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

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Version 3
August 20, 2018

S-M9-B05
15 JULY 2013

INDEPENDENT SCHOOL DISTRICT #152
School Board Work Session
Rustic Oaks Event Center
12155 3rd Street South
Moorhead, Minnesota

July 15, 2013
10:00 a.m. - 4:00 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. **COMMUNITY ENGAGEMENT INITIATIVE**: Kovash

3. **FACILITIES DISCUSSION**: Kovash
   Page 4

4. **HEALTH INSURANCE**: Kovash
   Page 4

5. **ADJOURNMENT**

CALENDAR OF EVENTS

Event	Date	Time	Place
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

SCHOOL BOARD WORK SESSION

July 15, 2013
Rustic Oaks Event Center*
10:00 a.m. to 4:30 p.m.

AGENDA

10:00 a.m. - 12:00 p.m.	Community Engagement Initiative
12:00 p.m. - 12:30 p.m.	Lunch
12:30 - 2:15 p.m.	Facilities Discussion • 2013-2014 • 2014-2015 • Long-term facilities needs • Athletics/Activities facilities
2:15 - 2:30 p.m.	Break
2:30 - 4:30 p.m.	Health Insurance • Self-funded insurance discussion and request for proposal results • Affordable Care Act (ACA)
4: 30 p.m.	Dinner

* Directions to Rustic Oaks Event Center are attached.

Directions

Examples

A 2410 14th St S, Moorhead, MN 56560

Add a Stop | United States (English)

Save Address

Distance 11.2 miles | 14 min 51 sec

Proceed north on S 14th St

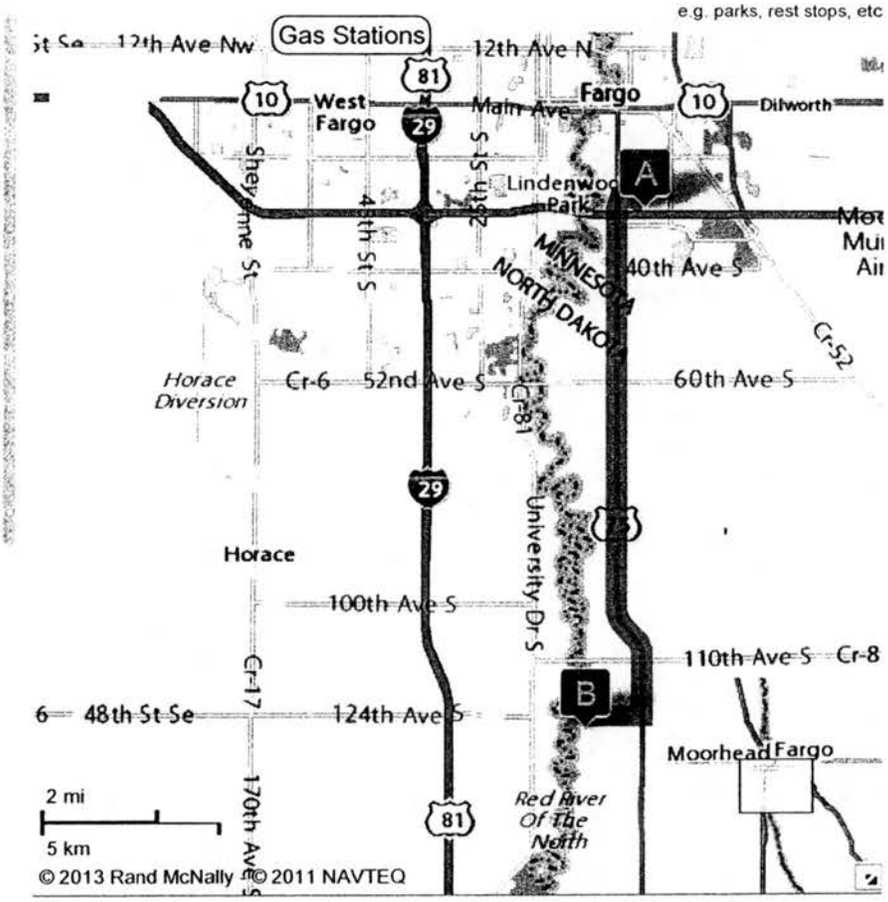
1.	Turn left on S 24th Ave	300 feet
2.	Turn left on S 8th St/US-75 S	0.5 miles
3.	Exit roundabout at King of Trails Scenic Bywy/US-75 S	3.3 miles
4.	Turn right on 120th Ave S	6.2 miles
5.	Turn left on 3rd St S	1.0 miles
6.	Arrive at your destination	500 feet

B 12155 3rd St S, Moorhead, MN 56560

Add a Stop | United States (English)

Save Address

Distance 11.2 miles | 14 min 51 sec



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NAVTEQ ON BOARD

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

July 15, 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 Lance Hansen, Moorhead High School boys soccer head coach, for being honored by the Minnesota Soccer Coaches Association. Hansen was recognized as the Section 8AA Boys Soccer Coach of the Year.

   We Are Proud of the Moorhead High girls track team members who qualified for the 2013 Class AA state tournament. They are Kristin Drechsel, Mallori Johnson, Taylor Janssen, Avery Selberg, Mackenzie Kelly, Marissa Wong, Erica Ulberg, Katie Olson and Cassidy Nelson. The 4x800 relay team of Janssen, Selberg, Johnson and Kelly placed third at state, setting a new school record with the time of 9:16.60. The 4x100 relay team of Wong, Ulberg, Olson and Nelson placed 12th at state. Individual place winners were Johnson, sixth place in the 300 meter hurdles; Drechsel, 10th place in discus; and Janssen, 11th place in the 800 meter run with a new school record of 2:14.45. Head coach for the girls track team is Justin Gall.

We Are Proud of the Moorhead High boys track team members who qualified for the 2013 Class AA state tournament. They are Matthew Lillehaugen, Luke Lillehaugen, Ezra Olson, Josh Young, Brady Anderson, Brett Lawrence and Ryan Rogness. The 4x800 relay team of Lillehaugen, Lillehaugen, Olson and Young placed sixth at state, setting a new school record with the time of 7:58.15. Head coach for the boys track team is Jon Moe and assistant coach is Jeremy Blake.

We Are Proud of Dane Sethre-Hofstad, a member of the Moorhead High School boys golf team, for advancing to the 2013 state AAA golf tournament. Head coach for the boys golf team is Eric Tollefson.

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. **ORGANIZATION OF THE SCHOOL BOARD**: Erickson

A. MEETING DATE, TIME AND LOCATION

Suggested Resolution: Move to set the regular meetings of the School Board for 7:00 p.m. in the Probstfield Center for Education Board Room 224 on the second and fourth Monday of each month with the following exceptions: Tuesday, November 12 (Monday, November 11 Veterans Day holiday); Monday, December 9 (one meeting in December); Tuesday, May 27 (Monday, May 26 Memorial Day holiday); and the annual organizational meeting Monday, July 14 (one meeting in July).

Moved by _____ Seconded by _____
Comments _____

B. SCHOOL BOARD COMPENSATION
Page 7

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

Moved by _____ Seconded by _____
Comments _____

C. COMMITTEE APPOINTMENTS
Pages 8-12

Suggested Resolution: Move to approve the committee appointments for the 2013-2014 school year.

Moved by _____ Seconded by _____
Comments _____

3. **CONSENT AGENDA**

All items on the Consent Agenda are considered to be routine, and have been made available to the 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 Official Newspaper Designation - Page 13
(2) Approval of Legal Services - Page 14
(3) Approval of June 10 and 24, 2013 Meeting Minutes - Pages 15-25

B. ASSISTANT SUPERINTENDENT MATTERS - Kazmierczak
(1) Approval of July Claims - Page 26
(2) Approval of Resolution for Investment of Excess Funds for 2013-2014 - Pages 27-28
(3) Approval of Authorizing Staff to Initiate Financial Transactions for 2013-2014 - Pages 29-30
(4) Approval of Official Depositories for 2013-2014 - Page 31
(5) Approval of Resolution Authorizing Payment of Goods and Services for the 2013-2014 School Year - Pages 32-33
(6) Approval of Resolution for Collection of NSF Checks and Leases for 2013-2014 - Pages 34-35
(7) Approval of School Leaders Errors & Omissions Insurance Deductible - Page 36
(8) Approval of West Central Regional Juvenile Center Clerical Contract Renewal - Pages 37-39
(9) Approval of Dairy and Bakery Bids - Pages 40-56
(10) Approval of Lakes Country Service Cooperative Membership - Pages 57-59
(11) Acceptance of Donation - Page 60

C. HUMAN RESOURCES MATTERS - Dehmer
(1) Approval of Change in Contracts - Page 61
(2) Approval of Other Leave of Absence - Page 62
(3) Approval of Early Retirements - Page 63
(4) Approval of Resignations - Page 64
(5) Approval of New Employees - Pages 65-66
(6) Approval of Part-Time and Substitute Pay Schedule Change - Pages 67-68

D. LEARNER SUPPORT SERVICES - Skarvold
(1) Acceptance of Indian Education Grant Renewal - Pages 69-71

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

Moved by _____ Seconded by _____
Comments _____

4. **SELF-FUNDED HEALTH INSURANCE PRESENTATION**: Kazmierczak
Page 72

5. **2013-2014 MEMBERSHIPS**: Kovash
Pages 73-83

Suggested Resolution: Move to approve the following 2013-14 memberships: The Chamber Fargo Moorhead West Fargo, Minnesota Rural Education Association, Minnesota School Boards Association, Minnesota State High School League, and National School Boards Association.

Moved by _____ Seconded by _____
Comments _____

6. **APPROVAL OF POLICY**: Kovash
Pages 84-92

Suggested Resolution: Move to approve the policy, Health and Safety 714, as presented.

Moved by _____ Seconded by _____
Comments _____

7. **SUPERINTENDENT REPORT**

8. **COMMITTEE REPORTS**

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

10. **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 _____

11. **OPEN PUBLIC MEETING**: Erickson

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

Moved by _____ Seconded by _____
Comments _____

12. **ADJOURNMENT**

CALENDAR OF EVENTS

Event	Date	Time	Place
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

Superintendent of Schools

Moorhead Area Public Schools Memo S.14.001R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent

DATE: June 26, 2013

SUBJECT: School Board Compensation

The following are previous rates related to School Board compensation:

2000	$550 monthly per School Board member
2001	$550
2002	$550
2003	$550
2004	$550
2005	$550
2006	$700
2007	$700
2008	$700
2009	$700
2010	$700
2011	$700
2012	$700
2013	$800

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

LAK:mde

Superintendent of Schools

Moorhead Area Public Schools

Memo S.14.002R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent

DATE: June 26, 2013

SUBJECT: 2012-2013 Committee Appointments

Attached is a copy of the 2012-2013 Committee Assignments. Please note changes indicated by an underline or strikethrough are for the 2013-2014 school year. Please review this document prior to the School Board meeting to expedite desired assignments for 2013-2014. School Board Chair, Lisa Erickson, has requested that you be prepared to express your interests and volunteer for service on the various committees.

Suggested Resolution: Move to approve the committee appointments for the 2013-2014 school year.

LAK:mde
Attachment

(7/10/13)

COMMITTEES OF MOORHEAD AREA PUBLIC SCHOOLS
(including community involvement areas)

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

COMMITTEE NAME/PURPOSE	DEPT/NAME RESPONSIBLE	MEETING-DATE/TIME/LOCATION	2012-2013 BOARD LIAISON(S)
Activities Advisory Council - reviews and recommends extra- and co-curricular activity/academic policies and is knowledgeable of Minnesota High School League activities.	Superintendent Kovash Haugo	4th Tuesday/mo.; five times a year: 9/24, 11/26, 1/28, 3/25, and 5/13; 7 a.m.; MHS Main Office Conference Room	Erickson/Johnson
Community Education Advisory Council - evaluates and recommends programs that meet the community's needs.	Assistant Superintendent Kazmierczak Winterfeldt	Six times a year: 9/17, 11/19, 2/18, 3/18, 4/15, and 6/17; 6:30 p.m.; PCE	Thompson/Erickson
Citizen Finance Advisory Committee - focuses on school district financial topics.	Assistant Superintendent Kazmierczak	Four times a year: 9/19, 12/19, 3/20, and 6/26; 5:30 p.m.; PCE	Erickson/Tomhave
Executive Finance Committee - focuses on school district financial planning.	Assistant Superintendent Kazmierczak	Four times a year or as determined; PCE	Erickson/Tomhave
Instruction & Curriculum Advisory Committee (ICAC) - plans, evaluates and reports on district curriculum and assessment and monitors textbook selection and works with human resources on the direction of multi-cultural, gender fair, and disability sensitive issues.	School Improvement and Accountability Eidsness	2nd Thursday/mo.: 8/15, 9/12, 10/10, 11/14, 12/12, 1/9, 2/13, 3/13, 4/10, and 5/8 (excluding March); 7-9 a.m.; PCE	Valan/Fagerlie
Safe and Healthy Learners Committee - reviews and recommends policies and activities related to student and staff prevention, postvention and crisis issues involving chemical use, violence, grieving, and other related issues.	Learner Support Services Skarvold	~~3rd Tues./mo; f~~Four times a year: 9/17, 11/12, 2/11 and 4/15; 3-4 p.m.; PCE	Thompson/Steffes
Policy Review Committee - reviews current policies and makes recommendation of new policies	Superintendent Kovash	3rd Monday/mo.; five times a year: 10/21, 11/18, 12/16, 3/17, and 5/19; 7-8:30 p.m.; PCE	Tomhave/Johnson

COMMITTEE NAME/PURPOSE	DEPT/NAME RESPONSIBLE	MEETING-DATE/TIME/LOCATION	2012-2013 BOARD LIAISON(S)
ADMINISTRATIVE COMMITTEES: These are committees recognized by the School Board as serving in an advisory capacity to the Board and administration, serves a specific area, program or segment of the district, involve members of the staff and others as needed, may meet for a specific purpose until it is completed, may or may not include an appointed board member, designee or liaison, and completes a written report.			
Calendar Committee - develops and recommends fiscal-year district calendar.	Superintendent Kovash	January - March as needed.	Not Required
Continuing Education Committee - administers the process for certificate renewal of licensed staff.	Human Resources Dehmer	1st Tuesday/mo.; 6:45 a.m. and 3:30 p.m.; Village Inn and Probstfield (Alternate) (October-May)	Thompson
Early Childhood Family Educ. Adv. Committee - advises and provides support in the operation of the Early Childhood Family Education and School Readiness Programs and early childhood screening.	Learner Support Services Skarvold Winterfeldt/Grooters	2nd Thursday/mo.; four times a year: 9/12, 11/7, 1/9, and 3/13 (excluding November); 6:30-8 p.m.; PCE	Thompson
Health/Safety/Wellness Committee - identifies and addresses safety issues related to students, staff and visitors.	Human Resources Prop Serv & Transportation Dehmer/Bacon	2nd Thursday/mo.; four times a year: 10/10, 12/12, 2/13 and 4/10; 9:30 a.m.; PCE	Erickson/Johnson
Indian Education Parent Committee - reviews grants obtained, provides input on how monies are disbursed, yearly financial report, and HSC report.	Learner Support Services Skarvold Norquay	1st ~~Wed.~~Monday/mo.; ~~six~~ five times a year: 9/9, 11/4, 1/6, 3/3, and 5/5; 5:30-7 p.m.; PCE	Fagerlie
Legislative Committee - develops recommendations for district's legislative program.	Superintendent Kovash	Year around, as needed	Thompson/Valan
MN State High School League - supervision and regulation of League sponsored athletic and fine arts activities.	Superintendent Kovash		Valan
Negotiations - serves as liaison to other Board members during the negotiation process and also serves on the committee for a grievance.	Superintendent Kovash	Year around, as needed PCE	Thompson/ Fagerlie Valan, Alt
Sabbatical Leave Committee - receives, reviews and recommends sabbatical leaves for certified staff.	Human Resources Dehmer	February - April as needed. PCE	Erickson

COMMITTEE NAME/PURPOSE	DEPT/NAME RESPONSIBLE	MEETING-DATE/TIME/LOCATION	2012-2013 BOARD LIAISON(S)
Staff Development Committee - promotes professional and personal growth opportunities for all staff of ISD #152.	School Improvement and Accountability Eidsness	Five times a year: 9/10, 10/8, 12/10, 2/18; Secondary, 7-8 a.m., MHS Main Conf. Room and Elementary, 3:15-4:15 p.m., PCE; and 4/29, All, 8 a.m. - 3:30 p.m., PCE	Erickson/Valan
Special Educ. Parent Advisory Committee - provides a communications network between parents and the special education department of the school district.	Learner Support Services Skarvold	Four times a year: 10/29, 11/11, 2/12 and 4/16.; 12-1 p.m.; PCE	Johnson
Superintendent's Advisory Council (SAC) - provides opportunity for building PTACs to communicate and share ideas between themselves and the superintendent.	Superintendent Kovash	Four times a year: 9/26, 11/21, 1/30 and 3/27; 7-8:30 p.m.; PCE	Members Rotate
Technology Committee - assists in developing the long-range goals of implementing new technologies and maintaining current technologies throughout the district.	Information Systems and Instructional Support Markert	4th Tuesday/mo.: 9/24, 10/22, 11/26, 1/28, 2/25, 3/25, 4/22, and 5/27 (excluding December); 3:45 p.m.; PCE	Fagerlie
Title I District Parent Advisory Committee - assists in reviewing Title I and other federal programs.	Learner Support Services School Improvement and Accountability Skarvold/Eidsness	~~Two~~ Three times a year: ~~5:30-7 p.m.; Probstfield;~~ 10/1, 6:30 p.m. with Asp PTAC, Asp; 10/8, 6:30 p.m. with Hopkins PTAC, Hopkins; and 4/14, 5:30-6:30 p.m., PCE Gym	Johnson

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

COMMITTEE NAME/PURPOSE	DEPT/NAME RESPONSIBLE	MEETING-DATE/TIME/LOCATION	2012-2013 BOARD LIAISON(S)
Clay County Joint Powers Collaborative Governance Board - works in partnership with families and communities to enhance opportunities to improve child health and development, reduce barriers to adequate school performance, improve family functioning, enhance self esteem, and develop general employment skills.	Clay County Dawn Tommerdahl Carolyn Strnad	Meets twice annually (Fall and Spring)	Erickson Alt. Fagerlie

COMMITTEE NAME/PURPOSE	DEPT/NAME RESPONSIBLE	MEETING-DATE/TIME/LOCATION	2012-2013 BOARD LIAISON(S)
Joint Powers Committee - share resources for special projects and cooperatively make recommendations to local boards and councils.	(Rotates between school districts & cities of Mhd. & Dilworth, Clay County & Mhd. Township)	1st Thursday/mo.; 7 a.m.; ~~Clay County~~ Dilworth (through January 2014) (September-May)	Tomhave/Steffes

ADOPT-A-SCHOOL AND SCHOOL BUILDING INFORMATION: The following is Adopt-a-School representative information and Parent-Teacher Advisory Council meeting information.

SCHOOL BUILDING	PTAC PRESIDENT(S)/PHONE #	MEETING-DATE/TIME/LOCATION	2012-2013 BOARD LIAISON
Ellen Hopkins School	Cassidy Bjorkland 701/793-0894 hopkptac@moorheadschool.org Kari Klingsporn Hitterdal 233-6168	2nd Tuesday/mo: 9/10, 10/8, 11/12, 12/10, 1/14, 2/11, 3/10, 4/8, and 5/13 (excluding March); 6:30 p.m.; Media Center	Fagerlie
Robert Asp School	Lisa Schmidt 238-0247 landongo@cableone.net	9/10, 10/1, 11/12, 12/3, 1/7, 2/11, 3/10, 4/1, and 5/6; 6:30 p.m.; Media Center	Tomhave
S.G. Reinertsen School	Bridget Walthers 512-0292 bridgetwalthers@yahoo.com	2nd Tuesday/mo.: 9/10, 10/8, 11/12, 12/10, 1/14, 2/11, 3/18, 4/8, and 5/13 (excluding March); 6:30 p.m.; Media Center	Valan
Horizon Middle School	Marcia Becker 287-5540 beckermom4@live.com Jamie Church 233-0288	2nd or 3rd Thursday/mo.: 9/19, 10/10, 11/14, 12/12, 1/6, 2/20, 3/20, 4/10, and 5/8; 6:30 p.m.; Media Center	Steffes
Moorhead High School	Chizuko Shastri 287-4302 schizuko@yahoo.com	1st Monday/mo.: 9/9, 10/7, 11/4, 12/2, 1/6, 2/3, 3/3, 4/7, and 5/5; 7 p.m.; Main Office Conference Room	Johnson
Red River Area Learning		Family Nights: 9/30, 11/4, 12/16, 1/27, 2/24, 3/24, 4/14, 5/5, and 6/4; 5:30-7:30 p.m.; RRALC	Erickson/Thompson

Superintendent of Schools

Moorhead Area Public Schools

Memo S.14.003C

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent

DATE: June 26, 2013

SUBJECT: Official Newspaper Designation

Administration recommends *The Forum* be designated as the school district's official newspaper for the 2013-2014 school year.

Suggested Resolution: Move to designate *The Forum* as the school district's official newspaper for the 2013-2014 school year.

LAK:mde

Superintendent of Schools

Moorhead Area Public Schools

Memo S.14.004C

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent

DATE: June 26, 2013

SUBJECT: Legal Services

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

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

LAK:mde

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

MEMBERS ABSENT: Kristine Thompson and Bill Tomhave.

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 pages 7.

APPROVAL OF AGENDA: Fagerlie moved, seconded by Johnson, to approve the agenda as revised. Motion carried 5-0.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS: None.

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

Minutes - Approve the May 13 and 28, 2013 Meeting Minutes.

Claims - Approve the June Claims, subject to audit, in the amount of $1,020,197.57.

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, subject to audit, in the amount of $1,940,274.48.

General Fund:	$1,938,484.48
Post Employment Irrevocable Trust Fund:	$1,790.00
TOTAL	$1,940,274.48

Resignations
Joseph Stodola - Technical Director, Moorhead High School, effective May 31, 2013
Diane Sandlan - 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, Moorhead High School, effective at the end of the 2013 season.

Family/Medical Leaves

David Busby - Custodian, Moorhead 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.

Change in Contracts

Brandon Yoney - Learner Support Services Teacher, Moorhead 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).

Early Retirement

Mary Johnson - Learner Support Services Teacher, Moorhead High School, effective at the end of the 2012-2013 school year.
Janet Arnold - Health Tech, Ellen Hopkins Elementary, effective June 3, 2013.

New Employees

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, Moorhead 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).

North Dakota State College of Science Field Experience Contractual Agreement - Approve the North Dakota State College of Science agreement beginning June 1, 2013 for five years.

Motion carried 5-0.

APPROVAL OF SCHOOL DISTRICT INSURANCE PACKAGE: Tom Quam, Bremer Insurance, provided a summary of quoted premiums and changes in the insurance package.

Valan moved, seconded by Steffes, 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. Motion carried 5-0.

APPROVAL OF RESOLUTION FOR DISCONTINUING AND REDUCING EDUCATIONAL PROGRAMS AND LICENSED POSITIONS: Fagerlie moved, seconded by Johnson, to approve the resolution directing administration to effect termination or reduction and non-renewal of licensed teacher programs and positions as follows:

FTE	Position	Grade Level
2.50	Kinder Plus (K+)	Kindergarten

Motion carried 5-0.

APPROVAL OF RESOLUTION RELATING TO THE TERMINATION AND NON-RENEWAL OF TEACHING CONTRACTS OF PROBATIONARY TEACHERS: Fagerlie moved, seconded by Johnson, to approve the Resolution Relating to the Termination and Non-Renewal of Teaching Contracts of Probationary Teachers as follows:

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.

Motion carried 5-0.

APPROVAL OF BIDS -- ROBERT ASP ELEMENTARY AND ELLEN HOPKINS ELEMENTARY ROOFING PROJECTS: Steffes moved, seconded by Johnson, to approve the bids for the Ellen Hopkins Elementary and Robert Asp Elementary roofing projects as presented. Motion carried 5-0.

APPROVAL OF BIDS - TELECOMMUNICATIONS SYSTEM REPLACEMENT: Dan Markert, Director of Information Systems and Instructional Support, provided information regarding the district's new telecommunications system that will be installed this summer and fall. The district's current 13-year-old phone system, which is nine years past end-of-life, must be upgraded because replacements parts are no longer available. Markert explained that the technology department has been reviewing and testing systems from four major companies -- ShorTel, Mitel, Cisco and Avaya -- this year. A focus group of district employees heard presentations related to the systems and used the hardware on site for trial periods.

After a review of the bids and site visits, the recommendation was High Point Network's ShoreTel telephone system for $500,120 for approximately 1,000 handsets. The Voice over Internet Protocol (VoIP) system leverages the increased capability of the district's recently upgraded network. New technology called SIP trunks will allow flexibility in handling the number of phone calls into and out of the district. The system is designed with redundant equipment to ensure phone service in the event of an emergency, partial network outage or SIP trunk failure. Other features include the ability to search for staff phone numbers on every telephone handset, telephone handsets with color LCD screens, E-911 notification to specific users' handset location, ability for district staff to log in to any phone in the district so that their phone number is routed to that telephone to allow traveling staff to receive phone calls at any location using a single phone number, integration with Google services so voice mail syncs with email, and the ability to ring desktop phones and mobile phones at the same time.

The new telecommunications system is scheduled to be installed at Probstfield Center, Horizon Middle School, Moorhead High School and Red River Area Learning Center in July or August. The elementary sites will be converted to the new system over EM break in October. Markert said the goal is to provide one hour of training to staff members.

Fagerlie moved, seconded by Valan, to approve the bid in the amount of $500,120 submitted by High Point Networks for replacement of the district's telecommunications system. Motion carried 5-0.

2013-2014 ANNUAL OPERATING PLAN: Assistant Superintendent Kazmierczak presented information related to the 2013-2014 Annual Operating Plan (AOP) which includes the preliminary budget for fiscal year 2014.

The general education aid will increase with the $78/student increase to the formula. Additionally the district is projecting increased enrollment and increases in compensatory revenue. Revenues are projected to exceed expenditures by approximately $909,800 for fiscal year 2014 and $2 million for fiscal year 2015. Fiscal year 2015 includes all-day kindergarten revenue and an increase in the formula allowance. The district's fund balance of $12.5 million is up to 21.4 percent of expenditures. The district is striving to get back to 25 percent, which is based on district policy.

Expenditures include an additional 13 FTEs for kindergarten teachers and specialists, two special education teachers because of mandated case load limits in early childhood special education, a .5 FTE speech position, and a media center administrative assistant for Probstfield Center and Red River Area Learning. These are in addition to the staffing changes approved earlier this school year. Kazmierczak said the district is at a high for total licensed staff, which demonstrates that many resources are put into teaching positions. With the operating levy funding, the district has been able to return average class sizes to the levels they were before 2009-10.

Upcoming capital expenses include roof work at Robert Asp and Ellen Hopkins, retrofitting spaces for adding all-day kindergarten and expanding the Probstfield parking lot. Future significant projects include replacing the track at Moorhead High next summer, adding gymnasium space at Robert Asp and S.G. Reinertsen Elementary, and studying the boiler replacement at Moorhead High. Some of those decisions will be part of facilities discussions at the School Board work session in July. Additionally the district is pursuing grants to build a gymnasium designed as a wind shelter.

Transportation expenses show a savings of about $400,000, which is in line with estimates from last year when the start and end times were adjusted and all routes rebid. Additional funds are allocated for upcoming curriculum adoption for social studies and reading. During tight financial times, this is an area where purchases are delayed.

Kazmierczak explained that for food service, the federal government is requiring an increase to district lunch prices. The board will be asked to approve $2 for elementary lunches and $2.15 for secondary lunches. The food service fund balance has been intentionally spent down to purchase equipment and cover higher food prices as the district works to offer healthier choices and meet the new federal requirements. Participation has decreased slightly.

The Community Education budget shows the elimination of both the K+ expenditures and the K + fee revenue. Fund balance limits are no longer in effect for the Community Education fund. Kazmierczak indicated that resources used for the K+ program will now be able to be used in other ways and Lauri Winterfeldt, Community Education director, is working on proposals.

The debt service fund is paying for the bond approved in 2002. The final bond payment is scheduled for April 2022. For the post-employment benefits debt service fund (OPEB), the district is having a new actuarial study completed to show the estimated net obligation.

Steffes moved, seconded by Johnson, to approve the 2013-2014 Annual Operating Plan, which includes the preliminary budget for fiscal year 2014. Motion carried 5-0.

APPROVAL OF POLICY: Johnson moved, seconded by Fagerlie, to approve the policy, School Board Conflict of Interest 205, as presented. Motion carried 5-0.

APPROVAL OF POLICY: Steffes moved, seconded by Valan, to approve the policy, School Board Code of Ethics 206, as presented. Motion carried 5-0.

APPROVAL OF POLICY: Johnson moved, seconded by Fagerlie, to approve the policy, Policies Incorporated by Reference for Employees/Personnel 499, as presented. Motion carried 5-0.

APPROVAL OF POLICY: Fagerlie moved, seconded by Steffes, to approve the policy, Student Discipline 551, as presented. Motion carried 5-0.

APPROVAL OF POLICY: Johnson moved, seconded by Fagerlie, to approve the policy, Prohibition of Harassment and Violence 570, as presented. Motion carried 5-0.

APPROVAL OF POLICY: Steffes moved, seconded by Fagerlie, to approve the policy, Tobacco-Free Environment 573, as presented. Motion carried 5-0.

APPROVAL OF POLICY: Valan moved, seconded by Johnson, to approve the policy, Search of Student Lockers, Desks, Personal Possessions, and Student's Person 574, as presented. Motion carried 5-0.

APPROVAL OF POLICY: Steffes moved, seconded by Fagerlie, to approve the policy, Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches 575, as presented. Motion carried 5-0.

APPROVAL OF POLICY: Johnson moved, seconded by Steffes, to approve the policy, Policies Incorporated by Reference for Students 599, as presented. Motion carried 5-0.

APPROVAL OF POLICY: Valan moved, seconded by Fagerlie, to approve the policy, Student Transportation Safety 721, as presented. Motion carried 5-0.

SUPERINTENDENT REPORT: Dr. Kovash reported she served on a MSUM panel for aspiring superintendents regarding the trials of being a superintendent. Kovash shared an inspiring story about a recent GED graduate where she provided the keynote speech. Kovash also noted she attended a LCSC Administrative Conference and Tom Melcher, MDE, presented information related to the legislative session.

COMMITTEE REPORTS: None.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: None.

CLOSE PUBLIC MEETING: Fagerlie moved, seconded by Steffes, to close the public meeting at 9:14 p.m., pursuant to M.S. 13D.03, for the purpose of discussing negotiation strategies. Motion carried 5-0.

OPEN PUBLIC MEETING: Fagerlie moved, seconded by Johnson, to open the public meeting at 10:05 p.m. Motion carried 5-0.

ADJOURNMENT: Hearing no objections, the Chair adjourned the meeting at 10:05 p.m.

_____
Laurie Johnson, Clerk

MEMBERS PRESENT: Lisa Erickson, Cindy Fagerlie, Laurie Johnson, Kristine Thompson, Bill Tomhave, and Wayne Kazmierczak.

MEMBERS ABSENT: Scott Steffes, Matt Valan and Dr. Lynne A. Kovash.

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: Assistant Superintendent Kazmierczak recommended approval of the agenda as presented.

APPROVAL OF AGENDA: Fagerlie moved, seconded by Tomhave, to approve the agenda as presented. Motion carried 5-0.

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.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS: None.

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

Lakes Country Perkins Consortium Funding - Accept the included instructional materials award in the amount of $759.65 from the Lakes Country Perkins Consortium. The materials will be used by the Family and Consumer Science Program at Moorhead High School.

Resignations
Beth Milbrandt - Community Education/Food & Nutrition Administrative Assistant, effective June 14, 2013.
Michael Daugs - Assistant Principal, Ellen Hopkins Elementary, effective June 30, 2013.

Family/Medical Leaves
Peggy Haugstad - Administrative Assistant, Moorhead 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.

New Employees

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, Moorhead 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, Moorhead High School/Horizon, MA (8) $50,527.00, effective with the 2013-2014 school year (replaces Beth Evanstad).

Hannah Reisdorf - Industrial Technology Teacher, Moorhead 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).

Motion carried 5-0.

COMMUNITY ENGAGEMENT INITIATIVE REPORT: Consultant Greg Vandal and steering committee members Brian Mancini, Chris Triggs and David Kanuch presented the report from the district's Community Engagement Initiative. Vandal explained that with the steering committee members, the core planning team members, the community conversations, the survey respondents and the employee focus groups approximately 1,000 people provided input into the engagement process.

The process identified the five major themes of 21st century schools, school and community interaction, facilities, equitable educational opportunities and mental health/character development. Vandal encouraged the board members to consider these broad categories as the district develops programs.

Under the area of 21st century schools are items that include implementing all-day kindergarten and expanding the pre-K program; exploring diverse learning environments through technology, service-learning, mentorship programs and community experiences; and assuring all students achieve maximum growth in basic skills, creativity, critical thinking, collaboration and communication through innovative technology. There was discussion about connecting students to our community in a more strategic way through service-learning; leveraging technology, service learning and mentorships to help students learn the skills they need; and balancing basic skills with creativity, critical thinking and collaboration.

Under the second area of school and community interaction are the areas of building trust through the development of an enhanced communication and engagement plan and creating a systematic, school-wide program of service-learning opportunities. The steering committee members said it was important that the district is clear and transparent in communications, such as how referendum funds are being spent, and enhance communication with the community, such as adding social media. The second recommendation involves intentionally building partnerships and having students learn in the community through service-learning rather than have all learning happen in the schools.

In the area of facilities, recommendations are to use data to educate the public and celebrate the success to promote the need for facilities; investigate the operational practices of the district to determine if changes might better support students and families; and develop short-term and long-term plans for the development and deployment of existing and new space. Items mentioned were that messages related to the need for facilities should focus on the positive of enrollment growth, current facilities and equipment must be reviewed; and an intentional approach developed for managing facilities.

For equitable educational opportunities, the recommendations were to partner with stakeholders to research, assess and identify gaps in programs and services that might exist; create goals and action plans based on the findings; and hold the district accountable for the results of the plans. Finally, in the area of mental health/character development, the recommendations are to create a district-wide character development and positive recognition plan; better engage students, families, and schools in the transition experience; and establish a process by which the district explores enhanced counseling and support services. One of the other themes in this area was parent engagement.

According to Assistant Superintendent Wayne Kazmierczak, the work from the community engagement initiative will inform the discussions going forward, just as it did with the all-day kindergarten discussion in May. Additional work on developing action plans will happen at future meetings. Steering committee members indicated that it will be important to communicate the results of the engagement initiative and link back to this process when decisions are made.

MOORHEAD HIGH SCHOOL STUDENT HANDBOOK: Josh Haag, Moorhead High School Assistant Superintendent, reviewed the revisions to the 2013-14 Moorhead High School Student Handbook.

Tomhave moved, seconded by Fagerlie, to approve the 2013-2014 Moorhead High School Student Handbook as presented. Motion carried 5-0.

ALL-DAY KINDERGARTEN UPDATE: Kazmierczak provided a brief update related to student enrollment and the district offering partial days instead of the half-day option due to the small number of requests.

COMMITTEE REPORTS: None.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: Chair Erickson reminded board members to contact Michelle with travel plans related to the August 5 2013 MSBA Summer Seminar in Brooklyn Park.

CLOSE PUBLIC MEETING: Thompson moved, seconded by Johnson, to close the public meeting at 8:27 p.m., pursuant to M.S. 13D.03, for the purpose of discussing negotiation strategies. Motion carried 5-0.

OPEN PUBLIC MEETING: Johnson moved, seconded by Fagerlie, to open the public meeting at 9:21 p.m. Motion carried 5-0.

ADJOURNMENT: Hearing no objections, the Chair adjourned the meeting at 9:21 p.m.

_____
Laurie Johnson, Clerk

Assistant Superintendent

Moorhead Area Public Schools

Memo OAS.14.008 C

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent

DATE: July 9, 2013

SUBJECT: July Claims

The July claims are as follows:

General Fund	$1,000,557.65
Food Service Fund	$65,110.39
Community Service Fund	$20,111.52
TOTAL	$1,085,779.56

The June wire payments are as follows:

General Fund	$2,047,828.20
Post Employment Irrevocable Trust	$895.00
TOTAL	$2,048,723.20

Suggested Resolution: Move to approve the July claims, subject to audit, in the amount of $1,085,779.56 and the June wire payments, subject to audit, in the amount of $2,048,723.20.

WAK:nls

Assistant Superintendent

Moorhead Area Public Schools

Memo OAS.14.002 C

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent

DATE: July 9, 2013

SUBJECT: Resolution for Investment of Excess Funds for 2013-2014

Attached please find the resolution giving authority and responsibility to invest funds which are not currently needed in accordance with Minnesota Statute 118A.04.

Suggested Resolution: Move to approve the resolution for investment of excess funds giving authority and responsibility to the Assistant Superintendent or designee in accordance with Minnesota Statute 118A.04 for the 2013-2014 school year.

WAK:nls
Attachment

RESOLUTION TO

AUTHORIZE PROCEDURES FOR THE INVESTMENT OF EXCESS FUNDS

The Assistant Superintendent, or designee, is hereby vested with the authority and responsibility to invest funds, which are not currently needed in accordance with Minnesota Statute 118A.04 for the 2013-2014 school year.

_____ _____

Chair Clerk

_____

Date

Assistant Superintendent

Moorhead Area Public Schools

Memo OAS.14.003 C

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent

DATE: July 9, 2013

SUBJECT: Authorize Staff to Initiate Financial Transactions for 2013-2014

Please find attached a letter to Ms. Ann Schulze of US Bank indicating the names of district personnel who have authority to make transactions on the listed accounts.

Suggested Resolution: Move to authorize the listed district personnel to make transactions on the listed accounts for the 2013-2014 school year.

WAK:nls
Attachment

Moorhead Area Public Schools
Independent School District 152

Probstfield Center for Education • 2410 14th St. S. • Moorhead, Minnesota 56560
Fax: (218) 284-3333 • www.moorhead.k12.mn.us

Superintendent of Schools: (218) 284-3330
Assistant Superintendent: (218) 284-3370 • Human Resources: (218) 284-3350

July 16, 2013

Ms. Ann Schulze
US Bank
505 2nd Ave N
Fargo, ND 58102

Dear Ms. Schulze:

We would like to update the list of district personnel who have access to our accounts as follows:

Authority to make phone transfers:	Denice Sinner	Minda Sadlowski
	Wayne Kazmierczak	Lynne Kovash
Authority to make stop payments:	Denice Sinner	Minda Sadlowski
	Wayne Kazmierczak	Lynne Kovash
Authority to obtain account information:	Denice Sinner	Minda Sadlowski
	Wayne Kazmierczak	Lynne Kovash
	Elise Erickson	William Tomhave
	Laurie Johnson	
The authority extends to the following district accounts:	0295	0311
	0303	0329

Thank you.

_____
Elise Erickson, School Board Chair

_____
Laurie Johnson, School Board Clerk

_____
William K. Tomhave, School Board Treasurer

Assistant Superintendent

Moorhead Area Public Schools

Memo OAS.14.004 C

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent

DATE: July 9, 2013

SUBJECT: Official Depositories for 2013-2014

The following depositories are recommended for approval:

US Bank, Wells Fargo Bank, Bremer Bank, Minnesota School District Liquid Asset Fund Plus.

Bonds are handled by US Bank & Trust Corporations within Wells Fargo Bank-Minneapolis.

Suggested Resolution: Move to designate the 2013-2014 School District official depositories as presented.

WAK:nls

Assistant Superintendent

Moorhead Area Public Schools

Memo OAS.14.005 C

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent

DATE: July 9, 2013

SUBJECT: Resolution Authorizing Payment of Goods and Services for the 2013-2014 School Year

Attached please find the resolution providing authorization to make payment for goods and services in advance of School Board approval consistent with Minnesota Statutes 123B.11, 123B.02 and 471.38.

Suggested Resolution: Move to approve the resolution to authorize the Assistant Superintendent to make payment for goods and services in advance of School Board approval for the 2013-2014 school year consistent with Minnesota Statues 123B.11, 123B.02 and 471.38.

WAK:nls
Attachment

RESOLUTION TO AUTHORIZE PAYMENT OF GOODS AND SERVICES

IN ADVANCE OF SCHOOL BOARD APPROVAL

FOR THE 2013-2014 SCHOOL YEAR

BE IT HEREBY RESOLVED, for the 2013-2014 school year, consistent with Minnesota Statutes 123B.11, 123B.02 and 471.38, the Assistant Superintendent, or designee, are hereby vested with the authority to make the following payments in advance of School Board approval when necessary.

A. Payment of expense claims against the district:
   1. Postage payments.
   2. Purchases made by school district personnel which do not exceed two hundred dollars; provided, however, such purchases have been authorized by an administrator.
   3. Officials, referees and judges' fees.
   4. Special program speaker and consulting fees.
   5. Petty cash fund replenishment.
   6. Utility bills.
   7. Registration and travel expenses.
   8. Employee group insurance payments.
   9. Employee flexible benefit plan payments.
   10. Employee retirement plan payments.
   11. Payments necessary for discount privileges.
   12. Contractual progress payments, common to building construction, as necessary to meet established due dates.

B. Investment purchases.

C. Electronic funds transfer payments covering investments and bond principal, interest and fiscal agent service charges. Assistant Superintendent shall follow these policy controls:
   - The disbursing bank shall keep on file a certified copy of this authorization, which allows electronic funds transfer.
   - The initiator shall document the request and obtain approval from the Assistant Superintendent, or designee, before making the transfer.
   - A written confirmation of the transaction shall be made no later than one business day after the transaction and shall be used to support the transaction.

_____ _____

Chair Clerk

_____

Date

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Assistant Superintendent

Moorhead Area Public Schools

Memo OAS.14.006 C

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent

DATE: July 9, 2013

SUBJECT: Resolution for Collection of NSF Checks and Leases for 2013-2014

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

Suggested Resolution: Move to approve the resolution for collection of NSF checks and leases giving authority and responsibility to the Assistant Superintendent for the 2013-2014 school year.

WAK:nls
Attachment

RESOLUTION TO AUTHORIZE

COLLECTION OF NSF CHECKS AND LEASES

The Assistant Superintendent, or designee, is hereby vested with the authority and responsibility to collect NSF checks and leases for the 2013-2014 school year.

_____ _____

Chair Clerk

_____

Date

Assistant Superintendent

Moorhead Area Public Schools

Memo OAS.14.007 C

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent

DATE: July 9, 2013

SUBJECT: School Leaders Errors & Omissions Insurance Deductible

Please find below a resolution that places the burden of the deductible for our current Errors & Omissions Insurance on the Moorhead Area Public School District.

Suggested Resolution: Move to approve that the Moorhead Area Public School District pay the deductible for any employee or School Board member who is protected by the School District's current Leaders Errors & Omissions Insurance.

WAK:nls

Assistant Superintendent

Moorhead Area Public Schools

Memo OAS.14.013 C

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent

DATE: July 9, 2013

SUBJECT: West Central Regional Juvenile Center Clerical Contract Renewal

Attached is a renewal contract for clerical services for the School Program at the West Central Regional Juvenile Center for the 2013-2014 school year. The cost breakdown is as follows:

Salary	$40,872.00
FICA	$2,534.06
Medicare	$592.64
PERA	$2,963.22
Insurance Benefits	$10,032.00
TOTAL	$56,993.92

The School District's share is one-half or $28,496.96 billed in quarterly amounts of $7,124.24.

Suggested Resolution: Move to approve the West Central Regional Juvenile Center Clerical Contract for the 2013-2014 school year.

WAK:nls
Attachment

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July 9th, 2013

Mr. Wayne Kazmierczak
Assistant Superintendent, Teaching/Learning
Moorhead Public Schools
Probstfield Center for Education
210 14th St So.
Moorhead, MN 56560

Dear Mr. Kazmierczak,

Enclosed you will find two copies of the contract for Clerical Services for the school program at the West Central Regional Juvenile Center for the 2013-2014 school year (July 1, 2013 – June 30, 2014).

There is a signature line on the contract from the Moorhead School Board Chairperson. Feel free to add the signature lines as needed for administrative purposes. Please sign and return a copy of the agreement to the juvenile center.

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

Salary -	$40,872.00
FICA -	$2,534.06
Medicare -	$592.64
PERA -	$2,963.22
Insurance Benefits	$10,032.00
Total	$56,993.92

The School District's share is one-half or $28,496.96 Quarterly billing will be in the amount of $7,124.24. If anyone should have any questions or are in need of further information please let me know.

Sincerely,

Stephen Larson, Director
West Central Regional Juvenile Center

Contract for Clerical Services

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

School District #152 agrees to purchase and the West Central Regional Juvenile Center agrees to provide a clerical staff that will work at both sites. School District #152 agrees to pay 50% (20 hours) of the clerical staff's salary and fringe benefits.

The contract period of this agreement will be effective July 1, 2013 through June 30th, 2014. District #152's financial share for this service for the designated contract period will be $28,496.96. The West Central Regional Juvenile Center will bill Independent School District #152 on a quarterly basis in the amount of $7,124.24.

It is understood and agreed that if either party chooses to withdraw from this contract, it will give at least a sixty (60) day written notice to the other party. Otherwise, this agreement will remain in effect from the time period listed above.

_____ Date: _____

Stephen Larson, Director
West Central Regional Juvenile Center

_____ Date: _____

School Board Chairperson
Independent School District #152

Cc: Jill Skarvold
Deb Pender

Assistant Superintendent

Moorhead Area Public Schools

Memo OAS.14.010 C

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent

DATE: July 9, 2013

SUBJECT: Dairy and Bakery Bids

Bids for dairy and bakery products have been received and reviewed as attached. The low bid for dairy products was from Land O'Lakes, and the low bid for bread products was from Pan-O-Gold Baking Company.

Suggested Resolution: Move to accept the dairy bid received from Land O'Lakes and the bakery bid received from Pan-O-Gold Baking Company.

WAK:nls
Attachment

Food Service

Moorhead Area Public Schools

Memo FS.14.001

TO: Wayne A. Kazmierczak, Assistant Superintendent

FROM: Donna Tvedt, Food Service Director

DATE: July 9, 2013

SUBJECT: 2013-2014 Dairy and Bakery Bids

Attached are the 2013-2014 dairy and bakery bid summaries. The low bidders are Land O'Lakes and Pan-O-Gold Baking Company.

DT:nls
Attachments

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BIDS FOR SCHOOL YEAR 2012/2013
BREAD

PAN-O-GOLD

WHITE WHOLE GRAIN SANDWICH BREAD LOAF	$1.35
4" WHITE WHOLE GRAIN HAMB .BUNS DOZ	3.25
3 ½" WHITE WHOLE GRAIN HAMB. BUNS DOZ	6.50
WHITE WHOLE GRAIN DINNER ROLLS DOZ	1.35
6" WHOLE GRAIN STEAK BUNS DOZ	3.20

NO BID WAS RECEIVED FROM BIMBO BAKERY
DONNA TVEDT

I WOULD LIKE TO GIVE THE BID TO PAN-O-GOLD

DONNA TVEDT

BIDS FOR SCHOOL YEAR 2013/2014
DAIRY

LAND O LAKES
AVERAGE PER CARTON
MILK HALF PINTS .186
½ PINT LACTOSE MILK .59
BASE PRICE IF ESCALATOR CLAUSE PROPOSED $18.41 (SKIM) PER HUNDREDWEIGHT
ADJUSTED FOR: 2% ESCALATOR CLAUSE

CASS-CLAY
AVERAGE PER CARTON
MILK ½ PINTS .2052
½ PINT LACTOSE MILK .62
BASE PRICE IF ESCALATOR CLAUSE PROPOSED $14.74 (SKIM) PER HUNDREDWEIGHT
ADJUSTED FOR: 2% ESCALATOR CLAUSE

I WOULD LIKE TO AWARD THE BID TO LAND O LAKES
THIS BID IS FOR THE HAWLEY AND BARNESVILLE SCHOOL DISTRICTS ALSO

DONNA TVEDT

2013-14 MILK BID SUMMARY

DESCRIPTION	CASS-CLAY	DEAN FOODS LAND O LAKES
HALF PINT - 1% BUTTERFAT WHITE/CARTON	0.2035	0.189
HALF PINT - FAT FREE WHITE/CARTON	0.1957	0.182
HALF PINT - FAT FREE CHOCOLATE/CARTON	0.2166	0.0187
HALF PINT - LACTOSE FREE/CARTON	0.62	0.59
GALLON - 1%	3.23	2.90
PINT - WHIPPING CREAM	1.25	1.15
NOVELTIES - 2 DOZEN PER BOX		
DIXIE CUPS - ICE CREAM	6.92	5.95
DIXIE CUPS - SHERBET	7.37	5.95
CREME FREEZE	6.60	4.50
FUDGESICLES (10571)	7.17	5.50
CHERIOS	7.94	N/A
ICE CREAM SANDWICHES (10568)	8.44	5.00
DRUMSTICKS (10924)	9.54	6.50
5# - SOUR CREAM	5.41 FIRM	5.45
5# - SOUR CREAM - FAT FREE	4.94 FIRM	N/A
5# - COTTAGE CHEESE, 2% LOWFAT	7.50 FIRM	7.00
5# - COTTAGE CHEESE, FAT FREE	7.50 FIRM	N/A
3# - CREAM CHEESE	N/A	N/A
36# - 1# GRADE AA BUTTER	0.50 OVER MARKET	3.25/#
5# - YOGURT, LOWFAT, FLAVORED	4.65 FIRM	4.70
6 OZ - 100% APPLE JUICE	N/A	N/A
6 OZ - 100% GRAPE JUICE	N/A	N/A
BASE PRICE IF ESCALATOR CLAUSE PROPOSED_____PER HUNDRED WEIGHT. ADJUSTED FOR 2% ESCALATOR CLAUSE ATTACHED	14.74	18.41

The Yogurt, butter, cottage cheese is for Hawley and/or Barnesville schools.

Estimate of 303,319 cartons of 1% half pints, 128,398 Fat Free White half pints, and 674,269 Fat Free Chocolate ½ pints will be used.

ITEM	CASS-CLAY COST	DEANS FOOD COST	DIFFERENCE
1%	$61725.41	$57,327.29	$4,398.12
FAT FREE WHITE	$25127.48	$23368.43	$1759.05
FAT FREE CHOC	$146046.66	126088.30	19958.36
COST SAVING TOTAL			26115.53

BIMBO BAKERY IS THE FORMER SARA LEE BAKERY.

Fluid Milk Escalator Clause
2013-2014 School Year

The attached bid is based on the cost of skim milk and butterfat to include premiums in Federal Market Order #30 for the month of June 2013.

Future price adjustments will be predicted on the following escalator taking into consideration monthly changes in the cost of skim milk, butterfat and over order premiums.

SKIM MILK June 2013 $14.74 per 100 weight

For each $0.10/cwt increase or decrease in the cost of skim milk, prices will adjust respectively as follows on all fat levels.

5 Gallon	$0.043 per 5 Gallon
3 Gallon	$0.0086 per 3 Gallon
8 Ounce	$0.00054 per 8 Ounce

BUTTERFAT June 2013 $1.8165 per pound

For each $0.10 increase or decrease in the cost of butterfat, prices will adjust respectively as follows by various fat levels.

Item	Whole (3.25%)	2%	1%	Fat Free
5 Gallon	0.1398	0.0862	0.0431	0.0026
1 Gallon	0.0280	0.0172	0.0086	0.0005
8 Ounce	0.0017	0.0011	0.0006	0.0001

Monthly per unit adjustments will reflect a combination of the changes in skim milk and butterfat.

This escalator applies to all milk items.

2013-2014 Milk Bid

QUANTITY	DESCRIPTION	DELIVERED UNIT PRICE
303,319 61725.41	1. Half Pint Size 1.0% Butterfat White/per container	0.2035
128,398 25127.48	2. Half Pint Size Fat Free White/per container	0.1957
674.269 146046.66	3. Half Pint Size Fat Free Chocolate/per container	0.2166
230899.55	4. Half Pint Size Lactose Free/per container	0.62
	5. 1.0% Milk, Gallon	3.23
	6. Pt. - Whipping Cream	1.25
	7. Novelties, 2 Dozen Per Box	
	A. Dixie Cups Ice Cream	6.92
	Sherbet	7.37
	B. Creme Freeze	6.60
	C. Fudgesicles	7.17
	D. Cheerios	7.94
	E. Ice Cream Sandwiches	8.44
	F. Drumsticks	9.54
	8. -5- Lb. Sour Cream	5.41 firm
	9. -5- Lb. Sour Cream - Fat Free	4.94 firm
	10. -5- Lb. Cottage Cheese, 2% Lowfat	7.50 firm
	11. -5- Lb. Cottage Cheese, Fat Free	7.50 firm

QUANTITY	DESCRIPTION	DELIVERED UNIT PRICE
	12. -3- Lb. Cream Cheese	N/A
	13. -36-1 Lb. Grade AA Butter	0.50 over market
	14. -5- Lb. Yogurt, Lowfat, flavored	4.65 firm
	15. -6- Oz. 100% Apple Juice	N/A
	16.- 6- Oz. 100% Grape Juice	N/A

Base Price if escalator clause proposed 14.74 per hundredweight.
Adjusted for: 2% escalator clause attached.

(FIRM NAME)
Cass Clay Creamery

200 20th St N Fargo ND 58102
(FIRM ADDRESS)

Specifications for
Milk Products Bid, Continued

I (we) hereby agree to furnish milk products in accordance with the provisions and conditions of these specifications.

