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;

c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or

d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

G. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a student, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school personnel or group of students, teachers, administrators, or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use Administrative Procedure 570.1: Harassment and Violence Report Form available from the administrator of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to the school district's Human Rights Officer (Director of Human Resources) or to the Superintendent.

B. In Each School Building. The building administrator, the building administrator's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the Superintendent or the school district Human Rights Officer (Director of Human Resources) by the reporting party or complainant. School district personnel who fail to inform the building report taker of a report of harassment or violence in a timely manner may be subject to disciplinary action.

C. Upon receipt of a report, the building report taker must notify the school district Human Rights Officer (Director of Human Resources) immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the Human Rights Officer (Director of Human Resources). If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the Human Rights Officer (Director of Human Resources). Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.

D. In the District. The Moorhead School Board hereby designates the Director of Human Resources as the school district Human Rights Officer to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves the Human Rights Officer (Director of Human Resources), the complaint shall be filed directly with the Superintendent.

E. The school district shall conspicuously post the name of the Human Rights Officer (Director of Human Resources), including mailing address and telephone number with this policy throughout each school building in areas accessible to students and staff.

F. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades or work assignments.

G. Use of formal reporting forms is not mandatory.

H. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

V. INVESTIGATION

A. By authority of the school district, the Human Rights Officer (Director of Human Resources), upon receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an

investigation of alleged harassment or violence prohibited by this policy.

E. The investigation will be completed as soon as practicable. The school district Human Rights Officer (Director of Human Resources) shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

A. 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. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VII. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who makes a good faith report of alleged harassment or violence prohibited by this policy or any person who testifies, assists, or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statues and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. 626.556 may be applicable.

B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.

B. A summary of this policy (Appendix A) shall be given to each school district employee in the employee handbook and independent contractor at the time of entering into the person's employment contract.

C. A summary or this policy (Appendix A) shall appear in each school's student handbook.

D. The content of this policy will be discussed annually with students and employees.

E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

F. This policy shall be reviewed by the Human Rights Officer (Director of Human Resources) at least annually for compliance with state and federal law.

Legal References:
Minn. Stat. 120B.232 (Character Development Education)
Minn. Stat. 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. 609.341 (Definitions)
Minn Stat. 626.556 *et seq*. (Reporting of Maltreatment of Minors)
20 U.S.C. 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. 621 *et seq*. (Age Discrimination in Employment Act)
29 U.S.C. 794 (Rehabilitation Act of 1973, 504)
42 U.S.C. 1983 (Civil Action of Deprivation of Rights)
42 U.S.C. 2000d *et seq*. (Title VI of the Civil Rights Act of 1964)
42 U.S.C. 2000e *et seq*. (Title VII of the Civil Rights Act)
42 U.S.C. 12101 *et seq*. (Americans with Disabilities Act)

Cross References:
~~Minnesota School Boards Association/Minnesota Association of School Administrators~~ Model Policy 413 (Harassment and Violence)
Moorhead School Board Policy 102: State and Federal Law Prohibiting Discrimination
Moorhead School Board Policy 401: Equal Employment Opportunity Statement
Moorhead School Board Policy 414: Employee Public and Private Personnel Data
Moorhead School Board Policy 501: Equal Educational Opportunity
Moorhead School Board Policy 502: Student Disability Nondiscrimination
Moorhead School Board Policy 503: Student Parental, Family, and Marital Status Nondiscrimination
Moorhead School Board Policy 504: Protection and Privacy of Student Records
Moorhead School Board Policy 534: Mandated Reporting of Child Neglect or Physical or Sexual Abuse
Moorhead School Board Policy 535: Maltreatment of Vulnerable Adults
Moorhead School Board Policy 551: Student Discipline
Moorhead School Board Policy 731: Moorhead Area Public Schools Electronic Network and Systems Responsible Use and Safety

APPENDIX A

****ATTENTION****

MOORHEAD AREA PUBLIC SCHOOL DISTRICT 152 POLICY AGAINST HARASSMENT

AND VIOLENCE RELATED TO RACE, COLOR, CREED, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, FAMILIAL STATUS, STATUS WITH REGARD TO PUBLIC ASSISTANCE, SEXUAL ORIENTATION, OR DISABILITY

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 harassment and violence related to race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability of any kind.

2. A harasser may be a student or an adult. Harassment may include the following when related to race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability:

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 (verbal, written or electronic) 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. This report may be oral or you may also make a written report. It should be given to a teacher, counselor, the building administrator or the Human Rights Officer (Director of Human Resources).

5. Your right to privacy will be respected as much as possible.

6. The school district will investigate all reports of harassment or violence related to race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability and the school district will take all appropriate actions based on the 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 a summary of the school district policy against harassment and violence related to race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Complete policies are available in the building administrator's office and the Superintendent's Office and at the school district's website at www.moorhead~~.k12.mn.us~~ schools.org.

Superintendent of Schools

Moorhead Area Public Schools

Memo S.13.130R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent

DATE: May 21, 2013

SUBJECT: Approval of Policy

Attached please find the policy, Tobacco-Free Environment 573.

Suggested Resolution: Move to approve the policy, Tobacco-Free Environment 573, as presented.

LAK:mde
Attachment

Tobacco-Free Environment

Type:	School Board Policy
Section:	500 STUDENTS
Code:	573
Adopted Date:	6/23/1987
Revised Date(s):	10/13/2008
Reviewed Date(s):	04/28/1992, 04/22/1996, 06/11/2001, 07/05/2001, 06/13/2005, 10/13/2008
Attached Files:	No Documents Found.

I. PURPOSE

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

II. GENERAL STATEMENTS

~~Usage of any tobacco product by any person at any time while on Moorhead Area Public Schools property shall be considered a violation of the Tobacco-Free Environment Policy. Possession and/or usage by an elementary, middle or high 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 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 except for lighting tobacco by an adult as a part of a traditional Indian spiritual or cultural ceremony (Minnesota Statute 144.4165).~~

A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles that used in whole or in part for work purposes are places of employment during hours of school operation if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic cigarette in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

C.The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

D. The school district will not solicit or accept any contributions or gifts of money, curricula,

materials, or equipment from companies that directly manufacture and are identified with tobacco products, devices, or electronic cigarettes. The school district will not promote or allow promotion of tobacco products or e-cigarettes on school property or at school-sponsored events.

III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED

A. "Electronic cigarette" means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.

B. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.

C. "Tobacco-related devices" means cigarette papers or pipes for smoking.

D. "Smoking" means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation.

IV. EXCEPTIONS

A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.

B. A violation of this policy does not occur when an adult non student possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

~~A~~V. ENFORCEMENT

A. 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.

B. Signs will be placed at the entrance to each school district building stating that it is a tobacco-free environment. All individuals on school premises shall adhere to this policy.

~~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.~~

C. ~~Violations-Students of Elementary, Middle, High Schools~~ Any violations of the tobacco-free environment policy by students shall be referred to the appropriate building administrator. Students who violate provisions of the policy shall be subject to Moorhead School Board Policy 551: Student Discipline and Administrative Procedures 551.1: Discipline Procedures, 551.2: Tennessen Warning and 551.3: Notice of Suspension Form.

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

E. ~~Violations-Citizens~~ Citizens who are observed using tobacco products on school district property shall be asked to refrain from such behavior while on district property. If the individual fails to comply with the request, his/her violation of policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred. School administrators may call the local law enforcement agency to assist with enforcement of this policy. The building administrator or supervisory personnel shall make a decision on further action including a directive to leave school property.

F. Repeated violations of the tobacco-free environment policy by a citizen(s) shall result in a recommendation to the Superintendent to prohibit the individual from entering school district property for a specified period of time. If deemed necessary by district administration, the local law enforcement agency shall be called upon to assist with enforcement of this policy. Violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007, by smoking in a designated nonsmoking area, is a petty misdemeanor and a court injunction can be instituted against a repeated violator.

~~F~~G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

~~B~~H. ~~Help Programs~~ Tobacco Free Assistance

1. The Moorhead Area 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.

2. Student help programs will be provided for students as outlined in Moorhead School Board Policy 553: Crisis Intervention and Student Support.

~~G~~VI. DISSEMINATION OF POLICY

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

B. This policy shall appear in student and employee handbooks.

C. The school district will review this policy with students and employees on an annual basis.

Legal References:
~~Minnesota Statute 144.413, Subds. 1b and 4 (Definitions)~~
~~Minnesota Statute 144.4165 (Tobacco Products Prohibited in Public Schools)~~
~~Minnesota Statute 144.417 (Commissioner of Health, Enforcement, Penalties)~~
Minne~~sota~~, Stat~~ute~~, 609.685 (Sale of Tobacco to Children)
Minne~~sota~~. Stat~~utes~~. 144.411-144.417 (Minnesota Clean Indoor Air Act)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References:
Moorhead School Board Policy 551: Student Discipline
Moorhead School Board Policy 553: Crisis Intervention and Student Support
Moorhead School Board Policy 572: Drug-Free Workplace/Drug-Free School

MSBA/MASA Model Policy 419 (Tobacco-Free Environment)

Superintendent of Schools

Moorhead Area Public Schools

Memo S.13.131R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent

DATE: May 21, 2013

SUBJECT: Approval of Policy

Attached please find the policy, Search of Student Lockers, Desks, Personal Possessions, and Student's Person 574.

Suggested Resolution: Move to approve the policy, Search of Student Lockers, Desks, Personal Possessions, and Student's Person 574, as presented.

LAK:mde
Attachment

Search of Student Lockers, Desks, Personal Possessions, and Student's Person

Type:	School Board Policy
Section:	500 STUDENTS
Code:	574
Adopted Date:	4/22/1996
Revised Date(s):	02/09/2009
Reviewed Date(s):	07/09/2001, 04/11/2005, 02/09/2009
Attached Files:	No Documents Found.

I. PURPOSE

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

II. GENERAL STATEMENT

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~~ officials 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~~ officials 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~~ officials 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~~B. Desks

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at anytime, without notice, without student consent, and without a search warrant.

~~D~~C. Personal Possessions and Student's Person

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.

~~E~~D. 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, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, 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 the interiors of lockers and desks for any reason at any time, without notices, 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 articuable 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, then 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.~~ inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.

E. As soon as practicable after a search of personal possessions within a locker pursuant to this

policy, the school ~~authorities~~ officials 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.

V. DIRECTIVES AND GUIDELINES

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

VI. SEIZURE OF CONTRABAND

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

VIII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with ~~the~~ Moorhead ~~s~~School ~~district's~~ Board Policy 551: Student Discipline Policy, which may include restitution (to include the cost of damaged school property), suspension, exclusion or expulsion, and the student may, when appropriate, be referred to legal authorities.

Legal References:
U. S. Const., amend. IV
Minn. Const., art. I, 10
New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)
Minn~~esota~~. Stat~~ute~~. 121A.72 (School Locker Policy)

Cross References:
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 575: Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches
Moorhead School Board Policy 420: Chemical Use and Abuse
Moorhead School Board Policy 576: Moorhead Area Public School District Weapons Policy

MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)

Superintendent of Schools

Moorhead Area Public Schools

Memo S.13.132R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent

DATE: May 21, 2013

SUBJECT: Approval of Policy

Attached please find the policy, Student Use and Parking of Motor Vehicles; Patrols, Inspections' and Searches 575.

Suggested Resolution: Move to approve the policy, Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches 575, as presented.

LAK:mde
Attachment

Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches

Type:	School Board Policy
Section:	500 STUDENTS
Code:	575
Adopted Date:	6/11/2001
Revised Date(s):	02/09/2009
Reviewed Date(s):	04/11/2005, 02/09/2009
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to provide guidelines for student use and parking of motor vehicles ~~by students~~ in school district locations, to maintain order and discipline in the Moorhead Area Public Schools and to protect the health, safety and welfare of students, school personnel, and the general public.

II. GENERAL STATEMENT

~~It is t~~The policy of the Moorhead Area Public Schools is to allow the limited use and parking of motor vehicles by students in school district locations. ~~It is t~~The position of the school district is that a fair and equitable districtwide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety and welfare of students and school personnel. This policy applies to all students in the school district.

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. "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, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.

C. "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.

D. "School district location" means property owned, rented, leased or borrowed by the school district

for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

IV. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving motor vehicles to Moorhead High School may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways or in other designated areas (e.g. staff, visitors or busing lanes).

V. PATROLS, INSPECTIONS AND SEARCHES

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

A. Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

B. Search of Interior of Student Motor Vehicle

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

C. Prohibition of Contraband and Interference with Patrols, Inspections, Searches and/or Seizures

~~It shall be a~~A violation of this policy ~~for~~ occurs when students ~~to~~ store or carry contraband in motor vehicles in a school district location or ~~to~~ interfere with patrols, inspection, searches and/or seizures as provides by this policy.

D. Seizure of Contraband

If a search yields contraband, school officials will seize the item and may turn it over to legal officials for ultimate disposition when appropriate.

E. Dissemination of Policy

A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

VI. STUDENT USE OF MOTOR VEHICLES

Students are permitted to use their vehicles during assigned lunch period for off-campus purposes, or for off-campus school programs during assigned times. Operating a motor vehicle on school property is a privilege not a right and necessitates safe driving in accordance with the law and conditions.

VII. VIOLATIONS

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

Legal References:
U. S. Const., amend. IV
Minn~~esota~~. Const~~itution~~., art. I, 10
Minn~~esota~~. Stat~~ute~~. 123B.02, Subds. 1 and 5 (General Powers of Independent School Districts)
New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct 733, 83 L.Ed.2d 720 (1985

Cross References:
Moorhead School Board Policy 420: Chemical Use and Abuse
Moorhead School Board Policy 551: Student Discipline
Moorhead School Board Policy 572: Drug-Free Workplace/Drug-Free School
Moorhead School Board Policy 574: Search of Student Lockers, Desks, Personal Possessions, and Student's Person
Moorhead School Board Policy 576: Moorhead Area Public School District Weapons
Moorhead School Board Policy 712: Safety and Security Technology
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

Superintendent of Schools

Moorhead Area Public Schools

Memo S.13.133R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent

DATE: May 21, 2013

SUBJECT: Approval of Policy

Attached please find the policy, Policies Incorporated by Reference for Students 599.

