

**Regular School Board Meeting  
Monday, July 26, 2021, 7:00 PM  
Pipestone Area Schools  
Conference Room 1148 MS/HS  
1401 7th St SW  
Pipestone, MN 56164**

**AGENDA**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Approval of Agenda**
  - 1. Additions**
    - 1. Tamara Kremin, Multilingual Learner Lead Teacher (6.3.10)**
    - 2. Letter of Resignation from Rachael Mielke, Learning Readiness/Preschool Teacher (6.10)**
    - 3. Letter of Resignation from Jessica Bosma, School Nurse (6.11)**
    - 4. Letter of Resignation from Kris Nelson, Elementary Paraprofessional (6.12)**
- 4. Public Forum**
- 5. Presentation**
- 6. Consent Agenda**
  - 1. Approve Minutes of the Regular School Board Meeting of June 28, 2021** **3**
  - 2. Approve Minutes of the Work Session Meeting of June 28, 2021** **7**
  - 3. Approval of Contracts and/or Work Agreements**
    - 1. Sarah Landin, MS/HS Social Worker**
    - 2. Leann Bloemendaal, 7th Grade Volleyball**
    - 3. Morgan Taubert, 8th Grade Volleyball**
    - 4. Cheryl Fey, Volleyball Assistant**
    - 5. Jake Evans, Football Assistant**
    - 6. Ryan Koopman, Football Assistant**
    - 7. Cole Maly, Junior High Football**
    - 8. Todd Texley, Cross Country Assistant**
    - 9. Ed Gustafson, Head Tennis**
    - 10. Tamara Kremin, Multilingual Learner Lead Teacher**
  - 4. Approve Fall Sports Volunteers** **9**
  - 5. Approval of Gifts to the School** **10**
    - 1. Christ the King Lutheran Church, Donation of \$100.00 to the Wellness Room**
    - 2. Jasper WELCA, Donation of \$50.00 to the Wellness Room**
  - 6. Letter of Resignation from Brittany Bennett Berndt, MS Math Teacher**
  - 7. Letter of Resignation from Cal Jans, Maintenance Director**
  - 8. Letter of Resignation from Cindy Miller, Library Paraprofessional**
  - 9. Letter of Resignation from Cassondra Whipple, HS/MS Office Manager and Activities Assistant**
  - 10. Letter of Resignation from Rachael Mielke, Learning Readiness/Preschool Teacher**
  - 11. Letter of Resignation from Jessica Bosma, School Nurse**
  - 12. Letter of Resignation from Kris Nelson, Elementary Paraprofessional**
  - 13. Approve Lane Changes**
    - 1. Samantha Terry, MA + 30** **12**
    - 2. Jennifer Evans, MA + 30** **13**
- 7. Financials**
  - 1. Review Elementary Building Budget Year-to-Date** **14**
    - 1. Review New Elementary Building Bills** **15**

2. Approve Treasurer's Report for Elementary Building Bond	20
2. Review of Budget Year-to-Date	21
3. Approve Treasurer's Report for June	22
4. Approve Regular Bills for July	23
5. Approve High School Activity Bills for July	50
8. Board Forum/Information	
1. Board Reports and Updates	
9. Administrator's Report	
1. Superintendent's Board Report	
2. Director of Curriculum, Teaching, and Learning Board Report	
10. Discussion Items	
11. Board Action	
1. Approve 21-22 Handbook for Little Arrows Preschool	52
2. Approve 21-22 Handbook for Pipestone Elementary	58
3. Approve 21-22 Middle School Handbook	80
4. Approve 21-22 High School Handbook	95
5. Approve 21-22 Activities Handbook	126
6. Approve Employee Handbook	149
7. Approve Heartland Colony Lease for 21-22	
8. Resolution Approving School District No. 2689 Long-Term Facility Maintenance Ten Year Plan	168
9. Resolution Regarding Fund Balance Transfers - Fund Balance Transfer from Basic Skills Extended Time to General Fund Unassigned Fund Balance	173
10. Approve Demolition Bid for Brown and Hill Elementary Schools	175
12. Adjournment	

# Minutes of the Regular School Board Meeting

## Pipestone Area Schools

A Regular School Board Meeting of the Board of Trustees of Pipestone Area Schools was held Monday, June 28, 2021 beginning at 7:00 PM in Conference Room 1148.

**Members Present:** Chairman Jeff Baatz; Directors Katie Wiese, Brad Carson, Chrissy DeBates, Amy Nelson, and Randy Erdman. Absent – Lance Oye. Also present – Ex-Officio Kevin Enerson, Jacque Kennedy, Cory Strasser, Melany Wellnitz, and Deb Peschon.

**Visitors Present:** Kyle Kuphal, Peggy Reynolds, Jamie Fenicle, Sharon Wolff, Emily Williamson, Stacy Popma, Cristin Winter, Randy Claussen, and Jon Kozlowski.

**Call to Order:** Chairman Baatz called the meeting to order at 7:00 pm.

### **Pledge of Allegiance**

### **Approval of Agenda**

#### **Additions:**

MS/HS Schedule Changes, Cory Strasser (5.2)

Motion by Carson, second by Erdman, approved the agenda as presented. Motion carried unanimously.

**Public Forum** - None

### **Presentation**

**Approve Commercial Insurance Renewal for 2021-2022:** Jon Kozlowski presented the insurance proposal. The total premium package costs \$106,177.00. Workers Compensation package costs \$40,295.00, for a total account package premium of \$146,472.00 including terrorism coverage. Motion by Erdman, second by Wiese, approved the renewal for 21-22. Motion carried unanimously.

**Title Programming, Melany and Peggy:** Wellnitz and Reynolds presented the Schoolwide Title Programming Plan, which is a comprehensive school improvement effort designed to elevate an entire educational program of a Title 1 school.

**MS/HS Schedule Changes, Cory Strasser:** Strasser gave an update on the High School Implementation Plan in connection with the District Strategic Plan, which included a review of an updated schedule and graduation requirements.

### **Consent Agenda**

#### **Approve Minutes of the Regular School Board Meeting of May 24, 2021:**

#### **Approval of Contracts and/or Work Agreements:**

Logan Stahl, Technology Assistant

Scott Boomgaarden, Dean of Students

Jeff Schelhaas, PE Teacher

Natalie Resch, FFA Advisor and Summer FFA

Sophia Thommes, Jr High FFA

#### **Approve Extended School Year Assignments:**

#### **Approval of Gifts to the School:**

Christ the King Lutheran Church, Donation of \$100.00 to the Wellness Room

Pipestone Area Friends of the Library, Donation of \$898.41 to Meinders Community Library for Take and Make Kits and Full STEAM Ahead 2021

Arrow Athletic Booster Club, Donation of \$2,850.00 for Aluma Elite Taping Station for Athletics

#### **Approve 6th Assignments:**

Monica Kennedy, Advanced Art (Fall)

Lauren Olson, Mass Communications (Spring)

#### **Letter of Resignation from Erika Bierman, Music and ELL Teacher:**

#### **Letter of Resignation from Claire Bradley, Elementary School Counselor:**

Motion by Wiese, second by Carson, approved all items in the Consent Agenda. Motion carried unanimously. Baatz thanked the businesses and organizations for their donation to the school.

## **Financials**

**Review Elementary Building Budget Year-to-Date:** The elementary building budget year-to-date shows expenditures as of June 14, 2021 at \$23,592,822.67. This was non-action.

**Review New Elementary Building Bills:** New elementary building bills paid through June 14, 2021 totaled \$637,677.88. These bills are for review only and are included in the regular monthly bills.

**Approve Treasurer's Report for Elementary Building Bond:** The treasurer's report on the elementary building bond for month ended May 31, 2021 shows a cash balance of \$5,747,308.37. Motion by Erdman, second by DeBates, approved the treasurer's report. Motion carried unanimously.

**Review of Budget Year-to-Date:** The budget year-to-dates shows expenditures as of June 22, 2021 at \$12,264,091.86 or 84%. This is non-action.

**Approve Treasurer's Report for May 2021:** The treasurer's report for month ended May 31, 2021 has a cash balance of \$8,065,077.73. Motion by Nelson, second by Erdman, approved the treasurer's report. Motion carried unanimously.

**Approve Regular Bills for June 2021:** Bills paid through June 16, 2021 totaled \$1,138,204.86. Motion by Wiese, second by Carson, approved payment of the regular monthly bills. Motion carried unanimously.

## **Board Forum/Information**

**Board Reports and Updates:** The Facility Steering Committee met and talked about Hill and Brown, toured the new elementary building and discussed the contents at Hill and Brown. Demo companies will likely take the contents and if anyone is interested in something, they will probably deal with them. The Budget/Finance Committee met and reviewed the upcoming budget proposal for FY21 and also went over the ESSER preliminary budgets put together.

## **Administrator's Report**

**Superintendent's Board Report:** The Legislature looks like they are coming to an agreement with 2.45 on the formula and 2. Looks positive for us.

**Principal's Board Report:** Strasser reported the main thing going on in the high school right now is summer school. There are forty-five students enrolled in credit recovery and there have been several completes. Strasser met with students and staff to go through the student handbooks which will come to the board in July. Interviews have been held for a social worker. Strasser is now on the Executive Committee for Minnesota Association for Secondary School Principals.

## **Director of Curriculum, Teaching, and Learning Board Report:**

## **Discussion Items**

**Safe Return to School Plan:** ESSER has requirements in our Safe Return to School Plan for next year, however, we there are no guidelines. Enerson modified what we have to a much shorter version of what's currently in place. This will change when we do get guidelines for school when we come back in the fall.

## **Board Action**

**Approve Meulebroeck, Taubert & Co., PLLC to Provide Auditing Services to ISD 2689 for Year Ended June 30, 2021:** Motion by Carson, second by Erdman, approved Meulebroeck, Taubert & Co., PLLC to provide auditing services to ISD 2689 for year ended June 30, 2021. Motion carried unanimously.

**Approve Garbage and Recycling Proposal for 2021-2022:** Garbage and recycling proposals for 21-22 were received from the City of Pipestone for \$750.00 per month and VanDyke Sanitation for \$985.00 per month. Motion by Erdman, second by Wiese, to approved the proposal from the City of Pipestone for \$750/month. Motion carried unanimously.

**Approve 2021-2022 Resolution for Membership in the Minnesota State High School League:** Motion by Wiese, second by Erdman, to approved the 21-22 resolution for membership in the MSHSL. Motion carried unanimously.

**Approve Membership to MSBA for 2021-2022:** Motion by Carson, second by Nelson, approved membership to MSBA for 21-22. Motion carried unanimously.

**Approve 2021-2022 Literacy Plan:** Motion by Nelson, second by Wiese, approved the 21-22 Literacy Plan. Motion carried unanimously.

**Approve FY22 Budget:** Enerson presented the budget for FY22. There is an estimated deficit of \$1,142,148.00 in the General Fund. There is \$100,000 contingency in the General Fund. The FY22 Food Service Fund has an estimated fund balance of \$289,885.00. Community Education FY22 has an estimated fund balance of \$223,394.00. The FY22 ECFE has a projected positive fund balance of \$209,679.00 with Learning Readiness/Pre-School with a projected negative fund balance of \$40,282.00. FY22 Debt Service Fund has revenue of \$2,868.00 over expenditures and the FY22 Building Construction Fund has a projected fund balance of \$0.00. Motion by Erdman, second by Carson, approved the FY22 budget. Motion carried unanimously.

**Resolution Approving Superintendent Kevin Enerson as the Identified Official with Authority to Authorize User Access to MDE Secure Websites for Pipestone Area Schools:** Motion by Wiese, second by Erdman, approved Superintendent Kevin Enerson as the Identified Official with Authority to authorize user access to MDE secure websites for Pipestone Area Schools. Motion carried unanimously.

**Wind Turbine Discussion:** Two estimates were received to decommission and remove the wind turbine, Herling Construction, Inc., for \$50,000 and Renew Energy Maintenance, LLC for \$85,217.50. Motion by Erdman, second by Carson, approved to have Herling Construction dismantle the wind tower. Motion carried 5-1 with Wiese opposing.

**Superintendent Evaluation:** Motion by Erdman, second by Nelson, to go into closed session at 8:37 p.m. to discuss Enerson's evaluation. Motion carried unanimously. Motion by Erdman, second by DeBates, to come out of closed session at 8:54 p.m. Motion carried unanimously. Baatz reported Enerson received a favorable evaluation.

#### **Adjournment**

Motion by Wiese, second by Erdman, to adjourn the meeting at 8:55 p.m. Motion carried unanimously.

/s/ Jeff Baatz  
Jeff Baatz, Chairman

/s/ Katie Wiese  
Katie Wiese, Clerk

Approved and dated by the board July 26, 2021.  
Submitted, Deb Peschon

## **ISD #2689 School Board**

**June 28, 2021**

### **SUMMARY OF MINUTES OF THE REGULAR SCHOOL BOARD MEETING OF INDEPENDENT SCHOOL DISTRICT #2689, PIPESTONE COUNTY, PIPESTONE, MINNESOTA**

A regular meeting of the School Board, ISD #2689, was held in the MS/HS Conference Room 1148 on June 28, 2021 at 7:00 p.m.

The following members were present: Chairman Jeff Baatz, Directors Katie Wiese, Chrissy DeBates, Randy Erdman, Amy Nelson, and Brad Carson. Absent – Lance Oye. Also present – Ex-Officio Kevin Enerson, Jacque Kennedy, Cory Strasser, Melany Wellnitz, Deb Peschon, Kyle Kuphal, Peggy Reynolds, Jamie Fenicle, Sharon Wolff, Emily Williamson, Stacy Popma, Cristin Winter, Randy Claussen, and Jon Kozlowski. Chairman Baatz called the meeting to order. The Pledge of Allegiance was recited. Motion by Carson, second by Erdman, approved the agenda as presented. Motion carried unanimously. Public Forum – none. Presentation - Jon Kozlowski presented the commercial insurance proposal. The total premium package costs \$106,177.00. Workers Compensation package costs \$40,295.00, for a total account package premium of \$146,472.00 including terrorism coverage. Motion by Erdman, second by Wiese, approved the renewal for 21-22. Motion carried unanimously. Melany Wellnitz and Peggy Reynolds presented the Schoolwide Title Programming Plan, and Cory Strasser presented the MS/HS schedule changes. Motion by Wiese, second by Carson, approved all items in the Consent Agenda. Motion carried unanimously. Items approved were minutes of the regular school board meeting of May 24, 2021; contracts and/or work agreements for Logan Stahl, Technology Assistant; Scott Boomgaarden, Dean of Students; Jeff Schelhaas, PE Teacher; Natalie Resch, FFA Advisor and Summer FFA; and Sophia Thommes, Jr High FFA, extended school year assignments, donations from Christ the King Lutheran Church, \$100.00 to the Wellness Room; Pipestone Area Friends of the Library, \$898.41 to Meinders Community Library for Take and Make Kits and Full STEAM Ahead 2021; and Arrow Athletic Booster Club, \$2,850.00 for Aluma Elite Taping Station for Athletics, 6<sup>th</sup> assignments for Monica Kennedy, Advanced Art (Fall) and Lauren Olson, Mass Communications (Spring); Letter of Resignation from Erika Bierman, Music and ELL Teacher, and Letter of Resignation from Claire Bradley, Elementary School Counselor.

Financials - The elementary building budget year-to-date shows expenditures as of June 14, 2021 at \$23,592,822.67. This was non-action. New elementary building bills paid through June 14, 2021 totaled \$637,677.88. These bills are for review only and are included in the regular monthly bills. The treasurer's report on the elementary building bond for month ended May 31, 2021 shows a cash balance of \$5,747,308.37. Motion by Erdman, second by DeBates, approved the treasurer's report. Motion carried unanimously. The budget year-to-date shows expenditures as of June 22, 2021 at \$12,264,091.86 or 84%. This is non-action. The treasurer's report for month ended May 31, 2021 has a cash balance of \$8,065,077.73. Motion by Nelson, second by Erdman, approved the treasurer's report. Motion carried unanimously. Bills paid through June 16, 2021 totaled \$1,138,204.86. Motion by Wiese, second by Carson, approved payment of the regular monthly bills. Motion carried unanimously.

Board and Administrative Reports were given. Discussion – Safe Return to School Plan.

Board Action - Motion by Carson, second by Erdman, approved Meulebroeck, Taubert & Co., PLLC to provide auditing services to ISD 2689 for year ended June 30, 2021. Motion carried unanimously. Garbage and recycling proposals for 21-22 were received from the City of Pipestone for \$750.00 per month and VanDyke Sanitation for \$985.00 per month. Motion by Erdman, second by Wiese, to approved the proposal from the City of Pipestone for \$750/month. Motion carried unanimously. Motion by Wiese, second by Erdman, to approved the 21-22 resolution for membership in the MSHSL. Motion carried unanimously. Motion by Carson, second by Nelson, approved membership to MSBA for 21-22. Motion carried unanimously. Motion by Nelson, second by Wiese, approved the 21-22 Literacy Plan. Motion carried unanimously. Enerson presented the budget for FY22. There is an estimated deficit of \$1,142,148.00 in the General Fund. There is \$100,000 contingency in the General Fund. The FY22 Food Service Fund has an estimated fund balance of \$289,885.00. Community Education FY22 has an estimated fund balance of \$223,394.00. The FY22 ECFE has a projected positive fund balance of \$209,679.00 with Learning Readiness/Pre-School with a projected negative fund balance of \$40,282.00. FY22 Debt Service Fund has revenue of \$2,868.00 over expenditures and the FY22 Building Construction Fund has a projected fund balance of \$0.00. Motion by Erdman, second by Carson, approved the FY22 budget. Motion carried unanimously. Motion by Wiese, second by Erdman, approved Superintendent Kevin Enerson as the Identified Official with Authority to authorize user access to MDE secure websites for Pipestone Area Schools. Motion carried unanimously. Two estimates were received to decommission and remove the wind turbine, Herling Construction, Inc., for \$50,000 and Renew Energy Maintenance, LLC for \$85,217.50. Motion by Erdman, second by Carson, approved to have Herling Construction dismantle the wind tower. Motion carried 5-1 with Wiese opposing. Motion by Erdman, second by Nelson, to go into closed session at 8:37 p.m. to discuss Superintendent Enerson's evaluation. Motion carried unanimously. Motion by Erdman, second by DeBates, to come out of closed session at 8:54 p.m. Motion carried unanimously. Baatz reported Enerson received a favorable evaluation. Motion by Wiese, second by Erdman, to adjourn the meeting at 8:55 p.m. Motion carried unanimously.

Dated: June 28, 2021. Approved and dated by the board July 26, 2021.

Attest: Deb Peschon, Recording Secretary

## **Minutes of the Work Session Meeting Pipestone Area Schools**

A Work Session Meeting of the Board of Trustees of Pipestone Area Schools was held Monday, June 28, 2021 beginning at 8:55 PM in Conference Room 1148, Middle/High School.

**Members Present:** Chairman Jeff Baatz; Directors Randy Erdman, Katie Wiese, Amy Nelson, Chrissy DeBates, and Brad Carson. Absent – Lance Oye. Also present – Ex-Officio Kevin Enerson, Cory Strasser, Melany Wellnitz, and Deb Peschon.

**Visitors Present:** Kyle Kuphal, Rob DeMeuse (via teleconference)

**Call Meeting to Order:** Chairman Baatz called the meeting to order at 8:55 p.m..

**Approve Agenda:** Motion by Erdman, second by Wiese, approved the agenda as presented. Motion carried unanimously.

**Student and Parent Survey Results:** Rob DeMeuse with School Perceptions reviewed the Student and Parent Survey results with the board.

**Board Goals on Culture and Climate:** Enerson reviewed the school district’s goals regarding culture and climate, which is to “create and maintain a school culture that promotes and builds the positive relationships and mutual respect among/between students, staff, parents, and a community as whole.” He also reviewed his takeaways from the survey results from students and parents.

### **Adjourn**

Motion by Erdman, second by DeBates, to adjourn the meeting at 9:35 p.m. Motion carried unanimously.

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Jeff Baatz, Chairman

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Katie Wiese, Clerk

Approved and dated by the board July 26, 2021  
Submitted, Deb Peschon

**ISD #2689 School Board**

**June 28, 2021**

**SUMMARY OF MINUTES OF THE WORK SESSION MEETING OF INDEPENDENT SCHOOL DISTRICT #2689, PIPESTONE COUNTY, PIPESTONE, MINNESOTA**

A work session meeting of the School Board, ISD #2689, was held in the MS/HS Conference Room 1148 on June 28, 2021 beginning at 8:55 p.m.

The following members were present: Chairman Jeff Baatz; Directors Randy Erdman; Katie Wiese, Amy Nelson, Chrissy DeBates, and Brad Carson. Absent – Lance Oye. Also present – Ex-Officio Kevin Enerson, Cory Strasser, Melany Wellnitz, Deb Peschon, Kyle Kuphal, and Rob De Meuse (via teleconference)

Chairman Baatz called the meeting to order at 8:55 p.m. Motion by Erdman, second by Wiese, approved the agenda as presented. Motion carried unanimously. Rob DeMeuse with School Perceptions reviewed the Student and Parent Survey results with the board. Enerson reviewed the school district's goals regarding culture and climate, which is to "create and maintain a school culture that promotes and builds the positive relationships and mutual respect among/between students, staff, parents, and a community as whole." He also reviewed his takeaways from the survey results from students and parents.

Motion by Erdman, second by DeBates, to adjourn the meeting at 9:35 p.m. Motion carried unanimously.

Dated: June 28, 2021. Approved and dated by the board July 26, 2021.

Attest: Deb Peschon, Recording Secretary

## **Peschon, Deb**

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**From:** Zollner, Rick  
**Sent:** Monday, July 19, 2021 2:44 PM  
**To:** Peschon, Deb  
**Subject:** Volunteer Coaches

I recommend the following as Volunteer Coaches for Fall activities.

Football:

Mitch Bauman; Jay Johnson; Austin Moeller

Cross Country:

Jenniges Wallace

Rick Zollner

Pipestone Area

Activities Director

9

Independent School District No. 2689  
Pipestone, Minnesota 56164

Date 6-29-21

28986

Received of Christ the King Lutheran Amount \$ 100-  
For Donation to Wellness Rooms

Code							Amount	Description
							100-	check

Signed MP

THIS CHECK IS VOID WITHOUT THE SAFETY FEATURES LISTED ON THE BACK

Apply to account: **CTK - - CHRIST THE KING LUTHERAN CHURCH**

15062151769

CHRIST THE KING LUTHERAN CHURCH  
PO Box 682  
PIPESTONE, MN 56164-2227

78-844  
0914

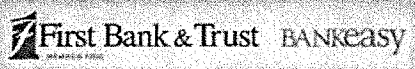
DATE  
06/15/2021

0006601632

First Bank & Trust  
P.O. Box 5057  
Brookings SD 57006-5057

PAY **(ONE HUNDRED DOLLARS AND NO/100)**  
TO THE ORDER OF **PAS WELLNESS ROOM**

AMOUNT  
**\*\*\$100.00**



Signature on File -  
account holder has pre-approved this check

Void After 90 Days

MP

⑈0006601632⑈ ⑆091408446⑆ 115887⑈

Date 7-14-21

Received of Jasper Welca Amount \$ 50-

For Donation to Wellness Room

Code							Amount	Description
							50-	check

Signed MP


**JASPER WELCA**  
PO BOX 306  
JASPER MN 56144

DATE 7-8-21

2915  
72-2200/739

PAY TO THE ORDER OF Wellness Room \$ 50 00

Fifty and 00/100 DOLLARS

 **PeoplesBank**  
Jasper, Minnesota

MEMO \_\_\_\_\_

Mary Lou Bjigam

⑆073922005⑆ ⑆ 05 016 3⑆2915

TRADITIONAL BLUE

RECEIVED

6-24-21

I was on vacation until 6-27-21

PIPESTONE AREA SCHOOLS, ISD #2689  
PIPESTONE, MN 56164

EMAILED

DATE 6-29-21

LANE CHANGE

20 20 - 20 21 SCHOOL YEAR

NAME: Samantha Terry

20 20 - 20 21 School Year

12

Degree MA Plus 0

20 21 - 20 22 School Year

Do you have a transcript of credits on file in the Superintendent's Office for additional credits?

Yes  No

Did you have prior approval to obtain the college credits?

Yes  No

My additional credits should place me on Degree MA Plus 30 for the 20 21 - 20 22 school year.

Superintendent: Kevin Emerson  
6/29/21



PIPESTONE AREA SCHOOLS, ISD #2689  
PIPESTONE, MN 56164

RECEIVED  
7-13-21

EMAILED  
DATE 7-14-21

LANE CHANGE

20 21 - 20 22 SCHOOL YEAR

NAME: Jennifer Evans

20 20 - 20 21 School Year

13

Degree Elementary Education MA Plus 15

20 20 - 20 21 School Year

Do you have a transcript of credits on file in the Superintendent's Office for additional credits?

Yes X No \_\_\_\_\_

Did you have prior approval to obtain the college credits?

Yes X No \_\_\_\_\_

My additional credits should place me on Degree MA Plus 30 for the 20 21 - 20 22 school year.

Superintendent: Kevin Emerson

<b>Kraus-Anderson</b>			
<b>Funding</b>			
		7/19/2021	Balance
<b>Description</b>			
Project Funds Available	\$28,281,962.19		Per Piper Jaffray
Parking lot Abatement Funding	\$0.00		TBD
Food Service Funding	\$400,000.00	(\$196,962.33)	\$203,037.67
LTFM Funding	\$200,000.00		
Project Bond Interest Earnings	\$515,000.00		Projection
Total Available	\$29,396,962.19		
			<b>7/19/2021</b>
<b>Construction Cost Budget</b>	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>
Current Construction Value(Subcontracts)	\$22,052,107.72	(\$19,488,380.57)	\$2,563,727.15
Project General Conditions&Reimbursables	\$660,616.00	(\$452,790.69)	\$207,825.31
Kraus Anderson Site Services	\$1,217,849.00	(\$1,096,911.56)	\$120,937.44
Construction Contingency	\$344,394.66	\$0.00	\$344,394.66
Kraus Anderson Construction Management Fee	\$478,612.00	(\$359,000.00)	\$119,612.00
<b>Total Construction Budget</b>	<b>\$24,753,579.38</b>	<b>(\$21,397,082.82)</b>	<b>\$3,356,496.56</b>
<b>Soft Cost Budget</b>	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>
A/E Fees(ISG)including 7% of Construction Contingency	\$1,802,522.47	(\$1,802,522.47)	\$0.00
A/E Additional Services(Added Scope Design)\$20,000 included in line above	\$156,199.78	(\$156,199.78)	\$0.00
A/E Contingency Budget	\$19,471.06	\$0.00	\$19,471.06
Building Permit Plan Review	\$111,253.00	(\$111,225.59)	\$27.41
SAC/WAC Costs	\$0.00	\$0.00	\$0.00
Geotechnical Survey Report	\$11,810.00	(\$11,810.00)	\$0.00
Special Inspections Testing	\$79,243.00	(\$39,520.00)	\$39,723.00
Commissioning/Test and Balance	\$25,400.00	(\$7,743.00)	\$17,657.00
Plans Production/Distribution	\$10,000.00	(\$1,147.50)	\$8,852.50
<b>Total Soft Cost Budget</b>	<b>\$2,215,899.31</b>	<b>(\$2,130,168.34)</b>	<b>\$85,730.97</b>
<b>Owner Cost Budget</b>	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>
Telecommunications Tower Removal	\$9,825.00	(\$9,425.80)	\$399.20
Initial Surveying(Set Controls and Benchmarks)	\$5,000.00	(\$1,800.00)	\$3,200.00
Loan expenses or bonding costs	\$106,956.50	(\$73,456.50)	\$33,500.00
Furniture Fixtures and Equipment	\$918,000.00	(\$381,265.92)	\$536,734.08
Technology Equipment	\$600,000.00	(\$456,455.19)	\$143,544.81
Decommission Hill and Brown Schools	\$625,000.00	(\$18,242.92)	\$606,757.08
Legal Fees	\$40,000.00	(\$33,000.00)	\$7,000.00
Mis Owner Expense	\$105,000.00	(\$37,912.33)	\$67,087.67
Builders Risk Insurance	\$17,702.00	(\$17,702.00)	\$0.00
<b>Total Owner Cost Budget</b>	<b>\$2,427,483.50</b>	<b>(\$1,029,260.66)</b>	<b>\$1,398,222.84</b>
<b>Total Project Costs</b>	<b>\$29,396,962.19</b>	<b>(\$24,556,511.82)</b>	<b>\$4,840,450.37</b>

## Pipestone Area Schools ISD #2689 Voucher Detail Report by Voucher Number

Batch	Vo	St Ty	Description	SKU Code	PO No	Loc	L	Fd	Org	Pro	Crs	Fin	O/S	Prd	Dist %	Units	Rate	Disc %	Amount	
1	9807		<b>BIOAG ENERGY SERVICES</b>																	
	89160		Build Acq/Construct																	
		P I	Build Acq/Construct			101	E	06	005	870	000	000	520	202112	100.00%	1.00	103.57	100.00%	103.57	
																			Voucher Total	103.57
1	8073		<b>INTERSTATE BATTERY CENTER</b>																	
	89221		Equipment Purchased																	
		P I	Equipment Purchased			101	E	06	005	870	000	000	530	202112	100.00%	1.00	187.20	100.00%	187.20	
																			Voucher Total	187.20
1	9278		<b>ISG</b>																	
	89225		Consult & Serv.fees																	
		P I	Consult & Serv.fees			101	E	06	005	870	000	000	305	202112	100.00%	1.00	98,947.53	100.00%	98,947.53	
																			Voucher Total	98,947.53
1	9807		<b>BIOAG ENERGY SERVICES</b>																	
	89231		Build Acq/Construct																	
		P I	Build Acq/Construct			101	E	06	005	870	000	000	520	202112	100.00%	1.00	124.28	100.00%	124.28	
																			Voucher Total	124.28
1	9807		<b>BIOAG ENERGY SERVICES</b>																	
	89233		Build Acq/Construct																	
		P I	Build Acq/Construct			101	E	06	005	870	000	000	520	202112	100.00%	1.00	118.36	100.00%	118.36	
																			Voucher Total	118.36
1	9807		<b>BIOAG ENERGY SERVICES</b>																	
	89234		Build Acq/Construct																	
		P I	Build Acq/Construct			101	E	06	005	870	000	000	520	202112	100.00%	1.00	100.61	100.00%	100.61	
																			Voucher Total	100.61
1	9807		<b>BIOAG ENERGY SERVICES</b>																	
	89235		Build Acq/Construct																	
		P I	Build Acq/Construct			101	E	06	005	870	000	000	520	202112	100.00%	1.00	82.57	100.00%	82.57	
																			Voucher Total	82.57
1	9807		<b>BIOAG ENERGY SERVICES</b>																	
	89236		Build Acq/Construct																	
		P I	Build Acq/Construct			101	E	06	005	870	000	000	520	202112	100.00%	1.00	82.85	100.00%	82.85	
																			Voucher Total	82.85

# Pipestone Area Schools ISD #2689

## Voucher Detail Report by Voucher Number

Batch	Vo	St Ty	Description	SKU Code	PO No	Loc	L	Fd	Org	Pro	Crs	Fin	O/S	Prd	Dist %	Units	Rate	Disc %	Amount			
1	9807		BIOAG ENERGY SERVICES					06/29/2021		6290100												
	89239		Build Acq/Construct																			
		P I	Build Acq/Construct			101	E	06	005	870	000	000	520	202112	100.00%	1.00	76.93	100.00%	76.93			
																				Voucher Total	76.93	
1	9807		BIOAG ENERGY SERVICES					06/30/2021		6290111												
	89256		Build Acq/Construct																			
		P I	Build Acq/Construct			101	E	06	005	870	000	000	520	202112	100.00%	1.00	91.42	100.00%	91.42			
																					Voucher Total	91.42
1	9807		BIOAG ENERGY SERVICES					06/01/2021		6290139												
	89283		Build Acq/Construct																			
		P I	Build Acq/Construct			101	E	06	005	870	000	000	520	202112	100.00%	1.00	85.81	100.00%	85.81			
																					Voucher Total	85.81
1	7213		LIGHTSPEED TECHNOLOGIES INC		17499			06/01/2021		135029												
	89302																					
		P I	REPLACEMENT PARTS FO AUDIO SYSTE MP			101	E	06	005	870	000	000	555	202112	100.00%	1.00	681.00	100.00%	681.00			
																					Voucher Total	681.00
1	10022		THERMO KING OF SIOUX FALLS INC					06/01/2021		WL35669												
	89327		Consult & Serv.fees																			
		P I	Consult & Serv.fees			101	E	06	005	870	000	000	305	202112	100.00%	1.00	1,450.00	100.00%	1,450.00			
																					Voucher Total	1,450.00
1	10022		THERMO KING OF SIOUX FALLS INC					06/01/2021		WL35670												
	89328		Consult & Serv.fees																			
		P I	Consult & Serv.fees			101	E	06	005	870	000	000	305	202112	100.00%	1.00	1,450.00	100.00%	1,450.00			
																					Voucher Total	1,450.00
1	9278		ISG					06/01/2021		73239												
	89340		Consult & Serv.fees																			
		P I	Consult & Serv.fees			101	E	06	005	870	000	000	305	202112	100.00%	1.00	5,720.00	100.00%	5,720.00			
																					Voucher Total	5,720.00
1	9807		BIOAG ENERGY SERVICES					06/01/2021		6290075												
	89341		Build Acq/Construct																			
		P I	Build Acq/Construct			101	E	06	005	870	000	000	520	202112	100.00%	1.00	82.85	100.00%	82.85			
																					Voucher Total	82.85

**Pipestone Area Schools ISD #2689**  
**Voucher Detail Report by Voucher Number**

Batch	Vo	St Ty	Description	SKU Code	PO No	Loc	L	Fd	Org	Pro	Crs	Fin	O/S	Prd	Dist %	Units	Rate	Disc %	Amount			
<b>1</b>	<b>9777</b>		<b>KRAUS-ANDERSON CONSTRUCTION COMPANY</b>																			
	89342		Consult & Serv.fees																			
		P I	Consult & Serv.fees			101	E	06	005	870	000	000	305	202112	100.00%	1.00	118,970.72	100.00%	118,970.72			
																				Voucher Total	118,970.72	
<b>1</b>	<b>9908</b>		<b>STEINBRECHER PAINTING COMPANY</b>																			
	89343		Consult & Serv.fees																			
		P I	Build Acq/Construct			101	E	06	005	870	000	000	520	202112	100.00%	1.00	20,805.00	100.00%	20,805.00			
																					Voucher Total	20,805.00
<b>1</b>	<b>9749</b>		<b>ACTIVE HEATING INC</b>																			
	89345		Build Acq/Construct																			
		P I	Build Acq/Construct			101	E	06	005	870	000	000	520	202112	100.00%	1.00	43,644.90	100.00%	43,644.90			
																					Voucher Total	43,644.90
<b>1</b>	<b>9752</b>		<b>DOOM AND CUYPERS CONSTRUCTION INC</b>																			
	89347		Build Acq/Construct																			
		P I	Build Acq/Construct			101	E	06	005	870	000	000	520	202112	100.00%	1.00	39,202.94	100.00%	39,202.94			
																					Voucher Total	39,202.94
<b>1</b>	<b>9342</b>		<b>DUININCK, INC</b>																			
	89348		Build Acq/Construct																			
		P I	Build Acq/Construct			101	E	06	005	870	000	000	520	202112	100.00%	1.00	199,470.28	100.00%	199,470.28			
																					Voucher Total	199,470.28
<b>1</b>	<b>9753</b>		<b>FARGO GLASS AND PAINT COMPANY</b>																			
	89349		Build Acq/Construct																			
		P I	Build Acq/Construct			101	E	06	005	870	000	000	520	202112	100.00%	1.00	7,488.85	100.00%	7,488.85			
																					Voucher Total	7,488.85
<b>1</b>	<b>9754</b>		<b>F.M. ACOUSTICAL TILE INC</b>																			
	89350		Build Acq/Construct																			
		P I	Build Acq/Construct			101	E	06	005	870	000	000	520	202112	100.00%	1.00	81,462.50	100.00%	81,462.50			
																					Voucher Total	81,462.50
<b>1</b>	<b>9755</b>		<b>HANDER INC PLUMBING AND HEATING</b>																			
	89351		Build Acq/Construct																			
		P I	Build Acq/Construct			101	E	06	005	870	000	000	520	202112	100.00%	1.00	9,375.88	100.00%	9,375.88			
																					Voucher Total	9,375.88

## Pipestone Area Schools ISD #2689 Voucher Detail Report by Voucher Number

Batch	Vo	St Ty	Description	SKU Code	PO No	Loc	L	Fd	Org	Pro	Crs	Fin	O/S	Prd	Dist %	Units	Rate	Disc %	Amount	
1	5263		<b>MIDWESTERN MECHANICAL INC.</b>																	
	89352		Build Acq/Construct																	
		P I	Build Acq/Construct			101	E	06	005	870	000	000	520	202112	100.00%	1.00	7,484.39	100.00%	7,484.39	
																			Voucher Total	7,484.39
1	9739		<b>SCHUMACHER ELEVATOR COMPANY</b>																	
	89353		Build Acq/Construct																	
		P I	Build Acq/Construct			101	E	06	005	870	000	000	520	202112	100.00%	1.00	5,040.00	100.00%	5,040.00	
																			Voucher Total	5,040.00
1	10025		<b>PRIME CONSTRUCTION SOLUTIONS LLC</b>																	
	89354		Build Acq/Construct																	
		P I	Build Acq/Construct			101	E	06	005	870	000	000	520	202112	100.00%	1.00	23,328.28	100.00%	23,328.28	
																			Voucher Total	23,328.28
1	9763		<b>SPARTAN STEEL ERECTORS INC</b>																	
	89355		Build Acq/Construct																	
		P I	Build Acq/Construct			101	E	06	005	870	000	000	520	202112	100.00%	1.00	2,356.00	100.00%	2,356.00	
																			Voucher Total	2,356.00
1	9764		<b>THOMPSON ELECTRIC COMPANY</b>																	
	89356		Build Acq/Construct																	
		P I	Build Acq/Construct			101	E	06	005	870	000	000	520	202112	100.00%	1.00	55,313.29	100.00%	55,313.29	
																			Voucher Total	55,313.29
1	9765		<b>TMI CORPORATION</b>																	
	89357		Build Acq/Construct																	
		P I	Build Acq/Construct			101	E	06	005	870	000	000	520	202112	100.00%	1.00	7,277.95	100.00%	7,277.95	
																			Voucher Total	7,277.95
1	5181		<b>TRANE</b>																	
	89358		Build Acq/Construct																	
		P I	Build Acq/Construct			101	E	06	005	870	000	000	520	202112	100.00%	1.00	8,820.58	100.00%	8,820.58	
																			Voucher Total	8,820.58
1	9766		<b>ULTRA CONCRETE</b>																	
	89359		Build Acq/Construct																	
		P I	Build Acq/Construct			101	E	06	005	870	000	000	520	202112	100.00%	1.00	39,702.40	100.00%	39,702.40	
																			Voucher Total	39,702.40

## Pipestone Area Schools ISD #2689 Voucher Detail Report by Voucher Number

Batch	Vo	St Ty Description	SKU Code	PO No	Loc	L	Fd	Org	Pro	Crs	Fin	O/S	Prd	Dist %	Units	Rate	Disc %	Amount
1	9767	VIP FLORAL					06/01/2021		07/13/2021									
	89360	Build Acq/Construct																
		P I Build Acq/Construct			101	E	06	005	870	000	000	520	202112	100.00%	1.00	184,300.00	100.00%	184,300.00
																Voucher Total	184,300.00	
																Report Total	963,428.94	

INDEPENDENT SCHOOL DISTRICT NO. 2689							
PIPESTONE AREA SCHOOLS							
ELEMENTARY SCHOOL BUILDING BONDS							
FOR THE MONTH ENDED JUNE 30, 2021							
FUNDS	FUND NUMBER	CASH BALANCE BEGINNING OF MONTH	NET CASH ACTIVITY		CASH BALANCE END OF MONTH	ADJUSTMENTS	CASH BALANCE END OF MONTH FY21
ELEMENTARY SCHOOL BOND	06	\$5,747,308.37	(\$487,735.26)		\$5,259,573.11		\$5,259,573.11
TOTAL		\$5,747,308.37	(\$487,735.26)		\$5,259,573.11	\$0.00	\$5,259,573.11
RECONCILEMENT OF TREASURE'S BALANCE WITH BANKS							
DESCRIPTION	ACCOUNT NUMBER	CURRENT RATE OF INTEREST	BALANCE PER BANK STATEMENT	OUTSTANDING CHECKS	OUTSTANDING DEPOSITS	OTHER RECONCILING ITEMS	BALANCE PER TREASURER'S BOOKS
MNTRUST		0.02%	\$1,268,776.23	\$0.00	\$0.00	\$0.00	\$1,268,776.23
MNTRUST TERM SERIES		1.54%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SECURITY(BONDS OR TREASURY NOTES)		Various	\$821,796.88	\$0.00	\$0.00	\$0.00	\$821,796.88
CERTIFICATES OF DEPOSIT		Various	\$3,169,000.00	\$0.00	\$0.00	\$0.00	\$3,169,000.00
TOTAL			\$5,259,573.11	\$0.00	\$0.00	\$0.00	\$5,259,573.11
						Signed	Jacque Kennedy

<b>Budget Presentation to the Board</b>					
<b>Expenditures as of 07/22/2021</b>		<b>FY2021</b>			
<b>General Fund</b>				<b>6/22/2021</b>	<b>Year to</b>
<b>Classification</b>	<b>Code</b>	<b>FY21 REV</b>	<b>Year to Date</b>	<b>Date</b>	<b>%</b>
Administrative Salaries	110	\$538,902.00	\$570,027.46		106%
Teacher Salaries	140	\$4,444,459.00	\$4,498,877.64		101%
Non-Licensed Classroom Personnel	141	\$190,673.00	\$144,313.99		76%
Licensed Instructional Support Personnel	143	\$0.00	\$0.00		0%
Non-Licensed Instructional Support Personnel	144	\$35,028.00	\$35,408.86		101%
Substitute Salaries	145	\$76,224.00	\$63,140.01		83%
Substitute Non-Licensed Classroom Salaries	146	\$28,800.00	\$11,281.00		39%
Language Pathologist	152	\$74,483.00	\$74,483.01		100%
School Nurse	154	\$55,930.00	\$57,613.20		103%
Certified Paraprofessional	161	\$404,157.00	\$320,515.51		79%
Certified One-to-One Paraprofessional	162	\$213,267.00	\$201,267.50		94%
School Counselor	165	\$143,332.00	\$143,331.36		100%
Non-Instructional Support	170	\$713,044.00	\$707,502.73		99%
DAPE Specialist	174	\$56,000.00	\$0.00		0%
Other Salary Payment	185	\$361,776.00	\$367,033.59		101%
Severance	191	\$23,979.00	\$11,304.17		47%
Third Party Pay Expense Salaries	195	\$0.00	\$0.00		
FICA	210	\$562,483.00	\$520,283.01		92%
PERA	214	\$120,932.00	\$106,638.18		88%
TRA	218	\$465,800.00	\$451,594.56		97%
Health Insurance	220	\$552,970.00	\$533,194.15		96%
Life Insurance	230	\$5,574.00	\$5,080.95		91%
Dental Insurance	235	\$1,115.00	\$1,082.40		97%
Long Term Disability	240	\$336.00	\$336.24		100%
TSA Match	250	\$89,225.00	\$80,813.59		91%
Employer Sponsored HSA's	251	\$80,296.00	\$71,085.74		89%
Workmens Comp	270	\$49,069.00	\$40,285.73		82%
Unemployment Compensation	280	\$5,000.00	\$0.00		0%
Other Post-Employment Benefits	291	\$66,928.00	\$66,928.00		100%
Third Party Pay Benefits	295	\$0.00	\$0.00		
<b>Total Salaries and Fringe</b>		<b>\$9,359,782.00</b>	<b>\$9,083,422.58</b>		<b>97%</b>
Other Employee Benefits	299	\$0.00	\$0.00		#DIV/0!
Fed Sub Awards Under \$25,000	303	\$37,364.10	\$28,500.00		76%
Fed Sub Awards Over \$25,000	304	\$15,160.00	\$11,669.00		77%
Consulting and Servicing Fees	305	\$149,641.00	\$151,175.00		101%
School Resource Officer	310	\$38,536.64	\$33,750.00		88%
Services Purchased from Coop	316	\$132,714.32	\$127,054.30		96%
Computer and Technology Services	319	\$0.00	\$0.00		#DIV/0!
Communications/Phone	320	\$52,877.00	\$45,835.64		87%
Postage and Express	329	\$8,735.00	\$3,307.92		38%
Utility Services	330	\$287,308.00	\$264,189.03		92%
Property Insurance	340	\$97,821.00	\$97,646.57		100%
Repairs and Maintenance	350	\$134,316.00	\$113,129.33		84%
Transportation	360	\$1,150,053.00	\$1,055,726.50		92%
Travel	366	\$106,577.00	\$69,277.67		65%
Entry Fees/Student Travel	369	\$49,725.00	\$5,332.41		11%
Rentals and Leases	370	\$83,248.00	\$71,224.66		86%
Third Party Reimbursement Services	385	\$0.00	\$0.00		0%
To Other MN School Districts	390	\$103,685.00	\$67,793.05		65%
To Out of State Districts	392	\$62,200.00	\$40,285.44		65%
Special Ed Contracted Services	393	\$263,450.00	\$153,237.91		58%
To Non-Ed Agency	394	\$175,100.00	\$179,964.04		103%
Spec Ed Salary Purchased from Co-op	396	\$358,243.00	\$358,229.30		100%
Spec Ed Benefits Purchased from Co-op	397	\$62,251.00	\$35,314.14		57%
Charge Back	398	\$0.00	\$0.00		0%
General Supplies	401	\$247,186.00	\$212,809.62		86%
Non instructional Computer Software	405	\$51,605.00	\$42,556.48		82%
Instructional Software License	406	\$62,807.68	\$58,335.96		93%
Instructional Supplies	430	\$116,626.00	\$109,062.20		94%
Individualized Materials	433	\$27,723.00	\$27,845.27		100%
Fuel for Buildings	440	\$91,684.00	\$57,729.78		63%
Noninstructional Tech Supplies	455	\$16,300.00	\$17,848.02		109%
Instructional Tech Supplies	456	\$26,961.00	\$31,173.45		116%
Textbooks/Workbooks	460	\$79,627.00	\$58,494.72		73%
Standardized Tests	461	\$5,322.00	\$5,250.83		99%
Non-Instructional Tech Devices	465	\$17,781.36	\$17,013.66		96%
Instructional Technology Devices	466	\$246,406.00	\$244,167.04		99%
Library Books	470	\$17,800.00	\$14,005.37		79%
Audio Visual Aids	480	\$0.00	\$0.00		0%
Electronic Format	485	\$2,600.00	\$2,608.75		100%
Capital Non-Instruction Tech Software	505	\$8,500.00	\$8,500.00		100%
Site or Grounds Acquisition	510	\$15,000.00	\$12,990.00		87%
Building Acquisition and Construction	520	\$306,594.00	\$286,635.11		93%
Equipment Purchased	530	\$220,101.00	\$222,050.01		101%
Special Education Equipment	533	\$5,000.00	\$4,848.10		97%
Charge Back Tennis Courts	545	\$0.00	\$0.00		#DIV/0!
Eligible Pupil Transportation	548	\$0.00	\$0.00		0%
Vehicles Purchased	550	\$0.00	\$0.00		#DIV/0!
Non-Instructional Technology Hardware	555	\$101,167.48	\$100,832.18		100%
Capitalized Instructional Technology Hardware	556	\$0.00	\$0.00		#DIV/0!
Principal on Capital Lease	580	\$73,000.00	\$73,000.00		100%
Interest on Capital Lease	581	\$19,357.00	\$19,369.52		100%
Dues and Memberships	820	\$28,323.00	\$26,178.06		92%
Taxes and Special Assessments	896	\$1,250.00	\$396.00		32%
Affordable Care Act Penalties	897	\$10,440.00	\$10,440.00		100%
Miscellaneous Other Expenses	899	\$5,000.00	\$740.00		15%
Contingency		\$90,368.00	\$0.00		0%
<b>Total</b>		<b>\$14,623,316.58</b>	<b>\$13,660,944.62</b>		<b>93%</b>
The prior year to date percentage was 94%					

**INDEPENDENT SCHOOL DISTRICT NO. 2689  
PIPESTONE AREA SCHOOLS  
TREASURER'S REPORT TO SCHOOL BOARD  
FOR THE MONTH ENDED JUNE 30, 2021**

FUNDS	FUND NUMBER	CASH BALANCE BEGINNING OF MONTH	NET CASH ACTIVITY	CASH BALANCE END OF MONTH	ADJUSTMENTS	CASH BALANCE END OF MONTH FY21	CASH BALANCE END OF MONTH FY20
GENERAL FUND	01,03,05	\$6,463,736.98	\$334,380.24	\$6,798,117.22		\$6,798,117.22	\$6,326,068.15
FOOD SERVICE FUND	02	\$719,530.79	(\$157,114.02)	\$562,416.77		\$562,416.77	\$493,237.13
COMMUNITY SERVICE FUND	04	\$397,560.28	\$46,291.66	\$443,851.94		\$443,851.94	\$362,830.94
TOTAL OPERATING FUNDS		\$7,580,828.05	\$223,557.88	\$7,804,385.93		\$7,804,385.93	\$7,182,136.22
BUILDING FUND	06	(\$42,494.32)	(\$200,007.26)	(\$242,501.58)		(\$242,501.58)	(\$66,713.70)
DEBT SERVICE FUND	07	\$526,399.00	\$592,674.72	\$1,119,073.72		\$1,119,073.72	\$1,089,542.37
AGENCY FUND	09	\$345.00	\$0.00	\$345.00		\$345.00	\$345.00
CERTIFICATES OF DEPOSIT		\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
<b>TOTAL</b>		<b>\$8,065,077.73</b>	<b>\$616,225.34</b>	<b>\$8,681,303.07</b>	<b>\$0.00</b>	<b>\$8,681,303.07</b>	<b>\$8,205,309.89</b>