FIRM NAME Cass Clay Creamery

SIGNATURE [signature]

TITLE Regional Sales Manager

DATE 6-14-13

AFFIDAVIT OF NON-COLLUSION

I (we) hereby swear (or affirm) under the penalty of perjury:

(1) That I am the vendor (if the vendor is an individual), a partner in the vendor (if the vendor is a partnership), or an officer or employee of the bidding corporation having the authority to sign on its behalf (if the vendor is a corporation);

(2) That the attached quote or quotations have been arrived at by the vendor independently, and have been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment, or services described in the invitation to quote, designed to limit independent bidding or competition:

(3) That the contents of the quote or quotations have not been communicated by the vendor or its employees or agents to any person not an employee or agent of the vendor of its surety on any bond furnished with the quote or quotations, and will not be communicated to any such person prior to the official opening of the quote or quotations, and;

(4) That I have fully informed myself regarding the accuracy of the statements made in this affidavit:

SUBMITTED BY:

Firm Name: Cass Clay Creamery

Signature: [signature]

Title: Regional Sales Manager

Address: 200 20th St. N

Fargo ND 58102

Phone #: 701-293-6455

Date: 6-14-13

Land O Lakes Milk, a division of Dean Foods
2103 5th Avenue North
Moorhead, MN 56560
Phone: 218-233-8609 Fax: 218-233-0240

June 25, 2013

Independent School District #152
Donna Tvedt, Food and Nutrition Director
2410 14th Street South
Moorhead, MN 56560

Dear Donna,

Enclosed is the Land O Lakes/Dean Foods bid for your 2013/2014 school year. Thank you for the opportunity to supply your dairy needs.

Steve Sand
Dean Foods/LOL
701-261-7484 (cell)
steve_sand@deanfoods.com

SS: ijs

Enclosure

Land O Lakes Milk, a division of Dean Foods
2103 5th Avenue North
Moorhead, MN 56560
Phone: 218-233-8609 Fax: 218-233-0240

FLUID MILK ESCALATOR CLAUSE
2013-2014 School Year

The attached bid is based on the cost of skim milk and butterfat to include premiums in Federal Order Market #30 for the month of June-13

Future price adjustments will be predicted on the following escalator taking into consideration monthly changes in the cost of skim milk, butterfat and over order premiums.

SKIM MILK June-13 Price: $18.41 per 100 weight

For each $0.10/cwt increase or decrease in the cost of skim milk, prices will adjust respectively as follows on all fat levels.

5 Gallon	-	$0.043 per 5 Gallon
1 Gallon	-	$0.0086 per Gallon
8 Ounce	-	$0.00054 per 8 Ounce

BUTTERFAT: June-13 Price: $1.8429 per 100 weight

For each $0.10 increase or decrease in the cost of butterfat, prices will adjust respectively as follows by various fat levels.

Item	Whole (3.25%)	2%	1%	Fat Free
5 Gallon	.1395/5 Gal	.086/5 Gal	.043/5 Gal	.0045/5 Gal
1 Gallon	.0279/Gal	.0172/Gal	.0086/Gal	.0009/Gal
8 Ounce	.0017/8 Oz.	.0011/8 OZ	.0005/8 OZ	.0001/8 OZ

Monthly per unit adjustments will reflect a combination of the changes in skim milk and butterfat.

This escalator applies to all milk items.

2013-2014 Milk Bid

QUANTITY	DESCRIPTION	DELIVERED UNIT PRICE
303,319 5737.29	1. Half Pint Size 1.0% Butterfat White/per container	$0.189
128,398 2336.43	2. Half Pint Size Fat Free White/per container	$0.182
674.269 12408.30	3. Half Pint Size Fat Free Chocolate/per container	$0.187
20784.02	4. Half Pint Size Lactose Free/per container	$0.59
	5. 1.0% Milk, Gallon	$2.90
	6. Pt. - Whipping Cream	$1.15
	7. Novelties, 2 Dozen Per Box	
	A. Dixie Cups Ice Cream	$5.95
	Sherbet	$5.95
	B. Creme Freeze	$4.50
	C. Fudgesicles (10571)	$5.50
	D. Cheerios	N/A
	E. Ice Cream Sandwiches (10568)	$5.00
	F. Drumsticks (10924)	$6.50
	8. -5- Lb. Sour Cream	$5.45
	9. -5- Lb. Sour Cream - Fat Free	N/A
	10. -5- Lb. Cottage Cheese, 2% Lowfat	$7.00
	11. -5- Lb. Cottage Cheese, Fat Free	N/A

53

-26115.53

QUANTITY	DESCRIPTION	DELIVERED UNIT PRICE
	12. -3- Lb. Cream Cheese	N/A
	13. -36-1 Lb. Grade AA Butter	$3.25/1b.
	14. -5- Lb. Yogurt, Lowfat, flavored	$4.70
	15. -6- Oz. 100% Apple Juice	N/A
	16.- 6- Oz. 100% Grape Juice	N/A

Base Price if escalator clause proposed $18.41 per hundredweight.
Adjusted for: 2% escalator clause attached.

Dean Foods/Land O Lakes Milk
(FIRM NAME)

2103 5th Ave. N., Moorhead, MN 56560
(FIRM ADDRESS)

Specifications for
Milk Products Bid, Continued

I (we) hereby agree to furnish milk products in accordance with the provisions and conditions of these specifications.

FIRM NAME Dean Foods / Land O Lakes

SIGNATURE

TITLE Key Account Manager

DATE 6-25-13

AFFIDAVIT OF NON-COLLUSION

I (we) hereby swear (or affirm) under the penalty of perjury:

(1) That I am the vendor (if the vendor is an individual), a partner in the vendor (if the vendor is a partnership), or an officer or employee of the bidding corporation having the authority to sign on its behalf (if the vendor is a corporation);

(2) That the attached quote or quotations have been arrived at by the vendor independently, and have been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment, or services described in the invitation to quote, designed to limit independent bidding or competition:

(3) That the contents of the quote or quotations have not been communicated by the vendor or its employees or agents to any person not an employee or agent of the vendor of its surety on any bond furnished with the quote or quotations, and will not be communicated to any such person prior to the official opening of the quote or quotations, and;

(4) That I have fully informed myself regarding the accuracy of the statements made in this affidavit:

SUBMITTED BY:

Firm Name: Dean Foods / Land O Lakes

Signature:

Title: Key Account Manager

Address: 2103 5th Ave N
Moorhead MN 56560

Phone #: 701-261-7484

Date: 6-25-13

Assistant Superintendent
Moorhead Area Public Schools

Memo OAS.14.011 C

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent

DATE: July 9, 2013

SUBJECT: Approval of Lakes Country Service Cooperative Membership

Attached please find the Lakes Country Service Cooperative School District Membership for fiscal year 2014. Moorhead Area Public Schools' total cost of membership is $7,700.00. This amount includes the base fee plus fees associated with capital outlay and the elective option for Center for Academic Excellence. Other services are fee based and are in addition to this agreement.

Suggested Resolution: Move to approve the Lakes Country Service Cooperative School District Membership Agreement FY 2014 as presented.

WAK:nls
Attachment

Lakes Country Service Cooperative

School District Membership Agreement FY 2014

Membership

		Total
Base Fee per district plus		$1,200.00
$1.50 per student	5483 student count (max $5000)	$ 5,000.00
Capital Outlay *(Cooperative facility maintenance fee)*		
Fergus Falls Site		$600.00
Moorhead Site		$400.00

Your membership includes these services at no additional cost.

- ***Access to health insurance pools, Life, Long Term Disability, Vision, and Dental. Access to wellness programs and worksite health screening service.***
- ***Access to pooled Special Programs services: R-CSPD, ECSE, Audiology Services, Autism Consultant, Physical Health Disability Consultant, Special Ed/Low Incidence Lending Library.***
- ***Access to over 45 bid or negotiated purchasing contracts from food service to vehicles.***
- ***Access to a variety of grant programs, Technology Grants and others as written and awarded.***
- ***Staff Development.***
- ***Professional networking opportunities.***
- ***Representation in regional services decisions.***
- ***Coordination with State agencies.***
- ***Shared Services.***
- ***Regional communication through newsletters, email lists & web services.***

Total Membership $7,700.00

Superintendent *Date*

LCSC Executive Director *Date*

School District Name

218-739-3273
Phone Number

Please return completed agreement by August 15, 2013 to:

Lakes Country Service Cooperative
Attn: Terri Blackwelder
1001 E. Mount Faith
Fergus Falls, MN 56537

Membership Electives *(optional additions to your membership)*	*Cost*
Business Services	Separate contract
Early Childhood Educators/School Readiness	Separate contract
Professional Development Workshops	Separate contract
Student Academic Challenges:	
→ Knowledge Bowl - Jr High	$120. per team
→ Knowledge Bowl - Sr High	$190. per team
→ Young Writers Conference	$27. per participant
→ Spelling Bee	$95. per participant
→ Honors Program	Banquet cost per student
District provides $250 scholarship, LCSC provides additional scholarship	
Curriculum Consortium / MN Academic Standards Support Program Best Practices Network	Separate contract
Early Childhood/Family Education	
Regional Services Coordinator *(must use Regional Coordinator Services to contract for staff time. Staff contract sent separately.)*	$795. base fee, plus .55 0-4 child count
MSC Online Learning *(per district participation fee)* *Participation fee includes technology integration training for teachers, access to user groups, access to Moodle course management system, access to online courseware, free hosting of blended courses, regional program management and MDE coordination. Please note there are additional costs per student for fully online courses.*	Separate contract
Health and Safety Program	Separate contract
Health and Safety Management Assistance	Separate contract
Random Drug & Alcohol Testing Consortium	Separate contract
Facilities Project Management Services	$55.00 per hour
Lending Library	Cost varies
Nutrition/Wellness for Students	Separate contract
Food Service Registered Dietician Consulting (hourly/daily rates available)	Separate contract
Print Services	Time and materials. Project quotes available.
Technology Consulting (hourly/daily rates available)	Separate contract
Technology Services	
Technology Audits	$520 per day + actual mileage/expenses
Moodle Hosting	Hosting & Support: $1200 annually + $1/student
Technology Integration on-site	Separate Contract

Center for Academic Excellence *Supports and recognizes high levels of academic achievement by students and teachers*	*Student Enrollment*		*Choose One*
	1-100	$100.00	☐
	101-500	$175.00	☐
	501-1000	$250.00	☐
	1001-2000	$350.00	☐
	2001+	$500.00	☒

Fee schedule available for all programs with separate contracts.

Assistant Superintendent

Moorhead Area Public Schools

Memo OAS.14.001 C

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent

DATE: July 9, 2013

SUBJECT: Donation

Moorhead Area Public Schools has received a donation of musical instruments valued at approximately $825 for the Horizon Middle School Band. Instruments were donated by Cody's Legacy Foundation. Cody's Legacy Foundation is a non-profit organization formed in honor of Cody Conner for the purpose of supporting music and the arts in the local community.

- Two flutes valued at $150;
- One clarinet valued at $100;
- One alto saxophone valued at $175;
- Two trumpets valued at $100;
- Two trombones valued at $100;
- One violin valued at $200.

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.14.002

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources

DATE: July 2, 2013

SUBJECT: Change in Contract

Joanna Struck	Jump Start Teacher, to Kindergarten Teacher, S. G. Reinertsen Elementary at PCE, 1.0 FTE, BA +10 (7) $43,701.00, effective with the 2013-2014 school year. (All-Day Kindergarten)
Lisa Hasbargen	Kindergarten Teacher, S. G. Reinertsen Elementary, 1.0 FTE, BA (3) $37,279.00, effective at the beginning of the 2013-2014 school year. (All-Day Kindergarten)
Sarah Martin	Grade 4 Teacher, Ellen Hopkins Elementary, to Media Specialist at Ellen Hopkins Elementary. (Replace Louie Lauer)
Kim Brewster	LSS Teacher, Horizon Middle School, to LSS Teacher, High School, effective at the beginning of the 2013-2014 school year. (Replaces Brandon Yoney)

SUGGESTED RESOLUTION: Move to approve the Change in Contract for Joanna Struck, Lisa Hasbargen, Sarah Martin and Kim Brewster as presented.

KLD:smw

61

Department of Human Resources
Moorhead Area Public Schools

Memo HR.14.000

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources

DATE: July 2, 2013

SUBJECT: Other Leave of Absence

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

Erik Hest	Paraprofessional, Horizon Middle School, effective July 16, 2013 thru September 16, 2013.

SUGGESTED RESOLUTION: Move to approve the Other Leave of Absence for Erik Hest pursuant to Article VII, Section 8 of the Paraprofessional Master Agreement.

KLD:smw

Department of Human Resources
Moorhead Area Public Schools

Memo HR.14.005

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources

DATE: July 2, 2013

SUBJECT: Early Retirement

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

Donna Kolle	Paraprofessional, Horizon Middle School, effective July 15, 2013.
Nancy Cullen	Paraprofessional on leave of absence, Robert Asp Elementary, effective August 1, 2013.

SUGGESTED RESOLUTION: Move to approve the Early Retirement of Donna Kolle and Nancy Cullen as presented.

KLD:smw

Department of Human Resources
Moorhead Area Public Schools

Memo HR.14.003

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources KDehmer

DATE: July 2, 2013

SUBJECT: Resignations

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

Mary Kvebak	English Teacher, High School, effective June 21, 2013
Craig Lachowitzer	Social Studies Teacher, Horizon Middle School, effective June 21, 2013
Peter Cullen	Head Boys Hockey Coach, High School, effective June 26, 2013
Jennifer Maxfield	Paraprofessional, Robert Asp Elementary, effective June 4, 2013
Lindsay Buchholz	Assistant Cross Country Coach, High School, effective July 8, 2013.
Stephanie Gruenberg	Food Service, S. G. Reinertsen Elementary, effective July 10, 2013.
Heidi Moe	LSS Reading Intervention Teacher, Ellen Hopkins Elementary, effective July 12, 2013
Jon Moe	Teacher, Horizon Middle School, effective July 12, 2013.

SUGGESTED RESOLUTION: Move to approve the resignation of Mary Kvebak, Craig Lachowitzer, Peter Cullen, Jennifer Maxfield, Lindsay Buchholz, Stephanie Gruenberg, Heidi Moe and Jon Moe as presented.

KLD:smw

Department of Human Resources
Moorhead Area Public Schools

Memo HR.14.001

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources KDehmer

DATE: July 2, 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.

Lynn Mueller	Food Service/Community Education Secretary, Probstfield Center for Education, B21 (3) $16.04 per hour, 8 hours per day, effective July 25, 2013. (Replaces Beth Milbrandt)
Stacey Holm	Health/Physical Education Teacher, High School, 1.0 FTE, BA (5) $39,590.00, effective at the beginning of the 2013-2014 school year. (Replaces Kay Peterson)
Paula Gladbeck	Vision Teacher, District wide, 1.0 FTE, MA (10) $53,340.00, effective at the beginning of the 2013-2014 school year. (Replaces Danielle Hillebrand)
Lea Gonzalez	Spanish Immersion Teacher, Ellen Hopkins Elementary, 1.0 FTE, BA (0) $33,823.00, effective at the beginning of the 2013-2014 school year. (Replaces LaRae Mikkelson)
Dain Kalkbrenner	Health/Physical Education Teacher, S. G. Reinertsen Elementary, 1.0 FTE, BA (5) $39,590.00, effective with the 2013-2014 school year. (New Position)
Jennifer Cerar	Kindergarten Teacher, Robert Asp Elementary, 1.0 FTE, BA (1) $34,980.00, effective with the beginning of the 2013-2014 school year. (All Day Kindergarten)

Laura Eberhardt	Learner Support Services Teacher, High School, 1.0 FTE, BA +10 (1) $36,409.00, effective with the beginning of the 2013-2014 school year. (Replaces Brandon Yoney)
Bradley Neznik	Learner Support Services Teacher, Horizon Middle School, 1.0 FTE, MA+30 (7) $56,366.00, effective with the beginning of the 2013-2014 school year. (Replaces Kim Brewster)

SUGGESTED RESOLUTION: Move to approve the employment of Lynn Mueller, Stacey Holm, Paula Gladbeck, Lea Gonzalez, Dain Kalkbrenner, Jennifer Cerar, Laura Eberhardt and Bradley Neznik as presented.

KLD:smw

Department of Human Resources
Moorhead Area Public Schools

Memo HR.13.120

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources KDehmer

DATE: June 18, 2013

SUBJECT: Part-time and Substitute Pay Schedule Change

Attached is a copy of the Part-time Substitute pay Schedule for 2013-2014. This pay schedule covers district employees who are not part of a contract or association.

SUGGESTED RESOLUTION: Move to approved the Part-time and Substitute Pay Schedule as presented.

KLD:smw

Attachment

67.

PART TIME AND SUBSTITUTE PAY SCHEDULE
2013-2014

ADULT/COMMUNITY ED	2011-2012	2012-2013	2013-2014
*~~Vocational~~/Licensed Teacher 0-2years	25.71	25.96	25.96
*~~Vocational~~/Licensed Teacher 2-3 years	26.25	26.50	26.50
*~~Vocational~~/Licensed Teacher 3 years or more	26.73	26.98	26.98
Program Assistant/Classroom Aide	7.47	7.47	7.47
Evening Sec/part-time clerical and para	9.75	10.00	10.00
Helper	7.25	7.25	7.25
Kid Source	7.25	7.25	7.25
Summer Program Student Coach (1-2 years)	8.00	8.00	8.00
Summer Program Student Coach (3+ years)	10.00	10.00	10.00
Community Education Teacher	16.52	~~16.52~~	17.02
*Drivers Education Teacher	26.68	26.68	26.68
SUBSTITUTE TEACHERS			
Day 1-10 Consecutive same classroom	90.00	~~95.00~~	100.00
Day 11-30 Consecutive same classroom	113.00	~~118.00~~	123.00
Day 31 and over Consecutive same classroom (This pay is not retroactive)	173.90	184.83*	184.83
Long Term Substitutes 31+ Consecutive same classroom		184.83	184.83
*Starting daily rate if the position is known to be 31 days or longer			
Substitute Bonus: After 25 full-time days any classroom	100.00	100.00	100.00
*Long Term Substitutes are not eligible for the bonus.			
LICENSED TUTORS - TEACHERS	24.71	24.71	24.71
ASSISTANT SERVERS - FOOD SERVICE			
Part-time (non-contract) (start)	12.15	12.15	12.15
After 3 years	12.45	12.45	12.45
After 5 years	12.75	12.75	12.75
After 10 years	13.05	13.05	13.05
NOON HOUR SUPERVISORS/FOOD SERVICE WORKERS/SUBS			
Part-time (non-contract) (start)	9.00	10.00	10.00
After 2 years	9.30	10.30	10.30
After 5 years	9.60	10.60	10.60
After 10 years	9.90	10.90	10.90
INTERPRETERS			
Part-time (non-contract)	23.53	23.53	23.53
COTAS			
Part-time (non-contract)	17.58	17.58	17.58
SECRETARIES			
Part-time (non-contract)	9.75	~~10.00~~	10.25
PARAPROFESSIONALS (TEACHERS ASSISTANTS)			
Part-time (non-contract)	10.00	~~10.00~~	10.25
Substitute	10.00	~~10.00~~	10.25
CUSTODIANS			
Part-time (non-contract)	10.00	~~10.00~~	10.25
Part-time (snow removal)	9.75	15.00	15.00
TECHNOLOGY SUPPORT			
Event Technology Support		20.00	20.00
STUDENT GENERAL HELP	7.25	7.25	7.25
***CURRICULUM WRITING**	27.34	27.34	27.34
***EXCEL/TARGETED SERVICES**	40.00	40.00	40.00
Summer School (newly hired staff after 7-1-07)	27.34	27.34	27.34

*Also located in The Teacher's Master Contract

Revised 7/1/2013

Office of Learner Support Services
Moorhead Area Public Schools

LSS.14.001

TO: Lynne Kovash, Superintendent

FROM: Jill Skarvold, Director of Learner Support Services

DATE: July 8, 2013

RE: Indian Education Grant Renewal

The U.S. Department of Education Office of Indian Education has awarded Moorhead Area Public Schools an Indian Education grant for the 2013-14 school year in the amount of $55,018.

The grant funding will be used to fund the American Indian Coordinator, who will work with teachers and instructional assistants at Horizon, High School, and the Alternative Learning Center.

SUGGESTED RESOLUTION: Move to accept the renewal of the Indian Education Grant from the U.S. Department of Education for $55,018 for the 2013-14 school year.

JS:ds

Attachment

S060A130637

US Department of Education
Washington, D.C. 20202

GRANT AWARD NOTIFICATION

1 RECIPIENT NAME

MOORHEAD AREA PUBLIC SCHOOLS
2410 14th Street South
Moorhead, MN 56560

2 AWARD INFORMATION

PR/AWARD NUMBER	S060A130637
ACTION NUMBER	1
ACTION TYPE	New
AWARD TYPE	Formula

3 PROJECT STAFF

RECIPIENT STATE DIRECTOR
Jill Skarvold (218) 284-3711
jskarvold@moorhed.k12.mn.us
EDUCATION PROGRAM CONTACT
Bernard L Garcia (202) 260-1454
bernard.garcia@ed.gov
EDUCATION PAYMENT HOTLINE
G5 PAYEE 888-336-8930
HELPDESK
edcaps.user@ed.gov

4 PROJECT DESCRIPTION

84.060A
Formula Grants to LEAs

5 KEY PERSONNEL

N/A

6 AWARD PERIODS

BUDGET PERIOD	07/01/2013 - 06/30/2014
FEDERAL FUNDING PERIOD	07/01/2013 - 06/30/2014

FUTURE BUDGET PERIODS

N/A

7 AUTHORIZED FUNDING

CURRENT AWARD AMOUNT	$55,018.00
PREVIOUS CUMULATIVE AMOUNT	$0.00
CUMULATIVE AMOUNT	$55,018.00

8 ADMINISTRATIVE INFORMATION

DUNS/SSN	076510668
REGULATIONS	CFR PART Not Available EDGAR AS APPLICABLE 2 CFR AS APPLICABLE
ATTACHMENTS	A , E4 , E5 , E6 , E7 , L - OIE , M - OESE , N , O , P , S , U , V , W , c

9 LEGISLATIVE AND FISCAL DATA

AUTHORITY:	PL PL 107-110 VII ESEA AS AMENDED BY THE NO CHILD LEFT BEHIND ACT OF 2001
PROGRAM TITLE:	INDIAN EDUCATION - GRANTS TO LOCAL EDUCATIONAL AGENCIES
CFDA/SUBPROGRAM NO:	84.060A

FUND CODE	FUNDING YEAR	AWARD YEAR	ORG. CODE	CATEGORY	LIMITATION	ACTIVITY	CFDA	OBJECT CLASS	AMOUNT
0101A	2013	2013	ES000000	B	E10	000	060	4101A	$55,018.00

S060A130637

US Department of Education
Washington, D.C. 20202

GRANT AWARD NOTIFICATION

10 PR/AWARD NUMBER: S060A130637
RECIPIENT NAME: MOORHEAD AREA PUBLIC SCHOOLS

TERMS AND CONDITIONS

(1) This grant award is subject to the terms and conditions (if any) identified in Attachment T.

(2) THE FOLLOWING ITEMS ARE INCORPORATED INTO THE GRANT AGREEMENT:

1. THE RECIPIENT'S APPROVED APPLICATION.
2. THE APPLICABLE EDUCATION DEPARTMENT REGULATIONS - - -
34 CFR 75, 77, 78, 79, 80, 81, 82, 85, AND 86.
3. THE BUDGET PERIOD FOR THIS AWARD IS 12 MONTHS. ALL ALLOWABLE COSTS MUST BE INCURRED WITHIN THIS PERIOD. CARRYOVER OF FUNDS ARE NOT AUTHORIZED.
4. UNDER SECTION 75.261(c) OF EDGAR, THE DEPARTMENT REQUIRES PRIOR APPROVAL FOR EXTENSION OF THE FUNDING PERIOD SPECIFIED IN BLOCK 6 ACCORDING TO THE PROCEDURES SPECIFIED IN SECTION 75.261(c).

REMINDER: PAYMENT OF GRANT FUNDS WILL BE BY DIRECT DEPOSIT TO THE RECIPIENT'S FINANCIAL INSTITUTION AND ONLY UPON THE RECIPIENT'S REQUEST.

OTHER INFORMATION AFFECTING THIS ACTION IS PROVIDED IN THE ATTACHMENTS SHOWN IN BLOCK 8.

Deborah S. Delisle — JUN 21 2013

AUTHORIZING OFFICIAL — **DATE**

Ver. 1

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent

DATE: July 9, 2013

SUBJECT: Self-Funded Health Insurance

Mr. Aaron Casper and Ms. Linda Fenwick from National Insurance Services (NIS) will be in attendance at the July 15, 2013 School Board meeting to review the results of the self-funded health insurance request for proposals (RFP) that NIS conducted on the district's behalf.

Five respondents submitted proposals including Preferred One, Medica, Health Partners and Comprehensive Care Services third party administrator (CCStpa)/Lakes Country Service Cooperative (LCSC). The fifth proposal was from Blue Cross/Blue Shield (BCBS)/Lakes Country Service Cooperative (LCSC) and did not specifically respond to the RFP; rather, it was a submission of the arrangement that currently exists between BCBS/LCSC and Moorhead.

WAK:nls

Superintendent of Schools

Moorhead Area Public Schools

Memo S.14.005R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent

DATE: July 9, 2013

SUBJECT: 2013-14 Memberships

Attached please find information related to memberships to The Chamber Fargo Moorhead West Fargo, Minnesota Rural Education Association, Minnesota School Boards Association, Minnesota State High School League, and National School Boards Association.

Suggested Resolution: Move to approve the following 2013-14 memberships: The Chamber Fargo Moorhead West Fargo, Minnesota Rural Education Association, Minnesota School Boards Association, Minnesota State High School League, and National School Boards Association.

LAK:mde
Attachments

MOORHEAD AREA PUBLIC SCHOOLS
2013-14 SCHOOL BOARD MEMBERSHIPS

ORGANIZATIONS:	COST
The Chamber (Fargo-Moorhead-West Fargo) (13-14)	$1,580
Minnesota Rural Education Association (13-14)	$2,400
Minnesota School Boards Association (13-14)	$10,223
Minnesota State High School League (12-13)	$2,530
National School Boards Association (13-14)	$3,039
TOTAL	$19,772

THE CHAMBER
FARGO MOORHEAD WEST FARGO

MAY 9 - 2013

May 8, 2012

Lynne Kovash
Moorhead Area Public Schools
2410 14 St S
Moorhead, MN 56560

Dear Lynne:

Thank you for your support of your Chamber during the past year. We've accomplished so much through the engagement and commitment of members like you. As we move forward, The Chamber remains committed to ensuring the strength of our regional business community and helping its members stay fiscally healthy.

As a member, *you are* The Chamber, and you have access to extensive opportunities to connect with potential clients and customers through referrals, networking events and affordable marketing opportunities.

- Get involved! Attending Chamber events and activities means networking with local leaders, creating business alliances and ultimately, growing the value of your business.
- Enhance your exposure and increase attention to your business by getting connected through our web site and social media such as Facebook, Twitter and LinkedIn. We promote member businesses in our Chamber's online member directory. Help us "keep it local" whenever you do business by consulting it before you buy!
- Take advantage of member-to-member deals and save money through discounts on group health insurance, business and personal insurances (Auto Owners and AAA) and our new **Employee Assistance Program.** Additional information is included that describes this affordable small business benefit for your employees.

It is a priority of The Chamber to advocate for pro-business legislation at all levels of government and to represent its membership in the public policy arena. When you don't have the time, the Chamber is speaking on your behalf to ensure our lawmakers are aware of the needs of our business community. Visit our new online Advocacy Center (FMWFChamber.com; click on "Advocacy") for details.

Your Chamber staff is here to help you maximize your membership investment. As you renew, contact us for ideas on how to get more out of your Chamber membership.

Enclosed is your membership renewal invoice. Your continuing investment ensures access to our broad array of benefits and helps us to promote economic growth and prosperity for business.

Sincerely,

Lynne, thanks!

Craig Whitney
President/CEO

75

THE CHAMBER
FARGO MOORHEAD WEST FARGO

Lynne Kovash
Moorhead Area Public Schools
2410 14 St S
Moorhead, MN 56560

Invoice Date: 05/08/2013
Invoice#: 128684
Member ID: **999817**
P.O.#:
Reference#:

Description	Date Due	Amount
Membership Investment For period covering 06/01/2013 to 05/31/2014	06/01/2013	$1,580.00
	Total	$1,580.00
	Amt Paid	$0.00
	Balance Due	$1,580.00

INVOICE MEMO

Next Business After Hours Thursday, June 13 at Courtyard by Marriott and Moorhead Area Conference Center

Membership dues to The Chamber are not tax deductible as a charitable contribution for income tax purposes but ma be deductible as an ordinary and necessary business expense. A portion of the dues, however, is not deductible as an ordinary and necessary business expense to the extent that The Chamber engages in state or federal lobbying.

The nondeductible portions of dues for 2010-11 is 5%.

The Chamber promotes economic growth and prosperity for business and its members through advocacy, education and engagement.

INVOICE PAYABLE NET 30 DAYS

The Chamber - P.O. Box 2443 - Fargo, ND 58108-2443
Phone: 218.233.1100 - Fax: 218.233.1200

MREA
Voice For Greater Minnesota Education

Minnesota Rural Education Association
P.O. Box 187, St. Cloud, MN 56302-0187
Phone: 320-762-6574 Email: mrea@mnrea.org
www.mnrea.org

*****PLEASE NOTE NEW MAILING ADDRESS*****

District # 0152
Moorhead Public Schools
2410 14th Street S.
Moorhead MN 56560-0000

Invoice date: May 20, 2013
Due Date: July 15, 2013
(Membership year - 7/13 to 6/30/14)

2013-2014 Membership Dues Invoice

MREA Membership Fee	ISD base fee	$1,000.00
Legislative Fee	AMCPU = 6318	$1,400.00

$1.00 per Adjusted Marginal Cost Pupil Unit to $1,400 maximum.
Pupil units (AMCPU) are based on MDE estimates for FY 2013

Total MREA dues **$2,400.00**

2013 Conference Registration

SAVE $100 PER PERSON BY REGISTERING 3 PEOPLE FROM YOUR DISTRICT
AND SENDING PAYMENT BY JULY 15 (non-refundable)
Entire conference - $375 for 3 attendees

List attendees, if known. You will be contacted in October for confirmation of names.

Name _____

Name _____

Name _____

Conference Fee **$375.00**

TOTAL MREA DUES + CONFERENCE FEE = **$2,775.00**

77.

Leadership Conference January 16 & 17, 2014

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

Tel: 507.934.2450
MN: 800.324.4459

Fax: 507.931.1515
www.mnmsba.org

MINNESOTA SCHOOL BOARDS ASSOCIATION

JUL 5 - 2013

July 1, 2013

Dear Superintendent:

It's time to renew your district's membership to MSBA.

On behalf of your Association's Board and staff, I want to thank you for the opportunity to "support, promote and enhance" your important work. We look forward to another year of serving your board and school district.

Your dues invoice is included with this letter. Dues are the stabilizing support for any association. It is only through the strong support of membership through the payment of dues that MSBA is able to improve, maintain and expand the menu of programs and services needed and enjoyed by our members.

Your district dues may have minimal change due to fluctuations in your enrollment.

Members naturally want to ensure they are getting the maximum services and benefits for their dues. Here is a list of some of your membership's primary benefits:

- On-call assistance on matters ranging from the open meeting law to personnel issues to elections. Checking with MSBA first may save significantly on attorneys' fees.
- Lobbying at the state and federal levels coupled with daily Capitol updates during the legislative session.
- Negotiations training and master agreement analysis.
- Access to insurance products and services offered through MSBA Insurance Trust-endorsed insurers and their agents.
- Access to Policy Services (if a subscriber) and customized policy audits.
- Access to the Public Education Employee Relations Network (PEERNet) which provides employee salary, benefits, and leave data as well as Master Agreement language and grievance arbitration decisions.
- Free registration to the annual Leadership Conference for the entire district leadership team.
- "Toolkits," such as the School Board Recognition Week program.
- Electronic news clipping service from the state's daily and weekly newspapers.
- Power-Card — a highly secured procurement card program available for the direct purchase of goods and services, which greatly increases the efficiency of the purchasing process and has the potential to generate rebates to your district.
- Reduced-cost board training, including seminars, workshops, and customized inservice training brought to your board room. Online training is also available for your convenience.

(over)

OFFICERS AND DIRECTORS

PRESIDENT
Walter Hautala
Mesabi East

PAST PRESIDENT
Kent Thiesse
Lake Crystal Wellcome Memorial

DIRECTOR DISTRICT 1
Kathy Green
Austin

DIRECTOR DISTRICT 2
Jodi Sapp
Mankato Area

DIRECTOR DISTRICT 3
Linden Olson
Worthington

DIRECTOR DISTRICT 4
Betsy Anderson
Hopkins

DIRECTOR DISTRICT 5
Missy Lee
Columbia Heights

DIRECTOR DISTRICT 6
Kevin Donovan
Mahtomedi

DIRECTOR DISTRICT 7
Roz Peterson
Lakeville Area

DIRECTOR DISTRICT 8
Elona Street-Stewart
St. Paul

DIRECTOR DISTRICT 9
Karen Kirschner
Mora

DIRECTOR DISTRICT 10
Michael Domin
Crosby-Ironton

DIRECTOR DISTRICT 11
Tim Riordan
Virginia

DIRECTOR DISTRICT 12
Ann Long Voelkner
Bemidji Area

DIRECTOR DISTRICT 13
Deborah Pauly
Jordan

NSBA Board
Jackie Magnuson
Rosemount-Apple Valley-Eagan

EXECUTIVE DIRECTOR
Kirk Schneidawind
St. Peter

MSBA's Mission:
Support, promote, and enhance the work of public school boards and public education.

- Access to money-saving cash management and borrowing programs, including but not limited to, the Minnesota School District Liquid Asset Fund Plus and the Minnesota Tax and Aid Anticipation Borrowing Program.
- Access to BoardBook Web-based paperless meetings.
- Electronic and print postings for administrative job vacancies.
- Access to an electronic, downloadable MSBA calendar listing important dates for elections and education-related events.
- Subscriptions to MSBA publications, including the following: *Boardcaster* (electronic), *Journal* magazine, *Capitol Compass* (electronic), and *Management Services Newsletter* (electronic).
- The superintendent and board members will have online access to MSBA's Service Manual, a comprehensive resource of education-related laws, election forms and relevant case law to help manage your district.
- MSBA Online, the Association website that provides round-the-clock access to information and services.
- Access to MSBA-endorsed PaySchools, an electronic payment processing system that enables districts to receive school-related fees from parents via electronic check, credit, or debit card.

Subscribers to Policy Services will also find their renewal notice on the same invoice. Policy revisions keep your district in compliance with current law. You can access and download all model policies from the MSBA website 24 hours a day, seven days a week. Also, our policy consultants are here to answer your questions about policy issues. If you are not a member of Policy Services, consider the value of this service for your district. Please call us for more information.

MSBA is recognized nationwide as an outstanding service organization, and we will strive to uphold that reputation. MSBA's Board and staff look forward to working with you. If you have any questions, please don't hesitate to call your Association office at 800-324-4459.

Sincerely,

Kirk Schneidawind

Walter Hautala

Kirk Schneidawind
Executive Director

Walt Hautala (Mesabi East)
MSBA President

KS/WH:km
Enc.

Support, Promote, and Enhance the Work of Public School Boards and Public Education

MSBA
1900 West Jefferson Ave
St. Peter, MN 56082-3015
507-934-2450 or 800-324-4459

INVOICE

ATTN: Accounts Payable
I.S.D. 152
2410 14TH ST S
MOORHEAD, MN 56560-4622

Invoice No: 06340P8J8S7
Invoice Date: 7/1/2013
Acct No: 272
Due Date: 11/15/2013
PO Number:

Invoice Item	Qty	Unit Price	Extended
Association Dues (FY 7/1/13 to 6/30/14)	1	$9,648.00	$9,648.00
Policy Services Renewal (FY 7/1/13 to 6/30/14)	1	$575.00	$575.00

Subtotal:	$10,223.00
Amount Paid:	
Balance Due:	$10,223.00

Dues for **ISD #152** are based on 5429.81 "Average Daily Membership of Students Served" for the fiscal year ended June 30, 2012, as provided by the Minnesota Department of Education.

In accordance with IRS Code Sec. 6113, contributions or gifts (including membership dues) to MSBA are not deductible as charitable contributions for Federal income tax purposes.

CUSTOMER COPY

The Minnesota State High School League provides educational opportunities for students through interscholastic athletic and fine arts programs and provides leadership and support for member schools.

Member of the National Federation of State High School Associations

April 2013

APR 22 2013

Dear Superintendent:

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

Formal approval by the governing board of your school district or school must be made prior to August 1, 2013, to enable the League office to certify your continuation or new membership in the League. If your Designated School Board Representative has changed from the fall, please make that change in the MSHSL website database.

I am enclosing the resolution form which provides for the appropriate school board action. The resolution form is provided in duplicate. **Please return one copy of the 2013-2014 Resolution for Membership to the Minnesota State High School League and retain one copy for your school files. The deadline for returning the resolution form is September 1, 2013. If the form is not received by the above date, a $250 late fee will be assessed. No school is eligible to compete in post-season tournaments unless the Resolution for Membership is on file in the League office.**

A billing for services, rule books and other supplies will be mailed to schools in mid-August as has been the accepted procedure in the past. This billing, which includes a $100 service fee, will be based on the information your school has submitted to the League office regarding the activities your school will sponsor during the 2013-2014 school year.

Please be reminded of the following:

1. **September 1 is the due date for return of the resolution form.** If you do not submit the resolution, your students ARE NOT covered by the catastrophic insurance plan, your school district must assume that responsibility, and your students will not be allowed to participate in League-sponsored events.

2. **The resolution form must be completed in full,** including signatures of the superintendent and clerk/secretary of the board of education.

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

I would suggest that you place this resolution on your agenda as soon as possible and certainly not later than a June or July board meeting in order to avoid last-minute efforts late in the summer which may create problems for your board and administrative staff to meet the September 1, 2013 deadline.

Sincerely,

David V. Stead
Executive Director

DVS/lmj
Enclosures 81

2100 Freeway Boulevard, Brooklyn Center, Minnesota 55430-1735 • (763) 560-2262 • FAX (763) 569-0499
www.mshsl.org

Minnesota State High School League
2100 Freeway Boulevard
Brooklyn Center, MN 55430-1735
763-560-2262 Fax: 763.569.0499 www.mshsl.org

2013-2014 RESOLUTION FOR MEMBERSHIP IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE

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

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

Moorhead High School

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

1. _____ Make new application for membership in the Minnesota State High School League; School Enrollment (9-12): _____

   OR;

   X Renew its membership in the Minnesota State High School League; and,

2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

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

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

Signed: _____ Signed: _____
Clerk/Secretary - Local Governing Board Superintendent or Head of School

Date: _____ Date: _____

District Office Address, City, Zip: 2410 14th Street South, Moorhead, 56560

School Superintendent's Phone: 218/284-3330 School Superintendent's Email: lkovash@moorheadschools.org

RETURN ONE COPY TO THE MSHSL NOT LATER THAN SEPTEMBER 1, 2013
Retain one copy for the school files.

National Affiliate *Enrollment Form*

·NSBA·

SPECIAL 35% INTRODUCTORY OFFER

❑ **YES!** My district is a member of our state school boards association and will enroll NSBA as a National Affiliate district at 35% off the regular first year's fee.

From: Name _____ Title _____

District Address _____

City _____ State _____ Zip_____

❑ Please contact _____ at our district office to complete our membership services delivery records.

NATIONAL AFFILIATE PROGRAM ENROLLMENT
35% Introductory Offer

	Enrollment	Annual Fee	Introductory Savings	You Pay
❑	Less than 250 students	$975	$341	$634
❑	251-999 students	$1,700	$595	$1,105
❑	1,000-2,499 students	$2,975	$1,041	$1,934
❑	2,500-7,499 students	$4,675	$1,636	$3,039
❑	7,500-14,999 students	$5,925	$2,074	$3,851
❑	15,000 or more students	$9,575	$3,351	$6,224
❑	Council of Urban Boards Education	$14,425	$5,049	$9,376
❑	CUBE Small Enrollment	$9,175	$3,211	$5,964
❑	Service Agencies	$2,775	$971	$1,804

Your district's annual enrollment fee: $ _____

YOUR INTRODUCTORY SAVINGS (35%) (—) $ _____

Your district's first year fee: $ _____

This offer cannot be used in conjunction with any other offer. Introductory offer applies only to districts not currently enrolled in the NSBA National Affiliate Program.

ATTENTION
Urban Districts With 15,000 or More Students

Your district is eligible to join NSBA's **Council of Urban Boards of Education (CUBE)**, a special component of the National Affiliate Program, serving the unique needs of urban school districts. As a **CUBE** member, your district will receive many important additional benefits including **strong federal advocacy** on behalf of 6 million students in urban public schools.

Regular annual fee for CUBE enrollment: $14,425

INTRODUCTORY 35% DISCOUNTED FEE $ 9,376

DISTRICT INFORMATION:

District name _____

District telephone (____) _____

District fax (____) _____

District e-mail _____

District enrollment _____

Month of board elections _____

Please complete the information below and return to NSBA

PAYMENT: Please check your payment method option below:

❑ My district check is enclosed, made payable to NSBA.

❑ Please invoice my district.

Purchase Order #: _____

Attention: _____

❑ Charge my: ❑ VISA ❑ AMEX ❑ MASTERCARD

Credit Card #: _____

Expiration date: ____ / ____ / ____

Cardholder's name _____

Signature _____

Cardholder's phone _____

Return payment by mail to:
National School Boards Association (NSBA)
PO Box 1807
Merrifield, VA 22116-8007

Fax back with your purchase order number to:
703-548-5560. Attention: New NA Enrollment.
This option is not available if payment is by check.

Direct questions about National Affiliate benefits to Laurie Hart at (703) 838-6790 or e-mail at lhart@nsba.org

ID 13NADSLH

Superintendent of Schools

Moorhead Area Public Schools

Memo S.14.007R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent LAK

DATE: July 9, 2013

SUBJECT: Approval of Policy

Attached please find revised policy, Health and Safety 714.

Minnesota Statutes, Section 123B.57, Subdivision 1, requires the School Board to review current policy to ensure provisions are included for implementing a health and safety program that complies with health, safety and environmental regulations and best practices including indoor air quality. Addendum A includes the required provisions.

Suggested Resolution: Move to approve the policy, Health and Safety 714, as presented.

LAK:mde
Attachment

Health and Safety

Type:	School Board Policy
Section:	700 NON-INSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES
Code:	714
Adopted Date:	6/11/2012
Revised Date(s):	
Reviewed Date(s):	
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

II. GENERAL STATEMENT

A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds (714-A). The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.

B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district may form a health and safety advisory committee to be appointed by the Superintendent. The health and safety advisory committee will be composed of employees and other individuals with specific knowledge of related issues. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The Superintendent may request that the safety committee established under Minn. Stat. 182.676 carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under Minn. Stat. 182.676.

III. PROCEDURES

A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the School Board to implement or maintain these recommendations, the

administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the School Board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.

B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.

C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

IV. PROGRAM AND PLANS

A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the School Board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:

1. Asbestos
2. Fire and Life Safety
3. Employee Right to Know
4. Emergency Action Planning
5. Combustible and Hazardous Materials Storage
6. Indoor Air Quality
7. Mechanical Ventilation
8. Mold Cleanup and Abatement
9. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools
10. Infectious Waste/Bloodborne Pathogens
11. Community Right to Know
12. Compressed Gas Safety
13. Confined Space Standard
14. Electrical Safety
15. First Aid/CPR/AED
16. Food Safety Inspection
17. Forklift Safety
18. Hazardous Waste
19. Hearing Conservation
20. Hoist/Lift/Elevator Safety
21. Integrated Pest Management
22. Laboratory Safety Standard/Chemical Hygiene Plan
23. Lead
24. Control of Hazardous Energy Sources (Lockout/Tagout)
25. Machine Guarding
26. Safety Committee
27. Personal Protection Equipment (PPE)

28. Playground Safety
29. Radon
30. Respiratory Protection
31. Underground and Above Ground Storage Tanks
32. Welding/Cutting/Brazing
33. Fall Protection
34. Other areas determined to be appropriate by the health and safety advisory committee.

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.

C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.

D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.

E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.

F. In the event of an accident, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents must be reported to an immediate supervisor as soon as possible.

G. In the event of an unsafe or hazardous situation or incident, the school district shall promptly cause an investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All unsafe or hazardous situations or incidents must be reported to an immediate supervisor as soon as possible.

V. BUDGET

The Superintendent (or designee) shall be responsible to provide for periodic School Board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The Superintendent, or such other school official as designated by the Superintendent, each year shall prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the School Board and the public. The School Board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to

the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the School Board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

VI. ENFORCEMENT

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

Legal References:
Minn. Stat. 123B.56 (Health, Safety, and Environmental Management)
Minn. Stat. 123B.57 (Capital Expenditure; Health and Safety)
Minn. Stat. 182.676 (Safety Committees)
Minn. Rules Part 5208.0010 (Applicability)
Minn. Rules Part 5208.0070 (Alternative Forms of Committee)

Cross References:
~~Minnesota School Boards Association/Minnesota Association of School Administrators~~ Model Policy 807 (Health and Safety Policy)
Moorhead School Board Policy 424: Employee Right to Know - Exposure to Hazardous Substances
Moorhead School Board Policy 710: School District Crisis Management
Moorhead School Board Policy 810: Establishment, Adoption and Modification of the School District's Financial Annual Operating Plan

Moorhead Area Public Schools

Independent School District 152

Probstfield Center for Education • 2410 14th St. S. • Moorhead, Minnesota 56560
Fax: (218) 284-3333 • www.moorhead.k12.mn.us

Superintendent of Schools: (218) 284-3330
Assistant Superintendent: (218) 284-3370 • Human Resources: (218) 284-3350

Attachment A: Health and Safety Programs

School Board Policy: 714-A
Section: 700 NON-INSTRUCTIONAL
Date Adopted:
Date Revised:
Dates Reviewed:

ATTACHMENT A

A Workplace Accident and Injury Reduction Program (AWAIR)
Contact: Kristin Dehmer, Director of Human Resources

A cornerstone of the health and safety program, AWAIR addresses the following:

1. Responsibility of managers, supervisors and employees to implement the program and how the continued participation of management will be established, measured, and maintained.
2. Methods used to identify, analyze and control hazards, conditions, and operations.
3. How the program will be communicated to all affected employees.
4. How workplace accidents will be investigated and corrective actions implemented.
5. How safe work practices and rules will be enforced.
6. Safety Inspections.
7. Safety Committee.

Asbestos
Contact: Dan Bacon, Director of Property Services and Transportation

Only three buildings in the district have asbestos containing building materials. The purpose of this program is to protect students, employees and contractors from potential health hazards of asbestos related diseases and to comply with the Asbestos Hazard Emergency Response Act.

Bloodborne Pathogens
Contacts: Missy Jacobson and Christy Elias, School Nurses

This program is meant to eliminate or minimize occupational exposure in accordance with 29 CFR 1910.1030. All employees identified as occupationally exposed (meaning there is a reasonable expectation he/she will come into contact with blood or potentially infectious materials) must receive training annually; be provided appropriate personal protective equipment; and offered the Hepatitis B vaccination at the employer's expense.

Chemical Hygiene (Lab Safety)
Contact: Jana Kasper, Moorhead High School Science

The general intent of a chemical hygiene program is to protect faculty and students from physical and health hazards associated with the use of chemicals in laboratories (chemical and biological). It establishes guidelines for work performed in laboratories and is based on 29 CFR 1910.1450 and 29 CFR subpart Z, Toxic and Hazardous Substances.

Community Right-To-Know
Contact: Dan Bacon, Director of Property Services and Transportation

The district stores substances (fuel oil) in quantities that require reporting based on Title III of the Superfund Amendments and Reauthorization Act. A Tier II report is filed annually with the Minnesota Emergency Response Commission and the local fire department.

Compressed Gas
Contacts: Mechanic for Transportation, Metals and Auto Shop Instructors, and Lead Custodians for Propane

This program helps ensure that all compressed gases are handled, stored, received and used in a safe manner.

Confined Space
Contact: Dan Bacon, Director of Property Services and Transportation

The Senior High, Robert Asp, Probstfield, and Ellen Hopkins buildings have spaces that have been identified as confined. This program establishes minimum safety standards to be followed when employees enter into or work in permit-required confined spaces.

Control of Hazardous Energy Sources
Contact: Dan Bacon, Director of Property Services and Transportation

Each building has equipment that must be properly shut down and secured before maintenance work can be performed. This program establishes procedures to prevent injury from the unexpected start-up or release of stored energy when performing maintenance work.

Electrical Safety
Contact: Dan Bacon, Director of Property Services and Transportation

This program addresses safe work practices for employees, is designed to prevent electrical related injuries, and to comply with 29 CFR 1910.331 to 1910.335.

Employee Right-To-Know
Contact: Kristin Dehmer, Director of Human Resources

Employers are required to evaluate their work environments and provide specific training and information for all employees who may be exposed to any hazardous substances, harmful physical agents, or infectious agents. This program identifies affected departments, requires chemical inventories and proper labeling, and that training be specific to an employee's work.

Fire Safety
Contacts: Dan Bacon, Director of Property Services and Transportation and Building Principals

This program addresses the requirements for fire and lockdown drills, equipment maintenance, fire extinguisher training, and general fire safety rules.

Hazardous Waste
Contact: Dan Bacon, Director of Property Services and Transportation

The district generates some wastes considered to be hazardous to health and the environment. The program identifies areas where hazardous waste may be generated; proper storage of waste; choosing a transporter; and record keeping.

Hearing Conservation Program
Contact: Kristin Dehmer, Director of Human Resources

The purpose of this program is to protect the hearing of employees and meet the requirements of 29 CFR 1910.95. It includes sound level monitoring of areas/equipment generating high noise levels, training of affected employees, use of hearing protection and audiograms if applicable.

Hoists, Jacks, and Chain Slings Safety
Contacts: Instructors or Department Heads

This program outlines the inspections and guidelines for safe usage of all hoists, jacks and chain slings. Inspections are required to help identify defective equipment and verify safe operating conditions.

Indoor Air Quality (IAQ)
Contact: Dan Bacon, Director of Property Services and Transportation

This program complies with the 1997 Omnibus Education Act by requiring that the district implement an IAQ Management Plan. The IAQ Management Plan encompasses guidelines provided by the Minnesota Department of Education and the "Tools for Schools" document.

Ladder Safety
Contact: Dan Bacon, Director of Property Services and Transportation

Any employee who uses a ladder must be trained in proper selection, inspection, use and storage. This program is based on 29 CFR 1910.25, 1910.26, and 1910.27.

Lead in Drinking Water
Contact: Dan Bacon, Director of Property Services and Transportation

This program follows the *Lead Contamination Control in School Drinking Water* guidance manual. The goal is to reduce lead levels at water taps to as close to 0 parts per billion as feasible, but not to exceed 20 parts per billion.

Machine Guarding
Contact: Dan Bacon, Director of Property Services and Transportation

This program complies with 29 CFR 1910.211 to 1910.219 "Machinery and Machine Guarding".

Personal Protective Equipment (PPE)
Contact: Kristin Dehmer, Director of Human Resources

Certain tasks performed by district employees require the use of PPE. This program covers the requirements for PPE such as proper use and fit, storage, and cleaning. This program does not cover PPE for respiratory and hearing protection or for hazardous material response to spills or releases.

Playground Safety
Contact: Dan Bacon, Director of Property Services and Transportation

There are not any federal or state regulations regarding playground safety. In order to provide safe playgrounds for students, this program states that the district will follow the Consumer Product Safety Commission's guidelines published as the "Handbook for Public Playground Safety."

Powered Industrial Truck (Forklift)
Contact: Dan Bacon, Director of Property Services and Transportation

This program establishes training, safe operating and procedure rules, and the maintenance requirements for the forklift at Property Services.

Radon
Contact: Dan Bacon, Director of Property Services and Transportation

Following the advisement of the Minnesota Department of Health, radon testing will be conducted after any major re-modeling of a building's HVAC system. Testing will focus on basements and low-level areas in the building.

Underground Storage Tanks
Contact: Dan Bacon, Director of Property Services and Transportation

This program follows state and federal regulations regarding underground storage tanks.

Welding Safety
Contacts: Mechanic for Transportation and Metals Shop Instructor

This program outlines the general safety rules, training, and standard operating procedures necessary for employees to be kept safe when welding.

8-M9-B05
12 August 2013

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

August 12, 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 Jill Skarvold, director of learner support services for Moorhead Area Public Schools, for having served as president of Minnesota Administrators for Special Education (MASE) for the 2012-13 school year. Skarvold will complete her three-year term with MASE by serving as past president for the 2013-14 school year. MASE promotes professional leadership for its members, who are directors of special education or other administrators for special education in public or private schools, cooperative regional, state and other educational administrative units.