Suggested Resolution: Move to approve the policy, Policies Incorporated by Reference for Students 599, as presented.

LAK:mde
Attachment

Policies Incorporated by Reference for Students

Type:	School Board Policy
Section:	500 STUDENTS
Code:	599
Adopted Date:	10/13/2003
Revised Date(s):	05/11/2009, 06/14/2010, 05/09/2011, 06/11/2012
Reviewed Date(s):	05/09/2005, 06/12/2006, 02/12/2007, 11/26/2007, 05/11/2009, 06/14/2010, 05/09/2011, 06/11/2012
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to provide a list of all policies applicable to students as well as to employees.

II. GENERAL STATEMENT

In order to avoid undue duplication, Moorhead Area Public Schools provides notice by this section of the application and incorporation by reference of the following policies found in other sections of this manual which all apply to students:

Moorhead School Board Policy 102: State and Federal Law Prohibiting Discrimination
Moorhead School Board Policy 103: Philosophy of Education of Moorhead Area Public Schools
Moorhead School Board Policy 104: Mission Statement
Moorhead School Board Policy 221: School Board Policy Development, Adoption, Implementation, and Review
Moorhead School Board Policy 420: Chemical Use and Abuse
Moorhead School Board Policy 447: Employee Responsible Use of Social Media
Moorhead School Board Policy 448: Electronic Communications Between Employees and Students
Moorhead School Board Policy 501: Equal Educational Opportunity
Moorhead School Board Policy 531: Communicable Disease Control and Infectious Conditions
Moorhead School Board Policy 544: Activities Fundraising
Moorhead School Board Policy 570: Prohibition of Harassment and Violence
Moorhead School Board Policy 572: Drug-Free Workplace/Drug-Free School
Moorhead School Board Policy 573: Tobacco-Free Environment
Moorhead School Board Policy 609: Inclusive Educational Program
Moorhead School Board Policy 610: Online Learning Options
Moorhead School Board Policy 630: Organization of School Calendar and School Day
Moorhead School Board Policy 632: Field Trips
Moorhead School Board Policy 633: Patriotic Exercises
Moorhead School Board Policy 634: Religion
Moorhead School Board Policy 640: Moorhead Area Public Schools Graduation Policy
Moorhead School Board Policy 650: School District System Accountability
Moorhead School Board Policy 653: Credit for Learning of Minnesota Graduation Standards
Moorhead School Board Policy 656: Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans and LEP Students

Moorhead School Board Policy 660: Moorhead Area Public Schools State Mandated Testing Plan and Procedure
Moorhead School Board Policy 702: Equal Access to Moorhead Area Public Schools Facilities
Moorhead School Board Policy 711: Severe Weather-Related School Closings
Moorhead School Board Policy 712: Safety and Security Technology
Moorhead School Board Policy 720: Student Transportation Eligibility Guidelines
Moorhead School Board Policy 721: Student Transportation Safety
Moorhead School Board Policy 731: Moorhead Area Public Schools Electronic Network Responsible Use and Safety
Moorhead School Board Policy 831: Rental of District Musical Instruments
Moorhead School Board Policy 905: Visitors to Moorhead Area Public School Buildings and Sites
Moorhead School Board Policy 907: Rewards

III. RESPONSIBILITIES

Students are charged with notice that the above cited policies are also applicable to students; however, students are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

Cross Reference:
~~Minnesota School Boards Association~~/~~Minnesota Association of School Administrators~~ Model Policy 523 (Policies Incorporated by Reference)

Superintendent of Schools

Moorhead Area Public Schools

Memo S.13.134R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent

DATE: May 21, 2013

SUBJECT: Approval of Policy

Attached please find the policy, Student Transportation Safety 721.

Suggested Resolution: Move to approve the policy, Student Transportation Safety 721, as presented.

LAK:mde
Attachment

Student Transportation Safety

Type:	School Board Policy
Section:	700 NON-INSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES
Code:	721
Adopted Date:	10/10/1994
Revised Date(s):	05/11/2009, 04/26/2010, 05/09/2011, 06/11/2012
Reviewed Date(s):	05/14/2001, 06/14/2004, 12/12/2005, 06/11/2007, 05/12/2008, 05/11/2009, 04/26/2010, 05/09/2011, 06/11/2012
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and educate students on safety issues and responsibilities of school bus ridership. It includes information regarding parent/guardian involvement, school bus driver duties, responsibilities, training, emergency procedures on buses, and vehicle standards.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

School bus safety week will coincide with the National School Bus Safety Week.

B. Student Training

1. The Moorhead Area Public Schools shall provide students enrolled in grades K through 10 with age-appropriate school bus safety training on the following concepts:

a. transportation by school bus is a privilege, not a right;
b. district policies for student conduct and school bus safety;
c. appropriate conduct while on the bus;
d. the danger zones surrounding a school bus;
e. procedures for safely boarding and leaving a school bus;
f. procedures for safe vehicle lane crossings; and
g. school bus evacuation and other emergency procedures.

2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grade 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within four weeks of their first day of attendance.

3. The Moorhead Area Public Schools and nonpublic schools with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.

4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minn. Stat. 169.446, Subd. 2.

5. The Moorhead Area Public Schools and nonpublic schools with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.

6. The Moorhead Area Public Schools will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.

7. The Moorhead Area Public Schools may provide kindergarten students with school bus safety training before the first day of school.

8. The Moorhead Area Public Schools may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.

9. The Moorhead Area Public Schools shall adopt and make available for public review a curriculum for transportation safety education.

10. Nonpublic school students transported by the Moorhead Area Public Schools will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the Superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

A. Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral rules while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop.

B. The building administrator or designee is responsible for imposing consequences for misconduct on the school bus or at bus stops. In addition, all school bus/bus stop misconduct will be reported to the district's transportation safety director. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Property Services and Transportation office and the school office.

2. Rules at the Bus Stop

a. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.

b. Respect the property of others while waiting at your bus stop.

c. Keep your arms, legs and belongings to yourself.

d. Use appropriate language.

e. Stay away from the street, road or highway when waiting for the bus.

f. Wait until the bus stops before approaching the bus.

g. After getting off the bus, move away from the bus.

h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

i. No fighting, harassment, intimidation or horseplay.

j. No use of alcohol, tobacco or drugs.

3. Rules on the Bus

a. Immediately follow the directions of the driver.

b. Sit in your seat facing forward.

c. Talk quietly and use appropriate language.

d. Keep all parts of your body and personal belongings inside the bus.

e. Keep your arms, legs and belongings to yourself.

f. No fighting, harassment, intimidation or horseplay.

g. Do not throw any object.

h. No eating, drinking, or use of alcohol, tobacco or drugs.

i. Do not bring any weapons or dangerous objects on the school bus.

j. Do not damage the school bus.

4. Consequences

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

(1) Elementary (K-5)*

1st offense -- Warning
2nd offense -- 3 school day suspension from riding the bus/conference (meeting/phone) with parent(s)/guardian(s).
3rd offense -- 5 school day suspension from riding the bus/conference (meeting/phone) with parent(s)/guardian(s).
4th offense -- 10 school day suspension from riding the bus/meeting with parent(s)/guardian(s).
Further offenses -- Individually considered. Students may be suspended for longer periods of time including the remainder of the school year.

(2) Middle School and Secondary (6-12)*

1st offense -- Warning
2nd offense -- 5 school day suspension from riding the bus/conference (meeting/phone) with parent(s)/guardian(s).
3rd offense -- 10 school day suspension from riding the bus/conference (meeting/phone) with parent(s)/guardian(s).
4th offense -- 20 school day suspension from riding the bus/meeting with parent(s)/guardian(s).
5th offense -- Suspended from riding the bus for the remainder of the school year.

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

(3) Other Discipline

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

(4) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that causes an immediate and substantial danger to the student or surrounding persons or property will be provided by the school district to the Minnesota Department of Public Safety in accordance with state and federal law. Records may also be maintained in the transportation office.

(5) Vandalism/Bus Damage

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

(6) Notice

Students will be given a copy of school bus and bus stop rules during school bus safety training. Rules are to be posted on each bus. The driver will periodically review both rules and consequences with students.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons possession, drug possession or vandalism), the Superintendent, local law enforcement officials and the Minnesota Department of Public Safety will be informed.

IV. PARENT/GUARDIAN INVOLVEMENT

A. Parent/Guardian Notification

The Moorhead Area Public Schools school bus and bus stop rules will be provided to each family. Parent(s)/guardian(s) are ~~asked~~ expected to review the rules with their children.

B. Parents/Guardians Responsibilities For Transportation Safety

Parents/guardians are responsible to:

1. become familiar with district rules, policies, regulations and principles of school bus safety and thoroughly review them with their children;

2. support safe riding and walking practices, and recognize that students are responsible for their actions;

3. communicate safety concerns to their school administrators;

4. monitor bus stops, if possible;

5. have their children to the bus stop five minutes before the bus arrives;

6. have their children properly dressed for the weather; and

7. have a plan in case the bus is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license without a school bus endorsement may drive a vehicle with a seating capacity of 10 or fewer persons used as a school bus, but not outwardly equipped or identified as a school bus as set forth in Section VII.B. below.

B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.

C. A school bus driver, with the exception of a driver operating a type A-1 school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:

1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;

2. reckless driving;

3. improper or erratic traffic lane changes;

4. following the vehicle ahead too closely;

5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident; and

6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.

D. A school bus driver, with the exception of a driver operating a type A-1 school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.

E. A school bus driver, with the exception of a driver operating a type A-1 school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or canceled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.

F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within ten days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy. ~~This provision does not apply to a school district employee whose normal duties do not include operating a type III vehicle.~~

VI. SCHOOL BUS DRIVER TRAINING

A. Training

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

in the Model School Bus Driver Training Manual.

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

B. Evaluation

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

1. safely operate the type of school bus the driver will be driving;

2. understand student behavior, including issues relating to students with disabilities;

3. ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;

4. know and understand relevant law, rules of the road, and local school bus safety policies;

5. handle emergency situations; and

6. safely load and unload students.

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

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

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

2. Only students assigned to the school bus by the district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.

3. The parent(s)/guardian(s) may designate by a signed, written request a day care facility, respite care facility, the residence of a relative or the residence of a person chosen by the parent(s)/guardian(s) as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet other eligibility requirements.

4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.

5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand held or hands free, when the vehicle is in motion.

For purposes of this paragraph, "school bus" has the meaning given in Minn. Stat. 169.011, Subd. 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.

2. Type III vehicles must be painted a color other than national school bus yellow.

3. Type III vehicles shall be state inspected in accordance with legal requirements.

4. A type III vehicle cannot be older than 12 years old unless excepted by state and federal law.

5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.

6. A "type III school vehicle" must not be outwardly equipped and identified as a Type A, B, C, or D bus.

7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.

8. Type III vehicles must be equipped with mirrors as required by law.

9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.

10. Any type III vehicle used to transport students must carry emergency equipment including:

a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.

b. First aid kit and body fluids cleanup kit. A minimum of a ten-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.

~~c. A type III vehicle must contain at least three red reflectorized triangle road warning devices. Liquid burning "pot type" flares are not allowed.~~

~~d.~~ Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.

11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The district has no system of inspection for private vehicles.

12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.

13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a ~~Class D~~ Driver's License <u>Without a School Bus Endorsement</u>

1. The holder of a Class A, B, C or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:

a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.

b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:

(1) safe operation of a type III vehicle;

(2) understanding student behavior, including issues relating to students with disabilities;

(3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;

(4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;

(5) handling emergency situations;

(6) proper use of seat belts and child safety restraints;

(7) performance of pre-trip vehicle inspections;

(8) safe loading and unloading of students, including, but not limited to:

(a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;

(b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;

(c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;

(d) placing the type III vehicle in "park" during loading and unloading; and

(e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and

(9) compliance with paragraph V.F. concerning reporting convictions to the employer within ten days of the date of conviction.

c. A background check or background investigation of the operator has been conducted that meets the requirements under Minn. Stat. 122A.18, Subd. 8, or Minn. Stat. 123B.03 for school district employees; Minn. Stat. 144.057 or Minn. Stat. Ch. 245C for day care employees; or Minn. Stat. 171.321, Subd. 3, for all other persons operating a type III vehicle under this section.

d. Operators shall submit to a physical examination as required by Minn. Stat. 171.321, Subd. 2.

e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minn. Stat. 181.951, Subds. 2, 4, and 5. The operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements unless prohibited by law.

f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minn. Stat. 171.321, Subd. 5.

g. A person who sustains a conviction, as defined under Minn. Stat. 609.02, of violating Minn. Stat. 169A.25, 169A.26, 169A.27 (driving while impaired offenses), or 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minn. Stat. 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for the district for five years from the date of conviction.

h. A person who has ever been convicted of a disqualifying offense as defined in Minn. Stat. 171.3215, Subd.1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle for the district.

i. A person who sustains a conviction, as defined under Minn. Stat. 609.02, of a moving offense in violation of Minn. Stat. Ch. 169 within three years of the first of three other moving offenses is precluded from operating a type III vehicle for the district for one year from the date of the last conviction.

j. Students riding the type III vehicle must have training required under Minn. Stat. 123B.90, Subd. 2 (See Section II.B., above).

k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.

2. The type III vehicle must bear a current certificate of inspection issued under Minn. Stat. 169.451.

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

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

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

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

C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within one month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.

D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:

1. the student's name and address;

2. the nature of the student's disabilities;

3. emergency health care information; and

4. the names and telephone numbers of the student's physician, parent(s)/guardian(s), or custodians, and some person other than the student's parent(s)/guardian(s) or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

A. All school vehicles and vehicles contracted to the school district shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.