**RECONCILEMENT OF TREASURER'S BALANCE WITH BANKS**

DESCRIPTION	ACCOUNT NUMBER	CURRENT RATE OF INTEREST	BALANCE PER BANK STATEMENT	OUTSTANDING CHECKS	OUTSTANDING DEPOSITS	OTHER RECONCILING ITEMS	BALANCE PER TREASURER'S BOOKS	BALANCE PER TREASURER'S BOOKS
FIRST NATIONAL BANK-PAYROLL	200563	0.05%	\$165,689.07	(\$2,577.95)	\$0.00	\$0.00	\$163,111.12	\$152,645.59
FIRST NATIONAL BANK-MM	808263	0.10%	\$1,843,312.89	\$0.00	\$0.00	\$0.00	\$1,843,312.89	\$1,841,472.84
FIRST F&M	4534150062	0.08%	\$2,013,393.38	(\$207,804.03)	\$0.00	\$0.00	\$1,805,589.35	\$434,010.13
MNTTrust	6770	0.01%	\$3,378,753.55	\$0.00	\$0.00	\$0.00	\$3,378,753.55	\$2,303,172.68
<b>TOTAL</b>			<b>\$7,401,148.89</b>	<b>(\$210,381.98)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,190,766.91</b>	<b>\$4,731,301.24</b>

CERTIFICATES OF DEPOSIT	CD #	Date Purchased	Maturity Date	Maturity Period	Interest Rate	Dollar Amount	Dollar Amount
BMW Bank North America		11/22/2019	11/22/2021	24 Months	1.603%	\$247,468.97	
State Bank of India		11/27/2019	11/29/2021	24 Months	1.702%	\$247,718.50	
Goldman Sachs Bank DTC 48283-1		5/5/2021	5/5/2023	24 Months	0.100%	\$249,248.69	
East Boston Savings Bank		3/9/2020	1/25/2022	22 Months	0.649%	\$246,900.00	
Bank 7		10/14/2020	1/24/2022	15 Mpnths	0.104%	\$249,600.00	
Servisfirst Bank		10/14/2020	4/14/2022	18 Months	0.100%	\$249,600.00	
<b>Total</b>						<b>\$1,490,536.16</b>	<b>\$3,474,008.65</b>
<b>Grand Total</b>						<b>\$8,681,303.07</b>	<b>\$8,205,309.89</b>

Signed Jacque Kennedy

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	63114	8772		<b>THOMAS A. DIBBLE</b>		Check		
				E 01	300 810 000 000 350	Repair&maint Service		\$650.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89158</b>	Invoice	<b>Invoice No:</b> 002536	<b>6/15/2021</b>	<b>Paid Amt:</b>	<b>\$650.00</b>	
							<b>Check Amount:</b>	<b>\$650.00</b>	
2689	FIN	63115	9992		<b>IT OUTLET</b>		Check		
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$475.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89166</b>	Invoice	<b>Invoice No:</b> 65591	<b>6/16/2021</b>	<b>Paid Amt:</b>	<b>\$475.00</b>	
							<b>Check Amount:</b>	<b>\$475.00</b>	
2689	FIN	63116	9381		<b>PIPESTONE TRUE VALUE</b>		Check		
				E 01	300 420 000 740 433	Individualized Mat.		\$1,898.98	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89161</b>	Invoice	<b>Invoice No:</b> 740015	<b>6/16/2021</b>	<b>Paid Amt:</b>	<b>\$1,898.98</b>	
							<b>Check Amount:</b>	<b>\$1,898.98</b>	
2689	FIN	63117	00372		<b>STURDEVANTS AUTO SUPPLY INC.</b>		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$15.95	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89163</b>	Invoice	<b>Invoice No:</b> 1-213612	<b>6/16/2021</b>	<b>Paid Amt:</b>	<b>\$15.95</b>	
							<b>Check Amount:</b>	<b>\$15.95</b>	
2689	FIN	63118	3697		<b>SW/WC SERVICE COOPERATIVE</b>		Check		
				E 01	005 110 000 151 465	Non-Instructional Tech Devices		\$1,371.45	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89165</b>	Invoice	<b>Invoice No:</b> 66618	<b>6/16/2021</b>	<b>Paid Amt:</b>	<b>\$1,371.45</b>	
							<b>Check Amount:</b>	<b>\$1,371.45</b>	
2689	FIN	63119	8925		<b>VAST BROADBAND</b>		Check		
				E 01	300 810 000 000 320	Communications/Phone 5/19-6/9		\$2,293.17	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89164</b>	Invoice	<b>Invoice No:</b> 00459101	<b>6/16/2021</b>	<b>Paid Amt:</b>	<b>\$2,293.17</b>	
				E 04	005 582 000 344 320	Communications/Phone 6/12-7/11		\$109.95	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89167</b>	Invoice	<b>Invoice No:</b> 016458601	<b>6/16/2021</b>	<b>Paid Amt:</b>	<b>\$109.95</b>	
							<b>Check Amount:</b>	<b>\$2,403.12</b>	
2689	FIN	63120	7716		<b>VERIZON WIRELESS</b>		Check		
				E 01	300 810 000 000 320	Communications/Phone, 6/9-7/8		\$553.53	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89162</b>	Invoice	<b>Invoice No:</b> 9881504194	<b>6/16/2021</b>	<b>Paid Amt:</b>	<b>\$553.53</b>	
							<b>Check Amount:</b>	<b>\$553.53</b>	
2689	FIN	63121	9143		<b>ACT, INC.</b>		Check		
				E 01	300 211 000 000 461	Standarized Tests		\$2,784.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89168</b>	Invoice	<b>Invoice No:</b> 14081	<b>6/16/2021</b>	<b>Paid Amt:</b>	<b>\$2,784.00</b>	
							<b>Check Amount:</b>	<b>\$2,784.00</b>	
2689	FIN	63122	5782		<b>CENTERPOINT ENERGY</b>		Check		
				E 01	103 810 000 000 440	Fuel For Buildings, MAY 2021		\$168.48	
				E 01	102 810 000 000 440	Fuel For Buildings, MAY 2021		\$462.01	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	63122	5782		<b>CENTERPOINT ENERGY</b>		Check		
				E 01	300 810 000 000 440	Fuel For Buildings, MAY 2021		\$1,988.96	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89171</b>	Invoice	<b>Invoice No:</b>	8000015159-9	<b>6/16/2021</b>	<b>Paid Amt:</b>	<b>\$2,619.45</b>
								<b>Check Amount:</b>	<b>\$2,619.45</b>
2689	FIN	63123	00096		<b>EDGERTON CHRISTIAN ELEM</b>		Check		
				E 03	005 760 000 720 360	Transp Cntrt W/Public Reg MAY 2021		\$2,556.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89172</b>	Invoice	<b>Invoice No:</b>	06/16/2021	<b>6/16/2021</b>	<b>Paid Amt:</b>	<b>\$2,556.00</b>
								<b>Check Amount:</b>	<b>\$2,556.00</b>
2689	FIN	63124	9984		<b>ILSE TRUCKING</b>		Check		
				E 01	300 810 000 000 350	Repair&maint Service, GRAVEL		\$398.67	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89174</b>	Invoice	<b>Invoice No:</b>	0013	<b>6/16/2021</b>	<b>Paid Amt:</b>	<b>\$398.67</b>
								<b>Check Amount:</b>	<b>\$398.67</b>
2689	FIN	63125	8610		<b>MINNESOTA WEST</b>		Check		
				E 01	300 211 966 000 394	PSEO, SPRING 2021		\$76.25	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89169</b>	Invoice	<b>Invoice No:</b>	00262775	<b>6/16/2021</b>	<b>Paid Amt:</b>	<b>\$76.25</b>
								<b>Check Amount:</b>	<b>\$76.25</b>
2689	FIN	63126	01179		<b>RATWIK ROSZAK &amp; MALONEY PA</b>		Check		
				E 01	005 010 113 000 305	Consult & Serv.fees, MAY 2021		\$1,978.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89173</b>	Invoice	<b>Invoice No:</b>	06/16/2021	<b>6/16/2021</b>	<b>Paid Amt:</b>	<b>\$1,978.00</b>
								<b>Check Amount:</b>	<b>\$1,978.00</b>
2689	FIN	63127	5983		<b>SIOUX VALLEY ENERGY</b>		Check		
				E 01	300 810 184 000 330	Utilities - Electricity, MAY 2021		\$15,571.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89170</b>	Invoice	<b>Invoice No:</b>	7058684000	<b>6/16/2021</b>	<b>Paid Amt:</b>	<b>\$15,571.00</b>
								<b>Check Amount:</b>	<b>\$15,571.00</b>
2689	FIN	63128	5249		<b>VISA</b>		Check		
				E 04	005 249 000 321 366	Travel, DR.ED		\$38.08	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89175</b>	Invoice	<b>Invoice No:</b>	7427	<b>6/21/2021</b>	<b>Paid Amt:</b>	<b>\$38.08</b>
								<b>Check Amount:</b>	<b>\$38.08</b>
2689	FIN	63129	5249		<b>VISA</b>		Check		
				E 01	300 294 204 000 369	Entry Fees/Student Travel, GOLF		\$47.50	
				E 01	300 292 000 000 366	Travel, ZOLLNER		\$41.89	
				E 01	300 294 207 000 369	Entry Fees/Student Travel, TENNIS		\$27.30	
				E 01	300 294 207 000 369	Entry Fees/Student Travel, TENNIS		\$26.08	
				E 01	300 292 000 000 366	Travel, ZOLLNER		\$17.88	
				E 01	300 292 204 000 369	Entry Fees/Student Travel, GOLF		\$20.60	
				E 01	300 292 000 000 366	Travel, ZOLLNER 24		\$20.50	
				E 01	300 294 207 000 369	Entry Fees/Student Travel		\$19.01	
				E 01	300 296 204 000 369	Entry Fees/Student Travel, GOLF		\$46.79	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	63129	5249		VISA		Check
				E 01	300 296 204 000 369	Entry Fees/Student Travel, GOLF	\$31.40
				E 01	300 296 204 000 369	Entry Fees/Student Travel, GOLF	\$41.00
				E 01	300 296 204 000 369	Entry Fees/Student Travel, GOLF	\$42.01
				E 01	300 296 204 000 369	Entry Fees/Student Travel, GOLF	\$37.90
				E 04	005 249 000 321 366	Travel, DR ED	\$29.97
				E 04	005 249 000 321 366	Travel, DR ED	\$48.64
				E 04	005 249 000 321 366	Travel, DR ED	\$42.30
				E 04	005 249 000 321 366	Travel, DR ED	\$49.37
				E 04	005 249 000 321 366	Travel, DR ED	\$36.80
				E 04	005 249 000 321 366	Travel, DR ED	\$38.77
				E 04	005 249 000 321 366	Travel, DR ED	\$47.02
				E 04	005 249 000 321 366	Travel, DR ED	\$47.00
				E 04	005 249 000 321 366	Travel, DR ED	\$47.92
				E 04	005 249 000 321 366	Travel, DR ED	\$41.64
				E 01	300 292 000 000 366	Travel, ZOLLNER	\$17.69
				E 01	300 292 204 000 369	Entry Fees/Student Travel, GOLF	\$31.83
				E 01	300 294 207 000 369	Entry Fees/Student Travel, TENNIS	\$27.06
				E 01	300 294 207 000 369	Entry Fees/Student Travel, TENNIS	\$23.14
				E 01	005 810 000 000 350	Repair&maint Service	\$10.00
				E 01	300 292 000 000 369	Entry Fees/Student Travel, TENNIS	\$26.28
				E 01	300 292 000 000 369	Entry Fees/Student Travel, TENNIS	\$27.08
				E 01	005 292 000 000 366	Travel, ZOLLNER	\$33.68
				E 01	300 292 000 000 366	Travel	\$57.59
				E 04	005 249 000 321 366	Travel	\$0.00
				E 04	005 249 000 321 366	Travel	\$0.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>89176</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>7401</b>	<b>6/21/2021</b>	<b>Paid Amt: \$1,103.64</b>
							<b>Check Amount: \$1,103.64</b>
2689	FIN	63130	5249		VISA		Check
				E 01	005 605 150 000 455	NonInstructional Tech Supplies	\$1,045.78
<b>PO#:</b>	<b>Voucher #:</b>	<b>89177</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>4844</b>	<b>6/21/2021</b>	<b>Paid Amt: \$1,045.78</b>
							<b>Check Amount: \$1,045.78</b>
2689	FIN	63131	8402		LEGALSHIELD		Check
				B 01	215 037	LGL-ID	\$157.40
				B 01	215 038	LGL-Sheild	\$13.95
<b>PO#:</b>	<b>Voucher #:</b>	<b>89190</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>M2021120</b>	<b>6/22/2021</b>	<b>Paid Amt: \$171.35</b>
							<b>Check Amount: \$171.35</b>

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	63132	9983		<b>MICHAEL HODGEN</b>		Check		
				B 01 215 029	Child Support			\$547.52	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89198</b>	Invoice	<b>Invoice No:</b> M2021120	<b>6/22/2021</b>	<b>Paid Amt:</b>	<b>\$547.52</b>	
							<b>Check Amount:</b>	<b>\$547.52</b>	
2689	FIN	63133	4867		<b>MN CHILD SUPPORT PAYMENT CTR</b>		Check		
				B 01 215 029	Child Support			\$95.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89191</b>	Invoice	<b>Invoice No:</b> M2021120	<b>6/22/2021</b>	<b>Paid Amt:</b>	<b>\$95.00</b>	
							<b>Check Amount:</b>	<b>\$95.00</b>	
2689	FIN	63134	6424		<b>PAESP</b>		Check		
				B 01 215 043	PAE Supp Prof Dues			\$1,303.76	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89192</b>	Invoice	<b>Invoice No:</b> M2021120	<b>6/22/2021</b>	<b>Paid Amt:</b>	<b>\$1,303.76</b>	
							<b>Check Amount:</b>	<b>\$1,303.76</b>	
2689	FIN	63135	01253		<b>PJE</b>		Check		
				B 01 215 040	Pipestone Ed. Assoc. Dues			\$6,947.17	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89194</b>	Invoice	<b>Invoice No:</b> M2021120	<b>6/22/2021</b>	<b>Paid Amt:</b>	<b>\$6,947.17</b>	
							<b>Check Amount:</b>	<b>\$6,947.17</b>	
2689	FIN	63136	9480		<b>MINNESOTA PUBLIC EMPLOYEE INSURANCE PROGRAM(PEIP)</b>		Check		
				B 01 215 030	Health Insurance July Coverage Inv #1097872			\$73,527.06	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89199</b>	Invoice	<b>Invoice No:</b> M2021120	<b>6/22/2021</b>	<b>Paid Amt:</b>	<b>\$73,527.06</b>	
							<b>Check Amount:</b>	<b>\$73,527.06</b>	
2689	FIN	63137	01252		<b>NCPERS Group Life Ins</b>		Check		
				B 01 215 034	UNIT NUMBER: 203411			\$48.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89200</b>	Invoice	<b>Invoice No:</b> M2021120	<b>6/22/2021</b>	<b>Paid Amt:</b>	<b>\$48.00</b>	
							<b>Check Amount:</b>	<b>\$48.00</b>	
2689	FIN	63138	7348		<b>Madison National Life</b>		Check		
				B 01 215 032	Employer Paid Life			\$432.91	
				B 01 215 033	Supplemental Life			\$149.40	
				B 01 215 031	LTD			\$764.09	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89201</b>	Invoice	<b>Invoice No:</b> M2021120	<b>6/22/2021</b>	<b>Paid Amt:</b>	<b>\$1,346.40</b>	
							<b>Check Amount:</b>	<b>\$1,346.40</b>	
2689	FIN	63139	5249		<b>VISA</b>		Check		
				E 01 005 640 173 316 366	Curriculum Staff Development			\$10.35	
				E 01 103 640 171 316 366	Hill School Staff Development			\$120.00	
				E 01 300 294 207 000 305	Travel			\$54.69	
				E 01 300 301 501 830 433	Individualized Mat.			\$16.00	
				E 01 300 050 172 000 401	General Supplies 26			\$32.06	
				B 01 131 000	Prepaid Expenses & Deposits			\$944.00	
				E 01 102 640 171 316 366	Brown School Staff Development			\$120.00	

## Pipestone Area Schools ISD #2689

### Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor				Pmt/Void Date	Pmt Type		
2689	FIN	63139	5249		VISA					Check		
				E 01	102	640	171	316	366	Brown School Staff Development	\$100.00	
				E 01	300	810	000	000	401	General Supplies	\$40.59	
				E 01	300	810	000	000	401	General Supplies	\$59.82	
				E 01	300	810	000	000	401	General Supplies	\$32.21	
				E 01	300	810	000	000	401	General Supplies	\$111.00	
				E 01	300	810	000	000	401	General Supplies	\$110.95	
				E 01	300	810	000	000	401	General Supplies	\$119.53	
				E 01	300	810	000	000	401	General Supplies	\$8.29	
				E 01	300	810	000	000	401	General Supplies	\$104.95	
				E 01	300	810	000	000	401	General Supplies	\$6.72	
				E 01	300	296	204	000	369	Entry Fees/Student Travel	\$649.50	
				E 01	300	640	172	316	366	MS/HS Staff Development	\$20.00	
				E 01	102	201	000	155	430	Instructional Supply	\$108.52	
				E 01	102	201	000	155	430	Instructional Supply	\$327.55	
				E 01	103	203	000	163	430	Instructional Supply	\$1,004.06	
				E 01	103	203	000	000	430	Instructional Supply	\$132.97	
				E 01	103	203	000	155	430	Instructional Supply	\$293.39	
				E 01	300	256	000	155	430	Instructional Supply ESSER II	\$11.50	
				E 01	207	211	000	000	406	Instructional Software License	\$11.50	
				E 01	103	203	000	163	430	Instructional Supply	\$220.72	
				B 01	131	000				Prepaid Expenses & Deposits	\$910.00	
				E 01	103	640	171	316	366	Hill School Staff Development	\$70.00	
				E 01	103	640	171	316	366	Hill School Staff Development	\$165.00	
				E 01	300	640	172	316	366	MS/HS Staff Development	\$110.00	
				E 01	103	640	000	316	366	Travel, STAFF	\$550.00	
				E 01	207	640	000	316	366	Travel, STAFF	\$440.00	
				E 01	103	203	000	163	430	Instructional Supply	\$17.25	
				E 01	300	420	000	740	433	Individualized Mat.	\$3.00	
				E 01	300	211	000	155	430	Instructional Supply ESSER II	\$11.50	
				E 01	300	292	000	000	366	Travel	\$14.97	
				E 01	300	294	200	000	401	General Supplies	\$79.26	
				E 01	300	292	204	000	401	General Supplies	\$79.26	
				E 01	300	294	207	000	401	General Supplies	\$79.26	
				E 01	300	294	203	000	401	General Supplies	\$53.11	
				E 01	300	296	209	000	401	General Supplies	\$53.11	
				E 01	300	292	000	000	366	Travel	\$19.36	27
				E 01	300	292	000	000	366	Travel	\$8.28	
				E 01	300	292	000	000	366	Travel	\$13.96	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	63139	5249		VISA		Check
				E 01	300 292 000 000 366	Travel	\$22.77
				B 01	131 000	Prepaid Expenses & Deposits	\$935.00
				E 01	005 640 173 316 366	Curriculum Staff Development	(\$10.35)
				E 01	300 640 172 316 366	Curriculum Staff Development	\$10.35
				E 01	103 640 000 316 366	Travel, STAFF	(\$550.00)
				E 01	103 640 171 316 366	Travel, STAFF	\$550.00
				E 01	207 640 000 316 366	Travel, STAFF	(\$440.00)
				E 01	207 640 172 316 366	Travel, STAFF	\$440.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>89202</b>	Invoice	<b>Invoice No:</b>	7419	<b>6/22/2021</b>	<b>Paid Amt: \$8,405.96</b>
							<b>Check Amount: \$8,405.96</b>
2689	FIN	63140	7067		DELTA DENTAL		Check
				B 01	215 044	Dental Insurance Inv #CNS0000723349	\$2,003.60
<b>PO#:</b>	<b>Voucher #:</b>	<b>89203</b>	Invoice	<b>Invoice No:</b>	M2021120	<b>6/22/2021</b>	<b>Paid Amt: \$2,003.60</b>
							<b>Check Amount: \$2,003.60</b>
2689	FIN	63141	7068		AMERITAS LIFE INSURANCE CORP.		Check
				B 01	215 045	AMERITAS Vision Ins. June Coverage	\$747.04
<b>PO#:</b>	<b>Voucher #:</b>	<b>89204</b>	Invoice	<b>Invoice No:</b>	M2021120	<b>6/22/2021</b>	<b>Paid Amt: \$747.04</b>
							<b>Check Amount: \$747.04</b>
2689	FIN	63142	5949		CDW GOVERNMENT, INC.		Check
				E 01	005 605 150 000 455	NonInstructional Tech Supplies	\$232.22
<b>PO#:</b>	<b>Voucher #:</b>	<b>89211</b>	Invoice	<b>Invoice No:</b>	F270127	<b>6/23/2021</b>	<b>Paid Amt: \$232.22</b>
				E 01	005 605 150 000 455	NonInstructional Tech Supplies	\$82.40
<b>PO#:</b>	<b>Voucher #:</b>	<b>89212</b>	Invoice	<b>Invoice No:</b>	F220249	<b>6/23/2021</b>	<b>Paid Amt: \$82.40</b>
				E 01	005 605 150 000 455	NonInstructional Tech Supplies	\$60.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>89213</b>	Invoice	<b>Invoice No:</b>	F526278	<b>6/23/2021</b>	<b>Paid Amt: \$60.00</b>
							<b>Check Amount: \$374.62</b>
2689	FIN	63143	00226		CENTER SPORTS INC		Check
				E 01	300 292 208 000 401	General Supplies	\$388.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>89218</b>	Invoice	<b>Invoice No:</b>	AAD012021	<b>6/23/2021</b>	<b>Paid Amt: \$388.00</b>
							<b>Check Amount: \$388.00</b>
2689	FIN	63144	00063		CITY OF PIPESTONE		Check
				E 01	103 810 183 000 330	Utilities - Water/Sewer, MAY 2021	\$174.81
				E 01	005 810 183 000 330	Utilities - Water/Sewer, MAY 2021	\$1,486.36
				E 01	005 810 183 000 330	Utilities - Water/Sewer, MAY 2021	\$65.01
				E 01	102 810 183 000 330	Utilities - Water/Sewer, MAY 2021	\$173.01
				E 01	300 810 183 000 330	Utilities - Water/Sewer, MAY 2021	\$470.01
				E 01	300 810 182 000 330	Utility Services, MAY 2021	\$350.00

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	63144	00063		<b>CITY OF PIPESTONE</b>		Check		
				E 01	102 810 182 000 330	Utility Services, MAY 2021		\$175.00	
				E 01	103 810 182 000 330	Utility Services, MAY 2021		\$175.00	
				E 01	300 810 183 000 330	Utilities - Water/Sewer, MAY 2021		\$716.81	
<b>PO#:</b>	<b>Voucher #:</b>	<b>89209</b>	Invoice	<b>Invoice No:</b>	06/23/2021	<b>6/23/2021</b>	<b>Paid Amt:</b>	<b>\$3,786.01</b>	
							<b>Check Amount:</b>	<b>\$3,786.01</b>	
2689	FIN	63145	9562		<b>INSTITUTE FOR ENVIRONMENTAL ASSESSMENT INC</b>		Check		
				E 01	102 865 000 358 305	ASBESTOS ABATEMENT		\$5,611.21	
				E 01	103 865 000 358 305	ASBESTOS ABATEMENT		\$5,611.20	
<b>PO#:</b>	<b>Voucher #:</b>	<b>89224</b>	Invoice	<b>Invoice No:</b>	00039609	<b>6/23/2021</b>	<b>Paid Amt:</b>	<b>\$11,222.41</b>	
							<b>Check Amount:</b>	<b>\$11,222.41</b>	
2689	FIN	63146	8073		<b>INTERSTATE BATTERY CENTER</b>		Check		
				E 06	005 870 000 000 530	Equipment Purchased		\$187.20	
<b>PO#:</b>	<b>Voucher #:</b>	<b>89221</b>	Invoice	<b>Invoice No:</b>	1912903022749	<b>6/23/2021</b>	<b>Paid Amt:</b>	<b>\$187.20</b>	
							<b>Check Amount:</b>	<b>\$187.20</b>	
2689	FIN	63147	9278		<b>ISG</b>		Check		
				E 06	005 870 000 000 305	Consult & Serv.fees		\$98,947.53	
<b>PO#:</b>	<b>Voucher #:</b>	<b>89225</b>	Invoice	<b>Invoice No:</b>	72789	<b>6/23/2021</b>	<b>Paid Amt:</b>	<b>\$98,947.53</b>	
							<b>Check Amount:</b>	<b>\$98,947.53</b>	
2689	FIN	63148	10019		<b>MARSHALL AREA YOUTH BASEBALL ASSOCIATION</b>		Check		
				E 01	300 294 200 000 369	Entry Fees/Student Travel		\$100.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>89210</b>	Invoice	<b>Invoice No:</b>	06/23/2021	<b>6/23/2021</b>	<b>Paid Amt:</b>	<b>\$100.00</b>	
							<b>Check Amount:</b>	<b>\$100.00</b>	
2689	FIN	63149	5628		<b>PIPESTONE COUNTRY CLUB</b>		Check		
				E 01	300 292 204 000 370	Rentals & Leases-Golf Course		\$11,032.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>89219</b>	Invoice	<b>Invoice No:</b>	06/23/2021	<b>6/23/2021</b>	<b>Paid Amt:</b>	<b>\$11,032.00</b>	
							<b>Check Amount:</b>	<b>\$11,032.00</b>	
2689	FIN	63150	9381		<b>PIPESTONE TRUE VALUE</b>		Check		
				E 01	300 810 000 000 401	General Supplies		\$11.48	
<b>PO#:</b>	<b>Voucher #:</b>	<b>89214</b>	Invoice	<b>Invoice No:</b>	741635	<b>6/23/2021</b>	<b>Paid Amt:</b>	<b>\$11.48</b>	
				E 01	300 810 000 000 401	General Supplies		\$34.96	
<b>PO#:</b>	<b>Voucher #:</b>	<b>89215</b>	Invoice	<b>Invoice No:</b>	740645	<b>6/23/2021</b>	<b>Paid Amt:</b>	<b>\$34.96</b>	
				E 01	300 810 000 000 401	General Supplies		\$5.56	
<b>PO#:</b>	<b>Voucher #:</b>	<b>89216</b>	Invoice	<b>Invoice No:</b>	740291	<b>6/23/2021</b>	<b>Paid Amt:</b>	<b>\$5.56</b>	
				E 01	300 810 000 000 401	General Supplies		\$155.92	
<b>PO#:</b>	<b>Voucher #:</b>	<b>89217</b>	Invoice	<b>Invoice No:</b>	741222	<b>6/23/2021</b>	<b>Paid Amt:</b>	<b>\$155.92</b>	
							<b>Check Amount:</b>	<b>\$207.92</b>	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	63151	3697		<b>SW/WC SERVICE COOPERATIVE</b>		Check		
				E 01	005 605 150 000 316	EMAIL ARCHIVAL SERVICE 7/20-6/21		\$2,193.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>89222</b>	Invoice		<b>Invoice No: 66781</b>	<b>6/23/2021</b>	<b>Paid Amt:</b>	<b>\$2,193.00</b>	
				E 01	102 810 000 000 320	WIDE AREA NETWORK 7/20-6/21		\$2,084.25	
				E 01	103 810 000 000 320	WIDE AREA NETWORK 7/20-6/21		\$2,084.25	
				E 01	006 810 000 000 320	WIDE AREA NETWORK 7/20-6/21		\$1,077.70	
				E 01	300 810 000 000 320	WIDE AREA NETWORK 7/20-6/21		\$5,333.67	
				E 01	300 810 000 000 320	NETWORK MEMBERSHIP FEE		\$5,844.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>89223</b>	Invoice		<b>Invoice No: 66720</b>	<b>6/23/2021</b>	<b>Paid Amt:</b>	<b>\$16,423.87</b>	
							<b>Check Amount:</b>	<b>\$18,616.87</b>	
2689	FIN	63152	7716		<b>VERIZON WIRELESS</b>		Check		
				E 01	300 810 000 000 320	Communications/Phone, 6/9-7/8		\$39.74	
<b>PO#:</b>	<b>Voucher #:</b>	<b>89220</b>	Invoice		<b>Invoice No: 9881504195</b>	<b>6/23/2021</b>	<b>Paid Amt:</b>	<b>\$39.74</b>	
							<b>Check Amount:</b>	<b>\$39.74</b>	
2689	FIN	63153	9366		<b>SYNCB/AMAZON</b>		Check		
				E 01	300 640 172 316 401	General Supplies		\$106.50	
				E 01	300 050 172 000 401	General Supplies		\$23.98	
<b>PO#:</b>	<b>Voucher #:</b>	<b>89227</b>	Invoice		<b>Invoice No: 6045787810217568</b>	<b>6/24/2021</b>	<b>Paid Amt:</b>	<b>\$130.48</b>	
							<b>Check Amount:</b>	<b>\$130.48</b>	
2689	FIN	63154	00425		<b>SOJOS SPORTSWEAR</b>		Check		
				E 01	103 203 000 163 401	General Supplies ESSER II Summer		\$10.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>89228</b>	Invoice		<b>Invoice No: 06/24/2021</b>	<b>6/24/2021</b>	<b>Paid Amt:</b>	<b>\$10.00</b>	
							<b>Check Amount:</b>	<b>\$10.00</b>	
2689	FIN	63155	9807		<b>BIOAG ENERGY SERVICES</b>		Check		
				E 06	005 870 000 000 520	Build Acq/Construct		\$124.28	
<b>PO#:</b>	<b>Voucher #:</b>	<b>89231</b>	Invoice		<b>Invoice No: 6289957</b>	<b>6/28/2021</b>	<b>Paid Amt:</b>	<b>\$124.28</b>	
				E 06	005 870 000 000 520	Build Acq/Construct		\$118.36	
<b>PO#:</b>	<b>Voucher #:</b>	<b>89233</b>	Invoice		<b>Invoice No: 289979</b>	<b>6/28/2021</b>	<b>Paid Amt:</b>	<b>\$118.36</b>	
				E 06	005 870 000 000 520	Build Acq/Construct		\$100.61	
<b>PO#:</b>	<b>Voucher #:</b>	<b>89234</b>	Invoice		<b>Invoice No: 6290002</b>	<b>6/28/2021</b>	<b>Paid Amt:</b>	<b>\$100.61</b>	
				E 06	005 870 000 000 520	Build Acq/Construct		\$82.57	
<b>PO#:</b>	<b>Voucher #:</b>	<b>89235</b>	Invoice		<b>Invoice No: 6290036</b>	<b>6/28/2021</b>	<b>Paid Amt:</b>	<b>\$82.57</b>	
				E 06	005 870 000 000 520	Build Acq/Construct		\$82.85	
<b>PO#:</b>	<b>Voucher #:</b>	<b>89236</b>	Invoice		<b>Invoice No: 6290025</b>	<b>6/28/2021</b>	<b>Paid Amt:</b>	<b>\$82.85</b>	
							<b>Check Amount:</b>	<b>\$508.67</b>	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	63156	01140		<b>JERS ELECTRIC INC</b>		Check		
				E 01	005 865 000 370 520	Build Acq/Construct, LED RETROFIT		\$55,000.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>89229</b>	Invoice		<b>Invoice No: 2940</b>	<b>6/28/2021</b>	<b>Paid Amt:</b>	<b>\$55,000.00</b>	
							<b>Check Amount:</b>	<b>\$55,000.00</b>	
2689	FIN	63157	6885		<b>Pipestone Area School, HS Actv</b>		Check		
				E 01	300 292 208 000 401	General Supplies		\$95.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>89232</b>	Invoice		<b>Invoice No: 06/28/2021</b>	<b>6/28/2021</b>	<b>Paid Amt:</b>	<b>\$95.00</b>	
							<b>Check Amount:</b>	<b>\$95.00</b>	
2689	FIN	63158	01300		<b>PIPESTONE CO. MEDICAL CENTER</b>		Check		
				E 01	103 420 000 740 394	to Non-Ed Agency, MAY 2021		\$2,131.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>89238</b>	Invoice		<b>Invoice No: PI PIP JAS S</b>	<b>6/28/2021</b>	<b>Paid Amt:</b>	<b>\$2,131.00</b>	
							<b>Check Amount:</b>	<b>\$2,131.00</b>	
2689	FIN	63159	9739		<b>SCHUMACHER ELEVATOR COMPANY</b>		Check		
				E 01	300 810 000 000 350	Repair&maint Service		\$650.67	
<b>PO#:</b>	<b>Voucher #:</b>	<b>89230</b>	Invoice		<b>Invoice No: 90525405</b>	<b>6/28/2021</b>	<b>Paid Amt:</b>	<b>\$650.67</b>	
							<b>Check Amount:</b>	<b>\$650.67</b>	
2689	FIN	63160	3697		<b>SW/WC SERVICE COOPERATIVE</b>		Check		
				E 01	005 605 150 000 405	SPAM FILTERING		\$1,225.50	
<b>PO#:</b>	<b>Voucher #:</b>	<b>89237</b>	Invoice		<b>Invoice No: 66792</b>	<b>6/28/2021</b>	<b>Paid Amt:</b>	<b>\$1,225.50</b>	
							<b>Check Amount:</b>	<b>\$1,225.50</b>	
2689	FIN	63161	9807		<b>BIOAG ENERGY SERVICES</b>		Check		
				E 06	005 870 000 000 520	Build Acq/Construct		\$76.93	
<b>PO#:</b>	<b>Voucher #:</b>	<b>89239</b>	Invoice		<b>Invoice No: 6290100</b>	<b>6/29/2021</b>	<b>Paid Amt:</b>	<b>\$76.93</b>	
							<b>Check Amount:</b>	<b>\$76.93</b>	
2689	FIN	63162	6855		<b>Baker &amp; Taylor Books</b>		Check		
				E 04	005 591 000 000 470	Library Books		\$371.12	
<b>PO#:</b>	<b>Voucher #:</b>	<b>89248</b>	Invoice		<b>Invoice No: 2035882387</b>	<b>6/30/2021</b>	<b>Paid Amt:</b>	<b>\$371.12</b>	
				E 04	005 591 000 000 470	Library Books		\$691.85	
<b>PO#:</b>	<b>Voucher #:</b>	<b>89249</b>	Invoice		<b>Invoice No: 2035819784</b>	<b>6/30/2021</b>	<b>Paid Amt:</b>	<b>\$691.85</b>	
				E 04	005 591 000 174 470	Library Books		\$4,188.97	
				E 04	005 591 000 000 470	Library Books		\$1,201.68	
<b>PO#:</b>	<b>Voucher #:</b>	<b>89250</b>	Invoice		<b>Invoice No: 2035813168</b>	<b>6/30/2021</b>	<b>Paid Amt:</b>	<b>\$5,390.65</b>	
							<b>Check Amount:</b>	<b>\$6,453.62</b>	
2689	FIN	63163	6087		<b>COLE PAPERS, INC.</b>		Check		
				E 01	300 810 000 000 401	General Supplies		\$102.12	
<b>PO#:</b>	<b>Voucher #:</b>	<b>89247</b>	Invoice		<b>Invoice No: 9985037</b>	<b>6/30/2021</b>	<b>Paid Amt:</b>	<b>\$102.12</b>	
							<b>Check Amount:</b>	<b>\$102.12</b>	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	63164	00256		HILLYARD INC/ SIOUX FALLS		Check		
				E 01	005 810 000 000 401	General Supplies		\$786.67	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89244</b>	Invoice	<b>Invoice No:</b> 604361088	<b>6/30/2021</b>	<b>Paid Amt:</b>	<b>\$786.67</b>	
							<b>Check Amount:</b>	<b>\$786.67</b>	
2689	FIN	63165	8606		HUSSMANN SERVICES COOPERATION		Check		
				E 02	005 770 000 701 350	Repair&maint Service		\$1,506.27	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89251</b>	Invoice	<b>Invoice No:</b> 9277176	<b>6/30/2021</b>	<b>Paid Amt:</b>	<b>\$1,506.27</b>	
							<b>Check Amount:</b>	<b>\$1,506.27</b>	
2689	FIN	63166	9228		LUANN'S GAS & MORE		Check		
				E 01	005 810 190 000 366	Travel Custodial		\$205.40	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89246</b>	Invoice	<b>Invoice No:</b> 10327	<b>6/30/2021</b>	<b>Paid Amt:</b>	<b>\$205.40</b>	
							<b>Check Amount:</b>	<b>\$205.40</b>	
2689	FIN	63167	5637		OLE'S LOCK & KEY		Check		
				E 01	300 810 000 000 350	General Supplies		\$50.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89245</b>	Invoice	<b>Invoice No:</b> 6464	<b>6/30/2021</b>	<b>Paid Amt:</b>	<b>\$50.00</b>	
							<b>Check Amount:</b>	<b>\$50.00</b>	
2689	FIN	63168	5721		SCAN AIR FILTER INC		Check		
				E 01	005 810 000 000 401	General Supplies		\$435.49	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89243</b>	Invoice	<b>Invoice No:</b> 152636	<b>6/30/2021</b>	<b>Paid Amt:</b>	<b>\$435.49</b>	
							<b>Check Amount:</b>	<b>\$435.49</b>	
2689	FIN	63169	8762		TURF & EARTH EQUIPMENT		Check		
				E 01	005 810 000 000 401	General Supplies		\$105.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89242</b>	Invoice	<b>Invoice No:</b> I10622	<b>6/30/2021</b>	<b>Paid Amt:</b>	<b>\$105.00</b>	
							<b>Check Amount:</b>	<b>\$105.00</b>	
2689	FIN	63170	01588		BREEZY POINT		Check		
				E 01	300 640 172 316 366	MS/HS Staff Development, CORY		\$612.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89253</b>	Invoice	<b>Invoice No:</b> 277275	<b>6/30/2021</b>	<b>Paid Amt:</b>	<b>\$612.00</b>	
							<b>Check Amount:</b>	<b>\$612.00</b>	
2689	FIN	63171	3920		CENTER POINT INC.		Check		
				E 04	005 591 000 000 470	Library Books		\$180.36	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89252</b>	Invoice	<b>Invoice No:</b> 1852369	<b>6/30/2021</b>	<b>Paid Amt:</b>	<b>\$180.36</b>	
							<b>Check Amount:</b>	<b>\$180.36</b>	
2689	FIN	63172	3939		TAMMY MANDERSCHIED		Check		
				R 02	005 000 000 701 601	Sales to Pupils, REFUND SCHOOL LUNCH		\$72.25	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89254</b>	Invoice	<b>Invoice No:</b> 06/30/2021	<b>6/30/2021</b>	<b>Paid Amt:</b>	<b>\$72.25</b>	
							<b>Check Amount:</b>	<b>\$72.25</b>	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	63173	9807		<b>BIOAG ENERGY SERVICES</b>		Check
				E 06	005 870 000 000 520	Build Acq/Construct	\$91.42
<b>PO#:</b>	<b>Voucher #:</b>	<b>89256</b>	Invoice	<b>Invoice No:</b>	6290111	<b>6/30/2021</b>	<b>Paid Amt: \$91.42</b>
							<b>Check Amount: \$91.42</b>
2689	FIN	63174	3512		<b>CHILDRENS CARE HOSP &amp; SCHOOL</b>		Check
				E 01	100 411 000 000 392	to Out-of-State Dist, MAY 2021	\$1,369.80
				E 01	100 411 000 740 393	Sp Ed Contr Svcs Pup, MAY 2021	\$8,185.95
<b>PO#:</b>	<b>Voucher #:</b>	<b>89255</b>	Invoice	<b>Invoice No:</b>	30000944	<b>6/30/2021</b>	<b>Paid Amt: \$9,555.75</b>
							<b>Check Amount: \$9,555.75</b>
2689	FIN	63175	00276		<b>XCEL ENERGY</b>		Check
				E 01	005 810 184 000 330	Electricity - Paulsen Field, MAY 2021	\$603.32
<b>PO#:</b>	<b>Voucher #:</b>	<b>89257</b>	Invoice	<b>Invoice No:</b>	51-6709448-8	<b>6/30/2021</b>	<b>Paid Amt: \$603.32</b>
				E 01	102 810 184 000 330	Utilities/Electricity, MAY 2021	\$1,155.39
				E 01	103 810 184 000 330	Utilities/Electricity, MAY 2021	\$669.81
<b>PO#:</b>	<b>Voucher #:</b>	<b>89258</b>	Invoice	<b>Invoice No:</b>	51-6323555-0	<b>6/30/2021</b>	<b>Paid Amt: \$1,825.20</b>
							<b>Check Amount: \$2,428.52</b>
2689	FIN	63176	9490		<b>CONNECTIONS UNLIMITED, INC</b>		Check
				E 01	103 203 171 000 430	HEADPHONES	\$1,402.50
				E 01	103 203 171 000 430	Freight	\$52.00
<b>PO#: 17521</b>	<b>Voucher #:</b>	<b>89271</b>	Invoice	<b>Invoice No:</b>	210267	<b>7/6/2021</b>	<b>Paid Amt: \$1,454.50</b>
							<b>Check Amount: \$1,454.50</b>
2689	FIN	63177	9499		<b>EMS LINQ INC</b>		Check
				E 02	005 770 000 701 401		\$795.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>89274</b>	Invoice	<b>Invoice No:</b>	C-7803	<b>7/6/2021</b>	<b>Paid Amt: \$795.00</b>
							<b>Check Amount: \$795.00</b>
2689	FIN	63178	9354		<b>FRONTLINE TECHNOLOGIES GROUP LLC</b>		Check
				E 01	005 110 000 000 305	Consult & Serv.fees	\$2,308.64
<b>PO#:</b>	<b>Voucher #:</b>	<b>89260</b>	Invoice	<b>Invoice No:</b>	133812	<b>7/6/2021</b>	<b>Paid Amt: \$2,308.64</b>
				E 01	005 110 000 000 305	Consult & Serv.fees, ABSENCE & SUBSITUTE	\$6,760.50
<b>PO#:</b>	<b>Voucher #:</b>	<b>89263</b>	Invoice	<b>Invoice No:</b>	INVUS137919	<b>7/6/2021</b>	<b>Paid Amt: \$6,760.50</b>
				E 01	005 110 000 000 305	Consult & Serv.fees, 21/22 APPLICANT TRAC	\$2,308.64
<b>PO#:</b>	<b>Voucher #:</b>	<b>89264</b>	Invoice	<b>Invoice No:</b>	INVUS133812	<b>7/6/2021</b>	<b>Paid Amt: \$2,308.64</b>
							<b>Check Amount: \$11,377.78</b>
2689	FIN	63179	3814		<b>MASA/MASE</b>		Check
				E 01	005 640 000 316 820	Dues & Membership, MELANY	\$860.00
				E 01	005 640 000 316 820	Dues & Membership, MELANY	(\$860.00)

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	63179	3814		<b>MASA/MASE</b>		Check		
				E 01	005 640 173 316 820	Dues & Membership, MELANY		\$860.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>89273</b>	Invoice		<b>Invoice No:</b> 07/06/2021	<b>7/6/2021</b>	<b>Paid Amt:</b>	<b>\$860.00</b>	
							<b>Check Amount:</b>	<b>\$860.00</b>	
2689	FIN	63180	7620		<b>MASBO</b>		Check		
				E 01	005 640 173 316 820	Dues & Membership		\$110.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>89267</b>	Invoice		<b>Invoice No:</b> 300005662	<b>7/6/2021</b>	<b>Paid Amt:</b>	<b>\$110.00</b>	
			E 01	005 640 000 316 820	Dues & Membership		\$110.00		
			E 01	005 640 000 316 820	Dues & Membership		(\$110.00)		
			E 01	005 640 173 316 820	Dues & Membership		\$110.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>89268</b>	Invoice		<b>Invoice No:</b> 300005739	<b>7/6/2021</b>	<b>Paid Amt:</b>	<b>\$110.00</b>	
			E 01	005 640 173 316 820	Dues & Membership		\$110.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>89269</b>	Invoice		<b>Invoice No:</b> 300005858	<b>7/6/2021</b>	<b>Paid Amt:</b>	<b>\$110.00</b>	
							<b>Check Amount:</b>	<b>\$330.00</b>	
2689	FIN	63181	00259		<b>MSBA</b>		Check		
				E 01	005 010 000 000 820	Dues & Membership		\$4,889.00	
				E 01	005 010 000 000 305	Consult & Serv.fees		\$2,830.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>89275</b>	Invoice		<b>Invoice No:</b> 27597Z2V7Q5	<b>7/6/2021</b>	<b>Paid Amt:</b>	<b>\$7,719.00</b>	
							<b>Check Amount:</b>	<b>\$7,719.00</b>	
2689	FIN	63182	7599		<b>RAM MUTUAL INSURANCE COMPANY</b>		Check		
				B 01	215 042	Workman's Comp		\$40,295.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>89266</b>	Invoice		<b>Invoice No:</b> 146788	<b>7/6/2021</b>	<b>Paid Amt:</b>	<b>\$40,295.00</b>	
							<b>Check Amount:</b>	<b>\$40,295.00</b>	
2689	FIN	63183	9516		<b>REGION I INFORMATION SERVICES</b>		Check		
				E 01	005 050 150 000 405	Comp Softwar,Comp Softwar, SYNERGY SUP		\$12,737.47	
<b>PO#:</b>	<b>Voucher #:</b>	<b>89262</b>	Invoice		<b>Invoice No:</b> 10456	<b>7/6/2021</b>	<b>Paid Amt:</b>	<b>\$12,737.47</b>	
							<b>Check Amount:</b>	<b>\$12,737.47</b>	
2689	FIN	63184	9308		<b>RSCHOOL TODAY</b>		Check		
				E 01	300 050 172 000 405	Non Instructional Comp Softwar		\$299.75	
				E 01	300 292 000 000 405	Non Instructional Comp Softwar		\$899.25	
<b>PO#:</b>	<b>Voucher #:</b>	<b>89259</b>	Invoice		<b>Invoice No:</b> 59390	<b>7/6/2021</b>	<b>Paid Amt:</b>	<b>\$1,199.00</b>	
							<b>Check Amount:</b>	<b>\$1,199.00</b>	
2689	FIN	63185	9917		<b>SEESAW LEARNING INC</b>		Check		
				E 04	005 582 000 344 406	Instructional Software License		\$445.50	
				E 01	103 201 173 000 406	Instructional Software License		\$726.00	
				E 01	103 203 173 000 406	Instructional Software License		\$2,953.50	
<b>PO#:</b>	<b>Voucher #:</b>	<b>89265</b>	Invoice		<b>Invoice No:</b> 2021-50364	<b>7/6/2021</b>	<b>Paid Amt:</b>	<b>\$4,125.00</b>	
							<b>Check Amount:</b>	<b>\$4,125.00</b>	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	63186	9916		SHI INTERNATIONAL CORP.		Check		
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$1,423.75	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89272</b>	Invoice	<b>Invoice No:</b> B13534923	<b>7/6/2021</b>	<b>Paid Amt:</b>	<b>\$1,423.75</b>	
							<b>Check Amount:</b>	<b>\$1,423.75</b>	
2689	FIN	63187	9900		SOCIALSCHOOL4EDU		Check		
				E 01	005 020 000 000 505	Cap Noninstructional Tech Soft		\$8,500.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89261</b>	Invoice	<b>Invoice No:</b> 14-1587	<b>7/6/2021</b>	<b>Paid Amt:</b>	<b>\$8,500.00</b>	
							<b>Check Amount:</b>	<b>\$8,500.00</b>	
2689	FIN	63188	9923		TEACHING STRATEGIES, LLC		Check		
				E 04	005 582 000 344 461	TS Gold assessment for school readiness stud		\$985.50	
	<b>PO#:</b> 17493	<b>Voucher #:</b>	<b>89276</b>	Invoice	<b>Invoice No:</b> 124862	<b>7/6/2021</b>	<b>Paid Amt:</b>	<b>\$985.50</b>	
							<b>Check Amount:</b>	<b>\$985.50</b>	
2689	FIN	63189	8708		THE BIG SOUTH CONFERENCE		Check		
				E 01	300 292 000 000 401	General Supplies		\$450.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89270</b>	Invoice	<b>Invoice No:</b> 07/06/2021	<b>7/6/2021</b>	<b>Paid Amt:</b>	<b>\$450.00</b>	
							<b>Check Amount:</b>	<b>\$450.00</b>	
2689	FIN	63190	10010		CHRISTIANBOOK, LLC		Check		
				E 01	103 407 000 740 433	WW878021 Explode the Code #1		\$20.37	
				E 01	103 407 000 740 433	WW878096 Explode the Code # 1 1/2		\$20.37	
				E 01	103 407 000 740 433	WW878027 Explode the Code #2		\$20.37	
				E 01	103 407 000 740 433	WW878105 Explode the Code # 2 1/2		\$13.58	
				E 01	103 407 000 740 433	shipping		\$8.96	
	<b>PO#:</b> 17486	<b>Voucher #:</b>	<b>89277</b>	Invoice	<b>Invoice No:</b> 07/07/2021	<b>7/7/2021</b>	<b>Paid Amt:</b>	<b>\$83.65</b>	
							<b>Check Amount:</b>	<b>\$83.65</b>	
2689	FIN	63191	7707		MASMS		Check		
				E 01	005 810 000 000 820	Dues & Membership, CAL		\$100.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89279</b>	Invoice	<b>Invoice No:</b> 07/07/2021	<b>7/7/2021</b>	<b>Paid Amt:</b>	<b>\$100.00</b>	
							<b>Check Amount:</b>	<b>\$100.00</b>	
2689	FIN	63192	10009		PBIS REWARDS		Check		
				E 01	300 211 172 000 406	PBIS Rewards Service Base Fee		\$500.00	
				E 01	300 211 172 000 406	PBIS Rewards Per Student Fee		\$507.00	
	<b>PO#:</b> 17479	<b>Voucher #:</b>	<b>89278</b>	Invoice	<b>Invoice No:</b> PBIS145541	<b>7/7/2021</b>	<b>Paid Amt:</b>	<b>\$1,007.00</b>	
							<b>Check Amount:</b>	<b>\$1,007.00</b>	
2689	FIN	63193	9807		BIOAG ENERGY SERVICES		Check		
				E 06	005 870 000 000 520	Build Acq/Construct		\$85.81	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89283</b>	Invoice	<b>Invoice No:</b> 6290139	<b>35 7/7/2021</b>	<b>Paid Amt:</b>	<b>\$85.81</b>	
							<b>Check Amount:</b>	<b>\$85.81</b>	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	63194	00224		<b>LUDOLPH BUS INCORPORATED</b>		<b>Check</b>
				E 01	300 294 200 733 360	Transp Cntrt W/Baseball	\$649.00
				E 01	300 294 200 733 360	Transp Cntrt W/Baseball	\$649.00
				E 01	300 296 206 733 360	Transp Cntrt W/Public, SB	\$649.00
				E 01	300 296 206 733 360	Transp Cntrt W/Public, SB	\$649.00
				E 01	300 292 208 733 360	Transp Cntrt W/Public, TRACK	\$649.00
				E 01	300 296 206 733 360	Transp Cntrt W/Public, SB	\$1,947.00
<b>PO#:</b>		<b>Voucher #:</b>	<b>89287</b>	Invoice	<b>Invoice No:</b> 4080	<b>7/7/2021</b>	<b>Paid Amt: \$5,192.00</b>
							<b>Check Amount: \$5,192.00</b>
2689	FIN	63195	00224		<b>LUDOLPH BUS INCORPORATED</b>		<b>Check</b>
				E 01	300 294 200 733 360	Transp Cntrt W/Baseball	\$202.68
				E 01	103 203 000 163 360	Transp Cntrt W/Public COVID	\$99.00
				E 01	103 203 000 163 360	Transp Cntrt W/Public COVID	\$214.92
				E 01	103 203 000 163 360	Transp Cntrt W/Public COVID	\$243.14
				E 01	103 203 000 163 360	Transp Cntrt W/Public COVID	\$198.52
				E 03	005 760 000 723 360	Transp Cntrt W/Public Handicap	\$6,336.69
				E 01	103 203 000 163 360	Transp Cntrt W/Public COVID	\$3,807.84
				E 03	005 760 000 723 360	Transp Cntrt W/Public Handicap	\$1,645.32
				E 01	300 211 000 163 360	Transp Cntrt W/Public COVID	\$121.32
				E 03	005 760 000 723 360	Transp Cntrt W/Public Handicap	\$511.44
<b>PO#:</b>		<b>Voucher #:</b>	<b>89286</b>	Invoice	<b>Invoice No:</b> 1890	<b>7/7/2021</b>	<b>Paid Amt: \$13,380.87</b>
							<b>Check Amount: \$13,380.87</b>
2689	FIN	63196	4011		<b>PIONEER MANUFACTURING CO.</b>		<b>Check</b>
				E 01	300 292 000 000 401	General Supplies	\$756.00
<b>PO#:</b>		<b>Voucher #:</b>	<b>89284</b>	Invoice	<b>Invoice No:</b> 792977	<b>7/7/2021</b>	<b>Paid Amt: \$756.00</b>
							<b>Check Amount: \$756.00</b>
2689	FIN	63197	00300		<b>PIPESTONE PUBLISHING CO INC</b>		<b>Check</b>
				E 01	005 010 000 000 305	Consult & Serv.fees, JUNE 2021	\$530.64
<b>PO#:</b>		<b>Voucher #:</b>	<b>89282</b>	Invoice	<b>Invoice No:</b> 07/07/2021	<b>7/7/2021</b>	<b>Paid Amt: \$530.64</b>
							<b>Check Amount: \$530.64</b>
2689	FIN	63198	9994		<b>QUADIENT FINANCE USA, INC</b>		<b>Check</b>
				E 01	005 110 000 000 370	Rentals & Leases	\$757.55
<b>PO#:</b>		<b>Voucher #:</b>	<b>89285</b>	Invoice	<b>Invoice No:</b> 31220904	<b>7/7/2021</b>	<b>Paid Amt: \$757.55</b>
							<b>Check Amount: \$757.55</b>
2689	FIN	63199	3697		<b>SW/WC SERVICE COOPERATIVE</b>		<b>Check</b>
				E 01	100 412 000 740 396	Special Ed Purchased From Dist FINAL 21 SP	\$3,462.25
				E 01	100 412 000 740 396	Special Ed Purchased From Dist FINAL 21 SP	\$1,065.00