   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 July 15, 2013 Special Meeting Minutes and July 15, 2013 Regular Meeting Minutes - Pages 5-13

B. ASSISTANT SUPERINTENDENT MATTERS - Kazmierczak
   (1) Approval of August Claims - Page 14

C. HUMAN RESOURCES MATTERS - Dehmer
   (1) Approval of Continuing Contracts/Tenures - Page 15
   (2) Approval of Change in Contracts - Page 16
   (3) Approval of Early Retirements - Page 17
   (4) Approval of Resignations - Page 18
   (5) Approval of Other Leave - Page 19
   (6) Approval of New Employees - Pages 20-22

D. LEARNER SUPPORT SERVICES - Skarvold
   (1) Acceptance of Indian Education Success for the Future Grant Award - Pages 23-29
   (2) Approval of Clay County Interagency Purchase of Services of Agreement - Pages 30-36

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

Moved by _____ Seconded by _____
Comments _____

3. **APPROVAL OF STANDALONE SELF-INSURED HEALTH BENEFIT PLAN AND PREFERRED ONE AS THIRD PARTY ADMINISTRATOR**: Kazmierczak
Pages 37-45

Suggested Resolution: Move to approve the district's conversion to a standalone self-insured health benefit plan, contingent upon ratification by Education Moorhead, with an implementation date of January 1, 2014.

Moved by _____ Seconded by _____
Comments _____

Suggested Resolution: Move to approve the district's Assistant Superintendent and Director of Human Resources to enter into final discussions with Preferred One for third party administrative services.

Moved by _____ Seconded by _____
Comments _____

4. **MOORHEAD ELEMENTARY SCHOOLS PARENT AND STUDENT HANDBOOK**: Kovash
Page 46

Suggested Resolution: Move to approve the 2013-14 Moorhead Elementary Schools Parent and Student Handbook as presented.

Moved by _____ Seconded by _____
Comments _____

5. **HORIZON MIDDLE SCHOOL STUDENT HANDBOOK**: Kovash
Page 47

Suggested Resolution: Move to approve the 2013-14 Horizon Middle School Student Handbook as presented.

Moved by _____ Seconded by _____
Comments _____

6. **TELEVISED SCHOOL BOARD MEETINGS**: Kovash
Pages 48-49

Suggested Resolution: Move to authorize MCAM to televise School Board meetings in the Probstfield Center for Education Board Room at an approximate cost of $13,560 and explore a shared location of board meetings with the city and county.

Moved by _____ Seconded by _____
Comments _____

7. **SUPERINTENDENT REPORT**

8. **COMMITTEE REPORTS**

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

10. **ADJOURNMENT**

CALENDAR OF EVENTS

Event	Date	Time	Place
Instr and Curr Adv Com	August 15	7 a.m.	PCE
New Teacher Induction Luncheon	August 21	12:30 p.m.	MHS
School Board	August 26	7 p.m.	PCE
All Staff Breakfast and Assembly	August 29	8 a.m.	MHS
E-12 Classes Begin	September 3		

SPECIAL MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
PROBSTFIELD CENTER FOR EDUCATION
JULY 15, 2013

MEMBERS PRESENT: Lisa Erickson, Cindy Fagerlie, Laurie Johnson (10:03 a.m.), Scott Steffes (10:02 a.m.), 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 10:00 a.m. and led everyone in attendance with the Pledge of Allegiance.

APPOINTMENT OF CLERK: Tomhave moved, seconded by Thompson, to appoint Fagerlie to serve as clerk pro tem for the meeting. Motion carried 7-0.

Clerk Johnson arrived at 10:03 a.m. and resumed clerk duties for the meeting.

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

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

COMMUNITY ENGAGEMENT INITIATIVE: Kovash distributed and presented information regarding the district's five Strategic Priorities and led a discussion with board members. Central office team members presented progress towards each Priority Area.

The board recessed at 12:06 p.m. and reconvened at 12:42 p.m.

FACILITIES DISCUSSION: Kazmierczak provided facilities information related to 2013-14, 2014-15, long-term facilities needs, and athletics/activities facilities.

The board recessed at 2:17 p.m. and reconvened at 2:32 p.m.

HEALTH INSURANCE: Aaron Casper and Linda Fenwick from National Insurance Services (NIS) provided information regarding self-funded insurance and reviewed the results of the self-funded health insurance request for proposals (RFP) that NIS conducted on the district's behalf and also information regarding the Affordable Care Act (ACA).

Lauren Rood , 614 3rd Avenue SE - Asked questions about the self-funded insurance option.

ADJOURNMENT: Hearing no objections, the Chair adjourned the meeting at 4:20 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 1, 2, 4 and 61 and the addition of page 60.1.

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 **We Are Proud** of Lance Hansen, Moorhead High School boys soccer head coach, for being honored by the Minnesota Soccer Coaches Association. Hansen was recognized as the Section 8AA Boys Soccer Coach of the Year.

We Are Proud of the Moorhead High girls track team members who qualified for the 2013 Class AA state tournament. They are Kristin Drechsel, Mallori Johnson, Taylor Janssen, Avery Selberg, Mackenzie Kelly, Marissa Wong, Erica Ulberg, Katie Olson and Cassidy Nelson. The 4x800 relay team of Janssen, Selberg, Johnson and Kelly placed third at state setting a new school record with the time of 9:16.60. The 4x100 relay team of Wong, Ulberg, Olson and Nelson placed 12th at state. Individual place winners were Johnson, sixth place in the 300 meter hurdles; Drechsel, 10th place in discus; and Janssen, 11th place in the 800 meter run with a new school record of 2:14.45. Head coach for the girls track team is Justin Gall and assistant coaches are Tyler Roehl, Jeremy Blake, Jenny Monjeau, Brodie Clark, Jake Purrier, Kevin Feeney, Adam Stein, Dennis Hanson and Rachel Lexen.

We Are Proud of the Moorhead High boys track team members who qualified for the 2013 Class AA state tournament. They are Matthew Lillehaugen, Luke Lillehaugen, Ezra Olson, Josh Young, Brady Anderson, Brett Lawrence and Ryan Rogness. The 4x800 relay team of Lillehaugen, Lillehaugen, Olson and Young placed sixth at state setting a new school record with the time of 7:58.15. Head coach for the boys track team is Jon Moe and assistant coaches are Tyler Roehl, Jeremy Blake, Jenny Monjeau, Brodie Clark, Jake Purrier, Kevin Feeney, Adam Stein, Dennis Hanson and Rachel Lexen.

We Are Proud of Dane Sethre-Hofstad, a member of the Moorhead High School boys golf team, for advancing to the 2013 state AAA golf tournament. Head coach for the boys golf team is Eric Tollefson and assistant coach is Jim MacFarlane.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS: None.

ORGANIZATION OF THE SCHOOL BOARD:

Meeting Date. Time and Location - Tomhave moved, seconded by Johnson, to set the regular meetings of the School Board for 7:00 p.m. in the Probstfield Center for Education Board Room 224 on the second and fourth Monday of each month with the following exceptions: Tuesday, November 12 (Monday, November 11 Veterans Day holiday); Monday, December 9 (one meeting in December); Tuesday, May 27 (Monday, May 26 Memorial Day holiday); and the annual organizational meeting Monday, July 14 (one meeting in July). Motion carried 7-0.

School Board Compensation - Fagerlie moved, seconded by Steffes, to set the School Board member compensation rate at $800 per month. Motion carried 7-0.

Committee Assignments - Valan moved, seconded by Fagerlie, to approve the committee appointments for the 2013-2014 school year as discussed:

DISTRICT-WIDE STANDING COMMITTEES:
Erickson and Johnson - Activities Advisory Council
Thompson and Erickson - Community Education Advisory Council
Erickson and Tomhave - Citizen Finance Advisory Committee
Erickson and Tomhave - Executive Finance Committee
Fagerlie and Valan - Instruction and Curriculum Advisory Committee (ICAC)
Thompson and Steffes - Safe and Healthy Learners Committee
Tomhave and Johnson - Policy Review Committee

ADMINISTRATIVE COMMITTEES:
Not Required - Calendar Committee
Thompson - Continuing Education Committee
Thompson - Early Childhood Family Education Advisory Committee
Erickson and Johnson - Health/Safety/Wellness Committee
Fagerlie - Indian Education Parent Committee
Thompson and Valan - Legislative Committee
Valan - Minnesota State High School League

Thompson and Fagerlie (Valan Alternate) - Negotiations Committee
Erickson - Sabbatical Leave Committee
Erickson and Valan - Staff Development Committee
Johnson - Special Education Parent Advisory Committee
Members Rotate - Superintendent's Advisory Council (SAC)
Fagerlie - Technology Committee
Johnson - Title I District Parent Advisory Committee

COMMUNITY COMMITTEES:
Erickson (Fagerlie Alternate) - Clay County Joint Powers Collaborative Board Governance Board
Tomhave and Steffes - Joint Powers Committee

ADOPT-A-SCHOOL:
Fagerlie - Ellen Hopkins
Steffes - Robert Asp
Valan - S.G. Reinertsen
Tomhave - Horizon Middle
Johnson - Moorhead High
Erickson and Thompson - Red River Area Learning Center

Motion carried 7-0.

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

Official Newspaper Designation - Designate *The Forum* as the school district's official newspaper for the 2013-2014 school year.

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

Minutes - Approve the June 10 and 24, 2013 Meeting Minutes as presented.

Claims - Approve the July Claims, subject to audit, in the amount of $1,085,779.56.

General Fund:	$1,000,557.65
Food Service Fund:	$65,110.52
Community Service Fund:	$20,111.52

TOTAL	$1,085,779.56

The June Wire Payments, subject to audit, in the amount of $2,048,723.20.

General Fund:	$2,047,828.20
Post Employment Irrevocable Trust Fund:	$895.00
TOTAL	$2,048,723.20

Resolution for Investment of Excess Funds - Approve the resolution for investment of excess funds giving authority and responsibility to the Assistant Superintendent or designee in accordance with Minnesota Statute 118A.04 for the 2013-2014 school year.

Authorize Staff to Initiate Financial Transactions - Authorize the listed district personnel to make transactions on the listed account for the 2013-2014 school year. The account is with US Bank.

Official Depositories - Designate the 2013-2014 school district official depositories: US Bank, Wells Fargo Bank, Bremer Bank, and Minnesota School District Liquid Asset Fund Plus. Bonds are handled by US Bank & Trust Corporations within Wells Fargo Bank-Minneapolis.

Resolution Authorizing Payment of Goods and Services - Approve the resolution to authorize the Assistant Superintendent to make payment for goods and services in advance of School Board approval for the 2013-2014 school year consistent with Minnesota Statutes 123B.11, 123B.02 and 471.38.

Resolution for Collection of NSF Checks and Leases - Approve the resolution for collection of NSF checks and leases giving authority and responsibility to the Assistant Superintendent for the 2013-2014 school year.

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

West Central Regional Juvenile Center Clerical Contract Renewal - Approve the West Central Regional Juvenile Center Clerical Contract for the 2013-2014 school year. The district's share is one-half or $28,496.96.

Dairy and Bakery Bids - Accept the dairy bid received from Land O'Lakes and the bakery bid received from Pan-O-Gold Baking Company.

Lakes Country Service Cooperative Membership - Approve the Lakes Country Service Cooperative School District Membership Agreement FY 2014 as presented. The cost of the membership is $7,700.00. This amount includes the base fee plus fees associated with capital outlay and the elective option for the Center for Academic Excellence. Other services are fee based and are in addition to this agreement.

Donation - Accept the donation of musical instruments valued at approximately $825 for the Horizon Middle School band. Instruments were donated by Cody's Legacy Foundation. Administration will send a thank you letter.

Increase to Meal Prices - Approve the milk and meal prices for the 2013-2014 school year: Milk .40 cents; Breakfast $1.00; Elementary Lunch $2.00; Secondary Lunch $2.15; and Adult Lunch $3.25. The price increases for 2013-14 are due to a federal requirement for a weighted average student lunch price of $2.06.

Change in Contracts

Joanna Struck - Jump Start Teacher, to Kindergarten Teacher, S.G. Reinertsen Elementary at PCE, 1.0 FTE, BA +10 (7) $43,701.00, effective with the 2013-2014 school year (All-Day Kindergarten).

Lisa Hasbargen - Kindergarten Teacher, S.G. Reinertsen Elementary, 1.0 FTE, BA (3) $37,279.00, effective at the beginning of the 2013-2014 school year (All-Day Kindergarten).

Sarah Martin - Grade 4 Teacher, Ellen Hopkins Elementary, to Media Specialist at Ellen Hopkins Elementary (replaces Louie Lauer).

Kim Brewster - LSS Teacher, Horizon Middle School, to LSS Teacher, Moorhead High School, effective at the beginning of the 2013-2014 school year (replaces Marti Johnson).

Diana Johnson - Title I Teacher, Robert Asp Elementary, to Assistant Principal at Ellen Hopkins Elementary, $71,414, effective August 1, 2013 (replaces Michael Daugs).

Other Leave of Absence

Erik Hest - Paraprofessional, Horizon Middle School, effective July 16, 2013 thru September 16, 2013.

Early Retirements

Donna Kolle - Paraprofessional, Horizon Middle School, effective July 15, 2013.

Nancy Cullen - Paraprofessional on Leave of Absence, Robert Asp Elementary, effective August 1, 2013.

Resignations

Mary Kvebak - English Teacher, Moorhead High School, effective June 21, 2013.

Craig Lachowitzer - Social Studies Teacher, Horizon Middle School, effective June 21, 2013.
Peter Cullen - Head Boys Hockey Coach, Moorhead High School, effective June 26, 2013.
Jennifer Maxfield - Paraprofessional, Robert Asp Elementary, effective June 4, 2013.
Lindsay Buchholz - Assistant Cross Country Coach, Moorhead High School, effective July 8, 2013.
Stephanie Gruenberg - Food Service, S.G. Reinertsen Elementary, effective July 10, 2013.
Heidi Moe - LSS Reading Intervention Teacher, Ellen Hopkins Elementary, effective July 12, 2013.
Jon Moe - Teacher, Horizon Middle School, effective July 12, 2013.

New Employees
Lynn Mueller - Food Service/Community Education Secretary, Probstfield Center for Education, B21 (3) $16.04 per hour, 8 hours per day, effective July 25, 2013 (replaces Beth Milbrandt).
Stacey Holm - Health/Physical Education Teacher, Moorhead High School, 1.0 FTE, BA (5) $39,590.00, effective at the beginning of the 2013-2014 school year (replaces Kay Peterson).
Paula Gladbeck - Vision Teacher, District wide, 1.0 FTE, MA (10) $53,340.00, effective at the beginning of the 2013-2014 school year (replaces Danielle Hillebrand).
Lea Gonzalez - Spanish Immersion Teacher, Ellen Hopkins Elementary, 1.0 FTE, BA (0) $33,823.00, effective at the beginning of the 2013-2014 school year (replaces LaRae Mikkelson).
Dain Kalkbrenner - Health/Physical Education Teacher, S.G. Reinertsen Elementary, 1.0 FTE, BA (5) $39,590.00, effective with the 2013-2014 school year (new position).
Jennifer Cerar - Kindergarten Teacher, Robert Asp Elementary, 1.0 FTE, BA (1) $34,980.00, effective with the beginning of the 2013-2014 school year (All-Day Kindergarten).
Laura Eberhardt - Learner Support Services Teacher, Moorhead High School, 1.0 FTE, BA +10 (1) $36,409.00, effective with the beginning of the 2013-2014 school year (replaces Brandon Yoney).
Bradley Neznik - Learner Support Services Teacher, Horizon Middle School, 1.0 FTE, MA +30 (7) $56,366.00, effective with the beginning of the 2013-2014 school year (replaces Kim Brewster).

Part-Time and Substitute Pay Schedule Change - Approve the Part-Time and Substitute Pay Schedule as presented.

Indian Education Grant Renewal - Accept the renewal of the Indian Education Grant from the U.S. Department of Education for $55,018 for the 2013-14 school year.

Motion carried 7-0.

SELF-FUNDED HEALTH INSURANCE PRESENTATION: Aaron Casper and Linda Fenwick from National Insurance Services (NIS) reviewed the results of the self-funded health insurance request for proposals (RFP) that NIS conducted on the district's behalf. Five respondents submitted proposals including Preferred One, Medica, Health Partners and Comprehensive Care Services third party administrator (CCStpa)/Lakes Country Service Cooperative (LCSC). The fifth proposal was from Blue Cross/Blue Shield (BCBS)/Lakes County Service Cooperative (LCSC) and did not specifically respond to the RFP; rather, it was a submission of the arrangement that currently exists between BCBS/LCSC and Moorhead.

Lauren Rood , 615 3rd Avenue SE - Noted Mr. Casper and Ms. Fenwick provided information to Education Moorhead leadership in March related to self-funded health insurance.

A recommendation for approval of a self-funded insurance company will be included in the August 12 board agenda.

2013-2014 MEMBERSHIPS: Valan moved, seconded by Johnson, to approve the following 2013-14 memberships: The Chamber Fargo Moorhead West Fargo, Minnesota Rural Education Association, Minnesota School Boards Association, Minnesota State High School League, and National School Boards Association.

Valan moved, seconded by Johnson, to amend the motion to remove the National School Board Association membership from the list. Motion carried 6-1 (Thompson dissenting). The original motion passed 7-0.

APPROVAL OF POLICY: Tomhave moved, seconded by Steffes, to approve the policy, Health and Safety 714, as presented. This policy will be reviewed annually. Motion carried 7-0.

SUPERINTENDENT REPORT: Superintendent Kovash reminded board members to contact Michelle if they were planning to attend the MSBA Summer Seminar on August 5.

COMMITTEE REPORTS: A brief report was heard related to the Executive Finance Committee meeting that was held on June 25.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: None.

CLOSE PUBLIC MEETING: Tomhave moved, seconded by Johnson, to close the public meeting at 8:06 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 Thompson, to open the public meeting at 8:17 p.m. Motion carried 7-0.

ADJOURNMENT: Hearing no objections, the Chair adjourned the meeting at 8:18 p.m.

_____
Laurie Johnson, Clerk

Assistant Superintendent

Moorhead Area Public Schools

Memo OAS.14.016 C

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent

DATE: August 1, 2013

SUBJECT: August Claims

The August claims are as follows:

General Fund	$1,258,084.01
Food Service Fund	$72,371.01
Community Service Fund	$19,193.03
Post Employment Benefits Debt Service Fund	$450.00
TOTAL	$1,350,098.05

The July wire payments are as follows:

General Fund	$1,841,169.80
Post Employment Irrevocable Trust Fund	$87,237.00
Post Employment Benefits Debt Service Fund	$230,693.75
TOTAL	$2,159,100.55

Suggested Resolution: Move to approve the August claims, subject to audit, in the amount of $1,350,098.05 and the July wire payments, subject to audit, in the amount of $2,159,100.55.

WAK:nls

Department of Human Resources
Moorhead Area Public Schools

Memo HR.14.011

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources

DATE: August 1, 2013

SUBJECT: Continuing Contract/Tenure

The administration requests the approval of the following teachers for Continuing Contract/Tenure status effective July 1, 2013:

Julie Arnold
Kaylee Black
Angela Doll
Daniel Dooher
Kirsten Johnson
Jeremy Larson
Melissa Nelson
Brian Olmanson
Jessica Rome
Kayla Sprenger
Deb Walter
Nicole Wiesner
Sarah Wothe

SUGGESTED RESOLUTION: Move to approve the Continuing Contract/Tenure of Julie Arnold, Kaylee Black, Angela Doll, Daniel Dooher. Kirsten Johnson, Jeremy Larson, Melissa Nelson, Brian Olmanson, Jessica Rome, Kayla Sprenger, Deb Walter, Nicole Wiesner, Sarah Wothe as presented.

KLD:smw

15

Department of Human Resources
Moorhead Area Public Schools

Memo HR.14.010

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources KDehmer

DATE: July 31, 2013

SUBJECT: Change in Contract

Amy Jensen	Jump Start Teacher, Probstfield Center for Education, 3 hours per day to Jump Start Teacher, Probstfield Center for Education, 6 hours per day, effective July 22, 2013. (Replaces Joanna Struck)
Kathy Brekke	Music Teacher, High School, from 83 FTE to 1.0 FTE, effective with the 2013-2014 school year. (Additional per AOP)
Pat Sullivan	LSS Facilitator, District Wide .5 FTE to .5 FTE Facilitator and .5 ASD Consultant effective for the 2013-2014 school year. (Replaces .5 ASD)

SUGGESTED RESOLUTION: Move to approve the Change in Contract for Amy Jensen, Kathy Brekke and Pat Sullivan as presented.

KLD:jal

Department of Human Resources
Moorhead Area Public Schools

Memo HR.14.009

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources KDehmer

DATE: July 31, 2013

SUBJECT: Early Retirement

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

Keith Hillstrom	Bus Driver, Transportation, effective September 1, 2013.
Gwen Umlauf	Bus Driver, Transportation, effective August 9, 2013.
Alice Ellingsberg	Paraprofessional, High School, effective August 15, 2013.

SUGGESTED RESOLUTION: Move to approve the Early Retirement of Keith Hillstrom, Gwen Umlauf and Alice Ellingsberg as presented.

KLD:jal

Department of Human Resources
Moorhead Area Public Schools

Memo HR.14.008

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources

DATE: July 31, 2013

SUBJECT: Resignations

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

Lindsay Buchholz	Assistant Cross Country Coach, High School, effective July 8, 2013.
Tyler Carlson	Paraprofessional, Probstfield Center for Education, effective August 1, 2013.
Linda Life	Lunchroom Computer Operator, S.G. Reinertsen Elementary, effective July 24, 2013.
John Schmidt	Boys Diving Coach, High School, effective July 15, 2013.
Charles Hedstrom	Paraprofessional, Horizon Middle School, effective August 7, 2013.
Noreen Knutson	Food and Nutrition Server, Probstfield Center for Education, effective August 7, 2013.

SUGGESTED RESOLUTION: Move to approve the resignation of Lindsay Buchholz, Tyler Carlson, Linda Life, John Schmidt, Charles Hedstrom and Noreen Knutson as presented.

KLD:jal

Department of Human Resources
Moorhead Area Public Schools

Memo HR.14.013

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources KDehmer

DATE: August 5, 2013

SUBJECT: Other Leave

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

Alyssa Bakken COTA, EIS, effective August 26, 2013 until June 30, 2014.

SUGGESTED RESOLUTION: Move to approve the Other Leave of Absence for Alyssa Bakken pursuant to Article IX, Section 6 of the T.C.I. Master Agreement.

KLD:smw

Department of Human Resources
Moorhead Area Public Schools

Memo HR.14.007

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources

DATE: July 31, 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.

Jon Ammerman	Head Boys Hockey Coach, High School, .120 , Step 3, $4848, effective with the 2013-2014 season. (Replaces Peter Cullen)
Jessica Anderson	Family Consumer Science Teacher, Horizon Middle School, 1.0 FTE, MA (8) $50,527, effective at the beginning of the 2013-2014 school year. (Replaces Pam Midthune)
Stephanie Baker	Jump Start Teacher, Probstfield Center for Education, 6 hours per day, $25.96 per hour, effective at the beginning of the 2013-2014 school year. (Replaces Lisa Hasbargen)
Katelynn Bondy	Math Teacher, High School, 1.0 FTE, BA (0) $33,823.00, effective at the beginning of the 2013-2014 school year. (Replaces Joshua Ogaard)
Ondrea Cook	Science Teacher, Horizon Middle School, 1.0 FTE, BA (7) $41,890, effective at the beginning of the 2013-2014 school year. (Replaces Charlotte Magin)
Amanda Getscher	COTA, District wide, B31 (2) $19.60 per hour, 6.75 hours per day, effective August 26, 2013. (Reallocation of FTE)
Nicole Kahler	Kindergarten Teacher, Ellen Hopkins Elementary, .6 FTE, BA (0) $20,293.80, effective at the beginning of the 2013-2014 school year. (Addition of all Day Kindergarten)
Rebecca Klein	Technical Production Director, District, B31 (0-2) $17.94 per hour, 8 hours per day, 12 months. (Replaces Joseph Stodala)

Isaac Monke-Lundberg	Social Studies Teacher, Horizon Middle School, 1.0 FTE, MA (0) $39,304, effective at the beginning of the 2013-2014 school year. (Replaces Craig Lachowitzer)
Erin Monteith	English Teacher, High School, 1.0 FTE, BA+30 (6) $45,977, effective at the beginning of the 2013-2014 school year. (Replaces Mary Kvebak)
John O'Neill	Bus Driver, Transportation, 4 hours per day, $13.76 per hour, effective June 17, 2013. (Replaces Kayte Ward)
Amy Pederson	4th Grade Teacher, Ellen Hopkins Elementary, 1.0 FTE, BA (6) $40,734, effective at the beginning of the 2013-2014 school year. (Replaces Sarah Martin)
Vicky Pettow	Health Tech, Ellen Hopkins Elementary, B21 (0-2) $15.78 per hour, 6.5 hours per day, effective August 26, 2013. (Replaces Janet Arnold)
Julie Rosendfeldt	Kindergarten Phy Ed Teacher, Ellen Hopkins Elementary, .60 FTE, MA+30 (10) $36,793, effective at the beginning of the 2013-2014 school year. (Addition of All Day Kindergarten)
Kendra Routh	Speech and Language Pathologist, District-Wide, 1.0 FTE, MA (8) $50,527, effective at the beginning of the 2013-2014 school year. (New position)
Diane Sandland	Bus Assistant, Transportation, $12.86, 4 hours per day, effective with the 2013-2014 school year. (Replaces Gwen Umlauf)
Kathleen Sayler	Occupational Therapist, District-Wide, 1.0 FTE, MA (5) $46,322, effective at the beginning of the 2013-2014 school year. (Replaces Janet Olson)
Ethan Schnabel	Phy Ed Teacher, Robert Asp Elementary, 1.0 FTE, BA (0) $33,823, effective at the beginning of the 2013-2014 school year. (Kindergarten and part time Guy Kimball)
Michael Thompson	Head Boys Track and Field Coach, High School, .100 Step 5, $4295, effective with the 2013-2014 season. (Replaces Jon Moe)
Joseph Wateland	Health and Fitness Teacher, Ellen Hopkins Elementary, 1.0 FTE, BA (5) $39,590, effective at the beginning of the 2013-2014 school year. (New Position)

Emily Yule	ECSE Teacher, Probstfield Center for Education, .50 FTE, BA+20 (6) $22,112.50, effective at the beginning of the 2013-2014 school year. (New Position)

SUGGESTED RESOLUTION: Move to approve the employment of Jon Ammerman, Jessica Anderson, Stephanie Baker, Matthew Beiswanger, Katelynn Bondy, Ondrea Cook, Nicole Kahler, Rebecca Klein, Isaac Monke-Lundberg, Erin Monteith, John O'Neill, Amy Pederson, Vicky Pettow, Julie Rosenfedlt, Kendra Routh, Diane Sandland, Kathleen Sayler, Ethan Schnabel, Michael Thompson, Joseph Wateland and Emily Yule as presented.

KLD:jal

Ofice of Learner Support Services

Moorhead Area Public Schools LSS.14.002

TO: Lynne Kovash, Superintendent

FROM: Jill Skarvold, Director of Learner Support Services

DATE: July 10, 2013

RE: Indian Education, Success for the Future Grant Award

Moorhead Area Public Schools has received notice that the Success for the Future (SFTF) grant submitted for the 2013-14 and 2014-15 school years has been awarded in the total amount of $138,138.00.

This is a grant awarded by the Minnesota Department of Education Office of Indian Education Programs. Whereas, Moorhead Area Public Schools has received a previous SFTF grant, this award begins a new grant cycle. The focus of the new grant is on secondary age students and will enable the District to implement an evidenced based program focusing on closing the achievement gap by preparing American Indian students for college readiness and success after high school.

SUGGESTED RESOLUTION: Move to accept the new Success for the Future grant from the Minnesota Department of Education, Indian Education Office for $138,138.00 for the 2013-14 and 2014-15 school years.

JS:ds

Attachment

Minnesota Department of Education

OFFICIAL GRANT AWARD AGREEMENT

GRANT AWARDEE INFORMATION **ORGANIZATION/AGENCY** **IDENTIFIED OFFICIAL WITH AUTHORITY/TITLE** **FULL ADDRESS** **CITY/STATE /ZIP** **PHONE/ FAX** **EMAIL**	 **Moorhead ISD #152** Lynn Kovash, Superintendent 2410 14th St So Moorhead, MN 56560, MN 55411 (218)-284-3300 lkovash@moorhead.k12.mn.us
PROGRAM CONTACT REPRESENTATIVE/TITLE **ORGANIZATION/AGENCY** **ADDRESS** **CITY/STATE /ZIP** **PHONE/ FAX** **EMAIL**	**Jill Skarvold, Program Contact** 2410 14th St So Moorhead, MN 56560 (218)284-3713 jskarvold@moorheadschools.org
MDE GRANT PROGRAM TITLE	**2013-2015 Success for the Future**
FUNDING INFORMATION **FUNDING SOURCE/LEGISLATIVE AUTHORITY:** **Success for the Future Indian Ed. – Minnesota Statute 124D.81** **SWIFT VENDOR ID#: 0000193806-01** **UFARS CODE**: 01F320	**YEAR 1 AWARD** / **SFY14 86.4%** / **SFY15 13.6%** **$69,069.00** / **$59,675.62** / **$9,393.38** **Funding Codes** FY14 1000-E3732301-E37A231 FY 15 1000-E3732302-E37B231 **YEAR 2 AWARD** / **SFY15 86.4%** / **SFY16 13.6%** **$69,069.00** / **$59,675.62** / **$9,393.38** **Funding Codes** FY 15 1000-E3732301-E37A231 FY 16 1000-E3732302-E37B231
AWARD PERIOD/TYPE/AMOUNT	
START DATE: July 1, 2013 **END DATE**: June 30, 2015 This is a 2 year grant only.	**ACTION TYPE**: Original/Initial Award $69,069.00 July 1, 2013 - June 30, 2014 $69,069.00 July 1, 2014 - June 30, 2015 $138,138.00 **TOTAL Award**
MDE KEY STAFF CONTACT INFORMATION	
AUTHORIZED REPRESENTATIVE/PROGRAM **Shirley Kampa** Phone: 651-582-8372 Fax: 651-582-8291 Email: shirley.kampa@state.mn.us	GRANTS SPECIALIST **Lisa Boemer** Phone: 651-582-8510 Fax: 651-582-8492 Email: lisa.boemer@state.mn.us

Organization/Agency/District: Moorhead ISD #152

$138,138.00 **TOTAL Award**

This award is made with respect to the terms and conditions of the application materials for the grant program entitled "Success for the Future" (SFTF) under which the awardee/grantee has an approved application and has agreed to assurances, which are hereby incorporated by reference herein. These materials are referred to as the "Application" throughout this Official Grant Award Agreement. All terms not otherwise defined herein are as set forth in the Application.

1. THIS ACTION IS TO:

Implement the Success for the Future grant program for tribal, charter, and public schools. Pursuant to the policy of the state to ensure equal opportunity to every individual, it is the purpose of this grant to provide for American Indian education programs specially designed to meet the unique educational and/or culturally relevant academic needs of American Indian youth.

2. ADDITIONAL REQUIREMENTS:

The awardee/grantee shall comply with the detailed program goals/objectives and timelines identified in the Application and supplemental information submitted to the Minnesota Department of Education (MDE). Failure to meet deadlines will jeopardize continued program funding (see cancellation page 4).

Each district receiving a grant under this section must each year a) conduct a count of American Indian children in the schools of the district; b) test for achievement; c) identify the extent of other educational needs of the children to be enrolled in the American Indian education program; and d) classify the American Indian children by grade, level of educational attainment, age and achievement.

Participating schools must maintain records concerning the needs and achievements of American Indian children served. Participating schools and districts must keep records and afford access to them as the commissioner finds necessary to ensure that American Indian education programs are implemented in conformity with sections 124D.71 to 124D.82. Each school district or participating school must keep accurate, detailed, and separate revenue and expenditure accounts for American Indian education programs funded under this section.

The district must form a Success for the Future Leadership and Implementation Team with broad membership to coordinate, align and oversee implementation of the program. Team membership may overlap with other committee membership including the Indian Education Parent Committees. It is recommended that membership should include a community member, content specialists, Indian Education liaison, a student and a parent of a student served in the Success for the Future Grant Program. The team must meet at least 3 times during the year to review Success for the Future programming and progress.

Organization/Agency/District: Moorhead ISD #152

$138,138.00 **TOTAL Award**

PROGRAM AND FINANCIAL REPORTING:

Program and Financial Reporting Forms shall be submitted in the form and manner prescribed by MDE as follows:

a. **Mid-Term Progress Reports** submitted on the Success for the Future Progress Report, Form ED-02275-02E, the SFTF Budget Narrative Report used to identify expenditures by approved budget category, and the Expenditure Detail Report from the district/organization accounting system, are due to MDE according to the schedule below. Monthly or other more frequent reporting may be required based on grantee performance and needs.

   Due January 30 of each year for the period July 1 through December 30.

b. **Final Budget & Progress Reports** for each fiscal year are due no later than **August 15** of each fiscal year. Reports will be submitted in the same manner specified in "a" above, will provide program and student data, and outline expenditures for the grant project through June 30. The reports will also be reviewed before approval for final fiscal year payment is made and before the grant fiscal year is closed out.

c. **Payments** will be metered beginning in July, as required by Statute 127A.45, Subd. 13. Payments up to 86.4% will be paid from SFY14 funds through June 30, and the remaining 13.6% will be paid from SFY15 funds. The total paid from July through June will equal 86.4%. The final payment of up to 13.6% will be made by December 30, based upon final UFARS expenditures. This same schedule will be followed for SFY15.

   - **Initial payment** is contingent upon receipt/approval of the final application and budget showing the 9% reduction in funding.

   - Subsequent payments are contingent upon receipt/approval of the Progress and Financial Reports by the due dates specified above.

OTHER REQUIREMENTS:

a. **Renewal Forms**: By **May 30** grantee/awardee must complete renewal forms listed below (as applicable):

   - American Indian Parent Committee Forms (send copy)
     a. Transmittal of Resolution and Parent Committee Roster Form
     b. Resolution of Concurrence/Non-Concurrence
   - SFTF Program Application – Submit a revised form **IF** there are any revisions to the original submitted application.
   - SFTF Budget Narrative – Submit a revised budget **IF** there are any revisions to the original 2nd year budget.

b. **Continuation of Funding**: Funding through June 30, 2015 is contingent upon satisfactory performance. (1. Timeliness of forms, 2. Successful program implementation and 3. Evaluation data) and the appropriation of funding from the Minnesota Legislature. Payments will be held if the required Program and Financial Reports are not received in accordance with the Reporting Dates specified above.

c. **Mandatory Meeting**: Each grant year, a mandatory meeting will be held to update and review program reporting requirements. Participation by one staff member from the Success for the Future Leadership and Implementation Team or designated representative is required.

d. **Budget Revisions:** The awardee/grantee must receive prior written approval from MDE for any budgetary changes of approved line item amounts greater than 10% of the total grant award available for expenditure during the grant period. Total budget line item deviations exceeding 10% of the total award must be approved in writing by MDE prior to the awardee/grantee incurring the expenditure. MDE may not approve expenditures incurred on budget line item changes that exceed 10% of the total award for which prior approval has not been granted. The awardee/grantee must include in their request for approval supporting information to justify why the change is necessary. Awardee/grantee may not incur expenditures within a budget line item that is not included in the approved budget without the written approval of MDE. **Please Note:** the 1% CAP of the total award for purchases of food still applies, and equipment expenditures is still limited to one computer or camera purchase over the course of a 2 year grant period.

e. **Monitoring Visit:** In the event a monitoring visit is required by MDE, the awardee/grantee shall cooperate with MDE in the provision of the monitoring visit and shall comply with MDE's request for documentation, before, during and/or after the visit.

f. **Financial (Back-Up/Supporting) Documentation** for expenditures incurred under this award must be maintained by the awardee/grantee. Upon the request of MDE, the awardee/grantee must provide MDE with supporting documentation for financial reports.

3. CANCELLATION:

a. This award may be cancelled by the state or awardee/grantee at any time, with or without cause, upon thirty (30) days' written notice to the other party. In the event of such a cancellation, awardee/grantee shall be entitled to payment, determined on a pro rata basis, for work or services performed to MDE's satisfaction. It is expressly understood and agreed that in the event the reimbursement to the State from federal sources or appropriations by the Minnesota Legislature are not obtained and continued at an aggregate level sufficient to allow for the awardee's/grantee's program to continue operating, the award shall immediately be terminated upon written notice by the MDE to the awardee/grantee. In the event of such termination, awardee/grantee shall be

entitled to payment determined on a pro rata basis for services performed and liabilities already accrued prior to such termination.

b. MDE may cancel this award immediately if MDE finds that there has been a failure to comply with the provisions of this award, that reasonable progress has not been made or that the purposes for which the funds were awarded have not been or will not be fulfilled. MDE may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

4. TERMS OF ACCEPTANCE: By accepting funds under this award, the awardee/grantee agrees to comply with all provisions of the award including all assurances and certifications made in the Application and all applicable statutes, regulations and guidelines. The awardee/grantee agrees to administer the funded program in accordance with the approved Application and budget(s), supporting documents, and other representation made in support of the approved Application.

This portion left blank intentionally.

Organization/Agency/District: Moorhead ISD #152

$138,138.00 **TOTAL Award**

As the Grantee Program Coordinator, I hereby acknowledge by signing below that I have read and agree with the Terms and Conditions contained in this 2013-2015 Grant Award Agreement.

Jill Skarvold / Jill Skarvold — 7/8/13

Program Coordinator Name & Signature — Date

As the Grantee Fiscal Administrator, I hereby acknowledge by signing below that I have read and agree with the Terms and Conditions of the attached 2013-2015 Grant Award Agreement.

Denice Sinner / Denice Sinner — 7/8/13

Fiscal Representative Name & Signature — Date

As the Grantee Identified Official with Authority, I hereby certify that I have read and agree with the Terms and Conditions contained herein and have executed this award on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

Dr. Lynne A. Kovash / Dr. Lynne A. Kovash — 7/9/13

Superintendent or Identified Official with Authority Name & Signature — Date

As the Director of the Office of Indian Education, I hereby approve this award and attest to the review of said documentation related to this award.

Dennis W. Olson /_____ — _____

Division Director Name & Signature — Date

As Authorized Signatory of the Minnesota Department of Education, I hereby certify that this award and release of funds are approved, legal, binding and valid.

Jessie Montaño /_____ — _____

Agency Official Name & Signature — Date

Office of Learner Support Services
Moorhead Area Public Schools

LSS.14.002

TO: Lynne Kovash, Superintendent

FROM: Jill Skarvold, Director of Learner Support Services

DATE: July 17, 2013

RE: Clay County Interagency Purchase of Services Agreement

Attached is the renewal agreement with Clay County Department of Social Services in cooperation with Lakeland Mental Health Center to continue mental health services to identified students with disabilities as part of the Interagency Mental Health Programming, which includes "Outreach".

The agreement is being submitted for a time period of 6 months (Jul-Dec). Until interagency guidance on Mental Health Services is received from Minnesota Department of Education, agreements will continue to be set up on a six month time frame. A provision in the agreement will enable us to operate for up to 2 months beyond the end of the agreement if needed.

The renewal agreement, which covers the period from July 1, 2013, to December 30, 2013, and is not to exceed the amount of $120,276.00. The entire cost of this program is paid with a combination of state aid, medical assistance funds and payment from Clay County Social Services.

SUGGESTED RESOLUTION: Move to approve the July 1, 2013, to December 30, 2013, renewal agreement with Clay County Social Services in cooperation with Lakeland Mental Health Center to continue mental health services to identified students and their families as part of the Clay County Mental Health & Outreach Treatment Program not to exceed the amount of $120,276.00.

JS:ca
Attachment

CLAY COUNTY
INTERAGENCY PURCHASE OF SERVICE AGREEMENT

Clay County Social Service Center, Moorhead Independent School District #152 and Lakeland Mental Health Center Inc., enter into this interagency agreement for the period July 1, 2013 to December 31, 2013 for the provision of:

SCHOOL BASED MENTAL HEALTH SERVICES FOR CHILDREN

WITNESSETH

WHEREAS, the Lakeland Mental Health Center, Inc. and Moorhead Independent School District #152 in cooperation with Clay County Department of Social Services agree to participate in providing Interagency School Based Mental Health Services for Children; and

WHEREAS, it is to the Moorhead Independent School District #152's best interest, the community's benefit, and the enhancement of Children's Mental Health to provide a clinical and family based component in order for children with disabilities to satisfactorily progress emotionally, socially, and educationally; and

WHEREAS, Clay County Department of Social Services is required to provide mental health services in accordance with the Comprehensive Mental Health Act; and

WHEREAS, the Moorhead Independent School District #152, along with the Clay County Department of Social Services, will fund the School Based Mental Health Services for Children; and

WHEREAS, LAKELAND MENTAL HEALTH CENTER, INC. IS PREPARED TO ASSUME THE RESPONSIBILITY OF PROVIDING THE SPECIALIZED SERVICES AS FOLLOWS:

1. Provide direct individual, group and family services to qualified students with disabilities in the Clay County Interagency Day Treatment Program/Outreach of the Moorhead Independent School District #152 Emotionally and Behaviorally Disturbed Program. The IEP's of these qualified students with disabilities contain documentation of the need for the services.

2. Provide direct services to the parents (guardians) and families of the Clay County Interagency School Based Mental Health Services for Children through family mental health services, and mental health consultation.

3. Serve as support liaison between home, school, and community agencies. School Based Mental Health Services clinicians will participate in county meetings related to children in this program and school child study team meetings on children served by this program. In addition to providing general clinical input, the clinicians will complete evaluations and make recommendations for appropriate mental health services.

4. Insure that the mental health professional should participate on a school based mental health services interagency committee to consider the special needs and develop appropriate services for each child referred to the program.

5. Provide mental health consultation to education personnel to support IEP educational goals and objectives.

NOW THEREAFTER, THE PARTIES TO THIS AGREEMENT HEREBY AGREE AS FOLLOWS:

1. **Purpose of Agreement.** The purpose of this Agreement shall be to provide, through cooperative effort, a comprehensive program of instructional and therapeutic services to the children and families who are residents of the Moorhead School District #152.

2. **Compliance with Laws/Standards.** The contractor agrees to comply with all Federal, state and local laws, ordinances, rules, regulations and executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability or age.

3. **Records Disclosure/Retention.** Contractor's bonds, records, documents, papers, accounting procedures and practices, and other evidences relevant to the Contract are subject to the examination, duplication, transcription and audit by the County and either the Legislative or State Auditor, pursuant to Minn. Stat. §16B.06, Subd. 4. Such evidences are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Contract. The Contractor agrees to maintain such evidences for a period of five(5) years from the date services or payment were last provided or made or longer if any audit in progress requires a longer retention period.

4. **Worker Health, Safety and Training.** Contractor shall be solely responsible for the health and safety of its employees in connection with the work performed under this Contract. Contractor shall make arrangements to ensure the health and safety of all subcontractors and other persons who may perform work in connection with this Contract. Contractor shall ensure that all personnel of contractor and subcontractors are properly trained and supervised and, when applicable, duly licensed or certified appropriate to the tasks the personnel are engaged in under this Contract. Contractor shall comply with t he "Occupational Safety and Health Act" and the "Employee Right to Know Act," Minn. Stat. §182.65, et seq., where applicable.

5. **Data Privacy.** For purpose of the Contract all data collected, created, received, maintained or disseminated shall be governed by the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and Minnesota Rules implementing the Act now in force or hereafter adopted, as well as federal laws on data privacy. The Contractor will strictly comply with these statutes and rules. All subcontractors shall contain the same or similar data practices compliance requirements. The person employed by the Contractor to assure compliance with Minn. Stat. § 13.46, subd. 10(d), shall be the authorized representative unless otherwise states in the Contract.

6. **HIPAA.** The Contractor agrees to maintain and protect all individual identifiable Health Information (IIHI) in accordance with all regulations promulgated pursuant to the Health Insurance Portability and Accountability Act (HIPAA) an applicable state law relating to

medical records. Specifically, the Contractor will use the IIHI only to effectuate the purposes of the agreement and will:

A. Appropriately safeguard IIHI
B. Report any misuse of IIHI
C. Secure satisfactory assurances from any subcontractor, if applicable
D. Grant individuals access and ability to amend their IIHI
E. Make available an accounting of disclosures of an individual's IIHI
F. Release applicable records to the County
G. Upon termination, return or destroy all IIHI in accordance with retention schedules

7. **Appeals.** The Contractor shall assist the County in complying with the provisions of Minn. Stat. §256.045, Administrative and Judicial Review of Human Services Matters.

8. **Reporting.** Contractor shall comply with the provisions of the "Child Abuse Reporting Act," Minn. Stat. §626.556, as amended, and the "Vulnerable Adult Reporting Act," Minn. Stat. §626.557, as amended, and any rules promulgated by the Minnesota Department of Human Service, implementing such Acts.

9. **MDHS Third-Party Beneficiary.** Contractor acknowledges and agrees that the Minnesota Department of Human Services is a third-party beneficiary and as a third-party beneficiary, is an affected party of this Contract. Contractor specifically acknowledges and agrees that the Minnesota Department of Human Services has standing to and may take any appropriate administrative action or sue Contractor for any appropriate relief in law or equity, including but not limited to, rescission, damages or specific performance of all or any part of the Contract between the County Board and Contractor. Contractor specifically acknowledges that the County Board and the Minnesota Department of Human Services are entitled to, and may recover from Contractor, reasonable attorneys' fees and costs and disbursements associated with any action taken under this paragraph that is successfully maintained. This provision shall not be construed to limit the rights of any party to the Contract or any other third party beneficiary, nor shall it be construed as a waiver of immunity under the Eleventh Amendment to the United States Constitution or any waiver of immunity. (Minn. Stat. §245.466, Subd. 3; Minn. R. 9525.1870, subp.2)

10. **Psychotherapists.** Contractor has and shall continue to comply with the provisions of Minn. Stat. Ch.604.20 to 604.205, as amended, with regard to any currently or formerly employed psychotherapists and/or applicants for psychotherapist positions.

11. **Insurance Requirements.** Contractor further agrees that in order to protect itself as well as the County under the indemnity provisions set forth above, it will at all times during the term of this Contract keep in force insurance protection in the minimum amount established for maximum liability pursuant to Minnesota Statute §466.04

    Any policy obtained and maintained under this clause shall provide that it shall not be cancelled, materially changed, or not renewed without thirty days prior notice thereof to County.

NOW THEREFORE, IT IS AGREED, by and among the Moorhead Independent School District #152, Clay County Department of Social Services, and Lakeland Mental Health Center, Inc. the conditions of the contract as follows:

1. Licensed mental health professionals (approximately 3.0 FTE) will be employed by Lakeland Mental Health Center, Inc. for the length of the contract. Personnel will hold appropriate licensure issued by the Board of Teaching or the MN Department of Education for the necessary service for which they provide. If neither issues a license for the necessary service, the professionals will be members of good standing in their professional organization. (See Appendix)

2. Mental Health Practitioner social workers (4.5 FTE) will be employed by Lakeland Mental Health Center, Inc. for the length of this contract. (See Appendix)

3. Direct service will be provided each day school is in session, including the regular school year, Extended School Year. The student's IEP will document need for services, including need for extended school year.

4. Schedule flexibility will be allowed so that evening family mental health services may be provided and the mental health component can be integrated, and coordinated with the educational component.

5. Services will consist of program development and implementation, including diagnostic assessments, treatment planning, individual and group counseling, family therapy and counseling, consultation, team meetings, report writing, and meeting other applicable policies and procedures of the Moorhead Independent School District #152, Clay County Department of Social Services and Lakeland Mental Health Center, Inc. The process of providing a service offered through this contractual agreement will be done as an IEP team decision function and not solely by a decision of a district or agency.

6. Direct clinical time and direct clinical supervision as required by CTSS and Day Treatment will be provided by the Lakeland Mental Health Center staff. (See Appendix)

7. The Moorhead Independent School District #152 agrees to provide the facility, including appropriate space for the provision of mental health services for children/families enrolled in the program. The classrooms and other facilities in which students receive instruction, related services and supplemental aids and services shall be essentially equivalent to regular education program, shall provide an atmosphere conducive to learning, and shall meet students' special physical, sensory and emotional needs. Rent for this space will be billed to Lakeland at an annual (12 month) rate of $13,000. Moorhead Independent School District #152 rates will be billed to Lakeland for technology costs (phone, technology security) for Lakeland staff working in the Moorhead Independent School District #152 facility.

8. The cost of the Interagency Program for Children will include direct services, clinical consultation for program staff at Lakeland Mental Health Center, therapy supplies and equipment, travel, postage and printing, secretarial expenses, maintenance/utilities, benefits and administrative expenses.

9. Lakeland Mental Health Center will bill the Minnesota Medical Assistance program, pre-paid medical assistance plans, Minnesota Care, and other qualified third party sources for each of the clients eligible for such with informed consent.

10. The provision of services to non-MA and/or other third party ineligible clients will be funded through Clay County Social Services and the Moorhead Independent School District #152.

11. Lakeland Mental Health Center will bill Moorhead Independent School District #152 $52.00 per hour for the provision of school based mental health services. Moorhead Independent School District #152 agrees to pay Lakeland Mental Health Center $52.00 per hour for students who are non-MA and/or other third party ineligible but not to exceed a total of $120,276. The cost to Clay County Social Services will not exceed $57,734.

12. It is understood and agreed that in the event the reimbursement to Moorhead Independent School District #152, Lakeland Mental Health Center, Inc., and/or the County from State and Federal Sources is not obtained and continued at a level sufficient to allow for the purchase of the indicated quantity of Purchased Services, the obligations of each party hereunder shall thereupon be modified or terminated. If contract is modified or terminated, notification by the party seeking modification/termination must be served on all parties at least 60 days prior to proposed action.

13. The Director of Special Education for Moorhead Independent School District # 152 shall be responsible for oversight of the contracted services when such services are being submitted for reimbursement for special education aids.

14. Upon agreement by all parties, this Purchase of Service Agreement may be extended for a period of up to two (2) months, allowing finalization of a new Purchase of Service Agreement. All terms of the new agreement will be retroactive. All terms of this Purchase of Service Agreement will remain in effect pending execution of an agreement amendment, execution of a new agreement, or notice of termination as provided under item #12 above.

Chair, Board of Education
Moorhead Independent School District #152

Date

Donna Baker

7-16-13

Donna Baker, Moorhead Site Director
Lakeland Mental Health Center, Inc.

Date

Rhonda Porter, Director
Clay County Social Services

Date

Chair, Clay County Commission
Clay County

Date

Approved as to Form and Execution:

Clay County Attorney

Date

Assistant Superintendent

Moorhead Area Public Schools

Memo OAS.14.015 R

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent

DATE: August 1, 2013

SUBJECT: Approval of Standalone Self-Insured Health Benefit Plan and Preferred One as Third Party Administrator

At the July 15, 2013 School Board work session, Mr. Aaron Casper and Ms. Linda Fenwick from National Insurance Services (NIS) provided an overview of self-insured health benefit plans and reviewed the results of the standalone self-insured health benefit plan request for proposals (RFP) that NIS conducted on the district's behalf. Mr. Casper and Ms. Fenwick were also in attendance at the July 15, 2013 regular School Board meeting to further summarize the results of the RFP and to answer board members' follow-up questions.

As was previously reviewed, five respondents submitted proposals including Preferred One, Medica, Health Partners and Comprehensive Care Services third party administrator (CCStpa). The fifth proposal was from BCBS/LCSC and did not specifically respond to the RFP; rather, it was a submission of the existing arrangement that exists between LCSC/BCBS and Moorhead. The following table provides on an annual basis a summary of the RFP results:

Respondent	Expected Claims	Fixed Fees	Total Estimated Expenses	Estimated Revenue	Estimated Revenue-Expected Expenses
Preferred One	$4,328,768	$508,353	$4,837,120	$5,360,154	$523,034
Health Partners	$4,366,481	$633,586	$5,000,067	$5,360,154	$360,087
Medica	$4,971,857	$630,783	$5,602,640	$5,360,154	($242,486)
CCStpa	$4,173,390	$713,115	$4,886,504	$5,360,154	$473,650
LCSC/BCBS (current provider)	*$4,646,072*	*$714,084*	*$5,360,156*	*$5,360,154*	-

In addition to financial aspects of the RFP, another important consideration is a third party administrator's willingness to match the district's in-force benefits to ensure that the district maintains existing benefits with minimal disruption in services for Moorhead's employees and their families. In response to this item, Preferred One indicated that it would match in-force benefits, Health Partners indicated that it would match in-force benefits to a level of 99.6%, Medica did not respond to the item, and CCStpa indicated that they would not match in-force benefits. Attached please find the handout that was used on July 15, 2013 during the RFP review for additional information.

Other considerations discussed on July 15, 2013 included the school district's claims history, with premiums exceeding claims and fees by approximately $1.4 million for the 21-month period ending with March 2013, changes made to the district's insurance plan during the last several years, and the movement of district employees toward consumer-directed health insurance plans.

On July 24, 2013 an employee insurance advisory committee meeting was held during which Mr. Casper and Ms. Fenwick once again reviewed the concept of a standalone self-insured benefit plan as well as the results of the RFP. All employee groups were represented and were able to ask questions about the self-insured RFP and the potential move away from the insurance pool. At the conclusion of the meeting, the representatives who were present indicated support for advancing to the school board a recommendation to convert to a standalone self-funded health benefit plan. Additionally, as formal agreement between the district and the exclusive representative that represents the largest number of employees to be included in the plan is required (Minn. Stat. § 471.617, subd. 4), discussions with leaders of Education Moorhead have continued. An update on those discussions will be provided at the August 12, 2013 School Board meeting.