B. All school vehicles and vehicles contracted to the school district shall be inspected in accordance with legal requirements.

C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention

schedule. Prompt reports of defects to be immediately corrected will be submitted.

D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL DISTRICT'S TRANSPORTATION SAFETY DIRECTOR

The Moorhead School Board designates the Property Services and Transportation Director as the school district's Transportation Safety Director. The school district's Transportation Safety Director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school district's Transportation Safety Director will assure that this policy is periodically reviewed to ensure that is conforms to law. The school district's Transportation Safety Director shall certify annually to the School Board that each school bus driver meets the school bus driver training competencies required by Minn. Stat. 171.321, Subd. 4. The school district's Transportation Safety Director also shall annually verify and ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Safety. Upon request of the Superintendent, the school district's Transportation Safety Director also shall certify to the Superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school district's Transportation Safety Director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school district's Transportation Safety Director. Refer to Administrative Procedures 720.1: Special Education Transportation, 721.1: School Bus Stops and 721.2: School Bus Trip K-12 Emergency Procedure.

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

The School Board may establish a student transportation safety committee. The chair of the student transportation committee will be the school district's school Transportation Safety Director. The School Board will appoint other members of the student transportation committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

Legal References:
Minn. Stat. 122A.18, Subd. 8 (Board to Issue Licenses)
Minn. Stat. 123B.03 (Background Check)
Minn. Stat. 123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)
Minn. Stat. 123B.88 (Independent School Districts; Transportation)
Minn. Stat. 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. 123B.90 (School Bus Safety Training)
Minn. Stat. 123B.91 (School District Bus Safety Responsibilities)
Minn. Stat. 144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. Ch. 169 (Traffic Regulations)
Minn. Stat. 169.011, Subds. 15 and 71 (Definitions)
Minn. Stat. 169.02 (Scope)
Minn. Stat. 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. 169.446, Subd. 2 (Driver Training Programs)
Minn. Stat. 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)

Minn. Stat. 169.454 (Type III Vehicle Standards)
Minn. Stat. 169.4582 (Reportable Offense on School Buses)
Minn. Stat. 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. 169A.50-169A.53 (Implied Consent Law)
Minn. Stat. 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
Minn. State. 171.168 (Notification of Conviction for Violation by a Commercial Driver)
Minn. Stat. 171.169 (Notification of Suspension of License of Commercial Driver)
Minn. Stat. 171.321 (Qualifications of a School Bus Driver)
Minn. Stat. 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
Minn. Stat. 181.951 (Authorized Drug and Alcohol Testing)
Minn. Stat. Ch. 245C (Human Services Background Studies)
Minn. Stat. 609.02 (Definitions)
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
49 C.F.R. 383.31 (Notification of Convictions for Driver Violations)
49 C.F.R. 383.33 (Notification of Driver's License Suspensions)
49 C.F.R. 383.5 (Transportation Definitions)

Cross References:
~~Minnesota School Boards Association~~/~~Minnesota Association of School Administrators~~ Model Policy 709 (Student Transportation Safety)
Moorhead School Board Policy 413: Employment Background Checks
Moorhead School Board Policy 420: Chemical Use and Abuse
Moorhead School Board Policy 421: Employee Drug and Alcohol Testing
Moorhead School Board Policy 504: Protection and Privacy of Student Records
Moorhead School Board Policy 551: Student Discipline
Moorhead School Board Policy 552: Corporal Punishment
Moorhead School Board Policy 572: Drug-Free Workplace/Drug-Free School
Moorhead School Board Policy 608: Home Schooled Students
Moorhead School Board Policy 632: Field Trips

S-M9-B05
24 June 2013

INDEPENDENT SCHOOL DISTRICT #152
School Board Meeting
Board Room 224 - Probstfield Center for Education
2410 14th Street South
Moorhead, Minnesota

June 24, 2013
7:00 p.m.

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

ATTENDANCE:

Lisa Erickson _____	Kristine Thompson _____
Cindy Fagerlie _____	Bill Tomhave _____
Laurie Johnson _____	Matt Valan _____
Scott Steffes _____	Wayne Kazmierczak _____

AGENDA

1. **CALL TO ORDER**

   A. Pledge of Allegiance

   B. Preview of Agenda - Wayne Kazmierczak, Assistant Superintendent

   C. Approval of Meeting Agenda

   Moved by _____ Seconded by _____
   Comments _____

   D. "We Are Proud"

   We Are Proud of Nicole Wiesner, Moorhead High School girls soccer head coach, for being honored by the Minnesota Soccer Coaches Association. Wiesner was recognized as the Section 8AA Girls Soccer Coach of the Year.

   E. Matters Presented by Citizens/Other Communications (Non-Agenda Items) (Citizens who wish to address a non-agenda item have the opportunity to speak by raising their hand and being recognized by the School Board chair. Speakers must state their name and will be limited to three minutes. Speakers must complete the sign-up form, which outlines the public input process, and submit it to the School Board secretary.)

2. **CONSENT AGENDA**

All items on the Consent Agenda are considered to be routine, and have been made available to the School 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 School 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, School Board member inquiries on consent agenda items are to be made directly to the district administration prior to the time of the meeting.

A. SUPERINTENDENT MATTERS - Kovash

B. ASSISTANT SUPERINTENDENT MATTERS - Kazmierczak
   (1) Approval of Lakes Country Perkins Consortium Funding - Pages 5-6

C. HUMAN RESOURCES MATTERS - Dehmer
   (1) Approval of Resignations - Page 7
   (2) Approval of Family/Medical Leaves - Page 8
   (3) Approval of New Employees - Pages 9-10

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

Moved by _____ Seconded by _____
Comments _____

3. **COMMUNITY ENGAGEMENT INITIATIVE REPORT**: Kazmierczak
Page 11

4. **MOORHEAD HIGH SCHOOL STUDENT HANDBOOK**: Kazmierczak
Page 12

Suggested Resolution: Move to approve the 2013-2014 Moorhead High School Student Handbook as presented.

Moved by _____ Seconded by _____
Comments _____

5. **ALL-DAY KINDERGARTEN UPDATE**: Kazmierczak

6. **COMMITTEE REPORTS**

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

8. **CLOSE PUBLIC MEETING**: Erickson

Suggested Resolution: Move to close the public meeting at _____ p.m., pursuant to M.S. 13D.03, for the purpose of discussing negotiation strategies.

Moved by _____ Seconded by _____
Comments _____

9. **OPEN PUBLIC MEETING**: Erickson

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

Moved by _____ Seconded by _____
Comments _____

10. **ADJOURNMENT**

CALENDAR OF EVENTS

Event	Date	Time	Place
Executive Finance Committee	June 25	3-4:30 p.m.	PCE
School Board Work Session	July 15	10-4 p.m.	Rustic Oaks
School Board	July 15	7 p.m.	PCE
MSBA Summer Seminar	August 5	8-4 p.m.	Brooklyn Park
School Board	August 12	7 p.m.	PCE
School Board	August 26	7 p.m.	PCE

Assistant Superintendent

Moorhead Area Public Schools

Memo OAS.13.066 C

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent

DATE: June 18, 2013

SUBJECT: Lakes Country Perkins Consortium Funding

Moorhead Area Public Schools has been approved for funding by the Lakes Country Perkins Consortium for the following instructional materials:

- 1 Career Cluster Poster Set, 1 Global Eating DVD, 1 Ethnic Cooking Series I DVD, 1 Job Search Pointers Poster Set, 12 18-oz. Correlle Winter Frost White Soup/Cereal Bowls, 1 Ready-or-Not Tot Student Key, 1 FACS Careers DVD, 1 Words of Inspiration Poster Set, 12 Rubbermaid 4-Piece Measuring Spoon Sets, 1 Dress and Groom for the Workplace DVD, and 1 MyPlate Poster from eNasco valued at $759.65.

Suggested Resolution: Move to accept the included instructional materials award in the amount of $759.65 from the Lakes Country Perkins Consortium.

WAK:nls
Attachment

Lakes Country Service Cooperative

Jeremy Kovash, Executive Director
1001 E. Mount Faith | Fergus Falls, MN 56537
Phone: (218) 739-3273 | Fax: (218) 739-2459 | www.lcsc.org

JUN 1 1 2013

June 7, 2013

To: Cheryl Adams
Moorhead High School

From: Inger Wegener
Career and Technical Education Specialist

RE: APPROVED INSTRUCTIONAL MATERIALS REQUEST

Your request for instructional materials from the Lakes Country Perkins Consortium has been approved:

Instructional Materials: 1 Career Cluster Poster Set, 1 Global Eating DVD, 1 Ethnic Cooking Series I DVD, 1 Job Search Pointers Poster Set, 12 18-oz. Corelle® Winter Frost White Soup/Cereal Bowls, 1 Ready-or-Not Tot® Student Keys, 1 FACS Careers DVD, 1 Words of Inspiration Poster Set, 12 Rubbermaid® 4-Piece Measuring Spoon Sets, 1 Dress and Groom for the Workplace DVD, and 1 MyPlate Poster.

Vendor(s): eNasco

Your total award is $759.65. These items are in the process of being purchased by the Lakes Country Perkins Consortium at the Lakes Country Service Cooperative and will be shipped directly to your attention at Moorhead High School. **Upon receipt, you must forward a copy of the packing or delivery slip to Paula Johnson at Lakes Country Service Cooperative, and note any backordered, missing, or damaged items.** Please remember that these items are to be used ONLY by the Family and Consumer Science Program at Moorhead High School, and other use is in violation of the Carl D. Perkins Career and Technical Education Act funds with which they were purchased. Please feel free to contact me at 1-800-739-3273, if you have any questions about your award.

Congratulations on your instructional materials award! I hope that you will find that this award will contribute to the reading and mathematics achievement in career and technical education at Moorhead High School.

CC Lynne Kovash, Superintendent
Russ Henegar, Principal

Service Cooperative Board of Directors

Chairperson Rachel Grieger, New York Mills
Warren Nelson, Ashby
Supt. Scott Monson, Morris
Supt. Philip Jensen, Hawley

Vice Chairperson Norman Kolstad, Underwood
Hal Leland, City of Fergus Falls
Douglas Huebsch, Otter Tail County

Clerk Carol Juul, Evansville
Dr. William Tomhave, Moorhead
Paul Ness, Battle Lake

Treasurer Tarma Carlson, Fergus Falls
Marc Hasbargen, Breckenridge
Jon Karger, Pelican Rapids

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Department of Human Resources
Moorhead Area Public Schools

Memo HR.13.117

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources KDehmer

DATE: June 18, 2013

SUBJECT: Resignations

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

Beth Milbrandt	Community Eduation/Food & Nutrition Administrative Assistant, effective June 14, 2013.
Michael Daugs	Assistant Principal, Ellen Hopkins Elementary, effective June 30, 2013.

SUGGESTED RESOLUTION: Move to approve the resignation of Beth Milbrandt and Michael Daugs as presented.

KLD:smw

Department of Human Resources
Moorhead Area Public Schools

Memo HR.13.118

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources KDehmer

DATE: June 18, 2013

SUBJECT: Family/Medical Leave

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

Peggy Haugstad	Administrative Assistant, High School, effective June 10, 2013 for an undetermined amount of time.
Julie Johnson	Elementary Teacher, Ellen Hopkins Elementary, effective approximately, June 23, 2013 for an undetermined amount of time.

SUGGESTED RESOLUTION: Move to approve the Family/Medical Leave pursuant to Article VIII, Section 3 of the Administrative Assistant Mater Agreement for Peggy Haugstad and Article 28, Section 2 of the Teachers' Master Agreement for Julie Johnson as presented.

KLD:smw

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

Department of Human Resources
Moorhead Area Public Schools

Memo HR.13.116

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources KDehmer

DATE: June 18, 2013

SUBJECT: New Employees

The administration requests the approval of the following new employees subject to satisfactory completion of federal, state and school statute and requirements.

Jessica Abel	Elementary Teacher, S. G. Reinertsen Elementary, 1.0 FTE, BA (1) $34,980.00, effective with the beginning of the 2013-2014 school year. (Replaces Kim Englund)
Aesha Lietaert	Elementary Teacher, S. G. Reinertsen Elementary, 1.0 FTE, BA (2) $36,122.00, effective with the beginning of the 2013-2014 school year. (Replaces Peggy Simonson)
Nicole Boersma	Kindergarten, S. G. Reinertsen Elementary at PCE, .7 FTE, BA (0) $23,676.10, effective with the 2013-2014 school year. (Increased enrollment)
Alexis Stadstad	Elementary Teacher, Robert Asp Elementary, 1.0 FTE, BA (1) $34,980.00, effective with the 2013-2014 school year. (Increased enrollment)
Anthony Eddleston	Orchestra Teacher, High School, .833 FTE, BA (1) $34,980.00, effective with the 2013-2014 school year. (Replaces James Larson)
Hope Krusemark	Elementary Teacher, Robert Asp Elementary, BA (0) $33,823.00, effective with the 2013-2014 school year. (Replaces Ginny Rutter)
Davina Pederson	EL Teacher, High School/Horizon, MA (8) $50,527.00, effective with the 2013-2014 school year. (Replaces Beth Evanstad)
Hannah Reisdorf	Industrial Technology Teacher, High School, 1.0 FTE, BA (1) $34,980.00, effective with the 2013-2014 school year. (Replaces Andrew Henjum)
Kasey Gackle	Elementary Teacher, Ellen Hopkins Elementary, 1.0 FTE, BA (0) $33,823.00, 1.0 FTE, effective with the 2013-2014 school year. (Increased enrollment)

Carrie Arness	Elementary Teacher, Ellen Hopkins Elementary, 1.0 FTE, BA+10 (5) $41,270.00, effective with the 2013-2014 school year. (addition of all day Kindergarten)
Jessica Molstre	Elementary Teacher, Ellen Hopkins Elementary, 1.0 FTE, MA (8) $50,527.00, effective with the 2013-2014 school year. (Increased enrollment)
Heidi Mondry	Elementary Teacher, Robert Asp Elementary, 1.0 FTE, BA (2) $36,122.00, effective with the 2013-2014 school year. (Increased enrollment)
Megan Price	Early Childhood Special Education, Probstfield Center for Education, 1.0 FTE, BA (0) $33,823.00, effective with the 2013-2014 school year. (Increased enrollment)
Davis Kosen	Physical Education Teacher, S. G. Reinertsen Elementary at PCE, .7 FTE, BA (0) $23,676.10, effective with the 2013-2014 school year. (Increased enrollment)

SUGGESTED RESOLUTION: Move to approve the employment of Jessica Abel, Aesha Lietaert, Nicole Boersma, Alexis Stadstad, Anthony Eddleston, Hope Krusemark, Davina Pederson, Hannah Reisdorf, Kasey Gackle, Carrie Arness, Jessica Molstre, Heidi Mondry, Megan Price and Davis Kosen as presented.