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	63199	3697		<b>SW/WC SERVICE COOPERATIVE</b>		Check		
				E 01	100 412 000 740 396	Special Ed Purchased From Dist FINAL 21 SP		\$13,315.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89280</b>	Invoice	<b>Invoice No:</b> 67064	<b>7/7/2021</b>	<b>Paid Amt:</b>	<b>\$17,842.25</b>	
				E 01	005 110 000 000 316	Data Processing Svcs, RMIC MAY 2021		\$250.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89281</b>	Invoice	<b>Invoice No:</b> 66898	<b>7/7/2021</b>	<b>Paid Amt:</b>	<b>\$250.00</b>	
							<b>Check Amount:</b>	<b>\$18,092.25</b>	
2689	FIN	63200	10016		<b>BALSTER CONSTRUCTION &amp; REMODELING LLC</b>		Check		
				E 01	005 294 203 000 530	Equipment Purchased		\$2,974.57	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89293</b>	Invoice	<b>Invoice No:</b> 285	<b>7/8/2021</b>	<b>Paid Amt:</b>	<b>\$2,974.57</b>	
							<b>Check Amount:</b>	<b>\$2,974.57</b>	
2689	FIN	63201	00733		<b>FESTIVAL OF BANDS</b>		Check		
				E 01	300 258 233 000 369	Entry Fees/Student Travel		\$250.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89290</b>	Invoice	<b>Invoice No:</b> 07/08/2021	<b>7/8/2021</b>	<b>Paid Amt:</b>	<b>\$250.00</b>	
							<b>Check Amount:</b>	<b>\$250.00</b>	
2689	FIN	63202	6947		<b>HORIZON SOFTWARE INTERNATIONAL</b>		Check		
				E 02	005 770 000 709 405	Non Instructional Comp Softwar		\$4,423.98	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89292</b>	Invoice	<b>Invoice No:</b> 137197	<b>7/8/2021</b>	<b>Paid Amt:</b>	<b>\$4,423.98</b>	
							<b>Check Amount:</b>	<b>\$4,423.98</b>	
2689	FIN	63203	7331		<b>PROJECT LEAD THE WAY, INC.</b>		Check		
				E 01	300 361 849 302 406	Instructional Software License		\$4,150.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89294</b>	Invoice	<b>Invoice No:</b> 282916	<b>7/8/2021</b>	<b>Paid Amt:</b>	<b>\$4,150.00</b>	
							<b>Check Amount:</b>	<b>\$4,150.00</b>	
2689	FIN	63204	10005		<b>PUPPY DOGS &amp; ICE CREAM, INC</b>		Check		
				E 01	103 407 000 740 433	Emotional intelligence bundle 10 books - ment:		\$97.00	
	<b>PO#:</b> 17483	<b>Voucher #:</b>	<b>89288</b>	Invoice	<b>Invoice No:</b> 0113	<b>7/8/2021</b>	<b>Paid Amt:</b>	<b>\$97.00</b>	
							<b>Check Amount:</b>	<b>\$97.00</b>	
2689	FIN	63205	8772		<b>THOMAS A. DIBBLE</b>		Check		
				E 01	300 810 000 000 350	Repair&maint Service		\$225.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89289</b>	Invoice	<b>Invoice No:</b> 0002537	<b>7/8/2021</b>	<b>Paid Amt:</b>	<b>\$225.00</b>	
							<b>Check Amount:</b>	<b>\$225.00</b>	
2689	FIN	63206	8792		<b>WASECA CLASSIC, INC</b>		Check		
				E 01	300 258 233 000 369	Entry Fees/Student Travel		\$75.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89291</b>	Invoice	<b>Invoice No:</b> 07/08/2021	<b>7/8/2021</b>	<b>Paid Amt:</b>	<b>\$75.00</b>	
							<b>Check Amount:</b>	<b>\$75.00</b>	
2689	FIN	63207	00074		<b>LUVERNE AREA CHAMBER</b>		Check		
				E 01	300 258 233 000 369	Entry Fees/Student Travel		\$100.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89295</b>	Invoice	<b>Invoice No:</b> 07/08/2021	<b>7/8/2021</b>	<b>Paid Amt:</b>	<b>\$100.00</b>	
							<b>Check Amount:</b>	<b>\$100.00</b>	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	63208	7367		<b>Steve Weiss Music</b>		<b>Check</b>
				E 01	300 258 233 000 430	INN-FSPR Marching Snare Sticks	\$0.00
				E 01	300 258 233 000 430	INN-AT1 Marching Tenor Mallets	\$53.50
				E 01	300 258 233 000 430	INN-FBX-3 Marching Bass Mallets	\$0.00
				E 01	300 258 233 000 430	EVA-SB14MHG Evans 14" Hybrid Grey Marchi	\$99.90
				E 01	300 258 233 000 430	EVA-SS14MX5 14" Evans MX5 Snare Side Mæ	\$119.85
				E 01	300 258 233 000 430	EVA-TT60234CC Evans Corps Clear Marching	\$54.95
				E 01	300 258 233 000 430	VIC-SD! Vic Firth American Custom SD1 Drum	\$99.90
				E 01	300 258 233 000 430	Freight	\$9.95
	<b>PO#:</b> 17575	<b>Voucher #:</b>	<b>89296</b>	Invoice	<b>Invoice No:</b> 1066902.1	<b>7/8/2021</b>	<b>Paid Amt: \$438.05</b>
							<b>Check Amount: \$438.05</b>
2689	FIN	63209	00212		<b>HOBART SALES &amp; SERVICE</b>		<b>Check</b>
				E 02	005 770 000 701 350	Repair&maint Service	\$1,701.00
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89297</b>	Invoice	<b>Invoice No:</b> EC589584	<b>7/9/2021</b>	<b>Paid Amt: \$1,701.00</b>
							<b>Check Amount: \$1,701.00</b>
2689	FIN	63210	9074		<b>A-OX WELDING SUPPLY INC</b>		<b>Check</b>
				E 01	300 301 501 830 433	Individualized Mat.	\$137.54
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89298</b>	Invoice	<b>Invoice No:</b> 00251628	<b>7/9/2021</b>	<b>Paid Amt: \$137.54</b>
							<b>Check Amount: \$137.54</b>
2689	FIN	63211	9934		<b>FOSS COMMUNICATIONS INC</b>		<b>Check</b>
				E 01	005 605 150 000 555	Technology Equipment-ERATE	\$3,870.00
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89299</b>	Invoice	<b>Invoice No:</b> 12837	<b>7/12/2021</b>	<b>Paid Amt: \$3,870.00</b>
				E 01	005 605 150 000 555	Technology Equipment, FIBER INSTALLATION	\$3,350.00
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89300</b>	Invoice	<b>Invoice No:</b> 12838	<b>7/12/2021</b>	<b>Paid Amt: \$3,350.00</b>
							<b>Check Amount: \$7,220.00</b>
2689	FIN	63212	6880		<b>ITC</b>		<b>Check</b>
				E 01	006 810 000 000 320	Communications/Phone, 7/1-7/30	\$39.60
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89301</b>	Invoice	<b>Invoice No:</b> 11308780	<b>7/12/2021</b>	<b>Paid Amt: \$39.60</b>
							<b>Check Amount: \$39.60</b>
2689	FIN	63213	7829		<b>APPLE INC</b>		<b>Check</b>
				E 01	005 605 150 000 455	NonInstructional Tech Supplies	\$1,124.00
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89305</b>	Invoice	<b>Invoice No:</b> AF14043629	<b>7/12/2021</b>	<b>Paid Amt: \$1,124.00</b>
							<b>Check Amount: \$1,124.00</b>
2689	FIN	63214	5949		<b>CDW GOVERNMENT, INC.</b>		<b>Check</b>
				E 01	005 605 150 000 455	NonInstructional Tech Supplies	\$72.88
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89303</b>	Invoice	<b>Invoice No:</b> F648797	<b>7/12/2021</b>	<b>Paid Amt: \$72.88</b>
							<b>Check Amount: \$72.88</b>

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
2689	FIN	63215	9934		<b>FOSS COMMUNICATIONS INC</b>		Check	
				E 01	005 605 150 000 455	NonInstructional Tech Supplies	\$265.64	
		<b>PO#:</b>	<b>Voucher #:</b>	89304	Invoice	<b>Invoice No:</b> 12855	<b>7/12/2021</b>	
							<b>Paid Amt:</b>	<b>\$265.64</b>
							<b>Check Amount:</b>	<b>\$265.64</b>
2689	FIN	63216	7213		<b>LIGHTSPEED TECHNOLOGIES INC</b>		Check	
				E 06	005 870 000 000 555	REPLACEMENT PARTS FO AUDIO SYSTEM	\$681.00	
		<b>PO#:</b> 17499	<b>Voucher #:</b>	89302	Invoice	<b>Invoice No:</b> 135029	<b>7/12/2021</b>	
							<b>Paid Amt:</b>	<b>\$681.00</b>
							<b>Check Amount:</b>	<b>\$681.00</b>
2689	FIN	63218	8426		<b>BENNET OFFICE TECHNOLOGIES</b>		Check	
				E 01	005 110 000 000 370	Rentals & Leases, 6/1-6/30	\$727.15	
		<b>PO#:</b>	<b>Voucher #:</b>	89308	Invoice	<b>Invoice No:</b> 318136	<b>7/12/2021</b>	
							<b>Paid Amt:</b>	<b>\$727.15</b>
							<b>Check Amount:</b>	<b>\$727.15</b>
2689	FIN	63220	5949		<b>CDW GOVERNMENT, INC.</b>		Check	
				E 01	300 296 207 000 401	General Supplies	\$57.75	
		<b>PO#:</b>	<b>Voucher #:</b>	89309	Invoice	<b>Invoice No:</b> G225475	<b>7/12/2021</b>	
							<b>Paid Amt:</b>	<b>\$57.75</b>
							<b>Check Amount:</b>	<b>\$57.75</b>
2689	FIN	63221	00226		<b>CENTER SPORTS INC</b>		Check	
				E 01	300 296 207 000 401	General Supplies	\$570.00	
		<b>PO#:</b>	<b>Voucher #:</b>	89311	Invoice	<b>Invoice No:</b> AAD011855	<b>7/12/2021</b>	
							<b>Paid Amt:</b>	<b>\$570.00</b>
							<b>Check Amount:</b>	<b>\$570.00</b>
2689	FIN	63222	8277		<b>MEASURE BY DESIGN</b>		Check	
				E 01	300 296 206 000 401	General Supplies	\$562.50	
		<b>PO#:</b>	<b>Voucher #:</b>	89312	Invoice	<b>Invoice No:</b> 3304	<b>7/12/2021</b>	
							<b>Paid Amt:</b>	<b>\$562.50</b>
							<b>Check Amount:</b>	<b>\$562.50</b>
2689	FIN	63223	6193		<b>ARBOR SCIENTIFIC</b>		Check	
				E 01	300 260 172 000 430	#P1-8000 Electronic Spark Timer	\$996.00	
				E 01	300 260 172 000 430	DO NOT SHIP BEFORE JULY 1st	\$0.00	
				E 01	300 260 172 000 430	Freight	\$17.94	
		<b>PO#:</b> 17569	<b>Voucher #:</b>	89314	Invoice	<b>Invoice No:</b> 448385	<b>7/12/2021</b>	
							<b>Paid Amt:</b>	<b>\$1,013.94</b>
							<b>Check Amount:</b>	<b>\$1,013.94</b>
2689	FIN	63224	9680		<b>hand2mind</b>		Check	
				E 01	103 203 171 000 430	42836 geared mini clocks classroom kit	\$44.99	
				E 01	103 203 171 000 430	shipping	\$7.00	
		<b>PO#:</b> 17421	<b>Voucher #:</b>	89317	Invoice	<b>Invoice No:</b> 60326723	<b>7/12/2021</b>	
							<b>Paid Amt:</b>	<b>\$51.99</b>
							<b>Check Amount:</b>	<b>\$51.99</b>
2689	FIN	63225	00574		<b>NASCO</b>	39	Check	
				E 01	207 256 172 000 430	#TBISG71T111 Bucket of Dice	\$16.96	
				E 01	207 256 172 000 430	#9719089T111 Economy Graph Paper	\$27.12	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	63225	00574		<b>NASCO</b>		<b>Check</b>
				E 01	207 256 172 000 430	#TBI7689T111 Extra Large Graph Paper Pad	\$16.92
				E 01	207 256 172 000 430	#TB24794T111 Plain endmeterstick	\$14.56
				E 01	207 256 172 000 430	DO NOT SHIP BEFORE JULY 1st	\$0.00
		<b>PO#: 17572</b>	<b>Voucher #: 89315</b>	Invoice	<b>Invoice No: 97824</b>	<b>7/12/2021</b>	<b>Paid Amt: \$75.56</b>
							<b>Check Amount: \$75.56</b>
2689	FIN	63226	8484		<b>POWER OF ICU...JJ &amp; ZAK</b>		<b>Check</b>
				E 01	300 050 172 000 405	Renewal of ICU Database	\$1,699.00
		<b>PO#: 17382</b>	<b>Voucher #: 89313</b>	Invoice	<b>Invoice No: 59390</b>	<b>7/12/2021</b>	<b>Paid Amt: \$1,699.00</b>
							<b>Check Amount: \$1,699.00</b>
2689	FIN	63227	6574		<b>TEACHER DIRECT</b>		<b>Check</b>
				E 01	103 203 171 000 430	950EA CLI letter size hanging file frame	\$11.64
				E 01	103 203 171 000 430	81601 ESS Hanging file folder 3rd cut	\$18.96
				E 01	103 203 171 000 430	89243 CLI Clipboards	\$29.60
				E 01	103 203 171 000 430	65414YWM MMM Post it value packs	\$17.68
				E 01	103 203 171 000 430	3776 LER light and sound answer buzzers	\$19.98
				E 01	103 203 171 000 430	46826 T Awesome assortment stickers	\$13.88
				E 01	103 203 171 000 430	53101 T Addition 0-12 flash cards	\$6.88
				E 01	103 203 171 000 430	53103 T subtraction 0-12 flash cards	\$6.88
				E 01	103 203 171 000 430	531054 T multiplication 0-12 flash cards	\$6.88
				E 01	103 203 171 000 430	900BK CLI desk dispenser	\$7.44
				E 01	103 203 171 000 430	20990 PAC adjustable pocket chart stand	\$64.88
				E 01	103 203 171 000 430	158561 CD Over the door pocket chart hooks	\$5.88
				E 01	103 203 171 000 430	4237 CTP Happy birthday to me badge	\$6.68
				E 01	103 203 171 000 430	1372 CYP happy birthday award	\$4.88
				E 01	103 203 171 000 430	833011 SC 5-minute science grades 1-3	\$23.88
				E 01	103 203 171 000 430	12034F Dul sided red & blue ruled erase board	\$89.88
				E 01	103 203 171 000 430	2255 LER organization station pocket chart	\$55.76
				E 01	103 203 171 000 430	B515BLACK BOS Bostitch classic metal staple	\$20.04
		<b>PO#: 17440</b>	<b>Voucher #: 89316</b>	Invoice	<b>Invoice No: 2021/14614</b>	<b>7/12/2021</b>	<b>Paid Amt: \$411.70</b>
				E 01	103 203 171 000 430	1920940 SAN expo low odor dry erase marker	\$39.88
				E 01	103 203 171 000 430	1921061 SAN expo low odor dry erase marker	\$39.88
				E 01	103 203 171 000 430	1884739 SAN sharpie permanent markers 36 l	\$29.88
				E 01	103 203 171 000 430	75846 SAN permanent markers 24 color set	\$22.88
				E 01	103 203 171 000 430	15951718 SAN paper mate ink joy gel pen 20	\$29.88
				E 01	103 203 171 000 430	61613U12C STX storex pencil case	\$37.00
				E 01	103 203 171 000 430	48241 CLI sheet protectors	\$23.64
				E 01	103 203 171 000 430	57711 ESS oxford twin pocket folders w/fasten	\$9.88
				E 01	103 203 171 000 430	18510 SAN economy view round ring binders t	\$74.50

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	63227	6574		<b>TEACHER DIRECT</b>		Check		
				E 01	103 203 171 000 430	65000 ESS oxford one subject wirebound note		\$9.80	
				E 01	103 203 171 000 430	654YW MMM post it notes canary yellow		\$6.40	
				E 01	103 203 171 000 430	735003 DOW magnet hold it roll magnet strip v		\$7.76	
				E 01	103 203 171 000 430	35300ST CLI magnetic dry erase calendar		\$6.48	
				E 01	103 203 171 000 430	5886 TCR name plates confetti		\$4.88	
				E 01	103 203 171 000 430	4237 CTP birthday badge - Happy birthday to r		\$5.48	
				E 01	103 203 171 000 430	6490 T praise words - stickers		\$12.88	
				E 01	103 203 171 000 430	577SS MMM post-it easel pads unruled super		\$15.88	
	<b>PO#: 17446</b>	<b>Voucher #:</b>	<b>89318</b>	Invoice	<b>Invoice No:</b> 2021/14584	<b>7/12/2021</b>	<b>Paid Amt:</b>	<b>\$376.98</b>	
				E 01	103 203 171 000 430	3612EMC daily reading comprehension		\$24.38	
				E 01	103 203 171 000 430	51525SHE 180 days of writing		\$17.88	
				E 01	103 203 171 000 430	2984LER magnetic time activity set		\$19.98	
				E 01	103 203 171 000 430	ST2BKHE Smart trek headset with Mic		\$59.64	
				E 01	103 203 171 000 430	265JL sentence flips		\$9.88	
	<b>PO#: 17476</b>	<b>Voucher #:</b>	<b>89319</b>	Invoice	<b>Invoice No:</b> 2021-14613	<b>7/12/2021</b>	<b>Paid Amt:</b>	<b>\$131.76</b>	
				E 01	103 203 171 000 430	122038 industrial chic shi lap nameplates		\$8.96	
				E 01	103 203 171 000 430	110398 industrial chic calendar bulletin bd set		\$12.48	
				E 01	103 203 171 000 430	120545 industrial chic cut outs arrows		\$5.48	
				E 01	103 203 171 000 430	shipping		\$8.00	
	<b>PO#: 17467</b>	<b>Voucher #:</b>	<b>89320</b>	Invoice	<b>Invoice No:</b> 2021/14558	<b>7/12/2021</b>	<b>Paid Amt:</b>	<b>\$34.92</b>	
								<b>Check Amount:</b>	<b>\$955.36</b>
2689	FIN	63228	6780		<b>DENNYS NAPA OF PIPESTONE</b>		Check		
				E 01	005 810 000 000 401	General Supplies		\$78.78	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89321</b>	Invoice	<b>Invoice No:</b> 189188	<b>7/13/2021</b>	<b>Paid Amt:</b>	<b>\$78.78</b>	
								<b>Check Amount:</b>	<b>\$78.78</b>
2689	FIN	63229	9228		<b>LUANN'S GAS &amp; MORE</b>		Check		
				E 01	005 810 190 000 366	Travel Custodial		\$665.29	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89324</b>	Invoice	<b>Invoice No:</b> PAS	<b>7/13/2021</b>	<b>Paid Amt:</b>	<b>\$665.29</b>	
								<b>Check Amount:</b>	<b>\$665.29</b>
2689	FIN	63230	00550		<b>MIDLAND TIRE LLC</b>		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$22.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89322</b>	Invoice	<b>Invoice No:</b> 86276	<b>7/13/2021</b>	<b>Paid Amt:</b>	<b>\$22.00</b>	
								<b>Check Amount:</b>	<b>\$22.00</b>
2689	FIN	63231	7787		<b>OVERHEAD DOOR CO.</b>		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$346.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89323</b>	Invoice	<b>Invoice No:</b> 0350012-IN	<b>7/13/2021</b>	<b>Paid Amt:</b>	<b>\$346.00</b>	
								<b>Check Amount:</b>	<b>\$346.00</b>

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	63232	3697		<b>SW/WC SERVICE COOPERATIVE</b>		Check		
				E 01 005 605 000 000 316	Tech Services Purchased Coop, MAY 2021			\$7,738.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89325</b>	Invoice	<b>Invoice No:</b> 66855	<b>7/13/2021</b>	<b>Paid Amt:</b>		<b>\$7,738.00</b>
				E 01 005 605 000 000 316	Tech Services Purchased Coop, JUNE, 2021			\$7,738.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89326</b>	Invoice	<b>Invoice No:</b> 67023	<b>7/13/2021</b>	<b>Paid Amt:</b>		<b>\$7,738.00</b>
							<b>Check Amount:</b>		<b>\$15,476.00</b>
2689	FIN	63233	10022		<b>THERMO KING OF SIOUX FALLS INC</b>		Check		
				E 06 005 870 000 000 305	Consult & Serv.fees			\$1,450.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89327</b>	Invoice	<b>Invoice No:</b> WL35669	<b>7/13/2021</b>	<b>Paid Amt:</b>		<b>\$1,450.00</b>
				E 06 005 870 000 000 305	Consult & Serv.fees			\$1,450.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89328</b>	Invoice	<b>Invoice No:</b> WL35670	<b>7/13/2021</b>	<b>Paid Amt:</b>		<b>\$1,450.00</b>
							<b>Check Amount:</b>		<b>\$2,900.00</b>
2689	FIN	63234	7829		<b>APPLE INC</b>		Check		
				E 01 005 110 150 000 465	Non-Instructional Tech Devices			\$3,539.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89334</b>	Invoice	<b>Invoice No:</b> AF17907088	<b>7/13/2021</b>	<b>Paid Amt:</b>		<b>\$3,539.00</b>
				E 01 300 220 172 000 466	27 INCH MAC			\$4,518.00	
	<b>PO#:</b> 17564	<b>Voucher #:</b>	<b>89335</b>	Invoice	<b>Invoice No:</b> AF17896310	<b>7/13/2021</b>	<b>Paid Amt:</b>		<b>\$4,518.00</b>
				E 01 207 258 172 155 466	10.2 INCH I-PADS			\$2,940.00	
	<b>PO#:</b> 17563	<b>Voucher #:</b>	<b>89336</b>	Invoice	<b>Invoice No:</b> AF18007955	<b>7/13/2021</b>	<b>Paid Amt:</b>		<b>\$2,940.00</b>
				E 01 300 220 172 000 466	Instructional Technology Devic, IPAD MINI			\$2,116.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89337</b>	Invoice	<b>Invoice No:</b> AF19416877	<b>7/13/2021</b>	<b>Paid Amt:</b>		<b>\$2,116.00</b>
							<b>Check Amount:</b>		<b>\$13,113.00</b>
2689	FIN	63235	9807		<b>BIOAG ENERGY SERVICES</b>		Check		
				E 06 005 870 000 000 520	Build Acq/Construct			\$118.36	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89331</b>	Invoice	<b>Invoice No:</b> 6297888	<b>7/13/2021</b>	<b>Paid Amt:</b>		<b>\$118.36</b>
				E 06 005 870 000 000 520	Build Acq/Construct			\$88.77	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89332</b>	Invoice	<b>Invoice No:</b> 6297873	<b>7/13/2021</b>	<b>Paid Amt:</b>		<b>\$88.77</b>
				E 06 005 870 000 000 520	Build Acq/Construct			\$53.08	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89333</b>	Invoice	<b>Invoice No:</b> 6297955	<b>7/13/2021</b>	<b>Paid Amt:</b>		<b>\$53.08</b>
							<b>Check Amount:</b>		<b>\$260.21</b>
2689	FIN	63236	5949		<b>CDW GOVERNMENT, INC.</b>		Check		
				E 01 005 720 000 317 401	1C4ZJHG			\$851.80	
	<b>PO#:</b> 17529	<b>Voucher #:</b>	<b>89330</b>	Invoice	<b>Invoice No:</b> G106667	<b>7/13/2021</b>	<b>Paid Amt:</b>		<b>\$851.80</b>
							<b>Check Amount:</b>		<b>\$851.80</b>
2689	FIN	63237	10024		<b>CYBERSCHOOL LLC</b>		Check		
				E 01 300 211 000 155 406	Instructional Software LicenseESSERII			\$3,000.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89338</b>	Invoice	<b>Invoice No:</b> 100398	<b>7/13/2021</b>	<b>Paid Amt:</b>		<b>\$3,000.00</b>
							<b>Check Amount:</b>		<b>\$3,000.00</b>

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	63238	9783		<b>VAPEEDUCATE LLC</b>		Check		
				E 01	300 211 173 000 406	Licenses for vaping education		\$480.00	
		<b>PO#: 17597</b>	<b>Voucher #:</b>	<b>89329</b>	Invoice	<b>Invoice No: 07/13/2021</b>	<b>7/13/2021</b>	<b>Paid Amt: \$480.00</b>	
								<b>Check Amount: \$480.00</b>	
2689	FIN	63239	9749		<b>ACTIVE HEATING INC</b>		Check		
				E 06	005 870 000 000 520	Build Acq/Construct		\$43,644.90	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>89345</b>	Invoice	<b>Invoice No: 07/13/2021</b>	<b>7/13/2021</b>	<b>Paid Amt: \$43,644.90</b>	
								<b>Check Amount: \$43,644.90</b>	
2689	FIN	63240	9807		<b>BIOAG ENERGY SERVICES</b>		Check		
				E 06	005 870 000 000 520	Build Acq/Construct		\$82.85	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>89341</b>	Invoice	<b>Invoice No: 6290075</b>	<b>7/13/2021</b>	<b>Paid Amt: \$82.85</b>	
								<b>Check Amount: \$82.85</b>	
2689	FIN	63241	9760		<b>CULINEX</b>		Check		
				E 02	005 770 000 701 530	Equipment Purchased		\$59,621.05	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>89346</b>	Invoice	<b>Invoice No: 07/13/2021</b>	<b>7/13/2021</b>	<b>Paid Amt: \$59,621.05</b>	
								<b>Check Amount: \$59,621.05</b>	
2689	FIN	63242	9752		<b>DOOM AND CUYPERS CONSTRUCTION INC</b>		Check		
				E 06	005 870 000 000 520	Build Acq/Construct		\$39,202.94	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>89347</b>	Invoice	<b>Invoice No: 07/13/2021</b>	<b>7/13/2021</b>	<b>Paid Amt: \$39,202.94</b>	
								<b>Check Amount: \$39,202.94</b>	
2689	FIN	63243	9342		<b>DUININCK, INC</b>		Check		
				E 06	005 870 000 000 520	Build Acq/Construct		\$199,470.28	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>89348</b>	Invoice	<b>Invoice No: 07/13/2021</b>	<b>7/13/2021</b>	<b>Paid Amt: \$199,470.28</b>	
								<b>Check Amount: \$199,470.28</b>	
2689	FIN	63244	9754		<b>F.M. ACOUSTICAL TILE INC</b>		Check		
				E 06	005 870 000 000 520	Build Acq/Construct		\$81,462.50	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>89350</b>	Invoice	<b>Invoice No: 07/13/2021</b>	<b>7/13/2021</b>	<b>Paid Amt: \$81,462.50</b>	
								<b>Check Amount: \$81,462.50</b>	
2689	FIN	63245	9753		<b>FARGO GLASS AND PAINT COMPANY</b>		Check		
				E 06	005 870 000 000 520	Build Acq/Construct		\$7,488.85	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>89349</b>	Invoice	<b>Invoice No: 07/13/2021</b>	<b>7/13/2021</b>	<b>Paid Amt: \$7,488.85</b>	
								<b>Check Amount: \$7,488.85</b>	
2689	FIN	63246	9755		<b>HANDER INC PLUMBING AND HEATING</b>		Check		
				E 06	005 870 000 000 520	Build Acq/Construct		\$9,375.88	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>89351</b>	Invoice	<b>Invoice No: 07/13/2021</b>	<b>7/13/2021</b>	<b>Paid Amt: \$9,375.88</b>	
								<b>Check Amount: \$9,375.88</b>	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	63247	00256		HILLYARD INC/ SIOUX FALLS		Check		
				E 01	300 810 000 155 530	Equipment Purchased ESSER II		\$3,600.00	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>89344</b>	Invoice	<b>Invoice No:</b> 604376043	<b>7/13/2021</b>	<b>Paid Amt:</b>	<b>\$3,600.00</b>
								<b>Check Amount:</b>	<b>\$3,600.00</b>
2689	FIN	63248	9278		ISG		Check		
				E 06	005 870 000 000 305	Consult & Serv.fees		\$5,720.00	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>89340</b>	Invoice	<b>Invoice No:</b> 73239	<b>7/13/2021</b>	<b>Paid Amt:</b>	<b>\$5,720.00</b>
								<b>Check Amount:</b>	<b>\$5,720.00</b>
2689	FIN	63249	9777		KRAUS-ANDERSON CONSTRUCTION COMPANY		Check		
				E 06	005 870 000 000 305	Consult & Serv.fees		\$118,970.72	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>89342</b>	Invoice	<b>Invoice No:</b> KA46829	<b>7/13/2021</b>	<b>Paid Amt:</b>	<b>\$118,970.72</b>
								<b>Check Amount:</b>	<b>\$118,970.72</b>
2689	FIN	63250	5263		MIDWESTERN MECHANICAL INC.		Check		
				E 06	005 870 000 000 520	Build Acq/Construct		\$7,484.39	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>89352</b>	Invoice	<b>Invoice No:</b> 07/13/2021	<b>7/13/2021</b>	<b>Paid Amt:</b>	<b>\$7,484.39</b>
								<b>Check Amount:</b>	<b>\$7,484.39</b>
2689	FIN	63251	4570		PIPESTONE MEDICAL GROUP		Check		
				E 01	103 420 000 740 394	to Non-Ed Agency		\$1,773.60	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>89361</b>	Invoice	<b>Invoice No:</b> PI PIP JAS S	<b>7/13/2021</b>	<b>Paid Amt:</b>	<b>\$1,773.60</b>
								<b>Check Amount:</b>	<b>\$1,773.60</b>
2689	FIN	63252	10025		PRIME CONSTRUCTION SOLUTIONS LLC		Check		
				E 06	005 870 000 000 520	Build Acq/Construct		\$23,328.28	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>89354</b>	Invoice	<b>Invoice No:</b> 2059	<b>7/13/2021</b>	<b>Paid Amt:</b>	<b>\$23,328.28</b>
								<b>Check Amount:</b>	<b>\$23,328.28</b>
2689	FIN	63253	9739		SCHUMACHER ELEVATOR COMPANY		Check		
				E 06	005 870 000 000 520	Build Acq/Construct		\$5,040.00	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>89353</b>	Invoice	<b>Invoice No:</b> 07/13/2021	<b>7/13/2021</b>	<b>Paid Amt:</b>	<b>\$5,040.00</b>
								<b>Check Amount:</b>	<b>\$5,040.00</b>
2689	FIN	63254	9763		SPARTAN STEEL ERECTORS INC		Check		
				E 06	005 870 000 000 520	Build Acq/Construct		\$2,356.00	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>89355</b>	Invoice	<b>Invoice No:</b> 07/13/2021	<b>7/13/2021</b>	<b>Paid Amt:</b>	<b>\$2,356.00</b>
								<b>Check Amount:</b>	<b>\$2,356.00</b>
2689	FIN	63255	9908		STEINBRECHER PAINTING COMPANY		Check		
				E 06	005 870 000 000 520	Build Acq/Construct		\$20,805.00	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>89343</b>	Invoice	<b>Invoice No:</b> 07/13/2021	<b>7/13/2021</b>	<b>Paid Amt:</b>	<b>\$20,805.00</b>
								<b>Check Amount:</b>	<b>\$20,805.00</b>

**Pipestone Area Schools ISD #2689**  
**Detail Payment Register By Check**

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	63256	3697		<b>SW/WC SERVICE COOPERATIVE</b>		Check		
				E 01	300 211 000 000 394	to Non-Ed Agency, MAY 2021 ALC TUITION		\$9,288.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89339</b>	Invoice	<b>Invoice No:</b>	66919	<b>7/13/2021</b>	<b>Paid Amt:</b>	<b>\$9,288.00</b>
								<b>Check Amount:</b>	<b>\$9,288.00</b>
2689	FIN	63257	9764		<b>THOMPSON ELECTRIC COMPANY</b>		Check		
				E 06	005 870 000 000 520	Build Acq/Construct		\$55,313.29	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89356</b>	Invoice	<b>Invoice No:</b>	07/16/2021	<b>7/13/2021</b>	<b>Paid Amt:</b>	<b>\$55,313.29</b>
								<b>Check Amount:</b>	<b>\$55,313.29</b>
2689	FIN	63258	9765		<b>TMI CORPORATION</b>		Check		
				E 06	005 870 000 000 520	Build Acq/Construct		\$7,277.95	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89357</b>	Invoice	<b>Invoice No:</b>	07/13/2021	<b>7/13/2021</b>	<b>Paid Amt:</b>	<b>\$7,277.95</b>
								<b>Check Amount:</b>	<b>\$7,277.95</b>
2689	FIN	63259	5181		<b>TRANE</b>		Check		
				E 06	005 870 000 000 520	Build Acq/Construct		\$8,820.58	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89358</b>	Invoice	<b>Invoice No:</b>	07/13/2021	<b>7/13/2021</b>	<b>Paid Amt:</b>	<b>\$8,820.58</b>
								<b>Check Amount:</b>	<b>\$8,820.58</b>
2689	FIN	63260	9766		<b>ULTRA CONCRETE</b>		Check		
				E 06	005 870 000 000 520	Build Acq/Construct		\$39,702.40	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89359</b>	Invoice	<b>Invoice No:</b>	07/13/2021	<b>7/13/2021</b>	<b>Paid Amt:</b>	<b>\$39,702.40</b>
								<b>Check Amount:</b>	<b>\$39,702.40</b>
2689	FIN	63261	9767		<b>VIP FLORAL</b>		Check		
				E 06	005 870 000 000 520	Build Acq/Construct		\$184,300.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89360</b>	Invoice	<b>Invoice No:</b>	07/13/2021	<b>7/13/2021</b>	<b>Paid Amt:</b>	<b>\$184,300.00</b>
								<b>Check Amount:</b>	<b>\$184,300.00</b>
2689	FIN	63262	9342		<b>DUININCK, INC</b>		Check		
				E 01	005 865 000 384 510	Site or Grounds Acq, BIKE PATH		\$45,920.20	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89362</b>	Invoice	<b>Invoice No:</b>	114385	<b>7/13/2021</b>	<b>Paid Amt:</b>	<b>\$45,920.20</b>
								<b>Check Amount:</b>	<b>\$45,920.20</b>
2689	FIN	63263	6947		<b>HORIZON SOFTWARE INTERNATIONAL</b>		Check		
				E 02	005 770 000 701 405	Non Instructional Comp Softwar		\$216.30	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89365</b>	Invoice	<b>Invoice No:</b>	07/13/2021	<b>7/13/2021</b>	<b>Paid Amt:</b>	<b>\$216.30</b>
								<b>Check Amount:</b>	<b>\$216.30</b>
2689	FIN	63265	3697		<b>SW/WC SERVICE COOPERATIVE</b>		Check		
				E 01	005 605 150 000 405	Non Instructional Comp Softwar		\$2,378.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89364</b>	Invoice	<b>Invoice No:</b>	66902	<b>7/13/2021</b>	<b>Paid Amt:</b>	<b>\$2,378.00</b>
								<b>Check Amount:</b>	<b>\$2,378.00</b>

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	63266	9381		<b>PIPESTONE TRUE VALUE</b>		Check		
				E 01	300 420 000 740 433	Individualized Mat.		\$799.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89366</b>	Invoice	<b>Invoice No:</b> 743889	<b>7/13/2021</b>	<b>Paid Amt:</b>	<b>\$799.00</b>	
							<b>Check Amount:</b>	<b>\$799.00</b>	
2689	FIN	63267	8925		<b>VAST BROADBAND</b>		Check		
				E 01	300 810 000 000 320	Communications/Phone, JUNE 2021		\$2,064.74	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89367</b>	Invoice	<b>Invoice No:</b> 00459101	<b>7/13/2021</b>	<b>Paid Amt:</b>	<b>\$2,064.74</b>	
							<b>Check Amount:</b>	<b>\$2,064.74</b>	
2689	FIN	63269	5983		<b>SIOUX VALLEY ENERGY</b>		Check		
				E 01	300 810 184 000 330	Utilities - Electricity, JUNE 2021		\$20,959.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89368</b>	Invoice	<b>Invoice No:</b> 7058684000	<b>7/13/2021</b>	<b>Paid Amt:</b>	<b>\$20,959.00</b>	
							<b>Check Amount:</b>	<b>\$20,959.00</b>	
2689	FIN	63274	6855		<b>Baker &amp; Taylor Books</b>		Check		
				E 04	005 591 000 000 470	Library Books		\$28.43	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89371</b>	Invoice	<b>Invoice No:</b> 2036049182	<b>7/19/2021</b>	<b>Paid Amt:</b>	<b>\$28.43</b>	
				E 04	005 591 000 000 470	Library Books		\$44.67	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89374</b>	Invoice	<b>Invoice No:</b> 2035960611	<b>7/19/2021</b>	<b>Paid Amt:</b>	<b>\$44.67</b>	
							<b>Check Amount:</b>	<b>\$73.10</b>	
2689	FIN	63275	8426		<b>BENNET OFFICE TECHNOLOGIES</b>		Check		
				E 01	005 110 000 000 370	Rentals & Leases, 06/01-06/30		\$56.64	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89372</b>	Invoice	<b>Invoice No:</b> 318131	<b>7/19/2021</b>	<b>Paid Amt:</b>	<b>\$56.64</b>	
							<b>Check Amount:</b>	<b>\$56.64</b>	
2689	FIN	63276	9535		<b>CREATIVE PRODUCT SOURCE INC</b>		Check		
				E 04	005 591 000 000 401	General Supplies		\$269.49	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89373</b>	Invoice	<b>Invoice No:</b> CPI090423	<b>7/19/2021</b>	<b>Paid Amt:</b>	<b>\$269.49</b>	
							<b>Check Amount:</b>	<b>\$269.49</b>	
2689	FIN	63277	3697		<b>SW/WC SERVICE COOPERATIVE</b>		Check		
				E 01	100 412 000 740 396	Special Ed Purchased From Dist, ECSE TEAC		\$1,007.62	
				E 01	100 412 000 740 397	Special Ed Purchased From Dist, ECSE SUMM		\$342.59	
				E 01	100 412 000 740 366	Special Ed Purchased From Dist, ECSE SUMM		\$417.29	
				E 01	100 412 000 740 396	Special Ed Purchased From Dist, ECSE SUMM		\$1,799.31	
				E 01	100 412 000 740 397	Special Ed Purchased From Dist, ECSE SUMM		\$611.71	
				E 01	100 412 000 740 366	Special Ed Purchased From Dist, ECSE SUMM		\$745.17	
				E 01	005 404 000 740 396	Special Ed Purchased From Dist SUMMER O1		\$3,173.50	
				E 01	005 404 000 740 397	Special Ed Purchased From Dist SUMMER O1		\$1,078.99	
				E 01	005 404 000 740 366	Special Ed Purchased From Dist SUMMER O1		\$607.51	
				E 01	005 404 000 740 366	Special Ed Purchased From Dist SUMMER O1		\$317.35	
				E 01	005 404 000 740 397	Special Ed Purchased From Dist SUMMER O1		\$107.90	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	63277	3697		<b>SW/WC SERVICE COOPERATIVE</b>		<b>Check</b>
				E 01	005 404 000 740 366	Special Ed Purchased From Dist SUMMER O1	\$60.75
				E 01	005 401 000 740 396	Special Ed Purchased From Dist SUMMER SF	\$4,878.72
				E 01	005 401 000 740 397	Special Ed Purchased From Dist SUMMER SF	\$1,658.76
				E 01	005 401 000 740 366	Special Ed Purchased From Dist SUMMER SF	\$1,232.52
				E 01	005 405 000 740 396	Special Ed Purchased From Dist, SUMMER TI	\$702.12
				E 01	005 405 000 740 397	Special Ed Purchased From Dist SUMMER SF	\$238.72
				E 01	005 405 000 740 366	Special Ed Purchased From Dist SUMMER SF	\$177.16
				E 01	005 404 000 740 366	Special Ed Purchased From Dist SUMMER O1	(\$317.35)
				E 01	005 404 000 740 396	Special Ed Purchased From Dist SUMMER O1	\$317.35
<b>PO#:</b>	<b>Voucher #:</b>	<b>89370</b>	Invoice	<b>Invoice No:</b>	66951	<b>7/19/2021</b>	<b>Paid Amt: \$19,157.69</b>
							<b>Check Amount: \$19,157.69</b>
2689	FIN	63278	3697		<b>SW/WC SERVICE COOPERATIVE</b>		<b>Check</b>
				E 01	100 412 000 740 397	Sp Ed Benefits Purchased	\$0.06
<b>PO#:</b>	<b>Voucher #:</b>	<b>89375</b>	Invoice	<b>Invoice No:</b>	66951	<b>7/19/2021</b>	<b>Paid Amt: \$0.06</b>
							<b>Check Amount: \$0.06</b>
2689	FIN	63279	7882		<b>C &amp; B OPERATIONS LLC</b>		<b>Check</b>
				E 01	005 810 000 000 401	General Supplies	\$120.72
<b>PO#:</b>	<b>Voucher #:</b>	<b>89382</b>	Invoice	<b>Invoice No:</b>	11259498	<b>7/19/2021</b>	<b>Paid Amt: \$120.72</b>
							<b>Check Amount: \$120.72</b>
2689	FIN	63280	3920		<b>CENTER POINT INC.</b>		<b>Check</b>
				E 04	005 591 000 000 470	Library Books	\$180.36
<b>PO#:</b>	<b>Voucher #:</b>	<b>89384</b>	Invoice	<b>Invoice No:</b>	1860189	<b>7/19/2021</b>	<b>Paid Amt: \$180.36</b>
							<b>Check Amount: \$180.36</b>
2689	FIN	63281	4766		<b>CHS/CENEX HARVEST STATES</b>		<b>Check</b>
				E 01	005 810 000 000 401	General Supplies	\$21.06
<b>PO#:</b>	<b>Voucher #:</b>	<b>89383</b>	Invoice	<b>Invoice No:</b>	26256	<b>7/19/2021</b>	<b>Paid Amt: \$21.06</b>
							<b>Check Amount: \$21.06</b>
2689	FIN	63282	9641		<b>GM FINANCIAL LEASING</b>		<b>Check</b>
				E 04	005 249 000 321 370	Rentals & Leases, DR. ED. CAR JULY 2021	\$288.18
<b>PO#:</b>	<b>Voucher #:</b>	<b>89376</b>	Invoice	<b>Invoice No:</b>	0170297056	<b>7/19/2021</b>	<b>Paid Amt: \$288.18</b>
							<b>Check Amount: \$288.18</b>
2689	FIN	63283	5354		<b>LAKESHORE LEARNING MATERIALS</b>		<b>Check</b>
				E 01	103 203 171 000 430	WT 108 wall map - world	\$27.99
				E 01	103 203 171 000 430	WT 109 wall map - USA	\$27.99
				E 01	103 203 171 000 430	Freight	\$8.40
<b>PO#:</b> 17477	<b>Voucher #:</b>	<b>89377</b>	Invoice	<b>Invoice No:</b>	3297520721	<b>7/19/2021</b>	<b>Paid Amt: \$64.38</b>
				E 01	103 407 000 740 433	LL696 number line slider boards set of 10	\$29.99

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	63283	5354		<b>LAKESHORE LEARNING MATERIALS</b>		<b>Check</b>		
				E 01	103 407 000 740 433	DD851 beginner's reading trackers set of 30	\$16.99		
				E 01	103 407 000 740 433	Freight	\$7.05		
	<b>PO#:</b> 17482	<b>Voucher #:</b>	<b>89378</b>	Invoice	<b>Invoice No:</b> 3297970721	<b>7/19/2021</b>	<b>Paid Amt:</b>	<b>\$54.03</b>	
				E 01	103 203 171 000 401	LC405 Comfy floor seat Color gray	\$1,919.68		
				E 01	103 203 171 000 401	shipping	\$287.95		
	<b>PO#:</b> 17444	<b>Voucher #:</b>	<b>89379</b>	Invoice	<b>Invoice No:</b> 3297830721	<b>7/19/2021</b>	<b>Paid Amt:</b>	<b>\$2,207.63</b>	
				E 01	103 203 171 000 430	RR491 place value coins	\$19.99		
				E 01	103 203 171 000 430	GT539 hands on teaching globe	\$39.99		
				E 01	103 203 171 000 430	VR455 magnetic hooks set of 5	\$19.98		
				E 01	103 203 171 000 430	PH346 Magnetic write and wipe board	\$69.99		
				E 01	103 203 171 000 430	shipping	\$22.49		
	<b>PO#:</b> 17412	<b>Voucher #:</b>	<b>89380</b>	Invoice	<b>Invoice No:</b> 3297940721	<b>7/19/2021</b>	<b>Paid Amt:</b>	<b>\$172.44</b>	
				E 01	103 203 171 000 430	LC405 Comfy floor seat 2 green	\$119.98		
				E 01	103 203 171 000 430	shipping	\$18.00		
	<b>PO#:</b> 17462	<b>Voucher #:</b>	<b>89381</b>	Invoice	<b>Invoice No:</b> 3297650721	<b>7/19/2021</b>	<b>Paid Amt:</b>	<b>\$137.98</b>	
							<b>Check Amount:</b>	<b>\$2,636.46</b>	
2689	FIN	63284	7055		<b>MINNESOTA HISTORICAL SOCIETY</b>		<b>Check</b>		
				B 01	131 000	#NL 5 yrs Northern Lights 5 year eBook - seb- -	\$3,256.00		
				E 01	207 203 173 000 406	#NL 5 yr Tchr Northern Lights 5 yr per teacher	\$814.00		
				E 01	207 203 173 302 460	#978-0-87351-885-7 Northern Lignhts Student	\$689.95		
				E 01	207 203 173 302 460	See attached for detail of what and quantity is	\$0.00		
	<b>PO#:</b> 17610	<b>Voucher #:</b>	<b>89385</b>	Invoice	<b>Invoice No:</b> 25226	<b>7/19/2021</b>	<b>Paid Amt:</b>	<b>\$4,759.95</b>	
							<b>Check Amount:</b>	<b>\$4,759.95</b>	
2689	FIN	63285	9924		<b>SCREENCASTIFY LLC</b>		<b>Check</b>		
				E 01	207 211 000 155 406	district Suite (Record, Edit, & Submit Unlimited)	\$1,443.75		
				E 01	103 203 000 155 406	District Suite (Record, Edit, & Submit Unlimitec	\$2,406.25		
				E 01	300 211 000 155 406	District Suite (Record, Edit, & Submit Unlimitec	\$1,925.00		
				E 01	300 211 000 155 406	Self-paced Professional Development	\$0.00		
	<b>PO#:</b> 17611	<b>Voucher #:</b>	<b>89386</b>	Invoice	<b>Invoice No:</b> SC-434682	<b>7/19/2021</b>	<b>Paid Amt:</b>	<b>\$5,775.00</b>	
							<b>Check Amount:</b>	<b>\$5,775.00</b>	
2689	FIN	63286	00975		<b>EWERT RECREATION CENTER</b>		<b>Check</b>		
				E 04	005 585 000 332 394	to Non-Ed Agency, AFTER SCHOOL PROGRA	\$5,000.00		
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89387</b>	Invoice	<b>Invoice No:</b> 07/20/2021	<b>7/20/2021</b>	<b>Paid Amt:</b>	<b>\$5,000.00</b>	
							<b>Check Amount:</b>	<b>\$5,000.00</b>	

**Pipestone Area Schools ISD #2689**  
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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	63287	00975		<b>EWERT RECREATION CENTER</b>		<b>Check</b>
				E 04 005 585 000 362 394	to Non-Ed Agency, SUMMER PROGRAMS	\$12,000.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89388</b>	Invoice	<b>Invoice No: 07/20/2021</b>	<b>7/20/2021</b>	<b>Paid Amt: \$12,000.00</b>
							<b>Check Amount: \$12,000.00</b>
2689	FIN	63288	7377		<b>LIBERTY SEPTIC, INC</b>		<b>Check</b>
				E 01 300 292 000 000 401	General Supplies, STANDARD RESTROOMS	\$1,920.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>89389</b>	Invoice	<b>Invoice No: 633432</b>	<b>7/21/2021</b>	<b>Paid Amt: \$1,920.00</b>
							<b>Check Amount: \$1,920.00</b>
							<b>Report Total: \$1,615,841.95</b>

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	HS	52059	5249		VISA		Check
				E 21	005 298 942 301 401		Swing Choir \$55.90
<b>PO#:</b>	<b>Voucher #:</b>	<b>88982</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>7419</b>	<b>5/20/2021</b>	<b>Paid Amt: \$55.90</b>
							<b>Check Amount: \$55.90</b>
2689	HS	52060	10000		COLT NELSON		Check
				E 21	005 298 946 301 401		Volleyball \$125.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>88995</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>05/25/2021</b>	<b>5/25/2021</b>	<b>Paid Amt: \$125.00</b>
							<b>Check Amount: \$125.00</b>
2689	HS	52061	10001		LEARNING EDGE FUNDRAISING		Check
				E 21	005 298 946 301 401		Volleyball \$175.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>88994</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>05/25/2021</b>	<b>5/25/2021</b>	<b>Paid Amt: \$175.00</b>
							<b>Check Amount: \$175.00</b>
2689	HS	52062	7256		PIZZA RANCH		Check
				E 21	005 298 940 301 401		Speech \$53.43
<b>PO#:</b>	<b>Voucher #:</b>	<b>88996</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>05/25/2021</b>	<b>5/25/2021</b>	<b>Paid Amt: \$53.43</b>
							<b>Check Amount: \$53.43</b>
2689	HS	52063	7272		MN FFA STATE ASSOCIATION		Check
				E 21	005 298 922 301 401		FFA \$475.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>88997</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>05/625/2021</b>	<b>5/25/2021</b>	<b>Paid Amt: \$475.00</b>
							<b>Check Amount: \$475.00</b>
2689	HS	52064	3667		MOUNTAIN LAKE FFA		Check
				E 21	005 298 922 301 401		FFA \$400.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>89208</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>06/23/2021</b>	<b>6/23/2021</b>	<b>Paid Amt: \$400.00</b>
							<b>Check Amount: \$400.00</b>
2689	HS	52065	5249		VISA		Check
				E 21	005 298 922 301 401		FFA \$252.00
				E 21	005 298 942 301 401		Swing Choir \$76.94
				E 21	005 298 942 301 401		Swing Choir \$2,086.88
				E 21	005 298 957 301 401		Prom \$456.00
				E 21	005 298 922 301 401		FFA \$12.00
				E 21	005 298 922 301 401		FFA \$11.70
<b>PO#:</b>	<b>Voucher #:</b>	<b>89207</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>7880</b>	<b>6/23/2021</b>	<b>Paid Amt: \$2,895.52</b>
							<b>Check Amount: \$2,895.52</b>

### Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
2689	HS	52066	9554		PIPESTONE FLORAL LLC		Check	
				E 21 005 298 961 301 401	Class of 2021, GRADUATION		\$194.00	
		<b>PO#:</b>	<b>Voucher #:</b>	89310	Invoice	<b>Invoice No:</b> 100010090	<b>7/12/2021</b>	<b>Paid Amt: \$194.00</b>
							<b>Check Amount:</b>	<b>\$194.00</b>
							<b>Report Total:</b>	<b>\$4,373.85</b>

# Little Arrows Preschool

## Parent Handbook

2021-2022 School Year



Dawn Samuelson – 507-215-4855  
or email [dawn.samuelson@pas.k12.mn.us](mailto:dawn.samuelson@pas.k12.mn.us)

Jenny VandenBosch – 507-215-1271  
or email [jenny.vandenbosch@pas.k12.mn.us](mailto:jenny.vandenbosch@pas.k12.mn.us)

Rachael Mielke - 507-848-0739  
or email [rachael.mielke@pas.k12.mn.us](mailto:rachael.mielke@pas.k12.mn.us)

## JUST PLAYING

When I am building in the block room,  
Please don't say, "I'm just playing."  
For, you see, I'm learning as I play  
About balance and shapes.