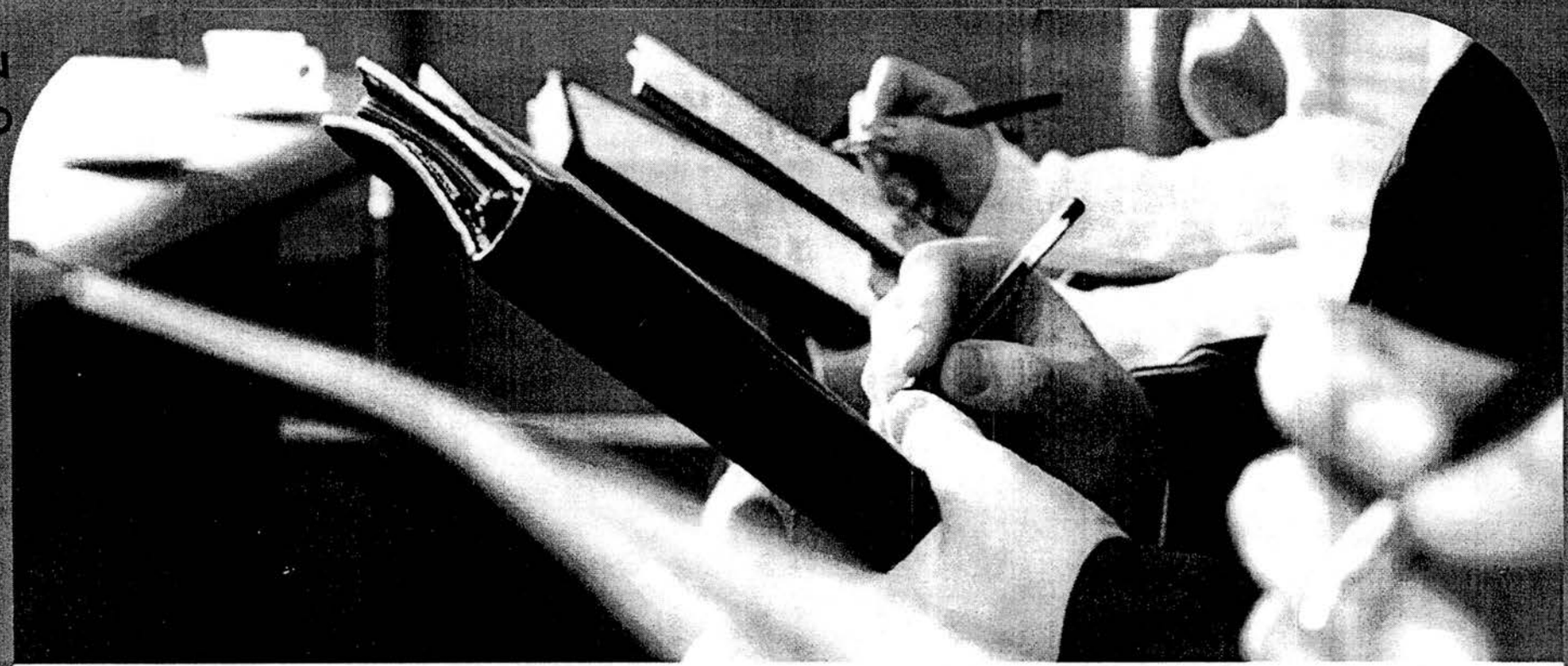
As was shared at the July 15, 2013 regular school board meeting, on June 25, 2013 the district's Executive Finance Committee, with the exception of you and another member who were unable to attend the meeting due to scheduling conflicts, recommended that, based on the results of the RFP, Preferred One be retained by the district for third party administrative services should the district convert to a standalone self-insured health benefit plan.

Finally, Mr. Casper and Ms. Fenwick will be in attendance at the August 12, 2013 School Board meeting to answer questions that may remain.

Suggested Resolution: Move to approve the district's conversion to a standalone self-insured health benefit plan, contingent upon ratification by Education Moorhead, with an implementation date of January 1, 2014.

Suggested Resolution: Move to authorize the district's Assistant Superintendent and Director of Human Resources to enter into final discussions with Preferred One for third party administrative services.

WAK:nls
Attachment



Moorhead Area Public Schools

Self-Funding Discussion - Request for Proposal Summary - Affordable Care Act Update

July 15, 2013

NATIONAL INSURANCE SERVICES

Corporate Office: 250 South Executive Drive, Suite 300
Brookfield, WI 53005 800.627.3660

www.NISBenefits.com

Definitions

Fully-Insured: The employer pays a fixed monthly premium to a health plan to assume the financial responsibility for the medical costs of its employees/families and administration of the health plan.

Self-Insured: The employer assumes direct financial responsibility for the medical costs of its employees/families.

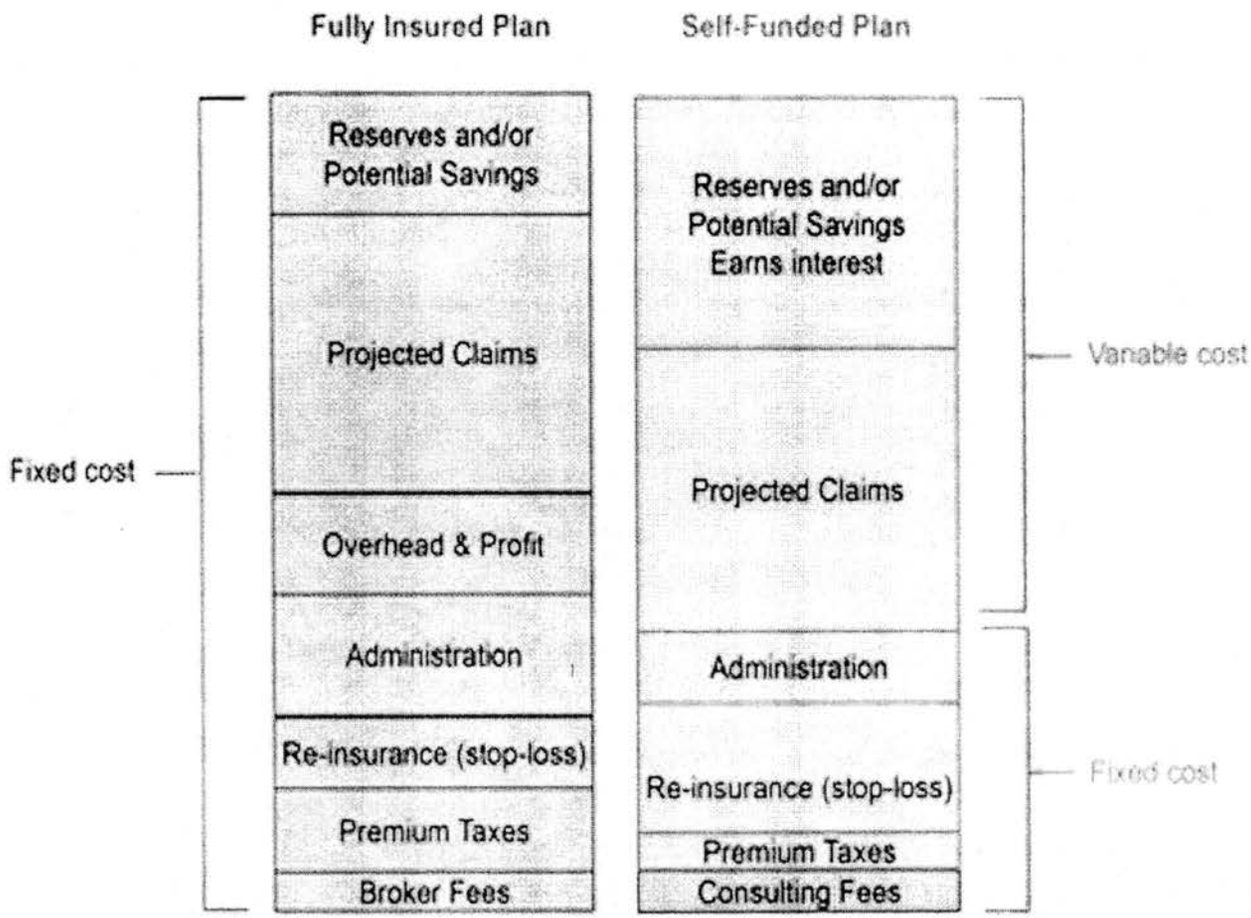
Third Party Administrator: An organization hired to administer an employer's medical plan by processing and paying the medical claims of its employees/families and providing other information and services such as enrollment, education, wellness, and benefit compliance.

Stop Loss insurance: Reinsurance. Coverage purchased to limit the financial cost that an employer must pay for its employees'/families' claims. **Specific Stop Loss** is coverage on a per person basis that exceeds a specified dollar amount of claims.

Aggregate Stop Loss is coverage limiting costs on a group basis, as a percentage of total expected claims.

5 Key Advantages to Self-Funding

1. Better cash flow
2. Tax advantages
3. Lower administrative costs
4. Plan design freedom
5. Wellness - Return on Investment (ROI)



NATIONAL INSURANCE SERVICES

Self-Insured: 12/15; 125% Aggregate and $150,000 Specific Stop Loss

	Expected Claims	Administrative + EAP Fee	Stop Loss Fees @ $150,000 Specific + 125% Aggregate	Total Basic Funding Needed
Preferred One	2	*3	1	1
Health Partners	3	4	2	3
Medica	5	1	3	5
CCStpa/BCBS/LCSC	1	*2	4	2
LCSC/BCBS	*4*	*5*	*NR*	*4***

*minimal difference

***No SI RFP response*

1 = lowest costs; 5 = highest costs

NATIONAL INSURANCE SERVICES

Self-Insured: 12/15; 125% Aggregate & $150,000 Specific Stop Loss

	Performance %	HRA Fees	Matching In-Force Benefits	Health Club Fees	Other Info
Preferred One	*1	2	Y	1	$20,000 credit : wellness / implementation
Health Partners	*3	3	99.6%	4	2 month admin fees for implementation
Medica	*2	3	?	1	
CCStpa/BCBS/LCSC	4 w/o $	5	N	3	+Add Fees: Disease Management, 24 Nurse Line, prenatal support, weight mgmt, admin incentive; very high HRA fee.
LCSC/BCBS	*5*	*1*	*Y*	*NR*	*Not specific response to RFP: $200K / 110% SL*

*minimal difference

1 = Best; 5 = Unspecified

NATIONAL INSURANCE SERVICES

Summary of Monthly Expenses for Self-Funding – based on RFP responses and renewal data

Self-Insured: 12/15; 125% Aggregate & $150,000 Specific Stop Loss

	Expected Claims	Total Administrative + EAP Fees	Total Stop Loss Fees: 125% Aggregate + $150K Specific	Total Estimated Expected Claims + Fixed Fees
Preferred One	$360,731	$13,593	$28,770	$403,093
Health Partners	$363,873	$21,909	$30,890	$416,672
Medica	$414,321	$9,627	$42,938	$466,887
CCStpa/BCBS/ LCSC	$347,782	$13,209	$46,218	$407,209
LCSC/BCBS	***$387,173*	*$35,084*	*$24,423*	*$446,680*

NATIONAL INSURANCE SERVICES

47 47

Summary of Yearly Expenses for Self-Funding – based on RFP responses and renewal data

	Annual Expected Claims	Annual Fixed Fees: Admin + Stop Loss + EAP	Total Estimated Annual Expected Expenses per RFP's	Estimated Annual Revenue at New Rates X 2012-2013 Enrollment	Annual Difference Between Estimated Revenue - Expected Expenses (RFP) = ACA Fees, Consultant, IBNR, Reserves
Preferred One	$4,328,768	$508,353	$4,837,120	$5,360,154	$523,034
Health Partners	$4,366,481	$633,586	$5,000,067	$5,360,154	$360,087
Medica	$4,971,857	$630,783	$5,602,640	$5,360,154	-$242,486
CCStpa/BCBS/ LCSC	$4,173,390	$713,115	$4,886,504	$5,360,154	$473,650
LCSC/BCBS	***$4,646,072*	*$714,084*	*$5,360,156*	*$5,360,154*	*** in expected claims S$*

Does not reflect OE changes

NATIONAL INSURANCE SERVICES

Superintendent of Schools

Moorhead Area Public Schools

Memo S.14.010R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent

DATE: July 17, 2013

SUBJECT: Moorhead Elementary Schools Parent and Student Handbook

Attached is the 2013-2014 Moorhead Elementary Schools Parent and Student Handbook. According to 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. 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 Elementary Schools Parent and Student Handbook as presented.

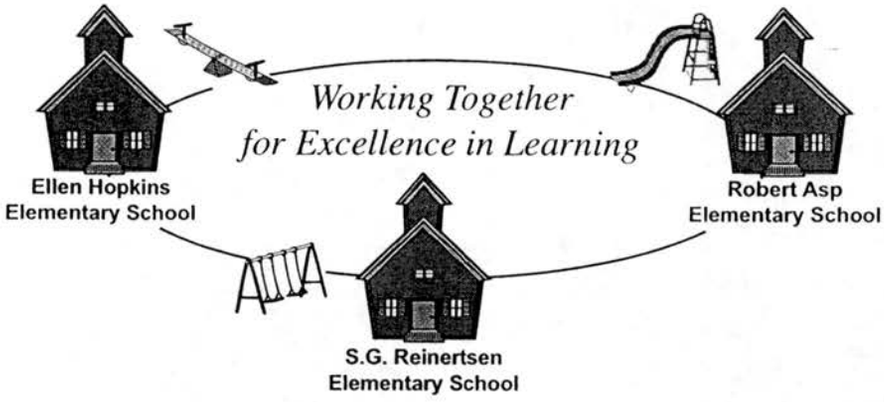
LAK:mde
Attachment

Moorhead Elementary Schools
Parent & Student Handbook
2013-14

Working together for excellence in learning

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

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



Elementary School Phone Numbers

Important phone numbers are listed below for each of the Moorhead elementary schools. A complete directory is also available on the district's website at www.moorheadschools.org.

Ellen Hopkins Elementary School

2020 11th St. S. 218-284-4300
Attendance 4301
Ryan LaDage, Principal 4330
Diana Johnson, Assistant Principal 4331
Monnie Soderberg, Secretary 4303
Amanda Johnson, Secretary 4302
Health Office 4310
Library Media Center 4334
Fax 4333

Robert Asp Elementary School

910 11th St. N. 218-284-6300
Attendance 6301
Chris Triggs, Principal 6330
Jacob Scandrett, Assistant Principal 6331
Winifred Evensen, Secretary 6303
Kathy Enkers, Secretary 6302
Health Office 6310
Library Media Center 6334
Fax 6333

S.G. Reinertsen Elementary School

1201 40th Ave. S. 218-284-5300
Attendance 5301
Anne Moyano, Principal 5330
Travis Okerlund, Assistant Principal 5331
Heather Hedlund, Secretary 5302
Kathy Martinez, Secretary 5303
Health Office 5310
Library Media Center 5334
Fax 5333
Kindergarten at Probstfield 3800

Daily Schedule

Grades 1–5

Classes Begin	7:55 a.m.
Lunch Periods	Staggered, between 10:45 a.m. and 12:50 p.m., varies by school
Dismissal	2:40 p.m.

School Year Office Hours

Robert Asp: 6:45 a.m.–3:30 p.m.
Ellen Hopkins and S.G. Reinertsen: 7 a.m.–3:45 p.m. Monday–Friday
Probstfield: 7 a.m.–3:30 p.m. Monday–Friday

This document can be made available in an alternate format such as large print or audio recording. Call 284-3330 to make a request.

If you do not read English and would like help in your own language, please call 284-3330.

Si usted no lee en inglés y le gustaría que le ayudaran en su propio idioma, por favor llame al 284-3330.

Neu ban khong biet doc tieng Anh va muon giup do trong ngon ngu cua ban, xin goi so 284-3330.

284-3330.

284-3330.

如果你不懂英語，并需要幫助，請打電話 284-3330.

Visit www.moorheadschools.org for more information.

This handbook may be changed or amended during the school year. Contact the principal or visit our website at www.moorheadschools.org for more information.

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Welcome Moorhead Elementary Students and Families

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

We invite you to become an active member of our educational community. We believe that supportive parents/guardians who work in partnership with us at school are important to our students' success. We invite, and we value, your involvement. We are committed to making your child's first years in school full of positive and enriching experiences. You are always welcome at school, and we are excited about having a great year working with you.

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

Arrival Time and Morning Routine
We ask that children who do not ride a bus arrive no earlier than 7:45 a.m. unless they will be eating breakfast at school. Since there is no playground supervisor prior to 7:45 a.m., the school does not assume the responsibility of accidents that occur during unsupervised periods. Breakfast is served from 7:15 a.m. to 7:45 a.m.

Procedure for Dropping Off Children
Parents dropping off children at the beginning of the day should use the parking lot. Please exercise caution when letting your child out of the car. Never allow children to run across the street or between buses or cars.

Procedure for Picking Up Children
When picking up children during the day, please park in the designated visitor lot and enter the building through the main entrance. All other doors are locked from the outside during the school day. To take a child out of class during the day, parents/guardians must come to the office and sign out their child. We do not permit students to wait outside their classroom.

Children will not be permitted to leave school with anyone other than their parents and/or legal guardians unless we have written authorization from you. Please send your child's teacher a written note in advance, notifying him/her when your child will be picked up and by whom.

After school, teacher supervision is provided until 2:50 p.m. In the case of an emergency, if the office is notified, a student may be supervised in the office until 3:30 p.m.

School Safety Procedures and Locked Doors
Visitors are asked to enter the main entrance doors and register at the office before going to any other part of the building or classrooms. The main entrance doors by the office are unlocked during building hours 7 a.m. to 3:45 p.m. and for after-school programming.

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

Absences and Tardies

We believe:

* students with regular attendance achieve better academically in school;
* students with regular attendance are better adjusted to school;
* learning that is lost due to absence can never be adequately replaced;
* students with regular attendance have an understanding of the purpose and direction of their education.

Types of Absences

Excused Absences: The excused absence is for all legitimate reasons. The administration will determine the legitimacy of all absences. A student has the right and obligation to make up any work missed with full credit. The 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. In the case of a prolonged (three or more days) excused absence, the teacher and student should mutually agree upon a deadline for completion of makeup work.

The state of Minnesota recognizes the following reasons for absence: illness, serious illness in the student's immediate family, a death in the student's immediate family or of a close friend or relative, medical, dental or orthodontic treatment or counseling appointment, court appearances, religious instruction not to exceed three hours in any week, or inclement weather. To be considered an excused absence, the student's parents/guardians may be asked to verify, in writing, the reason for the student's absence from school. Other reasons that could be acknowledged are personal requests for absence made 24 hours in advance (e.g., legal appointments, religious activities, travel, family vacations, state tournaments and school activities). We encourage parents/guardians to hold these requests for absence to a minimum. If your child is absent due to illness for more than three consecutive days or 12 days per school year, a doctor's statement may be required.

Parents/guardians must notify the school each day before 9 a.m. when a student will not be attending. Please call the school office, submit the student's absence through PowerSchool, or send a note to school accounting for each day missed when the student returns to school. If you leave a message, please specify your child's name, teacher and the reason for the absence. If the parent/guardian does not notify the school within two days of the student's return to school, the absences will remain unexcused.

Unexcused Absences: Students who miss or are required to miss for reasons not acceptable to school officials may be required to report for detention and make-up work after school. Parents/guardians should not request permission for absence for personal convenience reasons (e.g. baby-sitting, running errands). An unexcused absence indicates the student is absent without the consent of the parent/guardian. Students who miss school for reasons not acceptable to school officials will be subject to consequences determined by the building principal or administrator.

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

Every effort should be made to have your child at school on time. Tardiness is unfair to the child who misses

instruction. It also interrupts the classroom for other children. Children should be in their classrooms by 7:50 a.m. Students who arrive at school after 7:55 a.m. for any reason, must come to the office for a tardy slip before going to class.

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

Reporting Absences
Please report all absences either through PowerSchool, by calling the school attendance line by 9 a.m. each day or by sending a signed note. When calling, speak to the secretary or leave a message stating your child's name, the teacher's name and the reason for the absence. This report allows us to inform the teacher so that plans can be modified in the classroom. It also keeps us current on the childhood illnesses which may be affecting our students.

If You Move
Please notify the school office if you have a new address or phone number. Stop by the school office and sign a Release of Records form if your child will be leaving and attending a school outside of the Moorhead School District. Refer to School Board Policy 517 on the school district's website or in the school office.

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

Breakfast, Lunch, Milk
A nutritious lunch and breakfast will be served every day. School breakfast is available beginning at 7:15 a.m. and costs $1. Students have a thirty-minute lunch period. Lunch periods are staggered beginning at 10:45 a.m. Lunch costs ~~$1.90~~ $2 and includes milk. Students eligible for free or reduced lunch are also eligible for free breakfast. More information about free and reduced meals is available in the school office.

We use a computerized lunch program. As the student passes through the lunch line, the student enters his or her student number. The computer keeps a record of when each child paid, how much, and when each child ate breakfast or lunch or purchased milk.

Students must prepay for meals and milk. Money is deposited into each child's account at the school office. We ask parents/guardians to deposit enough money for a week (or more) of meals. Students may put money in their account before school or during their noon hour. Parents may also use ~~PaySchools~~ PayForIt, an online payment processing system, to pay for school meals online. See the PaySchools section for more information. Access ~~PaySchools~~ PayForIt through the district website at www.moorhead~~.k12.mn.us~~schools.org.

The cashier will let students know when their cash account is low and will give them a stamp on their hand to serve as a reminder that they need to deposit money in their account at the office. If a student owes $10 or more to food services, the student will not be allowed to purchase a lunch until the debt is paid. (A sandwich / milk lunch will be provided, however.) It is a parent/student responsibility to make sure that students have money in their account.

Students may have milk as a morning snack. There are no free or reduced arrangements for morning milk. Parents/guardians will receive a permission form for morning milk and only those children who return the form may receive morning milk. Milk charges are taken from the breakfast/lunch account. Milk is also available to children who choose to bring their lunch. Milk for lunch and for snack break is sold for $.40. Milk break snacks may be purchased for $.60 though a student's meal account if interested.

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

Recess
Students in grades ~~1–5~~ K-5 will have a fifteen minute recess during the school day which will be scheduled by the teacher. Please do not request that your child be kept indoors for recess unless his/her physician feels it would be detrimental for the child to be out. In most cases, if a child is well enough to attend school, he or she should be allowed to go outdoors. Fresh air and activity increase alertness for class work. A written excuse should be provided to the teacher each day a child is to stay in from recess.

Students will not go outside for recess once the temperature drops to 0 or windchill to -10 degrees. Please remember that students go outside for recess and should be dressed appropriately for the weather.

ACADEMIC AND ACTIVITY PROGRAMS

All-day Kindergarten
Moorhead Area Public Schools offers families free all-day everyday kindergarten. Research indicates additional time in the classroom can boost young children's achievement levels and have positive effects on social skills and behaviors. Making all-day kindergarten free for all families assures it is equally available, regardless of ability to pay.

A partial-day kindergarten option is available. All-day and partial-day kindergarten options both have high quality teachers and instruction. Students in the all-day program have greater access to specialists currently available for grades 1-5. All students are enrolled in an all-day classroom to begin at 7:55 a.m., but those in the partial-day option will leave at a designated time partway through the day. This time may vary at each elementary school as it depends on the school schedule. Students who are eligible for district transportation may ride the bus to school in the morning. Parents/guardians are responsible for transportation at the end of the partial day. See www.moorheadschools.org/kindergarten for more information.

Art
Students in grades 1-5 receive instruction from a certified art teacher. The art teacher also arranges a field trip to a local art museum. In addition to the sessions with art teachers, students will have art experiences with their classroom teachers.

Curriculum Review
Parents/guardians have the right to review the curriculum and to determine which instruction will be provided by parents/guardians rather than teachers. For more information, please contact a principal, building administrator or a counselor regarding School Board Policy 620.

Cycle Schedule
Our elementary schools operate on a system of cycle days. A cycle schedule differs from a weekly schedule in that each day school is in session is lettered from A to F. The system is used to schedule classes such as art, physical education, music, technology, etc. so students receive consistent programming.

As a result of this schedule, our classroom teachers and specialists are able to:
- Provide equitable and enriched learning experiences for all students;

• Have protected teaching time during core instruction with the goal of a minimum of 90 minutes of reading instruction and a minimum of 30 minutes of writing instruction daily;
• Provide intervention or enrichment according to individual needs;
• Address students' varying learning styles with small groups; and
• Have regular opportunities for classroom teachers to meet during the day and without the use of substitute teachers to review students' reading and math data and plan corresponding instruction.

At Ellen Hopkins Elementary and S.G. Reinertsen Elementary, students will have music and physical education four days out of six, health and fitness one day out of six, and art one day out of six. Robert Asp Elementary students will have music and physical education five days out of six and art one day out of six.

Elementary Guidance (Counseling)
Our elementary guidance and counseling program offers classroom guidance instruction, small group experiences and short-term individual counseling. An elementary counselor is at school full time. Students can make an appointment to see a counselor and parents/guardians or teachers can recommend or request an appointment for a child.

The Elementary Guidance/Counseling Program has two major components: preventive guidance and individual counseling. Preventive guidance involves classroom instruction which helps children in the areas of self-esteem, alcohol and drug awareness, decision making, problem solving, bullying and social interaction. Individual counseling is designed to help parents, students and teachers with issues that may surface at some point during normal development. These include achievement, alcohol, behavior, death, divorce, fears / phobias, illness, siblings, etc.

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

Field Trips
Visits to various places in our community and in other communities enhance our educational program. Field trips are held in correlation with the curriculum for a particular grade level. Trips are always well supervised, but we do ask that you sign the "field trip permission" line on the registration form. Your child's teacher will notify you when parent volunteers are needed to assist on field trips. If you have a question about a field trip, feel free to call the classroom teacher.

Homebound Instruction
Students who are absent for 10 consecutive days are eligible for homebound or hospital bound instruction with written authorization from a physician. All requests for homebound instruction are to be directed to the Office of Learner Support Services at 284-3710 and can be initiated before the timelines are in effect.

Homework
Students are assigned homework, although the amount assigned depends on the availability of study time in school, individual work rate, grade level, and teacher. Parent support is important, especially for projects that may require collecting materials. Parents/guardians can also help find a quiet, less distracting place to do school work and can help their child review for tests, practice math facts, and cooperatively participate in parent-child activities the teacher may send home. For some assignments, your child's teacher will want the students to work independently to encourage responsibility and independent work habits. Contact your child's teacher if you have questions about homework.

~~**Kinder Plus (K+)**~~

~~Kinder Plus (K+) is an extended-day program for kindergarten students offered through Moorhead Community Education. The program is an all-day option that includes the traditional half-day kindergarten curriculum with another half day of enrichment activities with Community Education staff. A licensed teacher will engage children in enrichment activities and provide opportunities in language, math and social development.~~

~~The enrichment half of the 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 children who are ready for a longer day in a learning environment and is an alternative to traditional childcare.~~

~~Classrooms are at Ellen Hopkins and Robert Asp Elementary. Students in the S.G. Reinertsen Elementary attendance area will attend kindergarten and K+ at Probstfield Center for Education. Call Moorhead Community Education at 218-284-3400 or visit https://communityed.moorhead.k12.mn.us for more information.~~

Library Media Center
Students make extensive use of the library at school. Library books support and extend school learning. Our students make regular trips to the library with their classmates but are free to check out and return books as needed. The library is open before and after school for student use.

We encourage students to check out and use library books at home as well. Parents/guardians, teachers and the media center staff are in a partnership to encourage children to read, research and access information. We encourage you to share and discuss the books brought home and find time to read daily.

You and your child should decide where their library and school materials will be stored while they are in your home. It is the responsibility of the student to take care of materials checked out and see they are returned promptly. If materials are lost or destroyed, a fee will be charged for replacement.

Minnesota Academic Standards
Academic standards in language arts, math, science and social studies have been adopted for K-12 students in Minnesota. The Moorhead School District developed standards in the areas of health and physical education, world languages and the arts.

Students will be tested yearly in grades 3-8 and in high school on the state standards. Each standard will be specific as to what students should know or be able to do within a particular subject area. The curriculum in the Moorhead schools reflects the emphasis of the state standards. For further testing information, see the testing section on page 9.

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

Orchestra
Students in fifth grade are eligible to participate in the school orchestra program. Individual and/or small group lessons will be provided ~~one time per week~~ once every six days. Students may purchase their own instrument or rent a school-owned instrument. Fee requirements may be waived under certain circumstances. For more information, please contact the orchestra instructor regarding School Board Policy 831.

Physical Education
Physical education instruction is provided for grades ~~1-5~~ K-5. Emphasis is placed upon physical fitness, skill development and the creation of a learning environment in which all students experience success and growth based upon their own levels of ability. Students are required to wear gym shoes for both indoor and outdoor physical education class. They may not wear hard soled shoes or only socks because of the risk of injury. Shoes must fasten with velcro or shoelaces. Slip on, zip-up shoes, shoes with wheels, and shoes with raised heels are dangerous in school. During the spring and fall, students may need a jacket or sweatshirt to wear outdoors. When selecting clothing for school, please remember that children are physically active every day.

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

Please send a written note to the physical education teacher if your child is unable to participate in class. In most cases, if a child is well enough to attend school he or she should be allowed to participate in physical education. If a child is unable to participate for more than three days a doctor's statement may be required.

School Safety Patrol
School patrol assists children in crossing streets on their way to and from school. Fourth and fifth grade boys and girls are selected to serve on the patrol. These students must obey school regulations to stay on the patrol. The school safety patrol program needs the full cooperation of our students and their parents/guardians. Please encourage your children to respect the patrol. Parents/guardians set a good example by not allowing their children to cross the street anywhere except at the street corners.

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

Spanish Immersion Program
The Spanish Immersion Program at Ellen Hopkins Elementary School provides students the opportunity to become fluent in Spanish as well as English. All children in the district who are entering kindergarten in the fall are eligible to register for the program. Parents/guardians choose to enroll their children in the program. Transportation is not provided to students living outside the Ellen Hopkins attendance area. Limited space is available in grades K, 1 and 2.

The Spanish Immersion students work in multiage classes. Multiage educational practices are grounded in a philosophy that every child can learn at his or her own pace and that learning is a continuum rather than a series of steps. The curriculum goals of the immersion program are the same as the goals for all elementary schools in the Moorhead Area Public Schools. The students will learn the same subject content that other students learn in the elementary school setting. The difference is that the classes are taught in Spanish. Students take the same standardized tests as other students.

For more information, contact ~~Mary Jo Schmid~~ Ryan LaDage, Ellen Hopkins Elementary principal, at rladage~~mjschmid~~@moorheadschools.org or 218-284-4330.

Testing
Third, fourth and fifth grade students take the Minnesota Comprehensive Assessments in the ~~winter and~~ spring. The tests evaluate learning in reading and math and are based on the Minnesota Academic Standards. The scores are used to see how children are progressing and to evaluate our school's instructional program. Student attendance on testing days is very important. No Child Left Behind, the federal education law, requires that

districts have a 95 percent participation rate for these tests. Absent students will be tested on a test make-up day. Students' results are mailed directly to the parent or guardians.

POLICIES

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

Bullying/Intimidation
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. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening or terrorizing another student, teacher, administrator, volunteer, contractor or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.

If a student has been bullied or knows of other students being bullied or intimidated, the student should contact an adult staff member for help. Refer to the discipline procedures section in this handbook and to School Board Policy 578 on the school district website or in the school office.

Child Abuse and Neglect
It is the policy of the Moorhead Area Public Schools to fully comply with Minnesota Statute 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse. It is the policy 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 or the proper city or county law enforcement agency.

It shall be a violation of school district policy for any school personnel to fail to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years. Refer to School Board Policy 534 on the website or in the school office.

Crisis Management
Each elementary school has a crisis management plan to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation in the school. In addition, each elementary school has a student assistance team made up of staff from the school. The team provides support to students and staff who are experiencing significant life stresses. The team attempts to meet social and emotional needs of students so that they can obtain maximum benefits from their educational program. Refer to School Board Policies 710 and 553 on the website or in the school office.

Drug-Free and Weapon-Free Zones
The area around each elementary school is a drug-free and weapon-free zone. Anyone caught possessing or selling, alcohol or chemicals or using or recklessly handling a dangerous weapon may be subject to increased penalties as defined in state and federal law. Refer to School Board Policies 572 and 576 on the website or in the school office.

Emergency Drills
At school, we prepare for emergencies by practicing fire drills, lockdown drills and a tornado drill during the school year. Fire drills are held during the school year to instruct children as to the signals used, exits, and proper evacuation procedures in case of fire. We hold a tornado drill in conjunction with the state tornado drill. When the tornado signal is given, each teacher takes his or her class to an assigned area in the school.

The safety and security of all the students of Moorhead Area Public Schools is a main focus for our schools. Our schools have plans in place for crisis situations. Training and practice are essential so staff and students know what to do in different crisis situations.

Emergency drills are conducted so we can:

- practice the skills involved with evacuation or securing of the school,
- test, evaluate and refine the emergency response plan, and
- provide training for our staff to learn how to respond decisively and constructively to unexpected situations.

Refer to School Board Policy 711 on the website or in the school office.

Harassment and Violence
Moorhead Area Public School District 152 Policy Against Harassment and Violence Related to Race, Color, Creed, Religion, National Origin, Sex, Marital Status, Disability, Status with Regard to Public Assistance, Sexual Orientation and Age
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, marital status, disability, status with regard to public assistance, sexual orientation, and age 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, marital status, disability, status with regard to public assistance, sexual orientation, and age:

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 harassment or violence related to race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, and age, 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 harassment and violence related to race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, and age.

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

Hazing Prohibition - Policy 571

I. PURPOSE

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

II. GENERAL STATEMENT

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

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

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

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

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

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

III. DEFINITIONS

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

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.

2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

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

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

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

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. Moorhead Area Public Schools encourages the reporting party or complainant to use the report form (Administrative 571.1) available from the building administrator or the school district office, but oral reports shall be considered complaints as well.

B. The building administrator, the administrator's designee, or the building supervisor (hereinafter building report taker) 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. 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 (Human Resource Director) by the reporting party or complainant.

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 administrator 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.

V. SCHOOL DISTRICT ACTION

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

B. The Moorhead Area Public School District may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.

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

D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a hazing incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

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

VII. DISSEMINATION OF POLICY
This policy shall appear in each school's student handbook and in each school's building and staff handbooks. The building administrator is responsible for the annual review of the handbook with students and staff.

School District Electronic Network and Systems Responsible Use and Safety
The district policy addressing issues related to use of the electronic network can be read in full on the district website or obtained at a school office. The Electronic Network and Systems Responsible Use and Safety policy and procedures address: network conduct, disciplinary actions for improper use, user notification, parents' responsibility, filter, publication of materials on the network, information contact/third party supplied information, limited expectation of privacy, and limitation of school district liability. Refer to School Board Policy 731 on the website or in the school office.

Search of Student Lockers, Desks, Personal Possessions, and Student's Person - Policy 574
I. PURPOSE
The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the Moorhead Area Public 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 for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal

possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

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

C. 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. 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. 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 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.

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

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

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

H. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

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

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

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

Tobacco-Free Environment
Smoking and the use of tobacco products shall be prohibited on all school district property, including district-owned and contracted vehicles. Possession by an elementary, 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 includes all school district property and all off campus school district-sponsored events.

The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or other person who is found to have violated this policy. Signs will be placed at the entrance to each school district building stating that it is a tobacco-free environment.

The Moorhead Area Public Schools will be proactive in tobacco-free help programs. Student help programs will be provided for students as outlined in Moorhead School Board Policy 553 Crisis Intervention and Student Support. Any violations of the tobacco-free environment policy by students shall be referred to the appropriate building administrator. Students who violate provisions of the policy shall be subject to the building student discipline procedures.

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

Weather Related and Emergency School Closings

Occasionally the Superintendent will announce an emergency school early dismissal, late start or cancellation of school due to extreme heat, cold, snow, ice or other emergencies. As soon as the decision to close schools is made, an announcement will be made on all local radio and television stations and posted on the district's website at www.moorhead~~.k12.mn.us~~schools.org. If you hear no announcement concerning Moorhead Area Public Schools, you should assume that school is open and that a regular schedule is being followed. We do not close early as often as many of our neighboring rural school districts. In the event schools are closed due to severe weather conditions, all after-school activities will be canceled.

Please do not call the school to find out whether school is being canceled. Our phone lines are limited and we need to be able to make outgoing calls in an emergency situation. Please listen to radio or television and plan ahead so that your child knows what to do in case school closes early. If your family has any unusual circumstances that might cause difficulty in case of a school closing, let us know when your child registers for school.

Although it is important to have an emergency plan, we rarely close school early. It is difficult for the school district to contact enough bus drivers and most importantly, too many children would arrive to a locked home or would have no supervision at home.

Wellness

The school environment will promote and protect students' health, well-being, and ability to learn by encouraging healthy eating and physical activity. Foods and beverages made available 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.

Moorhead Area Public Schools recognizes that parents/guardians have a primary and fundamental role in promoting and protecting their children's health and well-being. The district will support parents' efforts to provide a healthy diet and daily physical activity for their children. Parents/guardians are encouraged to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value. The Moorhead Area Public Schools will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

Beginning with the 2012-13 school year, elementary students will be recognized for their birthdays at school, but families are asked to reserve the cake, ice cream, cupcakes, sweets and other novelty items for home birthday celebrations.

Refer to School Board Policy 536 and Administrative Procedures on the website or in the school office.

DISCIPLINE PLAN

All children are expected to be courteous and respectful to each other and to members of the staff. They are expected to conduct themselves in such a manner that they will not disrupt learning or interfere with others. Any type of fighting, harassing or threatening others is unacceptable behavior. If a serious problem occurs, parents/guardians will be asked to assist us in correcting the situation. If we feel it is not serious enough to warrant a formal conference, parents/guardians will be sent a note or will be called. Successful learning is contingent upon the self-discipline of each student as well as group discipline which supports a positive learning climate.

Discipline at School

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

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

Teachers are guided by School Board Policy 551 Student Discipline which states: 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.

The board policy also states: 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.

Teachers will create classroom rules with their students during the opening days of school. If a teacher decides to involve the principal or building administrator in a disciplinary situation, or if the principal becomes involved as the result of a situation in one of the common areas of the school, they will consult if possible before deciding upon a course of action.

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

At the elementary level our goal is to have a positive atmosphere for learning. Our school discipline plan is intended to help children learn and practice appropriate behavior in common areas of the school. The common areas of the school are the hallways, bus lines, playground, lunchroom, bathrooms, library media center and assembly. Each teacher also has a classroom discipline plan.

Our general expectations for children in all common areas of the school are to:

follow directions
respect property
respect people
keep hands, feet, and objects to self

In addition, each area has some specific expectations. For each area our expectations are:

Lunchroom
use quiet voices and proper table manners
stay in seats until excused

Bus lines
stay behind the white lines on the sidewalk
stay in line while waiting and while loading the bus

Playground
play in designated play areas
refrain from throwing snowballs and rocks
refrain from fighting

Hallways
use quiet voices
walk

Assemblies
use quiet voices
show courtesy to presenters
sit in assigned place
remain in the gym for the entire program

If you have any questions about the school-wide discipline plan or individual classroom plans, feel free to contact a classroom teacher or the principal or building administrator.

Discipline Procedures

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~~schools.org 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 K-3	*	Parent(s)/Guardian(s) conference Removal from class	Parent(s)/Guardian(s) conference Removal from class or suspension

Grades 4-5	*	Parent(s)/Guardian(s) conference Removal from class	Parent(s)/Guardian(s) conference Removal from class or suspension

(*) Indicates disciplinary action assigned by building administration.

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 K-3	Parent(s)/Guardian(s) conference Notification of legal authorities	Parent(s)/Guardian(s) conference 1-3 day suspension Referral to legal authorities	Parent(s)/Guardian(s) conference 3-5 day suspension Referral to legal authorities
Grades 4-5	Parent(s)/Guardian(s) conference Notification of legal authorities	Parent(s)/Guardian(s) conference 1-3 day suspension Notification of legal authorities Referral to Student Assistance	Parent(s)/Guardian(s) conference 3-5 day suspension Notification of legal authorities Referral to Student Assistance

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 K-3	Parent(s)/Guardian(s) conference Referral to legal authorities	Parent(s)/Guardian(s) conference Referral to legal authorities	Parent(s)/Guardian(s) conference Referral to legal authorities 3 day suspension
Grades 4-5	Parent(s)/Guardian(s) conference 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 K-3	Parent(s)/Guardian(s) conference 1-5 day suspension Immediate notification of legal authorities (police and fire marshal)
Grades 4-5	Parent(s)/Guardian(s) conference 3-10 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 K-3	Parent(s)/Guardian(s) conference Removal from class or activity	Parent(s)/Guardian(s) conference Removal from class or activity	Parent(s)/Guardian(s) conference 1-5 day suspension Notification of legal authorities

Grades 4-5	Parent(s)/Guardian(s) conference Removal from class or activity	Parent(s)/Guardian(s) conference 1-5 day suspension Referral to legal authorities	Parent(s)/Guardian(s) conference 1-5 day suspension Referral to legal authorities

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 K-5	Parent(s)/Guardian(s) conference 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 K-3	* Parent(s)/Guardian(s) conference Referral to legal authorities	Parent(s)/Guardian(s) conference 5 day suspension Referral to legal authorities	Parent(s)/Guardian(s) conference 10 day suspension Referral to legal authorities
Grades 4-5	* Parent(s)/Guardian(s) conference Referral to legal authorities	Parent(s)/Guardian(s) conference 5 day suspension Referral to legal authorities	Parent(s)/Guardian(s) conference 10 day suspension Referral to legal authorities

(*) Indicates disciplinary action assigned by building administration.

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 K-3	*	Parent(s)/Guardian(s) conference Removal from class or activity	Parent(s)/Guardian(s) conference Removal from class or activity or suspension
Grades 4-5	*	Parent(s)/Guardian(s) conference Removal from class or activity	Parent(s)/Guardian(s) conference Removal from class or activity or suspension

(*) Indicates disciplinary action assigned by building administration.

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 K-3	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference Same/next day dismissal
Grades 4-5	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference Same/next day dismissal

(*) Indicates disciplinary action assigned by building administration.

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 K-3	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference Removal or 1-2 day suspension
Grades 4-5	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference Removal or 1-2 day suspension

(*) Indicates disciplinary action assigned by building administration.

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 K-3	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference Removal from class or activity or 1-2 day suspension
Grades 4-5	*	Parent(s)/Guardian(s) conference Removal from class	Parent(s)/Guardian(s) conference 1-2 day suspension

(*) Indicates disciplinary action assigned by building administration.

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 K-8	* Student conference Modify clothing	Parent(s)/Guardian(s) notification Modify clothing or send home	Parent(s)/Guardian(s) conference Modify clothing or send home

(*) Indicates disciplinary action assigned by building administration.

14. 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 K-3	* Referral to legal authorities	Parent(s)/Guardian(s) conference Referral to legal authorities	Parent(s)/Guardian(s) conference Removal from class or activity or 1-2 day suspension Referral to legal authorities
Grades 4-5	* Referral to legal authorities	Parent(s)/Guardian(s) conference Referral to legal authorities	Parent(s)/Guardian(s) conference Removal from class or activity or 1-2 day suspension Referral to legal authorities

(*) Indicates disciplinary action assigned by building administration.

15. 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 K-3	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference Removal from class or activity or 1-2 day suspension
Grades 4-5	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference Removal from class or activity or 1-2 day suspension

(*) Indicates disciplinary action assigned by building administration.

16. 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 K-3	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference Removal from class or activity or 1-2 day suspension
Grades 4-5	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian conference Removal from class or activity or 1-2 day suspension

(*) Indicates disciplinary action assigned by building administration.

17. 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 K-3	* Notification of Title IX Officer	Parent(s)/Guardian(s) conference Notification of Title IX Officer	Parent(s)/Guardian Conference Removal from class or activity or 1-2 day suspension Notification of Title IX Officer
Grades 4-5	* Notification of Title IX Officer	Parent(s)/Guardian(s) conference Notification of Title IX Officer	Parent(s)/Guardian(s) conference Removal from class or activity or 1-2 day suspension Notification of Title IX Officer

(*) Indicates disciplinary action assigned by building administration.

18. 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 K-3	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference Removal from class or activity or 1-2 day suspension
Grades 4-5	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference Removal from class or activity or 1-2 day suspension

(*) Indicates disciplinary action assigned by building administration.

19. 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 K-3	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference Removal from class or activity or 1-2 day suspension
Grades 4-5	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference Removal from class or activity or 1-2 day suspension

(*) Indicates disciplinary action assigned by building administration.

20. 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 K-3	Student conference and warning	Parent(s)/Guardian(s) conference 3 school day suspension from riding the bus	Parent(s)/Guardian(s) conference 5 school day suspension from riding the bus
Grades 4-5	Student conference and warning	Parent(s)/Guardian(s) conference 3 school day suspension from riding the bus	Parent(s)/Guardian(s) Conference 5 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.

21. 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 K-3	* Confiscate	Parent(s)/Guardian(s) conference Confiscate	Parent(s)/Guardian(s) conference 1-2 day suspension
Grades 4-5	* Confiscate	Parent(s)/Guardian(s) conference Confiscate	Parent(s)/Guardian(s) conference 1-2 day suspension

(*) Indicates disciplinary action assigned by building administration.

22. PERSONAL ELECTRONIC DEVICES (PEDs)

PEDs are all electronic communication and entertainment devices that can be used by an individual, including phones, camera, music players, calculators, electronic games, video players, computers and personal digital assistants.

A. The district shall not be liable for the loss, damage or misuse of any electronic device brought to school.
B. PEDs may be not be used during school day unless used with teacher approval. Cell phones may be used before and after school.
C. PEDs are also governed by other district policies (e.g. harassment, copyright, acceptable use).

The following consequences will be used for the misuse of these devices.

Grade Level	First Offense	Second Offense	Third Offense
Grades K-3	Parent(s)/Guardian(s) conference Confiscate	Parent(s)/Guardian(s) conference Confiscate	Parent(s)/Guardian(s) conference 1-2 day suspension
Grades 4-5	Parent(s)/Guardian(s) conference Confiscate	Parent(s)/Guardian(s) conference Confiscate	Parent(s)/Guardian(s) conference 1-2 day suspension

23. 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 K-3	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference 1-2 day suspension

Grades 4-5	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference 1-2 day suspension

(*) Indicates disciplinary action assigned by building administration.

24. PUSHING, SHOVING, SCUFFLING

Physical contact, which may include fighting, that could harm others is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades K-3	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference Removal from class or activity or 1-2 day suspension
Grades 4-5	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference Removal from class or activity or 1-2 day suspension

(*) Indicates disciplinary action assigned by building administration.

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 K-3	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference Removal from class or activity or 1-2 day suspension
Grades 4-5	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference Removal from class or activity or 1-2 day suspension

(*) Indicates disciplinary action assigned by building administration.

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 K-3	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference 1-2 day suspension

Grades 4-5	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference 1-2 day suspension

(*) Indicates disciplinary action assigned by building administration.

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 K-3	Parent(s)/Guardian(s) conference 1-2 day suspension of computer privileges	Parent(s)/Guardian(s) conference 2-3 day suspension of computer privileges	Parent(s)/Guardian(s) conference Suspension of computer privileges
Grades 4-5	Parent(s)/Guardian(s) conference 1-2 day suspension of computer privileges	Parent(s)/Guardian(s) conference 2-3 day suspension of computer privileges	Parent(s)/Guardian(s) conference 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 K-3	Parent(s)/Guardian(s) conference Restitution	Parent(s)/Guardian(s) conference Restitution	Parent(s)/Guardian(s) conference 1-2 day suspension Notify legal authorities
Grades 4-5	Parent(s)/Guardian(s) conference Restitution	Parent(s)/Guardian(s) conference Restitution	Parent(s)/Guardian(s) conference 1-2 day suspension Notify 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 K-3	Parent(s)/Guardian(s) conference Referral to legal authorities	Parent(s)/Guardian(s) conference Referral to legal authorities	Parent(s)/Guardian(s) conference 1-2 day suspension Referral to legal authorities

Grades 4-5	Parent(s)/Guardian(s) conference Referral to legal authorities	Parent(s)/Guardian(s) conference Referral to legal authorities	Parent(s)/Guardian(s) conference 1-2 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 K-3	Parent(s)/Guardian(s) conference Restitution	Parent(s)/Guardian(s) conference Notification of legal authorities Restitution Removal from class or activity or suspension	Parent(s)/Guardian(s) conference Notification of legal authorities Restitution Removal from class or activity or suspension
Grades 4-5	Parent(s)/Guardian(s) conference Restitution	Parent(s)/Guardian(s) conference Notification of legal authorities Restitution Removal from class or activity or suspension	Parent(s)/Guardian(s) conference Notification of legal authorities Restitution Removal from class or activity or 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

School Bus Service, Safety and Responsibility

School bus transportation is provided to any student who lives within their attendance area and who lives one mile or more from the school. Kindergarten students who live .5 mile or more from the school they are assigned will receive noon transportation. Transportation is not provided to Spanish Immersion students outside the Ellen Hopkins attendance area. Information concerning bus routes is mailed to families prior to the start of school or may be obtained by checking the district website or calling the school district transportation office at 284-1410. Please contact the transportation office if you have questions about bus schedules or if your address changes. Students may not ride another child's bus to go to a party or to play together after school.

Riding a school bus is a privilege, not a right. A student's bus riding privileges may be taken away if a student violates rules for appropriate conduct while on the bus or while at the bus stop. All school rules are in effect on the bus and at the bus stop.

If the school bus and bus stop rules are broken, the school district's discipline procedures will be followed. Consequences are progressive and may include suspension of riding privileges. Depending on the nature of the offense, suspension or expulsion from school may also result. Records of school bus and school bus stop misconduct will be retained in the same manner as other student discipline records.

At the beginning of each school year, time is spent in the classroom and on the bus helping children learn bus safety, appropriate behavior and bus rules for riding the bus and waiting at bus stops. Staff are on duty after school until all buses are loaded. Student behavior in the bus lines is monitored. Please help your child understand and use appropriate bus behavior. If you have concerns about bus conduct policies, please contact Dan Bacon, director of property services and transportation, at 284-1411.

Refer to School Board Policy 720 and 721 on the 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 (i.e., winter coats and boots in the winter).
2. Clothing that does not create a health or safety hazard (i.e., shoes with wheels).
3. Clothing appropriate for the activity (i.e., physical education or the classroom).

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

MEETING UNIQUE NEEDS

English as a Second Language (ESL)
We provide small group and individual instruction in speaking, reading, and writing English for our students whose first or primary language is not English. The ESL program assists limited English proficient students in the acquisition of English proficiency and content area skills necessary for successful participation in the mainstream curriculum. The ESL program provides specialized instruction in the oral communication and literacy skills of English. Listening comprehension, pronunciation, functional usage, vocabulary, grammar, reading, writing, spelling, and nonverbal language are all included in the program.

Health Services
Our health office is staffed during school hours by a full-time health ~~technician~~ assistant trained in first aid and CPR. A licensed school nurse is scheduled to be in the health office several hours per week and is on call at all times in cases of serious injury or illness at school. Children's health strongly affects school attendance and performance. The school nurse is available to help parents/guardians with any health concerns. The health office also manages immunization and health records, the administration of medication at school, hearing and'

vision screening, and specialized health procedures which must be done at school. Communication and cooperation between school personnel and parents/guardians is essential in understanding and meeting our children's health.

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

5 - D.P.T. (Diphtheria, Pertussis, and Tetanus) immunizations
4 - Polio immunizations
1 - MMR (Mumps, Measles and Rubella) received after 1 year of age
3 - HBV (Hepatitis B)
1 - Varicella (Chicken Pox) or history of disease (a second shot is required for kindergarten students beginning Fall 2009)

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

Illness and Injury at School: If your child becomes ill while in school, school personnel will need to be able to contact you. Please complete emergency information on the school registration form, including doctor, hospital preference and alternate persons to call in case of an emergency. In an emergency the school nurse or other school personnel will see that your child gets treatment as specified by you on the registration form. We will not release ill students to go home without a parent/guardian contact and arrangements made for release of the student into the care of the parent/guardian or approved others.

Illness at home: Watch your child for symptoms of illness and keep him or her home if necessary. Please contact the school or health office if your child is staying home because of illness. Let us know if he or she has a

contagious illness such as chicken pox, strep throat, H1N1 flu virus (swine flu) or infestations such as head lice or scabies. Children must stay home until symptom free or until they have written permission from their physician to return to school. Students should also have a normal temperature for 24 hours prior to returning to school after an illness.

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

Medication: No medication will be administered by school personnel without written authorization from the parents/guardians and signed doctor's orders. All medicine must be in the original bottle, labeled with the child's name, name of medication, and dosage to be given. If at all possible, medication should be given at home. Medication request forms are available in the health office. Please let the health office know if your child is taking medication at home.

Hearing and vision: We conduct hearing and vision screening for our students and keep a record of the results. You will be contacted if your child doesn't pass the screening.

Refer to School Board Policies 530 and 532 on the website or in the school office.

Special Education Services
The Moorhead Area Public Schools offer a variety of programs and services for children with disabilities. Disability areas include speech and language, learning disabilities, emotional/behavior disorders, hearing, vision, mental, physical, and health impairments and others. We have staff licensed to work with children in these areas as well as a school psychologist, social worker, occupational and physical therapists, and an adaptive physical education teacher. A team made up of staff and a student's parents/guardians determine the need for the program of special services. Children receive a comprehensive assessment, or evaluation, of their strengths and weaknesses before services begin. Information from parents/guardians is an important part of the process. We follow the due process procedures set by state and federal laws.

If you suspect that your child may have a disability that is interfering with school performance, a call or conference with the classroom teacher is the best place to start.

Supplemental Teaching and Enrichment Program (STEP)
STEP refers to an array of programs and activities for children needing enrichment outside of that provided in the classroom.