KLD:smw

Assistant Superintendent

Moorhead Area Public Schools

Memo OAS.13.068 R

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent

DATE: June 18, 2013

SUBJECT: Community Engagement Initiative Report

Under the guidance of Dr. Greg Vandal, the district for the last several months has engaged the community in a project that sought to gather input about the school district and to assist with the district's long-term planning efforts. This community engagement initiative has been completed, and Dr. Vandal will be in attendance at the June 24, 2013 school board meeting to present an overview of the process and explain how the project's steering committee arrived at several recommendations for the board's consideration. The recommendations fall under the following broad categories: 1) 21st century schools, 2) school and community, 3) facilities, 4) equitable opportunities, and 5) mental health and character development. Dr. Vandal, along with representatives from the project's steering committee, will expand within these broad categories and will also be able to answer questions about the initiative.

WAK:nls

Superintendent of Schools

Moorhead Area Public Schools

Memo S.13.137R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent LAK

DATE: June 13, 2013

SUBJECT: Moorhead High School Student Handbook

Attached is the 2013-2014 Moorhead High School Student Handbook. According to Moorhead School Board Policy 221, the handbook is to be presented to the School Board for an annual review.

Changes made to the handbook have been highlighted in a lined-out version. Specific changes can be found on the following pages:

Page 3 - District Communication
Page 4 - Tardiness
Page 4 - Tardy Consequence Progression
Page 5 - Detention Consequence Progression
Page 12 - Community Release
Page 12 - Graduation Requirements
Page 13 - Counseling Department
Page 15 - Activities
Page 17 - School Dances
Page 21 - School Calendar

A completed copy of the handbook will be available on the district's website at www.moorheadschools.org.

Suggested Resolution: Move to approve the 2013-2014 Moorhead High School Student Handbook as presented.

LAK:mde
Attachment

Our Mission:
"To develop the maximum potential of every learner to thrive in a changing world."

District website is ***www.moorhead.~~k12.mn.us~~schools.org.***

Moorhead High School
Daily Class Schedule
~~2012-13~~ 2013-14

Period 1	8:25 - 9:10	Block 1 8:25 - 9:55
Period 2	9:15 - 10:00	
Period 3	10:05 - 10:50	Block 2 10:05 - 11:35
Period 4	10:55 - 11:40	

1st Lunch 11:40 - 12:15

Period 5	11:45 - 12:30	Block 3 12:15 - 1:45 or (11:45 - 1:15)
Period 6	12:35 - 1:20	

2nd Lunch (Split Lunch) 12:30 - 1:05 Class 11:45 - 12:30/Lunch 12:30 - 1:05/Class 1:05 - 1:50

3rd Lunch 1:20-1:55

Period 7 1:55 - 2:40		Block 4 1:55 - 3:25
Period 8 2:45 - 3:30		

Lunch Schedule

1st Lunch (11:40 - 12:15)	Art, Science, Math, Business, FCS, PE, Ind. Tech 5/6 Block, Health 5/6 Block
2nd Lunch (12:30 - 1:05)	English, Social Studies, World Languages 5 & 6 Blocked Split Lunch
3rd Lunch (1:20 - 1:55)	ALL Skinnies (45 min) 5th and 6th in all departments 5 & 6 Block

Deposits to lunch accounts may be made throughout the school day into the meal account deposit box located by food and nutrition office or online through ~~PaySchools~~ PayForIt.

Deposits must be made before 9:30 a.m. to be available for use the same day. Online payments through ~~PaySchools~~ PayForIt require 24 hours to process.

WEDNESDAY COLLABORATIVE DAY SCHEDULE

Staff Collaboration Time = 8:10 - 9:00

Period 1	9:05 - 9:45	Block 1	9:05 - 10:25
Period 2	9:50 - 10:30		
Period 3	10:35 - 11:15	Block 2	10:35 - 11:55
Period 4	11:20 - 12:00		
Period 5	12:05 - 12:45	Block 3	12:05 - 1:25
Period 6	12:50 - 1:30		
Period 7	2:05 - 2:45	Block 4	2:05 - 3:25
Period 8	2:50 - 3:30		

Lunch Schedule
1st Lunch 12:00 - 12:35
2nd Lunch 12:45 - 1:20 Split Lunch (class 12:05 - 12:45/Lunch/ class 1:20 - 2:00)
3rd Lunch 1:30 - 2:05

SHORTENED SCHOOL DAY SCHEDULE (2 Hours Late)

***Use 3rd period or Block 2 class to determine lunch shift**

Period 1	10:25 - 10:55	Block 1	10:25 - 11:25
Period 2	11:00 - 11:30		
Period 3	11:35 - 12:05	Block 2	11:35 - 1:05
Period 4	12:10 - 12:40		
Period 5	1:15 - 1:45	Block 3	1:15 - 2:15
Period 6	1:50 - 2:20		
Period 7	2:25 - 2:55	Block 4	2:25 - 3:25
Period 8	3:00 - 3:30		

1st Lunch - 11:30 - 12:05 Class - 12:05 -1:05

2nd Lunch - 12:05 - 12:40 Class - 11:35 - 12:05/Lunch/Class - 12:40 - 1:10

3rd Lunch - 12:40 - 1:10 Class - 11:35 - 12:35

1st Lunch - Art, Math, Science, Industrial Tech.

2nd Lunch - English, Social Studies, World Languages, ESL

3rd Lunch - All Skinnies, Business, FCS, Fitness/Wellness, LSS, Music, Theatre Arts

DISTRICT COMMUNICATION: A school district calendar is mailed to all families before 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.

Moorhead Area Public Schools' website at www.moorheadschools.org provides information about the school district, news, phone numbers, dates of events, and access to PowerSchool and PayForIt. Parents/guardians who have provided the district with email addresses are automatically subscribed to receive daily announcements and news for their students' schools in their email. While Moorhead Area Public Schools will use social media through its official Facebook page and Twitter account, parents/guardians are encouraged to find the most detailed information by accessing PowerSchool through the district's website.

SEVERE WEATHER RELATED SCHOOL CLOSINGS: Occasionally the Superintendent of Schools will announce an emergency school early dismissal, late start or cancellation of school due to extreme heat, cold, snow or ice. As soon as the decision to close schools is made, an announcement will be made on the district website and all local radio and television stations. If you hear no announcement concerning Moorhead Schools, you should assume that school is open and a regular schedule is being followed. In the event schools are closed due to severe weather conditions, all after-school activities will be canceled.

See Shortened School Day Schedule for the two-hour late start to the school day.

For additional information refer to School Board Policy 711 on the school district website or in the school office.

CRISIS MANAGEMENT: Moorhead Area Public Schools and Moorhead High School have a crisis management plan to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation in the school.

For additional information refer to School Board Policy 710 on the school district website or in the school office.

ATTENDANCE: We believe that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the students.

Attendance is of vital importance, and it is essential that all efforts be made by the staff members of Moorhead Area Public Schools to ensure excellent attendance by the students of the district. The Moorhead School Board is committed to support staff members in every way possible to encourage optimum attendance. Class attendance is a joint responsibility of parents, students, teachers and administration.

For additional information refer to School Board Policy 515 on the school district website or in the school office.

EXCUSED ABSENCES: The excused absence is for all legitimate reasons. The administration will determine the legitimacy of all absences. The student has the right and obligation to make up any work missed with full credit. The State of Minnesota recognizes the following reasons for excused absence: personal illness, death or medical emergency in the immediate family, medical, dental or orthodontic treatment, counseling appointments, and inclement weather. Other reasons that could be acknowledged are personal requests for **absence made 24 hours in advance** (e.g., legal appointments, religious activities, travel, family vacations, competitions, state tournaments and school activities). We encourage parents to hold these requests to a minimum. The school will be the final authority in excusing the student and issuing an Advance Make-up Slip.

NOTIFICATION OF ABSENCES: Notifying the school of absences which fall into the excused categories is the responsibility of the parent/guardian of the student. Calls should be made the morning of the absence or a note should be brought in by the student on the morning of his or her return to school. Parents can also excuse absences on PowerSchool. **If an absence has not been excused in 48 hours it will remain unexcused. The attendance number is 284-2301. Parents/ Guardians and students are encouraged to monitor attendance through PowerSchool.**

UNEXCUSED ABSENCES: Unexcused absences are all absences which can be avoided or delayed, and for which prior arrangements and/or approval have not been made through the principal's office. These absences indicate that the student is absent from school with or without the consent of parents, but the excuse given is not acceptable to the school administration. Unexcused absences or truancy receive no daily credit for work missed. Common unexcused absences may be: missing the bus, car trouble, oversleeping, work at home, work at a part-time job, need for extra sleep, baby sitting, hair appointments, shopping, visiting friends, skipping class, not returning to school following noon break, ~~leaving school ill without checking out with the health office,~~ falsifying notes or explanations for absence, etc.

1. An unexcused absence will result in detention time assigned.
2. Coaches and advisors will be advised of team members/students who have unexcused absences. When an unexcused absence is verified, a student will not be permitted to participate in each of that day's or the next day's scheduled extracurricular activities (e.g., practice, game, rehearsal).
3. On the third unexcused absence the student will be referred to a truancy intervention or counseling program. Once the referral has been made, attendance will be closely monitored, attendance contracts may be held and detention and in-school suspension will be used to enforce school district policy. Parental/guardian notification will be made.

MEDICAL RELATED ABSENCE: Physician verification will be required for excused absences if personal illness goes beyond three (3) consecutive days. If administration believes other reasons, other than illness, may underlie the repeated absences medical verification may be requested.

ILLNESS DURING THE SCHOOL DAY: Students becoming ill during the school day have access to and services available at the school health office. Any student leaving school during the day due to illness must be excused by a parent/guardian through the attendance office. Friends will not be excused to transport students.

HABITUAL TRUANT: A habitual truant is a student who is absent from attendance at school without lawful excuse for one or more class periods on seven school days during a school year and who has not lawfully withdrawn from school.

~~**TARDINESS:** Tardiness to class will be dealt with by each teacher as deemed appropriate; detention may be assigned as outlined in each teacher's discipline policy which will be explained to students at the beginning of each school year.~~

TARDINESS: Students are expected to be to their assigned area on time. Excessive tardiness will not be accepted. Students who are tardy to their first period class will need to go to the old commons to receive a tardy slip from a hall monitor. Students who are tardy for second period through the end of the day will need to report to the attendance office to receive a tardy slip. Students will not be admitted to class without a tardy slip.

*Remember, with the use of digital clocks, students need to be at their assigned area at least one minute prior to class starting (ex. in class at 8:24 or earlier for a class starting at 8:25).

Tardy Consequence Progression

3rd Tardy = 1 Session of Detention
6th Tardy = 1 Session of Detention
Every Tardy after 6th student will be assigned 1 session of detention.

Students with excessive tardies may be required to have a parent/student conference with their class principal to address issues causing the tardiness.

DETENTION: Detention will be held daily before school and after school. Detention **can not** be served during the scheduled school day of 8:25 a.m.-3:30 p.m. Arrangements can be made with your class principal to do volunteer work on weekends with specified nonprofit organizations. One hour of service completed will equal one session of detention. Detention will be assigned for unexcused absences, tardies, and ~~may be assigned for other~~ disciplinary reasons. ~~Freshmen, sophomores and juniors who fail to attend detention will be assigned in school suspension~~. **It is the students' responsibility to monitor PowerSchool for detention notification.**

Students ~~Seniors~~ are responsible for monitoring detentions assigned for attendance or other reasons and serving them in a timely manner. ~~Students with unserved hours of detention and their parents will be notified regularly.~~ If a senior has not served all of his or her assigned hours of detention by the second to the last Friday before graduation, that senior will not be allowed to participate in the ceremony.

DETENTION CONSEQUENCE PROGRESSION

Students who have unserved detentions will not be allowed to attend any of the schools three organized dances, Homecoming, Prom and Morp. Students will also be ineligible for participation in any extra curricular activity until all detentions are served.

The following process will be followed for students that earn detentions and choose not to serve them.

8 Unserved Detentions - A parent/guardian contact will be made to address issues causing the student to accumulate detentions and assist in arranging a plan to complete detentions.

10 Unserved Detentions - Student will be suspended from school for one day. A parent/student conference will be required to address issues causing the student to accumulate detentions and to prevent future occurrences. Parent/guardian attendance at the readmission conference will be required for the student to get the detentions eliminated.

ABSENCES FOR STUDENT ACTIVITIES: Student activities should be scheduled around the school day whenever possible. Students who miss a particular class consistently due to activities could have this privilege removed if their grade average begins to decline. Teachers are encouraged to report failing grades to students, parents, and administration as deemed appropriate. Students will not be granted excused absences from classes the morning following out-of-town activities. If unusual circumstances are present, they will be dealt with on an individual basis. Students in school-sponsored activities should not assume that they have the right to an extended deadline for school work.

MAKE-UP POLICIES FOR EXCUSED ABSENCES: School work missed because of an excused absence must be made up within two class days from the date of the student's return to school. This applies to school work assigned during the time period the student was absent from school. Any previously assigned work is due on the day of the student's return. The student will be required to make arrangements with the teacher to make up any school work missed and receive a grade. A teacher may require additional assignments to compensate for any loss of class discussion and information.