When I'm getting all dressed up,  
Setting the table, caring for the babies.  
Don't get the idea I'm "just playing."  
I may be a mother or father someday.

When you see me up to my elbows in paint,  
Or standing at an easel, or modeling and shaping clay,  
Please don't let me you say, "He's just playing."  
For, you see, I am learning as I play.  
I'm expressing myself and being creative.  
I may be an artist or an inventor someday.

When you see me sitting in a chair  
"Reading to an imaginary audience,  
Please don't laugh and think I'm "just playing."  
For, you see, I'm learning as I play.  
I maybe a teacher someday.

When you see me combining the bushes of bugs,  
Or packing my pockets with choice things I find.  
Don't pass it off as "just playing."  
For, you see, I'm learning as I play  
I may be a scientist someday.

When you see me engaged in a puzzle.  
Or "play anything" at my school.  
Please don't feel the time is wasted in "play"  
For, you see, I'm learning as I play.  
I'm learning to solve a problem and concentrate  
I may be in business someday.

When you see me cooking or tasting foods,  
Please don't think that because I enjoy it, it is just "play."  
For, you see, I'm learning as I play  
I'm learning how my body works  
I may be a doctor, nurse, or athlete someday.

When you ask me what I've done at school today,  
And I say, "I played!"  
Please don't misunderstand me.  
For, you see, I'm learning as I play.  
I'm learning to be successful in work.  
I'm preparing for tomorrow.  
Today, I'm a child and my work is play.

## **OUR PHILOSOPHY**

It is the goal of PAS Learning Readiness to provide a high-quality care and education in a safe, nurturing environment to families and children we serve. Children's school readiness is affected by the early care and learning experiences they receive. With current brain research from children birth to 5 it has shown these influences can help the child's ability to learn and succeed in school. Children will enter kindergarten with skills necessary for school success!

## **OUR CURRICULUM**

We use Creative Curriculum. With the curriculum, each child can explore and discover as a way of learning. The curriculum enables children to develop confidence, creativity, and lifelong critical thinking skills. There are 10 areas of development and learning within this curriculum. The areas are social-emotional, physical, language, cognitive, literacy, science and technology, social studies, mathematics, the arts, and English language acquisitions. With our curriculum, we use an assessment called TS GOLD. This is completed twice a year on each child that attends. Our preschool is also receiving grant dollars from the MN Department of Education from a framework called Classroom Engagement Model.

## **CLASSROOM ENGAGEMENT MODEL (CEM)**

What is Classroom Engagement Model (CEM)? A framework for using the DEC Recommended Practices to improve engagement, social relationships, and independence for children with and without disabilities; and to promote full participation of every child in a classroom setting.

How does CEM work? Through training and coaching, practitioners increase their ability to engage all children, learn strategies to engage individual children, generate ideas for teaming and collaboration and expand their understanding of how to use data to drive instruction and intervention. There is a partnership between the families and schools for goal setting.

Why we do CEM? When children are engaged, they are ready to learn.

## **CLASS SCHEDULE**

3-4 year olds attend Monday/Thursday or Tuesday/Friday either AM or PM

4-5 year olds attend Monday thru Friday either AM or PM

AM Session 8:15-11:15

PM Session 12:15-3:15

## **TYPICAL DAILY SCHEDULE**

During a school day we follow a daily schedule. Within this daily schedule is a circle time, center time, snack time, and free choice play time. Children will be able to work alone and in groups. Teachers will take observations during the day to identify the children's needs and interests.

## **CONFERENCES**

~~We do have parent and teacher conferences during the school year. Teachers will be in contact with the parents to set these up during the school year.~~

## **SCHOOL CLOSINGS/LATE STARTS**

When PAS is 2 hours late we will still have class.

AM session will go from 10:15 -12:15

PM session will go from 1:15-3:15.

If there are any early dismissals the afternoon session will not meet. School announcements can be seen on the local weather channel, heard on the radio, or you can sign up for the school app through the App store – Pipestone Area MS/HS. When a late start there is no breakfast or lunch served.

### **TRANSPORTATION**

You as a parent are in charge of transporting your child to and from school. We do have the Pipestone Transit in town. You will have to call them to make arrangements and to buy tokens. Their number is 825-1180.

If you have older children that ride on a bus to and from school your child in preschool can either come to school with them or ride the bus home with them. You will be responsible to pick them up at 11:15 and drop them off at 12:15.

### **DROP OFF AND PICK UP TIME**

If you are dropping off your child for either AM or PM session, please do not bring them prior to **7:50** for the morning session and **11:50** for the afternoon session unless you have made arrangements with the classroom teacher. Teachers are planning lessons and attending school meetings.

### **PLC's – EARLY DISMISSAL DAYS/Early Childhood Screenings**

Your teacher will send a calendar home monthly. On this calendar will be days of **NO SCHOOL**. When there is an early dismissal, there is **NO** afternoon preschool. We do Early Childhood Screenings three times a year at the preschool. When we do those, there will also be **NO** preschool that day.

**\*\*\*New schedule due to the early out schedule on most Wednesday's\*\*\***

On those Wednesday's the morning session classes will be held on the 1<sup>st</sup> & 3<sup>rd</sup> Wednesday of the month and for the afternoon session classes will be held on the 2<sup>nd</sup> & 4<sup>th</sup> Wednesday of the month in the morning.

### **OPEN HOUSE**

We will have an open house before school starts so your child can become familiar with the classroom and the staff that will be there.

### **SNACKS**

We do have snack every class day. A snack calendar will be sent home every month of who brings snack on which days. Some examples of snacks include: crackers, cheese sticks, yogurt, pretzels, Chex mix, pudding, applesauce, granola bars, or fruit cups.

### **BREAKFAST/LUNCH**

If your child attends the AM session they will be offered breakfast that is provided by the school. If your child attends the PM session they will be offered lunch that is provided by the school.

### **TUITION**

We have a set fee for the PAS Learning Readiness preschool program. Each family will fill out a Free/Reduced Meal form and that is how your tuition is based. The 2021-22 school year Pathway II scholarship applications will be completed by all families. Scholarship funding will be determined if the families meet income guidelines.

3-4 year olds - \$75/month, 2 days a week, Reduced qualification - \$37.50/month, and Free qualification - \$25/month.

4-5 year olds - \$125/month, 5 days a week, Reduced qualification - \$75/month, and Free qualification - \$25/month.

Tuition will NOT be reimbursed due to any E-Learning days implemented.

Please make checks payable to PAS Learning Readiness

### ~~ITEMS TO BRING TO SCHOOL~~

~~Each child will need to bring a bookbag to school daily. Make sure the bookbag can be carried safely by your child and they can open it independently. We prefer the bag is large enough to fit a standard size art project of paper.~~

~~Listed below is items a child has to bring just one time during the school year:~~

~~2 Clorox Wipes~~

~~1 watercolor paint per child~~

~~2 glue sticks per child~~

~~1 glue bottle per child~~

~~1 package of napkins~~

~~1 box of Dixie Cups~~

~~1 bottle of hand sanitizer~~

~~1 box of Kleenexes~~

~~A change of clothes that can either stay in school or in their backpack.~~

### TOILETING

Your child does not need to be toilet trained to attend preschool. If your child wears diapers or other toileting products send a supply to be left at school. Diapers or pull ups and wipes. If you are in the process of toilet training let us know what your strategies you are using at home so we can be consistent at school. If your child is in the process of toileting and using underwear. In their bag send dry underwear and pants just in case of accidents.

### ILLNESS

If you as a parent feels that your child is not feeling well it is best for them and for the rest of the class if they stay home. If your child becomes sick or ill during the school day parents will be notified. For illness purposes please keep us informed on new phone numbers. Below is common sicknesses and a guide for you to follow.

\*A fresh **cold** – nasal discharge, cough, watery eyes which has developed within 24 to 48 hours and contagious keep your child home.

\*Must be **fever** free for 24 hours before returning to school.

\*If you child has **vomited** or had **diarrhea** keep home for 24 hours after symptoms have resolved and the child can keep food and fluids down.

\***Strep throat** you must wait 24 hours after antibiotics have begun.

\*If your child has **pink eye** they need to have used prescribed eye ointment and should not return to school for 24 hours.

### IMMUNIZATIONS

Every child has to have a record of their immunizations in their file. The school nurse will notify you if there is more information needed.

### MEDICATIONS

If your child needs to take any medications, they need to come to school in the pharmacy bottle and notes. The medicine can be given to the classroom teacher.

### **ABSENCE**

If your child is going to be absent for the day let the teacher know. You can either call the call or email the teacher.

### **CLOTHING**

Please have your child wear comfortable clothing to school. We do some messy activities so do not send clothes that you don't want to get stained. We do art projects, we have playdough in the classroom as well as a sand/water table. Extra clothes can be sent in the backpack or we can store them at school in a Ziploc bag.

### **DISCIPLINE POLICY**

Discipline is a vital component to the learning process of a child. Gentle discipline is a means of teaching, guiding, and training. When boundaries and expectations are clearly defined, children feel secure. By setting rules and clearly communicating expectations, misbehaviors can be avoided and children can develop self-discipline and self-control. Children will be reminded of the rules, redirected, separated from the problem situation, or sometimes given a brief time-out. Time-out is the removal of a child, for a short period of time, from a situation in which the child is misbehaving and has not responded to other discipline techniques. The space is usually a chair and is located away from the classroom activity but within the teacher's sight. During the time-out the child has a chance to think about the misbehavior which led to their removal from the group. After a brief interval, the teacher discusses the incident and appropriate behavior with the child.

# Pipestone Area Schools

**2021-2022**

## **Elementary Student & Parent Rights and Responsibilities Handbook**



**Pipestone Elementary School**

**K-5**

**1401 7th St SW**

**Pipestone, MN 56164**

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The Pipestone Area School Board and school administration has reviewed the discipline policy as part of the process of adopting this handbook



## **Board of Education:**

Lance Oye, Katie Wiese, Jeff Baatz, Randy Erdman, **Chrissy DeBates**  
Brad Carson, and Amy Nelson

## **Administration:**

Mr. Kevin Enerson  
Cory Strasser  
Toni Baartman  
Jacqueline Kennedy  
Calvin Jans  
Taher Food Service

Superintendent  
Secondary Principal  
Elementary Principal  
Business Manager  
Maintenance Supervisor  
Food Nutrition Service

## **Pipestone Area School District #2689**

**Pipestone Area Middle School / High School** (grades 6 thru 12)  
1401 7th St SW - Pipestone MN 56164  
Phone: (507) 825-5861 Fax: (507) 825-6729

**Pipestone Elementary (prek-5)**  
1401 7th St SW- Pipestone MN 56164  
Phone: (507) 562-6200 Fax: (507) 562-4820

**Heartland School** (grades K-8)  
2171 100th Av - Lake Benton, MN 56149  
Phone: (507) 368-3250 Fax: (507) 368-3250

**Pipestone Area Schools website** - <http://www.pas.k12.mn.us>



## Pipestone Elementary School

1401 7th St. SW

Pipestone, MN 56164

Phone: (507) 825-6763

Fax: (507) 825-6757

Ms. Toni Baartman – Principal

Dear Students and Parents/Guardians,

Welcome to Pipestone Elementary School! We are so excited and happy you are here and that we are all together! We hope you enjoyed your summer and are ready for a fabulous school year!

Please know that we are going to always do what is best for our students who attend our elementary school. We are here to educate the whole child and feel we have opportunities for them to succeed in whatever they choose to do as they grow older and eventually enter middle school. We want to foster productive and helpful citizens.

Relationships are key here at Pipestone Elementary and I truly believe that it takes a village to raise a child. It is imperative that we work together as a school, community, and as families to ensure our students get the best opportunities to thrive and learn. I hope to do this together and promise to do what is best for our students that walk through our doors.

The handbook you are receiving has some changes to coincide with our new building. These are rules and policies that are important for you and your student to know and learn. Please take time to read through the contents of this handbook, sign the page at the end of the handbook and hand in with your other required paperwork. We have shortened it up a bit as to not be so overwhelming for you.

We wish you a happy and thriving school year with a lot of new and positive experiences. If you have any questions about the handbook or anything else, please ask your teacher. If he or she cannot answer your question, my door is always open!

Have a FABULOUS school year and I look forward to working with you for a successful year!

Sincerely,

Ms Toni Baartman  
Elementary Principal

## General Information

### School Hours

~~Brown~~ Elementary Office hours are from 7:00 a.m. to 4:00 p.m. and ~~Hill Elementary Office hours are 7:30 am-3:30 pm,~~ Monday thru Friday. If you should need to contact the office for any reason during this time, the telephone numbers are:

- >Pipestone Elementary \_\_\_\_\_
- >Brown Elementary 825-6756 ext 4202
- >Hill Elementary 825-6763 ext 5106
- >Pipestone Area Middle School/High School  
825-5861

Voice mail is also available in the offices and classrooms in the event that no one is available to answer your call.

Summer office hours are subject to change and will be posted on the school website as well as on the school doors. You may contact the school for more information.

### School Day

First Bell rings 8:25 a.m.

Classes begin 8:30 a.m.

#### Lunch:

~~Kindergarten 11:30 am (recess starts 11:50 am)~~

~~1st Grade 11:55 am (recess starts 11:35 am)~~

~~2nd Grade 11:40 am (recess starts 12:05 pm)~~

~~3rd Grade 11:50 am (recess starts 12:15 pm)~~

~~4th Grade 12:00 pm (recess starts 12:25 pm)~~

~~\*These times are subject to change. Please call for exact times.~~

Dismissal 3:15 p.m.

### Arrival & Dismissal Times

The elementary school playground will be supervised by at 7:50 am each day. Students are allowed in the building at the 8:00 am if breakfast is needed. If the weather dictates, students will be allowed in the school gym or flex learning areas for free play. The tardy bell is at 8:30 am. Students who are late to school must come to the office for a tardy slip. School is dismissed at 3:15pm.

### Smoke/Tobacco-Free Environment:

Smoking and use of tobacco products is prohibited by students and adults within all owned and leased school buildings and school vehicles of Independent School District #2689.

## Elastic Clause

The student handbook does not include everything that may possibly happen during the school year. If any situation not specifically covered should arise, the administration will make every effort to act fairly and quickly. The best interest of the student, school, and community will be considered. Each situation is different and will be handled on an individual basis.

## Security

To provide a safer environment for all students and staff, the following safety practice will be followed each school day:

After the 8:30 a.m. bell rings to indicate the start of the school day, the office and custodial staff will lock and secure ALL doors to the elementary school. Any entry into the building must be through the front doors and follow procedures provided. All visitors MUST buzz the office (via the intercom) and give your name in order for the door to be opened. All visitors/guests will be expected to enter through the main doors and report to the main office and follow the current registration practice.

The elementary schools have security cameras installed throughout the inside of the building as well as by the entrance doors. These cameras will enable the office personnel to monitor activities inside and outside of the school building which will help to provide a safer environment for all students and staff.

## Visiting the School

Parents and guests are always welcome!! If you wish to visit, a call to your child's classroom teacher is appreciated. In order to provide a safe and secure environment for our students, the district policy requires that **ALL** guests who come into the building must register with the office manager. You will be given a name tag to indicate to other school staff members that you have been in the office. Your cooperation **each and every time** when you visit our schools is greatly appreciated.

## Telephone Calls

Students may not be interrupted during the school hours by outside calls and message **except in case of an emergency**. If it is necessary to reach your child at school, the office manager will relay the message to your child's classroom teacher. In most cases, teachers will not answer calls to their classroom when they are instructing students. Any contact should be made before or after school. You may also make contact with the teacher via email or voicemail.

## Emergency Phone Numbers

We must have on file the name, address and phone number of a relative or friend in case we cannot reach you in an emergency. **It is important that this record be kept current.** Please notify the office if there are changes or additions during the school

62<sup>year.</sup>

## Weather Guidelines

Exercise, fresh air and play are important components in the daily routines of our students. As the weather changes to cooler temperatures, it is important that students come to school with appropriate clothing.

Students will spend time outside in the morning and for noon recess every day except for rainy or extremely cold conditions. In general, students will stay indoors if the Fahrenheit temperature or wind chill value is BELOW zero or at the discretion of the principal and/or playground supervisor. Pipestone Schools uses the AccuWeather.com website for their weather information. Playground supervisors may cancel outside recess if weather conditions deteriorate and students are already on the playground.

The school requires that students wear snow pants and boots. If parents need assistance in obtaining winter clothing like hats, mittens and other clothing needs, please contact your student's teacher. Students who do not wear boots will be required to stay on designated areas (cemented area). If you do not want your son/daughter to go outside due to an illness, we ask that you send a note or call the office first thing in the morning. Snowpants and boots will be required when there is snow and ice on the ground. When staff feels the playground is safe and temperatures start going above 65 degrees students *may* no longer require these winter items. However, please make sure there is an extra set of clothes for your student in case they accidentally get wet or muddy.

## Storms/Emergency Dismissal

Official announcements regarding the operations of District #2689 are broadcast on the following radio stations:

KLOH - 1050 AM KISD - 98.7 FM KELO-land Cloeline

Listen to the radio for these announcements, **PLEASE DO NOT CALL THE SCHOOL.**

If school is in session and the weather does not permit the buses to return the children to their homes, the bussed students will be instructed to remain at their designated storm homes.

All bussed families **must** list a residence their children can stay at in case the busses do not travel due to inclement weather. This particular section is included on the student information sheet handed out at the beginning of the school year.

## Emergency Plans & Drills

The district's school board members have a written plan regarding tornado or emergency evacuations of the buildings. School personnel have a specific written plan regarding the complete procedure for this and is reviewed each year by the Site Council.

Emergency evacuation drills, ALICE drills, as well as fire and tornado drills are held throughout the school year for the protection of all persons in the building.

## After School Plans

The school maintains a file with student's registration sheets, which include after school plans. If at any time during the year, those plans change on an ongoing basis, please notify your student's teacher as well as the office so that this can be updated.

If your student will be doing something different than what their normal after school plans are, please send a note to school with your child and/or call the school office. The office will send a note to the student and their teacher about the change in after school transportation, so that we can ensure your student goes where they need to.

## Bus Transportation

ISD #2689 contracts with Ludolph Bus Service. The bus service phone number is 507-825-2303.

According to Minnesota Law, riding the bus is a privilege. It is important to maintain a safe environment for all bus riders. If the rules are not followed, the privilege to ride the bus may be withdrawn. Serious violations or continued misbehavior may require permanent removal from the bus. See pg. 29 under student conduct for bus rules.

## Bicycles

Students are allowed to ride bicycles to school. All bicycles must be parked in the bicycle racks provided. The school district assumes no responsibility for damaged or stolen bicycles.

## Dress Code

Good grooming and proper dress ensure safety and sets the atmosphere; therefore each student in attendance is to be dressed in good taste and properly groomed. Students will not wear clothing which is offensive, promotes alcohol, drugs or tobacco products while in the building or at school sponsored activities or events. Students wearing such apparel will be required to call home for a change of clothing or asked to turn the article inside out.

~~Your child should be dressed according to the weather as they will be outside at noon unless the weather is extremely cold or it is raining. Please help your child understand the reason for dressing appropriately. Children should wear boots, snowpants, gloves, hats, etc. during the winter months while on the playground. Children who do not wear boots when snow is on the ground will stay on the cemented areas.~~

## Dress Code—continued

Parents are also asked to provide an extra set of clothing for your child to keep at school. If you do not want your son or daughter to go outside due to an illness, we ask that you send a written note or please call the office and notify us first thing in the morning.

## Lost & Found

Each year we have a large collection of wearing apparel which has not been claimed. Careful consideration should be given to the following suggestions to help eliminate lost items:

\*Clearly label your child's coats, sweaters, caps, mittens, gym shoes and boots with his/her full name.

\*When an article is lost, have your child report the loss as soon as possible.

\*Use caution in allowing articles of sentimental or monetary value to be brought to school.

Remind your child to check the lost and found when something disappears at school. Lost articles that are not claimed by the end of the school year will be given to charity.

## Gym

If a student must miss gym for injury or illness, a note must be written and signed by the parents saying so. A doctor's note is preferred.

## Library

Values of books do not depreciate. The replacement cost of the book is owed in the event that the student loses or damages a library book.

It is also school policy that students having overdue or lost library books at the end of the school year will NOT be issued final report cards until the items are returned or paid for. Should the student not return the library book or pay for the cost of damages, the school reserves the right to consider alternative consequences.

## Pledge of Allegiance

Pipestone Elementary Schools will recite the Pledge of Allegiance daily during the school year. Any student who wishes NOT to participate in the reciting of the pledge may do so and other students shall respect that right.

## Photo & Video Use

If any parent does NOT wish to have their son/daughters picture included in a school publication, including internet web pages,

and local TV broadcasting, his/her parent **MUST** notify the principal's office in writing before the picture is taken. You may also indicate that you disapprove permission on the consent form included in your child's information packet. Contact the school office if you did not receive this form.

## Gifts

Gifts such as flowers and balloons delivered to the school are discouraged. Such gifts that are delivered are kept in the office and will be given to the student at the end of the day. A student who has such a gift delivered will need to pick it up as they leave the school building.

## Money

Students are discouraged from bringing cash to school. Paying by check eliminates the problem of money being lost on the way to school. Please make checks payable to: Independent School District #2689 or Pipestone Area schools.

## Party Invitations

Party invitations are not to be handed out at school. This helps to prevent hurt feelings among students who may not receive an invitation.

## Attendance

The attendance expectation for students of **Pipestone Elementary** is to attend school every day possible. The PAS Elementary goal for all students is to achieve 96% attendance for the year, which would be no more than 7 excused or unexcused absences for the year.

Severe/Chronic—less than 91% (15 or more absences)

Chronic—92-93% (11-14 absences)

At Risk—94-94% (8-10 absences)

Satisfactory—96-99% (1-7 absences)

Exemplary—100% (0 absences)

**Consistent school attendance leads to consistent academic progress.** Minnesota State Statute requires that children attend school. For students under the age of 12, it is presumed that it is a parental responsibility to ensure the child's attendance. The principals and staff of the Pipestone Area School District will take the responsibility to promote consistent school attendance through an early intervention plan. Parents must notify the school on the day their student is absent or tardy. Please notify the school NO LATER than 9:00am. The school office manager will attempt to call the parent/guardian before 11:00am to verify all student absences if no notification is received. Keep the school updated on changes to telephone and e-mail contact information.

Below there is a list of excused and unexcused absences and some of the factors used to make that determination. This is not a complete list. The school remains the final decision maker as to whether or not an absence is considered excused. If a student is absent without lawful excuse on three or more days or any part of the school day, they are considered as truant. Truancy is a violation of Minnesota State Law (see Truancy on page 12). The law also mandates that parents compel their children to attend school. There are potential criminal penalties if a parent fails to do so. This can include fines and potentially jail time.

Research data tell us that students who become truant do not perform as well in school as those who attend school each and every day. Truancy could also lead to a student dropping out of school and sabotaging their opportunity for future employment success. The community, schools, parents and the student share in the responsibility to promote regular attendance.

Periodically, requests are received from parents to have their child excused from school for reasons other than illness or family emergency. If a parent decides to keep a child out of school for a special vacation, please inform the teacher and the school office prior to the absence.

\*Students returning to school following an absence will be expected to complete appropriate assignments within a reasonable period of time.

\*Leaving school grounds without permission of school personnel shall be subject to disciplinary action.

## Excused Absences/Tardies

**Appointment** (Medical, dental, mental health)

**Family Emergency**

**Funeral**

**Religious holiday**

**Illness/hospitalization**

\* Doctor's note required if absent 3 days or longer OR if within chronic absence range

**Late bus**

**Out of town/Vacation**

\*Prior notice and making up work ahead of time required  
\* No more than 5 days for year, without approval from principal

**Weather**

## Unexcused Absences/Tardies

**Need for sleep/rest**

**Missing the bus**

**Employment/child care issue**

**Illness/hospitalization** without a dr's note if gone more than 3 days or within chronic absence range

**Out of town/vacation**

\* without prior notice and making up work ahead of time  
\*if more than 5 vacation days for the year without principal approval

## Tardiness

One of the most valuable life skills a student can learn is the responsibility of arriving at school every day on time. This skill can readily be accomplished and will transfer as a valuable asset for the future. One of the most important times of the school day is the morning when teachers define plans and goals are reviewed and set. The morning sets the tone of the day for a child. Please help support your children in learning habits that will help them be successful at school and throughout life.

**Any student who is NOT in his/her classroom by 8:30 a.m. will be considered tardy.** Students must report to the office to get an admittance slip if they enter the building after the 8:30 bell. It is the responsibility of the parents to get their children to school on time.

~~Unfortunately, detention may be assigned to students who are habitually tardy through no fault of their own. All tardies are included on attendance records. Other disciplinary measures may be taken as well as interventions to reinforce arrival on time.~~

Students arriving after 10:00am will be marked absent for 1/2 day. Tardiness is included on our attendance student records and without an excused reason for the tardy, the 1/2 day absence will be considered unexcused. When a student accumulates five unexcused tardies, the tardies will be considered one unexcused absence. Each five unexcused tardies accumulated thereafter will result in an additional unexcused absence.

## Truancy Policy

Pipestone County Truancy Project 2007-2008

Adopted by Pipestone Area & Edgerton Public School Districts,  
4/21/08

Code sections in **bold** updated for PAS Elementaries 4/10/16

### What is the definition of truancy?

There are two classifications of truancy according to Minnesota law. A continuing truant and habitual truant are defined as follows:

A **continuing truant** is a student, under the age of 18, who is absent from attendance at school without lawful excuse for:

- \*\* 3 or more days in one school year in elementary school; or
- \*\* 3 or more class periods or 3 or more days in one school year in middle, junior and senior high school. (**Minnesota Statutes 260A.02, subd. 3**)

A **habitual truant** is a student, under 18, who is absent without a valid excuse for:

- \*\*7 or more days in elementary school; or
- \*\*1 or more class periods on seven school days or seven or more days in middle, junior and senior high school. (**Minnesota Statutes 260C.007, subd. 19**)

### District/School Responsibility

The school is the arbitrator of whether or not a student's absences are excused or unexcused. Examples of excused absences could be parent/doctor verified illness, family emergencies and medical/dental appointments. Examples of unexcused absences could be overslept, babysitting, missed the bus and no call/note from the parent. Family vacations may be considered unexcused if prior arrangements have not been made with the school.

The district, under the umbrella of the mission of public education, shall provide instruction to every child between the ages of 7 and 18 (Minnesota Statute 120A.22, subd. 5). This means according to Minnesota Statute 260A.03, a child who has **one to three unexcused absences, the parent must be notified** immediately. The school is legally responsible to begin the intervention (see Truancy Intervention Levels) which includes parent notification. It also includes the school setting up a meeting with a parent and child (and Family Services after 3-6 absences) and/or detention for the child. **A school is required to report the student in violation of the law at seven unexcused absences** according to Minnesota Statute **260C.143**.

**Parent Responsibility.** Parents hold primary responsibility for their child's attendance at school (MN Statute 120A.22, subd. 1). Failure for parents to compel their children to attend school could result in criminal penalties. (**Minnesota statute 120A.34**)

Any student between the ages of 17 and 18 may withdraw from school if the student's parents or guardians do the following:

- \*\*Attend a meeting with school personnel to discuss the educational opportunities available to the student including alternative education opportunities; and
- \*\*Sign a written election to withdraw.

### Pipestone County's Responsibility

Upon receipt of the Truancy Offense Report and Referral form from the school:

- \*\*Review the information to insure that the Truancy Offense Report and Referral form is complete.
- \*\*Participate in a team meeting with the child/family/school.
- \*\*Provide intervention and services as needed to assist the child to return to school and stay in school.
- \*\*Involve the court only when necessary.

### Levels of Intervention

#### Level I

*School/Parent Intervention*

1-2 Unexcused Absences

- ~Letter to parent(s) with the School Truancy Policy included as well as the student's attendance record
- ~Explanation of attendance laws
- ~Communication with parent(s)/guardian
- ~Transportation alternatives
- ~Provide incentives for good attendance or behavior

#### Level II

#### **(Chronic Truant)**

*School/Parent/Community/Social Services Intervention*

3-6 Unexcused Absences

- ~Monitor attendance
- ~Meet with parent(s), student, Social Services and relevant community referrals
- ~Individual and/or family counseling referrals
- ~Tutor, mentor or peer helper services
- ~Provide incentives for good attendance or behavior
- ~Individual behavior/academic contract with student

### **Level III**

#### **(Habitually Truant)**

School/Parent/Community/Social Services and Court  
Intervention  
7 or more Unexcused Absences

- ~Mandated Educational Neglect report to Social Services
- ~Provide incentives for good attendance or behavior
- ~Individual behavior/academic contract with student
- ~Referral for County Attorney for court involvement which may include:

1. Community work service or Sentence to Serve Crew
2. Psychological and/or chemical dependency evaluation and counseling
  1. House arrest
  2. Out-of-Home placement
  5. Revocation of driver's license until the age of 18

### **Truancy Meeting**

1. School identifies students that would be deemed "chronic truant" (5 unexcused absences) or chronically absent (attendance rate less than 94%, 11 or more absences for the year).
2. School sets up a meeting with student's parents, giving the parent's at least a week's notice.
3. Have the meeting. School will present updated attendance, grades, and missing assignments at the meeting.
4. If attendance doesn't improve:
  - A. Social worker will set up another meeting.
  - B. The school may have to file educational neglect report.
5. Through the process, follow-up letters and calls will be made to families by the school social worker.

### **Attendance Rewards**

To promote attendance, students with perfect attendance will receive a monthly award during a ceremony with the principal in their classroom.

## **Academics**

### **Communication**

Parent-teacher Conferences will occur as a "before school conference" in August prior to the first day of school. If you would like to schedule a conference at any point during the year, please contact your student's teacher during school hours.

Teachers will be communicating once a month throughout the school year.

Please make every effort to attend the scheduled conferences set in October and February, as they are a very important part of your child's education. It makes possible the sharing of infor-

mation with parents, as well as providing the basis for genuine understanding and support of the school program.

### **Report Cards**

Report cards for grades K-5 are issued at the end of each quarter. Students are evaluated in all subject areas as well as in study habits and social-emotional growth areas.

### **Testing**

MCA tests are given in April to students in grades 3, 4 and 5. This is the high stakes State test which compares and ranks all elementary schools in Minnesota. The tests are done for the subjects of reading and math.

FAST tests are given three times each year to grades K-4. This computerized test includes reading, math and language arts. The test questions adjust to the student responses to gauge the skills of each student. Results of the test will indicate the strength and weaknesses of students to better differentiate instruction for each student throughout the year.

Formative Assessment System for Teachers (FAST) has replaced AIMSweb testing. Both are quite similar in the format. Several one-minute times tests are administered and scored in reading and math. Testing is done three time a year to measure educational growth and individual needs. Testing will be done in grades K-5.

## E-Learning Days

In the event of a school closure due to inclement weather, learning expectations for all students may continue through “e-learning” activities, which will serve as student contact days. Thank you for partnering with us as we strive to provide meaningful, Minnesota State Standards-aligned, learning activities for our students.

At the Elementary Level, learning activities may be a combination of, but not limited to: **BINGOCards**, Seesaw, or google assignments. **BINGOCards** and e-learning assignments, developed by your child’s teacher, provide academic progress and knowledge for students, continue classroom instruction and provide an accountable means for students to show learning. Students will be required to turn in their **BINGOCard** and e-learning assignments and teachers will be required to grade materials. Teachers will communicate when assignments are due and in most cases will be due no later than 2 days after an e-learning day occurs.

Teachers will communicate with parents/guardians regarding how students can get help (or ask questions) about their e-Learning Day/**BINGOCard** assignments. Teachers will be available to students during regular school hours by phone, email or online processes (seesaw, **remind**, email, etc.).

Attendance will be taken the following school day and will be dependent upon if e-learning or **BINGOCard** is complete and/or turned in. E-learning days will be announced via the school website, facebook, twitter, PAS app, and the **Honeywell** alert system.

Students whose family chooses to not participate in the e-learning day are reported as absent. It is up to the school whether to consider this an excused absence, according to Minnesota Statutes, section 120A.22 subdivision 12.

### **Minnesota Department of Education (MDE) e-Learning Days (MN statutes, section 120A.414)**

The Minnesota Department of Education (MDE) e-Learning Days statute outlines how Minnesota school districts and implement these instructional days. According to the statute:

- Definition: “E-learning day” means a school day where a school offers full access to online instruction provided by students’ individual teachers due to inclement weather.
- Each students’ teacher must be accessible both online and by telephone during normal school hours on an e-learning day to assist students and parents.
- Notify parents and students at least two hours prior to the normal school start time that students need to follow the eLearning day plan for that day.
- Notify parents and students of the e-Learning day plan at the beginning of the school year. (Notification for the 2019-2020 school year occurred during conferences.)
- Accommodations for students without sufficient access to the

internet, hardware or software in their homes. (School administration, teachers and other staff continually work with families to ensure equitable access to online resources or the assignment of alternative resources or assignments.)

## Special Programs & Supports

In order for a student to be placed in a specialized program, the child must be referred to the Child Study Team. Teachers usually begin this process by referring the student and stating concerns about the student. A parent may also make a referral. Members of the Child Study Team include the principal, school psychologist, school nurse, special education teachers, speech therapists, para-professionals and the referring teacher.

## Assessment

The Child Study Team will determine if assessment is necessary and who will administer the assessments. The assessment and staffing must be completed within 30 school days and reviewed with appropriate school personnel and the parents.

## Program Planning

If a child qualifies for one of the programs, an individualized education plan (IEP) is developed and the child is placed in the program with parent permission. The IEP identifies the student’s needs, goals, and objectives and also lists the school personnel responsible for providing a specified service. Each student’s IEP is reviewed annually to assess progress and to determine if any modifications need to be made to the student’s program.

## Special Education

Pipestone Area Schools makes every effort to locate, evaluate, and educate all special needs children under provisions of the Individuals with Disabilities Education Act of 1997, Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Programs and services are provided for eligible students in the areas of autism spectrum disorders, deaf and hard of hearing, deaf/blind, developmental delay for students under the age of 7, developmental cognitive disability, emotional or behavior disorder, other health disabilities, physically impaired, severely multiple impaired, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment.

If a parent is concerned about their child’s progress in school, they should bring their concern to the attention of their child’s teacher or principal, so that staff are aware of the concerns and can implement instructional support strategies and interventions as needed. If attempts have been made to address the concerns and the child continues to experience difficulties, a referral for special education evaluation can be made. These evaluations are made in order to determine whether the child’s lack of progress is related to a specific educational disability. Parents will be asked for their written consent for the evaluation.

## Food Services

In accordance with the State Health Department recommendations, school district policy prohibits food prepared at home to be brought to school for class parties, treats and snacks. This policy DOES NOT include school lunches. **We recommend that NO pop or candy be given to students for their lunchtime meals.**

### Breakfast & Lunch– Provision & Payment

Our district offers breakfast and lunch at school. The Food Service Department strives to produce quality meals in an efficient and fiscally responsible manner. Pipestone Area Schools recognizes the parent/guardian's responsibility to provide breakfast and lunch for their children. Proper nutritional intake is essential for adequate learning to occur. The Food Service Department utilizes a computerized Point of Sale system requiring pre-payments. Students may purchase meals when funds have been deposited into their personal account. Cash payments are always accepted. Families may apply for free/reduced meals anytime during the school year.

To participate in the school's lunch program, **all accounts must be paid in advance** at all times. Family balances are available on Schoolview. Families are expected to have a positive balance in their students account. The parent/guardian will be notified when their students account reaches a balance of \$10 or less. The parent/guardian will receive a 2<sup>nd</sup> notification from the Food Service Director when their students account reaches a zero or negative balance. Further negative balances initiates notification from other school personnel including school counselors and the principal. Meetings with school personnel will occur to discuss options including providing a student with an alternate lunch.

### Free & Reduced

Independent School District #2689 participates in the National School Lunch Program. This allows children from households that meet certain household sizes and monthly income criteria to receive either a free or reduced price meal. You may apply for these benefits at any time during the year by notifying the school office and requesting the appropriate forms or you can find them online under Food Services. Your application is strictly confidential and will be used only to determine eligibility and verification of data.

### Food Allergies & Other Meal Accommodation Requests

If your student has food allergies or may require any other special meal accommodations for any reason, please complete the appropriate paperwork through the Food Services personnel.

## Backpack Program

Our public school provides free and reduced meals to families in need through the National School Breakfast and Lunch Program. In some instances, if it weren't for these meals, our school-aged children would be trying to learn on an empty stomach. The Pipestone Backpack provides elementary students who qualify for Free or Reduced meals a pack filled with nutritious, easy-to-prepare foods for students until access to the school meal program resumes. We will be providing 2 pieces of fruit, 2 breakfast items, 2 lunches, and 2 snacks. If there is an extended weekend, we will pack for one additional day. We will never pack for more than three days because of the size of the bag needs to be manageable for children. The food will be placed in bags and then put into your student's backpack as discretely as possible. Please contact your student's classroom teacher, the school secretary or the school social worker for a backpack program form to begin participating.

**For more information about Food Service programs, please visit: <https://bit.ly/2JBjDwr> Food Service Director can be reached at 507-562-6018.**

## Health Services

School nurses and health Paras will provide health services for students at **Pipestone Elementary and Middle School/High School**. Please alert the school nurse if your child has a health concern that could affect his/her learning.

Vision and hearing screenings will be held regularly. Parents will be notified if results are not within normal limits. Routine screenings are not intended to replace medical check-ups by your doctor.

### Illness

When a child develops a fever or other symptoms of illness, the parent or other person listed on the emergency form will be notified. **It is the parent's responsibility to provide transportation home for the child.** This should be done as soon as possible. Upon returning to school, the student should have a written note or telephone call from the parent stating a reason for the absence. If a child is absent for three or more consecutive days, the family may be contacted by the school health personnel, and should have a doctor's note upon their return. A child who has been absent from school for several days because of an infection or contagious disease, is required to present a statement from a doctor upon returning to school. Contagious diseases such as pink eye and impetigo must be treated for 24 hours prior to your child returning to school.

## Health services continued:

**\*\*Please note:** If your student is found to have head lice, fleas or scabies, you will be notified and your student will be sent home. It is the expectation of the school that you and your students will seek the appropriate medical attention immediately. Appropriate steps need to be performed to your home IN ADDITION to those being done on your student and family. They may then return to school after the appropriate treatment(s) have been performed.

## Accident Policy

All accidents must be reported to the nurse's office as soon as possible. A written report will be completed by the school personnel involved with the accident and given to the building principal. **Parent's will also be notified of the occurrence.**

## Health/Medical Policy

The 1987 Legislature passed a statute dealing with giving medication in school. The statute is as follows:

*"A licensed school nurse or, in the absence of the nurse, a principal, teacher or secretary may administer medication prescribed for a pupil under the conditions set forth in this section. Administration of medications by school personnel must only be done according to the written order of a licensed physician and written authorization of a parent.*

*Medication to be administered must be brought in to school in a container appropriately labeled by the pharmacy or physician. Medications that are not taken orally or that have the potential of dangerous side effects may be administered by a licensed school nurse/public health nurse."*

## Medication/Prescription Policy

Students may take medication during school hours according to the following procedures:

- 1. Non-Prescription:** Medications available without a prescription (over-the-counter) should be brought to the school in their original containers and left with the school nurse. **This includes cough drops.** A permission form will need to be completed by the parent.
- 2. Prescription:** There will be forms at the doctor's office that can be filled out when a prescription is written, thus parents will immediately have the written order of the physician and the prescription bottle. Please consider adjusting medication schedules so it may be given at home.
- 3. Medication:** Students who require daily prescription medication **MAY NOT** carry it on their person or keep it in their desk or locker. Medication **must** be in the original container and left with the nurse. A permission form must be completed by the parent. Students with asthma or allergies may carry their own

prescribed inhaler if a doctor's order for the same is on file in the health office.

## Immunization Policy

Parents will be asked to show the school nurse that immunizations have been given or have been started. If there is a medical reason why the child cannot be vaccinated, or if a parent/guardian objects to the immunization, this must also be documented and notarized.

Immunizations are required by law according to the Minnesota School Immunization Law (Minnesota Statutes 1988 Section 123.70). These are required in order to stay in school, for the safety of the other students and in order for graduation.

## Student Conduct & Discipline

The staff at Pipestone Elementary Schools recognize the rights of all students and staff and understand their right to be respected. We have three behavior expectations of Pipestone Elementary students. We expect them to conduct themselves in a safe manner, be respectful, and act responsibly.

Time will be spent throughout the year teaching students what behaviors are expected. Positive behavior is encouraged with rewards and recognition. Some unacceptable behaviors include: willful disobedience (refusal to cooperate), aggression and profanity. When a child does not meet the behavioral expectations, we will attempt to understand the behavior and help the child to determine if the chosen behavior got the response the child was seeking. At the Pre-K to grade 5 developmental level, children are learning about how to handle situations that come up in their lives. Hopefully, with our guidance, our students will learn to explore options and choose the best actions. If inappropriate behavior continues, the teacher will notify the parent/guardian. Other consequences might include removal from the situation, lose privileges (such as recess), or be given detention. Instances of severe, prolonged or frequent misbehavior may be referred to the office.

Although the student expectations listed above are written in a broad manner, they will be made more specific by each classroom teacher through instruction throughout the school year. The teacher's purpose in providing instruction will not only be to produce a given behavior, but to help each child see himself/herself as the kind of person who is responsible, respectful, safe and caring.

Pipestone Elementary is in the process of moving to PBIS.

## Weapons Policy

A dangerous weapon may be many things. It includes guns, switchblades, brass knuckles, nun chucks, certain liquids & pellet guns. It does not matter whether the gun is loaded or unloaded. A dangerous weapon includes any device or instrument designed as a weapon or through its use, is capable of injury. Bringing a dangerous weapon, a replica weapon or a BB gun onto school property is a violation of Minnesota law and the Federal Gun-Free Schools Act. It is a serious violation and is called a **felony**. Law enforcement officials will be notified when this policy is violated. **You may NOT possess a dangerous weapon at any time on school property** producing great bodily harm or death.

A replica firearm is defined as a device or object that is not defined as a dangerous weapon, and that is a facsimile or toy version of, and reasonably appears to be a pistol, revolver, shotgun, sawed-off shotgun, rifle, machine gun rocket launcher or any other firearm.

Possession on school property includes on a school bus, on any property leased or owned by the school and whether the school is public or private. Violation of this policy will result in penalties including expulsion from school in addition to statutory penalties, which include significant fines and prison.

## Vandalism

If any school property is damaged due to inappropriate acts or behavior by a student, the principal shall assess the cost against the student and/or parent and will determine any other disciplinary action for the student.

## Cell Phones/Gizmo Watches

Cell phones or gizmo watches are NOT to be used during school hours. Please leave them at home. We are not responsible for any damage and all electronics brought to school from home must follow school technology policies while in the building. Devices MUST be turned off during school hours unless otherwise approved by the classroom teacher. Violations of this policy may lead to the cell phone being confiscated by the teacher and building principal. Gizmo watches can be put in the students locker during school hours if parents want their student to wear them to and from school. The school is not responsible for lost or stolen items.

## Technology & Internet Use

The Pipestone Area School Technology and Internet Use policies and practices are in the process of being revised. These will be distributed in a separate Technology handbook or informational sheet with technology permission forms at the beginning of the year or at registration.

## Policy Against Religious, Racial, and Sexual Harassment and Violence

Everyone at District 2689 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.

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

- A. Name calling, jokes 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.
- G. Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, para-professional, counselor, the principal or the Human Rights Officer.

You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights officer. Your privacy will be respected as much as possible. We will take seriously all reports of religious, racial or sexual harassment or violence and will take all the 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 made a report.

This is a summary of the school district policy against religious, racial and sexual harassment and violence. Complete policies are available in the Superintendent's Office upon request.

### **Religious, Racial and Sexual Harassment and Violence Are Against The Law.**

### **Discrimination is against the law.**

CONTACT: Supt. Kevin Enerson  
Human Rights Officer  
Pipestone Area Schools  
1401 7th St SW  
Pipestone, MN 56164  
Phone: (507) 562-6068

## **Bullying Prohibition**

Bullying Policy #413 & #514

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment.

"Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. An actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or 2
2. . Materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services or privileges.




The term, "bullying," specifically includes cyberbullying as defined in the policy. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound or data, including a post on a social network Internet website, or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

1. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy.

**For additional bullying information, go to the school website, district tab and click on "Safe and Supportive Schools" This link gives the full district policy, the law it is based upon, as well as resources parents and educators can use when addressing bullying with their students.**

# On Target Arrows

The following pages are examples of tools the elementary schools will be using to create consistent behavior expectations and consistent intervention and discipline protocols.