~~***Novel Groups*** is a reading program for first through fifth grade children interested in more challenging literature. It is led by trained parent volunteers.~~

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

Programs for third grade (***Explore***) and for fourth and fifth grade (***Discovery***) are intended for students with multi-intelligences and abilities. Several types of information are considered in selection of children. We recognize that no program will meet the needs or be a good match for all talented children and attempt to provide a variety of academic challenges and enrichments.

Advanced math is available for students in grade 5. Students will be considered through a review of assessment and classroom performance information.

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

Other Supplemental Programs
At the elementary level we also offer programs that provide extra help and instruction in reading, writing, and math. These include Reading Recovery, Early Literacy Groups, Read 180/System 44 and Title I support at Hopkins and Asp. The America Reads program provides Minnesota State University Moorhead education majors to assist students with reading. We have tutors to assist students in the area of reading through the Minnesota Reading Corps. We use an after school Targeted Services program called EXCEL to give students extra help in reading, writing and math. We also use parent, community, and college student volunteers to assist our students.

Students who are performing below their grade level and are recommended by their teacher will be considered for these programs. If you think your child needs reading or math help or have questions about any of these programs, contact his or her classroom teacher. If you wish to volunteer, contact a teacher or principal.

Children's Dental Services and Smiles Across Minnesota provide preventive dental services, such as teeth cleaning, sealants, oral hygiene and dental fluoride, to uninsured or underinsured children in the district. CDS makes the dental appointment for your child to be seen at his or her school. Children's Dental Services will provide care for children, birth to 18. Uninsured students who are income eligible will receive free care, paid for by a foundation through CDS. Others also will be able to access Children's Dental Services on a sliding fee scale. If a family has insurance, those families are encouraged to visit their previously established dental home.

All children receiving care will need parental consent. Forms are available at the school office and should be returned to the Health Office in your child's school. Contact Children's Dental Services at 612-746-1530 with questions.

PARENTS AND TEACHERS IN PARTNERSHIP

Addressing Concerns
When parents/guardians have concerns, they are asked to first contact the school employee who is nearest to the situation causing the concern. If you do not receive satisfaction from that person, then contact the building principal or administrator for assistance. If the matter is still unresolved, then contact the superintendent of schools. You may be asked by the superintendent to state the concern in writing and summarize the action taken to date. Should that fail, an appeal may be filed with the School Board through the Superintendent's Office.

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

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

Family Involvement
Many benefits result from a strong partnership between home and school. Family involvement in a student's education is a factor in student achievement. Informed and involved families become supporters of the school. Family involvement is a critical link to student achievement, to achieving a high quality education and to a safe, disciplined learning environment.

Our elementary schools encourage family involvement. There are opportunities for parents/guardians to become involved both at home and at school. We make a special effort to reach out to parents whose language, culture, or family conditions make it difficult for them to participate in their child's education.

Our teachers use various channels of communication to keep families informed of their child's progress in school. Teachers encourage open communication between the family and the school.

We offer many opportunities for parents/guardians to volunteer at school. Some opportunities are offered by the school staff and some by PTAC. Please watch the newsletters and other fliers that are sent home for specific information about how to volunteer. Many of the opportunities are short term and some can be done at home, so we hope to accommodate the schedules of parent volunteers. All volunteers must sign in at the office and wear a volunteer name tag. Parents/guardians are also needed to serve on school district committees. These opportunities are described in the school district calendar sent to Moorhead Area Public Schools families in August.

Refer to School Board Policy 901 on the website or in the school office.

infosnap
Moorhead Area Public Schools uses *infosnap*, the district's online student registration system which provides a secure and efficient registration process. *infosnap* allows parents/guardians to enter registration information about their students — including emergency contacts, nutrition services, transportation, health, athletics and activities — in one online form. Computer access is available at the school if needed. Once a student's registration information is complete, parents/guardians only need to review and update the information annually.

If you have a question on how to complete an *infosnap* form, contact your school's main office. If you are having technical difficulties, contact the *infosnap* support line at 866-986-1601 Ext. 7095 or support@infosnap.com. Moorhead Area Public Schools does not provide technical support for *infosnap*.

Messages and Phone Calls
If you wish to deliver something to your child during the school day, please come to the office, and we will either handle the delivery for you or help you find your child quickly.

Taking phone calls at school is usually not convenient for a student. Although we understand that students sometimes must receive telephone messages during the school day, we appreciate our parents keeping message-delivering to a minimum. Cell phones may be used before and after school.

Parent Teacher Advisory Council (PTAC)
We have a very active Parent Teacher Advisory Council made up of staff representatives, parents, and the principal. PTAC serves to increase communication between parents/guardians and the school, support parent involvement, increase awareness of the school by parents and the community, aid in securing funds for equipment and activities that support education and the school environment, and assist at school functions.

Any parent or staff member is welcome to contact PTAC officers or attend PTAC meetings. Meetings are announced in the newsletter and on the outdoor school sign.

Parents Right to Know (Title I)
School districts are required to notify parents/guardians of all children in all Title I schools (Robert Asp and Ellen Hopkins Elementary) at the beginning of each year, that parents/guardians have the right to request and receive timely information on the professional qualifications of the student's classroom teachers. This requirement applies to all parents/guardians of the children in the school — whether or not the students receive Title I services.

When the parent/guardian requests information on their child's classroom teacher's professional qualifications, Moorhead Area Public Schools must respond in a timely manner to the requested information and, at a minimum, report the following:
a. Whether or not the teacher has met Minnesota's licensing requirements for the grade level(s) and core academic subject(s) he or she teaches;
b. Whether or not the teacher is teaching under a variance status;
c. The education level and subject area of the teacher's college degree major and any graduate degree or certificate held;
d. Whether the child is provided services by paraprofessionals, and if so, their qualifications.

Robert Asp and Hopkins Elementary shall provide to each parent/guardian:
a. Information on the level of achievement of the parent's child on the state academic assessments.
b. Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

This information provided to parents/guardians shall be in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand.

Refer to School Board Policy 607 on the website or in the school office.

PowerSchool
PowerSchool, the district's student management system, provides information about your student's attendance and meal account transactions and balance through any Internet-capable computer or smartphone. Parents/guardians are provided usernames and passwords to access information about their child. Usernames and passwords have not changed. You do not need new password information if you have have it from previous years. Parents/guardians who do not have a username and password may get those in the school office. Parents/guardians must bring a photo ID with them.

Visitors to the Building / Visiting Classrooms
Parents/guardians are always welcome to visit school, but please try to arrange your visit at a convenient time for both your child's teacher and yourself. Your child's teacher can provide you with a time that will be most beneficial to you. All visitors must sign in at the office and wear a visitor name tag. We have learned from experience that it is best to limit classroom visits to 30-45 minutes. The classroom teacher will not always have the opportunity to talk with you for any length of time during a visit because his/her first responsibility is to the children.

Please do not invite children who are visiting your home to attend school with your child.

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

OTHER INFORMATION

Bicycles
Children who are competent bicycle riders and know the rules of the road may ride bicycles to school. We recommend limiting this privilege to fourth and fifth grade students. The school area is very challenging for bike riders due to the large number of cars, buses, and pedestrians. Students are required to park their bikes in a bike rack and are strongly encouraged to lock their bikes. Students are also strongly encouraged to wear helmets when biking.

Birthday Celebrations
Beginning with the 2012-13 school year, elementary students will be recognized for their birthdays at school, but families are asked to reserve the cake, ice cream, cupcakes, sweets and other novelty items for home birthday celebrations.

District Calendar
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.

District Website
~~The Moorhead Area Public Schools' website at www.moorhead.k12.mn.us provides information about the school district, school announcements, phone numbers, dates of events, and access to media center resources, PowerSchool and PaySchools.~~ 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.

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

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

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

Parent/Guardian Information

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

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

Party Invitations
We prefer that students do not hand out invitations to parties at school. Please consider mailing invitations or delivering them to homes.

Patriotic Exercises
In all classroom buildings K-12, the Pledge of Allegiance to the flag of the United States of America will be recited at least one or more times each week. Any student who, for reasons of conscience, does not wish to salute the flag or say the Pledge of Allegiance, will be excused from the exercises. Refer to School Board Policy 633 on the website or in the school office.

~~PaySchools~~ PayForIt
Moorhead Area Public Schools offers an online payment processing system, ~~PaySchools~~ PayForIt, to let parents make school-related payments online at their convenience, 24 hours a day, seven days a week. Parents 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 will immediately receive e-mail receipts confirming their purchases.

Items that may be purchased online include lunch, breakfast and milk payments, high school and middle school activity participation fees, high school season athletic tickets, and elementary community supply fees, activity fees, calculators and student planners.

~~PaySchools~~ PayForIt uses "Secure Sockets Layer" (SSL) to encrypt and protect transaction information. Neither ~~PaySchools~~ PayForIt nor Moorhead Area Public Schools store personal bank or credit card information to ensure privacy and security for users. Access ~~PaySchools~~ PayForIt at ~~www.moorhead.k12.mn.us~~ www.moorheadschools.org.

Personal Electronic Devices (PEDs)
The school district shall not be liable for the loss, damage, or misuse of any electronic or other valuable item (such as personal listening devices, electronic games, video players or music players) brought to school. PEDs may not be used during the school day unless used with teacher approval. Cell phones may be used before and after school.

Personal electronic devices also are governed by other district policies (e.g., harassment, copyright, acceptable use). Students are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, etc. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.

Student conference and confiscation of items may be used if students do not follow this policy. Refer to School Board Policy 551 on the website or in the school office.

Pesticide Applications
Weeds on school grounds are sprayed during the first two weeks in June and the last two weeks in August. The building is checked on a quarterly basis by a licensed exterminator. Pests are monitored and controlled by use of glue traps and mechanical devices. Parents/guardians are given the opportunity to request notification prior to pesticide applications made on days other than those specified above. The long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

Pets in School
Family pets are not allowed on school grounds or classrooms in Moorhead's K-5 schools. The factors that led to this position include unpredictable animal behavior, allergies, asthma, and diseases such as rabies. Photos or videotapes of pets are an acceptable method of sharing a pet. Animals used in therapy or service situations may be allowed in schools.

PUBLIC NOTICE: Protection and Privacy of Student Records – Policy 504

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

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

a. That parent/guardian or eligible student has a right to inspect and review the student's education records. A parent/guardian or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent/guardian or eligible student will be notified of the time and place where the records may be inspected.

b.That the parent/guardian or eligible student has a right to request the amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. A parent/guardian or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. Such a request must be in writing, shall identify the item the parent/guardian or eligible student believes to be inaccurate, misleading or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the parent/guardian or eligible student wishes the school district to make. The request shall be signed and dated by the parent/guardian or eligible student. If the school district decides not to amend the record as requested by the parent/guardian or eligible student, the school district will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

c. That the parent/guardian or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent.

d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the School Board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer or data practices compliance official); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an

interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student and student health and welfare and the ability to respond to a request for educational data;

e. That the school district forwards education records on a request to a school in which a student seeks or intends to enroll, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to section 4155 of the federal No Child Left Behind Act and data regarding a student's history of violent behavior, and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;

f. That the parent/guardian or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C 1232g (FERPA), and the rules promulgated thereunder. Said complaint should be directed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605.

g. That the parent/guardian or eligible student has a right to obtain a copy of the school district's policy regarding the protection and privacy of student records.

h. That copies of the school district's policy regarding the protection and privacy of school records are located in the Superintendent's office or the district's website (www.moorhead.k12.mn.us).

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

a. It classifies records as public, private or confidential.

b. It establishes procedures and regulations to permit parents/guardians or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.

c. It establishes procedures and regulations to allow parents/guardians or students to request the amendment of student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.

d. It establishes procedures and regulations for access to and disclosure of education records.

e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent/guardian or student when required prior to disclosure.

3. Copies of the School Board policy and accompanying procedures and regulations are available to parents/guardians and students upon request to the Superintendent.

4. Pursuant to applicable law, Independent School District No.152 gives notice to parents/guardians of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."

"Directory information" includes the following information relating to a student: the student's name; grade level; date of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent educational agency or institution attended by the student; and photos in the normal course of school activities and other similar information to include data recorded by cameras on school property, including school buses. "Directory information" does not include identifying information on a student's religion, race, color, social position or nationality.

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

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

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

(1) Name of student and parent/guardian, as appropriate;

(2) Home address;

(3) School presently attended by student;

(4) Parent's/guardian's legal relationship to student, if applicable;

(5) Specific category or categories of directory information which is not to be made public without the parent's/guardian's or eligible student's prior written consent.

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

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

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

(1) NAME OF STUDENT AND PARENT/GUARDIAN, AS APPROPRIATE;

(2) HOME ADDRESS;

(3) STUDENT'S GRADE LEVEL;

(4) SCHOOL PRESENTLY ATTENDED BY STUDENT;

(5) PARENT'S/GUARDIAN'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;

(6) SPECIFIC CATEGORY OR CATEGORIES OF INFORMATION WHICH IS NOT TO BE RELEASED TO MILITARY RECRUITERS.

(7) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH ARE NOT TO BE RELEASED TO THE PUBLIC, INCLUDING MILITARY RECRUITERS.

NOTICE: Refusal to release the above information to military recruiting officers alone does not affect the school district's release of directory information to the public, including military recruiting officers. In order to make any directory

information about a student private, the procedures contained in the Protection and Privacy of Student Records Policy also must be followed. If you do not want your child's or eligible student's directory information released to military recruiting officers, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers.

INDEPENDENT SCHOOL DISTRICT NO. 152
MOORHEAD, MINNESOTA
JULY 2013

2013-2014 Elementary Calendar

August 2013

21 EIS-12 Para Prof. Development Day
22 New Teacher Induction
26 Prof. Development (a.m.) / Teacher Work Day (p.m.)
27 K-5 Parent Communication / Student Assessment (8-11:30 a.m.) / K-12 Parent Communication (12:30-4:15 p.m.)
27 Kindergarten Orientation
28-29 Professional Development
29 Back-to-School Night Grades 1-5 (6-7:30 p.m.)

September

2 Labor Day
3 E-12 Classes Begin
11, 25 E-12 Prof. Development Before/After School
18 E-8 Prof. Development Before/After School

October

2, 23 E-12 Prof. Development Before/After School
14, 15 K-12 P/T Conferences (5-8:30 p.m.)
15 ***No Kindergarten***; Kindergarten Prof. Development
16 ***No Classes E-12*** / E-12 P/T Conferences (8-11:30 a.m.) / E-8 P/T Conferences (12:30-4:15 p.m.) / E-12 Para Professional Development Day
17-18 ***No School E-12*** / Education Minnesota (EM)
30 E-5 Prof. Development After School

November

6 End of 1st Quarter
6, 20 E-8 Prof. Development Before/After School
11 ***No School E-12*** / Optional Paid Training for Teachers
13 E-12 Prof. Development Before/After School
27 ***E-12 No School*** / Teacher Trade Time (Conf.)
28-29 ***No School E-12***

December

4 E-12 Prof. Development Before/After School
23 Winter Break Begins

January 2014

2 E-12 Classes Resume
8, 22 E-8 Prof. Development Before/After School
15 E-12 Prof. Development Before/After School
20 ***No Classes E-12*** / K-5 Teacher Trade Day (PD) / / K-5 Optional Paid Training Day / Martin Luther King Jr. Day
24 End of 2nd Quarter/Semester

February

3 ACCESS for ELLs begins
5, 19 E-12 Prof. Development Before/After School
12 E-8 Prof. Development Before/After School
17 ***No School*** / Presidents' Day

March

3, 4 K-8 P/T Conferences (5-8:30 p.m.)
4 ***No Kindergarten;*** Kindergarten P/T Conferences (day)
5 ***No School*** / K-8 Optional Paid Training
6-7 ***No School*** / Teacher Trade Time (K-12 Conf. / K-8 PD)
10 MCA Grades 3–8 Reading and Mathematics Online begins
12, 26 E-8 Prof. Development Before/After School
17 MCA Science (Gr. 5, 8, MHS) and MTAS Reading and Math testing begins
19 E-12 Prof. Development Before/After School
21 ACCESS for ELLs ends
31 ***No School*** / Optional Paid Training for Teachers

April

2 End of 3rd Quarter
2 E-12 Prof. Development Before/After School
9, 30 E-5 Prof. Development After School
16 E-8 Prof. Development Before/After School
18 ***No School***
21 ***No School*** / Teacher Trade Time (PD)

May

7 E-8 Prof. Development Before/After School
9 MCA Reading and Mathematics Grades 3-8 Online and MTAS Reading, Math and Science ends
16 MCA Science (Gr. 5, 8, MHS) ends
21 E-5 Prof. Development After School
26 ***No School*** / Memorial Day

June

4 Last Day for E-12 Students
5 Last Day for K-12 Staff / K-8 Teacher Work Time (3 hrs) & Trade Time (4.25 hrs)

Possible Emergency Makeup Days
June 5, 6, 9, 10, 11, 12, 13 and beyond

This calendar includes a built-in makeup day. If it is unused, the end date of the school year will be adjusted accordingly.

For more events at specific schools or in the district, please see the district calendar or view the calendar information online at www.moorheadschools.org.

Superintendent of Schools

Moorhead Area Public Schools

Memo S.14.006R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent

DATE: June 26, 2013

SUBJECT: Horizon Middle School Student Handbook

Attached is the 2013-2014 Horizon Middle School Student Handbook. According to Moorhead School Board Policy 221, the handbook is to be presented to the School Board for an annual review.

The changes made to the handbook have been highlighted in a lined-out version. 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 Horizon Middle School Student Handbook as presented.

LAK:mde
Attachment

HORIZON MIDDLE SCHOOL

Moorhead Area Public Schools

~~2012-2013~~

2013-2014

Student Handbook

HORIZON MIDDLE SCHOOL

3601 12 Avenue South, Moorhead, MN 56560
Office Phone (218) 284-7300

Welcome to Horizon Middle School!

The mission statement of the district is **to develop the maximum potential of every learner to thrive in a changing world.** The goal of Horizon Middle School is to support this mission and make it a reality. As you walk through the doors of Horizon Middle School, you will experience enhanced educational programming and numerous activity options. You will have the advantage of learning and working in a state-of-the-art facility that was designed to accommodate small learning communities of core classes, exploratory classes and activity areas.

- Horizon Middle School follows an initiative called Positive Behavioral Interventions and Supports (PBIS). The goal of PBIS is to create and sustain school environments that are respectful, responsible, and safe for students and adults. PBIS establishes a common language and vision for all individuals in the school.

- Parent-Teacher Advisory Council (PTAC) is a wonderful way to get involved in the school. Meetings are held the second or third Thursday of every month at 6:30 p.m. unless otherwise noted.

- Infosnap is an information gathering process that allows parents/guardians to complete and/or update their students' information and register for athletics and activities online. Click on the Infosnap link from the HMS website to log on.

- PowerSchool is a resource for parents/guardians that allows them to access their child's grades, attendance, announcements and lunch account balance through their telephones or home computers. Please contact our Counseling Office at Extension 7312 to obtain an authorization code.

Noteworthy points of interest:

1) Cell phones, iPods and MP3 players are not allowed to be used during instructional time unless given permission by the teacher. Text messaging is not allowed during instructional time. The school day runs from 9:05 a.m.-3:50 p.m. iPods *may* be allowed in the weight room with teacher permission.
2) Phone messages must be left with the building secretaries and they will be passed along to your child, so learning is not disrupted during instructional time.
3) Parents/guardians will be called on discipline issues and may be asked to come to school for a conference. If the issue is major a suspension will result and the parent/guardian must come and pick up the child from school.
4) Inquire about lost and found items at the main office.
5) Grading and homework guidelines were developed building wide. See page 15 for the principles and expectations.
6) Call the Attendance Line (~~284-7303~~ 218-284-7301) as soon as possible in the morning or night before if your child will not be in school or submit absences in PowerSchool.
7) Horizon will be a No Gum Zone.
8) If your child is absent for more than 3 consecutive days or 12 days per school year due to illness a doctor's note will be required.
9) No school on the following days: September 3, October ~~17-19~~ 16-18, November ~~21-23~~ 11 and 27-29, December ~~24~~ 23- January 1, January ~~21~~ 20, February~~18~~ 17, March ~~6-8~~ 5-7, March ~~29~~ 31, April 18 and 21 and May ~~27~~ 26.
10) Parent-Teacher conferences: October ~~15~~14 and ~~16~~ 15 (5-8:30 p.m.), October ~~17~~ 16 (8-11:30 a.m., 12:30-4:15 p.m.), March ~~4~~ 3 and ~~5~~ 4 (5-8:30 p.m.), ~~March 6 (8-11:30 a.m.).~~

If we can be of assistance feel free to call us at:
School Office, 284-7300
Lori Lockhart, Principal, 284-7330
Jeremy Larson, Assistant Principal, 284-7331
Counseling Office, 284-7312
Shari Gustafson, Gr. 6 Dean, 284-7314
William Franklin, Gr. 7 Dean, 284-7315
Keith Hartleben,Gr. 8 Dean, 284-7313

This document can be made available in an alternate format such as large print or audio recording. Call 218-284-3330 to make a request.

If you do not read English and would like help in your own language, please call 218-284-3330.

Si usted no lee en inglés y le gustaria que le ayudaran en su propio idioma, por favor llame al 218-284-3330.

Nếu bạn không biết đọc tiếng Anh và muốn giúp đỡ trong ngôn ngữ của bạn,xin gọi số 218-284-3330

如果你不懂英語,有人會幫助 218-284-3330

ถ้าคุณไม่รู้ภาษาอังกฤษ คุณจะได้รับความช่วยเหลือ 218-284-3330.

218-284-3330.

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ACCELERATED CLASSES

Based on test scores and teacher recommendation, students are selected for accelerated classes. Students must maintain a grade of A or B in an accelerated class to continue membership in the class. Students who were not placed in an accelerated class at the beginning of the school year, but who demonstrate marked gains at any point during the school year, may be invited to move to an accelerated class. Consultation with parents is an important part of any proposed schedule change.

ACCIDENTS

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

APPEARANCE

Horizon Middle School's (HMS) guidelines regarding dress are simple; clothing must be clean and appropriate. Clothing must not cause a disruption to the educational program. Students may not wear clothing that advertises alcohol, cigarettes, or other controlled substances or that has inappropriate wording or graphics. If students should wear an article of clothing that is inappropriate, they will be asked to wear something else or to turn the article of clothing inside-out and will be advised not to wear the clothing to school again. Students may not wear chains, caps or jackets in school. Bare midriffs, tops with spaghetti straps or strapless, all see-through fabrics, and bandanas are examples of attire that are not suitable for school. Shorts and skirts must be of length that when the student's arms are fully extended at their sides, the length is at least as long as the student's fingertips. Pants must be worn above the hip bone. Underwear cannot be visible; this includes boxer shorts. Teachers and administrators also may refer students to parent(s)/guardian(s) when clothing or grooming is questioned.

Students may not wear head coverings during the school day unless approved by the principal. Exemptions will be made for medical and religious reasons.

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

ASSEMBLIES

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

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

ATTENDANCE

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

EXCUSED ABSENCES

HMS complies with Minnesota State Statute in requiring that all students of middle school age attend school regularly when school is in session. The state of Minnesota recognizes the following reasons for excused absences: personal illness and/or medical, dental, or orthodontic treatment, death in the student's immediate family or of a close friend or relative, serious illness in the student's immediate family, court appearances occasioned by family or personal action, religious instructions not to exceed three hours in any week, physical emergency conditions (such as fire, flood, storm, etc.), official school field trip or other school-sponsored outing, or removal of a student pursuant to a suspension. Parents/guardians must notify the school by phone at ~~284-7303~~ 218-284-7301 by 10 a.m. on the day of the absence to report the reason for the absence or through PowerSchool. When you call the attendance line, ~~284-7303~~ 218-284-7301, you will hear a voice message. Please leave your child's name, grade, and reason for absence. Please call in *each day* that your child is absent due to illness. Physician verification may be requested for excused absences if personal illness goes beyond three consecutive days or twelve or more cumulative days absences due to an illness.

Other reasons that could be acknowledged are personal requests for absence made 24 hours in advance (e.g., legal appointments, travel/family vacations, state tournaments and school activities). We encourage parent(s)/guardian(s) to hold these requests for absence to a minimum. Students are responsible for completing coursework as if they were in attendance.

All work must be turned in before students participate in such an activity unless the teacher has made other arrangements. If a test is given on the day that students return to class, they are expected to take the exam. As in all cases of absence, students are responsible to obtain and complete make-up work.

Parent(s)/Guardian(s) may be asked to verify in writing the reason for a student's absence from school. School work

missed because of an excused absence must be made up within two 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.

EXTENDED EXCUSED ABSENCE

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

LEAVING AND RETURNING TO SCHOOL DURING THE SCHOOL DAY

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

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

UNEXCUSED ABSENCES

Parents must call the school each day that a student will not be attending or send a note to school accounting for each day missed when the student returns to school. If the parent (s)/guardian(s) does not notify the school within two days of the student's return to school, the absence will remain unexcused. Unexcused absences are all absences which can be avoided or delayed and those for which prior arrangements have not been made. Common unexcused absences include missing the bus, oversleeping, baby-sitting, hair appointments, visiting friends, skipping class, working at home, and leaving school ill without checking out with the school nurse.

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

BACKPACKS

Backpacks are to be kept in lockers during the school day due to space constraints and safety concerns. Exceptions will be made for students with physical impairments. Backpacks or bags of any kind are **NOT** allowed on the last day of school. All lockers are to be cleaned out prior to last day of school.

BULLYING

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

Any person who believes he or she has been the victim of bullying, or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to the appropriate school district officials (teachers, administrators, coaches/advisors and other employees). A student may report bullying anonymously, but action may not be taken against an alleged perpetrator based solely on an anonymous report.

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

BUILDING CLEANLINESS

Our community has provided us with a beautiful school building. We ask that students be respectful and responsible by doing their part to keep the building clean. Students are not allowed to bring food/beverages into classrooms without teacher permission. Breakfast and lunch food items

must be eaten in the cafetorium. Students must discard waste and clean any spills or messes. Students who do not properly dispose of waste will face disciplinary measures.

BUS PROCEDURES/CONDUCT

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

Students must ride the bus to which they've been assigned. In cases of emergency when a parent(s)/guardian(s) needs a student to ride a different bus than the assigned bus, written notification to the office must be presented. The final authority on ridership in these cases are individual bus drivers to make the determination if space is available. For additional information, please refer to School Board Policies 720-721 on the district website or in the school office.

CELL PHONES/SMART PHONES/PERSONAL ELECTRONIC DEVICE (PED)

Students may not text or make calls during instructional time during the school day. If a student is caught texting or talking on their cell phone, it will be confiscated.
1st offense – return to student at the end of the day
2nd offense – parent/guardian must pick up the phone
3rd offense – ~~administrator has right to hold the phone~~ student suspended for 1 day.
Cell phones and PEDs may be used before 9:05 a.m. after 3:50 p.m. If your teacher approves the use of your smart phone or PED for instructional purposes during class, the smart phone or PED must be connected to the school's public guest wifi access.

COMMUNICATION ASSISTANCE

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

COMPUTER INFORMATION

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

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

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

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

CONCERNS

When parent(s)/guardian(s) have concerns, they are asked to first contact the school employee who is nearest to the situation causing the concern. If they do not receive satisfaction from that person, they should then contact the building principal for assistance. If the matter is still unresolved, they are advised to contact the superintendent of schools. They may be asked to state the concern in writing and to summarize the action taken to date. Should that fail, an appeal may be filed with the school board through the superintendent's office.

CONFERENCES

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

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

For additional information, please refer to the "Parent(s)/ Guardian(s) Involvement" section of this handbook.

COPYRIGHT POLICIES

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

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

CURRICULUM REVIEW

Parents/guardians have the right to review the curriculum that will be provided by the teacher(s). If you wish to review particular curricular areas, please call a principal.

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

DAILY BELL SCHEDULE AND LATE START SCHEDULE

Period 1 - Announcements - 9:05-10:05
Period 2 - 10:09-11:04
Period 3 - 11:08-12:03
Period 4 A - 12:03-12:33 - Lunch 1 (Grade 6 Lunch)
12:37-1:33
Period 4 B - 12:03-12:33
12:35-1:03 - Lunch 2 (Grade 7 Lunch)
1:07-1:33
Period 4 C - 12:07-1:03
1:03-1:33 - Lunch 3 (Grade 8 Lunch)
Period 5 - 1:37-2:32
Period 6 - 2:36-3:31
Period 7 - 3:35-3:50

Two-Hour Late Start Schedule

Period 1 - Announcements - 11:05-12:00
Period 2 - 12:03-12:33 Grades 7 & 8 (Gr. 6 Lunch)
Period 2 = Gr. 6/ Period 3= Gr. 8 - 12:33-1:03 (Gr. 7 Lunch)
Period 3 - 1:03-1:33 Grades 6 & 7 (Gr. 8 Lunch)

DEAN OF STUDENTS AND COUNSELING SERVICES

At Horizon Middle School, young people must be involved with other people to acquire attitudes, values, roles, competencies, and ways of viewing the world that are shared by family, peers, and community. The Horizon Middle School student dean/counseling program is designed to help young people with their social, emotional, mental, and academic concerns through this process.

A dean/counselor will be assigned to each grade level. They will be responsible for the following student services:

Student Mediation, Problem Solving and Discipline: Student Deans/Counselors will assist students in identifying problems, causes, alternatives, and consequences so that appropriate action is taken. They will facilitate minor discipline issues and contact parents with resulting actions.

Positive Behavioral Intervention Supports (PBIS): Deans/ Counselors will work with the PBIS data and PBIS committee as well as grade-level teachers to determine behavioral expectations/consequences and celebrations.

Consultation: Outreach services as well as communication with parent(s)/guardian(s), educators, administrators, and other community agencies will be in place when and as needed to assist students.

Personal and Group Counseling: Counseling and problem solving is provided on a small group and/or individual basis for students expressing difficulties dealing with relationships, personal concerns or normal developmental tasks.

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

504 Administration: Deans/Counselors will coordinate, facilitate, implement and monitor student 504 plans.

DETENTION

Students who have failed to follow the rules of the school will be assigned detention. You will receive information from your child's team teachers regarding the team's detention policies. School detention is held after school, during lunch, and/or on Saturdays. Students are given 24 hours to make arrangements for transportation. Students who have been assigned detention must arrive on time, have study materials or a book to read, and work silently. Students will spend detention time studying and/or performing service projects in the building. If students do not have transportation home from detention, parent(s)/ guardian(s) should contact a principal to discuss an alternate plan.

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

DISCIPLINE GUIDELINES AND PROCEDURES

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~~ schools.org 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 6-8	Parent(s)/ Guardian(s) conference Detention or 1-2 day suspension	2-3 day suspension	3-5 day suspension

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 6-8	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 6-8	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 6-8	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 6-8	Parent(s)/ Guardian(s) conference 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 6-8	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 6-8	Parent(s)/ Guardian(s) conference 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 6-8	Parent(s)/ Guardian(s) conference Detention	Parent(s)/ Guardian(s) conference 1 day suspension	Parent(s)/ Guardian(s) conference 1-3 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 6-8	Parent(s)/ Guardian(s) conference Detention or 1-2 day suspension	Parent(s)/ Guardian(s) conference 2-3 day suspension	Parent(s)/ Guardian(s) conference 3-5 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 6-8	Parent(s)/ Guardian(s) conference Detention or 1-2 day suspension	Parent(s)/ Guardian(s) conference 2-3 day suspension	Parent(s)/ Guardian(s) conference 3-5 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 6-8	* ~~Student conference Modify clothing~~ Parent (s)/Guardian(s) notification Modify clothing or send home	Parent(s)/ Guardian(s) notification Modify clothing or send home	Parent(s)/ Guardian(s) conference Modify clothing or send home

(*) Indicates disciplinary action assigned by building administration.

14. 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 6-8	Parent(s)/ Guardian(s) conference Detention or 1-2 day suspension Referral to legal authorities	Parent(s)/ Guardian(s) conference Detention or 2-3 day suspension Referral to legal authorities	Parent(s)/ Guardian(s) conference Detention or 3-5 day suspension Referral to legal authorities

15. 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 6-8	Parent(s)/ Guardian(s) conference Detention or 1 day suspension	Parent(s)/ Guardian(s) conference 1-3 day suspension	Parent(s)/ Guardian(s) conference 3-5 day suspension

16. 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 6-8	Parent(s)/ Guardian(s) conference Detention or 1-2 day suspension	Parent(s)/ Guardian(s) conference 1-3 day suspension	Parent(s)/ Guardian(s) conference 3-5 day suspension

17. 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 6-8	Parent(s)/ Guardian(s) conference Detention or 1-2 day suspension Notification of Title IX Officer	Parent(s)/ Guardian(s) conference 1-3 day suspension Notification of Title IX Officer Notification of legal authorities	Parent(s)/ Guardian(s) conference 3-5 day suspension Notification of Title IX Officer Notification of legal authorities

18. 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 6-8	Parent(s)/ Guardian(s) conference Detention or 1-2 day suspension	Parent(s)/ Guardian(s) conference 1-3 day suspension Notification of legal authorities	Parent(s)/ Guardian(s) conference 3-5 day suspension Notification of legal authorities

19. 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 6-8	Parent(s)/ Guardian(s) conference Detention	Parent(s)/ Guardian(s) conference Detention or 1-3 day suspension	Parent(s)/ Guardian(s) conference 3-5 day suspension

20. 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 6-8	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.

21. 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 6-8	Parent(s)/ Guardian(s) conference Confiscate Detention	Parent(s)/ Guardian(s) conference Confiscate and return to parents Detention or 1-3 day suspension	Parent(s)/ Guardian(s) conference Confiscate and return to parents after one week 1-5 day suspension

22. PERSONAL ELECTRONIC DEVICES (PEDs)
PEDs are 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 6-8	Parent(s)/ Guardian(s) conference Confiscate Detention	Parent(s)/ Guardian(s) conference Confiscate and return to parents Detention or 1-3 day suspension	Parent(s)/ Guardian(s) conference Confiscate and return to parents after one week 1-5 day suspension

23. 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 6-8	Parent(s)/ Guardian(s) conference Confiscate Detention 1-2 day suspension Referral to legal authorities	Parent(s)/ Guardian(s) conference Confiscate 2-5 day suspension Referral to legal authorities	Parent(s)/ Guardian(s) conference Confiscate and keep in office 5-10 day suspension Referral to legal authorities

24. PUSHING, SHOVING, SCUFFLING
Physical contact, which may include fighting, that could harm others is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades 6-8	Parent(s)/ Guardian(s) conference Detention and/ or 1-3 day suspension	Parent(s)/ Guardian conference Detention or 2-3 day suspension	Parent(s)/ Guardian(s) conference 1-5 day suspension

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 6-8	Parent(s)/ Guardian(s) conference Detention	Parent(s)/ Guardian(s) conference Detention or 1-2 day suspension	Parent(s)/ Guardian(s) conference 1-5 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 6-8	Parent(s)/ Guardian(s) conference Detention or 1-2 day suspension Restitution Notify legal authorities	Parent(s)/ Guardian(s) conference 2-3 day suspension Restitution Referral to legal authorities	Parent(s)/ Guardian(s) conference 3-5 day suspension Restitution Referral to legal authorities

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 6-8	Parent(s)/ Guardian(s) conference Detention or 1-2 day suspension of computer privileges	Parent(s)/ Guardian(s) Conference 2-3 day suspension of computer privileges	Parent(s)/ Guardian(s) conference 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 6-8	Parent(s)/ Guardian(s) conference Detention or 1-2 day suspension Restitution Referral to legal authorities	Parent(s)/ Guardian(s) conference 2-3 day suspension Restitution Referral to legal authorities	Parent(s)/ Guardian(s) conference 3-5 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 6-8	Parent(s)/ Guardian(s) conference 1-2 day suspension Referral to legal authorities	Parent(s)/ Guardian(s) conference 2-3 day suspension Referral to legal authorities	Parent(s)/ Guardian(s) conference 3-5 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 6-8	Parent(s)/ Guardian(s) 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

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.

DRUG AND WEAPON FREE ZONES

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

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

FAILED CLASSES

Students who fail classes are expected to attend opportunities for credit make up; opportunities may be offered after school, on Saturdays, and/or during the summer to make up core class credits.

FAMILY INVOLVEMENT

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

All parent(s)/guardian(s) are encouraged to attend monthly Horizon PTAC meetings which are held the second or third Thursday (See Year at a Glance for dates.) ~~provided school is in session that day)~~ at 6:30 p.m. in the media center. For additional information, please refer to School Board Policy 901 on the district website or in the school office.

FIELD TRIPS

Students may have opportunities to participate in field trips. In addition to parental/guardian permission slips, teacher requirements for participation in field trips may include, but are not limited to, completed homework assignments and acceptable behavior in class. While on field trips, students are expected to observe all school rules.

FIRE, LOCKDOWN AND TORNADO DRILLS

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

1. Observe directions given by staff.
2. Walk quickly and quietly to the designated area.

FOOD AND BEVERAGES

Students may not receive pizza deliveries, birthday cakes, etc., during the school day. Fast food is not allowed to be brought in or supplied by a parent/guardian. Soda, gatorade and other beverages are not allowed during the school day.

GANG ACTIVITY

Moorhead Schools recognizes that the harm done by the presence and activities of gangs in our school exceeds the immediate consequences of such activities such as violence and destruction of property. Gang activity also creates an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive to the process of education and school activities. As a result, any dress, hand signs, or gestures proclaiming gang membership and/or affiliation or that may be interpreted as such are prohibited. For additional information, please refer to School Board Policy 577 on the district website or in the school office.

GRADING SYSTEM AND REPORT CARDS

HMS uses the traditional A-F grading scale. A grade of I, or incomplete, is given when students have not been able to complete assignments due to illness, emergency, or a prearranged absence. If the incomplete work is not made up within two weeks after the end of the quarter, the I grade changes to an F. It is the student's responsibility to communicate with teachers and to complete and turn in late work.

Shortly after the end of each quarter, student report cards will be posted on PowerSchool under "Student Documents." Parents/guardians are encouraged to use PowerSchool to obtain grade and attendance information about their child's progress at school. PowerSchool access codes are available in the school office.

GUM

Horizon will not allow gum. It was a building wide decision to become a gum-free facility in 2009-2010.

HANDBOOK

This handbook may be changed or amended during the school year. Contact the principal or visit our website at www.moorhead~~.k12.mn.us~~schools.org for more information. All students and parents are responsible for the content of this handbook. School Board policies to further explain and clarify any and all school policy can be retrieved at ~~http://www.moorhead.k12.mn.us/district/schoolboard/policies/~~ http://www.moorheadschools.org/About/School-Board/Policies-and-Procedures/.

HARASSMENT AND VIOLENCE POLICY

Everyone at Moorhead Area Public Schools has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent harassment and violence related to race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, and age of any kind.

A harasser may be a student or an adult. Harassment may include the following when related to race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, and age:

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

If you believe you have been the victim of any type of harassment, you should report it to any school district official. 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). Your right to privacy will be respected as much as possible.

The school district will investigate all reports of harassment or violence related to race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, and age, and the school district will take all appropriate actions based on your report. The school district will also take action if anyone tries to intimidate you or take action to harm you because you have reported a concern.

This is summary of the school district policy against harassment and violence related to race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, and age. For additional information, refer to School Board Policy 570 on the school district website or in the school office.

HAZING

No student, teacher, administrator, coach/advisor, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing. No teacher, administrator, coach/advisor, volunteer, contractor, or other employee of the school district shall permit, condone or tolerate hazing. A parent(s)/guardian(s) permission or consent by a person being hazed does not lessen the prohibitions contained in this policy. This policy applies to behavior that occurs on or off school property and during and after school hours. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act. The school district will

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

DEFINITIONS

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

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health, or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

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

REPORTING PROCEDURE

1. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
2. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.
3. Teachers, administrators, coaches/advisors, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who received a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.
4. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

SCHOOL DISTRICT ACTION

1. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
2. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
3. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

REPRISAL

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

HEALTH SERVICES

A health assistant is on duty each day from 8:50 a.m. until 4:05 p.m. A licensed school nurse staffs the health office on a part-time basis and is on call in case of emergencies. All accidents must be reported to the health office immediately.

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

The school does not provide aspirin or other medication for students. If students need prescription medication dispensed during school hours, parent(s)/guardian(s) must provide the health office with a physician's written order, written parental/guardian authorization, and a properly labeled container with specific directions about how and when the medication is to be administered in school.

Students who become ill during the school day should secure from their teacher a pass to the health office. If it is necessary for students to go home because of illness, a school official will contact parent(s)/guardian(s) to provide transportation home. Students should remain at home if they have a contagious illness or a temperature of 100 degrees or higher. Students should have a normal temperature for 24 hours prior to returning to school after an illness.

Vision and hearing screening is done for all seventh graders and by request for students in grades 6 or 8. Scoliosis screening to detect abnormal curvature of the spine is done for all seventh grade girls and eighth grade boys.

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

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

HOMECOMING

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

HOMEBOUND INSTRUCTION

Students who are absent for ten consecutive days are eligible for housebound instruction. In order to receive in-home tutoring, a physicians' authorization is necessary. Requests for homebound instruction should be directed to Learner Support Services at 284-3710.

HOMEWORK AND GRADING PRINCIPLES

A task force was formed in January 2009 to review the current grading principles and use of homework. Teachers, students, parents and administrators were involved in the process. The following principles were created for building wide guidance (grades 6-8). The principles will assist us as a staff to follow common expectations that will result in more equity and clarity as it pertains to our building's practices. Here are the agreed upon principles all staff are required to follow:

1) Homework is necessary and expected to be completed.
2) Homework should be relevant and tied to a learning target. Connections between homework and the learning targets are discussed.
3) Students are provided feedback through teacher comments, examples, activities, reinforcement, and discussion.
4) The final class grade is comprised of a balance between homework and assessments. Assessments are weighed more than homework and make up the majority of the final grade.

INFOSNAP

Infosnap is an information gathering process that allows parents/guardians to complete and/or update their students' information and register for athletics and activities online. Click on the infosnap link from the HMS website to log on.

LAW ENFORCEMENT IN SCHOOL

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

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

LEARNER SUPPORT SERVICES

Learner Support Services provides educational services designed to meet a variety of student needs. Learner Support Services encompass special education, accelerated education (STEP), and English language learners (ELL) services. Students served through Learner Support Services have met the required criteria for services and have an educational plan which is written by a team to address the student's needs.

Students can be referred for Learner Support Services by their parent(s)/guardian(s) or school personnel. If parent(s)/guardian(s) feel that their child may have unique learning needs, they should contact a guidance counselor or their child's teacher.

LIABILITY FOR LOST OR STOLEN ARTICLES

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

LOCKERS

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

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

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

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

LOCKER SEARCH

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

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

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

DEFINITIONS

1. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-a-likes," alcoholic beverages, controlled substances and "look-a-likes," overdue books, and other materials belonging to the school district, and stolen property.
2. "Personal possessions" includes but is not limited to purses, backpacks, book bags, packages, and clothing.
3. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student or staff members, a student' suspicious behavior, a student's age and past history or record of conduct, or other reliable sources of information.
4. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

PROCEDURES

A. School officials may inspect lockers and desks at any time they believe inspection would be in the best interest of the school, the staff, or the student body. Student lockers, desks and personal possessions may be randomly searched throughout the school year without notice, without student consent and without a search warrant.
B. School officials may, in their discretion, employ the use of trained dogs for the purpose of conducting a general sniff search of student lockers and desks. If a dog alerts

to a locker or desk, school officials will determine, based on the information available to them from the dog's trainer, whether the dog's alert gives rise to reasonable suspicion that contraband will be found. If it is determined that reasonable suspicion exists an internal search of the locker or desk and its contents will be conducted. The search will be reasonable in its scope and intrusiveness.

C. School officials may, upon a finding of individualized reasonable suspicion supported by 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 exits an internal search of the desk and its contents will be conducted. The search will be reasonable in its scope and intrusiveness.

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

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

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

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

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

DIRECTIVES AND GUIDELINES

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

SEIZURE OF CONTRABAND

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

VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion or expulsion, and the student may, when appropriate, be referred to legal authorities.
For further information, please refer to School Board Policy 574 on the district website or in the school office.

LOST AND FOUND

Articles other than P.E. clothing that are found in and around the school should be turned into the office, where owners may claim their property. After several announcements are made to the effect that students should claim items, the items left are donated to charity. The lost and found area is in the main office and may be accessed during regular office hours. Students are asked to label all clothing clearly and permanently with first and last names, so that proper identification can be made on lost items.

LUNCH AND BREAKFAST

Horizon Middle School offers lunch options each day - hot lunch and an Ala Carte line. The hot lunch line has a different menu option each day as posted ~~on the Horizon website at https://www.moorhead.k12.mn.us/schools/hzn/~~ in the meal menus in PowerSchool. The Ala Carte line provides supplemental offerings ranging from fruit cups to corndogs. This line is not intended to be a replacement for a lunch line, simply an addition.

To encourage good nutrition, a well-balanced lunch is offered for ~~$2.05~~ 2.15. All lunches include milk. In addition, milk is sold for $.40 and the Ala Carte line has items ranging from $.25 to $1.50. Breakfast is available from 8:35-8:55 a.m. and is $1.

Students may deposit money into their meal accounts in the drop box outside the school office or parents may make payments online through ~~PaySchools~~ PayForIt. To access their lunch accounts, students will type in their student number.

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

Students may not receive pizza deliveries, birthday cakes, etc., during the school day, including the lunch period. Fast food is not allowed to be brought in or supplied by a parent/guardian.

While in the lunchroom, students are expected to cooperate by:

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

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

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

MAKE-UP WORK

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

MANDATORY REPORTING OF CHILD ABUSE AND NEGLECT

It is the policy of the Moorhead Area Public Schools to fully comply with Minnesota Statute 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse. It is the responsibility of Moorhead Area Public Schools to protect children whose health or welfare may be jeopardized through physical abuse, neglect or sexual abuse; and, to make the school community safe for children by promoting responsible child care in all settings. In all cases where there is reasonable cause to believe a child is being neglected or physically or sexually abused, an immediate report is made to Clay County Social Services.

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

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

MEDIA CENTER SERVICES

The HMS media center is open Monday-Thursday from 8:15 a.m. until 4:50 p.m. and Fridays from 8:15 a.m. until 4:30 p.m.; licensed personnel are on duty Monday through Friday from 8:25 a.m. through 4:10 p.m. Students are encouraged to use the media center as much as possible. The media center is accessed by students in a number of ways. Coursework will include visits to the center for research and for supplemental assignments. Research skills are taught in various classes and are followed by assignments.

Students are responsible for all material used or checked out to them. If materials are lost, damaged, or destroyed, students are expected to pay replacement costs.

MESSAGES

Out of respect to our teachers and their need to teach we will not interrupt the instruction in the classroom with phone calls. Please leave your message with the building secretary, and it will get to your child.

NEWSLETTER

A newsletter, which contains important school-related information, will be sent home with students. The newsletter is also available on the district website.

NUISANCE ITEMS

Nuisance items are not allowed at school because of the disruption to our learning environment. A list of nuisance items includes but is not limited to: laser lights, stink bombs, and water pistols. All such items will be confiscated.

OFFICE HOURS

The HMS office is open Monday through Friday from 7:30 a.m. to 4:30 p.m. Teachers are available from 8:25 a.m. through 4:10 p.m. Students should not be in the building before 7:30 a.m. or after 4:10 p.m. unless they are participating in an activity, receiving help from a teacher, using the media center, or serving detention.

ONLINE LEARNING OPPORTUNITiES

Please contact our Counseling Office at 284-7312.

PARENT/GUARDIAN INFORMATION

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

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

The mission of the Parent-Teacher Advisory Committee of HMS is to give parent(s)/guardian(s) the opportunity to be involved in their children's education. The committee seeks parental/guardian input on issues and concerns, plans ways to provide special parent(s)/guardian(s) meetings to address these issues and concerns, publicizes the meetings, and

provides program evaluations. The P.T.A.C. membership, consisting of parent(s)/guardian(s) and school personnel, meets each month. Any parent(s)/guardian(s) is welcome to attend our P.T.A.C. meetings, which are held the second or third Thursday. (See Year at a Glance for specific dates.)~~the second Thursday of each month, provided that there is school that day,~~ at 6:30 p.m. in the media center unless otherwise noted. PTAC collects a $25 donation to assist with student activities and fees that exist above and beyond the classroom experience.

PASSES

Students are required to have a pass from their teacher when they are outside of the classroom during class time. Passes are needed for going to the restroom, library, locker, etc. Teachers may use emergency passes when the need arises. Students who need to meet with a teacher, counselor, or principal must get a pass from their teacher *before* they will be excused from class.

PATRIOTIC EXERCISES

Each school day will begin with the Pledge of Allegiance. Any student who, for reasons of conscience does not wish to salute the flag or recite the Pledge of Allegiance will be excused from the exercise.

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

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

~~PAYSCHOOLS~~ PAYFORIT

Moorhead Area Public Schools offers an online payment processing system, ~~PaySchools~~ PayForIt, to let parents make school-related payments online via e-check or credit card at their convenience, 24 hours a day, seven days a week. Parents 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 will immediately receive e-mail receipts confirming their purchases, however, it may take up to 24 hours for payments to post to an account.

Items that may be purchased online include lunch, breakfast and milk payments, middle school activity participation fees and high school season athletic tickets.

~~PaySchools~~ PayForIt uses "Secure Sockets Layer" (SSL) to encrypt and protect transaction information. Neither PaySchools nor Moorhead Area Public Schools store personal bank or credit card information to ensure privacy and security for users.

Access ~~PaySchools at www.moorhead.k12.mn.us~~ PayForIt at www.moorheadschools.org.

PHYSICAL EDUCATION

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

Students are able to make up physical education classes in two ways. One is by attending the weight room in our building for 30 minutes for each class period missed. The second way is through participation in an organized school or community activity that involves physical activity over a period of time, is regularly scheduled, is supervised by a coach or program director, and is open to any student; 30 minutes of an activity must be documented for each class period missed. Verification of make-up time is the responsibility of the student. Long-term absences will be handled on an individual basis (vacations, illnesses, injuries, etc.)

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

parent's/guardian's recommendations regarding class participation for medical concerns.

POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORT

PBIS is a school-wide program that is data driven and focuses on the school environment. Data is collected and monitored on an on-going basis to identify areas of need. These areas can be both academic or behavioral in nature. Interventions and strategies are put in place to help alleviate problematic areas so the focus can remain on student achievement and student success.

POSITIVE INCENTIVE PROGRAM

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

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

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

POWER SCHOOL

PowerSchool allows parents and guardians to access their child's grades, attendance, and lunch account transactions and balance through their telephones or home computers. To access PowerSchool, parents and guardians need an authorization code, which is available in the school counseling office; you will be asked to show a picture ID before codes are given.

PROGRESS REPORTS

Progress reports are given to advise parent(s)/guardian(s) of student academic progress. The reports are posted on PowerSchool throughout the school year and communicate praise or concern. All D and F progress reports will be mailed home midway through each quarter. If parent(s)/ guardian(s) receive a progress report and have questions, they are encouraged to contact teachers.

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

PUBLIC DISPLAY OF AFFECTION (PDA)

The staff and administration of Horizon Middle School feel that PDA in school is inappropriate. This behavior may result in parent contact and/or discipline at the discretion of administration.

PUBLIC INFORMATION/DATA PRIVACY POLICY

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

- Name and grade level
- Date and Place of Birth
- Participation in Activities
- Height and Weight of Team Members
- Dates of Attendance
- Degree and Awards
- Most Recent Previous School
- Photos in the normal course of school activities, including data recorded by cameras on school property, including school buses

In compliance with state law, anyone who requests data must first meet with a school administrator to discuss the use of the information and will incur any costs associated with obtaining the information. A public notice outlining this policy will be distributed by each building principal. For additional information, please refer to School Board Policies 303 and 504 on the district website or in the school office.

REGISTRATION AND REQUIRED CLASSES

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

RENTAL OF MUSICAL INSTRUMENTS

The Moorhead School Board authorizes a rental fee of $75 per instrument each semester for each child playing a school-owned instrument. Students are also expected to sign an agreement listing their obligations for the maintenance of the instrument or repair of any damage beyond what may be expected from normal use.

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

1. If a family cannot afford to pay the fee as determined by the building principal by using the 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 about rental and for the rental agreement, please refer to School Board Policy 831 and 831.1 on the school district website or in the school office.

REPORT CARDS

Report cards will be available following the conclusion of each quarter. In an effort to be more timely, fiscally responsible and environmentally conscious, all report cards will be posted on PowerSchool under "Student Documents."

RESPONSE TO INTERVENTION TEAM (RtI)

Horizon staff meet often as a support team/problem-solving team who respond to students when they are not succeeding academically or behaviorally. RtI involves ongoing evaluations of the degree that students (a) master academic material in response to effective instruction and (b) demonstrate appropriate, prosocial behavior in response to effective classroom management. When students are not progressing or "responding," academically or behaviorally, to effective instructional conditions, RtI includes a functional assessment/problem-solving process to determine the reason(s) for the lack of success, and the implementation of strategic and intensive interventions to help those students progress and be successful.

SCHEDULE CHANGES

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

SCHOOL DISTRICT CRISIS MANAGEMENT POLICY

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

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

SCHOOL DISTRICT INFORMATION NETWORK USE POLICY

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

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

SEVENTH HOUR

The school day will end with a 15-minute organizational period. During this time, students will hear school announcements. Activities which promote study skills, citizenship, scholastic achievement, leadership, and awareness of current news events are planned for this time.

STORM AND EMERGENCY SCHOOL CLOSURE

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

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

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

STUDENT TRANSPORTATION SAFETY POLICY

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

SUMMER SCHOOL

Students who are not making expected academic progress may be referred to HMS or the Red River Area Learning Center to make up coursework that they have failed during the regular school year or to improve academic skills.