School work not turned in to a teacher within the two-day guideline may result in the assignments receiving a lower grade or no credit. In the case of a prolonged (3 or more days) excused absence, the teacher and student should mutually agree upon a deadline. An administrator will mediate if mutual agreement is not reached.

For additional information refer to School Board Policy 515 on the school district website or in the school office.

ADVANCE MAKE-UP: In the event that students are aware they will be absent from school, for more than two (2) days, they are to make arrangements in advance by bringing a written notice from their parent(s)/guardians(s) to the attendance office. This written request must be at least 24 hours in advance of the absence. The students will then be given an Advance Make-up Slip which they will have each of their teachers sign at least one (1) day prior to the date of absence. All assignments are to be made up in advance unless specific arrangements are made with teachers. Students who will be gone from school two (2) days or less will assume the responsibility to contact teachers and make arrangements for any missed work.

OUT-OF-SCHOOL SUSPENSION (OSS): "Suspension" means an action taken by the school principal or designee prohibiting a student from attending school in accordance with the Pupil Fair Dismissal Act. The purpose of suspension is to remove the student from the school environment and to provide time for professional staff, parent/guardian and student to discuss the matter and bring about an agreement of future conduct.

IN-SCHOOL SUSPENSION (ISS): In-School Suspension is used as an alternative to out-of-school suspension for students whose misbehavior is passive. Students assigned to in-school suspension do receive credit for work that can be done in the ISS room. Parents of students assigned to ISS will be notified.

PASSES: Students who need to leave their classes for purposes such as the washroom, office, health office, locker, or counselor must use the hallway pass included in their student handbook signed by their teacher. Students who abuse passes by being disruptive or using them excessively may lose this privilege. Students may be denied pass privileges after three (3) unexcused absences. Reinstatement of pass privileges will occur only after a suitable plan for correcting attendance problems has been developed by the student, submitted to the administration and followed successfully.

DISCIPLINE PROCEDURES: All students receive a copy of the Moorhead Area Public Schools discipline procedures at the start of each school year. Students are responsible to know its contents. School discipline procedures apply at all events in which the school is involved, regardless of the site, as well as on school transportation.

For additional information refer to School Board Policy 551 on the school district website or in the school office.

GUIDELINES FOR VISITORS TO MHS: City ordinances and state statutes require that all visitors report to the main office immediately for a visitor's permit. Student visitors are not allowed. Exceptions will require advance administrative approval.
An individual or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district. Unauthorized persons in the building will be asked to leave and may be reported to the police; failure to leave will result in trespassing charges being filed.

For additional information refer to School Board Policy 905 on the school district website or in the school office.

DRUG-FREE SCHOOL: The area in and around Moorhead High School is a drug free zone. Students are prohibited from using or possessing controlled substances, *toxic substances, and alcohol before, during, or after school hours, at school or in any other school location. Paraphernalia associated with controlled substances is prohibited. "Use" includes to sell, buy, distribute, dispense, possess, use or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving renumeration or consideration.
Discipline may include:
1. Suspension from school
2. Referral to Student Assistance and a chemical evaluation
3. Reported to the appropriate law enforcement agencies for possible legal action
4. Parental conference upon readmission

* toxic substances include any illegal or legal substance possessed or used with the intent of inducing intoxication or excitement of the central nervous system.

For additional information refer to School Board Policy 572 on the school district website or in the school office.

PASSIVE ALCOHOL SCREENING: Moorhead High School may choose to administer a passive alcohol screening (PAS) test to students who choose to attend after school events such as dances, athletic contests, etc. Students who are detected to have alcohol in their system from the PAS test will be referred to an on duty officer from the Moorhead Police Department who may administer an official breathalyzer.

TOBACCO: Moorhead High has been designated a tobacco-free building. Tobacco use or possession, including smokeless tobacco, is not permitted by any student while on the school grounds or at school-sponsored events. Minimum corrective actions include:
- Referral to legal authorities
- Parent(s)/Guardian(s) conference
- Additional corrective actions may be used.

For additional information refer to School Board Policy 551 and 573 on the school district website or in the school office.

WEAPON-FREE SCHOOL: The area in and around Moorhead High School is a weapon free zone. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; paint ball guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks, mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. Any student caught possessing a weapon on school grounds will be subject to discipline in accordance with the school district's discipline policy and procedures. Such discipline may include suspension or expulsion from school. Offenders may also be subject to increased penalties as defined by state law.

A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the building administrator's office shall not be considered to possess a weapon.

For additional information refer to School Board Policy 576 on the school district website 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).

Appropriate clothing includes, but is not limited to, the following:

1. Clothing appropriate for the weather.
2. Clothing that does not create a health or safety hazard.
3. Clothing appropriate for the activity (i.e., physical education or the classroom).

Inappropriate clothing includes, but is not limited to, the following:

1. "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
2. Clothing bearing a message that is lewd, vulgar, or obscene.
3. Apparel promoting products or activities that are illegal for use by minors.
4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority

group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in Moorhead School Board Policy 570.

When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified. Head coverings and hats are not allowed to be worn in the building, except for religious purposes, between the hours of 8 a.m. and 3:30 p.m. except with the approval of the building principal.

The state health department requires that students wear shirts and shoes when in the building.

For additional information refer to School Board Policy 577 on the school district website or in the school office.

MOORHEAD AREA PUBLIC SCHOOL DISTRICT 152 POLICY AGAINST HARASSMENT AND VIOLENCE RELATED TO RACE, COLOR, CREED, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, FAMILIAL STATUS, STATUS WITH REGARD TO PUBLIC ASSISTANCE, SEXUAL ORIENTATION, OR DISABILITY

1. Everyone in 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. This report may be oral or you may also make a written report. It should be given to a teacher, counselor, the building administrator or the Human Rights Officer (Director of Human Resources).
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 the 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. Complete policies are available in the building administrator's office and the Superintendent's Office and at the school district's website at www.moorhead~~.k12.mn.us~~schools.org.

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

HAZING: "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any school-related 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
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. School district personnel who fail to inform the building report taker of conduct that may constitute hazing in a timely manner may be subject to disciplinary action.
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.
E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

For additional information refer to School Board Policy 571 on the school district website or in the school office.

DISRUPTIVE BEHAVIOR: Students who display disruptive behavior in a class may be removed from that class by a teacher or principal for up to five (5) days, placed in in-school suspension with the opportunity for parent-teacher conference provided. A second referral for disruptive behavior may result in permanent removal from the class after the opportunity for a conference with the student and parent(s)/guardian is provided. Students are expected to behave in an appropriate manner in the hallways between classes as well as before and after school.

Moorhead recognizes that the harm done by the presence and activities of gangs in the public schools exceeds the immediate consequences of activities such as violence and destruction of property. Gang activities create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive of the process of education and school activities. As a result, any dress, signals, or gestures identifying gang membership/affiliation are prohibited.

For additional information refer to School Board Policy 551 on the school district website or in the school office.

BULLYING: "Bullying" means any written, electronic or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to a student or group of students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions.

For additional information refer to School Board Policy 578 on the school district website or in the school office.

BUILDING HOURS: Students should not be in the building before 7:55 a.m. and must leave before 4 p.m. unless arrangements have been made with a staff member or they are involved in school activities including use of the media center. Students who remain in the building outside of the designated building hours and cause disruptions will be referred to legal authorities.

LOITERING: Students are not allowed to loiter in locker bays or hallways while classes are in session.

CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR: Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop.

For additional information refer to School Board policy 721 on the school district website or in the school office.

PROCESS FOR ADDRESSING CONCERNS: When parents have concerns, they are asked to first contact the school employee who is nearest to the situation causing concern. If they do not receive satisfaction from that person, they should then contact the building principal or program director for assistance. If the matter is still unresolved, they are advised to contact the superintendent of schools. The parent may be asked by the superintendent to state the concern in writing and summarize the action to date. Should that fail, an appeal may be filed with the School Board through the superintendent's office.

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.

For additional information refer to School Board Policy 534 on the school district website or in the school office.

LOCKERS: 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.

Lockers have been assigned to each student. Students are expected to use the locker that is assigned to them and are not allowed to share lockers. Locks for lockers will be provided by the school. A deposit of $10 will be collected from each student and will be returned upon the student's graduation or withdrawal from MHS when the lock is returned to the main office. If you lose your lock, you must pay an additional $10 deposit to obtain a new one. Students are not allowed to write on the inside or outside of any locker. The use of a school locker is a privilege. Students who fail to comply with school locker use guidelines may lose locker use privileges. Replacement cost for lockers is $80 plus installation fee.

Lockers should always be locked when not in use. Do not give your combination to anyone else. Lockers should not be considered safe from theft. The school assumes no liability in the case of theft. Random locker checks will be conducted, and law enforcement K-9 units will randomly check lockers four to six times per year. We encourage students not to leave money or valuables in their lockers. Please leave valuables at home. In the rare instance that you must bring something of value to school, please leave it in the office so that it can be stored in the vault for the day and returned to you when school is dismissed.

For additional information refer to School Board Policy 574 on the school district website or in the school office.

POWERSCHOOL: PowerSchool allows parents and guardians to access their child's grades, attendance, and meal account transactions and balance through any Internet-capable computer or smartphone. To access PowerSchool, parents and guardians need an authorization ID and passcode, which is available in the school counseling office or by calling 218-284-2312. Please contact the office for more information. **Students are responsible to monitor PowerSchool for notification of detentions they may have been assigned for unexcused absences or disciplinary reasons. This information is available for parents to view as well.**

~~PAYSCHOOLS~~ PAYFORIT: Moorhead Area Public Schools offers an online payment processing system, ~~PaySchools~~ PayForIt, to let parents or students make school-related payments online at their convenience, 24 hours a day, seven days a week. Access ~~PaySchools~~ PayForIt through the district's website and pay for school-related fees and products online, either by e-check, Mastercard, Visa or Discover cards, or online PayPal account. Parents or students will immediately receive email receipts confirming their purchases. Meal account payments are also visible in PowerSchool's parent portal.

NUISANCE DEVICES: Because of the potential for disruption to the learning environment, students are not to bring items to school which may create a danger, create a disturbance or interfere with the normal conduct of the school. These devices typically may include, but are not limited to: water guns, chains, beepers, electronic games, or laser lights.

PERSONAL ELECTRONIC DEVICES (PEDs): Personal electronic devices include all electronic communication and entertainment devices that can be used by a student that includes cellphones, cameras, music players, calculators, electronic games, video players, computers, and personal digital assistants. PEDs may be used during passing time or in classrooms with teacher permission, or in the commons during study time. Signage will designate acceptable use areas for cellphones. Cellphones are prohibited from use in classrooms to make telephone calls or instant message. Students are not allowed to use cellphones in any area in the building while they are scheduled to be in class.

Disciplinary action for inappropriate cellphone or PED use:

First Offense - Phone/PED is confiscated until the end of the day, parent/guardian notified
Second Offense - Phone/PED is confiscated and parent/guardian is required to meet with administrator to retrieve phone.
Third Offense and beyond - Phone/PED is confiscated and student is suspended. Parent/guardian meeting is required upon student's return to school to retrieve phone

*The district shall not be liable for the loss, damage or misuse of any electronic device brought to school.
*Any PED that has the capability to take photographs or record video or audio shall not be used in restrooms, locker rooms or any other area that privacy is assumed.
*PEDs are also governed by other district policies (e.g., harassment, copyright, acceptable use).
* Public WiFi is available for students to connect their Internet-capable PEDs to for instructional purposes. District-provided WiFi access is filtered and monitored for inappropriate online behavior. School district policies apply to all public WiFi users. Users who violate district policy will be disciplined accordingly, including notification of legal authorities where appropriate. The classroom teachers determine if PEDs use is permitted for instructional purposes within their classrooms. All non-instructional online activities are not permitted on district's public WiFi.

For additional information refer to School Board Policy 551 on the school district website or in the school office.

COMPUTER USE/COPYRIGHT POLICIES: Computers are provided for student use at several locations. Students are advised that "computer hacking," use of the computers to duplicate copyrighted materials or other inappropriate use may result in losing access to the machines and/or referral to authorities. Faculty and administrative computers are off limits to students.
For additional information refer to School Board Policies 730 and 731 on the school district website or in the school office.

VANDALISM: Students who destroy or vandalize school property will be required to pay for losses or damages. If you should happen to damage something by accident, please report it to a teacher or the office immediately.

IMPROPER ACTIVATION OF FIRE ALARMS: The improper activation of fire alarms is illegal. Any student who causes a false alarm will be suspended and referred to legal authorities. A second offense may result in expulsion.

FIRE, TORNADO AND LOCK DOWN DRILLS: Emergency drills will be conducted throughout the school year.

REGISTRATION: Student registration typically takes place in February for grades 9-11. Four-year plans are discussed during the 9th grade year and updated as needed during registration. The four-year plan serves as a guide for registration and is flexible to allow for changes. All students who request admission to Moorhead High School and have not attended a high school for the previous two weeks or longer will be encouraged to enroll in alternative education options for the remainder of the semester. These students will be eligible to enroll at the start of the next year or semester. Students who have failed a significant number of middle school/junior high courses may be required to take alternative/remedial course work as a condition of entering the high school.

Community Release: The Community Release class is offered as a free period for junior and senior students who are on track for graduation at the discretion of the administration. Juniors must have completed a minimum of 14 credits and will be allowed a maximum of one free block per semester. Seniors must have completed 20 credits and will be allowed a maximum one free block per quarter. If, during the current grading period, a junior or senior is not making academic progress toward graduation the Community Release class will be revoked and the student will be placed in a class for the next quarter or semester to make up the missing credits.