	Classroom	Lunchroom	Hallway	Bathroom	Playground	Bus/Taxi
<p><b>On-Target Arrows are safe</b></p> 	<ul style="list-style-type: none"> <li>*Listen and follow staff directions</li> <li>*Try your best</li> </ul>	<ul style="list-style-type: none"> <li>*Eat your food</li> <li>*Stay seated</li> <li>*Raise your hand for help</li> </ul>	<ul style="list-style-type: none"> <li>*Eyes forward</li> <li>*Walking feet</li> </ul>	<ul style="list-style-type: none"> <li>*Go to bathroom</li> <li>*Flush</li> <li>*Wash your hands</li> </ul>	<ul style="list-style-type: none"> <li>*Line up when bell rings</li> <li><b>*Play safely</b></li> <li>*Gentle touch</li> <li>*Follow staff directions</li> <li>*Use equipment appropriately- only use school provided equipment</li> </ul>	<ul style="list-style-type: none"> <li>*Stay out of the "Danger Zone"</li> <li>*Stay seated</li> <li>*Keep head and hands inside bus</li> <li>*Only visit with driver when stopped</li> <li>*Alcohol, tobacco, drugs prohibited</li> </ul>
<p><b>On-Target Arrows are respectful</b></p> 	<ul style="list-style-type: none"> <li>*Use inside voice 1, 2, 3</li> <li>*Hands and feet to self</li> <li>*Follow staff directions</li> <li>*Listen, be caring and polite</li> </ul>	<ul style="list-style-type: none"> <li>*Use inside voice 1, 2, 3</li> <li>*Hands and feet to self</li> <li>*Use good manners</li> </ul>	<ul style="list-style-type: none"> <li>*Use silent voice — 1</li> <li>*Set a good example</li> <li>*Hands and feet to self</li> <li>*Follow staff directions</li> </ul>	<ul style="list-style-type: none"> <li>*Use whisper voice 1 or 2</li> <li>*Respect others privacy</li> <li>*Set a good example</li> </ul>	<ul style="list-style-type: none"> <li>*Use outside voice 1, 2, 3, 4</li> <li><b>*Be kind to others</b></li> <li>*Take turns</li> <li>*Share</li> <li>*Include others</li> <li>*Give a helping hand</li> <li>*Follow directions</li> <li>*Tell an adult if someone is hurt</li> </ul>	<ul style="list-style-type: none"> <li>*Use inside voice 1, 2, 3</li> <li>*Hands and feet to self- on the bus and at bus stops</li> <li>*Use appropriate language</li> <li>*Be kind to others</li> <li>*Follow driver directions, including seat assignments</li> </ul>
<p><b>On-Target Arrows are responsible</b></p> 	<ul style="list-style-type: none"> <li>*Use furniture and materials appropriately</li> <li>*Keep classroom clean</li> <li>*Take Home Folders/Binders are returned</li> <li>*Take Home Practice is completed and returned</li> </ul>	<ul style="list-style-type: none"> <li>*Two hands on tray</li> <li>*Dump and stack tray appropriately</li> <li>*Keep your space clean</li> </ul>	<ul style="list-style-type: none"> <li>*Hands and feet to self</li> <li>*Keep hallway clean</li> </ul>	<ul style="list-style-type: none"> <li>*Keep area clean</li> <li>*Report empty supplies</li> <li>*Report messes</li> </ul>	<ul style="list-style-type: none"> <li>*Backpack on Line</li> <li>*Use and clean up toys appropriately</li> <li>*Take care of nature</li> </ul>	<ul style="list-style-type: none"> <li>*Keep bus clean</li> <li>*Keep the aisle clear</li> </ul>

# On-Target Arrows Behavior

<b>Minors (Yellow)</b>	<ul style="list-style-type: none"> <li>◆ Student receives a yellow ticket</li> <li>◆ Profanity, Willful Disobedience, Disrespect, and picking on someone will render a yellow ticket.</li> <li>◆ Parent contacted by the teacher.</li> <li>◆ 3 minors will equal an orange warning slip.</li> </ul>
<b>Warning Slip (Orange)</b>	<ul style="list-style-type: none"> <li>◇ Student fills out 'Think' sheet</li> <li>◇ Meets with Principal/Adult and reviews 'Think' sheet.</li> <li>◇ Parent contacted by principal.</li> <li>◇ 3 orange slips will render a pink slip.</li> <li>◇ Student will serve 1 noon hour detention.</li> </ul>
<b>Major (Pink)</b>	<ul style="list-style-type: none"> <li>• Student fills out "Think" sheet.</li> <li>• Meets with Principal/Adult and reviews "Think" sheet.</li> <li>• Parent contacted and meeting if necessary with teacher and student.</li> <li>• Pink from receiving 3 orange warnings (9 minors) will mean 3 detentions (one after school detention and 2 noon hour detentions).</li> <li>• Weapons, fighting, physical aggression, threatening and stealing will mean an automatic pink slip and in-school suspension. These will also be up to the principal's discretion.</li> </ul>

**NOTE: All behavior consequences can or could be up to the principal's discretion.**

# July 2021 - June 2022

July 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

4 – Independence Day

January 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1 – NY Day  
5 & 12 – Early Dismissal  
19 & 26 – Early Dismissal  
21- End of 1<sup>st</sup> Semester  
24 –Workday/No School  
20-S 21-T 20-P

August 2021

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

30-31 – In-Service  
0-S 2-T 1-P

February 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

1 – Caucus Day/No Mtgs/Act  
2 – Early Dismissal  
9- Early Dismissal  
16 & 23 Early Dismissal  
21 – President's Day/No School  
19-S 19-T 19-P

September 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1-2 – In-Service  
6 – Labor Day  
7 – First Day of School  
29 – Early Dismissal  
18-S 20-T 19-P

March 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

8- Township Elec/No Mtgs  
2 & 9- Early Dismissal  
16 & 23 – Early Dismissal  
18 – No School  
23 - End of 3<sup>rd</sup> Qtr/ 30-Early Dismiss  
22-S 22-T 22-P

October 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

6 – Early Dismissal  
13 – Early Dismissal  
20 – Early Dismissal  
21-22 - MEA – No School  
27 – Early Dismissal  
19-S 19-T 19-P

April 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

6- Early Dismissal  
13 – Early Dismissal  
20 – Early Dismissal  
14-18 – Spring Break  
27 – Early Dismissal  
18-S 18-T 18-P

November 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

2-Election Day – No Mtgs/Act  
3 – Early Dismissal/ 5 – End of Qtr 1  
10 – Early Dismissal 11 – Veteran's Day  
17 – Early Dismissal 24 – In-Service  
25-26 Thanksgiving-No School  
19-S 20-T 20-P

May 2022

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4 – Early Dismissal  
11 – Early Dismissal  
18 – Early Dismissal  
29 - Graduation  
30 – Memorial Day  
21-S 21-T 21-P

December 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 – Early Dismissal  
8 – Early Dismissal  
15 – Early Dismissal  
22 – Early Dismissal  
23-31 Winter Break/No School  
16-S 16-T 16-P

June 2022

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

2 – Last Day of School  
3 – Workday  
2-S 3-T 3-P

174 181 178

Make up – 3/18, 4/14, 6/3, 6/6, 6/7, 6/8, 6/9, 6/10



# PIPESTONE AREA SCHOOLS District No. 2689

Kevin Enerson, Superintendent  
Cory Strasser, MS/HS Principal  
Toni Baartman, Elementary Principal  
Melany Wellnitz, Director of Curriculum

Jacque Kennedy, Business Manager  
Rick Zollner, Activities Director  
Cal Jans, Maintenance Director  
Jean Bailey, Food Nutrition Director

*"District and Community committed to working together to provide educational excellence and support our students for their future."*

## **Notice of Non-Discrimination**

The Pipestone Area Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

### **Pipestone Elementary School Americans with Disabilities Act/Section 504**

#### **Coordinator**

Toni Baartman  
1401 7<sup>th</sup> St SW  
Pipestone, MN 56164  
507-825-6763  
[Toni.baartman@pas.k12.mn.us](mailto:Toni.baartman@pas.k12.mn.us)

Office Location: Pipestone Elementary School

#### **Student Sex Nondiscrimination**

**A complete copy of the Student Sex Nondiscrimination policy #522 is on file in the Principal's Office, District Office and District website.**

The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.

*"Inspire life-long learners. Build Character. Prepare them for their future."*

1401 7<sup>th</sup> St SW  
Pipestone, MN 56164

District Phone: 507-562-6068  
District Fax: 507-825-6718

[www.pas.k12.mn.us](http://www.pas.k12.mn.us)



**Please sign and return this page to the office.**

**PIPESTONE AREA ELEMENTARY**

**STUDENT/PARENT HANDBOOK SIGNATURE PAGE**

**After reading the Student/Parent Handbook, please sign the appropriate lines below and return the form to your child's classroom teacher.**

**We, the parent (s)/guardians of \_\_\_\_\_ agree to follow and the policies outlined in the student handbook for the current school year. We recognize the right and responsibility to discuss the rules and policies with our child and recognize it is the right and responsibility of the staff and teachers to make the rules and reinforce them.**

**Signature of Parent/Guardian**

\_\_\_\_\_

**Date** \_\_\_\_\_

**Signature of Parent/Guardian**

\_\_\_\_\_

**Date** \_\_\_\_\_

Cover – change year to 2021-22

Cover – change Brown and Hill to Pipestone Elementary and new address

Table of contents – removing conferences and change to communication. Page numbers have changed as well.

pg. 3

Board of Education – added Chrissy DeBates

Change Brown and Hill to Pipestone Elementary and contact info

Welcome letter – will updated

General information –

Remove – Brown; remove Hill Elementary office hours

Remove Brown & Hill office numbers add new elementary number once we get one.

Change bell times

Remove Lunch

Arrival & Dismissal times update wording

Security update time and additional wording

Dress Code – remove paragraph

Pledge of Allegiance & Attendance – remove Hill and Brown and change to Pipestone Elementary  
page 8 - change wording in first paragraph and remove paragraph in tardiness section. Change times in tardiness section

Page 10 – change conferences to communication. Add new line and remove paragraph.

Report cards change k-4 to K-5. Testing add grade 5

Remove MDE parent/guardian guide and refusal for testing (3 pages total) (On district website)

Page 11 – remove BINGOcard and remind. Update Honeywell to new system.

Special programs & Supports – removed the following from this section: Autism, DAPE, Early Childhood special Education, Emotional Behavioral Services, Learning Disabilities, Low incidence services, developmentally impaired services, other health disabilities, Psychologist, speech language services, social worker, character education, Title 1, 504 program.

Health services – remove Hill & Brown and change to Pipestone Elementary. Remove immunization chart.

Student conduct – change Hill & Brown to change to Pipestone Elementary. Change grade 4 to grade 5. Add new line regarding PBIS.

Bullying policy – updated it like what Middle school has in their handbook

Calendar – needs updated 2021-22

Notice of non-discrimination – Deb please put in the updated one with the new Elementary info

# Pipestone Area Schools 2021-2022 Middle School Handbook



## PIPESTONE AREA MIDDLE SCHOOL

The components of this handbook are derived from School District Policy. A complete copy of each policy is on file in the Principal's Office, District Office and on the District website.

### I. GENERAL INFORMATION

#### A. School Agenda/Assignment Notebook

Each student will be issued an assignment handbook to promote organizational skills and increase student achievement. Students will always have their handbooks with them. Students who lose or intentionally destroy their handbook will be required to purchase a replacement at the cost of \$10.00.

#### B. Building Hours

The Pipestone Area School Building hours are from 7:45 A.M. to 3:45 P.M. **Students should not "hang out" in the building after 3:30 P.M.** Students who do not have a valid reason for being in the building will be asked to leave.

#### C. Visitors

All visitors are to report directly to the High School/Middle School Office upon entering the school. Student visitors are not allowed to attend classes during the school day.

#### D. Church/Family Night

Each Wednesday evening of the school year is designated as church/family night. There will be NO middle school/senior high school activities, practices, or work sessions scheduled after 7:00 P.M.

#### E. Teacher Qualifications

Parents may check the qualifications of their student's teachers by checking Pipestone Area Middle School's Website ([www.pas.k12.mn.us](http://www.pas.k12.mn.us)) or by contacting the Principal's office.

#### F. Pledge of Allegiance

Pipestone Area Middle School will read the Pledge of Allegiance at least weekly during the school year. Any student who wishes to sit out the pledge may do so and other students will respect that right.

#### G. Fire/Tornado Drills

Drills are required by law and are an important safety precaution. When the fire signal is given, everyone must leave the building by the prescribed route. Students should walk quietly and rapidly across the street. When the tornado signal is given students are to proceed to the assigned shelter area. Each student should familiarize him/herself with the exit route that is posted in every classroom. At the end of the drills, students will return directly to their classes.

#### H. Student Pictures in School Publication/Internet Web Pages and Local TV Broadcasting

If any student does not wish to have his/her picture included in a school publication, including internet web pages, and local TV broadcasting, his/her parent must notify the principal's office in writing before the picture is taken.

### II. ACADEMICS

The Pipestone Area Middle School will use the following grading scale for all classes.

A = 92 – 100%

B = 83 – 91 %

C = 74 – 82 %

D = 65 – 73 %

F = 64% and below

P/Pass = C

#### A. Report Card Information

Report cards are computer-generated and given out four times each school year. PAS uses a 4.0 (A) scale.

#### B. Honor Roll

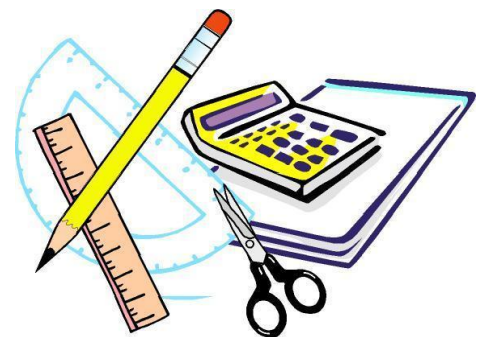
**Specific requirements for eligibility:**

1. Honor Roll I – Students must have a 3.5 or higher-grade point average for the current quarter to qualify for Honor Roll I.
2. Honor Roll II – Students must have a 2.75 to 3.49 grade point average for the current quarter to qualify for Honor Roll II.

#### C. Class Failure Policy

1. "Definition of Failing a Full Year Class" Add each of the four quarter percentages, divide that number by four, and then place that percentage into the current grading scale for the class.
2. Any student failing a course may take an online learning program during summer school. Upon successful completion of the summer school course(s), the student will be promoted to the next grade level.
3. Any student choosing to not complete the summer program will repeat the classes/grade level failed.

Any student not making adequate academic progress may be ineligible for extracurricular practices or games. The coach, athletic director and administration will determine reinstatement.



## ***D. Academic Integrity Policy***

**1. Academic honesty is a core value at PAS.** All students are encouraged to show personal honesty in their work and expect the same from others. Doing this allows each student to be evaluated on his or her personal accomplishments and at an equal basis with others while demonstrating the curriculum expectations.

### **2. Academic Honesty falls into two categories**

a. Plagiarism – to steal and pass off (the ideas or works of another) as one’s own; to use (another’s production without crediting the source; to commit literacy theft, to present as new and original an idea or product derived from an existing source.

b. Sharing of Work

### **3. Examples**

a. Cheating on a quiz or test by any means other than your own memory.

b. Copying an assignment or worksheet or sharing information about an assignment or test.

c. Offering another student the answers to an assignment, worksheet, or test.

d. Theft of items such as worksheets, notes, notebooks, tests, and /or answer keys.

e. Lying to a faculty member about academic activities.

f. Failing to indicate quotations taken from a source or to identify the source when writing.

g. Copying any pre-written essays or assignments found on the Internet or using an essay from another person.

### **4. Consequences**

a. In a situation where a teacher suspects academic dishonesty, the teacher will determine the scope of plagiarism that has taken place. For intentional situations where work is submitted that is not your own, the teacher will refer the matter to administration. A meeting will take place that may involve the student, parents, teacher and administration. For cases deemed plagiarism the following apply:

i. 1<sup>st</sup> offense – 3 hours detention and completion of assignment. A record of the plagiarism will be kept on file in the office until you leave school permanently.

ii. 2<sup>nd</sup> offense – One day In-School Detention and completion (re-do) of the corresponding assignment.

iii. 3<sup>rd</sup> offense – A 3<sup>rd</sup> or subsequent offense may result in a longer suspension and/or removal from the class.

b. Sharing of Work

I. Students who allow another student to use their work and present it as their own will be referred by the teacher to the administration. They will serve an after-school detention.

ii. Students who use another student’s work and present it as their own will serve 3 hours after school detention and complete the assignment to demonstrate proficiency as determined by the teacher.

## **III. ATTENDANCE**

Attendance has been shown to be a key component of student learning. Regular attendance allows students to participate in the full scope of the curriculum, gain learning experiences, and collaborate with peers and teachers. To that end, regular attendance is correlated to high academic achievement. Pipestone Area Schools has created a clear attendance system. This system holds students accountable for regular attendance in accordance with State and Local attendance laws. Therefore, PAS students are expected to arrive at school and class on time and attend school and classes daily. This is done in accordance with state statute 120A.22 on compulsory attendance.

### ***A. Attendance Policy***

To earn a credit in a course at Pipestone Area Middle School or High School, a student must satisfactorily complete all course work and tests as assigned and not be absent from the class more than ten (10) times in the semester. Any student surpassing 10 absences in a semester will receive an unexcused absence for each absence thereafter. The school administrator has the authority to determine excused and unexcused absences.

If a student is absent from a class more than ten (10) times in a semester, credit for that class may be denied. School related absences will not count towards the maximum days of ten. The student will have the right to appeal the loss of credit and request that the credit be reinstated. Any student losing credit will be required to visit with a school counselor and/or principal to discuss alternatives.

Parent(s)/Guardians will be notified by a letter at:

A. seven (7) absences in a semester

B. ten (10) absences in a semester

A parental conference may be requested at eight (8) absences. A truancy petition will be filed for excessive absences. When a student misses more than ten (10) times a certified letter may be mailed indicating that credit has been denied in the class and the student has the right to appeal.

### **Excused Absences**

The following are generally considered excused absences but may not be limited to:

1. Illness, injury or hospitalization of the student.
2. Appointments that generally cannot be scheduled outside the normal school day such as medical, dental, chiropractic, orthodontic, driver’s exam and counseling. Verification of appointments shall be provided to the office upon return to school.
3. Family emergency.
4. Mandatory court appearances.
5. Compliance with any part of Individual Education Plan or a 504 Accommodation Plan.
6. Students attending a State Tournament in which Pipestone Area School is a participant. Parent permission must be given in advance and verification of attendance shall be provided upon return. Attendance will be excused as parentverified.

## **Exempt Absences**

Exempt absences are those that do not count against the 10-day student absences.

1. Suspensions

## **Unexcused Absences**

An unexcused absence will be given when the absence cannot be verified/approved by the school. The following will be unexcused:

1. Truancy (skipping school or class)
2. Appointments that could generally be done outside the normal school day (haircut, tanning booth, pictures, etc.)
3. Miscellaneous (oversleeping, sleeping in, missed bus, etc.)
4. No parent permission given for an absence.
5. Attending activities, school or other, as a spectator, which are not approved by the administration.

### ***B. Student's Responsibility***

It is the student's responsibility to be in school. It is also the student's responsibility to attend all classes regularly and to follow the correct procedures when absent from class.

### ***C. Parent's Responsibility***

It is the parent's responsibility to make sure the student attends school daily, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve attendance problems that may arise.

### ***D. School's Responsibility***

It is the school's responsibility to encourage the student to attend school, to maintain accurate attendance records in each class and study hall, to work cooperatively with the parents and the student to solve attendance problems.

### ***E. Reporting Absences***

#### **When a student must leave school during the school day:**

1. Students need a note or must have a parent call before they may leave school.
2. If a student becomes ill during the day they must report to the nurse's office before leaving the building.
3. Students must get an "Out of Building Pass" from the Principal's Office.
4. If a student does not follow these steps they will receive an unexcused absence from class.

#### **When a student is absent for the entire day:**

1. A parent should call the school before 9:30 A.M. with the reason the student will be gone.
2. Parents should write a note explaining the absence.
3. Students must get an "Admit Slip" from the office by 8:15 A.M. on the day they return to school.
4. If a student forgets a note or parents cannot be contacted they will receive an unexcused absence.

#### **When a student will be gone from school:**

1. Bring a note from a parent stating when you will be gone and the reason for the absence.
2. Get an advanced assignment sheet from the Principal's office.
3. Have your teachers complete the advance assignment sheet and make arrangements to make-up assignments that will be missed.

#### **Make-up work:**

Students shall have a reasonable amount of time within teacher discretion to complete school-work due to an absence.

### ***F. Tardiness***

Students are expected to be in class on time. Students will be considered tardy any time that they are not in an assigned area when the bell rings. A tardy is given if a student misses up to 15 minutes of a class. After 15 minutes a student is considered absent. Teachers may assign detention for tardiness. Students who continue to be tardy will be referred to the Principal's office. A parent conference, detention, loss of privileges or in school detention may result from excessive tardiness. Students who are tardy for 1<sup>st</sup> hour must report to the office to get a tardy slip. Students will be given one warning each semester. A parent conference, detention, loss of privileges, or in-school detention may result for excessive tardiness.

### ***G. Extra-Curricular Absenteeism***

Students must be in school for the entire afternoon starting with 5<sup>th</sup> hour, to participate or practice in any extracurricular activity that day. The principal or activities director may approve a waiver of this rule for medical, dental or other emergency situations.

### ***H. Homebound Instructions***

Students who are, or will be, absent for ten consecutive days due to injury, surgery, illness or pregnancy may be placed on home instruction with a medical doctor's written recommendation and approval of school administration. Application forms are available in the Principal's office.

### ***I. Students Withdrawing or Transferring from School***

Students withdrawing or transferring from school must complete the student withdrawal form available in the Counseling office.



## **J. Truancy**

Pipestone Area Middle School will follow the Pipestone County Truancy Policy in dealing with students with unexcused absences. Truancy is defined according to MN Statutes 260A.02, subd. 3 and has two classifications.

1. A continual truant is any student who is absent from attendance at school without lawful excuse for three or more class periods or three or more days in one school year in middle, junior and senior high school.
  - a. A student who has one to three unexcused absences will have a parent notified. Interventions will begin.
  - b. A student who has three to six unexcused absences will have a meeting with the parent, child and family services. Further interventions such as students meeting with social workers and discipline such as detention will occur.
2. Habitual truancy is when a student has seven or more unexcused absences. A school is required to report the student in violation of the law at seven unexcused absences according to MN Statute 260.131, subd 1b.

## **IV. DISTRICT INFORMATION**

### **Food Service Policy #760**

Our district offers breakfast and lunch at school. The Food Service Department strives to produce quality meals in an efficient and fiscally responsible manner. Pipestone Area Schools recognizes the parent/guardian's responsibility to provide breakfast and lunch for their children. Proper nutritional intake is essential for adequate learning to occur. The Food Service Department utilizes a computerized Point of Sale system requiring pre-payments. Students may purchase meals when funds have been deposited into their personal account. Cash payments are always accepted and students selecting ala-carte options can use either cash or positive lunch account funds at the MS/HS. Families may apply for free/reduced meals anytime during the school year.

To participate in the school's lunch program, all accounts must always be paid in advance. Family balances are available on School view. Families are expected to have a positive balance in their students' accounts. The parent/guardian will be notified when their student's account reaches a balance of \$10 or less. The parent/guardian will receive a 2<sup>nd</sup> notification from the Food Service Director when their student's account reaches a zero or negative balance. Further negative balances initiates notification from other school personnel including school counselors and the principal. Meetings with school personnel will occur to discuss options including providing a student with an alternate lunch.

## **Student Disability Nondiscrimination Policy #521**

Section 504 of the Rehabilitation Act of 1973 (34 C.R.R. Part 104) is a federal civil rights statute that assumes' individuals will not be discriminated against based on their disability. All school districts that receive federal funding are responsible for the implementation of this law. This law protects a student with an impairment that substantially limits one or more major life activities, whether the student receives special education services or not. Section 504 is designed to provide equal access and fairness in general education to students with disabilities. A student is entitled to a 504 Accommodation Plan if they have been identified as having a disability and the evaluation shows that the individual has a mental or physical impairment that substantially limits one or more major life activities. If a parent is concerned about a child's progress in school because of a disability, they should bring their concern to the attention of the school social worker, counselor and/or teacher.

**Pipestone Area School District Americans with Disabilities Act/Section 504 Coordinator – Ellen Dulas**

## **Student Sex Nondiscrimination Policy #522**

The school district provides equal educational opportunity for all students and does not unlawfully discriminate based on sex. No student will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under any educational program or activity operated by the school district based on sex.

**Title IX Coordinator – Rick Zollner**

## **Student Surveys Policy #520**

Occasionally the school district utilizes surveys to obtain student opinions and information about students. Student surveys may be conducted as determined necessary by the school district. Student surveys will be conducted anonymously and in an indiscernible fashion. Parents can review surveys and to opt their student out of participating in the survey. Surveys, analyses, and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. 1232h.



**Electronic Technologies Acceptable Use and Safety Policy #524**

- A. **Purpose** - The purpose of this policy is to set forth guidelines and parameters for access to acceptable and safe use of the District’s electronic technologies. Electronic technologies include but are not limited to computers and peripherals, printers, telephones, electronic applications, electronic communications, the District’s network and Internet social networking tools.
  
- B. **General Statement of Policy** - Pipestone Area School District recognizes the value of providing technology equipment, network services and Internet access to students, staff, and community to enhance its mission of education. By providing electronic technologies, students and staff have access to explore libraries, databases, websites, online resources and exchange messages and communication with people around the world. The District expects instructional staff to utilize **these** electronic technologies and tools within its daily curriculum, while providing guidance and instruction to students in their use. Doing so promotes educational excellence at Pipestone area schools.

**C. Internet Use Agreement**

- 1. The proper use of the Internet and educational technologies and the educational value to be gained from proper usage is the joint responsibility of student, parents and employees of the district.
- 2. This policy requires the permission of and supervision by the school’s designated professional staff before a student may use a district account or educational technologies to access the Internet.
- 3. The Internet use agreement form (see Appendix I) for students must be read and signed by the student and the parent or guardian. The agreement must be signed to be granted access to the Internet via the district network. This policy requires that the signed, up-to-date form be retained electronically or physically.
- 4. A signature is required when the student begins in the district, in Kindergarten, 2<sup>nd</sup> grade, 6<sup>th</sup> grade and 9<sup>th</sup> grade.

- 5. Students have access to Internet resources through their classroom, library or school computer lab.
- 6. Students using social networking tools and curriculum content management software for a teacher’s assignment or class are required to keep personal information as stated in Section VIII of this policy out of their postings.
- 7. Students using the district’s educational technologies for social networking for a limited educational purpose must follow Policy 514, Bullying Prohibition.

- D. **Student Online Acceptable Use Consent Form** - All students will be given an online acceptable use consent form their first day of school and once signed by parents and students will be kept on file throughout their Middle and High school years. Students will not be allowed to use Pipestone Area Schools’ Internet and electronic technologies without a signed consent form. New students, students going **into** 6<sup>th</sup> grade and students going **into** 9<sup>th</sup> grade will receive a consent form that must be signed and on file. A blank copy of the consent form is available in the High School/Middle School and Counseling offices.

**Electronic Devices**

Personal Electronic devices include but are not limited to: iPods, MP3 players, cell or smart phones, tablets (Kindles, iPads)

- 1. The school is not liable for the loss or destruction of these items. Electronic devices with picture/camera capability are not permitted in the Locker Rooms. Personal electronic devices are not to be used for taking, posting, or discriminating pictures, videos of students or staff for non-educational purposes.
- 2. Electronic Devices are permitted before and after school. During the school day they are to be turned off and in the student’s locker. Each teacher will determine and state the acceptable use of electronic devices for their classroom. If a teacher determines that a student has violated their classroom acceptable use, the teacher will collect the device and bring it to the Middle School office. Consequences may include loss of device for the school day, detention or parental notifications and collections.

**V. STUDENT CONDUCT, RIGHTS and RESPONSIBILITIES**

**Code of Conduct 120B.232**

PAS students exhibit quality character of themselves and toward others when they show the following character traits: attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking and resourcefulness. This should be strived for and exemplifies our goal of ‘Being on Target’.

### **A. Conduct for the Commons/School Building**

The commons area is available for student and staff use. Please help make this a pleasant area by doing the following:

1. Treat other students and staff members with respect.
2. Treat school and personal property with respect.
3. Deposit all litter into wastebaskets.
4. Return trays and silverware to the dishwashing area.
5. Do not take food or UNSEALED drinks out of the commons.
6. PAS follows USDA guidelines for schools. Pop or energy drinks are **NOT** allowed until after school dismissal. Students can bring drinking water from home ~~or the school store~~ and take water into the classroom provided that the water is in a clear capped container, such as a bottle, to prevent spills.

### **B. Study Hall Rules**

Study halls are available so students may complete their schoolwork. Use of this time can be a great benefit to your learning. **Student expectations are:**

- Be on time and bring your assignments with you
- Be quiet and respectful of others in study hall.
- Follow the rules of the study hall teacher.
- Get a pass if you need to go to your locker, restroom, nurse or Library.
- Get a pass from the classroom teacher before study hall to go to a different classroom or other school area.
- Sign out when you leave study hall.
- Be quiet in the hallway and respect the rights of teachers and students in other classes.
- Go only to the place on the pass.
- Have the pass signed before returning to study hall.
- Sign back into study hall before the end of the hour.

Students who do not follow these rules will lose study hall privileges, be given detention or suspension.

### **C. Student Lockers Policy #502**

All students are furnished lockers with combination locks at the beginning of the school year. (This includes the lockers and locks assigned for physical education.) All lockers and locks are owned and under the authority of Pipestone Area School District #2689. **The school reserves the right to inspect the contents of all lockers and to remove anything that violates school rules or is detrimental to the school.** It is the student's responsibility to keep the locker clean inside and out. The following rules apply to locker use:

1. **Do not leave valuables** (money, keys, purses, billfolds, calculators, etc.) **in the locker at any time!**
2. **Do not share your locker combinations.** The school will assume no responsibility for losses.
3. **Do not open another student's locker** (physical education or hallway) without permission from the other student.
4. **Report any thefts or damage** immediately to the office.

5. **Do not write on lockers, use stickers** or in any other way damage or **deface the locker.**
6. **Do not store pop or open food items** in lockers.
7. If you damage your locker, the locker or property of another student, or take something that does not belong to you, consequences include: detention, suspension, and/or pay for the damages or replacement of the locker or property. Thefts and vandalism will be reported to the police.
8. Student coats/jackets will remain in their locker and not be carried or worn to class.
9. Backpacks are to be placed in student lockers during the school day.

### **D. Money and Safekeeping**

Students are requested to bring only the sum of money they will need each day. The school is not liable for the loss of money. If it is necessary to bring a large sum, check it into the office for safekeeping.

### **E. Student Conduct**

All students at Pipestone Area Middle School have the right to attend school and gain an education. Students also have certain responsibilities. These responsibilities include:

1. Daily school and class attendance.
2. Arrival at school and class on time.
3. Appropriate school behavior: Classroom behavior that assures the right of every student to learn and the right of every teacher to teach. Appropriate out-of-classroom behavior shows respect for the personal and property rights of other students, faculty and staff.
4. Appropriate use and care of the buildings and facilities of the school.
5. Cooperation with the school staff as they attempt to meet the varied educational needs of all students.
6. Respectful and courteous treatment of fellow students and staff members.

When a student **chooses** to break the rules while attending Pipestone Area Middle School, appropriate disciplinary action will be taken. The consequences may include detention, loss of privileges, restrictions, in school detention, out of school suspension, parent conferences, etc.

**The disciplinary action taken will depend on the severity and frequency of the student's misconduct.** (For example, the consequence for a first-time unexcused absence is less severe than the consequence for a third time unexcused absence.)

### **F. Freedom of Expression Policy #505**

Students of the Pipestone Area School District #2689 have the right to self-expression if they don't intrude on the rights of others.

1. Student protests or demonstrations cannot stop or interfere with the general operation of the school. Students will maintain responsibility to schedules and will be advised to return to assigned classes. Students who do not return to class will be regarded as truant, absences recorded as unexcused, and appropriate consequences assigned.
2. Students may not wear clothing or other items which are inappropriate or that interfere with the orderly and healthy operation of the school.
3. Students should use good judgement and common sense in showing displays of affection for other individuals on school property.
4. Students have the right to free press (students guilty of libel or slander will be suspended and subject to state and federal laws).
5. Symbolic, verbal and written freedom of expression cannot interfere with the rights of others. Profane or obscene language and threats of harm to a person or property cannot be used.
6. Student publications or other materials cannot be written, published or handed out on school property without permission from the principal.

### **G. School Dress**

The responsibility of proper dress rests with students and parents. Students should take pride in their attire. Common courtesy means appropriate dress, including footwear, be worn at all times. It is expected that students will dress modestly during the school day and at school events. The Appearance of students becomes the concern of the school if it causes disruption of the educational program or if it is offensive or inappropriate to others.

Examples of inappropriate dress and grooming:

1. Hats, caps, hoods, bandanas and other head attire during the school day. Exceptions can be made for religious and medical reasons.
2. Clothing that is hazardous to them in school activities such as shop, lab work, physical education or art.
3. Clothing that is potentially dangerous, such as, but not limited to: Studded dog collars, wallet chains, or open safety pins.
4. Clothing resembling sleepwear, such as pajamas, slippers, house shoes (unless approved by administration for a special school event).
5. Clothing that does not cover the shoulders or midriff. Clothing that is ripped or torn.
6. Clothing that is extremely short.
7. "Sagging" or "bagging" jeans are prohibited.
8. Clothing has profanity or suggests themes such as: alcohol, drugs, sex, violence or has slogans offensive to the rights of others.

### **H. Bus Safety and Conduct Rules Student Transportation Safety Policy #709**

According to Minnesota Law and Pipestone Area Board of Education Policy, riding the school bus is a privilege. It is important to maintain a safe environment for all bus riders. If the rules are not followed, the privilege to ride the bus may be withdrawn. Serious violation or contained misbehavior may require permanent removal from the bus. The bus driver has the authority to assign seats.

#### **Follow these rules:**

1. Sit in assigned seats.
2. Be courteous to other riders and the driver.
3. Profanity is not permitted.
4. Keep the bus clean.
5. No roughhousing is allowed on the bus or at the bus stops.
6. Remain seated while the bus is in motion.
7. The possession or use of alcohol, tobacco or other illegal drugs is prohibited.
8. Keep hands and head inside the bus at all times.
9. Do not destroy property. Students will be required to pay for any damages and authorities may be notified.
10. Do not distract the driver. Visit with the driver only when the bus is stopped.
11. Always keep **the** bus aisle clear.
12. Only the bus driver may authorize use of the emergency door.
13. When leaving the bus stay at least ten feet away from the bus.

### **I. Sexual Harassment**

Sexual harassment is unwelcome sexual advances, requests for sexual acts, sexually motivated physical conduct or communication of a sexual nature when:

1. That conduct or communication interferes with your job or education, or makes it uncomfortable for you to work or go to school with this person.
2. Submission to or not agreeing to that conduct or communication is used to make a decision about your job or education.
3. Submission to that conduct or communication is necessary to obtain or keep a job or education (grades, etc.)

#### **Sexual harassment may include these types of actions:**

- Verbal harassment or abuse (inappropriate comment)
- Subtle pressure for sexual activity
- Constant brushing against your body
- Demanding sexual favors while implying or making threats about your job or education



- Demanding sexual favors while making promises about giving you special treatment at your job or in school
- Any sexually motivated unwelcome touching

Any person that believes they have been the victim of sexual harassment by a student or employee of the Pipestone Area School District #2689 should report the incident immediately to the Administration and/or any other staff member. Any other person who knows about or believes that the conduct of someone may be sexual harassment should also report it.

Minimum consequences for behavior that is determined to be harassment of other students will be five (5) hours of detention and parent notification. Failure to change harassing behavior or retaliating against a student who reports harassment will result in out-of-school suspension for a minimum of one (1) day.

**J. Hazing Policy #526**

Hazing means committing an act against a student that creates a substantial risk of harm to that person in order for the student to be initiated into a student organization. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. This applies to behavior that occurs on or off school property, also before, during or after school hours.

**K. Bullying Policy #413 & #514**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student’s ability to learn and/or a teacher’s ability to educate students in a safe environment.

“Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. An actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. Materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services or privileges.

The term, “bullying,” specifically includes cyberbullying as defined in the policy. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound or data, including a post on a social network Internet website, or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent

that it substantially and materially disrupts student learning or the school environment.

1. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district’s policies and procedures, including the school district’s discipline policy.

**L. Chemical Use & Abuse Policy #417**

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. The school board believes that the public school has a role in education, intervention and prevention of chemical use and abuse.

The school district shall establish and maintain a chemical abuse pre-assessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.

**M. Tobacco Free Environment Policy #419**

Use or possession of tobacco, tobacco-related devices, non-prescribed drugs or alcoholic beverages on or around school property is not permitted. Violators may receive a suspension from school. Readmission will be made by the parents through the Principal’s office.

**N. Student Vehicles**

Pipestone Area School District #2689 school authorities and law enforcement personnel working with the school, reserve the right to inspect/search student vehicles parked on school property and remove anything contrary to school rules or detrimental to the school or students. Vehicles not parked in student parking areas are subject to towing and/or loss of parking privileges. No profanity, language, pictures or symbols may be displayed on any vehicles on school property.

**VI. NOTIFICATION OF RIGHTS, PROTECTION AND PRIVACY OF EDUCATION DATA ON STUDENTS**

**Privacy Rights of Students and Parents**

Independent School District #2689 policy and regulation on student information kept by schools comply with Federal and State laws which protect the student’s right to privacy and guarantee parents the right to examine and challenge the contents of their children’s records.

Others who have access to the child’s records include: school staff having a legitimate educational interest in the child; another school district, college or education institution in which the student may enroll; and when the record is requested by judicial subpoena. Other third parties may have access to records only with the written permission of the

student, parent, or legal guardian, except the military institution. Before records (other than directory information) are sent to any other person, agency or institution, written consent is required from parents or eligible students – except branches of the Armed Forces. The School District does maintain the right to refuse data to the Armed Forces on a case by case basis.

Information defined by the School Board as directory information includes: *student name, Date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and diplomas and awards received.*

### **Information Collected, Storage, and Retention**

For each student enrolled, a permanent cumulative file is established. This file contains official student records and other data school officials believe is needed to provide the best instructional services for each student. Information typically collected includes, but is not limited to identifying data, academic courses completed, level of achievement including grades and test scores; scores on standardized intelligence, aptitude, and psychological test; health data; and teacher comments.

Student records are kept at the student's school of attendance. The District Record Manager keeps permanent student records.

Data shall be maintained only so long as necessary for the administration of authorized programs unless retention guidelines are specified by law or district policy. Non Permanent records may be destroyed when the retention period expires.

### **Parental Rights Regarding Student Information**

You have a right to ask about and to obtain information on records kept on your child.

You have a right (upon presenting proper identification) to see your child's record and to have the contents of the record explained to you within a reasonable period of time after making the request.

You have a right to challenge the accuracy or completeness of the record. You may make a written request that school officials change it, explaining the basis of your challenge. If the change that you have requested is not made within thirty days, then the school officials must notify you of that decision. If you disagree with their decision you have a right to a hearing. In the meantime, a copy of your written challenge to the accuracy or completeness of the record will be included in your child's record.

You have a right to file a complaint with the Family Policy and Regulations Office, U.S. Department of Education, regarding district compliance with federal confidentiality regulations.

### **The Family Educational Right and Privacy Act**

The Family Educational Rights and Privacy Act requires school districts to notify parents that certain information from student records will be released and made public without the written consent of the parents or students eighteen years of age or older.

When a student has reached eighteen years of age, the permission and consent required of, and the right accorded to the parents of the student, shall thereafter only be required of the student.

### **Release of Directory Information**

Thirty days after the publication of this notice, officials of the school district may release directory information about your child without permission, unless building principals have been notified that it should not be released.

Further information on rules and procedures regarding student records can be found in the Superintendent's Office at 1401 7<sup>th</sup> St. SW, Pipestone, MN 56164

## **VII. STUDENT DISCIPLINE Policy #506**

All of our students at Pipestone Area Schools have the right to attend school and gain an education. Rules and procedures must be followed so that our school can function in an orderly manner. These rules and procedures have been established to promote honesty, fairness, protection and respect for individual student rights in the school setting. Along with these rights, students have a responsibility to follow school rules and procedures. According to Minnesota Law, the School Board has the responsibility and authority to establish reasonable rules and regulations for the school district (K-12). This is in accordance with MN Statute 120A.20, Subd. 1 "Notwithstanding the provisions of any law to the contrary, the conduct of all students under 21 years of age attending a public secondary school is governed by a single set of reasonable rules and regulations promulgated by the school board." Students are **expected** to follow school rules as well as all local, state and federal laws while on school grounds and while off school grounds at a school activity or trip.

When a student misbehaves while attending PAS, appropriate disciplinary action will be taken. This action may include detention, forfeiture of certain privileges, restrictions, suspensions (in and out of school), parent conferences, etc. Student of District No. 2689 who do not follow the established rules and procedures of the school system may be dismissed from school attendance (suspension, exclusion or expulsion) under the Pupil Fair Dismissal Act.

**As a general rule, the disciplinary action taken will depend on how often and how severe the student misconduct.**

To help maintain the best learning environment possible at Pipestone Area Schools, the administration and faculty have expectations of students. The school expects:

1. Arrival at school and class on time.
2. Daily school and class attendance
3. Appropriate school behavior: Classroom behavior that assures the right of every student to learn and the right of every teacher to teach; out-of-classroom

behavior that shows respect for the personal and property rights of other students, faculty and staff.

4. Cooperation with the school staff as they attempt to meet the varied educational needs of all students.
5. Appropriate use and care of the textbooks and facilities of the school.

#### **A. Detention**

##### **Teacher Assigned:**

Each teacher has rules (classroom management plan) for their classroom. These rules and the school rules will be followed. If a teacher assigns detention, students need to make arrangements with the teacher to do the detention. If detention is not done by the scheduled time, students' detention will be doubled and served with the teacher.

##### **Principal Assigned:**

If the Principal assigns detention, the student is to report to the detention room on the day assigned. The following guidelines will apply to detention.

1. Students are responsible for signing in. The supervisor will maintain a log of student detention hours. If a student fails to sign in, no record will be kept.
2. Morning and after school detention may be served in 30 minute blocks of time.
3. Failure to complete detention will result in the following consequences.  
**1<sup>st</sup> Offense:** Time doubled.  
**2<sup>nd</sup> Offense:** In-School Detention.  
**3<sup>rd</sup> Offense:** Both: Time doubled & In-School Detention.

**NOTE-**Detention assignments will be served regardless of involvement in extracurricular activities.

#### **B. Removal or Sent out of Class**

If a teacher asks you to leave the classroom you need to report to the Principal's office immediately and explain the situation. If you do not come to the office when you are "sent from" class you may be assigned additional detention and/or in school detention.

#### **C. Suspension**

Short-term suspensions (In School Detention or Out of School Suspension) from class may be used in dealing with student misconduct. Suspensions may be from one class period to five (5) days in length. All suspensions will be according to the guidelines of the Pupil Fair Dismissal Act.

A parent conference may be required before a student returns to school from out-of-school suspension. If you continue to be suspended for your behavior, you may be expelled from school.

If a student breaks a local, state or federal law you will also be reported to the Pipestone Sheriff's Department.

#### **D. Exclusion/Expulsion**

Expulsion or exclusion may be necessary for critical situations or repeated breaking of the school rules. The Superintendent is notified about the situation. The Superintendent will then start the hearing process following the guidelines in the Pupil Fair Dismissal Act.

#### **E. Student Behavior Issues-"Zero Tolerance" Rule**

Pipestone Area Schools will not tolerate any student behavior that disrupts or threatens to disrupt the regular functions of the school.

**Students who choose to behave in such a manner may be immediately disciplined and/or suspended in-school or out of school, depending on the seriousness and severity of the student misconduct.**

##### **Such behavior includes but is not limited to:**

1. **Fighting**, threatening other students or staff, intimidating other students or staff, using physical force to stop the regular function of the school, etc.
2. **Inappropriate language**, including the use of profanity in the presence of any staff member, arguing disruptively with a student or staff member, etc.
3. **Insubordination**, refusing to cooperate or follow through with directions given by any staff member.
4. Being **in** any part of the **school building or grounds** and not allowing other students or staff the right to use it, including blocking doors, classrooms, or hallways.
5. **Setting fire to, vandalizing**, or in any way causing damage to the school building or property.
6. **Possession** or use of laser pointers, fireworks or other explosive devices on school property.
7. **Gambling** on school property.
8. Continuing to make noise or behave in ways that keep the teacher from teaching and other student from learning.
9. **Possessing, using, selling**, giving away or being under the influence of alcohol or other mood altering substances on or in any school property or at any school sponsored activity.
10. **Creating, encouraging, promoting** or participating in attempts to interfere with normal school functions or activities.
11. **Possession** of or use of any tobacco product, including a lighter, in or on school property.
12. **Nuisance** items such as toys, spray bottle, dog whistles, lasers, fireworks or any item that can cause harm to person or property.
13. **Stealing** from Pipestone Area Schools, any individual in this school, and/or from any other school/individual while representing Pipestone Area Schools.

- 14. **Harassment and/or bullying.**
- 15. **Gangs**, no gang clothing, symbols, signs, accessories, or behaviors will be tolerated.

- 1<sup>st</sup> offense = Loss of cell phone for 5 days
- 2<sup>nd</sup> offense = Loss of cell phone for 10 days
- 3<sup>rd</sup> offense = Parent meeting

**F. Weapons Policy #501**

Bringing a dangerous weapon on school property is a violation of Minnesota law. It is a felony. You may not possess a dangerous weapon at any time on school property.

A dangerous weapon may be many things. It includes guns, switchblades, knives, brass knuckles, num-chuks, certain liquids, pellet guns, and laser pointers. It does not matter, for instance, whether the gun is loaded or unloaded. A dangerous weapon includes any device or instrument designed as a weapon or through its use is capable of producing great bodily harm or death.

There are some exceptions. Firearms being transported in accordance with Minnesota law are accepted. If you have any questions about an exception you must talk to the principal. A principal must authorize an exception in writing.

School property includes; school buses, vehicles or anything leased by the school.

Violation of the terms of Minnesota law will result in penalties including expulsion from school in addition to statutory penalties that include significant fines and prison.

**Discipline Guidelines**

- Tardy to School Or after lunch
  - 1<sup>st</sup> tardy = warning
  - 2<sup>nd</sup> tardy = detention - 30 minutes
  - 3<sup>rd</sup> tardy = detention - 60 minutes
  - 4<sup>th</sup> tardy = detention – 1 hour
  - 5<sup>th</sup> or more = Detention 3-5 hours or 1 day ISD
  - 8 or more = referral to board, habitual truancy
- Tardy to Class
  - 3-5 = detention
  - 5 or more = ISD for every like occurrence

\*MS Students will receive "Arrow Code" notices

**Unexcused Absences** - As outlined in the Student Handbook. PAS is a closed campus. Includes skipping a class without leaving the building. Skipping a class and leaving the building begins at 2nd offense.

- 1<sup>st</sup> offense = 1 hour detention
- 2<sup>nd</sup> offense = 3 hours detention
- 3<sup>rd</sup> offense = 5 hours detention & Pre-Truancy meeting
- Habitual (7) = Suspension and truancy filed with County

**Cell Phone/Electronic Device Violations**

**Academic Dishonesty (MS)**

-Plagiarism

- 1<sup>st</sup> offense = 3 hours Detention/parent notification
- 2<sup>nd</sup> offense = 1 day ISD/Assignment completion

**Academic Dishonesty**

-sharing student work

- 1<sup>st</sup> offense = After school detention
- 2<sup>nd</sup> offense = 3 hours detention

**Behavior associated with Minnesota Bullying Law:**

"Bullying" - intimidating, threatening, abusive, or harming conduct. Cyberbullying, harassment, pornographic materials, disrespectful or obscene language directed at a staff member, physical aggression, vandalism. (Harassment of staff member warrants special consideration)

**Consequences**

- 1<sup>st</sup> offense = Up to Five (5) hours of detention or ISD
- 2<sup>nd</sup> offense = 1-3 days ISD/police notified
- 3<sup>rd</sup> offense = 1-3 days OSS/police notified
- Habitual = 5 days OSS /police notified or referral to board for possible long term OSS or expulsion

**Fighting, physical injury, use of tobacco, destruction of property, secret societies.**

- 1<sup>st</sup> offense = 1-3 days OSS/police notified
- 2<sup>nd</sup> offense = 3-5 days OSS/police notified
- 3<sup>rd</sup> offense = long term OSS or expulsion/Police notified

**Drugs, alcohol, using or under the influence, possessing drug paraphernalia includes huffing, violence and assault, theft**

- 1<sup>st</sup> offense = (3-5) days of OSS/police notified
  - 2<sup>nd</sup> offense = (5-9) days of OSS/police notified
  - 3<sup>rd</sup> offense = long term OSS or expulsion. Police notified
- \*May be reduced if student agrees to the necessary assessment and treatment if so advised.

**Weapons, bomb threat, fires, endangering the lives of others. (Weapons Policy #501)**

- 1<sup>st</sup> offense = long term suspension or expulsion, police notified



## VIII. STUDENT SERVICES

Pipestone Area Middle School offers a variety of Student Support Services. These services are to benefit the social, emotional, behavioral and academic needs of students. Services include Guidance Counselors, Social Workers, School Based Mental Health, School Psychologist and Crisis Management, Programming for Special Education and English Language Learners is available.

### A. Counseling Office

Pipestone Area Middle and High School offers a comprehensive counseling program. The Counseling program is designed to provide general curriculum guidance, individual student planning, responsive services and system support. The program exists for the benefit of every student in Pipestone Area High School. These services are available to all students. The doors to the guidance office are always open to you. Parents are also welcome to confer with the counselors at their convenience. The purposes of the guidance department are to:

1. Help each student get the most from actual class work.
2. Help each student find his or her place in the extra-curricular program.
3. Help each student plan his or her life work.
4. Assist each student with personal and social skills.
5. Give students information about available scholarships.
6. Administer aptitude, interest, and achievement tests to help students realize their capabilities.
7. Assist students in the selection of an appropriate vocation.

### B. Nurse's (Health) Office

A nurse is available to monitor students with health concerns. If a student becomes ill or injured during the school day, a pass is required from the teacher to visit the nurse. If the nurse is not in, students should talk to one of the administrative assistants.

If your student is found to have head lice, fleas, or scabies you will be notified and your student will be sent home. It is the expectation of the school that you and your student will seek the appropriate medical attention immediately. Appropriate steps need to be performed to your home in addition to those being done with your student and family. Your student may return to school after the appropriate treatment has been performed.

### C. Medication Policy

Students may take medication during school hours according to the following procedures:

- **All medication must be kept in the health office and dispensed from there.** Students with asthma/allergies may carry their own prescribed inhaler if a Doctor's Order for the same is on file in the health office.
- **Non-prescription** – must have a signed parent request (form available in the health office).
- **Prescription** – A written doctor's order and signed parent request (form available in the health office).
- **Medication** – must be in the original container or prescription bottle.

Students may not carry any medication with them or keep medication in lockers with the following exception: Students with asthma/allergies may carry their own prescribed inhaler if a doctor's order for the medication is on file in the health office.

### D. Student Health Insurance

The Pipestone Area School District **does not** provide health insurance for accidental injury or illness for students during the day. Students may purchase a policy from the school that is in addition to their family policy. If this "student insurance program" is purchased by parents it is an agreement between your family and the insurance company. Information regarding student health insurance is included in the registration packet you receive when picking up your schedule.