SAFETY AND SECURITY TECHNOLOGY

Safety and security technology has been installed in public areas of the building and on the grounds. For additional information, please refer to School Board Policy 712 on the district website or in the school office.

SUSPENSIONS

IN-SCHOOL SUSPENSION (ISS)

Students may be placed in in-school suspension for disciplinary reasons or for a cooling-off period. Students who are placed in ISS must report to the ISS room on time, have books and other study materials with them, and take direction from the ISS supervisor. Students will receive assignments and take tests in the ISS room. Should a student choose not to follow the rules or refuse to accept direction from the supervisor, the student will be removed from school. A student assistance team will review instances of recurrent in-school suspensions to determine causes of behavior that result in ISS assignments.

OUT-OF-SCHOOL SUSPENSION (OSS)

Students will be placed in out-of-school suspension in compliance with the district discipline policy and this

handbook. When students are assigned out-of-school suspension, they are not to be in HMS, on the HMS school grounds, or in the buildings or on the grounds of any other school in the district during the time of the suspension.

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

TARDIES

Students who arrive at school after 9:05 a.m. must report to the office before proceeding to their class. If a parent(s)/ guardian(s) has called to report an excused tardy (for illness, appointments, or emergencies) or comes into the office with the child to report such a reason, the student will be given a pass and will proceed to class. If the nature of the tardy is unexcused (for skipping, missing the bus, oversleeping, etc.), the student will be assigned one period of detention beginning on the fourth such offense and on each subsequent offense. If a student reports to the office more than one period late, and the absence is unexcused, one period of detention for each period missed will be assigned.

TELEPHONE

There is a telephone students may use when necessary in the main office. Students must dial "9" to access an outside line.

TEXTBOOKS

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

THEFT

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

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

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

TOBACCO-FREE ENVIRONMENT

Smoking and the use of tobacco products shall be prohibited on all school district property, including district-owned and contracted vehicles.

Usage of any tobacco product by any person at any time while on district property shall be considered a violation of the Tobacco-Free Environment Policy. Possession 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).

The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or other person who is found to have violated this policy.

Signs will be placed at the entrance to each school district building stating that it is a tobacco-free environment. The success of this tobacco-free environment policy will depend on the thoughtfulness, consideration and cooperation of students, staff and citizens. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Although any individual may report observed violations, school district employees shall be expected to report all observed violations in accordance with the procedures listed below.

The Moorhead Public Schools will be proactive in tobacco-free help programs. A list of several resources will be made available for the convenience and preference of the employee.

Student help programs will be provided for students as outlined in Moorhead School Board Policy 553 Crisis Intervention and Student Support.

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

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

For further information, please refer to School Board

Policy 573 on the district website or in the school office.

TRANSFERS

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

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

TRUANCY

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

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

USE OF PESTICIDES

Weeds will be sprayed the first two weeks of June and the last two weeks of August. Buildings will be checked on a quarterly basis by a licensed exterminator. We will monitor and control pests by the use of glue traps and mechanical devices. Should the use of a pesticide become necessary, we will notify those parent(s)/guardian(s) who request. If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule (excluding emergency applications), please complete the "Request for Pesticide Notification" form, which you can get in our school office, and return it to the principal's office.

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

VANDALISM

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

VISITORS

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

Please note that during the school day, only the east doors will allow entrance to the building.

Students wishing to bring a guest to school must obtain approval from an administrator at least one day in advance of the visit; the visit is limited to no more than one-half day. Students in the Fargo, West Fargo, and DGF area are excluded from visiting. Visiting students must be in grades six through eight. Visiting students may not go on field trips. Visiting students will not be allowed during the last five days of the school year.

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

WELLNESS POLICY

Moorhead Area Public Schools will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte (snack) lines, vending machines, fundraising events, concession stands, and student stores. School staff will not use food or beverage choices that do not meet nutritional standards as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education program or behavior intervention plan) and will not withhold food or beverages as punishment (see Administrative Procedure 536.1.) Moorhead Area Pubic Schools encourages parent(s)/ guardian(s) to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value. Parents and guardians have a primary and active role in promoting and protecting their child's health and well-being. Parents/guardians are encouraged to participate with their children in physical activities beyond the school day.

SCHOOL ACTIVITIES

PURPOSE OF THE ACTIVITIES PROGRAM

The goals of HMS's activities program are to allow students to explore their interests and abilities, to improve their skills, and to learn the importance of teamwork and sportsmanship. In order to achieve these goals for students, the HMS staff is committed to providing a well-balanced activities program that is available to all students. It is our hope that students participate in as many activities as they have the interest, time, and energy to pursue. All students who participate in activities are reminded that to participate, they must be making progress in their academic coursework. Another expectation for student participants is

that their conduct be becoming to them and to Horizon Middle School. If a student's behavior is inappropriate, the student will be notified by a coach, by an advisor, or by the activities director that he/she is excluded from practice or competition for a specified period of time, for the season, or for the year.

Particular behaviors that could result in exclusion from activities include but are not limited to: theft, inappropriate language, unsportsmanlike conduct, insubordination (which means not accepting direction from school personnel such as coaches, hall supervisors, bus drivers, practicum students, etc.), misuse of equipment, reckless behavior, and/or not adhering to rules as presented by school personnel or in written communication. Students who are academically ineligible will NOT be allowed out of school for an early dismissal to attend activities, or be allowed to travel with a team or group. Students will be allowed, and are encouraged, to attend all practices during the time of ineligibility. Once eligible, the students can resume traveling with the team.

ATTENDANCE

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.

ELIGIBILITY

It is the philosophy at Horizon Middle School that academics must come before extra-curricular activities. In order for a student to participate in an activity, that student must be passing four classes. If the student is failing two or more classes, that student will not be allowed to participate until his or her grades have increased. The ineligibility period will run for one week from Monday to Sunday. If a student is ineligible for multiple weeks, removal from the activity may be a consequence. Students who are ineligible must attend the homework club or meet with their teacher after school Mondays and Wednesdays. The student may participate in practice on Tuesday, Thursday and Friday but may not participate in any competitions.

FEES

A $65 activity fee is charged for each middle school activity listed as a Tier 1 activity, and a $25 fee for Tier 2 activities. There is a $150 maximum total student activity fee for each participant during a school year. Activity fees for families will be capped at $750. Activity fees for families that qualify for free or reduced-price lunches will be capped at $375. In case of financial difficulty, the parent (s)/guardian(s) should contact the activity director at 284-7331 to determine that the fee can be waived. Fees are not refunded after the third week. For some activities, students are asked to purchase their own uniforms. For more information regarding activity fees, please refer to School Board Policy 542.

INJURIES

Students must report all injuries immediately to their coach/adviser. If the student receives medical attention, the student must provide the trainer with a physician's signed verification that the student is able to participate in athletics. The verification forms are available from the trainer or your physician. Students who do not provide such verification are not allowed to participate until the form is received.

INSURANCE

The school does not assume liability for any injuries that occur while students are participating in activities. It is recommended that parent(s)/guardian(s) secure adequate coverage for their children. Each fall, the school distributes information about a private carrier that insures school children; participation is optional.

LIABILITY

The school does not assume liability for any injuries that occur while students are participating in activities. In order to take part in any school activity, students and parent(s)/guardian(s) are required to sign acknowledgment of risk and/or eligibility statements. By signing these documents, parent(s)/guardian(s) and students assume liability for any injury, or even death, that may occur as a result of student participation in activities.

ATHLETIC ACTIVITIES

Athletic activities at HMS are scheduled into four blocks. First block activities are football, girls' volleyball, cross country running, girls' swimming, and girls' diving. Second block activities are girls' basketball, boys' wrestling, boys' swimming, and boys' diving. Boys' basketball and gymnastics occupy the third block. In the fourth block, golf, tennis, and track are offered.

INTRAMURAL ACTIVITIES

Sixth grade intramural activities will be scheduled if student interest is demonstrated and if adult supervision can be secured.

IMPORTANT NOTICE!

All students participating in extracurricular athletics must have a physical examination performed by a licensed medical professional on record before

beginning practice. Physical examinations need to be done every three years.

All students are required to complete the registration on InfoSnap or fill out paper forms to register for a sport. All information must be submitted before a student is issued equipment and may participate.

HMS belongs to the FM Middle School League. Member schools are Cheney Middle School, Carl Ben Eielson Middle School, Ben Franklin Middle School, Discovery Middle School, Sullivan Middle School, and Dilworth/ Glyndon/Felton. Although most contests are held in the metro area, occasionally teams may be required to travel a greater distance. Most transportation to other schools or sites for practices is provided by the school.

Transportation to and from games is provided by our school district. Students are expected to ride player buses to and from contests. If a student's parent(s)/guardian(s) attend a contest and wish to take their child home, they must personally inform their child's coach. No notes are accepted. Players are allowed to ride home with their own parent(s)/guardian(s) only; coaches will not authorize students to ride home with friends or other relatives. For additional information regarding transportation, please refer to School Board Policy 543.

The philosophy of HMS athletics emphasizes participation. All students who attend regularly and whose behavior is appropriate will play in athletic competitions. We do not, however, guarantee equal playing time to all individuals. At the beginning of each season, organizational meetings are held. All meetings are announced on the daily announcements.

Practices for fall sports begin before the start of school. With this exception, HMS teams do not compete in the summer or during any school vacations.

The schedules for sports practices will vary. Practices for some sports are held at the Moorhead Sports Center, Moorhead High School, local parks, and local golf courses; these practices are scheduled when facilities are free and are announced at the beginning of each season.

No after school activities will occur on the last school day before vacations.

Games are normally held on weekday afternoons; there will be occasional evening, Saturday, and school day contests. At the beginning of the season, each participating student receives a game schedule along with coaches' names and phone numbers. If students are unable to attend practice or competition, they must validate the absence with their coach.

Students must advise their coaches of any illnesses or previous injuries that may impact participation.

Sanford Health provides a certified athletic trainer to our school. The athletic trainer is usually available Monday through Friday from 3:50 p.m. until all home activities are concluded. The trainer assists with conditioning and manages emergencies. Students and parent(s)/guardian(s) are invited to consult with our trainer about conditioning, exercise, diet, and sports injuries.

When students must miss school because of activity participation, they must have work made up before they leave. Students must be in school for at least one-half day on the day of a practice or activity in order to participate. When activities are terminated due to poor weather, students are expected to be in attendance for the remainder of the school day.

All teams have coaches; coaches may be assisted by practicum students and other volunteers.

BOYS' BASKETBALL – THIRD BLOCK
There are four seventh and four eighth grade boys' basketball teams. Each team will practice as one unit. During competitions, however, each team is divided into two sub-teams. Based on readiness, cooperation, talent, and attendance, players are assigned to sub-teams by their coaches. On contest days, one sub-team will play the F-M League schedule; the other sub-team will play games with other Moorhead teams and/or other schools. All students will play in a League game at least once during the season. Movement between the sub-teams will be determined by coaches; consideration will be given to attendance, skill level, and improvement. Practices are held in the middle school gyms and may be before or after school. After the initial practice time, games are scheduled one or two times per week. It has been the custom to have a tournament at the high school near the end of the season. **Tier 1**

BOYS' SWIMMING AND DIVING – SECOND BLOCK
HMS students practice and compete with high school athletes. Practices are at the high school pool daily from 3:30 p.m. to 5:30 p.m. Competition suits are provided. Swimming and diving will begin in late November. **High School Fee $150**

CROSS COUNTRY RUNNING – FIRST BLOCK
There is one HMS cross country team. Practices are held after school and last approximately one hour. Middle school students run 1.6 miles in meets, which are held

throughout the season. Uniforms are provided by the school. **Tier 1**

FOOTBALL – FIRST BLOCK
There are two seventh and two eighth grade football teams. Practices are held daily at the middle school field. All teams practice for approximately one and one half hours. After the initial practice period, games are held once a week. If students do not receive adequate game time during F-M League contests, coaches may schedule inter-squad or intra-squad games in lieu of practices.

Students purchase their own jerseys at approximately $18. Students are placed on either a gray or black team in their seventh grade year; they will remain on that team in eighth grade, so that they may use the same jersey. If a student has an older sibling or friend who already has a jersey, and the student wishes to use that uniform as well, the student should let a coach know, so the student can be placed on the matching team. Protective and safety equipment and game pants are school issue; students will be charged only if they have damaged equipment beyond usual wear and tear. Students must purchase and wear mouth guards. **Tier 1**

GIRLS' BASKETBALL – SECOND BLOCK
There are three seventh and three eighth grade girls' basketball teams. Each team will practice as one unit. During competitions, however, each team is divided into two sub-teams. Based on readiness, cooperation, talent, and attendance, players are assigned to sub-teams by their coaches. On contest days, one sub-team will play the F-M League schedule; the other sub-team will play games with other Moorhead teams and/or other schools. All students will play in a League game at least once during the season. Movement between the sub-teams will be determined by coaches. Games are scheduled once or twice per week. **Tier 1**

GIRLS' SWIMMING AND DIVING – FIRST BLOCK
HMS students practice and compete with high school athletes. Practices are at the high school pool daily from 3:30 p.m. to 5:30 p.m. **High School Fee $150**

GOLF – FOURTH BLOCK
Boys' and girls' golf competitors practice together but compete separately. Indoor practices may be held at the Moorhead Sports Center before or after school, and outdoor practices are after school at local golf courses. Transportation is provided to and from the middle school for both practices and meets. Students must have their own set of golf clubs to participate. No uniforms are required. Golf meets are held during the school day. Most meets are held in town; competitions in places such as Detroit Lakes are scheduled also. Meets are scheduled according to weather conditions. **Tier 1**

GYMNASTICS – THIRD BLOCK
HMS students practice and compete with high school athletes. **High School Fee $150**

HIGH SCHOOL TEAMS
Occasionally, middle school students may, because of interest or ability, be invited to participate on high school athletic teams. The petitioning procedure in such cases is that the high school coach write a letter and confer with the high school activities director. If both are in agreement that high school competition is in the best interest of the student, the high school activities director then approaches the HMS activities director and principal. If everyone is still in agreement that the move would be a positive one, the coach will approach the student's parent(s)/guardian(s). If the parent(s)/guardian(s) confirms the school's decision, the student is then approached with the matter. The letter or petition is signed; then the HMS student becomes a member of the high school team. Students and/or parent(s)/guardian(s) may express an interest in the process to a coach. For information about lettering, please refer to School Board Policy 545.

TENNIS – FOURTH BLOCK
Girls' tennis and boys' tennis are offered to seventh and eighth graders. Indoor practices may occur at HMS before and after school. Outdoor practices are held at MSUM, Concordia College and Moorhead High School after school and evenings. Transportation to and from the parks is provided; students and their parent(s)/guardian(s) are responsible for transportation for practices at the senior high. Students provide their rackets; the school supplies tennis balls. No uniforms are required. **Tier 1**

Girls' tennis participants are divided into beginning and intermediate groups. Each group is likely to be a mixed group, containing both seventh and eighth graders. Students practice through the season for tournaments, which are held in the parks during a school day in May. Ribbons are awarded to tournament winners. **Tier 1**

TRACK AND FIELD – FOURTH BLOCK
Girls' and boys' track and field practices and meets are held on the same days and times. Practices are held on the HMS track, weather permitting. Indoor practices may be called before and after school in the middle school gym. During competitions, athletes will compete against others of the same grade and gender.

After an initial practice period, an indoor evening meet is held at the Bison Sports Arena on the NDSU campus.

Outdoor meets are held after school, with the exception of an all-city, all-day meet at NDSU that concludes the season. Ribbons are awarded to event winners of the all-city outdoor meet. **Tier 1**

VOLLEYBALL – FIRST BLOCK
Practices are held at HMS after school. After the initial practice period, games are scheduled once or twice a week.

There are actually two teams within each volleyball team. Participants are ability-grouped; attendance and progress may cause students to move from one team to the other. **Tier 1**

WEIGHT ROOM
Our weight room is open during first and fourth blocks on Mondays and Thursdays from 4:00-5:30 p.m. During second and third blocks, the weight room is open Monday through Thursday from 4:00-5:30 p.m. A weight room supervisor is on duty to assist with safety concerns and individual programs. **No Fee**

WRESTLING – SECOND BLOCK
HMS has one wrestling team, which is composed of seventh and eighth graders. Wrestling practices are held at HMS. After the practice period, meets are scheduled. Wrestling uniforms are provided by the school. Students must purchase and wear mouth guards. **Tier 1**

ACADEMIC AND OTHER ACTIVITIES

DESTINATION IMAGINATION
Destination ImagiNation is a program that promotes problem solving, creativity and teamwork. Teams of five to seven students solve two types of Challenges within the program year. The Central Team Challenge involves structural, technical or theatrical oriented skills and takes several months to solve. Instant Challenges stimulate the team's ability to think quickly and creatively with only minutes to prepare solutions. All Moorhead teams compete at the regional competition in Moorhead. The top team in each problem, at each level, advances to the state competition in Minneapolis in April. State winners compete at the Global Finals in May. Each team requires an adult team manager.
Tier 2

GEOGRAPHY BEE
The National Geographic Society's National Geography Bee is held each year beginning in December and involves over 5 million students nationwide. The bee consists of three levels of competition: school, state, and national. All students at HMS compete in the preliminary round which is conducted in all social studies classes. From this competition, a school champion is determined. The school level winner then must complete a written examination to qualify for the state competition with only the top 100 scorers moving on to the bee in St. Paul. The winner of the state competition advances to the national competition, which is held at the headquarters of the National Geographic Society in Washington, D.C. The winner there receives a $25,000 scholarship. There is no charge to participate. **No Fee**

HONOR CHOIR
A selected group of students will be invited to become Honors Choir members; singing and dancing skills are the primary determiners for selection. The group will practice before and/or after school and will perform at school and community events. Students may be asked to provide concert attire. **Tier 2**

HONOR BAND
Honor Band is open to all band students at the middle, school. Auditions are held in the fall and rehearsals take place after school in the band room. See Mrs. Pesola for more information. **Tier 2**

JAZZ BAND
Jazz Band is open to students in seventh and eighth grade. Auditions are held in the fall and rehearsals take place after school. **Tier 2**

SCHOOL NEWSPAPER
Students plan, write, edit, lay out, print, and fold our school newspaper. The newspaper is produced periodically throughout the school year. **No Fee**

KNOWLEDGE BOWL
The Knowledge Bowl Team practices twice a week after school and participates in three regional meets each fall. During the meets, teams of students compete in both written and oral rounds by answering questions related to all areas of learning. Questions test students' recall, problem solving, and critical thinking skills. The middle school Knowledge Bowl season ends after Thanksgiving. **Tier 2**

KNOWLEDGE MASTER
There are two Knowledge Master Open competitions each year, one in December and one in April. Each competition consists of 200 challenging questions that require higher-level thinking skills and cover 14 curriculum areas. The contests run on school computers to allow all schools the opportunity to compete in a large academic event without the expense of traveling to a central site. Scores are based on a combination of speed and accuracy. The HMS Team

competes with more than 900 teams nationwide in this competition. **No Fee**

LEGO LEAGUE

Lego League is open any student interested in learning how to program Lego NXT robots and participating in a team challenge in January. The team is called "TEAM SPUDNIK." Yearly Challenges are based on real-world scientific topics like nanotechnology, energy, transportation and accessibility. Teams can choose to participate in official tournaments or local competitions. The team plans on having one local competition this year and its annual competition in Grand Forks. Typically the team meets in the mornings, lunch periods and one afternoon per week. **Tier 2**

MATHCOUNTS

Mathcounts is a national competition sponsored by the Society of Engineers. Math teachers receive a sample problem kit, which is used in algebra and pre-algebra classes. After these warm-ups, students are tested. These test scores, plus grades, are used to choose the top four students plus two alternates; these students are named to the Mathcounts team. This team moves on to chapter competition at Minnesota State University Moorhead. The top two chapter teams compete at state level, and the four individuals who earn top scores there move on to national competition. National winners receive scholarships. **Tier 2**

PLAY

Each winter, the middle school, with support from community education, produces a play or review. All students are invited to try out for the production, and volunteers are needed to assist with props, makeup, programs, and other tasks. Most practices are held here at HMS; the play will be presented at the high school, and several practices near the production date will also be held at Moorhead High. **Tier 2**

SCIENCE OLYMPIAD

HMS students who enjoy science have the opportunity to join the Science Olympiad Team. The team meets after school two or three times each week to work on the fifteen activities that have been chosen for the year. These activities may include building a car, plane or bridge, identifying fossils, performing experiments, or developing competencies in other areas. The team competes in the Regional Tournament at Minnesota State University Moorhead in February and the State Tournament at the University of St. Thomas in St. Paul in March. The top Minnesota team advances to the national competition. **Tier 2**

SPELLING BEE

In January, all HMS English students take a spelling test. The top twenty sixth, seventh, and eighth grade spellers then compete in a spelling bee at HMS. The top six spellers from each grade advance to district competition. The top three spellers at the district level then participate in the regional competition; winners there advance to state and national contests. HMS students have competed at the state level. **No Fee**

STUDENT COUNCIL

Each fall, sixth, seventh, and eighth grade students are selected as Student Council representatives. Student Council members meet throughout the school year; they are involved in decisions that impact students here at HMS and also are active in fundraising to benefit the school and the community. In the past, Student Council has conducted daffodil sales to benefit the Cancer Society, organized a dance and donated its proceeds to the F-M Food Pantry, and purchased weight room equipment for our building. **No Fee**

TRI-COLLEGE MATH

The Tri-College Math contest is held each year on a rotating basis at North Dakota State University, Minnesota State University Moorhead, and Concordia College. Each school may enter four teams. A team consists of eight members, not more than four of whom are in the ninth grade and at least one of whom is in the seventh grade. Students are chosen by teachers based on classroom achievement, Mathcounts testing, and the student's previous Tri-College Math Contest scores. Team members participate in the individual and in the team competitions. **No Fee**

PUBLIC NOTICE

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

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

a. That parent/guardian or eligible student has a right to inspect and review the student's education records. A parent/guardian or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent/guardian or eligible student will be notified of the time and place where the records may be inspected.
b.That the parent/guardian or eligible student has a right to request the amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. A parent/guardian or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. Such a request must be in writing, shall identify the item the parent/guardian or eligible student believes to be inaccurate, misleading or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the parent/guardian

or eligible student wishes the school district to make. The request shall be signed and dated by the parent/guardian or eligible student. If the school district decides not to amend the record as requested by the parent/guardian or eligible student, the school district will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

c. That the parent/guardian or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent.

d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the School Board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer or data practices compliance official); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student and student health and welfare and the ability to respond to a request for educational data;

e. That the school district forwards education records on a request to a school in which a student seeks or intends to enroll, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to section 4155 of the federal No Child Left Behind Act and data regarding a student's history of violent behavior, and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;

f. That the parent/guardian or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C 1232g (FERPA), and the rules promulgated thereunder. Said complaint should be directed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605.

g. That the parent/guardian or eligible student has a right to obtain a copy of the school district's policy regarding the protection and privacy of student records.

h. That copies of the school district's policy regarding the protection and privacy of school records are located in the Superintendent's office or the district's Web site (www.moorhead.k12.mn.us).

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

a. It classifies records as public, private or confidential.

b. It establishes procedures and regulations to permit parents/guardians or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.

c. It establishes procedures and regulations to allow parents/guardians or students to request the amendment of student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.

d. It establishes procedures and regulations for access to and disclosure of education records.

e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent/guardian or student when required prior to disclosure.

3. Copies of the School Board policy and accompanying procedures and regulations are available to parents/guardians and students upon request to the Superintendent.

4. Pursuant to applicable law, Independent School District No.152 gives notice to parents/guardians of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."

"Directory information" includes the following information relating to a student: the student's name; grade level; date of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent educational agency or institution attended by the student; and photos in the normal course of school activities and other similar information to include data recorded by cameras on school property, including school buses. "Directory information" does not include identifying information on a student's religion, race, color, social position or nationality.

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

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

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

(1) Name of student and parent/guardian, as appropriate;

(2) Home address;

(3) School presently attended by student;

(4) Parent's/guardian's legal relationship to student, if applicable;

(5) Specific category or categories of directory information which is not to be made public without the parent's/guardian's or eligible student's prior written consent.

5. Pursuant to applicable law, Independent School District No. 152 hereby gives notice to parents/guardians of secondary students and eligible students of their rights regarding release of information to military recruiting officers. The school district must release, without parent/guardian or student consent, the names, addresses, and home telephone

numbers of secondary students to military recruiting officers within 60 days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

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

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

(1) NAME OF STUDENT AND PARENT/GUARDIAN, AS APPROPRIATE;

(2) HOME ADDRESS;

(3) STUDENT'S GRADE LEVEL;

(4) SCHOOL PRESENTLY ATTENDED BY STUDENT;

(5) PARENT'S/GUARDIAN'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;

(6) SPECIFIC CATEGORY OR CATEGORIES OF INFORMATION WHICH IS NOT TO BE RELEASED TO MILITARY RECRUITERS.

(7) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH ARE NOT TO BE RELEASED TO THE PUBLIC, INCLUDING MILITARY RECRUITERS.

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

INDEPENDENT SCHOOL DISTRICT NO. 152
MOORHEAD, MINNESOTA
JULY 2013

Year at a Glance

August ~~2012~~ 2013

~~13~~12 Season begins for Girls' Swimming and Diving, (MHS)
15 Registration for students new to the district, ~~7 a.m. 2 p.m.~~, 8 a.m. - 7 p.m. Counseling Office
~~20~~ 19 Season begins for Cross Country, Football, and Volleyball
~~21~~ 20 Orientation: Grades 6, 7 & 8 Stop in between 7 a.m.-3 p.m. Pick up schedules and other back-to-school materials. Have photo taken.
26 Back-To-School Night, Grade 7, 6-7:30 p.m. House meeting, Classroom visit, Principals presentation.
27 Back-To-School Night, Grade 6, 5:30-7 p.m. House meeting, Classroom visit, Principals presentation.
~~28~~ 29 Back-To-School Night, Grade 8, 6-7:30 p.m. House meeting, Classroom visit, Principals presentation.

September ~~2012~~ 2013

~~4~~ 3 First day of school
~~6 Back-To-School Night, Grade 7, 6:00 - 7:30 p.m. Grade 8, 7:00 - 8:30 p.m. House meeting, Classroom visit, and Principals presentation.~~
~~13~~ 12 Orchestra Registration for Grade 5, 6-8 p.m., Horizon Cafetorium
~~13~~ 19 PTAC meeting, 6:30 p.m., Media Center
~~21 Band and Orchestra in Homecoming Parade~~

October ~~2012~~ 2013

~~8,~~ 9, 10 Vision and hearing screening
~~11~~ 10 PTAC meeting, 6:30 p.m., Media Center
~~15, 16~~ 14, 15 Conferences, 5-8:30 p.m.
~~17~~ 16 Conferences, 8-11:30 a.m., 12:30-4:15 p.m.
~~17 19~~ 16, 17, 18 No school
~~22~~ 21 Season begins for Girls' Basketball
~~22, 23~~ 30, 31 Vision and hearing rescreening

~~29~~ 24 ~~All City Band Concert at MHS, 7:30 p.m.~~ Grade 7 and 8 Orchestra Concert at Horizon, 7:30 p.m
~~30~~ 29 Grade 5 & 6 Orchestra Concert at NDSU, 7:30 p.m.

November ~~2012~~ 2013

~~1 Grade 7 and 8 Orchestra Concert at Horizon, 7:30 p.m.~~
~~5~~ 4 Season begins for Wrestling
6 End of 1st Quarter
~~8~~ 14 PTAC meeting, 6:30 p.m., Media Center
11 No school
11 Season begins for Gymnastics (MHS)
~~19~~ 21 Grade 7 Band Concert, 6:30 p.m., cafetorium
~~19~~ 21 Grade 8 Band Concert, 7:30 p.m., cafetorium
~~26~~ 25 Season begins for Boys' Swimming and Diving (MHS)
~~21 23~~ 27-29 No school

December ~~2012~~ 2013

~~4~~ 3 Grade 6 Choir Concert, 6:30 p.m., cafetorium
~~4~~ 5 Grade 7 Choir Concert, ~~8:00~~ 6:30 p.m., cafetorium
~~6~~ 5 Grade 8 Choir Concert, ~~7:30~~ 8:00 p.m., cafetorium
~~11~~ 10 Grade 6 Band Concert, 7:00 p.m., cafetorium
~~13~~ 12 PTAC meeting, 6:30 p.m., Media Center
~~20~~ 19 Grade 6 Holiday Concert, 6 p.m., cafetorium
~~20~~ 19 Grade 7 & 8 Orchestra Concert, ~~7:30~~ 7 p.m., cafetorium
~~22~~ 23 Winter break begins

January ~~2013~~ 2014

2 Classes resume
2 Season begins for Boys' Basketball
~~10~~ 16 PTAC meeting, 6:30 p.m., Media Center
~~21~~20 No school

February ~~2013~~ 2014

4 6 Grade 7 Band, Honor Band and Jazz Band Concert, ~~7:30~~ 7:00 p.m., cafetorium
~~4,5,7~~ Registration at Moorhead High for 8th graders, 6 p.m.,
3,6,13 New Commons
11 Grade 8 Band, Choir, and Orchestra Valentine's Concert, 7:30 p.m., cafetorium
~~14~~ 20 PTAC meeting, 6:30 p.m., Media Center
~~18~~ 17 No school
~~28~~ 27-28 Horizon Play, 7 p.m. MHS

March ~~2013~~ 2014

1,~~2~~ Horizon Play, 7 p.m. MHS
~~3~~ 2 Horizon Play, 2 p.m. MHS
~~4~~ 3 Conferences, 5-8:30 p.m.
~~5~~ 4 Conferences, 5-8:30 p.m.
~~6 Conferences, 8-11:30 a.m.~~
~~6-8~~ 5-7No school
~~21~~ 14 Grade 5 & 7 Orchestra Concert, 6 p.m.
~~21~~ 14 Grade 6 & 8 Orchestra Concert, 8 p.m.
17 Grade 8 Band Concert, 7:30 p.m., MHS
18 Grade 6 Choir Concert, 6:30 p.m., cafetorium
18 Grade 7 Choir Concert, 8:00 p.m., cafetorium
~~14~~ 20 PTAC meeting, 6:30 p.m., Media Center
~~25~~ 24 Season begins for Track and Field, Boy's Tennis, Girls' Tennis, Boys' Golf, and Girls' Golf
~~26~~ 24 Grade 5 Band Instrument Fitting and Selection, ~~5:30-8:30~~ 5-8 p.m.
~~28~~ 25 Grade 5 Band Instrument Fitting and Selection, ~~5:30-8:30~~ 5-8 p.m.
~~29~~ 31 No school

April ~~2013~~ 2014

~~1 No school~~
~~11~~ 10 PTAC meeting, 6:30 p.m., Media Center
~~11~~ 10 Grade 5 Band Instrument Display Night, 6-8 p.m.
18 No School
21 No School
~~23 Grade 6 Choir Concert, 6:30 p.m., cafetorium~~
~~23 Grade 7 Choir Concert, 8:00 p.m., cafetorium~~
~~25 Grade 8 Choir Concert, 7:00 p.m., cafetorium~~

May ~~2013~~ 2014

6 Grade 8 Choir Concert, 6:30 p.m.
9 8 PTAC meeting, 6:30 p.m., Media Center
~~13~~ 12 All City Orchestra Concert at MHS, 7:30 p.m.
~~20~~ 15 Grades 7 and 8 Band Concert, 7:00 p.m., cafetorium
20 Grade 6 Choir Concert, 6:30 p.m., cafetorium
20 Grade 7 Choir Concert, 8:00 p.m., cafetorium
~~16~~ 22 Grade 6 Band, Honor Band and Jazz Band Concert, 7 p.m.
~~27~~ 26 No school
~~28 Grade 6 Orchestra Concert, MHS Gym, 6:00 p.m~~
~~28 Grade 7 & 8 Orchestra Concert, MHS Gym, 7:30 p.m.~~
~~30 Last day of school~~

June 2014

3 Grade 6 Orchestra Concert, MHS Gym, TBA
3 Grade 7 & 8 Orchestra Concert, MHS Gym, TBA
4 Last day of school

Possible Emergency Make-Up Days

~~May 31, June 3, 4, 5, 6, 7 and beyond~~
June 5, 6, 9, and beyond

This calendar contains one built-in makeup day. If it is unused the end date of the school year will be adjusted accordingly.

Superintendent of Schools

Moorhead Area Public Schools

Memo S.14.009R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent

DATE: July 31, 2013

SUBJECT: Televised School Board Meetings

At the July 15, 2013 work session, information was provided to the board regarding televising School Board meetings. Data collected from the citizen engagement process focused on enhancing communication with the public, and this would be another means of providing information to the public regarding the Moorhead Area Public Schools.

A comparison was made between the proposal from Moorhead Community Access Media (MCAM) and district-provided service and is attached for reference. The cost from MCAM would be $13,560 and the district- provided service would be $53,500. The School Board meetings will be held in the board room.

In the discussion that followed, it was proposed that the district consider holding board meetings at either the city council chambers or the county commission room to use existing technology for televising meetings. At this time, we will explore the possibility with the city and the county during the next year.

Suggested Resolution: Move to authorize Moorhead Community Access Media (MCAM) to televise School Board meetings in the Probstfield Center for Education Board Room at an approximate cost of $13,560 and explore a shared location for board meetings with the city and county.

LAK:mde
Attachment

Televised Board meetings -- Cost Comparisons in PCE Board Room 224

	MCAM proposal	DIstrict provided service
Upfront equipment/room renovation costs:	$8,800 upgrades monitor and distribution equipment to high definition (16x9), provides computer image outport port at the back of board room and includes MCAM's one time setup fee of $1,000	$50,000 includes 6 PTZ mounted cameras, video switcher, sreaming server, CGI interface, production console (removalable), audio mixing board (removable), alterations to existing board room PA system and image projection display output port.
Production costs per 2 hr board meeting	$170 includes 90 minute pre meeting setup time and labor costs for 3 staff	$125 includes 30 minutes pre meeitng setup and labor for 2 production staff members ($50 per hour)
Estimated annual costs (28 meetings or 56 hours)	$4,760	$3,500
Estimate costs for first year	$13,560	$53,500

*** NOTE: Both cost proposals provide LIVE internet stream of board meetings as well as tape delayed broadcast capabilities.**

S-M9-B05
26 August 2013

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

August 26, 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

B. ASSISTANT SUPERINTENDENT MATTERS - Kazmierczak
(1) Approval of Increase to Adult Meal Prices - Page 4
(2) Approval of Lease Agreement with Clay County - Pages 5-23

C. HUMAN RESOURCES MATTERS - Dehmer
(1) Approval of Early Retirements - Page 24
(2) Approval of Family/Medical Leaves - Page 25
(3) Approval of Other Leave - Page 26
(4) Approval of Resignations - Pages 27-28
(5) Approval of Change in Contracts - 29-30
(6) Approval of New Employees - Pages 31-32

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

Moved by _____ Seconded by _____
Comments _____

3. **MOORHEAD HIGH SCHOOL HALL OF HONOR**: Kovash
Pages 33-35

4. **REFERENDUM REVENUE AND LOCATION EQUITY REVENUE**: Kazmierczak
Page 36

5. **ACT TEST RESULTS**: Kovash
Pages 37-39

6. **2013-14 EMPLOYEE HANDBOOK**: Dehmer
Page 40

Suggested Resolution: Move to approve the 2013-2014 Employee Handbook as presented.

Moved by _____ Seconded by _____
Comments _____

7. **SUPERINTENDENT REPORT**
Pages 41-51

8. **COMMITTEE REPORTS**

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

10. **ADJOURNMENT**

CALENDAR OF EVENTS

Event	Date	Time	Place
All Staff Breakfast and Assembly	August 29	7:30 a.m.	MHS
E-12 Classes Begin	September 3		
Joint Powers Committee	September 5	7 a.m.	Dilworth
Indian Education Parent Com	September 9	5:30-7 p.m.	PCE
MHS PTAC	September 9	6:30 p.m.	Conf Rm
School Board	September 9	7 p.m.	PCE
Staff Development Committee:	September 10		
Secondary		7-8 a.m.	MHS
Elementary		3:15-4:15 p.m.	PCE
Hopkins PTAC	September 10	6:30 p.m.	Media Center
Asp PTAC	September 10	6:30 p.m.	Media Center
Reinertsen PTAC	September 10	6:30 p.m.	Media Center
Instr and Curr Advisory Com	September 12	7 a.m.	PCE
Early Chldhd Family Educ Adv Com	September 12	6:30-8 p.m.	PCE
Safe and Healthy Learners Com	September 17	3 p.m.	PCE
Community Educ Advisory Council	September 17	7 p.m.	PCE
Citizen Finance Adv Committee	September 19	5:30 p.m.	PCE
Horizon PTAC	September 19	6:30 p.m.	Media Center
Homecoming Parade	September 20	2 p.m.	
Hall of Honor Induction Ceremony	September 21	5 p.m.	MSUM
School Board	September 23	7 p.m.	PCE
Activities Advisory Council	September 24	7 a.m.	MHS
District Technology Committee	September 24	3:45 p.m.	PCE
Superintendent's Advisory Council	September 26	7-8:30 p.m.	PCE
RRALC Family Night	September 30	5:30-7:30 p.m.	RRALC

Assistant Superintendent

Moorhead Area Public Schools

Memo OAS.14.019 C

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent

DATE: August 20, 2013

SUBJECT: Approval of Increase to Adult Meal Prices

The Minnesota Department of Education has released guidance regarding the minimum amount that school districts are required to charge for adult meals. The amount is $3.35 for the 2013-2014 school year, an increase of $.10 compared to the 2012-2013 school year. This rate applies to any meal that is not reimbursable according to federal guidelines including lunch provided to non-enrolled student visitors and Moorhead students who eat a second lunch.

Suggested Resolution: Move to approve the adult meal price of $3.35 for the 2013-2014 school year.

WAK

Assistant Superintendent

Moorhead Area Public Schools

Memo OAS.14.018 C

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent

DATE: August 20, 2013

SUBJECT: Lease Agreement with Clay County

The attached lease agreement is for classroom space at the West Central Regional Juvenile Center. This lease formalizes the district's agreement with Clay County following a successful pilot project this last spring in which the Juvenile Center was used as an alternative placement site for students with significant behavioral needs. Attached please find a description of the program provided by Deb Pender-Tilleraas, Alternative Education Program Manager.

Suggested Resolution: Move to approve the lease agreement with Clay County for classroom space at the West Central Regional Juvenile Center as presented.

WAK
Attachments

Moorhead Area Public Schools

Red River Area Learning Center

Intensive Day Classroom - *A site-based alternative to expulsion for 7th-12th grade students.*

The mission of this program is to provide a comprehensive educational program that is an alternative to homebound instruction when a student has committed a disciplinary infraction that calls for removal from the resident high school or alternative school. The Intensive Day Classroom will provide a safe and secure learning environment, offering academic and behavior support and, if needed, special education and related services. The program staff will work closely with the student's home school to ensure that credit requirements are met.

General Description:

- The intensive day classroom is a program to provide a comprehensive educational program for students who are on the path to expulsion or who have been expelled from high school.
- The intensive day classroom is an alternative to home-bound instruction and provides a safe and secure learning environment.
- Students have the opportunity to earn core graduation requirements.
- Students are enrolled full-time and attend the Intensive Day program three hours per day with the other three hours in a work or community service setting, doing homework activity and/or digital learning on the computer.
- Placement in the program is usually less than forty-five days.
- Transportation to the program is provided to ensure optimal student attendance, accountability and safety.

Program Features:

- Curriculum that meets state standards to prepare students for statewide testing.
- Core graduation courses with possibility of students earning work experience credits
- Combination of online and teacher-delivered curriculum
- School social work and psychological services available to all students
- Social-emotional curriculum.
- Collaboration with other agencies and services to advocate for wrap around support services to students and their families.
- Personalized academic program.
- Provides a variety of instructional methods
- Allows for a homework component
- Online curriculum will be continually updated
- Each student will receive individualized instruction based on his/her skill level

Contact Information
Intensive Day Classroom
Red River Area Learning Center
Phone: 218-284-2202 Fax: 218-284-2233
Deb Pender-Tilleraas, Director
dptilleraas@moorheadschools.org

The Intensive Day Classroom is co-located at the West Central Regional Juvenile Center, 919 8th Avenue North, Moorhead, MN 56560.

COMMERCIAL LEASE

This Lease is entered into this ____ day of _____, 2013, by and between Clay County, a political subdivision of the state of Minnesota, 715 11th Street North, Moorhead, Minnesota, 56560, ("Lessor") and Moorhead School District, ("Lessee").

In consideration of the covenants, agreements and stipulations herein contained on the part of the Lessee to be paid, kept and faithfully performed, the Lessor does hereby lease, demise and let unto the said Lessee those certain premises commonly known as Room 211 (540.26 square feet), 212 (58.06 square feet), and 213 (49.11 square feet), West Central Regional Juvenile Center, 919 8th Avenue North, Moorhead, Minnesota, 56560, containing a total of 647.43 square feet, which is acknowledged by the parties to be the total rentable area, and the amount of square footage that the rental amount is based upon. If, during the term of this lease, additional rooms are needed, Rooms 208 (547.18 square feet), 209 (1,451.47 square feet), and 217 (442.13 square feet) can also be added at the same price per square foot, as set forth in this agreement.

In consideration of the leasing of said premises and of the mutual agreements herein contained, each party hereto does hereby expressly covenant and agree to and with the other, as follows:

I. Acceptance of Lease.

The Lessee accepts said letting and agrees to pay to the order of the Lessor the rentals stated below for the full term of this lease, in advance, at the times and in the manner aforesaid.

II. Term.

The term on this lease shall be for a period of time commencing on September 1, 2013,

and ending at midnight on June 30, 2014.

Either party may terminate this Lease upon providing thirty (30) days notice to the other party. Thirty days after the provision of such notice, Lessee shall have no obligations for ongoing rent under this Lease.

III. Rent.

The rent shall be set at $11.75 per square foot, per year. With the three rooms (211, 212, and 213) currently under this agreement, the monthly rent obligation Lessee will pay Lessor is $ 633.95 per month. This shall be payable in advance upon the 1st day of each calendar month. The first month's rent shall be paid on or before September 1, 2013, or the execution of this Agreement, whichever occurs last. In addition, Lessee shall pay to Lessor, on or before September 1, 2013, the sum of $ 633.95 for a security deposit which will be credited to the last payment under the terms of this lease if all payments have been made in accordance herewith and the condition of the premises is in as good order, condition and state of repair, with reasonable use expected, as the same is now kept.

The rent shall be adjusted if the square footage is adjusted.

IV. Use of Premises.

A. The Lessee shall use said demised premises during the term of this lease for the conduct of the business of the Moorhead School District's in-school suspension program and for no other purpose whatsoever without Lessor's written consent.

B. The Lessee will not make any unlawful, improper or offensive use of said premises; will not suffer any strip or waste thereof; will not permit any objectionable noise or odor to escape or to be emitted from said premises or do anything or permit anything to be done

upon or about said premises in any way tending to create a nuisance; will not sell or permit to be sold any spirituous, vinous or malt liquors on said premises, nor sell or permit to be sold any controlled substance on or about said premises.

C. The Lessee will not allow the leased premises at any time to fall into such a state of repair or disorder as to increase the fire hazard thereon; shall not install any power machinery on said premises except under the supervision and with the written consent of the Lessor; shall not store gasoline or other highly combustible materials on said premises at any time; he will not use said premises in such a way or for such a purpose that the fire insurance rate on the building in which said premises are located is thereby increased or that would prevent the Lessor from taking advantage of any rulings of any agency of the state in which said leased premises are situated or its successors, which would allow the Lessor to obtain reduced premium rates for long term fire insurance policies.

D. Lessee shall comply at Lessee's own expense with all laws and regulations of any municipal, county, state, federal or other public authority respecting the use of said leased premises.

E. The Lessee shall regularly occupy and use the demised premises for the conduct of Lessee's business, and shall not abandon or vacate the premises for more than ten (10) days without written approval of Lessor.

F. The Lessee shall not store anything outside of the premises without written consent of Lessor.

G. The moving of any bulky items by the Lessee, including but not limited to equipment, fixtures, furniture, etc, will occur outside of normal business hours.

H. Lessee shall use the leased premises consistent with the terms contained herein, in addition to any other reasonable rules or regulations that the Lessor may from time-to-time impose upon the Lessees in the building as a whole. The West Central Juvenile Center is a smoke-free facility, and smoking shall not be permitted.

V. Repairs and Improvements.

A. The Lessor shall not be required to make any repairs, alterations, additions or improvements to or upon said premises during the term of this lease, except only those hereinafter specifically provided for.

B. The Lessee hereby agrees to maintain and keep said leased premises including all interior and exterior doors, heating, ventilating and cooling systems, interior wiring, plumbing and drain pipes to sewers or septic tank, in good order and repair during the entire term of this lease at Lessee's own cost and expense, and to repair or replace all damage caused by Lessee on the premises during the term of the lease. This specifically includes, but is not limited to windows, doors, fixtures, and recreation equipment on said premises. Lessee further agrees that Lessee will make no alterations, additions or improvements to or upon said premises without the written consent of the Lessor first being obtained.

C. The Lessor agrees to maintain in good order and repair during the term of this lease the common areas, exterior walls, roof, gutters, downspouts and foundations of the building in which the demised premises are situated and the sidewalks thereabouts. It is understood and agreed that the Lessor reserves and at any and all times shall have the right to alter, repair or improve the building of which said demised premises are a part, or to add thereto and for that purpose at any time may erect scaffolding and all other necessary structures about and upon the

demised premises and Lessor and Lessor's representatives, contractors and workmen for that purpose may enter in or about the said demised premises with such materials as Lessor may deem necessary therefore, and Lessee waives any claim to damages, including loss of business resulting therefrom.

VI. Lessor's Right of Entry.

It shall be lawful for the Lessor, his agents and representatives, at any reasonable time to enter into or upon said demised premises for the purpose of examining into the condition thereof, or any other lawful purpose.

VII. Right of Assignment.

The Lessee will not assign, transfer, pledge, hypothecate, surrender or dispose of this lease, or any interest herein, sublet, or permit any other person or persons whomsoever to occupy the demised premises without the written consent of the Lessor being first obtained in writing; this lease is personal to said Lessee; Lessee's interests, in whole or in part, cannot be sold, assigned, transferred, seized or taken by operation at law, or under or by virtue of any execution or legal process, attachment or proceedings instituted against the Lessee, or under or by virtue of any bankruptcy or insolvency proceedings had in regard to the Lessee, or in any other manner, except as above mentioned.

VIII. Liens.

The Lessee will not permit any lien of any kind, type or description to be placed or imposed upon the building in which said leased premises are situated, or any part thereof, or the real estate on which it stands.

IX. Overloading of Floors.

The Lessee will not overload the floors of said premises in such a way as to cause any undue or serious stress or strain upon the building in which said demised premises are located, or any part thereof, and the Lessor shall have the right, at any time, to call upon any competent engineer or architect whom the Lessor may choose, to decide whether or not the floors of said premises, or any part thereof, are being overloaded so as to cause any undue or serious stress or strain on said building, or any part thereof, and the decision of said engineer or architect shall be final and binding upon the Lessee; and in the event that the engineer or architect so called upon shall decide that in his opinion the stress or strain is such as to endanger or injure said building, or any part thereof, then and in that event the Lessee agrees immediately to relieve said stress or strain either by reinforcing the building or by lightening the load which causes such stress or strain in a manner satisfactory to the Lessor.

X. Advertising Signs.

The Lessee will not use the outside walls of said premises, or any walls outside of the leased premises, or allow signs or devices of any kind to be attached thereto or suspended therefrom, for advertising or displaying the name or business of the Lessee or for any purpose whatsoever without the written consent of the Lessor; however, the Lessee may make use of the windows of said leased premises to display Lessee's name and business when the workmanship of such signs shall be of good quality and in harmony with the surrounding area; provided further that the Lessee may not suspend or place within said windows or paint thereon any banners, signs, sign-boards or other devices in violation of the intent and meaning of this section.

XI. Liability Insurance.

The Lessee further agrees at all times during the term hereof, at Lessee's own expense, to

maintain, keep in effect, furnish and deliver to the Lessor liability insurance policies in form and with an insurer satisfactory to the Lessor, insuring both the Lessor and the Lessee against all liability for damages to person or property in or about said leased premises; the amount of said liability insurance shall not be less than the limits contained in Minnesota Statute Section 466.04, as amended.

Lessee agrees to and shall indemnify and hold Lessor harmless against any and all claims and demands arising from the negligence of the Lessee, his officers, agents, invitees and/or employees, as well as those arising from Lessee's failure to comply with any covenant of this lease on Lessee's part to be performed, and shall at Lessee's own expense defend the Lessor against any and all suits or actions arising out of such negligence, actual or alleged, and all appeals therefrom and shall satisfy and discharge any judgment which may be awarded against Lessor in any such suit or action.

Lessor agrees to and shall indemnify and hold Lessee harmless against any and all claims and demands arising from the negligence of the Lessor, his officers, agents, invitees and/or employees, as well as those arising from Lessor's failure to comply with any covenant of this lease on Lessor's part to be performed, and shall at Lessor's own expense defend the Lessee against any and all suits or actions arising out of such negligence, actual or alleged, and all appeals therefrom and shall satisfy and discharge any judgment which may be awarded against Lessee in any such suit or action.

XII. Fixtures.

All partitions, plumbing, electrical wiring, additions to or improvements upon said leased premises, whether installed by the Lessor or Lessee, shall be and become a part of the building as

soon as installed and the property of the Lessor unless otherwise herein provided.

XIII. Air and Light.

This lease does not grant Lessee any right of access to air and light over the property.

XIV. Casualty and Fire Damage; Duty to Repair.

In the event of the destruction of the building in which said leased premises are located by fire or other casualty, either party hereto may terminate this lease as of the date of said fire or casualty; provided, however, that in the event of damage to said building by fire or other casualty to the extent of fifty percent (50%) percent or more of the sound value of said building, the Lessor may or may not elect to repair said building; written notice of Lessor's said election shall be given Lessee within fifteen (15) days after the occurrence of said damage; if said notice is not so given, Lessor conclusively shall be deemed to have elected not to repair; in the event Lessor elects not to repair said building, then and in that event this lease shall terminate with the date of said damage; but if the building in which said leased premises are located be but partially destroyed and the damage so occasioned shall not amount to the extent indicated above, or if greater than said extent and Lessor elects to repair, as aforesaid, then the Lessor shall repair said building with all convenient speed and shall have the right to take possession of and occupy, to the exclusion of the Lessee, all or any part of said building in order to make the necessary repairs, and the Lessee hereby agrees to vacate upon request, all or any part of said building which the Lessor may require for the purpose of making necessary repairs, and for the period of time between the day of such damage and until such repairs have been substantially completed there shall be such an abatement of rent as the nature of the injury or damage and its interference

with the occupancy of said leased premises by said Lessee shall warrant; however, if the premises be but slightly injured and the damage so occasioned shall not cause any material interference with the occupation of the premises by said Lessee, then there shall be no abatement of rent and the Lessor shall repair said damage with all convenient speed.

XV. Waiver of Subrogation Rights.

Neither the Lessor nor the Lessee shall be liable to the other for loss arising out of damage to or destruction of the leased premises, or the building or improvement of which the leased premises are a part or with which they are connected, or the contents of any thereof, when such loss is caused by any of the perils which are or could be included within or insured against by a standard form of fire insurance with extended coverage. All such claims for any and all loss, however caused, hereby are waived. Such absence of liability shall exist whether or not the damage or destruction is caused by the negligence of either Lessor or Lessee or by any of their respective agents, servants or employees. It is the intention and agreement of the Lessor and the Lessee that the rentals reserved by this lease have been fixed in contemplation that each party shall fully provide its own insurance protection at its own expense, and that each party shall look to its respective insurance carriers for reimbursement of any such loss, and further, that the insurance carriers involved shall not be entitled to subrogation under any circumstances against any party to this lease. Neither the Lessor nor the Lessee shall have any interest or claim in the other's insurance policy or policies, or the proceeds thereof, unless specifically covered therein as a joint assured. Both parties shall give notice to their respective insurance carriers of this provision.

XVI. Eminent Domain.

In case of the condemnation or appropriation of all or any substantial part of the said demised premises by any public or private corporation under the laws of eminent domain, this lease may be terminated at the option of either party hereto on twenty (20) days' written notice to the other and in that case the Lessee shall not be liable for any rent after the date of Lessee's removal from the premises.

XVII. Premises on Termination.

At the expiration of said term or upon any sooner termination thereof, the Lessee will quit and deliver up said leased premises and all future erections or additions to or upon the same, broom-clean, to the Lessor or those having Lessor's estate in the premises, peaceably, quietly, and in as good order and condition, reasonable use and wear thereof, damage by fire, unavoidable casualty and the elements alone excepted, as the same are now in or hereafter may be put in by the Lessor.

XVIII. Environmental Warranties.

Notwithstanding any other provision of this lease, Lessee's use of the subject real property is expressly subject to the condition precedent that Lessee comply with the warranties, representations and covenants set forth in this Section. Lessee warrants, represents and covenants as follows:

A. Lessee shall conduct no activity or allow to be conducted any activity or use of the property which would result in the presence of any "Hazardous Materials" or any "Hazardous Materials Contamination" on the property;

a. "Hazardous Materials" means (a) any "hazardous waste" as defined by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. § 6901, et seq.), as amended from

time to time, and regulations promulgated thereunder; (b) any "hazardous substance" as defined by the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (42 U.S.C. § 9601, et seq.), as amended from time to time, and regulations promulgated thereunder; (c) radon and material quantities of petroleum products; (d) any substance the presence of which on the property is regulated by any federal, state or local law relating to the protection of the environment or public health; and (e) any other substance which by law requires special handling in its collection, storage, treatment or disposal.

b. "Hazardous Materials Contamination" means the contamination (whether presently existing or occurring after the date hereof) of the improvements, facilities, soil, ground water, surface water, air or other elements on or under the property by hazardous materials, or the contamination (whether presently existing or occurring after the date hereof) of the buildings, facilities, soil, ground water, surface water, air or other elements on or under any other property as a result of hazardous materials emanating from the property.