GRADUATION REQUIREMENTS: Registration guidelines list a total of 29 credits. Moorhead High School students must successfully complete 26 credits. Along with completion of credits, students must ~~pass Graduation Required Assessments for Diploma (GRAD) in writing and reading. Passing the mathematics GRAD test is not currently required to graduate. Students not passing the math GRAD test are required to participate in a remediation plan and retest at least twice~~ meet district testing requirements. All students participating in the graduation exercises must have completed the required minimum number of credits and met all graduation requirements as well as completed the Senior Checkout Process with his/her counselor. Students who fail to complete the Senior Checkout process will not be allowed to participate in the graduation exercises. Those students not

participating in the graduation exercises will be able to pick up their diplomas beginning on the Monday following the ceremony.

~~Beginning with the Class of 2011,~~ Students will be required to return or pay for all library books, textbooks or other school-issued materials they failed to return during their years at MHS before they can begin the Senior Checkout process. The Senior Checkout process is required to participate in the graduation exercises.

It is an expectation that all library books, textbooks, and other school issued materials be returned every year. Students will be noticed annually of missing materials.

If a senior has not served all of his or her assigned hours of detention by the second to the last Friday before graduation ceremonies, that senior will not be allowed to participate in the ceremonies.

For additional information refer to School Board Policy 640 on the school district website or in the school office.

GRADUATION DEFICIENCIES: Students who fail to meet graduation requirements at the end of four years of attendance will be permitted to continue in school and carry a course load sufficient to permit them to meet graduation requirements the following year.

FOREIGN EXCHANGE STUDENTS: Moorhead High School welcomes foreign exchange students who are sponsored by accredited agencies. All foreign exchange students are classified as freshmen, sophomores or juniors. Foreign exchange students are not eligible for status as a senior and are not entitled to graduation from Moorhead High School.

COUNSELING DEPARTMENT: One of the first resource people you will meet at Moorhead High school is your counselor. Your counselor is available to assist you in many areas of your high school career including:

- planning and developing an academic program that best fits your needs,
- identifying career goals and interests, providing resources which will give current information about colleges and other post-secondary institutions, and,
- helping you make good decisions about concerns and conflicts in your personal life.

Moorhead High School is proud to have five licensed professional school counselors on staff to work with parents and students. MHS also has a licensed professional addiction counselor and several outreach workers to assist with student concerns which include chemical usage, attendance, and nontraditional high school programming.

A - Fl ~~10-12 A-G~~	Rachel Lerum	284-2319
Fo - La ~~10-12 H-N~~	Janel Simonson	284-2316
Le - R ~~9th grade counselor~~	Toni Bach	284-2313
S - Z ~~10-12 O-Z~~	Sarah Miller	284-2315
Student Assistance	Scott Matheson	284-2314

Your counselor is truly interested in helping you succeed at MHS. Make it a point to get to know your counselor and see him or her frequently. Students are free to talk to any counselor, not just their assigned one.

MARKING SYSTEM: Moorhead High School uses letter grades of A, A-, B+, B, B-, C+, C, C-, D, D+, D-, and F. An "I" will indicate an incomplete in a subject. Assignments must be completed for credit no later than two weeks from conclusion of a course or the incomplete will be changed to failure. Special cases should be cleared with your counselor or principal.

PASS/FAIL OPTION: Students taking a required course load are eligible to request pass/fail in one or more classes but must be graded in a minimum of four classes. Check with your counselor for forms. Deadlines for pass/fail option is 15 school days from the start of the class. Once you have been graded, you cannot change to a pass/fail option. Students who drop two grade levels below the average that they are capable of carrying could have this option removed the first or third quarter, and they would be graded by letter grade in the course for the rest of the semester. Students who fail a course and retake it at a later time will have their original failure replaced by the more recent grade.

TESTING OUT OPTION: A student may receive credit for a course on a pass/fail basis before, during or after taking that course by successfully demonstrating mastery of its content through a testing process. Testing out is offered two times per year (October and February). The student must complete the application to test out one week before the assessment dates. For more information, please see your counselor.

For additional information or an application refer to School Board Policy 653.1 on the school district website or in the school office.

CLASS AUDIT: Any student who wishes to audit a class for no credit should meet with the course instructor and the assistant principal for details.

SENIOR HONOR STUDENTS: Seniors with a G.P.A. of 3.70 or higher through the first semester will be named a Moorhead Honor Student.

ACADEMIC LETTER: The purposes of the academic letter are motivation, incentive and recognition for work well done. The Academic Letter Committee follows these guidelines/ qualifications:

- Grade 9 - 3.80 cumulative G.P.A. through first semester
- Grade 10 - 3.70 cumulative G.P.A. through first semester
- Grade 11 - 3.65 cumulative G.P.A. through first semester
- Grade 12 - 3.60 cumulative G.P.A. through first semester

A = 4.00, A- = 3.75, B+ = 3.50, B = 3.00, B- = 2.75, C+ = 2.50, C = 2.00, C- = 1.75, D+ = 1.50, D = 1.00, D- = .75

REPORT CARDS: Report cards are issued at the end of each nine-week grading period. They include a letter grade for each subject and a report on attendance and tardiness. If you feel there is an error on your report card, bring it to the registrar's office and report it to the secretary. The last report card of the year will be mailed to the student's home.

UNSATISFACTORY WORK REPORTS: Parents will be sent reports indicating unsatisfactory work in a subject near the midpoint of the course or any time students are not performing up to their capabilities. **Parents should contact the teacher who sent the report for a conference**. Teachers will send these reports while there is still time to improve the grade for that grading period.

DROPPING A CLASS: Once a student is enrolled in a class, you may drop it only after consultation with a counselor. You will also need parental permission. In most instances, you cannot drop a class with fewer than 15 students enrolled. The deadline for dropping a class is 15 school days from the start of the class. Any class dropped after this deadline will result in a withdraw/fail which carries the same GPA weight as an "F".

TRANSFERS OR WITHDRAWALS: If you wish to transfer from Moorhead High, report to the counseling office for a withdrawal form. Complete the form and take it to all your teachers, the library, your counselor and the assistant principal for their signatures. After **all** signatures have been obtained, return the form to the registrar's office. All textbooks should be returned to teachers as you check out with each of them. Records will be sent to another school only after all obligations have been met.

For additional information refer to School Board Policy 517 on the school district website or in the school office.

TRANSFER STUDENTS/GRADUATION: Students who transfer in as a senior may graduate by meeting the previous school's requirements and, therefore, be awarded a diploma by that school. If students plan to participate in Moorhead High School's graduation ceremony, they must meet district requirements.

MINNESOTA POST-SECONDARY ENROLLMENT OPTIONS ACT: As enacted by the 1985 Minnesota Legislature, with approval and acceptance, juniors and seniors may enroll for courses at

an approved institution of higher learning as part of the student's full-time high school enrollment and receive both college credit and credit toward high school graduation requirements. No charge will be made to the student for the costs of tuition, fees and required textbooks and materials. All books and materials must be returned to the college. If interested, see your counselor.

INDEPENDENT STUDY OPTIONS: Students who are interested in taking a course as independent study, including online, should contact a counselor. Independent study courses involve a considerable amount of reading, writing, and individual study.

HOMEBOUND INSTRUCTION: Students who are absent for 10 consecutive days are eligible for homebound instruction. Authorization from a physician must be on file requesting the same. All requests for homebound instruction are to be directed to the Department of Learner Support Services (284-3710) and can be initiated before the time lines are in effect.

MINNESOTA CHOICE PROGRAMS: The open enrollment option is available for students to attend the Minnesota school of their choice. The deadline for an application for open enrollment is January 15 of the preceding year. See your counselor for more information. For online study options please see your counselor.

For additional information see School Board Policies 511 and 610 on the school district website or in the school office.

CURRICULUM REVIEW: Parents have the right to review the curriculum and to determine which instruction will be provided by the parent.

For additional information refer to School Board Policies 620 and 620.2 on the school district website or in the school office.

ACTIVITIES: All students are eligible if they meet activity guidelines, but not all students will earn the privilege to participate in activities. Skill, tenacity, hard work and attitude are the primary factors in determining who will participate and represent our school. Moorhead High shall be represented by students who are good citizens, scholars and athletes willing to abide by prescribed rules and high standards. This privilege and honor carries with it responsibilities to the community, school faculty and student body they represent. To ensure that the standards and ideals of Moorhead High are upheld and requirements enforced uniformly, standards of conduct have been established. Advisors or coaches may enforce rules that are more strict than those established, but these are minimum rules that must be enforced:

1. Any student failing one or more classes, or having two or more incompletes, will be ineligible for a minimum of one week. Student eligibility will be monitored every three weeks during each nine week grading period. Students will be notified of their ineligibility by the Activities Office and their ineligibility will run from Wednesday-Wednesday.
2. There shall be no conduct by students participating in activities, whether or not that activity is currently in season, that will bring discredit to the student, parents, activity, school or community. Penalties for rule violations will be administered at the discretion of school officials.
3. Moorhead School Board Policy and the Minnesota State High School League rules shall be enforced as the minimum standard of conduct for all participants in activities.
4. Students are expected to be in school on the day of a contest, play, concert or event as well as the following day. Violations may result in a forfeiture of practice on the succeeding day, loss of the right to appear in a public performance or meet and/or an unexcused absence.
5. Students must dress appropriately when representing the school. Neat, casual dress clothes are appropriate.
6. Awards and honors are presented in trust. Should the student violate that trust, the honor or award may be revoked.
7. Fees are charged to participate in certain school activities and all athletic programs. Those fees are available in the activities office. The total fee for any student shall not exceed $350 per year.

For additional information regarding activity eligibility, fees, travel, or lettering information refer to School Board Policies 541, 542, 543 and 545 on the school district website or in the school office.

EXTRA CURRICULAR ACTIVITIES/ATHLETIC PROGRAMS: For information on how to participate in these or other MHS activities check with your counselor, the advisor, or the activities office. Groups include:

Carolers	Business Professionals of America
Cho Kio (Yearbook)	Destination Imagination
Apollo Strings	Key Club
Knowledge Bowl	Student Council
Math Competition	Science Olympiad
Drama	Pep Band
Speech	Industrial Arts Competition
Student Newspaper	SADD

Athletic Programs: The following sports are available to students at Moorhead High School:

Fall:	Cross Country - girls and boys
	Football - boys
	Soccer - girls and boys
	Tennis - girls
	Swimming - girls
	Volleyball - girls
Winter:	Basketball - boys and girls
	Swimming - boys
	Gymnastics - girls
	Wrestling - boys
	Hockey - boys and girls
	Dance line - girls
Spring:	Track - boys and girls
	Golf - boys and girls
	Tennis - boys
	Baseball - boys
	Softball - girls

SCHOOL SONG

Onward Moorhead, Onward Moorhead
Fight right through that line!
Onward Moorhead, Onward Moorhead
Victory sure this time!
Onward Moorhead, Onward Moorhead
Fight on for your fame!
So fight, Moorhead, fight-fight-fight
To win this game.

SCHOOL SPIRIT/SPORTSMANSHIP: Moorhead Area Public Schools shares a vision with the Minnesota State High School League in seeking and maintaining high standards of sportsmanship in all sponsored programs. To be educationally sound, activities must provide a setting in all programs where important values such as dignity, equity, fairness and respect are fostered. Good sportsmanship enhances respect for opponents and officials through efforts at showing self-control and by showing genuine concern for others. It is the responsibility of students, coaches, faculty, cheerleaders, adult spectators, officials and the media to pursue these values.

Attending school-sponsored events is a privilege, not a right. Inappropriate conduct at school and/or school-sponsored events may result in the loss of this privilege.

Any student choosing to attend any school-sponsored activity (dances, plays, athletic events, etc.) in possession of or under the influence of any controlled substances, toxic substances, and/or alcohol, will be prohibited from attending any school-related activities, outside of the school day. The period of

suspension is listed below. Students will also be cited accordingly by the Moorhead Police Department.

1st violation - The student will not be allowed to attend any school-sponsored activity for six (6) weeks.

2nd violation - The student will not be allowed to attend any school-sponsored activity for eight (8) weeks.

3rd violation - The student will not be allowed to attend any school-sponsored activity for the remainder of the school year.
(weeks are counted as calendar days)

For additional information see School Board Policy 551 on the school district website or in the school office.

SCHOOL DANCES
Moorhead High School will hold three dances during the 2013-14 school year, Homecoming, Prom and Morp. Out-of-school guests must be accompanied by MHS students who have met dance attendance requirements and have a "Dance Guest Form" turned in to their class principal one day prior to the dance. Guests for Homecoming and Morp must be enrolled in high school and in good standing. Guests for Prom must be under the age of 21 and have a valid ID upon entering the dance. Students are not permitted to enter after 10 p.m., and once students leave, they are not permitted to re-enter. **Students are not eligible to attend any student dance until all assigned detentions have been completed.** All students are subject to a passive alcohol screening prior to entering a school dance.

STUDENT INSURANCE: The school district does not carry insurance on students. However, student insurance is available at a nominal cost on an individual basis. Contact the activities office for details.

FUND RAISING: All fund raising projects by any student group must be approved in advance by the advisor, principal, and Assistant Superintendent before any fund raising may begin.

For additional information refer to School Board Policy 644 on the school district website or in the school office.

UNCOLLECTED FEES: Fees assessed for damaged or lost books, school projects, damage to school property, or other expenses that have been accrued by students but remain unpaid after July 1 following the end of the school year will be referred to a collection agency.

MUSICAL INSTRUMENT RENTAL FEES: The Moorhead School Board authorizes a rental fee of $75 per instrument for each student 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 using the 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 and rental agreement refer to School Board Policy 831 on the school district website or in the school office.

PROTECTION AND PRIVACY OF PUPIL RECORDS: The following information is considered public information and may be disclosed unless the school principal is notified that this information is considered private. **State law requires that the names, addresses, and home telephone numbers of

students in grades 11 and 12 be released to military recruiting officers unless a parent notifies the school in writing of their objection.

Name
Grade level
Date and place of birth
Participation in activities
Height and weight of team members
Dates of attendance
Degree and awards
Most recent and previous school
Photos in the normal course of school activities and other similar information to include data recorded by cameras on school property, including school buses

For additional information refer to School Board Policies 303 and 504 on the school district website or in the school office.