### E. Immunization Policy

All students enrolled in Pipestone Area Schools are required to show proof of immunizations according to the current Minnesota School Immunization Law (Minnesota Statutes 1988 Section 123.70). If a student has NOT received the immunizations required by state law, the student will not be permitted to attend school until all such immunization requirement have been met or one of following conditions have been met:

1. A statement signed by the physician or staff of an immunization clinic stating that the student has commenced a schedule of the immunizations, the dates of the initial immunizations, and planned dates for further immunizations are included. The subsequent vaccinations must be completed within 30 days of the vaccine being due or the student will be excluded from school.
2. A statement signed by a physician stating that the immunization is contra-indicated for medical

reasons, or that laboratory confirmation of the presence of adequate immunity exists.

3. A notarized statement signed by the student's parent or legal guardian stating that the prescribed immunizations are contrary to conscientiously held beliefs of the parent or guardian.



## IX. ACTIVITIES

### *Activity Academic/Athletic Ineligibility & Probation Policy #551*

- Purpose  
The purpose of this policy is to define the method for determining whether a student is academically eligible to participate in school activities. The activities include but are not limited to the following:  
Baseball – Basketball – Cross Country  
Tennis – Track & Field – Cheerleading  
Golf – Softball – Volleyball – Football  
Wrestling – Gymnastics – Robotics  
FFA – Speech – Knowledge Bowl  
Marching Band – Musical Ensembles
- General Statement of Policy  
It is the intention of this policy to motivate students to keep a sound academic record and graduate on time from Pipestone Area Schools. The Activities director will inform the high/middle school staff, coaches, and director of students that are ineligible.
- The Minnesota State High School League policy states that to be eligible for participation in MSHSL activities, one must be making satisfactory progress towards graduation. Our goal is to develop the total student in all of our programs. This requirement will improve our students and give much needed credibility to our programs.
- Standards of academic eligibility to participate in extracurricular activities will be measured by:
  - Students (Grades 7-12) must have no F's in any class.
  - Four Grading periods-most current grading period is used to determine eligibility.  
-1<sup>st</sup> quarter-2<sup>nd</sup> quarter-3<sup>rd</sup> quarter-4<sup>th</sup> quarter
  - Four quarter grades will roll over for the following school year.

**\*Administrators have discretion over unique or extenuating circumstances\***

### **Student Activity Tickets**

*All PAS students in grades K-12 receive an activity pass. An Adult pass (1) is \$80.00. All other children's tickets are free. Senior Citizens (age 65 and older) may request and receive a free activity pass.*

**Student Activity Participation Fee Participation fees are as follows:**

*Per Activity: \$40.00 for grades 9-12 (\$50.00 max. per student per season) Per Activity: \$20.00 for grades 7-8 (\$25.00 max per student per season)*

**\*\*\$100.00 maximum per family per season\*\***

**Students may NOT practice until the fee is paid and paperwork completed. Any exceptions must be approved by the administration.**

### **C. Student Fees**

\*Student Fees are as follows:

Students will be allowed to print 75 pages per school year from any school computer with no charge. Copying charges over and above 75 pages will be an additional \$5.00 per 75 pages paid in advance in the Superintendent/District offices.

**\*Fees are subject to change**

### **D. School Dances**

The Student Council is responsible for the timing and coordination of their events. Organizations that choose to sponsor a dance must make an application through their respective Student Council. The Student Council and Principal will arrange the dates and chaperones. Dances can begin immediately after a game/contest and end by 11:50pm on Friday and Saturday. During the school week, dances will conclude at 10:00pm.

The following are eligible to attend:

1. Only Grades **6-8** will be allowed to attend middle school dances/parties.
2. Grades 9-12: Homecoming Coronation Sock-Hop.
3. Grades 9-12: After-game dances.
4. Grades 9-12: Homecoming Dance.
5. Only grades 9-12 students will be allowed to attend other senior high dances/parties.
6. Out of school guests must have approval from the Principal prior to the dance.
7. Prom is designated for Juniors' and Seniors' at PAS. More information can be found in the high school handbook.

**PAS School Board Approved Handbook [June 2021](#).**

**CHANGES:**

**pg 5 - spelling**

**pg 6 - 3x spelling**

**pg 7 - remove red striked through words**

**pg 8 - add 'the'**

**pg 10 - spelling**

**pg 14 - remove 5th grade**



**Pipestone Area**

**High School**

**Student Handbook**

**2020-2021**

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# PIPESTONE AREA SCHOOL

## HIGH SCHOOL HANDBOOK

### WELCOME

Welcome to Pipestone Area High School. We sincerely hope that the year ahead will be rewarding and enjoyable. Pipestone Area High School is filled with resources for academic and personal growth, along with a concerned and skilled faculty anxious to direct your curricular and extra co-curricular endeavors. Strive to do your best and make this a good year.

**Dr. Cory Strasser**  
**Principal**

The components of this handbook are derived from School District Policy. A complete copy of each policy is on file in the Principal's Office, District Office and District website.

#### School Song

Hail to our High School and let us sing to her royalty.

High may her banners fly so let  
us ever loyal be.

Sing to her fighting team

and let the athletes all know we're here.

Hats off to our high school and raise our voices loud and clear.

## Academics and Instruction

### Graduation Requirements from Pipestone Area High School

1. Credit is granted on a **quarter or** semester basis. ~~One credit is granted for successful completion of a semester's work, and two credits indicates successful completion of a yearlong course.~~ Credits for graduation begin in the 9<sup>th</sup> grade.
2. A minimum of **fifty nine (59)** ~~forty four (44)~~ total credits in grades 9-12 are required for graduation from Pipestone Area Senior High School and must include:

English/Language Arts	8 credits
Social Studies	7 credits
Mathematics	6 credits
Science	6 credits
Physical Education	2 credits
Health	1 credit
<b>Careers</b>	<b>1 credit</b>

Fine Arts	2 credits
Additional Classes/Electives	26 <del>12</del> credits

The ~~twelve~~ **twenty-six (26)** additional credits may be selected from any of the available senior high courses.

3. **Sixteen (16) credit courses must be taken during each of the four years of high school.** Only those credits earned in grades 9-12 can be applied toward meeting graduation requirements. ~~A minimum of 12 credit courses and an assignment (i.e. peer helper, study hall, peer tutoring, office cadet) must be taken during each of the four years of high school. Students are expected to carry six (6) credits per semester. Any exceptions must be granted by the High School Principal. Seniors who take two or more concurrent enrollment courses on campus at PAHS may carry five (5) credits per semester. Seniors electing to only carry five credits per semester must be making adequate progress toward graduation. Only those credits earned in grades 9-12 can be applied toward meeting graduation requirements.~~
4. **A record of your credits is maintained in the student information system.** We will keep a record of your credits, however, it is also your responsibility to check yearly to see that you are meeting graduation requirements.
5. All grades/coursework for seniors must be done by the last day seniors are here for the 2<sup>nd</sup> semester by 3:15 p.m.
6. Commencement:
  - a. Students who have completed the 44 credit requirements set forth by the Board of Education of District #2689, Pipestone Area High School, or a prescribed I.E.P. and are in good standing may participate in commencement. The credit requirements must be met by the last day of the 2<sup>nd</sup> semester for seniors.
  - b. The graduation ceremony is an optional ceremony. Students wishing to participate are required to wear a cap, gown, and tassel according to school procedures.
7. Graduation Honors  
The Laude Latin model will be used to recognize academic excellence. Students will work to compete against the academic criterion for academic honors - not each other. Students may earn the right to wear honor cords during commencement. The following levels of academic honors will be used:
  - a. Summa Cum Laude “with highest distinction” - Cumulative GPA average of 4.0
  - b. Magna Cum Laude “with great distinction” - Cumulative GPA average of 3.75 - 3.99
  - c. Cum Laude “with distinction” - Cumulative GPA average of 3.50 - 3.74

**\*For the class of 2025**

- a. Summa Cum Laude “with highest distinction” - Cumulative GPA average of 3.90 - 4.0
  - b. Magna Cum Laude “with great distinction” - Cumulative GPA average of 3.75 - 3.89
  - c. Cum Laude “with distinction” - Cumulative GPA average of 3.50 - 3.74
8. Diploma  
To receive a diploma, students must meet the educational program as prescribed by the State of Minnesota, the Board of Education of District #2689, Pipestone Area High School, or a prescribed I.E.P.

**Credit for Learning**

Pipestone Area High School recognizes student achievement which occurs in Post-Secondary Enrollment Options and other advanced enrichment programs. This includes recognizing student achievement which occurs in other accredited schools, in alternative learning sites, and in pre-approved out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. In the process of awarding credit, the school district does not offer weighted grades.

## **Promotion/Retention Policy**

Pipestone Area High School is a four year high school. Students are expected to attend and accumulate graduation credits for all four years. **The purpose of this policy is to encourage the timely accumulation of credits and successful completion of the high school program.** ~~There are no provisions for graduating early or for taking a reduced course load. The purpose of this policy is to encourage the timely accumulation of credits and successful completion of the high school program. It is not intended to allow students to graduate early or be promoted to the next grade level prior to the end of the school year.~~

Beginning with the 9th grade, students must pass a certain number of credits (required and elective) to meet Pipestone Area High School graduation requirements. **Students take 16 credits per school year.** Students who do not make appropriate progress each year - **by not successfully completing courses** - ~~earning 12 or more credits~~ - will not be on track to graduate. ~~The following chart shows the recommended minimum credits to be earned each year to stay on track to graduate.~~

<b>Grade</b>	<b>Minimum Credits Passed</b>
9	10
10	20
11	30
12	44 <del>credits needed to graduate</del>

Students are informed of their progress at the end of each school year, are presented with alternative learning options, and have their transcripts updated.

Credits will be reviewed at the end of each semester. A student will not be promoted to a grade level higher than the number of years they have spent in school. (Example: a student who is in the 11<sup>th</sup> grade or 3rd year of high school cannot be promoted to the 12<sup>th</sup> grade until they have finished their 3rd year/11<sup>th</sup> grade.)

## **Schedule Change Guidelines**

1. Classes may be dropped without penalty during the **first three (3) days of each quarter or** first five (5) school days of each semester. ~~You must maintain 6 credits worth of classes in your schedule.~~ Any exceptions must be approved by the High School Principal.
2. Any student-initiated schedule change after the **first three (3) or** first five (5) school days of each **quarter/semester** will require communication with your parents, teacher and counselor along with permission from the Principal. When your schedule is changed, you will receive a withdrawal (W) for the class.
3. Any student-initiated schedule change after the first quarter of the semester will result in failure for that semester and no credit (WF) will be indicated on your transcript.
4. Any student-initiated change after the first semester (or third quarter) of a full year class will result in a failure for that semester and no credit (WF) will be indicated on your transcript.

### **Note:**

- If you are failing the course at the time of the withdrawal, your transcript will indicate a "withdrawal fail" (WF).
- A withdrawal fail grade will affect your overall GPA.
- Special circumstances or exceptions may be requested and must be approved by HS Principal

## **Academic Integrity Policy**

### **Purpose:**

All students are encouraged to show personal honesty in their work and expect the same from others. Doing this allows each student to be evaluated on his or her personal accomplishments and at an equal basis with others.

### **Definition:**

Academic dishonesty includes, but is not limited to the following:

1. Cheating on a quiz or test by any means other than your own memory.
2. Copying an assignment or worksheet or sharing information about an assignment or test.
3. Offering another student the answers to an assignment, worksheet, or test.
4. Theft of items such as; worksheets, notes, notebooks, tests, and/or answer keys.
5. Lying to a faculty member about academic activities.

6. Failing to indicate quotations taken from a source or to identify the source when writing.
7. Copying any pre-written essays or assignments found on the Internet or using an essay from another person.

### **Penalty:**

Students who act in an academically dishonest manner will receive no credit for any assignment that was not their own intellectual work. A person who knowingly shared answers also will receive a zero on that particular assignment. Students who participate in copying essays or assignments will be required to re-do the assignment. There may also be additional consequences for academic dishonesty on a case-by-case basis.

### **Incomplete Grades**

Incomplete grades at quarter marking period impact a student's semester grades. Students receiving an incomplete grade at the end of each quarter or semester marking period will have one school week from the end of that quarter / semester to complete the required schoolwork. If the required schoolwork is not completed in that time frame it will become an incomplete fail (IF)

1. An incomplete fail (IF) for a semester course will be recorded as IF on a student transcript..
2. An incomplete fail (IF) affects your overall GPA. In case of emergency, illness or other special reasons, more time may be given.
3. Students receiving an IF will need to repeat the course through alternative means for credit recovery.
4. If special circumstances exist, you may appeal the decision of an incomplete fail grade to the principal's office.

### **Failures**

A student who fails a subject for the year/semester will be expected to make up the failure in one of the following ways:

1. Repeating the subject during Summer School if it is offered.
2. Repeating the subject during the next school year.
3. Fulfilling specific requirements prescribed by the school through an appropriate alternative program.

Whenever a student in grades 9-12 fails a subject for the semester he/she will receive no credit toward meeting the graduation requirement of **fifty-nine (59)** ~~forty-four (44)~~ credits. If the subject is required for graduation, it must be repeated. If the subject is not required for graduation, it may be repeated or another subject may be substituted in its place.

### **Report Card Information**

Report Cards are computer generated and given out four times each school year. Grading is based on a 4.0 grade scale. The report card also shows cumulative GPA for each semester from grades 9-12.

### **Honor Roll and Requirements**

General Requirements for Eligibility:

1. **Honor Roll recognition is earned at each quarter based on the students quarter grade in a semester length class or their final grade in a quarter length class. Students must have a minimum of six classes earning credit during the seven period day.** Only one study hall/tutor period is allowed. ~~Students who are office cadets, peer tutors, peer helpers, etc. do not receive graduation credit, therefore, they do not count toward the minimum of six credit hours. Exception: Seniors who qualify for only having five classes earning credit during the seven period day.~~ College level courses taken through PSEO do not apply toward the honor roll.
2. No "D", "F", or "I" grades in any of the credit hours are allowed.
3. P for Pass will be = to a C

Specific Requirements For Eligibility

1. **Honor Roll I** - Students must have a 3.50 or higher grade point average for the current quarter to qualify for Honor Roll I.
2. **Honor Roll II** - Students must have a 2.75 to 3.49 grade point average for the current quarter to qualify for Honor Roll II.

## **General Information**

### **Teacher Qualifications**

Parents may check the qualifications of their student's teachers by checking Pipestone Area High School's website, the State Education website or by contacting the Principal's office.

### **Pledge of Allegiance**

Pipestone Area High School will read the Pledge of Allegiance at least weekly during the school year. Any student who wishes to sit out the pledge may do so and other students will respect that right.

### **Building Hours**

The high school building hours are from 7:45 a.m. to 3:45 p.m. However, students should not "hang out" in the building after 3:15 p.m. Students who do not have a valid reason for being in the building will be asked to leave.

### **Visitors**

All visitors are to report directly to the High School Office upon entering the school. Student visitors are not allowed to attend classes during the school day.

### **Campus Regulations**

PAS is a 'closed campus.' Once students arrive at school they are to remain in the building throughout the school day, including lunch.

PSEO students are expected to sign out and sign in through the office during their designated PSEO hour(s).

### **Students Withdrawing or Transferring From School**

Students withdrawing or transferring from school must complete the student withdrawal form available in the Counseling Office.

### **Homebound Instruction**

Students who are or will be absent for ten consecutive days due to injury, surgery, illness or pregnancy may be placed on home instruction with a medical doctor's written recommendation and approval of school administration.

### **Student Activity Tickets**

All PAS students in grades K-12 receive an activity pass. An Adult pass (1) is \$80.00. All other children's tickets are free. Senior Citizens (age 65 and older) may request and receive a free activity pass.

### **Student Activity Participation Fee**

Participation fees are as follows:

Per Activity: \$40.00 for grades 9-12 (\$50.00 max. per student per season)

Per Activity: \$20.00 for grades 7-8 (\$25.00 max per student per season)

**\*\*\$100.00 maximum per family per season\*\***

Students may NOT practice until the fee is paid and paperwork completed. Any exceptions must be approved by the administration.

### **Student Fees**

Student fees are as follows:

Students will be allowed to print 75 pages per school year from any school computer with no charge. Copying charges over and above 75 pages will be an additional \$5.00 per 75 pages paid in advance in the Business office.

### **Money and Safekeeping**

Students are requested to bring only the sum of money they will need each day. The school is not liable for the

loss of money. If it is necessary to bring a large sum, check it with the office for safekeeping.

### **Fire Drills**

Fire drills are required by law and are an important safety precaution. When the fire signal is given, everyone must leave the building by the prescribed route. Each student should familiarize him/herself with the exit route that is posted in every classroom. Students should walk quietly and rapidly across the street. At the conclusion of the drill, students will return directly to their classes.

### **Church/Family Night**

Each Wednesday evening of the school year is designated as church/family night. There will be NO middle/senior high school activities, practices, or work sessions scheduled after 7:00 p.m.

### **Student Pictures in School Publications/Internet web pages/and Local TV Broadcasting**

If any student does not wish to have his/her picture included in a school publication, including internet web pages, and local TV broadcasting, his/her parents must notify the principal's office in writing before the picture is taken.

### **School Dances**

The Student Councils are responsible for the timing and coordination of their respective events. Organizations that choose to sponsor a dance must make an application through their respective Student Council. The Council and principal will arrange the dates and chaperones. Dances can begin immediately after a game/contest, and end by 11:50 p.m. on Friday and Saturday. During the school week, dances will conclude at 10:00 p.m.

The following are eligible to attend:

- Only grades 5-8 will be allowed to attend middle school dances or parties.
- Grades 9-12: Homecoming Coronation Sock-hop.
- Grades 9-12: After-game dances.
- Grades 9-12: Homecoming Dance.
- Only 9-12 students will be allowed to attend other senior high dances or parties.
- Out of school guests must have approval from Principal prior to the dance.

### **Prom**

- Prom is designated for juniors and seniors at PAS.
- 10<sup>th</sup> graders may attend as a guest of 11-12<sup>th</sup> graders.
- Workers for the Prom will be 9<sup>th</sup> graders.
- Prom guests must be in grades 10-12<sup>th</sup> at another school or not be older than 20 years at the time of the Prom. School administrators reserved the right to deny guest requests.
- Prom guests must be signed-up and approved by the stated deadline.

## **Attendance**

### **Introduction**

Attendance has been shown to be a key component of student learning. Regular attendance allows students to participate in the full scope of the curriculum, gain learning experiences, and collaborate with peers and teachers. To that end, regular attendance is correlated to high academic achievement. Pipestone Area Schools has created a clear attendance system. This system holds students accountable for regular attendance in accordance with State and Local attendance laws. Therefore, PAHS students are expected to arrive at school and class on time. They are expected to have daily class and school attendance. This is done in accordance with state statute 120A.22 on compulsory attendance.

### **Student's Responsibility**

It is the student's responsibility to be in school. It is also the student's responsibility to attend all classes regularly and to follow the correct procedures when absent from class.

### **Parent's Responsibility**

It is the parent's responsibility to encourage the student to attend school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve attendance problems that may arise.

### **School's Responsibility**

It is the school's responsibility to encourage the student to attend school, to maintain accurate attendance records in each class and study hall, to work cooperatively with the parents and the student to solve attendance problems that may arise.

### **Reporting Absences**

#### **When a student must leave school during the school day:**

1. Please use the Attendance Line 507-562-6100.
2. You need a note or have your parents call before you can leave school.
3. If you become ill during the day you must report to the nurse's office before you may leave. (This includes feeling ill when you leave for lunch if you do not think you will return after lunch.)
4. You must get an "Out of Building Pass" from the Principal's Office and sign out in the High School Office.
5. If you do not follow these steps you will receive an unexcused absence from class. NOTE: In special circumstances, a student may be allowed to leave the school during the school day without parent permission.

#### **When a student is absent for the entire day:**

1. Your parents should call or email the school before 9:30 a.m. with the reason you will be gone.
2. Your parents should write a note explaining why you were absent.
3. You should get an "Admit" slip from the office by 8:15 a.m. on the day you return to school.
4. If you forget a note or your parents cannot be contacted you will receive an unexcused absence.

#### **When a student will be gone from school/Verified absence:**

1. Bring a note from a parent stating when you will be gone from school and the reason you will be absent.
2. Get an advanced assignment sheet from the principal's office.
3. Have your teachers complete the advance assignment sheet and make arrangements to make-up assignments that will be missed.

### **Make-up work**

Students who missed school – Students shall have a reasonable amount of time within teacher discretion to complete school-work due to an absence.

### **Attendance Policy**

To earn a credit in a semester course at Pipestone Area Middle or High School, a student must satisfactorily complete all coursework and tests as assigned and not be absent from the class more than **five (5) times for a quarter based class** or (10) times in a semester based class. Any student surpassing **5 absences in a quarter** or 10 absences in a semester will receive an unexcused absence for each absence thereafter. The school administrator has the authority to determine excused and unexcused absences as well as make exceptions for students with disabilities.

### **Attendance Appeals**

If a student is absent from a class more than **five (5) times in a quarter** or ten (10) times in a semester, credit for that class may be denied. School related absences will not count towards the maximum of **five (5)** or ten (10) days. The student will have the right to appeal the loss of credit and request that the credit be reinstated. This appeal shall be made to an appeals board consisting of one (1) school administrator and two (2) teachers, the school nurse and one member of the counseling staff. Requests for an appeal must be made in writing within three (3) school days following notification of loss of credit. During the appeal process, and until a decision is made, the student shall continue to attend the class. If credit is denied, the student will be able to attend the class as an audit if: (A) they are not a discipline problem or (2) if they have no further absences. A student choosing not to audit a class will be placed in a structured

study hall for the remainder of the semester. Any student losing credit will also be required to visit with a school counselor to discuss alternatives. High School students will need to make up each semester course through alternative options or during the next year.

Parent(s)/Guardian(s) of emancipated students will be notified by letter, when a student has missed a class **three (3) and five (5) times in a quarter or** seven (7) times and 10 (ten) times in a semester. A certified letter shall be mailed indicating that credit has been denied in the class and that the student has the right to appeal.

### **Excused Absences**

The following are generally considered excused absences but may not be limited to:

1. Illness, injury or hospitalization of the student.
2. Appointments that generally cannot be scheduled outside the normal school day such as medical, dental, chiropractic, orthodontic, driver's exam and counseling. Verification of appointments shall be provided to the office upon return to school.
3. Family emergency.
4. Mandatory court appearances.
5. Compliance with any part of the Individual Education Plan or a 504 Accommodation Plan.

### **Exempt Absences**

1. Students attending a State Tournament in which Pipestone Area Schools are participants. Verification of attendance shall be provided upon return. Attendance will be excused as parent verified
2. Suspensions
3. College visits for seniors. Seniors are allowed two absences during the year; further absences for college visits must be approved by school administration.
4. College visits for juniors. Juniors are allowed one absence during the year; further absences must be approved by school administration.

### **Unexcused Absences**

1. An unexcused absence will be given when the absence cannot be verified/approved by the school. The following will be unexcused:
  - a. Truancy (skipping school or class)
  - b. Appointments that could generally be done outside the normal school day (haircut, tanning booth, car repair, etc).
  - c. Car trouble
  - d. Miscellaneous (oversleeping, sleeping in, etc.)
  - e. No parent permission given for the absence
  - f. "Skip Days" (State Department of Education rules prohibit "skip days" or other avoidable absences that are not approved by both the parent and the school.)
  - g. Attending activities, school or other, as a spectator which is not approved by the administration.

### **Extra-Curricular Absenteeism**

Students must be in school at the start of second hour and be present in the classroom the remainder of the day, to participate or practice in any extracurricular activity that day. The principal or activities director may approve a waiver of this rule for medical, dental or other emergency situations.

### **Tardiness**

Students are expected to be in class on time. You will be considered tardy any time you are not in an assigned area when the bell rings. A tardy is given if a student misses up to 15 minutes of a class. After 15 minutes a student is considered absent. Teachers may assign detention or extra work for tardiness. Students who continue to be tardy will be referred to the Principal's office. Students tardy to the 1st hour or the hour after lunch must report to the office to get a tardy slip. Students will be given one warning each semester. A parent conference, detention, loss of privileges, or in-school detention may result from excessive tardiness.

## Truancy

Pipestone Area High School will follow the Pipestone County Truancy Policy in dealing with students with unexcused absences. Truancy is defined according to MN Statutes 260A.02, subd. 3 and has two classifications.

1. A continual truant is any student who is absent from attendance at school without lawful excuse for three or more class periods or three or more days in one school year in middle, junior and senior high school.
  - a) A student who has one to three unexcused absences will have a parent notified. Interventions will begin.
  - b) A student who has three to six unexcused absences will have a meeting with the parent, child and family services. Further interventions such as students meeting with social workers and discipline such as detention will occur.
2. Habitual truancy is when a student has seven or more unexcused absences. A school is required to report the student in violation of the law at seven unexcused absences according to MN Statute 260.131, subd 1b.

## Student Discipline

**A complete copy of the Student Discipline policy #506 is on file in the Principal's Office, District Office and District website.**

All of our students at Pipestone Area High School have the right to attend school and gain an education. Rules and procedures must be followed so that our school can function in an orderly manner. These rules and procedures have been established to promote honesty, fairness, protection and respect for individual student rights in the school setting. Along with these rights, students have a responsibility to follow school rules and procedures. According to Minnesota Law, the School Board has the responsibility and authority to establish reasonable rules and regulations for the school district (K-12). This is in accordance with MN Statute 120A.20, Subd.1 "Notwithstanding the provisions of any law to the contrary, the conduct of all students under 21 years of age attending a public secondary school is governed by a single set of reasonable rules and regulations promulgated by the school board." Students are expected to follow school rules as well as all local, state and federal laws while on school grounds and while off school grounds at a school activity or trip.

When a student misbehaves while attending Pipestone Area High School, appropriate disciplinary action will be taken. This action may include detention, forfeiture of certain privileges, restrictions, suspensions (in and out of school), parent conferences, etc. Students of District No. 2689 who do not follow the established rules and procedures of the school system may be dismissed from school attendance (suspension, exclusion or expulsion) under the Pupil Fair Dismissal Act.

**As a general rule, the disciplinary action taken will depend on how often and how severe the student misconduct.**

To help maintain the best learning environment possible at Pipestone Area High School, the administration and faculty have expectations of the students. The school expects:

1. Arrival at school and class on time.
2. Daily school and class attendance.
3. Appropriate school behavior: Classroom behavior that assures the right of every student to learn and the right of every teacher to teach; out-of-classroom behavior that shows respect for the personal and property rights of other students, faculty and staff.
4. Cooperation with the school staff as they attempt to meet the varied educational needs of all students.
5. Appropriate use and care of the textbooks and facilities of the school.

### "Zero Tolerance" Rule

Pipestone Area High School will not tolerate any student behavior that disrupts or threatens to disrupt the regular functions of the school. Students who choose to behave in such a manner will be immediately disciplined and/or suspended in-school or out of school, depending on the seriousness and severity of the student misconduct.

**Such behavior includes but is not limited to:**

1. **Fighting**, threatening other students or staff, intimidating other students or staff, using physical force to stop the regular function of the school, etc.
2. **Inappropriate language**, including the use of profanity or arguing disruptively with a student or staff member, etc.
3. **Insubordination -Refusing to cooperate** or follow through with directions given by any staff member.
4. Being **in** any part of the **school building or school grounds** and not allowing other students or staff the right to use it, including blocking doors, classrooms or hallways of the building.
5. **Setting fire to, vandalizing**, or in any way causing damage to the school building or property.
6. **Possession** or use of laser pointers, fireworks or other explosive devices on school property.
7. **Gambling** on school property.
8. Continuing to make noise or behave in ways that keep the teacher from teaching and other students from learning.
9. **Possessing, using, selling**, giving away or being under the influence of alcohol or other mood altering substances on or in any school property or at any school sponsored activity.
10. **Creating, encouraging, promoting** or participating in attempts to interfere with normal school functions or activities.
11. **Possession** of or use of any tobacco product, including a lighter, in or on school property.
12. **Nuisance** items such as toys, spray bottles, dog whistles, lasers, fireworks that cause harm to person or property.
13. **Stealing** from Pipestone Area High School, any individual in this school, and/or from any other school/individual while representing Pipestone Area High School.
14. **Harassment and/or bullying**
15. **Gangs- No gang clothing, symbols, signs, or other behaviors will be tolerated.**

**Weapons Policy Policy #501**

Bringing a dangerous weapon on school property is a violation of Minnesota law. It is a felony. You may not possess a dangerous weapon at any time on school property.

A dangerous weapon can be many things. It includes guns, knives, switchblades, brass knuckles, nunchucks, certain liquids and pellet guns and laser pointers. It does not matter, for instance, whether the gun is loaded or unloaded. A dangerous weapon includes any device or instrument designed as a weapon or through its use is capable of producing great bodily harm or death.

There are some exceptions. Firearms being transported in accordance with Minnesota law are accepted. If you have any questions about an exception, however, you must talk to the principal. A principal must authorize an exception in writing.

Possession on school property includes: on a school bus or on school property, or on any property leased by the school.

Violation of the terms of Minnesota law will result in penalties including expulsion from school in addition to statutory penalties which include significant fines and prison.

**Detention**

**Teacher Assigned**

Each teacher has a set of rules (classroom management plan) for their classroom. These rules and the school rules will be followed in the classroom. If a teacher assigns you detention you need to make arrangements with the teacher to do the detention. If you do not do the detention when it is scheduled the detention will be doubled and served with the teacher.

**Principal Assigned**

If a principal assigns you detention, you are to report to the detention room on the day assigned. The following guidelines will apply to detention assignments:

1. You are responsible for signing in. The supervisor will maintain a log of student detention hours. If you fail to sign in, no record will be kept.
2. Morning and after school detention may be served in 30 min blocks of time
3. ~~Failure to complete detention will result in the following consequences:~~  
**1st offense:** Time doubled  
**2nd offense:** In School Detention.  
**3rd offense:** Both: Time doubled and In School Detention  
**NOTE:** Detention assignments will be served regardless of involvement in extra curricular activities.

### **Removed or Sent Out of Class**

If a teacher asks you to leave the classroom you are to come to the Principal's Office immediately and explain the situation. If you do not come to the office when you are "sent from" class you may be assigned additional detention and/or school suspension.

### **Suspension/Removal from Class**

Short term suspensions/ (In School or Out of School)/Removal from class may be used in dealing with student misconduct. Suspensions may be from a class period to five days in length. All suspensions will be according to the guidelines of the Pupil Fair Dismissal Act.

A parent conference may be required before you may return to school. If you continue to be suspended for your behavior, you may be expelled from school.

**\*If you break a local, state or federal law** you will also be reported to the Pipestone Sheriff's Department.

### **Exclusion/Expulsion**

Expulsion or exclusion may be necessary for critical situations or repeated breaking of the school rules. The Superintendent is notified about the situation. The Superintendent will then start the hearing process following the guidelines in the Pupil Fair Dismissal Act.

## **Student Conduct, Rights and Responsibilities**

### **Code of Conduct 120B.232**

PAS students exhibit quality character of themselves and toward others when they show the following character traits: attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking and resourcefulness. This should be strived for and exemplifies our goal of 'Being On Target'.

### **Conduct for the Commons/School Building**

The commons is available for student and staff use. Please help make this a pleasant area by doing the following:

1. Treat other students and staff members with respect.
2. Treat school and personal property with respect
3. Deposit all litter in wastebaskets.
4. Return trays and silverware to the dish washing area.
5. PAS follows USDA guidelines for schools **to promote health and wellness.** **Students may bring contained drinking water from home into the school and the classroom.** Students using these contained bottles may take advantage of the school's water fountains during the school day. **Outside beverages other than water may be allowed at the discretion of the classroom teacher.** ~~Pop or energy drinks are NOT allowed until after school dismissal. Students are allowed to bring drinking water from home or the school store and to take water into the classroom, provided that the water is in a clear capped container, such as a bottle, to prevent spills.~~
6. **Students have the opportunity for breakfast before school or 2nd chance breakfast and school lunch. Therefore outside food is not to be brought into the school or classroom.** ~~Do not take food or UNSEALED drinks out of the commons.~~

~~Study halls are available so that students may complete school work. Use of this time can be a great benefit to your learning.~~

- ~~1. Be on time every day and bring your work with you.~~
- ~~2. Be quiet and respectful of others in study hall.~~
- ~~3. Follow the rules of the study hall teacher.~~
- ~~4. Get a pass if you need to go to your locker, restroom, nurse or library.~~
- ~~5. Get a pass from your classroom teacher before you go to the study hall if you need to go to that classroom or other school area for that class.~~
- ~~6. Sign out when you leave study hall.~~
- ~~7. Be quiet in the hallway and respect the rights of teachers and students in other classes.~~
- ~~8. Go only to the place on your pass.~~
- ~~9. Have your pass signed before returning to study hall.~~
- ~~10. Sign back in to study hall before the end of the hour.~~

~~\*If you do not follow these rules you will lose your privileges, be given detention or a school suspension.~~

### **Student Lockers Policy # 502**

~~Student lockers are available upon request at the beginning of the school year.~~ All students' are furnished lockers, with combination locks, at the beginning of the school year. (This includes the lockers and locks assigned for physical education.) All lockers and locks are owned and under the authority of Pipestone Area School District #2689. **The school reserves the right to inspect the contents of all lockers and to remove anything contrary to school rules or is detrimental to the school.** It is the student's responsibility to keep the locker clean inside and out. The following rules apply to locker use:

1. **Do not leave valuables** (money, keys, purses, billfolds, calculators, etc.) **in your locker at any time!**
2. **Do not** tell anyone your locker combination; the school will assume no responsibility for losses!
3. Do not go into another student's locker (physical education or hallway) to look for or borrow anything without permission from that student.
4. Report any thefts or damage immediately to the office.
5. Do not write on your locker, use stickers or in any other way damage or deface your locker.
6. Do not store pop or open food items in your locker.
7. If you damage your locker, the locker or property of another student, or take something that does not belong to you, consequences include: detention, suspension, and/or pay for the damages or replacement of the locker or property. Thefts and vandalism will be reported to the police.

### **Student Vehicles**

Pipestone Area School District #2689 school authorities and law enforcement personnel working with the school, reserve the right to inspect/search student vehicles parked on school property and remove anything contrary to school rules or detrimental to the school or students. Vehicles not parked in student parking areas are subject to towing and/or loss of parking privileges. No seen profanity, language, pictures or symbols may be displayed on any vehicles on school property.

### **Backpacks**

Students are allowed access to their backpacks during the school day. Backpacks are subject to school policy #502 regarding search of personal possessions.

### **Student Dress and Appearance Policy #504**

The responsibility of proper dress rests with students and parents. Students should take pride in their attire. Common courtesy means appropriate dress, including footwear, be worn at all times. It is expected that students will dress modestly during the school day and at school events. The appearance of students becomes the concern of the school if it causes disruption of the educational program or if it is offensive or inappropriate to others.

Examples of inappropriate dress and grooming:

1. Clothing, such as hats, caps, and hoods, **that are disruptive to the learning environment or hazardous**

to students in school activities such as shop, lab work, physical education, or art. ~~bandanas and other head attire during the school day. Exceptions can be made for religious and medical reasons.~~

- ~~2. Clothing that is hazardous to them in school activities such as shop, lab work, physical education or art.~~
3. Clothing that is potentially dangerous, such as, but not limited to: studded dog collars, wallet chains or open safety pins.
4. Clothing resembling sleepwear, such as pajamas, slippers, house shoes (unless approved by administration for a special school event).
5. Clothing that does not cover the shoulders or midriff. Clothing that is ripped or torn.
6. Clothing that is extremely short.
7. "Sagging" or "bagging" of jeans.
8. Clothing that has profanity or suggests themes such as alcohol, drugs, sex, violence, or has slogans offensive to the rights of others.
9. Student coats/jackets will remain in their locker and not be carried or worn to class.

**Electronic devices including but not limited to: iPods, MP3 players, cell or smart phones, tablets (kindle, iPads)**

1. The school is not liable for the loss or destruction of these items. \*No electronic devices with picture/camera capability allowed in Locker Rooms.
2. Electronic devices are allowed before school, during lunch and after school. Each teacher will determine the acceptable use of electronic devices for their classroom. If a teacher determines that a student has violated their classroom acceptable use, the teacher will collect the device and determine the consequence.
3. In accordance with Electronic Technologies and Acceptable Use and Safety Policy #524 and Bullying policies #413 and #514, students who possess personal electronic devices with wireless capabilities may carry and operate them for approved educational purposes. Misuse of personal devices includes taking, posting or disseminating pictures/videos of students or staff not for stated educational purposes.

**PAS District #2689 Electronic Technologies and Acceptable Use and Safety Policy # 524**

1. Purpose - The purpose of this policy is to set forth guidelines and parameters for access to acceptable and safe use of the District's electronic technologies. Electronic technologies include but are not limited to computers and peripherals, printers, telephones, electronic applications, electronic communications, the District's network and Internet social networking tools.
2. General Statement of Policy - Pipestone Area School District recognizes the value of providing technology equipment, network services and Internet access to students, staff, and community in order to enhance its mission of education. By providing electronic technologies, students and staff have access to explore libraries, databases, websites, online resources and exchange messages and communication with people around the world. The District expects instructional staff to utilize these electronic technologies and tools within its daily curriculum, while providing guidance and instruction to students in their use. Doing so promotes educational excellence at Pipestone area schools.
3. Internet Use Agreement
  - a. The proper use of the Internet and educational technologies and the educational value to be gained from proper usage is the joint responsibility of students, parents and employees of the district.
  - b. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a district account or educational technologies to access the Internet.
  - c. The Internet use agreement form (see Appendix I) for students must be read and signed by the student and the parent or guardian. The agreement must be signed in order to be granted access to the Internet via the district network. This policy requires that the signed, up-to-date form be retained electronically or physically.
  - d. A signature is required when the student begins in the district, in Kindergarten, 2<sup>nd</sup> grade, 5<sup>th</sup> grade and 9<sup>th</sup> grade.
  - e. Students have access to Internet resources through their classroom, library or school computer lab.
  - f. Students using social networking tools and curriculum content management software for a

teacher's assignment or class are required to keep personal information as stated in Section VIII of this policy out of their postings.

- g. Students using the district's educational technologies for social networking for a limited educational purpose must follow Policy 514, Bullying Prohibition.
4. Student Online Acceptable Use Consent Form - All students will be given an online acceptable use consent form their first day of school and once signed by parents and students will be kept on file throughout their Middle and High school years. Students will not be allowed to use Pipestone Area Schools' Internet and electronic technologies without a signed consent form. New students, students going into 5<sup>th</sup> grade and students going into 9<sup>th</sup> grade will receive a consent form that must be signed and on file. A blank copy of the consent form is available in the High School/Middle School and Counseling offices.

## **E-Learning**

Pipestone Area Schools has embraced the philosophy of E-Learning for our students. The state of Minnesota allows up to 5 E-Learning days per year. While E-Learning can not replace face-to-face instruction, it is a way to keep moving forward with learning when circumstances such as weather don't allow us to be face-to-face in school. While all E-Learning covers all electronic based learning, there is a difference between E-Learning and Virtual Days. The main difference is that Virtual Days are planned and school is not closed.

### **What does E-Learning look like**

E-Learning is a way for teachers to deliver instruction and support through electronic or virtual means. Teachers post learning goals, deliver instruction, provide support and feedback, respond to student questions by the end of the school day, and take attendance. This instruction is sequential and fits within the current unit of study. Teachers plan their regular instruction with E-Learning in mind.

### **Communication**

Since E-Learning happens at often unannounced times, teachers communicate E-Learning day expectations to students on a consistent basis. Communication can be through e-mail or virtual means such as Google Hangouts. All teachers have phone access and a number students can call.

### **Meeting the Needs of All Students**

Teachers work with Special Education teachers and support staff to meet the various learning needs of all students. This occurs both electronically and with paper based school work. SPED teachers work out plans for meeting service time and goals with students while also being available to communicate and provide service during the day.

### **Technology**

Technology creates opportunities for E-Learning. Teachers take advantage of technology based resources such as Google Classroom to deliver high quality lessons. Other resources include media based learning and online programs like IXL or Reading Eggs.

### **Student Access**

Students have access to E-Learning materials and resources through the district's 1:1 Chromebook initiative but may use any electronic device that can connect to the Internet. In addition, teachers work with students who have limited Internet on ways to get the lesson information and assignments.

### **Attendance**

Students are expected to attend E-Learning days by checking in online and completing the required lessons. Each teacher communicates to students how they take attendance and check for that in their lesson. Students not in attendance are marked unexcused. Attendance is submitted by the end of the school day.

### **Completion of Work**

Students are expected to complete assignments as on a typical school day. Teachers communicate to students when assignments are due.

### **Bus Safety and Conduct Rules**

**A complete copy of the Student Transportation Safety policy #709 is on file in the Principal's Office, District Office and District website.**

According to Minnesota Law and Pipestone Area Board of Education Policy riding the school bus is a privilege. It is important to maintain a safe environment for all bus riders. If the rules are not followed, the privilege to ride the bus may be withdrawn. Serious violation or continued misbehavior may require permanent removal from the bus. Observe the following rules.

1. The bus driver has the authority to assign seats.
2. Be courteous to other riders and the driver.
3. Profanity is not permitted.
4. Keep the bus clean.
5. Roughhousing is prohibited on the bus and at the bus stop.
6. Remain seated while the bus is in motion.
7. The possession or use of alcohol, tobacco or other illegal drugs is prohibited.
8. Keep hands and heads inside the bus at all times.
9. Do not destroy property. You will be required to pay for any damages and authorities may be notified.
10. Do not distract the driver. Visit with the driver only when the bus is stopped.
11. Keep the bus aisle clear at all times.
12. Only the bus driver may authorize the use of emergency doors.
13. When leaving the bus stay at least 10 feet away from the bus.

### **Distribution Of Non School-Sponsored Materials On School Premises By Students And Employees Policy #505**

**A complete copy of policy #505 is on file in the Principal's Office, District Office and District website.**

Students of the School District #2689 have the right to self-expression as long as they don't intrude on the rights of others.

1. Student protests or demonstrations cannot stop or interfere with the general operation of the school. Students will maintain responsibility to their schedules and will be advised to return to their assigned class. Students who do not return to class will be regarded as truant, their absences recorded as unexcused, and appropriate consequences assigned.
2. Students may not wear clothing or other items which are inappropriate or that interfere with the orderly and healthy operation of the school.
3. Students should use good judgment and common sense in showing displays of affection for other individuals on school property.
4. Students have the right to free press (students guilty of libel or slander will be suspended and subject to state and federal laws).
5. Symbolic, verbal and written freedom of expression cannot interfere with the rights of others. Profane or obscene language and threats of harm to a person or property cannot be used.
6. Student publications or other materials cannot be written, published or handed out on school property without permission from the principal.

### **Hazing Policy #526**

Means committing an act against a student that creates a substantial risk of harm to that person in order for the student to be initiated into a student organization.

**Hazing** activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. This applies to behavior that occurs on or off school property and during and after school hours.

### **Sexual Harassment**

Sexual harassment is unwelcome sexual advances, requests for sexual acts, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is necessary to obtain or keep a job or education (grades, etc.).
2. Submission to or not agreeing to that conduct or communication is used to make a decision about your job or education.
3. That conduct or communication interferes with your job or education, or makes it uncomfortable for you to work or go to school with this person. Sexual harassment may include, but is not limited to, these types of actions:
  - a. Verbal harassment or abuse (inappropriate comment)
  - b. Subtle pressure for sexual activity
  - c. Constant brushing against your body
  - d. Demanding sexual favors while implying or making threats about your job or education
  - e. Demanding sexual favors while making promises about giving you special treatment at your job in school
  - f. Any sexually motivated unwelcome touching

Any person that believes they have been the victim of sexual harassment by a student or employee of the Pipestone Area School District No. 2689 should report the incident immediately to the Administration and/or any other staff member. Any other person who knows about or believes that the conduct of someone may be sexual harassment should also report it.

Minimum consequences for behavior which is determined to be harassment of other students

- will be five (5) hours of detention and parent notification.
- Failure to change harassing behavior or retaliating against a student who reports harassment will result in suspension from school for a minimum of one (1) day.

### **Bullying Policy # 413 and #514**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment.

“Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, “bullying,” specifically includes cyberbullying as defined in this policy. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment

1. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy.

### **Alcohol, Tobacco, and Chemical Misuse Policy # 419**

Use or possession of tobacco, tobacco products, tobacco-related devices, electronic delivery devices, non-prescribed drugs or alcoholic beverages on or around school property is not permitted. Violators may receive an automatic

suspension from school. Re-admission will be made by the parents through the principal's office.

## Student Services

Pipestone Area High School offers a variety of Student Support Services. These services are to benefit the social, emotional, behavioral and academic needs of students. Services include Guidance Counselors, Social Workers, School Based Mental Health, School Psychologist and Crisis Management. Programming for Special Education and English Language Learners is available.

### Counseling

Pipestone Area Middle and High School offers a comprehensive counseling program. The Counseling program is designed to provide general curriculum guidance, individual student planning, responsive services and system support. The program exists for the benefit of every student in Pipestone Area High School. These services are available to all students and counselors engage with students through large group, small group and individual direct services. Students and parents are encouraged to connect with the school counselors. The purposes of the guidance department are to:

1. Help each student get the most from actual class work.
2. Help each student find his or her place in the extra-curricular program.
3. Help each student plan his or her life work.
4. Assist each student with personal and social skills.
5. Give students information about available scholarships.
6. Administer aptitude, interest, and achievement tests to help students realize their capabilities.
7. Assist students in the selection of an appropriate vocation.

If you wish to see the guidance counselor, make an appointment with her and get a pass from her for the scheduled time.

### Nurse's Office

A nurse is available to monitor students with health concerns. If you become ill or are injured during the school day, a pass is required from your teacher. If the nurse is not in, tell one of the administrative assistants and they will help you.

If your student is found to have head lice, fleas, or scabies you will be notified and your student will be sent home. It is the expectation of the school that you and your student will seek the appropriate medical attention immediately. Appropriate steps need to be performed to your home in addition to those being done with your student and family. Your student may return to school after the appropriate treatment has been performed.

### Medication Policy:

Students may take medication during school hours according to the following procedures:

1. **All medication** - must be kept in the health office and dispensed from there. Students with asthma/allergies may carry their own prescribed inhaler if a Doctor's Orders for the same is on file in the health office.
2. **Nonprescription** - must have a signed parent request (form available in office).
3. **Prescription** - A written doctor's order and signed parent request (form available in office).
4. **Medication** - must be in the original container or prescription bottle.

### Immunization Policy

**Immunizations are required by law according to the Minnesota School Immunization Law** (Minnesota Statutes 1988 Section 123.70). These are required in order to stay in school, for the safety of your student, the other students, and in order for graduation. See the nurse or your health care provider for a list of immunizations needed for your student.

All students enrolled in Pipestone Area Schools are required to show proof of immunizations according to the current Minnesota Immunization Law. If a student has NOT received the immunizations required by state law, the student will not be permitted to attend school until all such immunization requirements have been met or one of the following conditions have been met:

1. A statement signed by the physician or staff of an immunization clinic stating that the student has commenced a schedule of the immunizations, and the dates of the initial immunizations and planned dates for further immunizations are included. The subsequent vaccinations must be completed within 30 days of the vaccine being due or the student will be excluded from school.
2. A statement signed by a physician stating that the immunization is contra-indicated for medical reasons, or that laboratory confirmation of the presence of adequate immunity exists.
3. A notarized statement signed by the student's parent or legal guardian stating that the prescribed immunizations are contrary to conscientiously held beliefs of the parent or guardian.

**Student Health Insurance**

The Pipestone Area School District **does not** provide health insurance for accidental injury or illness for students during the school day. You may purchase a policy that is in addition to your family policy from the school. If this "student insurance program" is purchased by your parents it is an agreement between your family and the insurance company. Information regarding student health insurance is included in the registration packet you receive when you pick up your schedule.

**Activity Academic/Athletic Ineligibility and Probation Policy # 551**

**I. Purpose**

The purpose of this policy is to define the method for determining whether a student is academically eligible to participate in school activities. The activities include but are not limited to the following:

Baseball	Basketball	Cross Country	Tennis
Track and Field	Cheerleading	Golf	Softball
Volleyball	Plays/Musicals	F.F.A.	Football
Gymnastics	Wrestling	Marching Band	Musical
Ensembles	Speech	Knowledge Bowl	Robotics

**II. General Statement of Policy**

It is the intention of this policy to motivate students to keep a sound academic record and graduate on time from Pipestone Area Schools. The athletic/activities director will inform the high/middle school staff of students that are ineligible.

- III.** The Minnesota State High School League policy states that to be eligible for participation in MSHSL activities, one must be making satisfactory progress towards graduation. Our goal is to develop the total student in all of our programs. This requirement will improve our students and give much needed credibility to our programs.

## **Standards**

Standards of academic eligibility to participate in extracurricular activities will be measured by:

- a) Students (Grades 7-12) must have no Incomplete Grades or F's in any class.
- b) Four Grading Periods- most current grading period is used to determine eligibility.  
-1<sup>st</sup> quarter      -2<sup>nd</sup> quarter      -3<sup>rd</sup> quarter      -4<sup>th</sup> quarter
- c) Fourth quarter grades will roll over for the following school year.

### **Consequences:**

#### **Athletics (Category I activities)**

- a) Students that fail to meet these standards will miss two weeks or two contests (whichever is longer).
- b) If after two weeks/two contests, the student is meeting expectations (completed progress form signed by all teachers) he/she will regain their eligibility.

#### **Activities/Fine Arts (Category II activities)**

- a) Students shall miss the next one event/contest he/she participates in.
- b) If after the event/contest, the student is meeting expectations completed progress form signed by all teachers) he/she will regain their eligibility.

- If at any time a student makes up work for the previous quarter's failed class(s) the student becomes immediately eligible once the grade change has been recorded and corrected.

1. Any player deemed ineligible to participate, regardless of reason, whether academic, chemical violation, coach's decision, etc., cannot dress for the contest/s they are ineligible for. Furthermore, the coach determines whether or not the ineligible player can go to away contests.
2. **ICU List** – Students in activities are expected to make adequate progress toward graduation. To achieve this, students should remain off the ICU list – a list of missing assignments and school work updated daily by teachers. Students on the ICU list are subject to missing practice and/or contests until their assignments are completed. Coaches will use discretion when mandating students complete their ICU assignments. Multiple supports are available to students including study sessions before, during and after school.