B. Lessee will obtain all necessary federal, state and local environmental permits necessary for its business and use of the property;

C. Lessee will at all times be in full compliance with the terms and conditions of its environmental permits;

D. Lessee will be in compliance with all applicable federal, state and local environmental statutory and regulatory requirements, other than those contained in its permits;

E. There are no pending environmental civil, criminal or administrative proceedings against Lessee;

F. Lessee knows of no threatened civil, criminal or administrative proceedings

against it relating to environmental matters;

G. Lessee knows of no fact or circumstances that may give rise to any future civil, criminal or administrative proceedings against it relating to environmental matters.

XIX. Indemnification.

Lessee shall indemnify Lessor and shall hold Lessor harmless from any and all loss, damages, suits, penalties, costs, liability and expenses (including, but not limited to reasonable investigation and legal expense) arising out of any claim for loss or damage to any property, including the subject property, injuries to or death of persons, contamination of or adverse affects on the environment, or any violation of statutes, ordinances, orders, rules or regulations of any governmental entity or agency, caused by or resulting from any hazardous material, substance or waste that becomes present on or under the subject property by reason of Lessee's activity and use of the property.

XX. Quiet Enjoyment.

Lessor warrants and represents that Lessor is the owner of the leased premises, has full authority and right to lease the premises and enter into this Lease. Lessor will defend Lessee's right to quiet enjoyment of the leased premises from the claims of all persons during the lease term.

XXI. Good Faith.

The parties hereto covenant, warrant and represent to each other good faith, complete cooperation, due diligence and honesty in fact in the performance of all obligations of the parties pursuant to this Lease. All promises and covenants are mutual and dependent.

XXII. Attachment, Bankrupt and Default.

A. The Lessor or those having Lessor's estate in the premises, may terminate this lease and, lawfully, at Lessor's or their option immediately or at any time thereafter, without demand or notice, may enter into and upon said demised premises and every part thereof and repossess the same as of Lessor's former estate, and expel said Lessee and those claiming by, through and under Lessee and remove Lessee's effects at Lessee's expense, forcibly if necessary and store the same, all without being deemed guilty of trespass and without prejudice to any remedy which otherwise might be used for arrears of rent or preceding breach of covenant if (a) the Lessee shall be in arrears in the payment of said rent for a period of ten (10) days after the same becomes due, (b) the Lessee shall fail or neglect to do, keep, perform or observe any of the covenants and agreements contained herein on Lessee's part to be done, kept, performed and observed and such default shall continue for ten (10) days or more after written notice of such failure or neglect shall be given to Lessee, (c) the Lessee shall be declared bankrupt or insolvent according to law, (d) any assignment of Lessee's property shall be made for the benefit of creditors, or (e) on the expiration of this lease Lessee fails to surrender possession of said leased premises.

B. Neither the termination of this lease by forfeiture nor the taking or recovery of possession of the premises shall deprive Lessor of any other action, right or remedy against Lessee for possession, rent or damages, nor shall any omission by Lessor to enforce any forfeiture, right or remedy to which Lessor may be entitled be deemed a waiver by Lessor of the right to enforce the performance of all terms and conditions of this lease by Lessee.

C. In the event of any re-entry by Lessor, Lessor may lease or re-let the premises in whole or in part to any Lessee or Lessees who may be satisfactory to Lessor, for any duration,

and for the best rent, terms and conditions as Lessor may reasonably obtain. Lessor shall apply the rent received from any new Lessee first to the cost of retaking and re-letting the premises, including remodeling required to obtain any new Lessee, and then to any arrears of rent and future rent payable under this lease and any other damages to which Lessor may be entitled hereunder.

D. Any property which Lessee leaves on the premises after abandonment or expiration of the lease, or for more than ten (10) days after any termination of the lease by Lessor, shall be deemed to have been abandoned, and Lessor may remove and sell said property at public or private sale as Lessor sees fit, without being liable for any prosecution therefore or for damages by reason thereof, and the net proceeds of said sale shall be applied toward the expenses of Lessor and rent as aforesaid, and the balance of such amounts, if any, shall be held for and paid to the Lessee.

XXIII. Holding Over.

In the event the Lessee for any reason shall hold over after the expiration of this lease, such holding over shall not be deemed to operate as a renewal or extension of this lease, but shall only create a tenancy from month to month, still subject to all obligations contained herein, which may be terminated at will at any time by either party after they have given the other party sixty days notice of such termination.

XXIV. Waiver.

Any waiver by the Lessor of any breach of any covenant herein contained to be kept and performed by the Lessee shall not be deemed or considered as a continuing waiver, and shall not operate to bar or prevent the Lessor from declaring a forfeiture for any succeeding breach, either

of the same condition or covenant or otherwise.

XXV. Subordination.

Lessee expressly agrees to subordinate itself and its rights hereunder to the rights of any Mortgagee or other secured party of Lessor relative to any current or future indebtedness of Lessor, and agrees to execute any paperwork, either now or in the future to accomplish the same.

XXVI. Miscellaneous

A. This is a Minnesota contract and shall be construed according to the laws of Minnesota.

B. The captions in this Lease are for convenience only and are not a part of this Lease.

C. If more than one person or entity shall sign this Lease as Lessee, the obligations set forth herein shall be deemed joint and several obligations of each such party.

D. Time is of the essence

E. This Lease shall be binding upon and inure to the benefit of the parties hereto and, subject to the restrictions and limitations herein contained, their respective heirs, successors and assigns.

(signature pages to follow)

LESSOR:

CLAY COUNTY

By:_____
Wayne Ingersoll
Its: Chair

ATTEST
By:_____
Brian Berg
Its: Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF CLAY)

On this _____ day of _____, 2013, before me, personally appeared Wayne Ingersoll and Brian Berg, to me known to be the Chairperson of the Clay County Board of Commissioners and County Administrator of Clay County, Minnesota, the political subdivision that is described in, and that they executed the foregoing instrument, and acknowledged to me that such political subdivision executed the same.

(SEAL)

_____
Notary Public - State of Minnesota
My Commission Expires: _____

LESSEE:

By:_____

Its_____

And:_____

Its_____

STATE OF_____)
) ss.
COUNTY OF _____)

On this _____ day of _____, 2013, before me, personally appeared _____ and _____, known to be the _____ and _____ of Moorhead School District, respectively, and the persons described herein, and that they executed the foregoing instrument on behalf of said governmental entity.

(SEAL)

_____
Notary Public - State of Minnesota
My Commission Expires:

Department of Human Resources
Moorhead Area Public Schools

Memo HR.14.018

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources KDehmer

DATE: August 19, 2013

SUBJECT: Early Retirement

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

James Honek	Night Custodian, Ellen Hopkins Elementary, effective September 30, 2013.
Debra McDonald	Paraprofessional, Horizon Middle School, effective August 20, 2013.

SUGGESTED RESOLUTION: Move to approve the Early Retirement of James Honek and Debra McDonald as presented.

KLD:smw

Department of Human Resources
Moorhead Area Public Schools

Memo HR.14.000

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources

DATE: August 19, 2013

SUBJECT: Family/Medical Leave

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

Katherine Hanson	Teacher High School, effective approximately October 29 thru March 13, 2015.
Nancy Leitheiser	Teacher, Ellen Hopkins Elementary, effective approximately October 30, 2013 thru December 20, 2013.

SUGGESTED RESOLUTION: Move to approve the Family/Medical Leave pursuant to Article 28, Section 2 of the Teachers' Master Agreement for Katherin Hanson and Nancy Leitheiser as presented.

KLD:smw

Department of Human Resources
Moorhead Area Public Schools

Memo HR.14.017

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources KDehmer

DATE: August 19, 2013

SUBJECT: Other Leave

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

Matthew Retzer Paraprofessional, High School, effective with the 2103-2014 school year.

SUGGESTED RESOLUTION: Move to approve the Other Leave of Absence for Matthew Retzer pursuant to Article VIII, Section 8 of the Paraprofessional Master Agreement.

KLD:smw

Department of Human Resources
Moorhead Area Public Schools

Memo HR.14.014

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources KDehmer

DATE: August 19, 2013

SUBJECT: Resignations

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

Bethanne Weltmer	Interpreter, Horizon Middle School, effective August 19, 2013.
Ann Krier	Independent Study Teacher, District, effective August 7, 2013.
Teresa Haider	Jumpstart Teacher, Probstfield Center for Education, effective August 27, 2013.
Paul Kelly	Bus Driver, Transportation, effective August 11, 2013.
Margaret Neutzling	Kindergarten Teacher, Robert Asp Elementary, effective August 20, 2013.
Sarah Anderson	Paraprofessional, K+ Paraprofessional, Probstfield Center for Education, effective August 12, 2013.
Del Ahmed	Paraprofessional, Robert Asp Elementary, effective August 12, 2013.
Ferial Ali	Paraprofessional, Robert Asp Elementary, effective August 12, 2013.
Stacey Swanson	Food and Nutrition Server, High School effective August 9, 2013.
Sharon Lee	Food and Nutrition Server, Horizon Middle school, effective August 12, 2013.
Sarah Score	Food and Nutrition Server S. G. Reinersten Elementary, effective August 12, 2013.
Leah Tvedt	Food and Nutrition Server Horizon Middle School, effective August 12, 2013

JoAnn Narum	Head Cook, Robert Asp Elementary, effective August 30, 2013.
Alexandra Thorson	Paraprofessional, Horizon Middle School, effective August 20, 2013.
Keith Manzella	Bus Driver, Transportation, effective August 21, 2013.

SUGGESTED RESOLUTION: Move to approve the resignation of Bethanne Weltmer, Ann Krier, Teresa Haider, Paul Kelly, Margaret Neutzlin, Sarah Anderson, Del Ahmed, Ferial Ali, Stacey Swanson, Sharon Lee, Sarah Score, Leah Tvedt, JoAnn Narum, Alexandra Thorson and Keith Manzella as presented.

Department of Human Resources
Moorhead Area Public Schools

Memo HR.14.016

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources KDehmer

DATE: August 19, 2013

SUBJECT: Change in Contract

Maggie Thoreson	Elementary Teacher, Ellen Hopkins Elementary to Title 1 Instructional Coach, Ellen Hopkins Elementary, effective with the beginning of the 2013-2014 school year. (Replaces Heidi Moe)
Eugene Life	Crossing Guard and Food and Nutrition Server, S. G. Reinertsen Elementary to Paraprofessional, B21 (0-2) $15.37 per hour, 6.75 hours per day, effective with the beginning of the 2013-2014 school year. (Replaces Eileen Rick)
Tanya Stuhaug	.5 FTE Early Riser Family Advocate, Ellen Hopkins Elementary, to 1.0 FTE Early Riser Family Advocate, effective August 26, 2013. (Increase to approved FTE)
Tracy Alderman	K+ Paraprofessional to LSS Paraprofessional, Elllen Hopkins Elementary, effective at the beginning of the 2013-2014 school year. (Replaces Mary Fluto)
Nicole Boersma	Kindergarten Specialists, S. G. Reinertsen Elementary, .7 FTE to .9 FTE, effective with the beginning of the 2013-2014 school year. (All day Kindergarten enrollment increase)
Tina Van Hoecke	.5 K+ Paraprofessional, to 1.0 FTE LSS Paraprofessional, Ellen Hopkins Elementary, effective at the beginning of the 2013-2014 school year. (Replaces Lea Gonzalez)
Ann Lysne	.44 FTE Paraprofessional, to 1.0 FTE Paraprofessional, Ellen Hopkins Elementary, effective with the beginning of the 2013-2014 school year. (Additional FTE approved)
Isidro Lopez	Paraprofessional, Horizon Middle School to Student Resource and Security, Horizon Middle School, B21 (10) $18.30 per hour, 8 hours per day, 183 days per year, effective August 26, 2013. (New position)

Deb Walter	.35 FTE Literacy Teacher, S. G. Reinertsen Elementary to .75 FTE, Literacy Teacher, S. G. Reinertsen Elementary, effective at the beginning of the 2013-2014 school year. (Increase in Alternative Delivery funding)
Davis Kosen	Kindergarten Physical Education Teacher, S. G. Reinertsen Elementary at PCE, .7 FTE to .9 FTE, $30,440.70, effective with the 2013-2014 school year. (All day Kindergarten enrollment increase)

SUGGESTED RESOLUTION: Move to approve the Changes on Contract for Maggie Thoreson, Eugene Life, Tanaya Stuhaug, Tracy Alderman, Nicole Boersma, Tina Van Hoecke, Ann Lysne, Isidro Lopez , Deb Walter and Davis Kosen as presented.

KLD:smw

Department of Human Resources
Moorhead Area Public Schools

Memo HR.14.015

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources

DATE: August 19, 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.

Glenn From	Bus Driver, Transportation, 4 hours per day, $13.76 Per hour, effective August 12, 2013. (Replaces Keith Hillstrom)
Matthew Beiswanger	JV Soccer Coach, High School, .070 (0) $2,559.00, effective August 6, 2013 (Replaces Tyler Syverson)
Ahmed Mohammed	Bus Driver, 4 hours per day, $13.76, effective August 12, 2013. (Replaces Alice Ross)
Rebecca Flores	Food and Nutrition Server, Horizon Middle School, 2.75 hours per day, $10.00 per hour, effective September 3, 2013. (Replaces Leah Tvedt)
Desirae Gilmour	Food and Nutrition Server, Robert Asp Elementary, 2.75 hours, $10.00 per hour, effective September 3, 2013. (Replaces LaShawn Ware)
Andrea Werth	Paraprofessional, Robert Asp Elementary, B21 (0-2) $15.37 per hour, 6.75 hours per day, effective August 26, 2013. (Replaces Jennifer Maxfield)
Alicia Ryland	Jumpstart Teacher, Probstfield Center for Education, $25.96 per hour, 6.5 hours per day, effective August 14, 2013. (New position, increased enrollment)
Rachel Bartz	Early Riser Family Advocate, Robert Asp Elementary, C41 (12) $31.32 per hour, 7.25 hours per day, 183 days per year, effective August 26, 2013. (Replaces Nadine Moon and increase to approved FTE)

Jordyn Braun	Certified Occupational Therapy Assistant, EIS, B31 (1) $19.11 per hour, 6.75 hours per day, effective August 26, 2013. (Replaces Alyssa Bakken)
Matthew Beiswanger	STEM Teacher, Horizon Middle School, MA+30 (4) $51,398.00, 1.0 FTE, effective with the 2013-2014 school year. (Replaces Jon Moe)
Rita Thompson	Bus Driver, Transportation, $13.76 per hour, 4 hours per day, effective August 27, 2013. (Replaces Paul Kelly)
Derek Thompson	Assistant Boys Varsity Hockey Coach, .10 (6) $4,423.00, effective with the 2013-2014 season. (Replaces Jason Gregoire)
Sean Bertie	Assistant Boys Hockey Coach, .08 (4) $3,334.00, effective with the 2013-2014 season. (Replaces Jim McFarlane)
Tony Kunka	Assistant Boys Varsity Hockey Coach, .10 (13) $5,318.00, effective with the 2013-2014 season. (Replaces Dale Lund)

SUGGESTED RESOLUTION: Move to approve the employement of Glenn From, Matthew Beiswanter, Ahmed Mohammed, Rebecca Flores, Desirae Gilmour, Andrea Werth, Alicia Ryland, Rachel Bartz, Jordyn Braun, Matthew Beiswanger, Rita Thompson, Derek Thompson, Sean Bertie and Tony Kunka as presented.

KLD:smw

Department of School Improvement and Accountability
Moorhead Area Public Schools

Memo SIA.14.001 R

TO: Dr. Lynne A. Kovash, Superintendent

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

DATE: August 21, 2013

SUBJECT: ACT Test Results

Attached please find a copy of the report for Moorhead Area Public Schools' ACT scores for 2013 graduates. The report shows trend data for average ACT scores over the last five years, as well as the percentage of ACT-tested students ready for college-level coursework. The ACT is a curriculum-based achievement test in the areas of English, mathematics, reading and science which is designed to measure skills and knowledge needed for success in the first year of college. Scores range on a scale from 0-36.

Average composite ACT scores decreased slightly for Moorhead's 2012 graduates from 22.7 in 2012 to 22.4 in 2013, which is .7 below the Minnesota state average. Reported results will be discussed in further detail at the August 26 School Board meeting.

MOE:mde
Attachment

ACT®

[redacted]

August 21, 2013
Code: 247140

SUPERINTENDENT
MOORHEAD IND SCHOOL DIST 152
2410 14TH ST S
MOORHEAD, MN 56560

AUG 19 2013

302950053

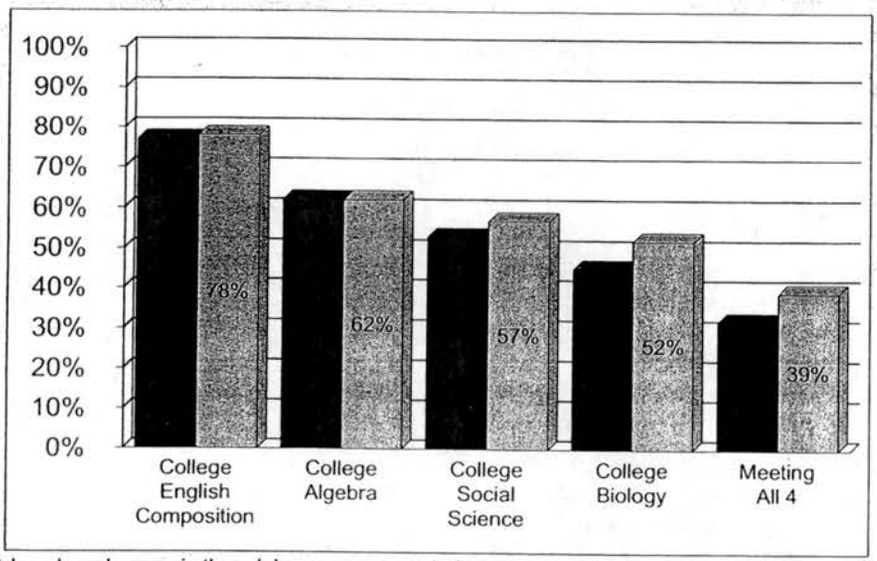
011062110

This report reflects the achievement of your graduates on the ACT over time and an indication of the extent to which they are prepared for college-level work. The ACT consists of curriculum-based tests of educational development in English, mathematics, reading, and science designed to measure the skills needed for success in first year college coursework. Table 1 shows the five-year trend of your ACT-tested graduates. Beginning with the 2013 Graduating Class, all students whose scores are college reportable, both standard and extended time tests, are now included in this report.

Table 1: Five Year Trends - Average ACT Scores

Grad Year	District	State	District	State	District	State	District	State	District	State	District	State
2009	251	43,642	21.4	22.0	23.6	22.7	23.0	23.1	23.1	22.6	22.9	22.7
2010	283	44,323	21.0	22.3	22.6	22.9	22.3	23.2	22.1	22.8	22.1	22.9
2011	269	44,952	21.8	22.3	23.1	23.0	23.1	22.9	22.9	22.8	22.8	22.9
2012	260	44,977	21.7	22.1	22.9	23.0	22.7	22.9	22.9	22.7	22.7	22.8
2013	**263**	**44,676**	**21.6**	**22.2**	**22.7**	**23.1**	**22.4**	**23.1**	**22.4**	**22.9**	**22.4**	**23.0**

Figure 1. Percent of ACT-Tested Students Ready for College-Level Coursework



Are Your Students Ready for College?

While students will pursue a variety of paths after high school, all students should be prepared for college and work. Through collaborative research with postsecondary institutions nationwide, ACT has updated the following as college readiness benchmark scores for designated college courses:

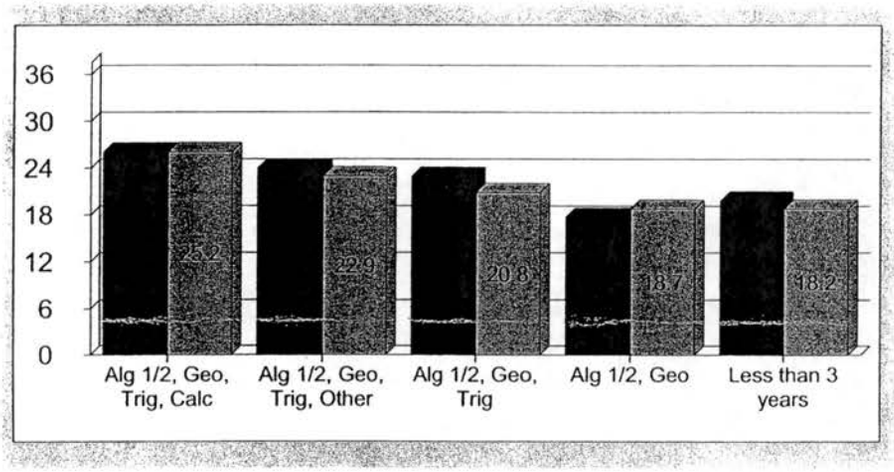
* English Composition: 18 on ACT English Test
* Algebra: 22 on ACT Mathematics Test
* Social Science: 22 on ACT Reading Test
* Biology: 23 on ACT Science Test

A benchmark score is the minimum score needed on an ACT subject-area test to indicate a 50% chance of obtaining a B or higher or about a 75% chance of obtaining a C or higher in the corresponding credit-bearing college courses.

A High School College Readiness Letter has been sent to the Principal of each high school with at least one ACT-tested graduate.

ACT Research has shown that it is the rigor of coursework - rather than simply the number of core courses - that has the greatest impact on ACT performance and college readiness. Figures 2 and 3 report the value added by increasingly rigorous coursework in mathematics and science respectively.

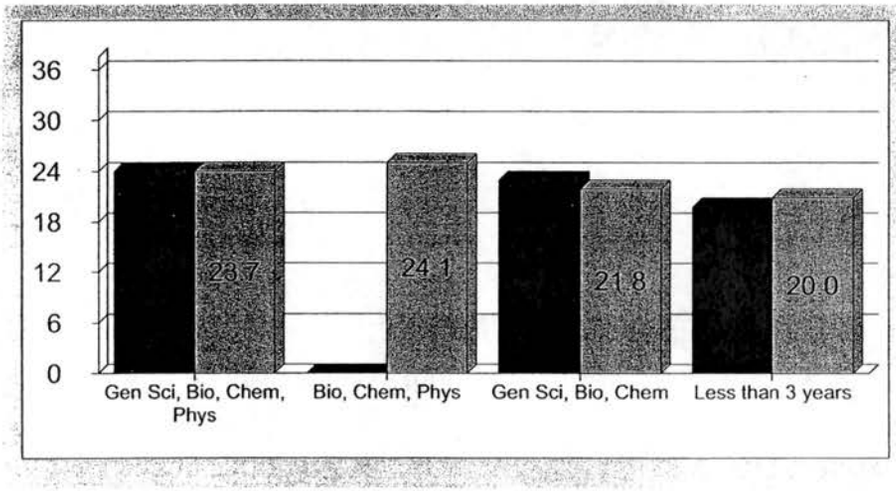
Figure 2. Average ACT Mathematics Scores by Course Sequence



Value Added by Mathematics Courses

Students who take a minimum of Algebra 1, Algebra 2, and Geometry typically achieve higher ACT Mathematics scores than students who take less than three years of mathematics. In addition, students who take more advanced mathematics courses substantially increase their ACT Mathematics score.

Figure 3. Average ACT Science Scores by Course Sequence



Value Added by Science Courses

Students taking Biology and Chemistry in combination with Physics typically achieve higher ACT Science scores than students taking less than three years of science courses.

In order to ensure that all students are ready for college and work, an overview of vital action steps is provided.

College Readiness for All: An Action Plan for Schools and Districts

1. **Create a Common Focus**. Establish collaborative partnerships with local and state postsecondary institutions to come to a shared understanding of what students need to know for college and workplace readiness. Use ACT's College Readiness Standards and the ACT as a common language to define readiness.
2. **Establish High Expectations for All**. Create a school culture that identifies and communicates the need for all students to meet or exceed College Readiness Benchmark Scores.
3. **Require a Rigorous Curriculum**. Review and evaluate the rigor and alignment of courses offered and required in your school in English, mathematics, and science to ensure that the foundational skills leading to readiness for college-level work are taught, reaffirmed, and articulated across courses.
4. **Provide Student Counseling**. Engage all students in early college and career awareness, help them to set high aspirations, and ensure that they plan a rigorous high school coursework program.
5. **Measure and Evaluate Progress**. Monitor and measure every student's progress early and often using college readiness assessments like EXPLORE, PLAN and the ACT. Make timely interventions with those students who are not making adequate progress in meeting college readiness standards.

To learn more about these recommended action steps and ACT programs that will help improve college readiness for your students, contact ACT Customer Service at 319-337-1309 or customerservices@act.org.

Superintendent of Schools

Moorhead Area Public Schools

Memo S.14.014R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent

DATE: August 20, 2013

SUBJECT: Moorhead High School Hall of Honor

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

Alumni are recognized for their outstanding accomplishments while at Moorhead High School as well as achievements following graduation. Alumni may not be considered for nomination until ten years following their graduation from Moorhead High School.

Faculty, staff and other community members are recognized for their contributions to Moorhead High School. Individuals may not be current employees of the school district and may not be considered for nomination until five years following their completion of employment with the district.

Beginning with eight inaugural members in 2004, 49 members have been inducted into the Hall of Honor. This fall the three 2013 members to the Hall of Honor will be recognized at an induction ceremony on September 21. This year's inductees are:

- Marion Eldridge Gillespie, a 1926 Moorhead High School graduate, taught typing, shorthand and business English at Interstate Business College for 22 years and worked at Gillespie Studio. She was active in the community and operated Gillespie Tours as a hobby, organizing trips every summer to places within the United States, Canada, Mexico or Europe. Gillespie died April 14, 2006, at the age of 98.

- Larry Knutson has spent 38 years in radio and is a self-employed house painter. Known as the voice of the Spuds, Knutson has covered Spud athletics on the radio for the last 34 years. He has been the radio voice for Concordia College athletics since 1983, and he frequently serves as master of ceremonies for civic and school organizations.

- Ken Tangen taught English at Moorhead High School for 30 years of his 50-year career in education. Tangen also served as the Student Council advisor for 20 years and founded Moorhead High's Knowledge Bowl team, which he coached for 14 years. The Knowledge Bowl team competed at the national competition for seven consecutive years.

The nomination form is attached. Nominations may also be submitted on the district's website. The Hall of Honor committee has reviewed nominations and conducted research of records to select outstanding candidates. Hall of Honor committee members were Curt Borgen, Russ Henegar, Mary Flesberg, Pam Gibb, Dean Haugo, Darvin Miller, Donna Richards, Rick Westra, and Arnold Ellingson.

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

Corporate sponsors of the Moorhead High School Hall of Honor are Moorhead Public Service, State Bank and Trust and Gate City Bank.

LAK:mde
Attachment

Moorhead High School Hall of Honor

Nomination Form

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

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

Nominations are accepted continuously throughout the year. Nominations received after Jan. 15 of the induction year will be considered for future recognition. Nominations previously received are kept to be considered for future recognition.

Please provide as much of the following information as possible.

Check the appropriate category / categories:
Alumnus/Alumna _____ Former Faculty/Staff _____ Other _____

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

Graduation Year _____ Retirement Year _____

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

Work Phone ( ) _____ Home Phone ( ) _____

E-mail Address _____

Attach a statement as to why you feel this person should be inducted into the Hall of Honor. Please consider the following criteria as a guideline in recommending the nominee:

Alumnus / Alumna:

- Successful activities/academic endeavors while at Moorhead High School
- Demonstrates qualities of character and leadership
- Attained achievement in at least one of the following areas: personal and/or professional life, community service, or the demonstration that education is a lifelong experience

Former Faculty / Staff or Other Community Member

- Brought credit to or made significant contribution to Moorhead High School through personal endeavor and leadership

Supporting documents and additional letters of recommendation are strongly encouraged with the application.

Person making nomination:
Name _____
Address _____
_____
_____
Home Phone ( ) _____
Work Phone ( ) _____
E-mail _____

Return Nomination Form to:
Moorhead High School
Hall of Honor
2300 4th Avenue South
Moorhead, MN 56560

Date Received _____

Form revised 1.08

Assistant Superintendent

Moorhead Area Public Schools

Memo OAS.14.017 R

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent

DATE: August 20, 2013

SUBJECT: Referendum Revenue and Location Equity Revenue

During the 2013 legislative session, significant changes were made in the area of school finance. At the August 26, 2013 board meeting, we will discuss the impact that two specific changes will have on the Moorhead school district. The first change is a provision allowing school boards the authority to levy up to $300 per Adjusted Pupil Unit (APU) on Referendum Market Value (RMV). The second change is the Location Equity Index (LEI), which was added as new General Education Revenue for districts with over 2,000 students outside the seven county metropolitan area. Eligible districts that wish to participate in the LEI need to do nothing, as no board action results in the district's participation. As a result of participating, the district's operating referendum authority will be reduced by $212.

In reviewing information provided by the Minnesota Department of Education (MDE) and following the recommendation from the district's financial advisor, Ehlers and Associates, it is recommended that the district take no action on the LEI. The provision allowing school boards to levy up to $300 will also be discussed, but no action is being recommended at this time. Should the board choose to levy this amount in the future, a corresponding decrease in the district's voter-approved operating levy would result. It should be noted that these changes do not result in increased revenue for the school district. It should also be noted that the LEI will increase the amount of state aid the district receives and will have an offsetting reduction in the local levy amount resulting in a property tax decrease.

WAK

Department of Human Resources
Moorhead Area Public Schools

Memo HR.14.020

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources KDehmer

DATE: August 19, 2013

SUBJECT: Updated Employee Handbook

The revised version of the Employee Handbook for the 213-2014 school year has bee completed and reviewed for School Board approval. Changes will be discussed at the August 26, 2013 meeting.

SUGGESTED RESOLUTION: Move to approve the 2013-2014 Employee Handbook as presented.

KLD:smw

MOORHEAD AREA PUBLIC SCHOOL DISTRICT #152

EMPLOYEE HANDBOOK

~~2012-2013~~2013-2014

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This is the Moorhead Area Public School District #152 Employee Handbook effective September 2012~~3~~3. It contains basic information for all employees regarding employment in the Moorhead Area Public School District. The handbook is to be used as a guide in answering questions regarding personnel policies and is not intended as a contract/agreement or offer of employment. The Employee Handbook should be used in conjunction with all applicable policy and procedure set forth by the School Board of the Moorhead Area Public Schools. It is the right of the school district to add or delete to this handbook at any time. For clarification or further explanation of policies, please contact the Human Resources Office at 284-3350.

All prior versions of this handbook are hereby revoked.

Kristin Dehmer
Director of Human Resources
Moorhead Area Public Schools

September 1, 2012~~3~~3

I. INTRODUCTION

A. Welcome

Welcome to the Moorhead Area Public Schools. We are pleased you have chosen to work here and to become part of our organization. We are committed to offering high quality education to our students, and a great place to work for our employees.

Whether we are teaching in the classroom; working in a supportive role; providing a warm learning atmosphere by providing food, heat or transportation; or keeping track of pay, policies or many other details, we work to provide the best services to students. We encourage you to join with us in this endeavor, and are happy to have you with us.

Moorhead Area Public Schools welcomes you!

B. Mission Statement

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

C. Organizational Philosophy/Culture/Values

The School Board, under Policy 103, has defined the philosophy of the school district in the following manner:

> Our democratic society depends upon citizens, who think effectively, read critically, discuss intelligently, evaluate ideas constructively and creatively, and choose to act wisely based on a commitment to ethical values. The complexities and global nature of today's world require that education work in partnership with the rest of society to promote excellence, accountability, life-long learning, and receptiveness to change. Each individual has inherent value and dignity and every individual has the right to a public education throughout life.
>
> Our philosophy of education recognizes the inevitability of change. As knowledge expands; society will continue to be challenged in its ability to comprehend new information and deal with its implications. It is our belief that the principles outlined in this statement of philosophy are compatible with society as we anticipate it to be in the future, and a prerequisite for a future of which we can be proud.

The policy further defines needs of learners, parents, families, school staff members, community and the educational system.

II. YOUR RESPONSIBILITY AS AN EMPLOYEE

A. Success in the Moorhead Area Public School District

Your position with the Moorhead Area Public School District is an important one. Each and every job contributes to the successful operation of the school district, and realization of our mission of developing the maximum potential of every learner to thrive in a changing world.

Although there are many different types of jobs within the District, there are four basic elements common to every position that we believe are key to your success:

1. Customer Service: constantly and consistently meeting the needs of our students, employees, and community and treating all with respect.
2. Job Performance: the knowledge, skills, and abilities needed to perform a job well.
3. Teamwork: the way we work together to achieve our goals.
4. Personal Appearance: the standards for the way we look and present ourselves to others.

B. Attendance

Providing service to the students of the district and to the people we work with is the reason the school district exists. Any time you are late or absent will impact our ability to deliver these services, and also place an extra burden on your coworkers.

All scheduled employees are expected to notify their supervisors as soon as possible of any absence. Absences must be reported by the employee in the Substitute Employee Management System (SEMS). This system is used to record employee absences and to obtain substitutes for certain job classifications. You will receive a PIN number and instructions on how to access and utilize SEMS. It is your responsibility to record absences in the proper category when you are going to be absent. The system can be accessed by either calling 284-SEMS or by using Web Center on the district's Web site (~~www.moorhead.k12.mn.us~~ www.moorheadschools.org).

Excessive absenteeism or tardiness may result in disciplinary action, up to and including termination of employment.

Employees are expected to report to their assigned work location on time each scheduled workday.

C. Licensure/Certification

Each employee who requires licensure or certification by law must maintain a current license or certificate with the Human Resources Department. Individuals are expected to know the date of expiration of their license/certification, and meet the requirements for re-licensure or certification in a timely manner in order to remain employed in that capacity. *Please refer to School Board Policy 412: Employee License Status.*

Beginning with the 2006-2007 school year all teachers must be highly qualified as required under the federal No Child Left Behind Act. In Minnesota this was accomplished through the licensing

process for all teachers licensed after the year 2000. Teachers licensed before the year 2000 must either take the Praxis I test and the Praxis II test for their area of teaching or they must become highly qualified through the State of Minnesota High Objective Uniform State Standard of Evaluation (HOUSSE) process. Please contact Human Resources for more information.

D. Confidentiality

Information obtained as the result of employment with the school district is confidential. Respect for the privacy of our students requires that you discuss any student issues only with those staff members and parents who need to know the information. In addition to student information, confidentiality is expected in other areas including staff information or school district business information. The District will comply with requests for public information as they are received in accordance with state law and school district policy. Requests should be directed to the proper department for processing. *Please refer to School Board Policy 504: Protection and Privacy of Pupil Records, and School Board Policy 414: Employee Public and Private Personnel Data.*

E. Conflict of Interest

A conflict of interest is defined as any judgment, action or relationship that may benefit you or another party because of your relationship with the Moorhead Area School District. All employees are asked to avoid outside activity involving obligations that may compete or be in conflict with the best interests of the school district. Employees are asked to disclose the facts of any transaction that may be considered a conflict of interest before the fact or as soon as the facts become known to you. If you are currently in a situation that may present a conflict of interest, contact Human Resources. Please refer to *School Board Policy 440: Employee Copyright/Royalties, School Board Policy 441: Employee Use of Facilities for Private Gain, and to School Board Policy 445: Employees as Vendors of Schools Supplies.*

F. Documentation

Integrity is a core value in the Moorhead Area Public School District. Therefore, intentional inaccuracies on official school district documents such as time sheets, job applications, etc. are prohibited and are grounds for disciplinary action, up to and including termination of employment.

G. Gifts and Gratuities

As a representative of a public employer, it is essential that your work be perceived as being free from external influences. It is our policy to decline gifts, gratuities or favors from any outside organizations or individuals doing business or seeking to do business with the school district. Gifts of nominal value may be accepted. Larger gifts should be graciously declined or referred to the Moorhead Area Education Foundation. If you have any questions regarding gifts, please contact Human Resources, 284-3350.

H. Meal and Break Periods

The district recognizes that appropriate breaks are important to you and your effectiveness on the job. If you work ~~6.5~~ 8 or more consecutive hours or more, you will be given a 30-minute duty-free, unpaid meal break. Generally, you may take a paid 15 minute break for every four hours worked if work load and staffing needs allow. Unused breaks do not apply to overtime calculations and breaks and meal breaks not taken, will not result in leaving work early before the end of a regularly scheduled work day.

Break periods may vary based on contract language. Please see your contract or contact Human Resources if you have questions.

I. Personal Appearance

As Moorhead Area Public School District employees we are judged not only by our service, but also by our appearance and presentation to others. Our expectation is that employee appearance is consistent with the high standards we set for ourselves as a district. You are expected to present a well-groomed and business-like appearance; avoiding extremes in clothing or appearance, such as tattoos or body piercings of a questionable nature, and to practice good personal hygiene.

In a casual work setting, employees should wear clothing that is comfortable and practical for work, but not distracting or offensive to others. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Clothing that is too revealing, such as low-cut or midriff-baring tops or excessively low-rise pants, is not appropriate for a place of business. In our work environment, clothing should be clean and free of wrinkles. Torn, dirty, or frayed clothing is unacceptable.

Remember that some students and/or employees could be allergic or sensitive to the chemicals or smells of perfumes, colognes, and lotions, so please wear these substances in moderation or avoid wearing them if possible.

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable casual attire for work, please ask your supervisor or your Human Resources staff. If clothing fails to meet these standards, as determined by a supervisor and/or Human Resources staff, the employee will be asked not to wear the inappropriate item to work again.

Remember, to our students, parents and the public, you are the Moorhead Area Public Schools.

J. Name Badges

Your name badge is an important part of your work attire. It lets students, parents, co-workers, vendors, and the general public know ~~who you are~~ that you are an employee of Moorhead Area Public Schools. It is an important part of providing a secure environment for our students, and to ensure that everyone who enters our schools is identified. Your name badge should be worn

anytime you are at work. It , and should be worn in a visible spot on the upper portion of your body.

Those employees not wearing name badges in district facilities should be questioned as to their purpose within the facility to encourage safety of our students and employees.

K. Personal Property

The Moorhead Area Public School District does not assume any responsibility for loss, theft or damages to personal property. In order to minimize risk, we advise you to not carry unnecessary amounts of cash or other valuables. If you bring personal items to work, you are expected to exercise reasonable care to safeguard them. Personal appliances such as refrigerators, coffee makers, lamps, etc. must also meet safety codes.

L. District Property

The school district may supply you with equipment or supplies to assist you in performing your job duties. You are expected to show reasonable care for any equipment issued and to take precautions for theft as well. Any equipment, keys and key fobs issued must be returned prior to your last day of employment. Lost equipment, keys, and key fobs will be replaced at the expense of the employee.

M. Solicitations

Individuals, groups and organizations often wish to solicit employees to support a particular activity or organization. This solicitation may be charitable, political, union or for other purposes. Solicitations that are sanctioned by the district such as the Moorhead Area Education Foundation or the United Way are permitted. All others need to be approved by administration in advance. The selling of tickets or merchandise by employees is permitted only on personal time in designated break areas.

N. Teamwork

Providing a quality education for students and a quality work experience for employees involves teamwork between each employee in the district. Some important actions are:

1. Get to know your co-workers and their capabilities,
2. Create a pleasant, respectful, caring and enjoyable work atmosphere, and
3. Work together towards achieving the mission of Moorhead Area Public Schools

Teamwork is demonstrated by showing respect, cooperation and leadership at all times. Serving as an effective member of your team is key to accomplishing the district's mission.

O. School Board Policies and Administrative Procedures

It is the responsibility of each employee to read and become familiar with School Board Policies and Administrative Procedures of the district. These policies and procedures are found on the extranet as well as the district web site. Some policies and procedures are mentioned specifically in this handbook; however, all need to be reviewed on a regular basis by all employees. *Refer to School Board Policy 499: Policies Incorporated by Reference for Employees/Personnel.*

P. Reporting

Please refer to School Board Policies 535: Maltreatment of Vulnerable Adults, 578: Bullying Prohibition, and 552: Corporal Punishment. These policies are mandated by state statute for the protection of students. You are required to comply with these statutes to maintain a safe and civil environment for students.

Q. Acceptable Use

Please refer to *School Board Policy 731: Moorhead Area Public Schools Electronic Network Acceptable Use and Safety, School Board Policy 732: Use of All School Equipment and Materials for Instructional Purposes off School Premises and School Board Policy 446 Employee Responsible Use of Social Media*, along with their associated Administrative Procedures. You are expected to read and follow the directions of these policies at all times.

III. EMPLOYMENT LAWS

A. Equal Opportunity Employer

The Moorhead Area Public School District prohibits discrimination in any form on the basis of race, color, creed, age, disability, sex, sexual orientation, national origin, marital status or status with regard to public assistance. This policy includes but is not limited to the following: employment, promotion, demotion, transfer, layoff, recall, corrective actions, termination, rate of pay, other compensation, and the application of policies and training. Please refer to *School Board Policies 401 Equal Employment Opportunity Statement; 402 Grievance Procedures for Equal Opportunity; and 404 Employment Disability Nondiscrimination,* which all speak to equal employment opportunity.

Employees who engage in discrimination will be subject to disciplinary action, up to and including termination.

If you feel you have been the victim of discrimination, please refer to *School Board Policy* 404 *Grievance Procedures for Equal Opportunity.*

B. Immigration Law Compliance

The Moorhead Area Public School District is committed to employing only United States Citizens and Aliens who are authorized to work in the United States, and to comply with the Immigration and Nationality Act as updated through March 2010. As a condition of employment, you must properly complete, sign and date the first section of the Immigration and Naturalization Service Form I-9 on your date of hire and provide documentation of information requested within three (3) business days of the date employment begins. Newly re-hired employees must also complete the form (I-9) prior to beginning work if: they have not previously filed an I-9 with the school district; if their previous I-9 is more than three years old; or if their previous I-9 is no longer valid.

Employers cannot specify which documents an employee can use for Form I-9, Employment Eligibility Verification.

C. Employment of Minors

No one under 18 years of age will be employed without providing proper proof of age in an age certificate, birth certificate, or driver's license. Minors will be employed only in accordance with the state child labor laws and school district policies. No one under 16 years of age will be employed in any capacity.

This policy is in accordance with both state and federal laws that regulate hiring of minors - persons less than 18 years of age. In the Fair Labor Standards Act the minimum age of 16 was set for general employment, but for those occupations that the Secretary of Labor determined to be hazardous, the minimum age is 18.

A high school student under the age of 18 will not be permitted to work after 11 p.m. on an evening before a school day or before 5 a.m. on a school day.

D. Harassment Check School Board Policy

The purpose of the school district policy on harassment is to maintain learning and working environments that are free from religious, racial, national origin or sexual harassment and violence. The Moorhead Area Public Schools prohibits any form of religious, racial, sexual orientation, national origin or sexual harassment and violence.

See *School Board Policy 570 - Prohibition of Harassment and Violence.*

GENERAL STATEMENT OF POLICY

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator, or other school personnel through conduct or communication of a sexual nature or regarding religion, national origin and race as defined by this policy. For purposes of this policy, school personnel include School Board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict or attempt to inflict religious, racial, sexual orientation, national origin or sexual violence upon any pupil, teacher, administrator or other school personnel.

The Moorhead Area Public Schools will act to investigate all complaints, formal or informal, verbal or written, of religious, racial, sexual orientation, national origin or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated 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.

The Human Rights Officer (Director of Human Resources) will undertake or authorize and investigation upon receipt of a report or complaint alleging harassment or violence prohibited by this policy. The School District will take appropriate action based on the findings of the investigation.

E. Retaliation

The law forbids retaliation when it comes to any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoff, training, fringe benefits, and any other term or condition of employment in response to filing a charge of discrimination; making a complaint to an employer or other covered entity about discrimination; or because of participation in a discrimination proceeding.

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, violence, or discrimination in accordance with School Board 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.

F. Comparable Worth/Pay Equity

It is the policy of the Moorhead Area Public School District to comply with the Minnesota State Law on comparable worth/pay equity. After the initial study a board policy has been put into place to maintain results for current job classifications and to process new or revised job descriptions through the study mechanism in order to continue compliance with the law. Further details are available in Human Resources. Please refer to *School Board Policy 403: Comparable Worth Review Process.*

G. Public and Private Personnel Data

Private and public personnel data is defined by Federal law, state statute and School Board Policy. Please refer to *School Board Policy 414: Employee Public and Private Personnel Data.* The district will follow these laws, and it is important that you, as an employee, understand what information the district maintains about you is private and what information is public.

IV. COMMUNICATIONS

A. Web Site

The school district maintains a nationally recognized Web site at ~~www.moorhead.k12.mn.us~~ *www.moorheadschools.org*. It contains a wide variety of information about the district, our schools, programs, employment, policies, telephone numbers, upcoming events, community education, etc. There are two separate and distinct parts to the district Web site: the public Web site and the district extranet.

The public Web site is accessible to anyone who has a computer with Internet access. This side has a wealth of information about the school district, the schools, media centers, community education, district news and recognition, and school calendars. It also has employment opportunities, a staff directory and other valuable information.

The district extranet requires a username and password for entry. Employees receive a username and password to access the extranet. The extranet includes: bulletins, calendars, the Substitute Employee Management System (SEMS), your payroll/leave information, links to Flexible Spending account balances and many other areas. Please become familiar with the extranet as this will allow for enhanced communication and benefit to you as an employee.

B. Publications

There are several publications available to you as an employee, which keeps you connected to the many activities, programs, and newsworthy events occurring in the school district. Some of these include:

District Calendar
"Messages" newsletter from the Moorhead Area Public Schools
Sports Events Calendar

C. Staff Meetings

Staff, team and other meetings are an important link for you and your co-workers. Talk with your supervisor about the frequency and location of meetings and plan to attend. Periodically, staff meetings may be held for the purpose of hearing guest speakers, holding open forums, obtaining new information, the opportunity for employee input and/or education/training or receiving updates on what is happening in the school district

D. Telephone and Mail

You are encouraged to use district telephones, computers, fax machines, and other communication devices for school district business purposes only. Employees may use personal cell phones to make personal telephone calls/text messages or other electronic correspondence during their breaks, meal periods or prep periods, but may not use them during scheduled work time. All communication with students should be professional and related to the education process.

Personal correspondence should be written on your own time. The district is not to be used as a personal mailing address.

See Appendix A for building telephone numbers.

E. Other Communication

Voice Mail - Voice Mail is assigned to designated employees. Employees with voice mail should listen to their messages frequently during the day and return messages in a timely and responsive manner.

Mailboxes - An individual mailbox may be assigned to employees at their work site.

E-mail/Internet/Extranet - E-mail, Extranet and Internet use are for school business use only. All electronic communication on district equipment can be requested and is discoverable. Please review *School Board Policy 731 and Administrative Procedure 731.1: Moorhead Area Public Schools Information Network Acceptable Use and Safety.*

Social Media – Moorhead Area Public Schools recognizes the importance of online social media networks as a communication and e-learning tool. The school district acknowledges the value of teacher inquiry, investigation, and innovation using new technology tools to enhance the learning experience. Employees are responsible for their behavior or activity on these networks. Employees must report inappropriate student behavior or activities including incidents governed by mandated reporting to their supervisor. The school district takes no position on employees' decision to participate in the use of social media networks for personal use on personal time. However, use of these media for personal use during district time and/or on district equipment is prohibited.

Please review *School Board Policy 447 Employee Responsible Use of Social Media; Administrative Procedure 447.1 Social Media Guidelines for employees; and School Board Policy 448: Electronic Communication Between Employee and Students.*

V. JOB PERFORMANCE

A. Job Responsibilities

Your position has specific responsibilities which, you are expected to perform. It is important that the responsibilities of each job are fully understood. Please speak with your supervisor if you have any questions about the functions you are able to perform in your job. In addition, most jobs will require employees to be flexible and willing to take on new assignments as a result of their responsibilities changing over time. Therefore, it is very important that you clearly understand what your supervisor expects of you and that you keep abreast of changes in your job. Check with your supervisor if you have questions regarding your job description duties.

B. Corrective Action

Corrective action may be taken by supervisors to address the behavior or performance of employees, whose conduct disrupts the activities and goals of the school district. Corrective action may also be taken to address work rule violations and other prohibitive acts. This process may include oral warnings, written warnings, suspension, demotion or termination. Through this process, employees are provided with the information needed to understand what aspect of their work performance and/or behavior is unacceptable and what improvements are needed to demonstrate success.

Moorhead Area Public Schools reserves the right to combine or skip steps depending upon facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Specific steps of corrective action may vary based on contract language. Please see your contract or contact Human Resources if you have questions.

C. Your Supervisor

We encourage open communication throughout the district. Your supervisor should be the first person you talk to regarding most questions or concerns you may have. He/she can explain operations, protocols and procedures and can refer you to written materials or other resources for additional information.

D. Initial Evaluation and Performance Review

The initial performance evaluation and periodic performance review varies by contract/agreement. Please ~~check~~ refer to your contract ~~to see~~ regarding how the evaluations are completed, and whether you are under a probationary period and the length of that probationary period.

Evaluation of probationary and continuing contract teachers is described in the Teacher's Master Agreement.

Please refer to *School Board Policy 470: School District Evaluation of Personnel.*

E. Staff Development

The district has an established Staff Development program to assist you in remaining current and up-to-date in your job duties. Work time is scheduled on the school calendar each year for staff development. You are encouraged to take advantage of this time to increase your knowledge, skills, and abilities to perform your job, which is a benefit to you, our students, and our co-workers. Please refer to *School Board Policy 446: Staff Development.* Offsite staff development is also available by supervisor approval.

The district staff development funds are also utilized in this manner. Please refer to *School Board Policy 824: Reimbursement for Travel, Professional Meetings and Conferences.*

VI. JOB OPPORTUNITIES

A. Web Site and Human Resources Job Posting

All open positions are advertised on the district Web site under the Employment Opportunities section. If you are interested in being considered for one of the jobs posted you are asked to apply for the job in writing to the Human Resources Department. All qualified applicants who apply are considered for job openings as they occur. ~~If you are chosen for a different position a transfer form is completed to complete the process.~~

B. Hiring of Relatives

The school district may employ immediate family of employees provided they are not placed in positions with direct supervision of one another.

C. Right of Assignment

The school district has the right of assignment of all employees in the district.

D. Background Checks

Any person offered employment in the district for any kind of position would be required to complete a background check. Employment will be contingent on successful completion and review of the background check.

Employees have the right to request and obtain a copy of the background check report from the district, which may be provided to the employee at a cost not exceeding the actual cost of the report. Employees have the right to challenge the accuracy and completeness of information contained in a background check report. Please see *School Board Policy 413: Employment Background Checks* and MN Statute 123B.03 BACKGROUND CHECK.

VII. EMPLOYEE PAY AND RECORDS

A. Personal Information Changes

For a variety of reasons (such as tax, pension, or benefit reporting) it is important that your records are current. If there are any changes in your name, address, telephone number, number of dependents, insurance beneficiaries, etc., it is your responsibility to notify Human Resources and/or Payroll.

B. Exempt and Non-Exempt Employees

Each employee is designated as either exempt or non-exempt from federal and state wage and hour laws. Non-exempt or hourly employees are entitled to overtime pay under specific provisions of federal and state wage and hour laws. Non-exempt employees are entitled to time and one-half their "regular rate" of pay for each hour worked over a 40-hour period in a work week period. See Subsection E below for more information.

Exempt or salaried employees are excluded from specific provisions of federal and state wage and hour laws. Exempt employees must meet the criteria of specific tests outlined in wage and hour provisions. The status of an employee from exempt status to non-exempt status, or vice-versa, may only be changed upon written notification by the School District and by agreement with any union contract affected.

C. Payday

Payday is the last working day of each month with the exception of December when employees are paid before winter break. Those employees working less than a twelve (12) month year can choose to be paid in 10 or 12 installments by completing a form in the Payroll Office. Employees are now required to have their check deposited directly to the bank account of their choice. There are limited exceptions to this requirement.

Payroll and leave information is available via the extranet and may be printed by employees.

You may review your paycheck information by using the link to the site in the demographics box by clicking on your name in the upper left corner of the extranet.

D. Personnel Files

During your employment with the school district, information about you must be kept on file. Your confidential personnel record will include basic information such as your address, phone number, social security number and employment related information - performance reviews/assessments, applications, salary data, corrective action records, etc. A separate medical file is maintained for each employee, which has limited access. You may review your personnel file by contacting Human Resources for an appointment and making a written request.

E. Overtime

Ideally, all jobs will be structured so that normal work assignments can be completed during a regular workweek. There may be instances, however, when you will need to work overtime to meet special demands. Overtime is paid at the rate of one and one half times the employee's regular rate of pay for hours worked in excess of 40 in a workweek. District overtime guidelines are:

1) All overtime must be authorized by your supervisor in advance, and
2) Exempt employees are ineligible for overtime.

Under certain prescribed conditions, employees of State or local government agencies may receive compensatory time off, at a rate of not less than one and one-half hours for each overtime hour worked, instead of cash overtime pay. An employee must be permitted to use compensatory time on the date requested unless doing so would "unduly distrupt" the operations of the agency. There are limitations on the number of hours that may be accumulated.