RELEASE OF INFORMATION: All rights and protections given parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the educational records of such student without first obtaining the consent of the student.

For additional information refer to School Board Policy 504 on the school district website or in the school office.

PATRIOTIC EXERCISES: The School Board believes that one's respect of country is promoted by the ceremonies and observances held in the public schools and that the flag of the United States is a symbol of our American heritage and democratic ideals. 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 and school personnel must respect another person's right to make that choice.

For additional information refer to School Board Policy 633 on the school district website or in the school office.

FIELD TRIPS: All school policies apply to students on field trips 24 hours a day for the duration of the trip.

For additional information refer to School Board Policy 632 on the school district website or in the school office.

PARENT TEACHER ADVISORY COUNCIL (PTAC): The PTAC is composed of parents and staff members who wish to become more actively involved at Moorhead High School. Meetings are held ~~six times per year~~ monthly. Dates are listed in district calendar and on the website. All parents are welcome to become members and are encouraged to call the main office for more information.

SURVEILLANCE EQUIPMENT: Moorhead High School premises are under the protection of electronic surveillance equipment during all hours of the day and evening.

For additional information refer to School Board Policy 712 on the school district website or in the school office.

TELEPHONES: The four free telephones in the commons are for student use. Calls are limited to three minutes. **Students may not use the office telephones.**

MESSAGES: All emergency messages will be handled by an administrator.

WELLNESS: The Moorhead School Board recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and educational achievement.

Foods and beverages sold or served at school during the school day by the Moorhead Area Public Schools (including school stores, vending machines and a la carte cafeteria items) will meet or exceed current USDA Dietary Guidelines for Americans in accordance with nutrition and portion size standards. (See Administrative Procedures 536.1 and 536.2.)

For additional information refer to School Board Policy 536 on the school district website or in the school office.

BUILDING CLEANLINESS: 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.

STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS AND SEARCHES:

It is the policy of the Moorhead Area Public School District to allow the limited use and parking of motor vehicles by students in school district locations. It is the position of the school district that a fair and equitable districtwide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety and welfare of students and school personnel. This policy applies to all students in the school district.

Student Parking of Motor Vehicles in School District Locations

Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving motor vehicles to Moorhead High School may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways or in other designated areas, (e.g., staff, visitors or busing lanes). **Vehicles in violation of parking regulations will receive a warning for the 1st offense and towed at owners expense for subsequent violations.**

Patrols, Inspections and Searches

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

Student Use of Motor Vehicles

Students are permitted to use their vehicles during assigned lunch period for off-campus purposes, or for off-campus school programs during assigned times. Operating a motor vehicle on school property is a privilege not a right and necessitates safe driving in accordance with the law and conditions.

Violations

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

Students park at Moorhead High School at their own risk. Moorhead Area Public Schools is not responsible for any damage or theft that occurs to vehicles parked on school property.
Bus service is provided to all eligible students.

For additional information refer to School Board Policy 575 on the school district website or in the school office.

COMMUNICATION ASSISTANCE: If a parent or guardian is in need of accommodations to communicate with a child's school or to participate in a child's education, please contact Moorhead High at (218) 284-2300 to make a request. Examples of accommodations include: TDD at a child's school, large print or Braille materials, accessible meeting facilities, interpreters or assistive listening device kit for all meetings, conferences, activities, etc.

HEALTH CARE: The health office is located in the administrative office complex. A health tech is on duty from 8 a.m. to 4 p.m. A licensed school nurse staffs the health office on a part-time basis and is on call in case of emergencies.

Parents of students with special health conditions should notify the nurse at the beginning of the school year. Staff will be notified of special health conditions concerning their students.

The school does not provide aspirin or any other medication for students. If students need medication dispensed during school hours, parents must provide the health office with a physician's written order, written parental authorization and a properly labeled container with specific directions about how and when the medication is to be administered in school. Students may self-administer medication if the appropriate arrangements are made through the health office. Please contact the school nurse regarding any questions about medications in school.

Students should remain at home if they have a contagious illness or a temperature of 100 degrees or higher.

Minnesota law requires all students in grades 9-12 to have completed the primary series of immunizations including a total of two MMR (measles, mumps, rubella) vaccinations, at least three polio vaccinations, and a tetanus/diphtheria (TD) booster at or after age eleven. Students who have a medical or conscientious exemption from these requirements must have an exemption form on file in the health office.

Vision and hearing screening is done based on referrals from teacher, parents or students if a problem is suspected or as part of the assessment for special education services.

All school-related accidents (including extracurricular and out-of-town activities) should be reported to the nurse. Accident reports and emergency cards are kept on file in the nurse's office. A student who is absent from the classroom for an extended period of time (2-3 weeks) because of health problems should notify the counselor who will make arrangements for homebound tutoring.

Students who leave the school during the day due to illness are required to either check out through the health office or have a parent/guardian contact the attendance office before the end of the school day to verify student absence. **Students who do not follow this process will be considered unexcused.**

For additional information regarding immunizations refer to School Board Policy 530. For additional information regarding medication refer to School Board Policy 532. These can be found on the school district website or in the school office.

MEDIA CENTER: The high school media center is easily accessible to the students and staff from 7:30 a.m. to 5 p.m. Monday through Thursday and 7:30 to 3:30 p.m. on Friday.

At the high school we have a large and excellent collection of materials that serve both the academic and recreational needs and interests of our students. These include more than 19,000 fiction and nonfiction books, 70 magazine subscriptions, several daily and weekly newspapers, general and

specific reference materials, both in print and electronic format. Equipment, including computers and printers, a photocopy machine and scanner are also available for student use. A highly qualified staff member is available to help students find resources, assist with computer programs, and give suggestions for recreational reading.

Students are responsible for returning materials in a timely manner so that they are available for use by others. If something is lost or damaged, the original cost of the item will be charged.

Students who are unable to abide by library policy and are disrupting other students or staff will be asked to leave. Food and beverages are not allowed in this facility. The deliberate abuse of any of the materials, programs or equipment located in the library/media center will be referred to a principal for disciplinary action.

HANDBOOK ONLINE: A current version of the Moorhead High School Student Handbook is available online at www.moorhead.~~k12.mn.us~~schools.org. The online version contains any changes to the handbook as well as links to related board policies (under schools select Moorhead High School).

PESTICIDE USE: Occasionally pesticides are used to control harmful insects. Students will be notified if pesticides are used in the building or on the grounds.

School Calendar ~~2012-13~~ 2013-14

September ~~4~~ 3	K-12 Classes Begin
September ~~21 & 22~~ 20 &21	Homecoming Parade, Game, Dance
October ~~15~~ 14	Parent Teacher conferences (5-8:30)
October ~~16~~ 15	Parent Teacher conferences (5-8:30)
October ~~17~~ 16	P/T conferences (8-11:30) No School
October ~~18 & 19~~ 17-18	Teacher Comp & EM No School
November 6	End of 1st Quarter
November ~~7~~ 6	GRAD Writing Retest Grades 10-12
November ~~21—23~~ 28-29	No School
December ~~11~~ 9	Parent Teacher conferences (5-8:~~30~~45)
December ~~22~~ 23	Winter Break Begins
January 2	Classes Resume
January ~~18~~ 24	End of 1st Semester/2nd Quarter
January ~~21~~ 20	Teacher Workshops No School
February ~~11~~ 10	Parent Teacher conferences (5-8:~~30~~45)
~~February 14~~	~~Parent Teacher conferences (5-8:30)~~
February ~~18~~ 17	President's Day - No School
March ~~6—8~~ 5-7	No School
~~May (dates TBD)~~3/17-5/16	MCA-II Science Test
~~March 28~~ April 2	End of 3rd Quarter
~~March 29~~ April 18	No School
April ~~1~~ 21	No School
April ~~16~~ 15	Grade 9 GRAD Test of Written Comp.
April ~~16~~ 15	GRAD Writing Retest Grade 12
April ~~16 & 17~~ 15 &16	MCA II Grade 10 Reading, Grade 11 Math
April ~~23~~ 28	Parent Teacher conferences (5-8:~~30~~45)
May ~~27~~ 26	Memorial Day - No School
~~May 30~~ June 4	Last Day for Students
June ~~2~~ 8	Graduation

EMERGENCY MAKEUP DAYS
~~May 31~~, June ~~3, 4, 5, 6, 7 & beyond~~ 5,6,9,10,11,12 & 13

~~No built in make-up days; all makeup days are at the end of the school year.~~ This calendar includes one built-in make-up day. If this day is unused , the end date of the school year will be adjusted accordingly.

Moorhead Area Public Schools

Independent School District 152

Probstfield Center for Education • 2410 14th St. S. • Moorhead, Minnesota 56560
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Superintendent of Schools: (218) 284-3330
Assistant Superintendent: (218) 284-3370 • Human Resources: (218) 284-3350

Discipline Procedures – Grades 9-12

Administrative Procedure: 551.1
Date Adopted: 6/27/2011
Dates Reviewed: 6/20/2012, 6/18/2013

Section: 500 STUDENTS
Date Revised: 6/18/2013

General Statement

Every student and employee of Moorhead Area Public Schools is entitled to learn and work in a safe school environment. To ensure this, the district and each school have established clear student discipline procedures, consequences appropriate to the behavior, and a practice to do so consistently.

The Moorhead Area Public School Board believes that learning can best take place in an environment which is orderly, safe, stimulating, and which enable 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.

Students are expected to behave in accordance with federal, state and local laws; district policies and guidelines; and in a way that respects the rights and safety of others. Known violations of federal, state and local laws will be reported to local law authorities. Employees will take corrective action when a student's behavior does not fall within discipline guidelines.

The following are district wide discipline procedures. These procedures and the minimal consequences apply any time a student is present on district property, participating in a school-sponsored activity, traveling in a district vehicle or attending any school-sponsored event off district property. The discipline procedures and consequences apply when a district student engages in conduct outside of a school location or a school-sponsored event when the misconduct is a continuation of improper conduct that occurred on school grounds or the student's actions have a direct and immediate effect either on school discipline or on the general safety and welfare of students and staff.

Listed are the violations and minimum consequences; although all actions will be taken on a case-by-case basis. Restitution, restorative discipline/justice or community service may also be utilized when appropriate for the disciplinary infraction.

Restorative Discipline is a type of discipline that seeks to restore damages made by the offending student. A reasonable follow up to a destructive action may be to try to restore, replace, repair, clean up or apologize, as the situation may dictate.

Restorative Justice is a process whereby all the parties with a stake in a particular offense come together to resolve collectively how to deal with the aftermath of the offense and its implications for the future.

A restorative process consists of a face-to-face encounter in the presence of a trained facilitator. The affected parties are brought together by a facilitator to discuss how they and others have been harmed by the incident and how that harm might be repaired. Participants include the victim, the offender, individuals who support each of them and others who have been affected by the incident. Participation in the process is voluntary on the part of the victim or offender. This process is used in conjunction with the Clay County Restorative Justice Program.

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

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

Listed are the violations and minimum consequences for first, second and third offenses. Suspension may be served in school or out of school at the discretion of the administrator. The school district or school administration may impose more severe consequences beyond those set forth in these procedures based on the particular misconduct.

These procedures are based on school board policies, available on the district's website at www.moorhead.k12.mn.us or in the school offices.

Procedures

1. ABUSE, VERBAL

Verbal assaults or verbally abusive behavior includes, but is not limited to, use of language (verbal, written or electronic) that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people and is prohibited. Verbal abuse that is also sexual, religious, disability or racial harassment will be addressed under the guidelines for harassment.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference 1-2 day suspension	3-5 day suspension	10 day suspension Recommendation to the superintendent for expulsion or exclusion

2. ALCOHOL AND CHEMICALS, POSSESSION OR USE

The possession or use of any alcohol, controlled substances and toxic substances, is prohibited while on district property, participating in a school-sponsored activity, traveling in a district vehicle or attending any school-sponsored event off district property. Further recommendation such as possible chemical assessment may also be required. A chemical assessment may be required on a second school offense prior to readmission to school.

Definitions:

A. "Alcohol" includes any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor.

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

C. "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference 1-3 day suspension Notification of legal authorities Suspension from attending or participating in school-related activities Not allowed to attend any school-sponsored activity for six (6) weeks*	Parent(s)/Guardian(s) conference 3-5 day suspension Notification of legal authorities Referral to Student Assistance Suspension from attending or participating in school-related activities Not allowed to attend any school-sponsored activity for eight (8) weeks*	Parent(s)/Guardian(s) conference 5-10 day suspension Notification of legal authorities Referral to Student Assistance Suspension from attending or participating in school-related activities Not allowed to attend any school-sponsored activity for the remainder of the school year

(*) Weeks are counted as calendar weeks.

3. ALCOHOL OR CHEMICALS, POSSESSION WITH INTENT TO DISTRIBUTE OR SELL

Selling, distributing, delivery, exchanging or intending to sell, deliver, exchange or distribute any alcoholic, controlled substances and toxic substances, is prohibited while on district property, participating in a school-sponsored activity, traveling in a district vehicle or attending any school-sponsored event off district property.

Definitions:

A. "Alcohol" includes any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor.

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

C. "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference Immediate notification of legal authorities 5-10 day suspension	Parent(s)/Guardian(s) conference Immediate notification of legal authorities 10 day suspension Recommendation to the superintendent for expulsion or exclusion	Parent(s)/Guardian(s) conference Immediate notification of legal authorities 10 day suspension Recommendation to the superintendent for expulsion or exclusion

4. ARSON

The intentional setting of a fire that results in, or could have potentially resulted in, the destruction or damage to district property or other property or that endangers or potentially endangers others by means of fire is prohibited.