**\*Administrators have discretion over unique or extenuating circumstances.**

### **Appeal Policy-**

Students have the right to appeal their academic ineligibility. Any student who chooses to appeal their Academic Ineligibility should do so within 3 days after grades have been posted. Appeals should be made to the Activities Director in writing.

A committee consisting of an Administrator, teacher, and counselor will review the appeal.

## **District Information**

### **Food Service Policy #760**

Our district offers breakfast and lunch at school. The Food Service Department strives to produce quality meals in an efficient and fiscally responsible manner. Pipestone Area Schools recognizes the parent/guardian's responsibility to provide breakfast and lunch for their children. Proper nutritional intake is essential for adequate learning to occur. The Food Service Department utilizes a computerized Point of Sale system requiring pre-payments. Students may purchase meals when funds have been deposited into their personal account. Cash payments are always accepted and students selecting ala-carte options can use either cash or positive lunch account funds at the MS/HS. Families may apply for

free/reduced meals anytime during the school year.

To participate in the school's lunch program, all accounts must be paid in advance at all times. Family balances are available on **MyPaymentPlus Schoolview**. Families are expected to have a positive balance in their students' accounts. The parent/guardian will be notified when their student's account reaches a balance of \$10 or less. The parent/guardian will receive a 2<sup>nd</sup> notification from the Food Service Director when their student's account reaches a zero or negative balance. Further negative balances initiates notification from other school personnel including school counselors and the principal. Meetings with school personnel will occur to discuss options including providing a student with an alternate lunch.

### **Chemical Use and Abuse Policy #417**

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. The school board believes that the public school has a role in education, intervention and prevention of chemical use and abuse.

The school district shall establish and maintain a chemical abuse pre-assessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.

### **Student Surveys Policy #520**

Occasionally the school district utilizes surveys to obtain student opinions and information about students. Student surveys may be conducted as determined necessary by the school district. Student surveys will be conducted anonymously and in an indiscernible fashion. Parents have the opportunity to review surveys and to opt their student out of participating in the survey. Surveys, analyses, and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. 1232h.

### **Student Disability Nondiscrimination Policy #521**

Section 504 of the Rehabilitation Act of 1973 (34 C.R.R. Part 104) is a federal civil rights statute that assumes individuals will not be discriminated against based on their disability. All school districts that receive federal funding are responsible for the implementation of this law. This law protects a student with an impairment that substantially limits one or more major life activities, whether the student receives special education services or not.

Section 504 is designed to provide equal access and fairness in general education to students with disabilities. A student is entitled to a 504 Accommodation Plan if they have been identified as having a disability and the evaluation shows that the individual has a mental or physical impairment that substantially limits one or more major life activities. If a parent is concerned about a child's progress in school because of a disability, they should bring their concern to the attention of the school social worker, counselor and/or teacher.

### **Notice of Non-Discrimination**

Pipestone Area Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies.

### **Pipestone Area School District Americans with Disabilities Act/Section 504**

#### **Coordinator**

Ellen Dulas  
[ellen.dulas@pas.k12.mn.us](mailto:ellen.dulas@pas.k12.mn.us)  
Phone: 507-562-6090  
Office Location: HS Counseling Area

#### **Alternate**

Tanya Schroyer  
[tanya.schroyer@pas.k12.mn.us](mailto:tanya.schroyer@pas.k12.mn.us)  
Phone: 507-562-6090  
Office Location: HS Counseling Area

### **Student Sex Nondiscrimination**

A complete copy of the Student Sex Nondiscrimination policy #522 is on file in the Principal's Office, District Office and District website.

The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.

**Title IX Coordinator**

Rick Zollner  
[rick.zollner@pas.k12.mn.us](mailto:rick.zollner@pas.k12.mn.us)  
Phone: 507-562-6099  
Office Location: HS office

**Alternate**

Cory Strasser  
[cory.strasser@pas.k12.mn.us](mailto:cory.strasser@pas.k12.mn.us)  
507-562-6099  
Office Location: HS Office

**NOTIFICATION OF RIGHTS,  
PROTECTION AND PRIVACY OF EDUCATION  
DATA ON STUDENTS**

**Privacy Rights of Students and Parents**

Independent School District #2689 policy and regulation on student information kept by schools comply with Federal and State laws which protect the student's right to privacy and guarantee parents the right to examine and challenge the contents of their children's records.

Others who have access to the child's records include: school staff having a legitimate educational interest in the child; another school district, college or education institution in which the student may enroll; and when the record is requested by judicial subpoena. Other third parties may have access to records only with the written permission of the student, parent, or legal guardian, except the military institution. Before records (other than directory information) are sent to any other person, agency or institution, written consent is required from parents or eligible students – except branches of the Armed Forces. The School District does maintain the right to refuse data to the Armed Forces on a case by case basis.

Information defined by the School Board as directory information includes: *student name; Date of birth, participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; and diplomas and awards received.*

**Information Collected, storage, and Retention**

For each student enrolled, a permanent cumulative file is established. This file contains official student records and other data school officials believe is needed to provide the best instructional services for each student. Information typically collected includes, but is not limited to identifying data, academic courses completed, level of achievement including grades and test scores; scores on standardized intelligence, aptitude, and psychological test; health data; and teacher comments.

Student records are kept at the student's school of attendance. The District Record Manager keeps permanent student records.

Data shall be maintained only so long as necessary for the administration of authorized programs unless retention guidelines are specified by law or district policy. Non Permanent records may be destroyed when the retention period expires.

**Parental Rights Regarding Student Information**

You have a right to ask about and to obtain information on records kept on your child.

You have a right (upon presenting proper identification) to see your child's record and to have the contents of the record explained to you within a reasonable period of time after making the request.

You have a right to challenge the accuracy or completeness of the record. You may make a written request that school officials change it, explaining the basis of your challenge. If the change that you have requested is not made within thirty days, then the school officials must notify you of that decision. If you disagree with their decision you have a right to a hearing. In the meantime, a copy of your written challenge to the accuracy or completeness of the record will be included in your child's record.

You have a right to file a complaint with the Family Policy and Regulations Office, U.S. Department of Education, regarding district compliance with federal confidentiality regulations.

### **The Family Educational Right and Privacy Act**

The Family Educational Rights and Privacy Act requires school districts to notify parents that certain information from student records will be released and made public without the written consent of the parents or students eighteen years of age or older.

When a student has reached eighteen years of age, the permission and consent required of, and the right accorded to the parents of the student, shall thereafter only be required of the student.

### **Release of Directory Information**

Thirty days after the publication of this notice, officials of the school district may release directory information about your child without permission, unless building principals have been notified that it should not be released.

Further information on rules and procedures regarding student records can be found in the Superintendent's Office at 1401 7<sup>th</sup> St. SW, Pipestone, MN 56164

## **Discipline Guidelines**

Tardy to School	1 <sup>st</sup> tardy	=	warning
Or after lunch	2 <sup>nd</sup> tardy	=	detention - 30 minutes
	3 <sup>rd</sup> tardy	=	detention - 60 minutes
	4 <sup>th</sup> tardy	=	detention – 1 hour
	5 <sup>th</sup> or more	=	Detention 3-5 hours or 1 day of ISD
	8 or more	=	referral to board, habitual truancy
Tardy to Class	3-5	=	detentions
	5 or more	=	ISD for every like occurrence
			*MS Students will receive "Arrow Code" notices

**Unexcused Absences** - As outlined in the Student Handbook. PAS is a closed campus. Includes skipping a class without leaving the building. Skipping a class and leaving the building begins at 2nd offense.

1 <sup>st</sup> offense	=	1 hour detention
2 <sup>nd</sup> offense	=	3 hours detention
3 <sup>rd</sup> offense	=	5 hours detention & Pre-Truancy meeting
Habitual (7)	=	Suspension and truancy filed with County

### **Cell Phone/Electronic Device Violations**

1 <sup>st</sup> offense	=	Loss of cell phone for 5 days
2 <sup>nd</sup> offense	=	Loss of cell phone for 10 days
3 <sup>rd</sup> offense	=	Parent meeting

<b>Academic Dishonesty (MS)</b>	1 <sup>st</sup> offense	=	3 hours Detention/parent notification
-Plagiarism	2 <sup>nd</sup> offense	=	1 day ISD/Assignment completion
Academic Dishonesty	1 <sup>st</sup> offense	=	After school detention
-sharing student work	2 <sup>nd</sup> offense	=	3 hours detention

### **Behavior associated with Minnesota Bullying Law:**

"Bullying" - intimidating, threatening, abusive, or harming conduct. Cyberbullying, harassment, pornographic materials, disrespectful or obscene language directed at a staff member, physical aggression, vandalism.

(Harassment of staff member warrants special consideration)

### **Consequences**

1 <sup>st</sup> offense	=	Up to Five (5) hours of detention or ISD
2 <sup>nd</sup> offense	=	1-3 days ISD/police notified
3 <sup>rd</sup> offense	=	1-3 days OSS/police notified
Habitual	=	5 days OSS /police notified or referral to board for possible long term OSS or expulsion

Fighting, physical injury, 1<sup>st</sup> offense = 1-3 days OSS/police notified

use of tobacco, destruction of property, secret societies.	2 <sup>nd</sup> offense	=	3-5 days OSS/police notified
	3 <sup>rd</sup> offense	=	long term OSS or expulsion/Police notified
Drugs, alcohol, using or under the influence, possessing drug paraphernalia includes huffing, violence and assault, theft	1 <sup>st</sup> offense	=	(3-5) days of OSS/police notified
	2 <sup>nd</sup> offense	=	(5-9) days of OSS/police notified
	3 <sup>rd</sup> offense	=	long term OSS or expulsion. Police notified
			*May be reduced if a student agrees to the necessary assessment and treatment if so Advised.
Weapons, bomb threat, fires, endangering the lives of others <i>Weapons Policy #501</i>	1 <sup>st</sup> offense	=	long term suspension or expulsion/police notified

## Pipestone Area Schools

### 1:1 Technology Handbook for Parents and Students

#### Chromebook and Online Acceptable Use

Pipestone Area Schools strives to prepare students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing students to succeed in a global community. Integrating technology effectively into student learning environments promotes innovation, critical thinking, and collaboration which are critical components for achieving these outcomes. PAS also has an “Internet Acceptable Use and Safety Policy” that covers all of our internet and electronic technologies rules and expectations. This policy also gives PAS consent to post photographs, film or videos of your student on the school website. Please take the time to go over these policies with your student as well as the following information on checking out Chromebook. The school will need your permission and agreement stating these policies will be followed. The attached consent form will need to be signed and returned for your student to check out a chromebook and be allowed access to the internet.

#### Some of the benefits of 1:1 technology initiatives:

- More equitable digital access among students
- Increased student engagement
- Options for more personalized learning opportunities
- Increased opportunity to effectively utilize digital resources

#### General Information

- Each student will receive a Chromebook and AC charger.
- The Chromebooks are property of Pipestone Area Schools. Students should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported email service.
- Chromebooks and AC chargers will be returned during the final week of school so they can be checked for serviceability.
- Pipestone Area Schools reserves the right at any time to require the return of the device.

#### District Policies

Students and parents are responsible for reviewing the following PAS district policies that specifically pertain to the use of technology: (Full Policies are available on the PAS website: [www.pas.k12.mn.us](http://www.pas.k12.mn.us) or in the District office)

- PAS Policy 514 - Bullying Prohibition Policy
  - Cyberbullying is included within this policy and is specifically defined in section III-B.
- PAS Policy 524 - Internet Acceptable Use and Safety Policy

- PAS Policy 506 - Student Discipline

### **Guidelines**

- Students should use the Chromebook assigned to them and not lend their device to others.
- Chromebooks must remain free of any writing, drawing, stickers, skins, or labels except those placed on the Chromebook by the district. Stickers and labels placed on the Chromebook by the district must remain intact.
- Students are responsible for keeping the Chromebook's battery charged for school each day.
- Chromebooks must never be left in a car, unlocked locker, or any unsupervised area.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Students are expected to bring their Chromebook with them every day just as they would with their textbooks.
- As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group. *Cameras may never be used in a locker room or restroom.*
- Backgrounds must be appropriate and in good taste at the sole discretion of the teacher and building administrator.
- Chromebooks in need of repair should be taken to the Tech Office or Library Media Center.
- In case of theft, an official police report will be required.

### **Fees and Damages**

Students and parents are responsible for the care of Electronic Devices (Chromebooks) issued by the school and paying assigned fees.

- Fees for damages will be assessed and determined by school technology staff.
- Examples of damages include:
  - Broken screens, broken hinges, etc.
- Replacement cost will be assigned for lost or missing Chromebooks and chargers.

### **Technology Discipline**

Most tech-related behavior violations are equivalent to “traditional” classroom violations.

- Leaving your Chromebook at home is equivalent to leaving your textbook or school supplies at home.
- Cutting and pasting without citing sources or putting it into your own words is equivalent to plagiarism.
- Cyber-bullying is equivalent to bullying or harassment.
- Damaging or defacing the Chromebook or accessories is equivalent to vandalism or property damage.

### **Parent/Guardian Responsibilities**

- Talk to your student about the values and standards you expect your student to follow as they use the Internet just as you talk to them about their use of all other media information sources such as television, telephone, movies, radio, etc.
- Parents are encouraged to monitor student activity at home, especially their Internet use.

### **Suggestions for Parents/Guardians**

- Investigate parental controls available through your Internet/phone service provider and/or your wireless router.
- Develop a set of rules/expectations for device use at home. Some websites provide parent/child agreements for you to sign.
- Only allow device use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.

- Demonstrate a genuine interest in what your student is doing on the device. Ask questions and request that they show you his or her work often.

### **Important Safety/Privacy Practices for Parents to Teach Students**

- Never accept files or downloads from unknown sources; this includes familiar sources if you were not expecting them. Accepting files or downloads from unknown sources can bring a virus that could harm the device.
- Never give out real name, telephone or cell phone number(s), mailing address, or passwords. Giving away personal information can lead to identity theft or worse.
- Take great care when posting photographs in publicly accessible sites. The settings for ANY social networking profiles should be PRIVATE and new friends are accepted only if they are known to the child AND parent.
- Posting pictures online or sending images can have dangerous consequences.
- Report Cyberbullying to an adult. (Cyber-bullying refers to the practice of using technology to harass, or bully, someone else).

## **Pipestone Area Schools**

### **Chromebook and Online Consent Form 21-22 ~~20-21~~**

My student and I have read, discussed, and agree to abide by the information and guidelines found in the PAS 1:1 Technology Handbook for Parents and Students and the “Internet Acceptable Use Policy”.

Student Name (print): \_\_\_\_\_ Student Grade \_\_\_\_\_

Student Signature: \_\_\_\_\_

I also understand that by signing this consent form I give PAS permission to post photographs, film, or video of your student on the school website. I agree to defend, indemnify and hold harmless Pipestone Area Schools and TIES (School View) from any and all claims arising out of or related to the use of this interconnected computer system. I further understand that I have the right to withdraw my approval, by written request, at any time. I also understand that I may opt out of photographs, film, or video posted on the website by signing and returning an “opt out” form that may be picked up in the school office.

Parent/Guardian Signature: \_\_\_\_\_

#### **Parent/Guardian-Initiated Restricted Access**

It is the belief of PAS that every student should be granted equal access to the resources provided by the school district for learning. It is not the district’s recommendation that a student be restricted access to any learning resource that is granted to all other students. If circumstances outside of school call for a student to have limited or restricted access to district- provided resources, a written request by the student’s parent/guardian, in collaboration with a school administrator, must be placed on file with the particular school from which the parent/guardian is requesting the special

accommodation. If the request is initiated by parent/guardian, then approved by a school administrator, and placed on file, a student may be granted “as needed only” or “by teacher request only” access to their laptop, rather than having it issued permanently into the student’s possession.



## Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will help parents/guardians make informed decisions that benefit their children, schools and communities.

### Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

### Why does participation matter?

A statewide assessment is just one measure of your student’s achievement, but your student’s participation is important to understand how effectively the education at your student’s school is aligned to the academic standards.

- In Minnesota’s implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will be counted as “not proficient” for the purposes of school and district accountability, including opportunities for support and recognition.
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

### Academic Standards and Assessments

#### What are academic standards?

The [Minnesota K–12 Academic Standards](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

#### What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

<p style="text-align: center;"><b>Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills MTAS)</b></p> <ul style="list-style-type: none"> <li>• Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8 and high school for science.</li> <li>• Majority of students take the MCA.</li> <li>• MTAS is an option for students with the most significant cognitive disabilities.</li> </ul>	<p style="text-align: center;"><b>ACCESS and Alternate ACCESS for English Learners</b></p> <ul style="list-style-type: none"> <li>• Based on the WIDA English Language Development Standards.</li> <li>• Given annually to English learners in grades K–12 in reading, writing, listening and speaking.</li> <li>• Majority of English learners take ACCESS for ELLs.</li> <li>• Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.</li> </ul>
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### Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The reading and mathematics MCAs are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Because test content represents the academic standards as completely as possible, preparing for and taking the assessments uses the very same knowledge, processes and strategies included in the standards.

### Are there limits on local testing?

As stated in 120B.301, for students in grades 1-6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7-12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

### What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

### When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

### When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

### How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

### Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

### Where do I get more information?

Students and families can find out more on our [Statewide Testing page](http://education.state.mn.us) (education.state.mn.us > Students and Families > Statewide Testing).



Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three page form on the district website and include it in district student handbooks.

### Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

*To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required each year parents/guardians wish to opt the student out of statewide assessments.*

Date \_\_\_\_\_ (This form is **only** applicable for the 20\_\_ to 20\_\_ school year.)

Student's Legal First Name \_\_\_\_\_ Student's Legal Middle Initial \_\_\_\_\_

Student's Legal Last Name \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

Student's District/School \_\_\_\_\_ Grade \_\_\_\_\_

**Please initial to indicate you have received and reviewed information about statewide testing.**

\_\_\_\_ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](#) (Students and Families > Statewide Testing).

Reason for refusal:
---------------------

Please indicate the statewide assessment(s) you are opting the student out of this school year:

\_\_\_\_\_ MCA/MTAS Reading                      \_\_\_\_\_ MCA/MTAS Science

\_\_\_\_\_ MCA/MTAS Mathematics              \_\_\_\_\_ ACCESS or Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

**I understand that by signing this form, my student will be counted as "not proficient" for the purpose of school and district accountability and waive the opportunity to receive a college-ready score that could save him/her time and money by not having to take remedial, non-credit courses at a Minnesota State college or university. My school and I may lose valuable information about how well my student is progressing academically. In addition, opting out may impact the school, district, and state's efforts to equitably distribute resources and support student learning.**

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

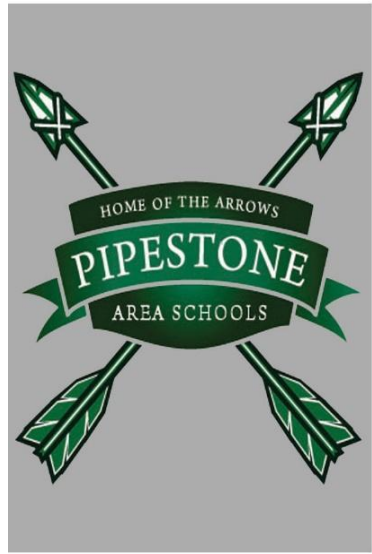
To be completed by school or district staff only.	Student ID or MARSS Number _____
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All School Board Policies are available to be viewed on the District Website – [www.pas.k12.mn.us](http://www.pas.k12.mn.us) - or in the Principal's Office and District Office.

The School Board approved this handbook in ~~June of 2020~~.



# Athletic/Activity HANDBOOK



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# **PIPESTONE AREA ARROWS ATHLETIC/ACTIVITIES POLICY BOOK 2021-2022**

## **I. Administration of Interscholastic Athletics/Activities**

### **A. Statement of Philosophy**

It is the intention of Pipestone Area High School to provide for all students interested to participate in athletic and/or activities for which they have the physical and mental qualifications to be able to compete on an interscholastic basis, to promote standards of sportsmanship and encourage growth of responsible citizenship among students with our school and schools with which we compete, to encourage athletes to attain a higher degree of scholarship within the classroom.

### **B. Objectives of Participation**

To develop physical skills, mental skills, good citizenship, good health habits, responsibility, leadership, discipline, loyalty.

## **Code of Ethics**

### **Minnesota State High School Coaches Association**

#### **AS A PROFESSIONAL EDUCATOR**

#### **I WILL**

1. Strive to develop in each participant the qualities of leadership, initiative, and good judgment.
2. Respect the integrity and personality of the individual participant.
3. Encourage the highest standards of conduct and scholastic achievement among all participants.
4. Seek to inculcate good health habits including the establishment of sound training rules.
5. Fulfill responsibilities to provide health services and an environment free of safety hazards.
6. Exemplify the highest moral character, behavior, and leadership.
7. Promote ethical relationships among coaches.

8. Encourage a respect for all athletics and/or activities and their values.
9. Abide by the rules of the game in letter and spirit.
10. Respect the integrity and judgment of officials.
11. Display modesty in victory and graciousness in defeat.
12. Demonstrate a mastery of and continuing interest in coaching principles and techniques through professional improvement.

### **I WILL NOT**

1. I will not approve commercialism, solicitation, subsidizing, or professionalism entering into high school athletics and/or activities.

### **C. Administration Organization**

School District 2689 Board of Education is the policy making body. They select the administration who are responsible for carrying out its policies.

1. The High School Principal, along with the activities director, will recommend to the Board of Education the coaching assignments. The superintendent or the activities director will represent the school or delegate this responsibility at all Subsection/Section 3A and other Minnesota State High School League meetings. The superintendent has the right to question and change any internal decisions made by the principals, activities director, or coaches.
2. The activities director reports to the High School Principal. Primary responsibility of the activities director is to supervise the interscholastic athletic and fine arts activities programs. All home athletic contests are under the direction of the activities director and the administration regardless if they are conference, non-conference, district, regional, or state related events. There are times that the activities director, with administrative approval, will delegate someone as site manager at a home contest or appoint someone to be the official school representative at away contests. These people will carry out the duties and responsibilities that are required of the position.
3. The head coach is responsible for all matters pertaining to the organization and administration of coaching the team under his/her direction and shall enforce all rules of the Minnesota State High School League as they pertain to the respective activity. He/she will make decisions relative to the successful operation of the activity that are consistent with established policies and procedures. The head coach is to be responsive to the instructions of the activities director and building administrators.
4. The assistant coach supports the head coach in conducting the athletic/activities program of that particular sport/activity and the total athletic/activities program of the Pipestone Area School system in general.<sup>129</sup> In the absence of the head coach, he/she shall

assume all the responsibilities herein designated as those of the head coach.

## **D. Affiliations**

### **1. Minnesota State High School League**

- A. Membership is extended to each Minnesota High School as approved by its governing board, high schools associated with state supported universities or colleges, and state supported institutional high schools. Schools must be doing a minimum of (3) years of senior high school work or (4) years of grades 9-12 accredited by the State Department of Education. To be eligible for membership in the Minnesota State High School League, the governing board of each such school must pass a resolution applying for membership for each of its high schools in which it agrees to abide by and enforce the Articles of Incorporation, Constitution, By-Laws, and Rules and Regulations of the League.
- B. The annual membership dues shall be established by the board of Directors and shall be payable by October 1 of each year. Schools failing to pay dues for any year are not eligible to participate in league activities for that year.
- C. Being a member school of the high school league, Pipestone Area is placed in Section 3A and Sub Section 10 of league related events.

## **II. Staff Responsibilities**

### **A. Activities Director**

- 1. Actively participate and maintain membership in the Minnesota Interscholastic Athletic Administrators Association and its affiliate organizations.
- 2. Exert a positive influence in the processes of employment, selection, and assignment of coaching personnel.
- 3. Schedule all competitive sports/activities.
- 4. Evaluate both programs and personnel.
- 5. Represent Pipestone Area High School at Subsection, Sectional District, Region, Conference, and higher level meetings.
- 6. Supervision of all coaches.
  - a) Unify systems and coaching staff according to the needs and desires of the head coach.
  - b) Establish with administration a site manager for home events.
  - c) Make arrangements with custodial staff for home contests, be responsible for tickets and money boxes, and turn in all worker vouchers.

7. Make arrangements for athletic/fine arts banquets.
8. Supervise award system.
9. Interview new applicants and help assign all coaches in the system.
10. Supervise and authorize purchase of athletic/activities equipment.
11. Arrange for all transportation.
12. Arrange for all necessary meals.
13. Prepare annual reports, policies, and booklets.
14. Work with all service clubs.
15. Responsible for building projects.
16. Hire officials for all home contests.
17. Arrange for concessions at athletic events.
18. Work with the principals and counselors.
19. Assist in money-raising projects for athletic & activity programs.
20. Work closely with the Minnesota State High School League in all matters pertaining to rules and regulations of the association.
21. Work with the Booster Club.
22. Handle reservations for any overnight trip.
23. Arrange for publicity to local newspapers when necessary.
24. Coordinate the use of athletic facilities.

#### **B. Head Coaches**

1. Be familiar with the objectives, organization, policies, and procedures of the Pipestone Area School, Conference, Subsection, Section and State, relative to the athletic/activities program.
2. Conduct training and game experiences in such a manner that the welfare of each participant is always of paramount consideration.
3. Maintain technical competence by participating in clinics, rules meetings, etc.
4. Directly supervise all matters relative to the sport/activity.

- a) Instruct subordinates in a preplanned, reasonable and purposeful manner.
  - b) Keep school officials, particularly the Activities Director, advised of situations pertinent to the conduct of your sport/activity.
  - c) Make decisions relative to the successful operation of the sport/activity that are consistent with established athletic/activity policies and procedures.
  - d) Act as a positive spokesman for athletic/activity policies and procedures to participant personnel.
  - e) Establish rules for participant conduct as deemed necessary. Clearly define the expectations of team members.
  - f) Plan and conduct all practice sessions.
5. Be responsible for preparing public information releases regarding his/her particular activity. Telephone or personal interviews, when requested by news agencies, are not considered a press release. In interviews, coaches and others connected with the athletic/activities program should bear in mind that their statements are published and read by people who are for and against the school's program. Consequently, these statements should be carefully weighed and considered before they are given to the mass media personnel.
  6. Submit an alphabetized list of the students who will participate inter scholastically to the activities director within the 1st week of the start of each athletic season. This is mandatory for all levels.
  7. On the MSHSL website see that your roster and schedule is posted and keep it up to date. The MSHSL and Section 3A look at this site. Rosters for games & programs will be taken from the website. If your team/individuals make it to state, all info will be taken from the website. Also, keep your scores up to date.
  8. Conduct all staff meetings and be in charge of all tryouts, practices, team meetings, and contests for your sport/activity.
  9. Report injuries by filling out an injury report of participant/s to the proper school officials, and inform the principal and/or Activities Director. Coaches are cautioned to exercise great care in dealing with all injuries and particularly those that are of serious nature. In all cases, when a participant seeks advice from a medical professional for an injury or health related issue, they must get a release from that medical professional (signed and in writing) to return to participation in that activity.
  10. Support and conform to decisions and policies that have been established.

11. Select Student managers as necessary.
12. Report the scores and results of all home contests to the media.
13. Lettering - Submit to the activities director a written copy of your criteria at the beginning of your sport/activity (season) and convey to the participant the criteria that you will use.
14. Determine if an ineligible participant will travel out of town with the team.

### **C. Assistant Coaches/Junior High Coaches**

1. Communicate with the head coach and the team.
2. Attend staff meetings when called by the head coach.
3. Assist with scouting of varsity games, if applicable.
4. Assume any duties assigned to him/her by the head coach.
5. Be at all practices. There may be times when you will be asked to attend or help at varsity practices.

**D.** Coaches outside the school system must be approved by the Activities Director and Administration. This person needs to complete a background check prior to coaching.

### **E. Volunteer Coaches**

Any person helping out as a volunteer coach must be approved by the Activities Director and the Administration. This person must have a background check prior to volunteering.

## **III. Policies**

**A.** Students are required to have a physical every 3 years to participate in athletics, cheerleading and marching band (includes Flags) it is recommended that participants get a physical done the start of their 7th grade year and 10th grade year. Students are required to have a medical physical before they participate in any activity in accordance with Minnesota High School state policy.

**B.** Students in athletics and cheerleading are required to have impact testing prior to participation. Impact testing is every three (3) years. If athlete/cheerleader started competition in 7<sup>th</sup> grade they would have it done prior to participation and then again in 10<sup>th</sup> grade. Impact testing gives the Doctors a baseline to check with a person who might have a concussion in the field of play.

### **C. ATTENDANCE AT COACHING CLINICS**

Upon prior approval from the activities director, the school will pay \$125.00 for a head coach and \$125.00 for an assistant coach to attend one coaching clinic per year. To be reimbursed, receipts must be turned in to the activities director. School vehicles can be

used if they are available.

#### **D. TRANSPORTATION**

For out-of-town contests the school shall provide the transportation and all coaches shall remain in charge of their squad until the students are returned safely to Pipestone. In the event that a parent wishes to take their child from a contest, the parent must fill out a Travel Release Form which can be found on the school's web-site or they may obtain one in the activities office at the high school. The form needs to be filled out completely, dated and signed, and then returned to the activities office either physically or emailed directly to the activities director no later than 12:00pm the day of the contest. The activities director will then inform the coach that the student has been cleared to leave with his/her parents.

#### **E. EARLY DISMISSAL**

A list of the participants to be excused should be emailed to staff as soon as reasonably possible, preferably at least a day before departure.

#### **F. SCRIMMAGES**

Scrimmages can be arranged by coaches but must be approved by the activities director. The MN State High School League defines an inter-school scrimmage as a practice and training period or session and said practice or training sessions not to approximate or equal actual game conditions. An inter-school scrimmage or practice session must be designated as a game, and count as one of the maximum permitted, if any one of the following conditions pertain to said event:

- If game rules, time limits, etc., are observed.
- If game officials are used.
- If game is advertised, and/or admissions are charged.
- Athletes who are ineligible may compete in scrimmage.

#### **G. ISSUING OF ATHLETIC EQUIPMENT**

The Head Coach of that sport will be responsible for the issuing of equipment to the athletes. The coaches will maintain a complete record of all the equipment issued. Before any student may be engaged in any sport sponsored by Pipestone Area High School he/she must complete and pass a physical examination by a qualified physician, and have a clearance slip from the office.

##### **The clearance slip requires:**

1. Parents or guardian signature on insurance questionnaire and if they chose to take out insurance, payment of such premium;
2. Eligibility slip signed by the parent/guardian showing that the rules have been read;

3. Up to date Impact (concussion) test
4. Payment of the activity fee
5. Any/all lost equipment fines paid.
6. Physical on file.

#### **H. CARE OF EQUIPMENT**

All coaches are expected to instruct the athletes in the care of equipment issued to them. An appreciation of the cost of quality equipment should lead to a more careful handling and storage. Equipment issued to athletes and coaches is to be used or worn only for official practices, games, or meets.

#### **I. LOCKER ROOM RESPONSIBILITIES**

Each coach is responsible for the actions of the members of his/her squad from the time they report to the locker room for practice until they leave the building after practice. It is the coach's responsibility to be present at the time that the athletes are to report for practice, games, or meets, home or away, and stay until the last athlete has left to ensure that lights and showers are turned-off, the doors are locked, and equipment is locked up, and the room left as neat as possible.

#### **J. SCHOOL ATTENDANCE**

Students must be in school at the start of the 2nd hour and be present in the classroom the remainder of the day, to participate or practice in any extracurricular activity that day. The principal or activities director may approve a waiver of this rule for medical, dental or other emergency situations.

#### **K. SCHEDULING CONFLICTS**

Any scheduling conflicts between activities shall be solved by the activities director, building administrator, coach, and activity advisor involved, and prior to informing the students.

#### **L. STATE TOURNAMENTS**

1. If Pipestone Area High School has any participants involved in the State Tournament the school will pay transportation, meals, and room expenses for the head coach, assistant, and state participant(s). Meal allowance for state participants will be \$7.00 breakfast, \$10.00 lunch, \$13.00 dinner, or \$30 per day.
2. If only one participant qualifies for the State Tournament, he/she may take one teammate along for company. Preferably this person is to be a senior, who has been out for the same activity.
3. Cheerleaders:

If any sports team qualifies for state tournament all varsity cheerleaders can go with all expenses paid. In any sport where there is individual advancement as well as team, no cheerleaders will go to individual advancement. Cheerleading advisors will work with the Activities Director to arrange transportation to the event. We will try to arrange a fan bus first for transportation of the cheerleaders, though they may be placed on the players bus if needed.

4. If Pipestone Area participants are not involved in state tournament play only the head coach will be allowed to attend the state tournament. Approval must be secured in advance from the superintendent. Transportation is the coach's responsibility with no reimbursement from the school. When the receipt for tickets is submitted to the activities administrator, the coach will be reimbursed for the cost of the tickets.

#### **M. PARENTS NIGHT**

Each activity is allowed a parents night for the varsity players if they choose to have one. It will be up to each head coach to arrange and plan for parent's night. The Arrow Booster Club may help.

#### **N. BAND**

The band will play only at those athletic contests that they chose to. Usually they will play no more than twice a week.

#### **O. AWARDS**

1. Lettering –Participants may receive one letter for sports/activity throughout their career. Anyone lettering in another sport/activity or the same sport/activity the following year will receive a certificate and pin. The major letter is mainly for participants in grades 10-11-12.
2. Numeral - Receive upon lettering for the first time.
3. Pins - For those who earn their 1st varsity letter and thereafter - only given out for varsity awards.
4. Certificate - Anyone who earns a letter.
5. 7<sup>th</sup> -8<sup>th</sup> - No specific award given, unless they earn a varsity award.
6. Ineligibility clarification:  
Participants who are ineligible when the athletic/fine arts banquet is held will not receive public recognition at the banquet but will receive their awards due to them. The participant may pick up his/her award from the head coach of the sport/activity at a different time. **(Not the night of the banquet)**

If the participant is ineligible during a period of time in a sport season, but eligible at the time of the banquet and has earned an award for that season, he/she will be recognized at the banquet and receive the award due them. Cheerleaders will follow the same rules.

**P. CHURCH NIGHT**

Wednesday night is Church Night in Pipestone, therefore all students will be out of the building by 7:00 pm or earlier.

**Q. WINTER TRAVEL**

In the event of possible bad weather conditions (cold temps or blizzard type weather), it shall be the responsibility of the coaches to enforce the following: gloves/mittens, some form of headgear and warm foot wear. Participants do not need to wear them, but must have them in their possession (Duffel bag)

**R. OFFICIAL SQUAD (TEAM)**

The official squad can be no more than what MSHSL allows for. The official squad may include less, but not more than what the MSHSL authorizes. This includes a number of athletes, managers, and coaches.

S. Student Acceleration to Higher-Level Athletic Activities **follow school policy.**

**T. STUDENT CODE OF RESPONSIBILITIES**

Participating in interscholastic activities is a privilege which is accompanied by responsibility. As a student participating in league sponsored activities, I understand and accept the following responsibilities:

1. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
2. I will be fully responsible for my own actions and the consequences of my actions.
3. I will respect the property of others.
4. I will respect and obey the rules of my school and the laws of my community, state and country.
5. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

**A student who is under penalty, whose character or conduct violates the Student Code of Responsibilities, and is not in good standing, shall be ineligible for a period of time as determined by the Principal.**

**U. SOCIAL MEDIA STANDARDS**

1. Pipestone Area Schools has social media guidelines to help our students understand that the words they choose to communicate to others through social media can be powerful, have great potential to do both good and bad and can have a negative impact on a school, it's programs , or the school district regardless of the student's intent.
2. All Pipestone Area students are representatives of the school district, the school that they

attend, and the activity or sport in which they participate. The Pipestone Area Activities department and the school district expect students to use common sense, temperance, civility and empathy when posting on social media. We ask that students use public forums for the purpose of affirmation and information, and we will hold students accountable for posts that do not hold up to the spirit and intent of our guidelines.

Posts should show good sportsmanship, speak positively about individuals, teams, schools, programs, opponents, and current public trends. Students who post mean vulgar opinions which bring controversy or any negative impact to Pipestone Area Schools or its programs may receive consequences that affect their participation as this would be a violation of our district's bullying and cyberbullying policies and standards laid out in the PAS Policy # 514 and MSHSL Code of Conduct

## **V. MOOD-ALTERING CHEMICALS**

### **1. Reference Bylaw 205**

Twelve (12) months of the year, a student shall not at any time, regardless of the quantity: (1) use or consume, have in possession a beverage containing alcohol; (2) use or consume, have in possession tobacco; or, (3) use or consume, have in possession, buy, sell, or give away any other controlled substance or drug paraphernalia, (4) use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals. "Tobacco products" means: any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product, (5) use or consume, have in possession, buy, sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substances or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal law.

- A. The bylaw applies continuously from the first signing of the student Eligibility Brochure.
- B. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by her/his doctor.

### **PENALTY:**

1. First Violation: After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
2. Second Violation: After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant or three (3) weeks, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

3. **Third and Subsequent Violations:** After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant or four (4) weeks, whichever is greater. If after the third or subsequent violations, the student has been assessed to be chemically dependent and the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, then the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.
4. Penalties are progressive and consecutive.
5. **Denial Disqualification:** A student shall be disqualified from all interscholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

## W. Activity Academic/Athletic Ineligibility

### 1. Purpose

The purpose of this policy is to define the method for determining whether a student is academically eligible to participate in school activities. The activities include but are not limited to the following:

Baseball	Basketball	Cross Country	Tennis
Track and Field	Cheerleading	Golf	Softball
Volleyball	Plays/Musicals	F.F.A.	Football
Gymnastics	Wrestling	Marching Band	Robotics
Pep Band	Musical Ensembles	Knowledge Bowl	Speech

### 2. General Statement of Policy

It is the intention of this policy to motivate students to keep a sound academic record and graduate on time from Pipestone Area Schools. The Activities director will inform the high/middle school staff, coaches, and director of students that are ineligible.

3. The Minnesota State High School League policy states that to be eligible for participation in MSHSL activities, one must be making satisfactory progress towards graduation. Our goal is to develop the total student in all of our programs. This requirement will improve our students and give much needed credibility to our programs.

#### Standards

Standards of academic eligibility to participate in extracurricular activities will be measured by:

- a) Students (Grades 7-12) must have no Incomplete Grades or F's in any class.
- b) Four Grading Periods- most current grading period is used to determine eligibility.
  - 1st quarter      -2nd quarter      -3rd quarter      -4th quarter
- c) Fourth quarter grades will roll over for the following school year.

#### Consequences:

##### Athletics (Category 1 activities)

- a) Students that fail to meet these standards will miss two weeks or two contest (whichever is longer).
- b) If after two weeks/two contests, the student is meeting expectations (completed progress form signed by all teachers) s/he will regain their eligibility.

Activities/Fine Arts (Category II activities)

- a) Students shall miss the next one event/contest he/she participates in.
  - b) If after the event/contest, the student is meeting expectations completed progress form signed by all teachers) he/she will regain their eligibility.
- If at any time a student makes up work for the previous quarter's failed class(s) the student becomes immediately eligible once the grade change has been recorded and corrected.
4. Any player deemed ineligible to participate, regardless of reason, whether academic, chemical violation, coach's decision, etc. cannot dress for the contest/s they are ineligible for. Furthermore, the coach determines whether or not the ineligible player can go to away contests.
  5. ICU List – Students in activities are expected to make adequate progress toward graduation. To achieve this, students should remain off the ICU list – a list of missing assignments and school work updated daily by teachers. Students on the ICU list are subject to missing practice and/or contests until their assignments are completed. Coaches will use discretion when mandating students complete their ICU assignments. Multiple supports are available to students including study sessions before, during and after school.

\*Administrators have discretion over unique or extenuating circumstances.

Appeal Policy-

Students have the right to appeal their academic ineligibility. Any student who chooses to appeal their Academic Ineligibility should do so within 3 days after grades have been posted. Appeals should be made to the Activities Director in writing.

A committee consisting of an Administrator, teacher, and counselor will review the appeal.

**BOARD OF EDUCATION**

**Lance Oye, Jeff Baatz, Amy Nelson, Chrissy DeBates,  
Brad Carson, Katie Wiese, Randy Erdman**

**ADMINISTRATION**

**Mr. Kevin Enerson, Superintendent  
Mr. Cory Strasser, High School Principal  
Mr. Rick Zollner, Activities Director**

**Student Disability Nondiscrimination Policy #521**

Section 504 of the Rehabilitation Act of 1973 (34 C.R.R. Part 104) is a federal civil rights statute that assumes individuals will not be discriminated against based on their disability. All school districts that receive federal funding are responsible for the implementation of this law. This law protects a student with an impairment that substantially limits one or more major life activities, whether the student receives special education services or not. Section 504 is designed to provide equal access and fairness in general education to students with disabilities. A student is entitled to a 504 Accommodation Plan if they have been identified as having a disability and the evaluation shows that the individual has a mental or physical impairment that substantially limits one or more major life activities. If a parent is concerned about a child’s progress in school because of a disability, they should bring their concern to the attention of the school social worker, counselor and/or teacher.

**Notice of Non-Discrimination**

Pipestone Area Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies.

Pipestone Area School District Americans with  
**Disabilities Act/Section 504 Coordinator**  
Ellen Dulas  
[ellen.dulas@pas.k12.mn.us](mailto:ellen.dulas@pas.k12.mn.us)  
Phone: 507-562-6090  
Office Location: HS/MS Counseling Area  
1401 7<sup>th</sup> St SW Pipestone, MN 56164

**Section 504 Coordinator**  
**Alternate**  
Tanya Schroyer  
[tanya.schroyer@pas.k12.mn.us](mailto:tanya.schroyer@pas.k12.mn.us)  
Phone: 507-562-6090  
Office Location: HS/MS Counseling Area  
1401 7<sup>th</sup> St SW Pipestone, MN 56164

**Student Sex Nondiscrimination**

**A complete copy of the Student Sex Nondiscrimination policy #522 is on file in the Principal’s Office, District Office and District website.**

The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.

**Title IX Coordinator**  
Rick Zollner  
[rick.zollner@pas.k12.mn.us](mailto:rick.zollner@pas.k12.mn.us)  
Phone: 507-562-6099  
Office Location: HS office  
1401 7<sup>th</sup> St SW Pipestone, MN 56164

**Title IX Alternate**  
Cory Strasser  
[cory.strasser@pas.k12.mn.us](mailto:cory.strasser@pas.k12.mn.us)  
Phone: 507-562-6099  
Office Location: HS office  
1401 7<sup>th</sup> St SW Pipestone, MN 56164

## **FOOTBALL**

Head Coach: Scott Boomgaarden

Assistant Coaches: Jake Evans and Ryan Koopman

B Team Coach: Trevor Tiefenthaler

9th Grade Coaches: Paul Young and Mark Moeller

Jr. High Coaches: Shane Reinhard, Ryan Wielenberg, Jeff Schelhaas, and Cole Maly

## **CROSS COUNTRY (BOYS & GIRLS)**

Head Coach: Evelyn Klein

Assistant Coach: Todd Texley

## **GIRLS TENNIS**

Head Coach: Ed Gustafson

Assistant Coach: Collin Hoppe

Jr. High: ~~James Skyberg~~

## **VOLLEYBALL**

Head Coach: Dave Dulas

Assistant Coach: Cheryl Fey

9<sup>th</sup> Grade Coach: Jennifer Evans

8<sup>th</sup> Grade Coach: Morgan Taubert

7<sup>th</sup> Grade Coach: Leann Bloemendaal

## **BOYS BASKETBALL**

Head Coach: Todd Tinklenberg

Assistant Coach:

9th Grade Coach: Tim Stotz

8th Grade Coach: Robert Petersen

7th Grade Coach: Steve Rops

## **WRESTLING**

Head Coach: Brian Bos

Assistant Coach: Gary Hauptert

Junior High Coach: Paul Young, Colin Hoppe

## **GIRLS BASKETBALL**

Head Coach: Ed Gustafson

Assistant Coach: Grant Everson

9th Grade Coach: ~~James Skyberg~~, Kaylan Untiedt

8th Grade Coach: Lisa VanDyke

7th Grade Coach: Craig Boedekker

## **GIRLS GYMNASTICS**

Head Coach: Stacie Wallace

Assistant Coach: Cristin Winter

## **BASEBALL**

Head Coach: Rick Zollner

Assistant Coach:

B-squad: **Ryan Koopman**

8<sup>th</sup> grade: Scott Sterud

7<sup>th</sup> grade: Ryan Wielenberg

## **GOLF**

Boys Head Coach: Craig Boedekker

Girls Head Coach: Steve Rops

Jr. High: Grant Everson

## **BOYS TENNIS**

Head Coach: Ed Gustafson

Jr High: Colin Hoppe

## **BOYS & GIRLS TRACK**

Head Coach: Todd Tinklenberg

Assistant Coach: Todd Texley, Mark Moeller, Evelyn Klein

Jr. High Coaches: Rachel Walz, Jake Evans,

## **SOFTBALL**

Head Coach: Troy Bouman

Assistant Coach: Robert Petersen

B-squad:

Jr. High Coach: Jennifer Evans, Shane Reinhard

## **CHEERLEADING**

Head:

## **ONE-ACT**

Head: Katrina Hart

## **SPEECH**

Head: Tish Kalla

## **ROBOTICS**

Head: Travis Dethlefs

**FFA**

Head: **Natalie Resch**

Jr. High: **Sophia Thommes**

**KNOWLEDGE BOWL**

Head: Dave Dulas

**BAND**

Head: Alexander Kisecker

Assistant: Peggy Reynolds

## **STUDENT ACCELERATION TO HIGHER- LEVEL ATHLETIC ACTIVITIES POLICY**

### **PURPOSE**

The purpose of this policy is to provide guidelines for the promotion of middle school athletes to compete at a high school level.

### **I. GENERAL STATEMENT OF POLICY**

It is the general policy of Pipestone Area School District not to accelerate students from Middle School (grades 7-8) athletic programs to high school (grades 9-12) athletic programs. Participation by students on athletic teams representing the high school of Pipestone Area School will normally be limited to those students who regularly attend high school classes. Such teams constitute an integral part of the total education program and are primarily designed to serve the needs of the high school students. This represents a basic guideline for athletic participation in our school district. However, on rare occasions, a middle school athlete in the 7<sup>th</sup> or 8<sup>th</sup> grade may be so physically gifted that consideration should be given to allowing the student to leave their middle school team and compete at the high school level. Such a decision requires a thoughtful and critical look at:

1. The needs of the student athlete and concern for their physical, mental and emotional well-being.
2. The effect on the student athlete's current grade level team.
3. The displacement of student athletes currently on the team of the proposed acceleration.

At the middle school, emphasis shall be placed on participation and skill development as compared to the philosophy of stronger competitiveness and playing to win at the high school level.

### **II. DEFINITIONS:**

Grades 9-12 shall be considered as the high school program.

Grades 7-8 shall be considered the middle school programs considered for acceleration.

### **III. EXCEPTION:**

Some 9<sup>th</sup> grade or junior varsity sports may have limited participants. A 9<sup>th</sup> grade or junior varsity sport that has limited participants may temporarily accelerate middle school participants on an as needed basis. The varsity coach of the activity must submit a written request of need to temporarily accelerate middle school participants to the Activities Director or High School Principal or in their absence the Superintendent in absence of the principal. These students would continue to play at their respective middle school level. This acceleration is intended to allow the district to field a team in a time when its current players are not available (because of injury, illness, etc.). The administrator will make a determination if the temporary acceleration is necessary. A permission form will be signed by the parents or guardians of the middle school athlete who is being accelerated. It must be turned in to the athletic director prior to the participation. The coach is responsible to verify that the permission has been signed and turned into the activities director.

#### **IV. PROCEDURE**

- A. A formal request from the coach to the activities director must be made to accelerate the athlete and must be in writing.
- B. A meeting will then take place between the head coach of the sport involved, the principal and the activities director. The three will discuss any issues (academic, social, eligibility, physical abilities, etc.) and make a consensus decision.
- C. A meeting with both parents if available will be held to discuss the advancement.
- D. If the consensus decision was a “no” a meeting will be held with the parent(s) to explain the rationale for saying “no”.
- E. If the consensus decision was a “yes” a meeting will be held with the parent(s) to explain the advantages and disadvantages of acceleration.
- F. The coach will be responsible to have both custodial parents sign all documents. The documents signify a meeting took place and the parents agreed the student athlete would be accelerated.

#### **VI. PROBLEM CLAUSE**

Within the course of the season, if the move is not working for the student, a meeting can be initiated by either the parent or the coach with the activities director and the principal to discuss any problems. If it is deemed that the move has not been the correct thing for the student, the student can be assigned to return back to their original team. However, the student cannot play on their original team and a higher level team at the same time.

#### **VII. REFERENCES**

MSHSL Bylaws - 105, 302, 109, 303.4 and 105.00 Interpretations

#### **ACCELERATION OVERVIEW**

##### Advantages of Acceleration:

1. Need to challenge the athletes by playing with and against better competition.
2. Opportunity to participate in an increased number of contests.
3. The athlete may experience frustrations due to the disparity in skill level if they continue to play at present level.
4. More opportunities will exist for the athletes from the team the player left. A non-starter now may become a starter.
5. The competition for positions on the team they are moved to may be increased, which may improve intensity and skill development for everyone.
6. Athletes will be given an opportunity to advance their skill level in a team sport just as they can in an individual sport.

### Disadvantages of Acceleration:

1. The parents and athletes of members of the team the athlete is moving to will feel they or their child is being displaced.
2. The athletes/parents from the team they are leaving and the team they are going to could disagree with the promotion causing socialization issues in school and the community for the accelerated athlete.
3. Athletes will sometimes feel they are not connected to any team.
4. The team the athlete is moving from loses a role model and an extra peer teacher to help that team develop the better skills.
5. Expectations for the accelerated athlete may be greater by the coaches, parents, and fans. These expectations may not be realized and thus a sense of failure may emerge.
6. An increased time commitment, longer season, split shifts in practice, transportation issues etc. may negatively impact school work and home responsibilities.
7. The continuity of the grade level team and the team accelerated to could be high disrupted.
8. Acceleration may open the athlete up to scrutiny by parents, classmates and community members.
9. The injury and risk factor is increased due to participation against bigger, faster and stronger athletes

At the time your son/daughter has excellent skills and potential. We believe they have the social and mental capabilities to be accelerated. However, this in no way guarantees them a starting position on a team later in their career. Physical growth, maturity, determination, work ethic, team chemistry and other player development can impact future opportunities.