Moorhead Area Public Schools workweek begins on Sunday at 12:00 am and ends on Saturday at 11:59pm.

If you have questions regarding your overtime eligibility, please contact Human Resources.

F. Storm Days/Inclement Weather

If school is closed in the Moorhead Area Public Schools due to inclement weather, twelve-month employees are expected to report to work as usual. If you as an employee judge that it may be unsafe or potentially injurious for you to report to work, or you report to work on a storm day and feel that it is necessary for you to leave early, you have a choice to use vacation time, a personal leave day (if available) or a deduct day. Work time taken as a deduct may be made up during the work week at the discretion of your supervisor and if there is sufficient time left in the workweek to make up the time. The workweek, for this purpose only, is defined as 7:00 a.m. Monday through 7:00 a.m. the following Monday.

Operation and Maintenance employees are required to work on all storm days falling on regular workdays, even though school may be closed because of inclement weather. Contract language under Article VI, Section 9 would be followed in that event.

If you determine that it is unsafe for you to report to work due to inclement weather, please call your supervisor and inform them at the start of your normally scheduled workday. Call all absences into the SEMS system at the beginning of your normally scheduled workday to record your choice of vacation day, personal day or deduct day. The number for the SEMS system is 284-SEMS (7367). Please have your pin number ready when you call.

If you report to work on a storm day and you are sent home, you will receive credit for working the entire day. The decision to dismiss employees early will be made only by the Superintendent.

VIII. TIME AWAY FROM WORK

There are a number of reasons for employees to be gone from the work setting. Generally, whenever you miss work there are two procedures you need to follow: notify your supervisor to receive authorization/permission to be absent from work and record your absence on the Substitute Employee Management System (SEMS).

Quick reference guides for how to use the system by either telephone or computer can be found by logging on to the district's extranet then clicking on your name in the upper left hand corner and following the link found in your demographic information.

Known absences should be recorded into the system as far in advance as possible, particularly for those employees who need substitutes. Please follow instructions and timelines to ensure the best functioning of the system.

A. Sick Leave

Eligible employees have available sick leave to use for personal illness and in some contracts/agreements, for family illness. The district will comply with Minnesota State Law in allowing employees to use sick leave for their sick children under age 18 for specified family members in the same manner as they ~~can~~ may use it for themselves. Some contracts/agreements have expanded family definitions for sick leave usage. Please review your contract language or contact Human Resources for further information. ~~, so it depends upon which contract/agreement you are under.~~

There are also varying days specified when a doctor's statement is required. Some contracts/agreements also use sick leave under the emergency leave provision. ~~Check~~ Please review your contract/agreement for the specific provision and to determine whether you work enough hours and/or meet eligibility requirements to be eligible for sick leave.

Please use the Substitute Employee Management System (SEMS) - 284-SEMS or Web Center Online to record a sick leave absence.

B. Parental Leave

The district has provided provisions under contracts/agreements for employees to take time off for birth or adoption of a child. Titles may be Maternity/Parental/Child Care Leave. Each contract has specific provisions, usually involving the use of sick leave under certain conditions for a specific length of time and an unpaid provision for extended leaves of absence. The Family Medical Leave Act (FMLA) provisions are also followed by the school district in providing these leaves.

Normally, there are contract/agreement provisions requiring advance notice of the leave and an estimated date of the beginning of the leave. Employees need to request the leave in writing to their supervisor and then it should be forwarded to Human Resources for processing.

C. Family and Medical Leave Act (FMLA)

PURPOSE: To outline the conditions under which an employee may request time off without pay for a limited period with job protection and no loss of accumulated service if the employee returns to work.

DEFINITION: A family or medical leave of absence is defined as an approved absence available to eligible employees for up to 12 weeks of unpaid leave during a 12-month period under particular circumstances that are critical to the life of a family. To determine the amount of leave to which an employee is entitled, the 12-month period is measured backward from the date that the employee uses any leave under FMLA. In other words, any leave that was taken by the employee during the 12 months preceding the date that the employee takes additional leave will be counted to determine the amount of leave remaining.

Leave may be taken:

- ∞ on the birth of an employee's child;
- ∞ on the placement of a child for adoption or foster care with an employee;
- ∞ when an employee is needed to care for a child, spouse, or parent who has a serious health condition; or
- ∞ when an employee is unable to perform at least one of the essential functions of his or her position because of the employee's own serious health condition.

SCOPE: This policy applies to all family and medical leaves of absence including leaves that are covered under paid employment benefit plans or policies for any part of the 12 weeks leave to which the employee may be entitled under this policy. In other words, if an employee is entitled to both family medical leave and paid leave under another benefit plan or policy, the employee is required to use all applicable paid leave plans or policies before unpaid leave. Family medical leave and the paid leave will run concurrently.

ELIGIBILITY: To be eligible for leave under this policy, an employee must have been employed at the district for at least 12 months and must have worked at least 1,250 hours during the 12-month period preceding the beginning of the leave.

Exception: If an employee on leave is salaried and among the highest paid 10% of district employees within 75 surface miles, and keeping the job open for the employee would result in substantial and grievous economic injury to the district, the employee can be denied job restoration after leave. In this situation, however, the employee will be given an opportunity to return to work during leave.

BASIC REGULATIONS AND CONDITIONS OF LEAVE:

Medical certification. The district will require medical certification to support a claim for leave for an employee's own serious health condition or to care for a seriously ill child, spouse, or parent.

For the employee's own medical leave, the certification must include a statement that the employee is unable to perform at least one of the functions of his or her position. For leave to care for a seriously ill child, spouse, or parent, the certification must include an estimate of the amount of time that the employee is needed to provide care.

The district may require a second medical opinion and periodic re-certifications at its own expense. If the first and second opinions differ, the district may require the binding opinion of a third health care provider, approved jointly by the district and the employee and paid for by the district.

Intermittent or reduced leave. Leave may be taken on an intermittent or reduced-leave schedule if it is medically necessary for a serious health condition of the employee or his or her spouse, child or parent. If leave is requested on this basis, however, the district may require the employee to transfer temporarily to a part-time schedule or an alternative position that better accommodates recurring absences. The alternative position will have equivalent pay and benefits.

Spouses combined leave. Spouses who are both employed by the district are entitled to a joint total of 12 weeks leave (rather than 12 weeks each) for the birth or placement for adoption or foster care of a child. For any other qualifying FMLA reason, each eligible spouse will be entitled to the full 12 weeks of family medical leave, or that portion of leave remaining in the relevant 12-month period.

NOTIFICATION AND REPORTING REQUIREMENTS: When the need for leave is foreseeable, such as the birth of a child, the placement for adoption or foster care of a child, or planned medical treatment, the employee must provide reasonable prior notice and make an effort to schedule leave so that it does not unduly disrupt district operations. Employees who are ill will be required to report periodically on their status and their intention to return to work.

STATUS OF EMPLOYEE BENEFITS DURING LEAVE OF ABSENCE:

Health Insurance. Group health care coverage will continue for employees on leave as if they were still working. Employees who are granted an approved leave of absence under this policy are advised to arrange to pay their share of premiums during the absence.

If the leave is paid, premiums will continue to be paid through payroll deductions. If the leave is unpaid, employees are responsible for making sure the district receives premium payments by the normal payroll dates. The Human Resources Department will provide a schedule of payment amounts and due dates at the beginning of any unpaid leave of absence.

Recovery of premiums. If an employee chooses not to return to work, or does not stay at work for at least 30 days upon return (for reasons other than retirement), after an approved unpaid leave of absence, the district may recover from the employee the cost of any payments made to maintain the employee's health insurance, unless the failure to return is because of a serious health condition or reasons beyond the employee's control. Benefit entitlements based on length of service will be calculated as of the last paid workday before the start of the unpaid absence.

Return to Work A fitness for duty certification or release to return to work is required for all employees returning from consecutive family medical leave. The release must come from the employee's healthcare provider must address the employee's ability to perform the essential functions of their job, the date the employee may return to work and specify any restrictions, if applicable.

Upon return from leave, eligible employees must be restored to their original or equivalent position with equivalent pay, benefits, and other employment terms. While an employee is on an

intermittent or reduced-schedule leave, the company may temporarily transfer the employee to an available alternative position that better accommodates the recurring leave and that has equivalent pay and benefits.

PROCEDURES: The employee must fill out a Request for Family and Medical Leave of Absence Form. This form must be completed in detail, signed by the employee, submitted to the immediate supervisor for proper approvals, and forwarded to the Human Resources Department. If possible, the form should be submitted 30 days before the effective date of the leave.

All requests for family and medical leaves of absence due to illness must include sufficient medical certification stating:

- The date on which the serious health condition began;
- The probable duration of the condition; and
- The appropriate medical facts that the health care provider knows about the condition.

In addition, for leave to care for a child, spouse, or parent, the certificate must include an estimate of the amount of time that the employee is needed to provide such care.

For leave for an employee's illness, the certificate must state that the employee is unable to perform at least one of the functions of his or her position.

For certification of intermittent leave or leave on a reduced-leave schedule for planned medical treatment, the certificate must state the dates on which such treatment is expected to be given and the duration of the treatment.

Military Family Leave. There are two types of Military Family Leave available.

1. Qualifying exigency leave. If you (1) have been employed by the district for at least 12 months and (2) have worked at least 1,250 hours during the previous 12-month period, you are entitled to use up to 12 weeks unpaid leave to address certain qualifying exigencies.
    - Short-notice deployment (up to seven days of leave)
    - Attending certain military events
    - Arranging for alternative childcare
    - Addressing certain financial and legal arrangements
    - Periods of rest and recuperation for the service member (up to five days of leave)
    - Attending certain counseling sessions
    - Attending post-deployment activities (up to ninety (90) days after the termination of active duty status)
    - Other activities arising out of the service member's active duty or call to active duty and agreed upon by the Moorhead Area Public School District
    - Leave to care for a covered service member. There is also a special leave entitlement that permits employees who meet the eligibility requirements for FAMILY MEDICAL leave to take up to 26 weeks of leave to care for a covered service member during a single 12-month period.
2. Leave to care for a covered service member. There is also a special leave entitlement that permits employees who meet the eligibility requirements for FMLA to take up to 26 weeks of leave to care for a covered service member during a single 12-month period.

A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has been rendered medically unfit to perform his or her duties due to a serious injury or illness incurred in the line of duty while on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

When both husband and wife work for the same employer, the aggregate amount of leave that can be taken by the husband and wife to care for a covered service member is 26 weeks in a single 12-month period.

Parenting Leave. If you (1) have been employed by the district for at least 12 months and (2) have worked at least 1,250 hours during the previous 12-month period, you are entitled to use up to 12 weeks unpaid leave upon the birth of your child or placement of a child in your home for adoption or foster care.

The Moorhead Area School District mandates the use of paid time to run concurrently. You are required to use other available paid leave (sick leave or vacation) at the same time as parenting leave. The district will continue to pay its share of your group health insurance premiums during the leave.

Parenting leave must be arranged through your supervisor. You are encouraged to alert your supervisor and/or management at least 30 days prior to the date you will begin parenting leave, if possible. At the end of the leave, you will be reinstated to your old position or one that is substantially the same, if your old position is not available. If you are not able to, or choose not to return to work at that time, you will be considered to have voluntarily terminated your employment.

If you do not return to work for reasons beyond your control or because you have a serious health condition which prevents you from returning to work, then you will not be required to repay health insurance premiums paid by the district during your leave. If you do not return to work for any other reason, then you will be required to repay the district for those premiums.

Employees who do not work the requisite hours stated above, but have been employed at least 12 consecutive months and work an average number of hours equal to one half the full-time equivalent position, are eligible for leave under the Minnesota Parental Leave Act (Minnesota Statute 181.941).. Such employees shall be entitled to up to six weeks of unpaid leave of absence when they are a natural or adoptive parent. The employee at his or her own expense may continue group health coverage.

Instructional employees, defined as one whose principal function is to teach and instruct students in a class, a small group, or an individual setting, are subject to special rules under the Family and Medical Leave Act. These employees include, but are not limited to, teachers, coaches, driver's education instructors, and special education assistants.

Further details may be obtained from your supervisor or management. See *School Board Policy 422: Family and Medical Leaves.*

D. Personal Leave

Under contracts/agreements, school district employees may qualify for a personal leave. ~~In most cases this is a one-day paid leave.~~ Please see your contract for additional information or contact Human Resources. Also, please record the absence on the Substitute Employee Management System (SEMS) at 284-SEMS or on Web Center Online.

E. Military Service Leaves

The Moorhead Area Public School District provides time off for employees who are members of the military. The district follows federal and state law for this type of leave. Please see Human Resources for more information.

F. Funeral/Bereavement Leave

Time off with pay is granted in various ways in different contracts/agreements to allow an employee to attend the funeral, ~~and to either~~ be with a relative prior to death, or ~~after~~ to ~~help~~ assist with final arrangements. The list of relatives varies by contract/agreement, as well as the allowed provisions of paid time off. ~~vary by contract/agreement~~. Some contracts/agreements tie this provision into emergency leave. For more information review your contract or contact Human Resources.

G. Jury Duty

Employees are given paid time to serve on a jury. An employee ~~who is~~ called to serve on a jury must notify his or her supervisor as soon as possible after receiving notice.

Employees ~~who are~~ excused from jury duty, or ~~who are~~ not chosen as a juror, are expected to report back to work for the remainder of their work day during the entire time they are designated to be on jury duty.

H. Deduct Days

Deduct days are days taken voluntarily by an employee without pay. These days are to be arranged as far in advance as possible in order to provide as little disruption to students and coworkers as necessary.

Currently, there are limits on the amount of days which can be taken at any one time~~, and which need~~ with advanced approval by your supervisor, with the exception of Education Moorhead members. Deduct days are not to be used in place of other leaves of absence in the various contracts/agreements. Deduct days must be recorded ~~on~~ in the Substitute Employee Management System at 284-3352 or on Web Center Online. Please see Human Resources for more information.

I. Other Leaves of Absence

Various contracts/agreements have provisions for other leaves of absence. These leaves are normally without pay and may vary in length from a few days to up to five years. Included are sabbatical leaves, extended leaves and leaves that do not fit other leave provisions. Please check your contract/agreement for leave provisions in this category.

IX. EMPLOYEE BENEFITS

A. Insurance

Health Insurance

Currently, the school district provides several plans of health insurance to choose from. All plans currently offer employee only coverage or family coverage. There are various plan designs and various premiums for each of these plans. ~~In some~~ Some contracts/agreements, provide a district contribution ~~the employer pays part of the~~ toward the cost of health insurance coverage. ~~for~~ the insurance. Please see Human Resources or Payroll for an explanation of the various plans and premiums.

Insurance coverage is effective the first day of the month following the employment start date for new employees. Employees may change the level of coverage if there is a life event such as a birth, death, marriage, divorce or loss of job of a spouse. These changes need to be reported to Human Resources within 30 days of the event. Employees must meet eligibility requirements for the insurance provided by the district.

Life Insurance

In most contracts/agreements the school district pays the premium for a basic life insurance policy for eligible employees. This insurance currently has an accidental death and dismemberment provision. ~~as well~~. Supplemental coverage for the employee is available at his/her own expense.

Dependent coverage is available for spouse and children, in most instances, up to maximum amounts. Please contact Human Resources or Payroll for more information. Insurance coverage is effective on the first day of the month following the employment start date for new employees.

Dental Insurance

An optional, employee paid dental insurance is currently available through the school district under some contracts/agreements. Please see Human Resources or Payroll for details on coverage and cost options available. Dental insurance must be applied for within 30 days of the employment start date, and employees must meet eligibility requirements.

Vision

An optional, employee paid vision insurance is currently available through the school district under some contracts/agreements. Please see Human Resources or Payroll for details on coverage and cost options available. Vision insurance must be applied for within 30 days of the employment start date, and employees must meet eligibility requirements.

Disability Insurance
The school district pays the premium for a long-term disability insurance policy for eligible employees. There is a 60 continuous workday waiting period for eligibility. The policy pays 60% of an employee's normal wage, subject to taxation, up to age 65 if necessary for continuing disability. Please contact Human Resources or Payroll for details if you are disabled. If you were hurt on the job you would be covered by Workers' Compensation, which will be discussed later in this handbook.

Unemployment/Re-employment Insurance
If you are terminated from your job or laid off from your job you may be eligible for this insurance. Please contact your local Job Service to apply for benefits on the Job Service link on the district Web site under *Career Resources*. The *Career Resources* section also has many other forms of assistance listed, ranging from interviewing skills, resume building, other Web sites listing jobs and employee assistance.

Cancer/Intensive Care Insurance
The school district provides this insurance at the employee's own cost for those who wish to have it. Policy information is available in the Payroll Office.

B. Vacation

Vacation is paid time off earned by eligible employees to take off for any reason. The amount earned varies by contract/agreement and by the amount of hours worked.

Vacation may not be available until after a probationary period, depending on the contract/agreement. Advance requests are always required and should be submitted to your supervisor for approval. Vacation days must be recorded on the Substitute Employee Management Systems at 284-SEMS or Web Center Online.

For more information please see Human Resources or check your contract/agreement.

C. Retirement

PERA & TRA
All employees in the Moorhead Area Public School District who meet minimum state plan requirements are covered under either the Public Employee's Retirement Association or the Teacher's Retirement Association. The school district and the employee both contribute to the mandated state retirement plans in an amount set by law. Further information is available on the PERA Web site at www.mnpera.org or the TRA Web site at www.tra.state.mn.us.

Deferred Annuities - 403(b)
The school district sponsors district-approved companies who provide 403(b) deferred annuities/mutual funds. Employees may contribute to these annuities with pre-tax dollars up to the maximum allowed by law. In some contracts/agreements, the employer will match a portion

of the employee contribution up to the maximum specified in the contract/agreement. Please check your contract/agreement to see if there is any employer match. Please contact Payroll if you are interested in signing up to participate in the 403(b) program or if you have further questions.

Social Security (FICA)

As an employee of the Moorhead Area Public School District you are automatically covered under the Federal Social Security Act. The employee and the district contribute a percentage of the employee's gross salary to Social Security, up to a maximum gross earning specified by the law. Any earnings above this contribution are not subject to taxation.

Medicare, as part of Social Security, is also deducted from your check at the rate of 1.45% of gross earnings, with no maximum limit on earnings.

Social Security that is paid to you is based on a complex formula that uses your high thirty-five years of earnings. You may begin drawing it upon retirement as early as age 62. The longer you wait until retirement, the higher amount you are paid when you retire.

There are provisions built into Social Security for disability, death of spouse, etc. Social Security may be contacted directly for more information at its Web site at www.ssa.gov or the Fargo office at 239-5607 or 1-800-453-7255.

D. Flexible Spending Accounts

The school district maintains a flexible spending plan to which eligible employees may contribute pre-tax dollars from their pay to cover any or all of the following three areas:

1. Unreimbursed Medical Expenses.
2. Child Care Expenses.
3. Health Insurance Premiums.

Beginning with the July 1, 2010 year the plan year will run be from July 1 – June 30 thereafter to coincide with the health insurance plan year. Employees hired during that time may participate for the remainder of the plan year. By participating in the FSA, employees can receive reimbursement of these before tax dollars and save themselves money. If employees are planning to participate in the HSA health insurance plan they need to see Payroll prior to enrolling in the Flexible Spending Account. Please see Payroll for more information or use the link to the site in the demographics box by clicking on your name in the upper left corner of the extranet.

E. Employee Assistance Program

The Moorhead Area Public School District Employee Assistance Program is available to all district employees and their immediate household members. The program provides help to employees and family members with personal problems such as marital and family issues, mental or emotional problems, finances, alcoholism, drug abuse, legal problems or other concerns. Please see *School Board Policy 426: Employee Assistance.*

All information shared with the EAP Coordinator is held in a confidential manner and may not be disclosed to anyone without a signed release from the employee. Participation in the Employee Assistance Program is voluntary and there is no charge for assessment interviews. Current access to EAP programs can be gained by telephone at 1-800-432-5155. For hearing impaired the telephone number is 1-800-627-3529.

F. Employee Discounts

From time to time, local businesses offer discounts to employees of the school district. This information will be posted on the Extranet in the announcement section. For current information on available discounts, please contact Human Resources.

G. Workers' Compensation

All employees are covered by Workers' Compensation. If you are injured on the job, report the injury immediately to your supervisor. Seek necessary medical attention if needed. Employee Incident Report forms are available on the district web site under Human Resources, Workers' Comp folder, in your building's main office, and in the Human Resources office. The form needs to be filled out even if medical attention is not sought. There are strict timelines to fill out the form in order to be covered and failure to report or file the form on a timely basis could result in a rejection of a Workers' Compensation claim. Please access all workers' compensation forms on the district Web site under Human Resources~Employee Forms.

Worker's Compensation will provide compensation for the following:

- ∞ Medical care for your work injury as long as it is reasonable and necessary
- ∞ Wage-loss benefit for part of your lost income. Requires a three (3)-calendar-day waiting period.
- ∞ Compensation for permanent damage to or loss of function of a body part
- ∞ Benefits to your spouse or dependents if you die as a result of a work injury
- ∞ Vocational rehabilitation services if you cannot return to your pre-injury job or employer

Each contract should be reviewed for specific information regarding compensation during the three (3) day waiting period and subsequent loss of work time due to an injury.

X. HEALTH AND SAFETY

Our district is committed to providing a healthy and safe work environment for all employees. Regard for safety of our students and employees is of utmost concern. Safety does not occur by chance. It is the result of careful attention to all school district operations. Providing a safe place to work, a work environment conducive to safe work practices, and effective safety policies are primary concerns for the administration. It is our belief that employees at every level have a responsibility for maintaining safety and occupational health within the district, and are expected to cooperate fully with the district's health and safety policies. Violations of health and safety policies should be reported to the Director of Human Resources or the Director of

Transportation/Buildings and Grounds. Please review the specific Health and Safety Information on the district Web site. Please see *School Board Policy 425: Health and Safety Protection.*

A. Tobacco Free Environment

Smoking and/or the use of tobacco products are prohibited on all school district property, including district-owned and contracted vehicles.

Enforcement
Signs will be placed at the entrance to each school district building stating that it is a tobacco free environment. "No Smoking" signs shall be placed in the halls and common areas of each district building.

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 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.

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 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. Please see *School Board Policy 573: Tobacco-Free Environment.*

B. Drug Free Workplace/Drug-Free School

The Moorhead Area Public *School District Policy 572: Drug Free Schools*, prohibits the use, possession, sale, transfer or dispersing of any drug on school property. You need to familiarize yourself with this policy and be in compliance with its requirements.

It is also important that you review, be familiar and comply with *School Board Policy 420: Chemical Use and Abuse Policy, Policy 421: Employee Drug and Alcohol Testing, Policy 532: Medication, and Policy 551: Student Discipline.* These policies are available on the district Web site at ~~www.moorhead.k12.mn.us~~ www.moorheadschools.org.

C. Employee Right-to-Know

The school district has identified hazardous substances, harmful physical agents or infectious agents in the school district and provides training and information for employee protection. Under *School Board Policy 424 Employee Right to Know—Exposure to Hazardous Substances,* there is more information regarding the policy and coverage. Please familiarize yourself with the policy, identify the hazards around your workstation and ensure you have read the Material Safety Data

Sheets about those hazards in order to minimize risk to yourself. Also, please read Administrative *Procedure 424.1, Personal Protective Equipment,* regarding personal protective equipment and follow up to use this equipment properly.

D. Emergency Closings/Crisis Management

When conditions prevail at the school which a building administrator considers to be of an emergency nature or hazardous to staff and students, he or she shall notify the superintendent or designee of the circumstances.

Building administrators will follow individual building action plans as outlined in *School Board Policy 710: School District Crisis Management Policy, School Board Policy 711: Severe Weather-Related School Closing and Administrative Policy 712.1.* The superintendent or designee may determine an alternate plan of action. Once the plan is determined school district staff will contact the media, other public and non-public schools, and other organizations or individuals in which may be necessary to notify. Twelve-month employees should also refer to Appendix B for additional information regarding snow days and inclement weather.

Emergency or hazardous conditions are defined as those situations that make it impossible to carry on the normal teaching activities in the school and/or create a situation that could be harmful to the safety of the students and staff. Examples include, but are not restricted to, bomb threats, weather and utility failures.

The automated notification system may be used in these situations. Each school within the district has a specific policy. Please locate the policy for your building and familiarize yourself with its provisions.

E. Health and Safety Protection

The Moorhead Area Public Schools consider health and safety protection an important part of every operation. The district will establish, provide, and maintain safe and healthful working conditions and insist upon safe work methods and practices at all times. Please see *School Board Policy 425: Health and Safety Protection* and *Policy 531: Communicable Disease Control and Infectious Conditions.*

All employees and students shall follow safe working practices, obey rules and regulations, and work in a manner that maintains the high safety and health standards developed and sanctioned by the district.

F. Fire Safety

The school district seeks to provide a safe environment for employees and students. Fire Safety is an essential element of this environment.

Employees should know:

1. Location of fire alarms.
2. Location of fire extinguishers.
3. Evacuation routes.
4. Who to notify in case of fire.

Employees need to remain calm in situations involving danger to self and others, and to take precautions to prevent fires from occurring. In the event of a fire, the most important task is to sound the alarm and clear the building. Employees should not risk their safety in fighting fires. Please review *School Board Policy 710: School District Crisis Management.*

G. Automated External Defibrillator (AED)

The Moorhead Area School District maintains AEDs in the Middle School, the High School and the Moorhead Sports Center for use if needed. Please refer to *School Board Policy 713: Automated External Defibrillator (AED)* and *Administrative Procedure 713.1 School District Automated External Defibrillator (AED) Procedure* for use of the device.

H. Weapons

All district employees are expected to follow all provisions of *School Board Policy 576: Moorhead Area Public Schools Weapons Policy.* It is essential that a safe and civil environment be maintained in order to meet the mission of the district.

I. Wellness

Although *School Board Policy 536: Wellness* was developed primarily for students, the school district values the health and well being of each staff member. The school staff should act as role models to students for good nutrition and physical activity. The Moorhead Area Public Schools encourages the involvement of administrators, School Board, students, parents, teachers, food and nutrition personnel and other interested persons in implementing, monitoring and reviewing school district nutrition and physical activity policies.

XI. TRANSPORTATION

A. Driving for Work Related Purposes

If you use your vehicle for work related purposes you are expected to:

1) Drive defensively;
2) Wear your seat belt;
3) Allow plenty of time;
4) Make accommodations for bad weather; and,

5) Carry appropriate equipment in your vehicle to ensure your safety (i.e., in the winter: blankets, boots, shovel, etc.).

B. Seat Belt Use

All employees are required to use seat belts when operating or riding in a motor vehicle on school district business.

C. Vehicle Insurance

All employees who use a vehicle for work related purposes must carry insurance on their vehicle as required by the State of Minnesota. You may not use your vehicle for work related purposes if your vehicle is not covered by the required insurance. You may be required to show proof of current vehicle insurance.

D. Driver's License

All employees who use a vehicle for work related purposes are required to have a valid driver's license.

E. Parking

Please see your supervisor or site/department for the specific policy on parking issues.

Appendix C is a map of all district building sites.

F. Mileage

Employees who use their own car for district business will be reimbursed at the rate determined by the school district. Employees will be reimbursed for miles driven in excess of their normal commute to their principle place of work. Please refer to *School Board Policy 722: School District Owned Vehicle Reservation.*

XII. RESIGNATION FROM EMPLOYMENT

A. Notice of Resignation

The school district in some contracts/agreements requires notice if you are resigning from employment here. When notice is not required, the district requests as much advance notice as possible in order to have some time to advertise and hire your replacement. This notice should be in writing utilizing a personal letter or the district form for resignation, which is available under Human Resources~Employee Forms on the district web site.

Failure to give notice may jeopardize a future employment reference.

B. Return of District Property

At the time of resignation or retirement, and prior to leaving the district you will need to return all district property to your supervisor. Keys, key fobs, identification badges and all other district property is to be given to your supervisor, who will ensure that all property is returned to the department where it originated.

C. COBRA Benefits

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) requires that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage (called "continuation coverage") at group rates in certain instances where coverage under the plan would otherwise end (called "qualifying events").

If you are covered by the district's group health insurance plan and lose your coverage because of a reduction in your hours of employment or the termination of your employment, whether voluntary or involuntary (except for reasons of gross misconduct on your part), you have the right to choose continuation coverage. If you choose continuation coverage, you will be provided with coverage that is identical to the coverage being provided to similarly situated employees (or their family members). If you do not choose continuation coverage, your group health insurance coverage under the plan will end.

COBRA requires that you be offered the opportunity to maintain continuation coverage for three years unless you lost group health coverage because of a termination of employment or reduction in hours. In that case, the required continuation coverage period is 18 months, unless the Social Security Administration determines that you (either employee or dependent) were disabled at the time termination or reduction of hours, and you inform Moorhead Area Public Schools before the end of the 18-month period, in which case your coverage may be extended up to 29 months.

If you are covered by the district's group health insurance plan, your spouse will have the right to choose continuation coverage for himself/herself if group health coverage is lost for any of the following four reasons:

1. Your death;
2. Termination of your employment with the district (for reasons other than gross misconduct) or reduction in your hours of employment with the district;
3. Divorce or legal separation from you; or
4. You become entitled to Medicare.

Your dependent children have the right to choose continuation coverage if group health coverage is lost for any of the following five reasons:

1. Your death;
2. Your termination from employment with the district (for reasons other than gross misconduct), or reduction in your hours of employment with the district;
3. Your divorce or legal separation;
4. A parent becomes entitled to Medicare; or

5. The dependent ceases to be a "dependent child" under the terms of the group insurance plan.

You or your family member has the responsibility to inform the Plan Administrator of a divorce, legal separation, or a child losing dependent status under the Plan, within sixty days of the date of the event or the date on which coverage would end under the group Plan because of the event, whichever is later. The district will notify the Plan Administrator of your death, termination of employment, reduction in hours of employment or Medicare entitlement.

You have sixty days from the later of

1) the date you ordinarily would have lost coverage because of one of the events described above, or
2) the date of the notice of your right to elect continuation coverage to inform the Plan Administrator that you want continuation coverage.

Additional qualifying events can occur while the continuation coverage is in effect. Such events may extend an 18-month continuation coverage period to 36 months, but in no event will coverage extend beyond 36 months after the initial qualifying event. Under certain circumstances, your continuing coverage may be cut short.

If you or your family member elects to continue coverage, you must pay the district the cost of continued coverage monthly. Once your continuation coverage terminates for any reason, it cannot be reinstated.

For further details concerning continuation of benefits under COBRA, contact the Human Resource Department.

1. The federal COBRA law applies to employers with 20 or more employees. Provisions for continuation of health benefits under Minnesota law have been amended to substantially follow the federal COBRA law, without the 36-month limitation for surviving descendants. The Minnesota Act applies to all group insurance policies.

2. COBRA ensures that employees and beneficiaries do not lose health insurance coverage because of death, termination, reduction of employment hours, divorce or separation, retirement, or other qualifying event. Employees are allowed to continue on the group health plan at their own expense after a qualifying event.

   The employee has up to 60 days in which to decide whether to take advantage of this continuation coverage. No evidence of insurability is needed for such continued coverage.

3. Upon learning of a qualifying event, the district should provide the employee with a COBRA notice and election form.

4. Generally, former employees may elect to maintain their COBRA coverage for up to 18 months after their termination or reduction in hours while dependents generally may elect to maintain their coverage for 36 months after the date of an employee's death, divorce, or legal separation, the employee's entitlement to Medicare, or a dependent's loss of dependent status.

5. Former employees or dependents who elect to continue coverage under COBRA must pay all of the premium for the continuation coverage.

6. In order to be certain that the district is complying with its obligation under COBRA it is important that the administrators/supervisors notify the Human Resources Department of any qualifying events to an employee in their department including an employee's termination whether voluntary or involuntary, an employee's reduction in hours, the employee's death, divorce, legal separation, the employee's entitlement to Medicare or a dependent's loss of independent status.

7. Employees who are laid off and who carry district health insurance may have a portion of their health insurance paid for a limited amount of time if they meet eligibility requirements. See Human Resources/Payroll for more information.

D. Exit Interviews

The Human Resource Department would like to schedule an exit interview when you leave employment. This interview gives you the opportunity to tell us how we can improve our working conditions, policies, supervisory techniques and other areas. It also gives you the opportunity to tell us what is good about the district. Exit interviews will be provided electronically, however paper copies will be available upon request. If you would prefer to make an appointment to discuss your experience as an employee of Moorhead Area Public Schools, please contact the Human Resources department. ~~If you are unable or unwilling to schedule a time to meet with the Human Resources Director and discuss this, we do have exit interview forms available from the building administrator, Human Resources, or on the district Web site under Human Resources~Employee Forms.~~

Ellen Hopkins Elementary School 2020 11th Street South	284-4300
Robert Asp Elementary School 910 11th Street North	284-6300
S.G. Reinertsen Elementary School 1201 40th Avenue South	284-5300
Horizon Middle School 3601 12th Avenue South	284-7300
Moorhead High School 2300 4th Avenue South	284-2300
Red River Area Learning Center 1100 32nd Avenue South	284-2200
Detention Center 915 9th Avenue North	284-5150
Adult Basic Education 2215 12th Ave S	284-3451
Probstfield Center for Education 2410 14th Street South	284-3300
Superintendent	284-3330
Asst. Superintendent	284-3375
Director of Human Resources	284-3355
Director of Information & Instructional Support	284-3345
Director of Learner Support Services	284-3710
Director of School Improvement and Accountability	284-3310
Community Education	284-3400
Early Intervention Services	284-3800

Appendix B

LAKES COUNTRY SERVICE COOPERATIVE (LCSC)
WELLNESS INCENTIVE PROGRAM

Wellness Programs and Incentives
Entered into on 12/10/2012

The Moorhead Area Public Schools desires to offer incentives to employees who voluntarily choose to participate in wellness programs ("Wellness Programs") pursuant to a wellness incentive program (the "Program") that is made available through the [Lakes Country Service Cooperative] ("SC"). The Program is intended to be temporary and will sunset on the date set forth below.

Section 1. Program. During the term of the Program, employees will be provided financial incentives to participate in and complete Wellness Programs made available through the SC. Participation in the Program by employees is completely voluntary.

Section 2. Eligibility. Incentives under the Program are limited to employees who are enrolled in Employer-sponsored group health plans made available through SC. The Program shall terminate with respect to any class of employees that ceases to participate in group health plan coverage made available through SC.

Section 3. Incentive. The Employer will pay incentives in the amount of $200 in FY14 for each employee who completes a health risk assessment between January 2, 2013 and February 15, 2013. The Employer will pay $250 in FY14 for each employee who completes a health risk assessment and participates in biometric screening between November 1, 2013 and March 31, 2014. No amount of incentives shall be payable as taxable cash compensation.

Section 4. Application of Incentives. Incentives earned by employees shall be contributed to (1) the HSAs of employees who have established HSAs through a custodian selected by Employer or (2) the individual accounts of employees under the Employer's HRA funded through the Minnesota Service Cooperative VEBA Plan and Trust in the manner determined by Employer or as otherwise agreed upon. No amount of incentives shall be payable as taxable cash compensation.

Section 5. Wellness Programs. During the first year of the Program, employees will be eligible for an incentive if they complete an online health risk assessment and review the results. Employees who do not have reasonable access to the internet through work or home will be provided online access through the Employer's worksite. During the second year of the Program, employees will be eligible of an incentive if they complete an online health risk assessment and review the results, and participate in biometric screening. In no event will an incentive be contingent on satisfying a standard related to a health factor, unless a reasonable alternative standard is made available to achieve the reward for persons who could not otherwise obtain the reward because of a health condition or for whom it would be medically inadvisable to attempt to satisfy the applicable standard.

Section 6. Confidential Information. Individual information that employees provide on the health risk assessment or learn through biometric screening will not be shared with the Employer or the SC. The Employer will receive information on who completes the health risk assessment

and participates in biometric screening solely for the purpose of determining who is entitled to an incentive.

Section 7. Temporary Program; Sunset Provisions. The Program may be terminated at the discretion of Employer at any time, but incentives earned before the Program is terminated will be payable as described herein. The Program will automatically terminate on July 1, 2014 unless renewed by the Employer. Employer is not required to bargain for renewal or extension of the Program.

Section 8. Entire Agreement. This is the full and complete agreement of the parties on this issue. There are no other oral or implied agreements.

Section 9. No Precedent. This agreement does not set any precedent for any future issue, nor does it authorize opening any collective bargaining agreement between the Parties for negotiation.

MEMO P.02.225

TO: Cabinet
Twelve-Month Employees

FROM: Ron Nielsen, Director of Human Resources

DATE: November 15, 2002

RE: Storm Days/Inclement Weather

In an effort to clarify past confusion regarding how twelve-month employees handle coming to work during storm days/inclement weather, the policy has been reviewed with the following modifications:

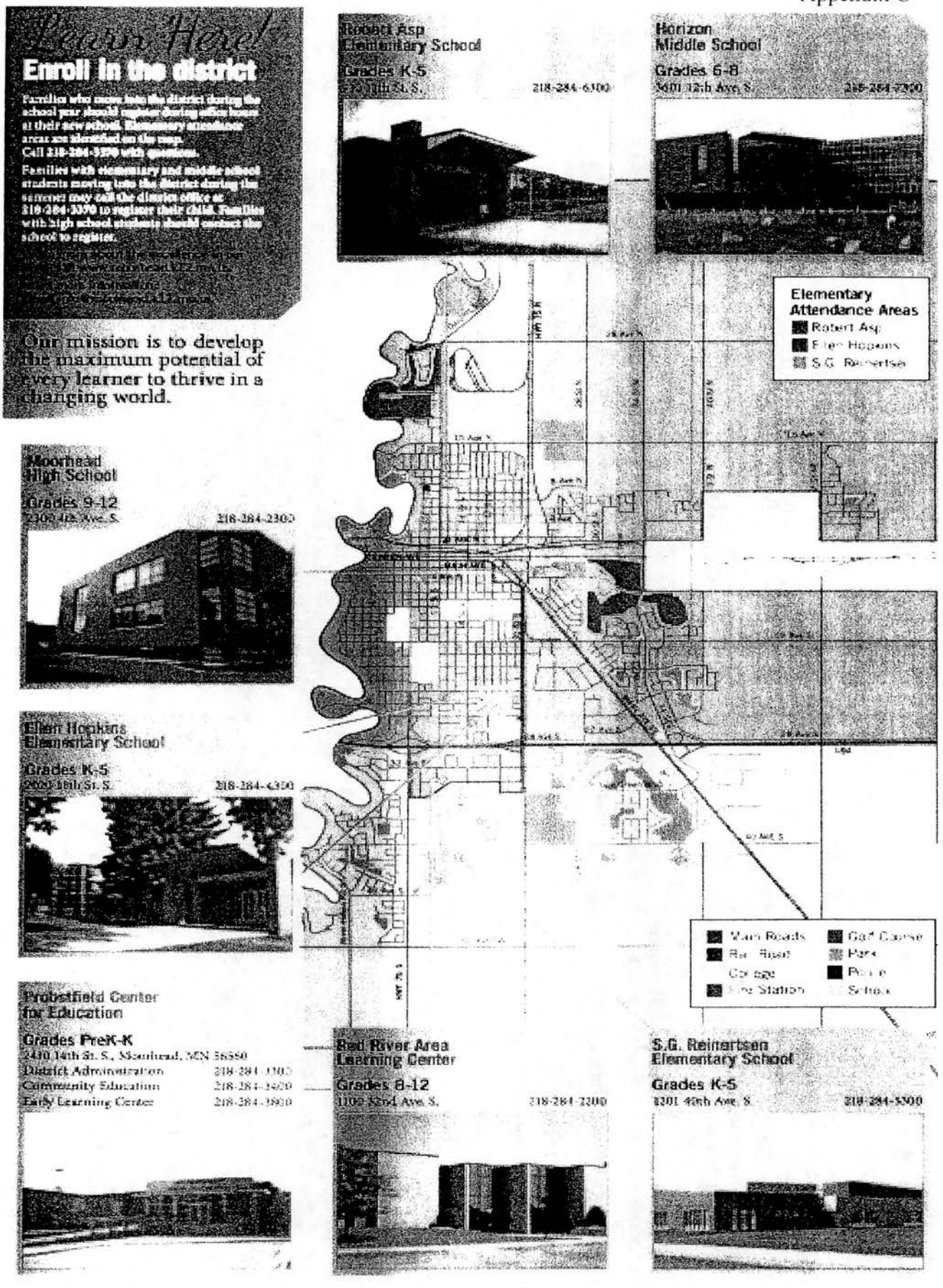
If school is closed in the Moorhead Area Public Schools due to inclement weather, twelve-month employees are expected to report to work as usual. If you as an employee judge that it may be unsafe or potentially injurious for you to report to work, you have a choice to use vacation time, a personal leave day (if available) or a deduct day. Work time taken as a deduct may be made up during the work week at the discretion of your supervisor and if there is sufficient time left in the workweek to make up the time. The workweek, for this purpose only, is defined as 7:00 a.m. Monday through 7:00 a.m. the following Monday.

Operation and Maintenance employees are required to work on all storm days falling on regular workdays, even though school may be closed because of inclement weather. Contract language under Article VI, Section 9 would be followed in that event.

If you determine that it is unsafe for you to report to work due to inclement weather, you need to call your supervisor and inform them at the start of your normally scheduled workday. You also need to call the SEMS system at the beginning of your normally scheduled workday to record your choice of vacation day, personal day or deduct day. The number for the SEMS system is 284-SEMS (7367). Please have your pin number ready when you call.

If you report to work on a storm day and you are sent home, you will receive credit for working the entire day. The decision to dismiss employees early will be made only by the Superintendent. If you report to work on a storm day and feel that it is necessary for you to leave early you have a choice of using vacation, a personal leave day (if available) or deduct upon approval by your immediate supervisor. Work time taken as a deduct may be made up during the work week at the discretion of your supervisor and if there is sufficient time left in the workweek. The workweek, for this purpose only, is defined as 7:00 a.m. Monday through 7:00 a.m. the following Monday. If you decide it is necessary for you to leave work early you must call your absence into SEMS (284-7367).

RN: jg


Learn Here!
Enroll in the district
Our mission is to develop the maximum potential of every learner to thrive in a changing world.
Robert Asp Elementary School
Grades K-5
218-284-6100
Horizon Middle School
Grades 6-8
218-284-2300
Elementary Attendance Areas
Robert Asp
Ellen Hopkins
S.G. Reinertsen
Moorhead High School
Grades 9-12
2300 4th Ave. S.
218-284-2303
Ellen Hopkins Elementary School
Grades K-5
2600 16th St. S.
218-284-4300
Probstfield Center for Education
Grades PreK-K
2410 14th St. S., Moorhead, MN 56560
District Administration 218-284-3300
Community Education 218-284-3600
Early Learning Center 218-284-3900
Red River Area Learning Center
Grades 8-12
1102 32nd Ave. S.
218-284-2300
S.G. Reinertsen Elementary School
Grades K-5
3201 40th Ave. S.
218-284-5300
Main Roads
Golf Course
Park
Police
Schools

Charlotte Danielson's FRAMEWORK FOR TEACHING

DOMAIN 1: Planning and Preparation

1a Demonstrating Knowledge of Content and Pedagogy
- Content knowledge • Prerequisite relationships • Content pedagogy

1b Demonstrating Knowledge of Students
- Child development • Learning process • Special needs • Student skills, knowledge, and proficiency • Interests and cultural heritage

1c Setting Instructional Outcomes
- Value, sequence, and alignment • Clarity • Balance • Suitability for diverse learners

1d Demonstrating Knowledge of Resources
- For classroom • To extend content knowledge • For students

1e Designing Coherent Instruction
- Learning activities • Instructional materials and resources • Instructional groups
- Lesson and unit structure

1f Designing Student Assessments
- Congruence with outcomes • Criteria and standards • Formative assessments
- Us e for planning

DOMAIN 2: The Classroom Environment

2a Creating an Environment of Respect and Rapport
- Teacher interaction with students
- Student interaction with students

2b Establishing a Culture for Learning
- Importance of content
- Expectations for learning and achievement • Student pride in work

2c Managing Classroom Procedures
- Instructional groups • Transitions • Materials and supplies
- Non-instructional duties
- Supervision of volunteers and paraprofessionals

2d Managing Student Behavior
- Expectations • Monitoring behavior
- Response to misbehavior

2e Organizing Physical Space
- Safety and accessibility
- Arrangement of furniture and resources

DOMAIN 4: Professional Responsibilities

4a Reflecting on Teaching
- Accuracy • Use in future teaching

4b Maintaining Accurate Records
- Student completion of assignments • Student progress in learning
- Non-instructional records

4c Communicating with Families
- About instructional program • About individual students • Engagement of families in instructional program

4d Participating in a Professional Community
- Relationships with colleagues • Participation in school projects • Involvement in culture of professional inquiry • Service to school

4e Growing and Developing Professionally
- Enhancement of content knowledge / pedagogical skill • Receptivity to feedback from colleagues • Service to the profession

4f Showing Professionalism
- Integrity/ethical conduct • Service to students • Advocacy • Decision-making
- Compliance with school/district regulations

DOMAIN 3: Instruction

3a Communicating With Students
- Expectations for learning • Directions and procedures
- Explanations of content
- Use of oral and written language

3b Using Questioning and Discussion Techniques
- Quality of questions • Discussion techniques
- Student participation

3c Engaging Students in Learning
- Activities and assignments • Student groups
- Instructional materials and resources • Structure and pacing

3d Using Assessment in Instruction
- Assessment criteria • Monitoring of student learning
- Feedback to students
- Student self-assessment and monitoring

3e Demonstrating Flexibility and Responsiveness
- Lesson adjustment • Response to students
- Persistence

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Superintendent's Spud Awards 2013-2014

This award is for special recognition of staff, students, parents and community members who go above and beyond expectations in support of the district's mission to develop the maximum potential of every learner to thrive in a changing world.

The awards will be chosen from the form submitted on the district website. Not all nominations will receive an award. A person may receive the award one time per year. The awards will be given at school board meetings.

The following categories:

Distinguished Service

- Displays exceptional performance in their action and behavior above and beyond their duties.
- Takes extraordinary steps to achieve results that enhance teaching and learning, student support, operations or positively impacts the community.

Leadership

- Displays leadership, initiative, pride, respect and dedication in addition to regular duties or areas.
- Leads staff successfully through change in extraordinary circumstances.

Customer Service

- Goes the extra mile to exemplify the tradition of excellence in all interactions with customers, including students, parents and community members.
- Has a "can-do" attitude that focuses on service and motivates others.

Innovation

- Shows a record of accomplishments and creativity and continues to bring new vision to the district.

Forms must be submitted by email to superintendent@moorheadschools.org.

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Superintendent's Spud Award Nomination Form

The Superintendent's Spud Awards are presented by the superintendent to employees, students, parents, and community members who display exceptional performance in their action and behavior to continue the district's tradition of excellence. The objective of this award is to recognize performance above and beyond expectations.

Employees cannot be nominated for actions that fall under their list of required job duties, even if they do them exceptionally well. The nomination must demonstrate that the person has gone above and beyond what is expected.

Not all nominations will receive an award. Consideration is given to nominees who possess one or more of the following criteria:

- Display exceptional performance in their action and behavior above and beyond their duties.
- Take extraordinary steps to achieve results that enhance teaching and learning, student support, operations or positively impacts the community.
- Display leadership, initiative, pride, respect and dedication in addition to regular duties or areas.
- Lead staff successfully through change in extraordinary circumstances.
- Go the extra mile to exemplify the tradition of excellence in all interactions with customers, including students, parents and community members.
- Have a "can-do" attitude that focuses on service and motivates others.
- Show a record of accomplishments and creativity and continues to bring new vision to the district.

Complete all the information below. Please provide as much information as possible on what the nominee has done to deserve the award. Nomination forms must be sent as an attachment to superintendent@moorheadschools.org. No self-nominations will be accepted.

NOMINEE(S)

Name(s): _____

Position: _____ School/Department: _____

Detail specific examples of how the nominee(s) exhibited exceptional performance above and beyond their regular job duties, or in their volunteer service:

NOMINATOR

Name: _____ Email Address: _____

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Teacher Innovation Grants

Teacher Innovation Grants are provided to empower teachers to try new teaching techniques, purchase equipment and materials to improve the performance of their students in all academic disciplines. Grants are awarded for projects that have clear objectives, a strong evaluation component and heavy student hands-on involvement. These grants are intended to support the work of teachers as they meet 21st century learning skills of Critical Thinking Skills, Problem Solving, Communication, Collaboration, Creativity, Innovation and Student Engagement in the learning process. Grants will be allowed up $1,200 per teacher - additional amounts may be available.

Grant Guidelines

Innovation is the key to the Teacher Innovation Grant process. A project is considered innovative if the effort is a new way for the teacher to inspire increased student learning and student engagement in the classroom. Teachers must be open to innovative/creative teaching and learning methods such as Group and Project Based Learning. This grant may be used to begin to implement integrated techology in the classroom to improve studen engagement and student learning.

Not all innovation involves the use of technology; new ways of using older technology can also increase student performance. Professional development from the technology staff will be required with the purchase of any new equipment. These grants will provide the opportunity for pilot projects that may become larger projects in the district and may lead to further implementation on the district level.

It is important that applications include a description of the innovative nature of the project. Background information on the school and/or students involved is often helpful in this description. It is also important that the project applications demonstrate strong student engagement as students learn best when they are active learners. If the project is of a professional development nature, there must be a description of how students will directly benefit from the project. Any equipment purchases must requested with Dan Markert and the building adminstrator.

A viable assessment or evaluation plan is required. It is also important for you to describe how you would disseminte the results of class projects and implementation of technolgy integration to your colleagues including but not exclusive to staff presentations, school board presenations, PLC meetings, or other means. This would include success,failures and what can be learnined from doing these types of projects.

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School Requirements

Building Administration must sign off and support this innovation.

Specifics Dates for 2013-2014

Send all proposals to: Lynne Kovash, Superintendent. There will be a rolling submission with the last submission at the end of the first semester. The application will be acted upon within two weeks and information will be returned to the teacher within the timeframe of two weeks.

August 27 and 28: Grant information communicated to staff

Sept. - January submission of grants

May 2014 final reports

April/May requests for proposals for the 2014-15 school year.

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Teacher Innovation Grant Form

2013-14 School Year

Teacher Name:

Email Address:

Phone Number:

Project Title:

Project Leaders:

Project Grade Levels:

Project Subject Matter:

Grant Review Process:

Grants will be awarded on the following criteria.

Proposals should not exceed a 5-page limit in the format provided. Failure to comply will automatically disqualify the application.

1. Project Description

    a. Goals:

    b. Proposed Grade/Curriculum Levels:

    c. Activities:

2. Alignment to Standards

Describe the State Standards that will be addressed with the usage of the innovative teacher practices

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3. Assessment/Evaluation Plan

Describe various techniques or methods you would use to evaluate or assess your students' work and this project. Where possible, provide examples of summative or formative assessment as appropriate.

4. Collaboration & Dissemination of Project to Colleagues

Describe how the cohort of teachers will work collaboratively through a Professional Learning Community (PLC). Also, describe how you would disseminate the results of the integration to your colleagues. This would include successes, failures, and lessons learned from doing these types of projects.

I agree that the grant will be used as stated in the grant proposal application.

Applicant/s Signature and Date

_____ _____

Building Administrator Signature and Date _____

Technology Director Signature and Date (if needed)

_____

Total possible points are 90 and are divided as follows:

- Up to 45 points for the quality of the plan
- Up to 20 points for the assessment/evaluation plan
- Up to 15 points for the dissemination/collaboration plan
- Up to 10 points for the alignment to standards

A rubric will be developed with the point scale.

Teacher Innovation Grants
2013-14 School Year

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Indicator	Not in place, no addressed, or inadequate to meet project goals	Weak or unclear; many revisions needed to meet project goals	Average; important elements are missing or need revision to meet project goals	Strong; few revisions needed to meet project goals	Exemplary; no revisions need to meet project
Score	*1*	*2*	*3*	*4*	*5*
Quality of the Plan (45 points)					
The plan indicates how the innovation will improve student achievement.					
The proposal indicates how technological or other resources may be used to transform the classroom and curriculum.					
The proposal indentifies specific participating teachers, classrooms, subjects and administrators.					
The plan demonstrates readiness through the use of research-based tools.					
The proposal describes the plan to use data to plan and implement the innovative practices.					
The plan demonstrates evidence of effective technology integration and teaching strategies.					

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Assessment/Evaluation Plan (20 points)					
The proposal describes in detail how learning will be assessed and how it is tied to standards and curriculum goals. The proposal provides samples of assessment methods.					
The proposal demonstrates activities and strategies for monitoring and supporting the implementation fidelity of the project, and includes identified staff members capacity to complete tasks effectively.					
The plan demonstrates that proposed strategies and activities for the projects have a high likelihood of meeting data collection and reporting requirements of the projected learning to sustained implementation.					
The proposal describes the methods for assessing the integration of resources included but not limited to anecdotal data, formative assessments, 21st Century measurements, artifacts, attendance/discipline, etc.					
Alignment to Standards (10 points)					
The project content and context is					

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tied to State or National Standards. Detailed explanation and examples are provided.					
The project includes 21st century or technology standards and is aligned to currents goals and objects for the classroom, school or district.					
Collaboration and Reporting (15 points)					
The proposal articulates a plan to present detailed results of the project (success and failures and what can be learned)					
Time has been allocated for collaboration with other teachers within the school on using innovative practice, or technology practices.					
The plan includes a publishing and dissemination plan to other schools, local organizations, and (as possible) other school districts.					

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