Grade Level	First Offense
Grades 9-12	Parent(s)/Guardian(s) conference 10 day suspension Immediate notification of legal authorities (police and fire marshal)

5. ASSAULT/FIGHTING

Committing an act with intent to cause fear in another person of immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another person is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) notification 1-3 day suspension Notify legal authorities	Parent(s)/Guardian(s) conference 5-10 day suspension Referral to legal authorities	Parent(s)/Guardian(s) conference 10 day suspension Referral to legal authorities Recommendation to the superintendent for expulsion or exclusion

6. ATTENDANCE, CHRONIC ABSENTEEISM

In addition to the compulsory attendance mandate of state law, the school board recognizes and emphasizes the value of attendance each school day by each student.

Grade Level	First Offense
Grades 6-12	Parent(s)/Guardian(s) notification Detention Referral to Truancy Intervention Program

7. BOMB THREAT OR TERRORISTIC THREAT

Intentionally making, publishing or conveying in any manner a bomb threat or any other type of terroristic threat pertaining to a school location or event is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference 5 day suspension Referral to legal authorities	Parent(s)/Guardian(s) conference 5-10 day suspension Referral to legal authorities	Parent(s)/Guardian(s) conference 10 day suspension Referral to legal authorities

8. BREAKING AND ENTERING

Entering a secured or restricted district location, during or after school hours, using an unauthorized mechanism of entering is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades K-12	Parent(s)/Guardian(s) conference 3-5 day suspension Referral to legal authorities	Parent(s)/Guardian(s) conference 5-10 day suspension Referral to legal authorities	Parent(s)/Guardian(s) conference 10 day suspension Referral to legal authorities

9. BULLYING OR INTIMIDATING BEHAVIOR

"Bullying" means any written, verbal or electronic expression (email, Facebook, social media, SMS/ MMS text, instant messaging), physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities or performance.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) notification 1-2 day suspension Notification of legal authorities	Parent(s)/Guardian(s) conference 2-5 day suspension Notification of legal authorities	Parent(s)/Guardian(s) conference 5-10 day suspension Notification of legal authorities

10. DISHONESTY, ACADEMIC

Scholastic dishonesty that includes, but is not limited to, cheating on school assignments or tests, plagiarism or collusion is prohibited. Academic consequences may also be assigned.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference Detention	Parent(s)/Guardian(s) conference 1-3 day suspension	Parent(s)/Guardian(s) conference 3-10 day suspension

11. DISORDERLY CONDUCT

Disorderly conduct, which is an act that the student knows or has reasonable grounds to know that the act will alarm, anger, disturb others or provoke an assault or breach of the peace, is prohibited. Disorderly conduct is also engaging in offensive, obscene, abusive, boisterous or noisy conduct or offensive, obscene or abusive language tending reasonably to arouse alarm, anger or resentment in others. Disorderly conduct can include communication or expression created and/or distributed by an electronic means.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference 1-2 day suspension	Parent(s)/Guardian(s) conference 3-5 day suspension	Parent(s)/Guardian(s) conference 10 day suspension

12. DISRUPTIVE OR DISRESPECTFUL BEHAVIOR

Disruptive or disrespectful behavior is prohibited. Disruptive or disrespectful behavior is language or behavior that disrupts or threatens to disrupt the school environment.

A. Willful conduct that significantly disrupts the right of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn.
B. Willful conduct that endangers surrounding people, including school district employees, the student or other students, or the property of the school; and
C. Willful violation of any rule of conduct specified in the student handbook adopted by the school board.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference 1-2 day suspension	Parent(s)/Guardian(s) conference 3-5 day suspension	Parent(s)/Guardian(s) conference 10 day suspension

13. DRESS AND APPEARANCE

Inappropriate clothing or appearance is prohibited. Inappropriate clothing or appearance includes, but is not limited to:

- Wearing clothing or grooming in a manner that is sexually explicit or which conveys sexual innuendo or that may reasonably be construed as sexual. Examples of such clothing include "short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
- Wearing clothing that includes words or pictures that are obscene, vulgar, abusive and discriminatory or that promote or advertise alcohol, chemicals, tobacco or any other product that is illegal for use by minors.
- Wearing clothing and other items or grooming in a manner that represents and/or promotes threat/ hate groups, including gangs or supremacist groups. This prohibition includes objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist or otherwise derogatory to a protected minority group; evidences gang membership or affiliation; or approves, advances or provokes any form of religious, racial or sexual harassment or violence against other individuals as defined in district policy.
- Wearing clothing or footwear that would damage school property.

- Wearing masks, face paint or grooming that limits or prevents identification of a student.
- Wearing clothing or grooming that is potentially disruptive to the education process or that poses a threat to the health and safety of others.
- Wearing clothing in a manner that displays undergarments.

The appropriateness of wearing of hats and caps will be determined at each school by the principal and may be worn in some cases (i.e., student undergoing chemotherapy, medical situations, religious purposes, class outside the building). Administrators reserve the right to deny admission to school functions based on dress or appearance determined to be inappropriate or disruptive to the educational process. When a student is found in violation of this guideline, the student will be directed to make modifications or be sent home for the day.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Student conference Modify clothing	Parent(s)/Guardian(s) notification Modify clothing or send home	Parent(s)/Guardian(s) notification Modify clothing or send home

14. DRIVING, CARELESS OR RECKLESS

Driving any motorized or nonmotorized vehicle on school locations in such a manner as to endanger people or property is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) notification Refer to legal authorities Detention or community service	Parent(s)/Guardian(s) conference 1-3 day suspension Refer to legal authorities	Parent(s)/Guardian(s) conference Refer to legal authorities Recommendation to the superintendent for expulsion or exclusion

15. FALSE ALARM

Intentionally calling 911 (emergency call) or giving a false alarm of a fire or tampering or interfering with any fire alarm or sprinkler system is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference Detention or 1-5 day suspension Referral to legal authorities	Parent(s)/Guardian(s) conference Detention or 5-10 day suspension Referral to legal authorities	Parent(s)/Guardian(s) conference 10 day suspension Referral to legal authorities

16. FALSE REPORTING

Intentionally reporting false information about the behavior of a student or employee is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference 1-2 day suspension	Parent(s)/Guardian(s) conference 3-5 day suspension	Parent(s)/Guardian(s) conference 10 day suspension

17. GAMBLING

Gambling, including but not limited to, playing a game of chance for stakes or possession of gambling devices (including machines, video games and other items used to promote a game of chance for stakes) is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference 1-2 day suspension	Parent(s)/Guardian(s) conference 3-5 day suspension	Parent(s)/Guardian(s) conference 10 day suspension

18. HARASSMENT

Harassment is participating in or conspiring with others to engage in harassing acts that injure, degrade or disgrace other individuals. "Harassment" means any written, verbal or electronic expression, physical act or gesture, or pattern thereof. Harassment, whether willful or otherwise, includes offensive behavior relating to gender, religion, culture, disability, race, sexual orientation, and/or age and is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Student conference Notification of Title IX Officer	Parent(s)/guardian(s) conference 1-5 day suspension Notification of Title IX Officer Notification of legal authorities	Parent(s)/Guardian(s) conference 10 day suspension Notification of Title IX Officer Notification of legal authorities

19. HAZING

This means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization. Hazing, by its very nature, often occurs off school grounds, after school hours, on nonschool days and during summer months. Students are advised that hazing is prohibited whenever and wherever it occurs.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference 1-3 day suspension	Parent(s)/Guardian(s) conference 3-5 day suspension Notification of legal authorities	Parent(s)/Guardian(s) conference 10 day suspension Notification of legal authorities

20. INSUBORDINATION

A deliberate refusal to follow an appropriate direction or to identify one's self when requested is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Student conference Parent(s)/Guardian(s) notification Detention	Parent(s)/Guardian(s) notification 1-3 day suspension	Parent(s)/Guardian(s) conference 10 day suspension

21. MISBEHAVIOR ON THE SCHOOL BUS

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral rules while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Student conference and warning	Parent(s)/Guardian(s) conference 5 school day suspension from riding the bus	Parent(s)/Guardian(s) conference 10 school day suspension from riding the bus

Further offenses: 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.

22. NUISANCE OBJECTS

Misuse or distribution of any object that causes distractions or a nuisance is prohibited. These objects include, but are not limited to, laser pointers, flammable lighters, pagers, radios, personal electronic devices, magnets, snaps, stink bombs, bolt cutters, and crowbars.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) notification Student conference Confiscate	Parent(s)/Guardian(s) notification Confiscate 1-5 day suspension	Parent(s)/Guardian(s) conference Confiscate 10 day suspension

23. PERSONAL ELECTRONIC DEVICES (PEDs)

PERSONAL ELECTRONIC DEVICES (PEDs): Personal electronic devices include all electronic communication and entertainment devices that can be used by a student that includes cellphones, cameras, music players, calculators, electronic games, video players, computers, and personal digital assistants. PEDs, **except for cellphones**, may be used during passing time or in classrooms with teacher permission, or in the commons during study time. Signage will designate acceptable use areas for cellphones. Cellphones are prohibited from use in classrooms to make telephone calls. Students are not allowed to use cellphones in any area in the building while they are scheduled to be in class.

A. The district shall not be liable for the loss, damage or misuse of any electronic device brought to school.
B. Any PED that has the capability to take photographs or record video or audio shall not be used in restrooms, locker rooms or any other area that privacy is assumed.
C. PEDs are also governed by other district policies (e.g. harassment, copyright, acceptable use).
D. Public WiFi is available for students to connect their Internet-capable PEDs to for instructional purposes. District-provided WiFi access is filtered and monitored for inappropriate online behavior. School district policies apply to all public WiFi users. Users who violate district policy will be disciplined accordingly, including notification of legal authorities where appropriate. The classroom teacher will determine if PEDs use is permitted for instructional purposes within their classrooms. All non-instructional online activities are not permitted on the district's public WiFi.

The following consequences will be used for the misuse of these devices.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) notification Student conference Confiscate 1 day	Parent(s)/Guardian(s) conference Confiscate Meet with bldg. adm.	Parent(s)/Guardian(s) conference Confiscate Suspension

24. PHOTOGRAPHIC OR RECORDING DEVICE MISUSE

Use of any photographic or recording device, film camera, digital camera, cell phone camera and video camera that impinges upon the rights of others is prohibited. This prohibition includes the distribution or receipt of a picture(s) that impinges upon the personal privacy of another. Misuse of any device in a school locker room, school bathroom or elsewhere in a way that violates the personal privacy of the individual may result in the immediate initiation of the expulsion process.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference Confiscate 1-2 day suspension Referral to legal authorities	Parent(s)/Guardian(s) conference Confiscate 3-5 day suspension Referral to legal authorities	Parent(s)/Guardian(s) conference Confiscate 10 day suspension Referral to legal authorities

25. RECORDS OR IDENTIFICATION FALSIFICATION

Falsifying signatures or data, misrepresenting identity, or forging notes is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Student conference	Parent(s)/Guardian(s) conference 1-2 day suspension	Parent(s)/Guardian(s) conference 3-5 day suspension

26. SECURITY SYSTEM TAMPERING

Any action that is intended to deactivate, damage or destroy any security system of the district is prohibited. This action includes, but is not limited to, the disabling of or tampering with a district security camera, an automatic locking door apparatus or electronic computer network safeguards.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference 3-5 day suspension Restitution Notify legal authorities	Parent(s)/Guardian(s) conference 5-10 day suspension Restitution Referral to legal authorities	Parent(s)/Guardian(s) conference 10 day suspension Restitution Referral to legal authorities Recommendation to the superintendent for expulsion or exclusion

27. TECHNOLOGY AND TELECOMMUNICATION MISUSE

Misuse of computer equipment or network; deletion or violation of password-protected information, computer programs, data, passwords or system files; inappropriate accessing of files, directories and Internet sites including intentional tampering or bypassing Internet content filtering system; deliberate contamination of the electronic network and file storage system; unethical use of information; or violation of copyright laws are prohibited. In addition, the denial of network access due to misuse means that the student will not have access to the electronic network and computer resources.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference 1-2 day suspension of computer privileges	Parent(s)/Guardian(s) conference 3-5 day suspension of computer privileges	Parent(s)/Guardian(s) conference 10 day suspension of computer privileges

28. THEFT, ROBBERY OR EXTORTION

The unauthorized taking of and/or the unauthorized possession of the property of another person is prohibited. This may also refer to the unauthorized taking of and/or the unauthorized possession of school property.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference 1-2 day suspension Restitution Referral to legal authorities	Parent(s)/Guardian(s) conference 3-5 day suspension Restitution Referral to legal authorities	Parent(s)/Guardian(s) conference 10 day suspension Restitution Referral to legal authorities

29. TOBACCO, POSSESSION AND USE

Tobacco use or possession, including smokeless tobacco, is not permitted by any student while on the school grounds or at school-sponsored events.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference Referral to legal authorities	Parent(s)/Guardian(s) conference 3-5 day suspension Referral to legal authorities	Parent(s)/Guardian(s) conference 10 day suspension Referral to legal authorities

30. VANDALISM, WILLFUL DAMAGE OF SCHOOL PROPERTY OR OF THE PROPERTY OF OTHERS

The intentional cutting, defacing, or damage of any property, real or personal belonging to the school district, or to any individual within the school setting is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) notification Student conference Notification of legal authorities Restitution Detention	Parent(s)/Guardian(s) conference Restitution Notification of legal authorities 1-5 day suspension	Parent(s)/Guardian(s) conference Restitution Notification of legal authorities 5-10 day suspension

31. WEAPON

"Possession" refers to having a weapon on one's person or in an area subject to one's control on school property or at a school activity.

A. Definition: A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks, mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

B. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or nonfunctional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

C. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

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

While the school district and the school takes a "Zero Tolerance" position on the possession, use or distribution of weapons by students, the Superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

Grade Level	First Offense	Second Offense
Grades K-12	Parent(s)/Guardian(s) conference Immediate out of school suspension Confiscation of weapon Immediate notification of police Recommendation to superintendent for expulsion or exclusion	Parent(s)/Guardian(s) conference Immediate out of school suspension Confiscation of weapon Immediate notification of police Recommendation to superintendent for expulsion or exclusion