## CHANGES

Pg 11 code of responsibility

pg 14 board of education

pg 16-18 coaching staff changes (will be adding as we know more)

# Pipestone Area Schools

## Employee Handbook

**2021-2022**

**KEVIN ENERSON**

**Superintendent of Schools**

**507-562-6068**

**[kevin.enerson@pas.k12.mn.us](mailto:kevin.enerson@pas.k12.mn.us)**

ISD #2689 web page: <https://www.pas.k12.mn.us/>

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# Pipestone Area Public Schools Strategic Action Plan 2020-2025

## **Vision:**

District and Community committed to working together to provide educational excellence and support our students for their future.

## **Mission:**

Inspire life-long learners. Build Character. Prepare them for their future.

## **Beliefs:**

We believe:

1. In providing a physical and emotionally safe and secure environment so that all students can learn & excel.
2. That open communication, transparency, and accountability are key for making the best possible decisions for every learner and stakeholder.
3. That collaboration, mutual respect, and support between the home, the school, and the community has a positive impact on each student.
4. That all students, staff, and community members are unique, have worth, value, and deserve to be treated with respect.
5. All learners will be provided with the necessary tools and be offered an education developed to meet their individual needs to achieve all they can.
6. That all students are offered an equitable education developed by a growth-minded staff to enable them to be productive citizens and leaders of the world.

## **Goals:**

1. We will achieve the goals of the World's Best Workforce (WBWF) for all students in the school district.
2. Increase the academic achievement of all students through effective instruction and challenging, engaging, and aligned curriculum and assessments.
3. Provide the resources, programs and personnel that enable all students to be successful.
4. Meet the needs of all students.
5. We will create and maintain a school culture that promotes and builds positive relationships and mutual respect among/ between students, staff, parents/guardians and the community as a whole.
6. We will equip learners and staff with the skills to better prepare for college and workforce.
7. We will maintain a strong fund balance and promote financially responsible spending.
8. The district will effectively communicate to all stake holders in a way that engages stake holders to actively advocate for education.

## DIRECTORY OF INDEPENDENT SCHOOL DISTRICT #2689

<b>Name of School</b>	<b>Address</b>	<b>Phone</b>
<b>District Offices</b> 7:30 a.m. to 4:00 p.m.	<b>1401 7<sup>th</sup> St. SW</b>	<b>507-562-6068</b>
Superintendent's Office-Deb Peschon		507-562-6068
Maintenance Director		507-562-6036
Food Services Director-Jean Bailey		507-562-6018
Business Manager-Jacque Kennedy		507-562-6072
Human Resources/Payroll-Jennifer Dunn		507-562-6071
Accounts Payable-Carol Rudie		507-562-6024
Director of Curriculum/Teaching & Learning- Melany Wellnitz		507-562-6015
Technology Director-Josh Stukel		507-562-6105
Community Education-		507-562-6082
<b>Pipestone Elementary-Toni Baartman, Principal</b>	<b>1401 7<sup>th</sup> St. SW</b>	<b>507-562-6200</b>
Administrative Assistant - Kristie Weinkauf		507-562-6200
Office Manager/Attendance -Lori Ilse		507-562-6200
<b>Pipestone Area Middle/High School- Cory Strasser, Principal</b>	<b>1401 7<sup>th</sup> St. SW</b>	<b>507-825-5861</b>
Administrative Assistant -Kathryn Baker		507-562-6099
Dean of Student's-Scott Boomgaarden		507-562-6083
Activities Director-Rick Zollner		507-562-6084
Attendance/Activities Assist		507-562-6076
Student Services Office-Lupita Campos		507-562-6090

## **ABOUT OUR SCHOOL DISTRICT**

### **I. GENERAL DESCRIPTION**

ISD #2689 is located in Pipestone, Murray, and Rock Counties and covers 418 square miles. The population of the school district exceeds 7,000.

The communities served in ISD #2689 include Hatfield, Holland, Ihlen, Jasper, Pipestone, and Woodstock along with the surrounding rural areas.

ISD #2689 is in the heart of agricultural production as the primary economic resource. Major employers include Pipestone Systems, New Horizon Grains, JBS Meats, Pepsi Distribution, Double D Gravel, and Wilson Manufacturing. Everything here revolves around agriculture.

ISD #2689 is also fortunate to have an education partner with the MN West-Pipestone Campus located north of town.

### **II. SCHOOLS**

- A. Pipestone Area Middle/High School was built in 2003 and encompasses over 196,000 square feet. The building has collaborative learning spaces, outdoor learning areas, an excellent performing arts center, four gym athletic complex, outside athletic facilities for football, baseball, tennis, softball and track. The middle/high school educates students in grades 6-12.
- B. Pipestone Area Elementary School will open September 2021 and is an 85,000 square foot addition to the MS/HS. It will house Preschool through grade five.
- C. MN West leases classroom areas to Pipestone Area Schools for Metal Working classes and Construction Trades.
- D. The District Offices are located in the Middle/High School building. Conference Room 1148 in the MS/HS is used for School Board Meetings.
- E. ISD #2689 contracts with Taher for Food Service Management Services and Ludolph Bus Company for transportation services.

## **EMPLOYEE QUESTIONS AND CONCERNS**

The order for resolving employee questions and concerns is as follows:

1. Employees are encouraged to resolve questions and concerns as close to the source as possible.
2. Communicate with building principal.
3. Communicate with Union Representative.
4. If applicable, file grievance through employment contract.
5. Communicate with superintendent.
6. Communicate with appropriate board level subcommittee.
7. Refer to the board of education for determination.

Administration supports this process and guarantees free access to the use of this problem-solving procedure.

## **EMPLOYEE POLICIES AND PRACTICES**

### **Absences/Delayed Arrival**

When an employee must be absent due to illness or will be late in arriving to work, the employee should notify the supervisor. All staff members should track their leave on Frontline Absence Management.

### **Absence Management**

Frontline Absence Management is an automated substitute calling system. This program allows a paperless way to perform absence (leave) approvals. Teachers, paraprofessionals, and clerical will perform absence requests via Absence Management.

The website is [www.aesonline.com](http://www.aesonline.com). The employee sets up a user name and password. The Employee's PIN is assigned by the Frontline Absence Management Administrator. The employee will create the absence that also doubles as the absence request.

Sick leave has been set up to bypass this approval procedure. Employees will still need to create the absence so that it goes to the substitute pool. With all other absence reasons, employees should know enough ahead of time to be able to get the absence created, approved and a substitute assigned.

If the employee is not familiar with Frontline Absence Management, simple instructions are on the district website "Employee QuickStart Guide" or contact the Frontline Absence Management Administrator at 507-562-6071.

When an absence is created, in the area titled "Notes to Administrator," please indicate the reason for the absence: i.e., doctor's appointment, aunt's funeral, child's orthodontist appointment, closing on house, wedding out of town, etc.

REMEMBER: Any absence other than sick leave the employee creates, does NOT go to the substitute pool until it is approved by the superintendent, principal, or supervisor. Keep this in mind so that the absence is created in a timely manner to get the substitute in place.

### **Building Security**

It is the responsibility of every employee to ensure building security. At no time should exterior doors be propped open. Students are not allowed in the building without adult supervision.

### **Child Custody**

As a result of changing family structures, child custody issues are critical. All employees must acquaint themselves with custody procedures. Building principals will explain the legal aspects of child custody matters to the staff this is applicable to.

### **Confidentiality**

Information you obtain as the result of your employment with the School District is confidential. Respect for the dignity of our students requires that you discuss any student issues with only 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 School 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 appropriate building or the District Office for processing.

### **Contributions and Solicitations**

Solicitations by individuals, other than school employees, must be approved by the superintendent. Contributions and solicitations by employees may constitute hardship for some, as well as create ill feelings on the part of others. Please be considerate of others when “hat passing”, selling tickets and other similar activities. Whenever possible, please restrict these activities to break room areas. These activities should not interfere with the employee's work routine.

### **Copy Machines**

Copy machines, fax machines and laminating machines and printers may be used for educational materials for use in classrooms or assigned school-sponsored activities. Machines used for personal or non-school purposes will have a per page fee. Contact building office staff for this information.

### **Data Privacy**

Schools and school districts collect and maintain a great deal of information about students, teachers and other employees. The collection, release and use of such information is regulated by federal and state law to provide data privacy for the individuals affected, as well as to foster freedom of information and public access to government information. Questions on this subject should be directed to the superintendent's office.

### **District #2689 Computer and Network Tennessen Notice**

The computers, mobile devices, installed software and the network is the property and responsibility of District #2689. District #2689 expects that the computers, mobile devices, software and networks function well. As per district policy, District #2689 expects that the system be in keeping with copyright law, and that the computers, mobile devices, and network be used in a legal manner. As district property, the district has the right and authority to inspect computers, mobile devices, software and network connections as necessary. The district has installed management software that permits monitoring of software installation and computers, mobile devices, use, and permits remote monitoring and maintenance of computer software and hardware. Staff should realize that, due to the nature of networks and "Internet", email is not private. Reference Policy 524, Internet Acceptable Use and Safety Policy.

Management software will be used to manage the network and computer resources of District #2689. Data gathered will be kept on file in the District #2689 Technology Office. If a district policy infraction is found, employees are subject to reprimand and discipline. If criminal action is committed, law enforcement will be notified.

### **Dress Code**

Employees are expected to be neat, clean, and to wear appropriate clothing for the work that is in good taste and suitable for the job at hand. Staff are expected to dress in business casual attire. Building Principals may approve exceptions for appropriate school activities.

### **Employee Performance**

Personnel are the most impactful segment of school operations. All employees are expected to effectively contribute to the overall operation of the school system. Therefore, all employees are encouraged to take appropriate actions to maintain licensure and improve skills by participating in appropriate professional development training opportunities. Supervisory personnel shall periodically communicate job expectations and performance to employees within their supervision responsibilities.

### **Family Medical Leave Act (FMLA)**

FMLA is provided by law for the following: 1) Birth of a child. 2) Adoption or foster child placement. 3) Care for qualified family member. 4) Employee serious health condition. The employee needs to complete an FMLA Application Form (found on the SMARTeR website) as soon as they know they may be eligible. Please contact the business office who will respond within five business days as to eligibility for this leave.

### **Gifts or Favors**

Employees of Independent School District #2689 shall not directly or indirectly receive or agree to receive any payment of expense, compensation, gift, reward, gratuity, favor, service, promise of future employment or other future benefit from any source for any activity related to the duties of the employee.

Token gifts of appreciation from students/parents are acceptable.

### **Job Posting/Employment Application**

All openings will be publicized in one or more of the following: the local newspaper, school website, or on statewide job sites. Interested personnel are encouraged to apply online at [www.pas.k12.mn.us](http://www.pas.k12.mn.us). Click on Employment Opportunities to begin the application process.

### **Mail**

Mailboxes are provided for employees. Employees should check their mailboxes in the morning and before leaving the building in the afternoon. Staff members are expected to respond to communications in a timely manner.

### **Email**

E-mail is the official method of communication with all district employees. E-mail accounts should be checked daily. The district provides a Google account with easily accessible e-mail and other online tools used for collaboration and communication between employees. This account is free of charge and currently is active as long as the employee remains active. Staff members are responsible for all information sent to them via their district assigned e-mail account. Staff will not send or forward on sensitive student information to people not authorized to receive it. Please use the format below for your email signature:

Name, Title  
State Building  
1401 7<sup>th</sup> St SW  
Pipestone, MN 56164  
Direct Phone Number  
[www.pas.k12.mn.us](http://www.pas.k12.mn.us)

Confidentiality Notice: This E-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply E-mail and destroy all copies of the original message.

### **Mandated Reporting**

School employees are required by law to make a report to county Human Services if they suspect child abuse or neglect. When you make a report, you should let your building counselor/social worker know you are doing so; principals would also like to be informed. Do not rely on someone else to make the report for you. Building principals, counselors, and social workers have the reporting forms.

Any employee suspected of abuse or neglect must be reported to the Minnesota Department of Education.

### **Medication**

For the students' protection and care, we ask your cooperation in the matter of administering medications. Only the school nurse and approved health office personnel may administer medications, including over-the-counter medication.

**Before any kind of medication can be given**, a physician's signed authorization and written parental authorization must be given to the school nurse. Not even aspirin can be given to a child by the school nurse without parent's and doctor's consent. **All medications must be in original pharmacy containers.**

Medications should be brought in and/or picked up by a parent or other adult. If you have any questions or concerns, please talk with the nurse in your building

### **Name Badges and Keys**

All employees are required to wear a district issued picture identification while on duty in a school district building or on district property. Keys and Fobs that are issued to you are school district property and it is your responsibility to maintain control of them at all times. Students and non-employees are not allowed to use your keys and Fobs. Report lost or stolen keys immediately to your building principal.

### **Outside Employment/Employee Conflict of Interest**

No employees of the district shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with duties and responsibilities in the school system. Nor shall any employee engage in any type of private business during school time or on school property.

### **Personal Leave**

A request for a personal leave day must be made in accordance with employee Master Agreements. Personal Leave is allowed to take care of personal business with permission of the Superintendent of Schools.

### **Personal Property on School District Premises**

The school district is not responsible for the loss of money and/or valuables belonging to employees. If articles or money are missing, supervisors should be notified immediately. Any lost items found on school district property should be turned over to the building principal's or superintendent's office in an attempt to find the rightful owner. PAS asks that employees not bring personal furniture into the school. Any questions regarding this should be directed to your building principal.

### **Personnel Records**

The superintendent's office maintains employment records. Personnel files are the property of Independent School District #2689; however, employees have the right to review their personnel files. The conditions under which files are reviewed will be in accordance with state laws.

It is necessary that the district keep employee records current. Employees should notify the payroll department/superintendent's office if the following happens:

1. Change in address and/or telephone number.
2. Change in marital status.
3. Court-ordered payroll deductions for child support.
4. Birth, adoption or death of any dependent.
5. Legal change in name.
6. Citizenship status.

### **Purchasing of Supplies**

All purchases are required to be approved by Administration prior to purchase. Complete instructions are available at <https://www.pas.k12.mn.us/page/6069>.

### **Reimbursement of Expenses**

An Expense Claim Form must be filled out to receive reimbursement for authorized travel expenses. Receipts must be attached to the Expense Claim Form for every expense except mileage. Must be submitted by the 10<sup>th</sup> to be on monthly payroll.

If a meal is included in the registration cost of a conference or meeting, it is expected that the employee will not request reimbursement if the employee chooses to eat the meal elsewhere. It is also expected that if the employee could reasonably eat a meal at home or at work before leaving for or after returning from an out-of-district trip, no reimbursement will be requested for that meal if the employee chooses to eat the meal elsewhere. No reimbursement will be made for alcoholic beverages. The maximum reimbursable amount for meals is not to exceed \$35 per day.

Expenses will not be reimbursed without prior approval by the building principal or appropriate supervisor. The time limitation for expense reimbursement is 45 days. Please refer to Policy #412 - Expense Reimbursement.

### **Resignation/Termination**

Non-certified employees are asked to give at least ten (10) working days' notice in writing to their supervisor if they wish to terminate employment.

### **School Vehicles**

All requests for the school vehicle must be scheduled and approved by the business office. You can request a vehicle on the school website under the District tab. The cost of school vehicle use will be charged to the appropriate budget. If transporting students, Type III Certification is required.

### **School Closing**

Occasionally, school may be canceled due to emergency situations. The school district has an instant messaging system known as School Messenger. Parents and staff will automatically receive a telephone message, e-mail and/or text message announcing the cancellation. Local television/radio stations will also be notified. All school closings, delayed starts or early dismissals will be announced as early as possible.

### **Social Media**

PAS Policy 479 provides guidance when using social media. Employees are expected to serve as positive ambassadors of Pipestone Area Schools. Any employee who fails to comply with the guidance set forth may be subject to disciplinary action.

### **Staff Development Requests**

Please use the following link to access the online form for the building you are assigned to request to attend professional development opportunities: <https://sites.google.com/pas.k12.mn.us/ctl/staff-development>

## **Technology and Internet Acceptable Use & Safety**

PAS Policy 524 sets policies and guidelines for access to school computer systems and the internet for students and employees. The use of the system is a privilege and limited to educational purposes, therefore, there is limited expectations of privacy.

## **Telephones**

Telephones are provided for use by school personnel. Please provide a professional greeting for your voicemail box. Any long-distance calls by personnel, without an assigned phone, should be made in the office and recorded on the appropriate sheet. Long distance calls must be for school business purposes only. Excessive use of phones for personal purposes during the workday is not acceptable. Personal cell phones should be activated only during a scheduled break period or a non-contact time with students.

## **Telephone and Voicemail Service Guidelines for School Buildings:**

### **Answering External Phone Calls:**

*Hello (or good morning/good afternoon), state school building, this is (give at least first name), how may I help you?*

### **Answering Internal Phone Calls:**

*State School Building, this is (give at least first name).*

### **Standard Voicemail Greeting:**

*Hello, you have reached the voicemail for name (first and last) with state building. I am unable to take your call at this time. Please leave a message and I will contact you as soon as possible. If your call needs immediate assistance please contact (state person and phone number).*

### **Out of Office/Out of District Greeting:**

*Hello, you have reached the voicemail for name (first and last) with state building. I am out of the office until (give date). Please leave me a message and I will return your call when I am back in the office. If you need immediate assistance please contact (give name and number).*

## **Visitors/Registration of Visitors**

Visitors must register in the principal's office and be issued an identification sticker or visitor badge before conducting any activity within the school building. Employees are expected to approach any individual who is not wearing an identification sticker, ask if they can be of assistance and direct/escort the individual to the office.

## **BUILDING UTILIZATION/SAFETY**

### **Access to Building After Hours**

Authorized employees may enter the building in which the individual works after working hours for preparation and study. Employees are responsible for the building during the time they are in the building after hours and are to see that all doors and windows are locked and all lights are out upon leaving the building. Buildings are not to be used for unauthorized activities at any time. If there are any

questions as to the use of the building after hours, contact the building principal. Do not allow any unauthorized personnel into the building after hours.

### **Crisis Management Handbook**

Employees should know each building's crisis management plan. District #2689 has procedures in place for evacuation situations such as a tornado, fire, and other crisis situations. A copy of the plan is located in each classroom and office containing details of emergency procedures.

### **Health and Safety**

Independent School District #2689 is committed to providing a healthy and safe working environment for all employees and students. The Health and Safety Committee is chaired by Travis Dethlefs who may be contact at [travis.dethlefs@pas.k12.mn.us](mailto:travis.dethlefs@pas.k12.mn.us).

### **Parking**

Parking facilities are provided near school buildings and other district facilities. Employees may select a parking space in staff lots, on a first come/first serve basis. Do not park in student or visitor areas. Independent School District #2689 is not responsible for fire, theft or personal liability for employees' vehicles or the contents of the vehicle.

### **Property of Independent School District #2689**

All offices, lockers, desks, files, computers, etc. are considered property of Independent School District #2689. District #2689 reserves the right to inspect any/all such property at any time.

### **School Lunch**

All employees may purchase school lunches at the adult rate established annually.

### **Smoke Free Environment**

Minnesota law prohibits the use of tobacco products in school buildings, school-owned vehicles, school grounds and at all school-sponsored events and activities.

## **EQUAL EMPLOYMENT OPPORTUNITY**

ISD #2689 will comply with all applicable laws governing equal employment opportunity. This policy extends to all applicants and employees and to all aspects of the employment relationship including, but not limited to, recruiting, hiring, promotion, transfer and compensation.

Specifically, the school district will provide equal employment and advancement opportunity on the basis of merit within the context of its unique business environment, and without regard to race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, veteran status or age or any other characteristic protected by municipal, state or federal laws.

A complaint of discrimination or harassment should be reported immediately to the District Human Rights Officer, Kevin Enerson.

ISD #2689 employees are expected to be familiar with and adhere to all policies of the district. Suggested policies to reference are:

- 410 Family and Medical Leave Act
- 413 Harassment and Violence
- 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- 501 Weapons
- 514 Bullying Prohibition
- 516 Student Medication
- 610 Field Trips

\*Policies are subject to change by action of the school board and employees are responsible for being aware of changes. The policy manual can be found on the district web site.

<https://www.pas.k12.mn.us/page/4195>

## **CODE OF ETHICS FOR MINNESOTA TEACHERS**

Each teacher upon entering the teaching profession assumes a number of obligations, one of which is to adhere to a set of principles, which defines professional conduct. These principles are reflected in the following code of ethics, which sets forth to the education profession and the public it serves, standards of professional conduct and procedures for implementation.

This code shall apply to all persons licensed according to rules established by the Board of Teaching.  
Standards of Professional Conduct

The standards of professional conduct are as follows:

- A.** A teacher shall provide professional education services in a nondiscriminatory manner.
- B.** A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.
- C.** In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
- D.** A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.
- E.** A teacher shall not use professional relationships with students, parents, and colleagues to private advantage.
- F.** A teacher shall delegate authority for teaching responsibilities only to licensed personnel.
- G.** A teacher shall not deliberately suppress or distort subject matter.
- H.** A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.
- I.** A teacher shall not knowingly make false or malicious statements about students or colleagues.
- J.** A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.

The enforcement of the provisions of the Code of Ethics for Minnesota Teachers shall be in accordance with Minnesota Administrative Rule 8710.2100

## **CODE OF ETHICS FOR PIPESTONE AREA SUPPORT STAFF**

The Code of Ethics applies to all persons who are part of the support staff.

### **Standards of Professional Conduct**

The standards of professional conduct are as follows:

- A.** Support staff shall provide professional services in a nondiscriminatory manner.
- B.** Support staff shall take reasonable action to provide an atmosphere conducive to learning.
- C.** Support staff shall take reasonable action to protect students and staff from conditions harmful to health and safety.
- D.** In accordance with state and federal laws, support staff shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
- E.** Support staff shall not use professional relationships with students, parents and colleagues to private advantage.
- F.** Support staff shall not knowingly falsify or misrepresent records or facts relating to that support staff's qualifications or to other support staffs' qualifications.
- G.** Support staff shall not knowingly make false or malicious statements about students or colleagues.

## **CODE OF ETHICS FOR MINNESOTA SCHOOL ADMINISTRATORS**

The Code of Ethics applies to all persons licensed as school administrators.

### **Standards of Professional Conduct**

The standards of professional conduct are as follows:

- A.** A school administrator shall provide professional educational services in a nondiscriminatory manner.
- B.** A school administrator shall take reasonable action to protect students and staff from conditions harmful to health and safety.
- C.** A school administrator shall take reasonable action to provide an atmosphere conducive to learning.
- D.** A school administrator shall not misuse professional relationships with students, parents and caregivers, staff, or colleagues to private advantage.
- E.** A school administrator shall disclose confidential information about individuals only when a compelling professional purpose is served in accordance with state and federal laws, and school district policies.
- F.** A school administrator shall not knowingly falsify or misrepresent records or facts relating to the administrator's qualifications, or to the qualifications of other staff or personnel.
- G.** A school administrator shall not knowingly make false or malicious statements about students, students' families, staff, or colleagues.

- H. A school administrator shall not accept gratuities, gifts, or favors that impair professional judgment, nor offer any favor, service, or item of value to obtain special advantage.
- I. A school administrator shall only accept a contract for a position when licensed for the position or when a school district is granted a variance by the commissioner of the Minnesota Department of Education under Minnesota Statutes, section 121.11, subdivision 7b.
- J. A school administrator, in filling positions requiring licensure, shall employ, recommend for employment, and assign only appropriately licensed personnel, or persons for whom the school district has been granted a variance by the appropriate state board or agency, unless, after making reasonable efforts to obtain a variance, an appropriately licensed person cannot be assigned and the position must be filled to meet a legitimate emergency educational need.
- K. A school administrator shall not engage in conduct involving dishonesty, fraud, or misrepresentation in the performance of professional duties.

## **EMPLOYEE WORKING CONDITIONS**

Employee working conditions are defined in each respective employee master agreement. Employees are requested to familiarize themselves with their respective master agreements. Any unanswered questions should be referred to the union representative or building principal. Specific attention should be paid to: holidays, vacations, leaves, work breaks, absences, hours of work, resignation and termination. Staff should refer to employee master agreement for references to snow day procedures.

### **Compensation**

Wages, salaries and benefits are established through negotiated labor contract agreements between the Independent School District #2689 Board of Education and the Exclusive Representative for the following employee groups:

Pipestone Area Educational Support Professionals for Paraprofessionals

Pipestone Area Educational Support Professionals for Custodians, Secretaries, and Accounts Payable

Pipestone Area Education Association

Pipestone Area Principals Association

Any questions regarding compensation, benefit enrollment, coverage or claim processing should be directed to the Human Resource/Payroll Officer located in the business office.

### **Wage Theft Law**

MN Wage Theft Law – Effective July 1, 2019 – MN Statutes 181.032 & 177.30 & 181.101 requires the following from employers and employees

- 1) Employees will be provided with earnings statements (pay stubs and/or direct deposit notices).
- 2) A “Wage Statement Report” will be provided at the start of employment, and for current employees the first time there is a change to one of the listed Wage Statement items listed below:

- Employee’s employment status and whether an employee is exempt from minimum wage, overtime and other state wage and hour laws, and on what basis.
- Number of days in the employee’s pay period and the regularly scheduled payday.
- Date the employee will receive the first payment of wages earned.
- Employee’s rate or rates of pay and the basis thereof, including whether the employee is paid by the hour, shift, day, week, salary, piece, commission or other method and the specific application of any additional rates.
  - Allowances, if any, that may be claimed for permitted meals and lodging.
  - Provision of paid vacation, sick time or other paid time off (PTO), how the paid time off will accrue and terms for its use.
- A list of deductions that may be made from the employee’s pay.
- Employer’s legal name and the operating name, if different.
- Physical address of employer’s main office or principal place of business and a mailing address, if different.
- Employer’s telephone number.

\*This statement must be signed by the employee (may be electronically) and the district is required to keep a copy of every signed statement based on the record retention requirement.

- 3) The district will track that personnel policies have been provided to employees and on what date. This list should include a list of policies available to employees and a brief summary about each of the policies.

The District will use SMARTeR to meet the requirements of the MN Wage Theft Law.

### **Direct Deposit**

Individuals are required to use automatic deposit. Payroll checks will automatically be deposited in employee accounts the morning of payday. Please contact the payroll coordinator for SMARTeR information to be able to view the deposit online.

### **Income Withholding**

Any court order/notice for income withholding (child/spousal support, earnings withholding, etc.) will be followed as directed by the court and will continue until the school district is notified by the court to stop the withholdings.

### **Payday**

Payday occurs on the 20th of each month. If this date falls on a Saturday or Sunday, employees will be paid on the preceding workday. Pay stubs will be available for viewing on SMARTeR the morning of payday.

### **Overtime Pay**

Employees eligible for overtime must have prior approval by the employee’s supervisor. Payment will be made at the next payroll period.

## **Timesheets**

Timesheets for all hourly employees are created electronically through TimeClock Plus. Corrections are due to Payroll/HR by the 10<sup>th</sup> of each month. Principals will approve final timesheets.

\*Custodians will punch in and out, as they have done in the past.

## **Unemployment Compensation**

The school district complies with state laws covering this employee benefit. If the employee believes he/she may be eligible for benefits under this program, contact the local Minnesota Job Service office.

## **Wage Disclosure Protection**

Under the Minnesota Wage Disclosure Protection Law, you have the right to tell any person the amount of your wages. Your employer cannot retaliate against you for disclosing your own wages. Your remedies under the wage disclosure protection law are to bring a civil action against your employer and/or file a complaint with the Minnesota Department of Labor and Industry at 651-284-5070 or 800-342-5354.

## **Workers' Compensation**

The school district is enrolled in a workers' compensation certified managed care plan with SFM. If an employee is injured at work, the supervisor must be contacted immediately. A first report of injury is then completed, returned to the business office and then will be forwarded to the workers' compensation insurance carrier. If injury results in loss of work, and reimbursement is received from the workers' compensation company, send a copy of the check to the business office.

## **Retirement Plans**

### **PERA**

Non-certified employees who meet PERA requirements must participate in PERA (Public Employees Retirement Association). The current member and the school district contribute to the employee's retirement account. All rates are controlled by legislation.

### **TRA**

Licensed teaching and administrative positions are covered by TRA (Teachers Retirement Association). The employee and the school district currently contribute to the employee's retirement account. All rates are controlled by legislation.

### **Social Security**

Employees are covered under the Federal Social Security Program. The Social Security deduction consists of two parts: the OASDI (Old Age Survivors and Disability Insurance) portion and the MEDI (Medicare) portion. The school district pays an equal amount into the employee's Social Security account program. The rates are subject to federal regulations.

**Extract of School Board Meeting Minutes  
Independent School District No. 2689  
Pipestone Area Schools  
State of Minnesota**

Pursuant to due call and notice thereof, a School Board meeting of Independent School District No. 2689, State of Minnesota, was held on July 26, 2021 at 7:00 p.m., for the purpose in part, of approving the District's Fiscal Year (FY) 23 Long-Term Facility Maintenance Ten-Year Plan as established in Minnesota Statutes, section 123B.595.

School Board Member \_\_\_\_\_ introduced the following resolution and moved its adoption.

**Resolution Adopting Independent School District No. 2689  
FY23 Long-Term Facilities Maintenance Ten-Year Plan**


**Be It Resolved** that the School Board of Independent School District No. 2689, State of Minnesota, approves the attached FY23 Long-Term-Facilities Maintenance Ten-Year Plan.

The motion for the adoption of the foregoing resolution was duly seconded by School Board Member \_\_\_\_\_ and, upon vote being thereon, the following voted in favor of the motion:

And the following voted against:

**Whereupon** the resolution was declared duly passed and adopted on the 26<sup>th</sup> day of July, 2021.

\_\_\_\_\_  
School Board Clerk

 DEPARTMENT OF EDUCATION		Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266		Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only								ED - 02478-07	
Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.													
<b>District Info.</b> District Name: Pipestone Area Schools District Number: 2689 District Contact Name: Kevin Enerson Contact Phone #: 507-562-6068		<b>Enter Information</b> Date: 7/26/2021 Email: kevin.enerson@pas.k12.mn.us											
				<b>Fiscal Year (FY) Ending June 30</b>									
<b>Expenditure Categories</b> Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.		2021 (base year)	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	
<b>Finance Code</b> <b>Category (1)</b>													
347	Physical Hazards	\$4,315	\$1,400	\$1,120	\$1,200	\$1,130	\$1,200	\$1,300	\$1,500	\$1,600	\$1,800	\$2,000	
349	Other Hazardous Materials	\$1,514	\$3,000	\$5,350	\$5,400	\$5,400	\$5,500	\$5,600	\$5,700	\$5,800	\$5,800	\$6,000	
352	Environmental Health and Safety Management	\$10,447	\$10,956	\$11,130	\$11,200	\$11,200	\$11,350	\$11,800	\$12,275	\$12,750	\$13,100	\$13,900	
358	Asbestos Removal and Encapsulation	\$11,222	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
363	Fire Safety	\$17,328	\$10,925	\$9,900	\$10,050	\$10,420	\$10,450	\$10,600	\$10,700	\$10,800	\$10,800	\$11,000	
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>Total Health and Safety Capital Projects</b>		<b>\$44,826</b>	<b>\$76,281</b>	<b>\$27,500</b>	<b>\$27,850</b>	<b>\$28,150</b>	<b>\$28,500</b>	<b>\$29,300</b>	<b>\$30,175</b>	<b>\$30,950</b>	<b>\$31,500</b>	<b>\$32,900</b>	
<b>Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year</b>													
<b>Finance Code</b> <b>Category (2)</b>													
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>Total Health and Safety Capital Projects \$100,000 or More</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151</b>													
<b>Finance Code</b> <b>Category (3)</b>													
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>Total Remodeling for Approved Voluntary Pre-K Projects</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Accessibility</b>													
<b>Finance Code</b> <b>Category (4)</b>													
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>Total Accessibility Projects</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Deferred Capital Expenditures and Maintenance Projects</b>													
<b>Finance Code</b> <b>Category (5)</b>													
368	Building Envelope	\$0	\$0	\$0	\$0	\$2,500	\$0	\$0	\$0	\$150,000	\$0	\$0	
369	Building Hardware and Equipment	\$32,213	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
370	Electrical	\$90,000	\$0	\$0	\$30,000	\$0	\$10,400	\$0	\$0	\$0	\$0	\$0	
379	Interior Surfaces	\$29,820	\$40,000	\$3,000	\$0	\$115,000	\$0	\$0	\$0	\$0	\$0	\$0	
380	Mechanical Systems	\$0	\$0	\$167,000	\$145,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
381	Plumbing	\$5,051	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
383	Roof Systems	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
384	Site Projects	\$129,318	\$255,000	\$0	\$0	\$120,000	\$110,000	\$120,000	\$290,000	\$290,000	\$290,000	\$290,000	
<b>Total Deferred Capital Expense and Maintenance</b>		<b>\$286,402</b>	<b>\$295,000</b>	<b>\$170,000</b>	<b>\$175,000</b>	<b>\$237,500</b>	<b>\$120,400</b>	<b>\$120,000</b>	<b>\$290,000</b>	<b>\$440,000</b>	<b>\$290,000</b>	<b>\$290,000</b>	
<b>Total Annual 10-Year Plan Expenditures</b>		<b>\$331,228</b>	<b>\$371,281</b>	<b>\$197,500</b>	<b>\$202,850</b>	<b>\$265,650</b>	<b>\$148,900</b>	<b>\$149,300</b>	<b>\$320,175</b>	<b>\$470,950</b>	<b>\$321,500</b>	<b>\$322,900</b>	
<b>Fund Balance Section</b>													
<b>Fund 01</b>													
Beginning Fund Balance 01-467-XX		\$90,239	\$90,799	\$77,035	\$57,092	\$44,815	-\$17,967	\$48,657	\$127,536	\$48,196	-\$169,264	-\$224,618	
LTFM Fiscal Year Revenue - Levy		\$273,466	\$316,133	\$150,613	\$168,517	\$180,741	\$192,567	\$203,871	\$215,182	\$226,494	\$237,804	\$249,105	
LTFM Fiscal Year Revenue - Aid if Applicable		\$58,322	\$41,384	\$26,944	\$22,127	\$22,957	\$24,308	\$25,653	\$26,996	\$28,342	\$29,697	\$31,052	
LTFM Fiscal Year Revenue Other		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Transfer OUT if applicable - Special Legislation FY 20 and FY 21		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Estimated Fiscal Year Expenditures		\$331,228	\$371,281	\$197,500	\$202,850	\$265,650	\$148,900	\$149,300	\$320,175	\$470,950	\$321,500	\$322,900	
<b>Ending Fiscal Year Fund Balance 01-467-XX</b>		<b>\$90,799</b>	<b>\$77,035</b>	<b>\$57,092</b>	<b>\$44,815</b>	<b>-\$17,967</b>	<b>\$48,657</b>	<b>\$127,536</b>	<b>\$48,196</b>	<b>-\$169,264</b>	<b>-\$224,618</b>	<b>-\$268,716</b>	
<b>Fund 06</b>													
Beginning Fund Balance 06-467-XX		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Fiscal Year Bonded Revenue		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Fiscal Year Revenue Other		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Other Transfers		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Estimated Fiscal Year Expenditures		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>Ending Fiscal Year Fund Balance 06-467-XX</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
End of worksheet													

FY 23 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/12/2021										
2689	<= Type in School District Number													
	PIPESTONE AREA SCHOOL DISTRICT		Change only											
			if requiring levy	Payable 2021										
<b>Calculations for Ten Year Projection</b>				Pay 21	adjustments	LLC Certification	Current Estimate							
		LLC #	2689	FY 2022	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
1	Type your district number in cell A2 (Minneapolis = 1.2)													
2	Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 16b to 18, 20, 21, 26, 27 and 50b													
3	Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33													
4	Look-up data from following tabs													
5	<b>Initial Formula Revenue</b>													
6	Current year APU	57		1,184.60	1,168.95	1,165.64	1,165.64	1,165.64	1,165.64	1,165.64	1,165.64	1,165.64	1,165.64	1,165.64
6a	Additional Pre-K Pupil Units ( line 19 of Pre-K application)													
6b	Total Adjusted Pupil Units = (6) + (6a)				1,168.95	1,165.64	1,165.64	1,165.64	1,165.64	1,165.64	1,165.64	1,165.64	1,165.64	1,165.64
7	District average building age (uncapped)	451		28.17	28.17	14.03	15.03	16.03	17.03	18.03	19.03	20.03	21.03	22.03
8	Formula allowance		\$	380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00
9	Building age ratio = (Lesser of 1 or (7) / 35)	452			0.80486	0.40086	0.42943	0.45800	0.48657	0.51514	0.54371	0.57229	0.60086	0.62943
10	Initial revenue = (6) * (8) * (9)	453		362,305	357,518	177,557	190,213	202,868	215,524	228,179	240,835	253,490	266,146	278,801
11	<b>Added revenue for Eligible H&amp;S Projects &gt; \$100,000 / site</b>													
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess	702			-	-	-	-	-	-	-	-	-	-
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)	756			-	-	-	-	-	-	-	-	-	-
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)	701			-	-	-	-	-	-	-	-	-	-
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)	755			-	-	-	-	-	-	-	-	-	-
16a	Existing Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue from "IAQFAA Bonds" tab				-	-	-	-	-	-	-	-	-	-
16b	New debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue				-	-	-	-	-	-	-	-	-	-
17	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue = (16a) + (16b)	767			-	-	-	-	-	-	-	-	-	-
18	Pay as you go revenue for eligible new H&S projects > \$100,000 / site	455			-	-	-	-	-	-	-	-	-	-
19	Total additional revenue for eligible H&S projects >\$100,000 / site (12) - (13) + (14) - (15) + (17) + (18)	456			-	-	-	-	-	-	-	-	-	-
<b>Added revenue for Pre-K remodeling (for VPK approvals only)</b>														
20a	Net debt service for bonds approved for Pre-K remodeling	768			-	-	-	-	-	-	-	-	-	-
20b	Pay as you go for projects approved for Pre-K remodeling	457			-	-	-	-	-	-	-	-	-	-
20c	Total Pre-K revenue				-	-	-	-	-	-	-	-	-	-
20d	<b>Total New Law Revenue (10) + (19) + (20c)</b>	458			357,518	177,557	190,213	202,868	215,524	228,179	240,835	253,490	266,146	278,801



FY 23 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/12/2021										
2689	<= Type in School District Number													
	PIPESTONE AREA SCHOOL DISTRICT													
		Change only												
		if requiring levy	Payable 2021											
<b>Calculations for Ten Year Projection</b>				Pay 21	adjustments	LLC Certification	Current Estimate							
	LLC #	2689	FY 2022	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	
51	Total Debt Service Revenue = (49) + (50) + (50b)			770	-	-	-	-	-	-	-	-	-	-
52	Equalized debt Service Revenue (lesser of (43) or (51))			486	-	-	-	-	-	-	-	-	-	-
53	Debt Service Aid = (52) * (42)			488	-	-	-	-	-	-	-	-	-	-
54	Equalized Debt Service Levy = (52) - (53)			489	-	-	-	-	-	-	-	-	-	-
55	Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))			490	-	-	-	-	-	-	-	-	-	-
56	<b>General Fund Portion of Revenue (non-grandfather districts)</b>													
57	Total General Fund Revenue = (34) - (51)			491	357,518	177,557	190,213	202,868	215,524	228,179	240,835	253,490	266,146	278,801
58	General Fund Equalized Revenue = (43) - (52)			492	357,518	177,557	190,213	202,868	215,524	228,179	240,835	253,490	266,146	278,801
59	Total General Fund Aid = (46) - (53)			493	41,384	26,944	22,056	22,127	22,957	24,308	25,653	26,996	28,342	29,697
60	General Fund Equalized Levy = (58) * (41)			494	316,133	150,613	168,157	180,741	192,567	203,871	215,182	226,494	237,804	249,105
61	General Fund Unequalized levy = (57) - (58)			495	-	-	-	-	-	-	-	-	-	-
62	Total General Fund Levy = (60) + (61)			496	316,133	150,613	168,157	180,741	192,567	203,871	215,182	226,494	237,804	249,105
<b>Notes:</b> 1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid. 2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan. 3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.														

The following resolution was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ :

**RESOLUTION REGARDING FUND BALANCE TRANSFERS**

WHEREAS, Minnesota Laws 2020, Chapter 116/House File 4415, Article 3 Section 8, Subdivision 1, which stated in part:

“Section 8. FUND TRANSFERS; FISCAL YEARS 2020 AND 2021 ONLY. Subdivision 1.  
Fund and account transfers allowed. Notwithstanding Minnesota Statutes, section 123B.80, subdivision 3, for fiscal years 2020 and 2021 only, a school district, charter school, or cooperative unit may transfer any funds not already assigned to or encumbered by staff salary and benefits, or otherwise encumbered by federal law, from any accounts or operating fund to the undesignated balance in any other operating fund...”

WHEREAS, a fund transfer is allowed if the transfer meets the criteria set forth in Section 8 of Minnesota Laws 2020, Chapter 116/House File 4415, Article 3:

1. The transfer does not increase state aid obligations to the district or result in additional property tax authority for the district or charter school.
2. A transfer is limited to the operating funds of a district or charter school.
3. A school board must approve a fund transfer by the fiscal year reporting deadline.
4. A district or charter school must maintain accounting records for the purpose of this Executive Order that are sufficient to document both the specific funds transferred and use of those funds. Such accounting records are subject to auditor review.
5. Any execution of this flexibility must not interfere with or jeopardize funding per federal requirements.
6. Any transfer must not interfere with the equitable delivery of distance learning or social distancing models

WHEREAS, the School Board of Pipestone Area Schools, Independent School District 2689, has determined that the criteria identified under Section 8 have been satisfied for a fund transfer pursuant to Minnesota Laws 2020, Chapter 116/House File 4415, Article 3;

WHEREAS, the School Board of Pipestone Area Schools has reviewed and approved the attached *Request for Fund Transfer*

THEREFORE, BE IT RESOLVED, that the School Board of Independent School District 2689 authorizes the School District administration to submit the attached *Request for Fund Transfer*.

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted.

By: \_\_\_\_\_  
Chair

By: \_\_\_\_\_  
173Clerk

Transfer of Funds Request under Minnesota Laws 2020, Chapter 116/House File 4415, Article 3 Section 8

Please submit this form with attachments via email to [MDE.UFARS-Accounting@state.mn.us](mailto:MDE.UFARS-Accounting@state.mn.us).

**District Information**

District Name: Pipestone Area Schools District Number: 2689 District Type: 01  
 Superintendent's Name: Kevin Enerson Fiscal Year: 2021

Requested Amount of Transfer: \$ 34,046.69

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	Fund	Program Code	Finance Code	Balance Sheet Reserve Account Number	Balance Sheet Reserve Name	Funding Statute
To:	01	203	000	01-422-000	GF Unassigned Fund Balance	
From:	01	203	309	01-459-000	Basic Skills Extended Time	

Summarize the intended purpose and uses of the transferred funds (Please be specific):

To cover the additional expense of summer school due to COVID.

The following must be attached:

- Copy of the board resolution stating the fund transfer must not interfere with the equitable delivery of distance learning or social distancing models.
- Copy of the board minutes documenting adoption of the board resolution (above) and board approval for the transfer of funds in the amount of this application.

**Verification of Information**

I hereby verify that the information provided on this form is true and accurate to the best of my knowledge.

\_\_\_\_\_  
 Superintendent – Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Board Chair or Board Designee – Signature

\_\_\_\_\_  
 Date

**Brown and Hill Elementary School Decomissioning  
Bid Results**

<b>LinnCo</b>	<b>Rachel</b>	<b>Dulas</b>	<b>Double "D" Gravel</b>	<b>DRC</b>
\$ 697,000.00	\$ 986,700.00	\$ 785,000.00	\$ 896,495.00	\$ 549,000.00



# Double "D" Gravel Inc.

611 4th St NE . PO Box 400

Pipestone, MN 56164

507-825-5552 Phone . 507-825-4420 Fax



PROPOSAL SUBMITTED TO: <u>Pipestone Area Schools</u>	DATE: <u>7-23-21</u>
STREET:	PHONE/FAX:
CITY, STATE, AND ZIP CODE: <u>Pipestone</u>	JOB NAME: <u>Brown/Hill Demolition</u>
CONTACT: <u>Kraus Anderson / Cal</u>	JOB LOCATION: <u>Pipestone</u>

We hereby submit specifications and estimates for:

To properly demolish and dispose of Brown and Hill schools.

Including,

Properly capping sewer and water in blind.

Removing asbestos and hazardous material identified in report (5-12-21)

Removal and proper disposal of unwanted appliances, desks, furniture, etc.

Recycling concrete off site when possible, impractical concrete will be hauled to our landfill and properly disposed.

Remove all concrete and rubble including piping under building.

Remove all parking lots, sidewalks, playground equipment.

All disturbed areas will be filled with fill dirt and topped off with black dirt and seeded with grass seed.

Any unidentified asbestos/hazardous material found will be discussed with school and agree to a plan.

\* With the exception of asbestos contractor, all work done on this project will be performed by local people.

We Propose hereby to furnish material and labor--complete in accordance with above specifications, for the sum of:

dollars

869,495<sup>00</sup>

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices.

Authorized Signature

**Acceptance of Proposal**--The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Note: This proposal may be withdrawn by us if not accepted

Within 30 days.

Date of Acceptance \_\_\_\_\_

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Signature \_\_\_\_\_



**DRC INC**  
4880 Clear Spring Rd  
Minnetonka, MN 55345

**ADDRESS**

KRAUS-ANDERSON  
CONSTRUCTION COMPANY  
502 2nd Ave SW  
Rochester, MN 55902

**Estimate 1178**

**DATE 07/22/2021**



ACTIVITY	AMOUNT
<p><b>Estimate</b> Complete demolition of Brown and Hill Elementary School items included : -abatement per IEA report dated May 12, 2021 -disconnect utilities at curb -plant grass with fertilizer This price is negotiable</p>	549,000.00

**TOTAL \$549,000.00**

Accepted By

Accepted Date



**Proposal**

LinnCo, Inc.  
 2151 Troop Drive, Suite #100  
 Sartell, MN 56377

Phone (320) 272-8288

Submitted to		Job Name	
Name	Kraus-Anderson Construction Company	Name	Demolition of Brown and Hill Schools
Attn:	Tyler Kaczmarek		
Address	502 2nd Avenue SW	Address	
City, State, Zip	Rochester, MN 55902	City, State, Zip	Pipestone, MN
Phone:	507-226-8690	Cell:	701-866-5402
Date:	7/23/2021	Bid Date:	7/23/2021
		Time Due:	2:00 PM

**Description** Demolition of former Brown and Hill Schools in Pipestone, MN

Included: Permits, Notifications  
 Mobilization - Both sites to be available for demolition at time of mob  
 Temporary construction fence  
 SWPPP and NPDES permit for each site  
 Erosion control and inlet protection  
 Removal of universal wastes  
 Asbestos abatement per the survey provided  
 Note: Abatement will require use of Owner supplied power and water  
 Disconnect one water and one sewer service from each school building  
 Disconnects to be completed at property line per pre bid meeting discussions  
 Complete above grade demolition of structures  
 All debris to be disposed of at a MPCA approved landfill  
 Complete below grade demolition  
 Furnish and install clay backfill materials to within three inches of adjacent areas  
 Remove bituminous pavement and concrete pavement on school sites  
 Furnish and install topsoil to match adjacent areas  
 Note: Existing topsoil to be stripped and reused  
 Seed disturbed areas  
 Note: Maintenance by Owner

Excluded: Winter conditions

Note: Depending on timing of contract, restoration work may have to take place in the spring of 2022

**TOTAL PRICE: \$ 697,000.00**

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Prepared by - Nick Linnemann, President  
 LinnCo, Inc.

7/23/2021

Date

Accepted by (Signature)

Title, Company

Date

July 23rd, 2021

Mr. Tyler Kaczmarek  
Kraus Anderson Construction  
Rochester, MN  
Email: tyler.kaczmarek@krausanderson.com  
Direct: 701.866.5402

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**PROJECT: Pricing for demolition services for Brown and Hill Elementary Schools in Pipestone, MN**

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**Quotation:**

<b>Asbestos abatement and demolition of Brown Elementary</b>	<b>\$489,911.00</b>
<b>Asbestos abatement and demolition of Hill Elementary</b>	<b>\$496,789.00</b>

**Work to include:**

- Mobilization and permit fees
- Water and sewer disconnections within property limits
- Coordinate other utility services with service providers
- Temp site security and erosion control BMP's
- Asbestos removal as provided of positive materials as shown in the IEA Survey dated May 12<sup>th</sup>, 2021
- Regulated waste collection and disposal
- Building demolition including below grade structures associated with the building
- Demolition of existing lots, sidewalks curb and gutter
- Transportation and disposal fees
- Import fill for depressed areas (crawl space)
- Grade and seed site upon

**Work to Exclude:**

- Underground utility removal
- Personal property disposal, white goods, paper, cardboard removal and disposal
- Clearing and grubbing, tree removal (unless incidental with building removal)
- Soil corrections/ contaminated soil removal
- Maintaining site after seed is placed
- Underground storage tank removal
- Well sealing

Thanks for the opportunity to offer our services, if you have any questions or comments please do not hesitate to call me.

Sincerely,

Don Ritsen

Project Estimator

Ph: 763-424-1505 (Office)

763-274-4265(Cell)



920 State Highway 109  
Wells, MN 56097-0207



Phone: (507) 553-3938  
DulasExcavating.com

## Terms and Conditions

Any person or company supplying labor or materials for improvement to your property may file a lien against your property if that person or company is not paid for the contributions. Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us for 120 days for the completion of the improvement unless we give you a lien waiver signed by persons who supplied labor or materials for the improvement and who gave you timely notice.

**All items contained in this quotation are tied together and will not be quoted separately unless approved by Dulas Excavating Inc.**

An adjustment will be made to the quote in order for the items to be broken apart and performed separately. No modification hereof shall be valid unless in writing and signed by the seller.

Unless otherwise stated, terms of payment are as stated on the invoice, Notwithstanding any contrary terms contained on any invoice, if not timely paid, the purchaser automatically agrees to the sale as a Time Sale and in such event agrees to Pay Seller a Time Price Differential of 1 1/2% per month (18% per year, minimum \$1.00) of the unpaid portion. Purchaser shall be deemed to have made such election with respect to each invoice not paid within 60 days after statement date.

Unless otherwise stated, all payment terms are net 60 days, as stated in the contract.

The contents of this estimate are based on the drawings and specifications available at the time of bid. Any change in the bid documents may constitute a change in the bid price.

Dulas Excavating Inc. is a certified DBE Contractor.

**This proposal may be withdrawn by Dulas Excavating, Inc. if not accepted within 30 days.**

**SUBMITTED BY:** *Mike Michaelis, 7/23/21*

**ACCEPTED BY:** \_\_\_\_\_, General Contractor or Owner  
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