

Regular School Board Meeting

Monday, June 26, 2023 7:00 PM

MS/HS Media Center, 1401 7th St SW, Pipestone, MN 56164

1. Call to Order

2. Pledge of Allegiance

3. Approval of Agenda

3.1. Additions

3.1.1. Letter of Resignation from Crissa Fruechte, Ag Teacher (6.8)

3.1.2. Letter of Resignation from Meghan Erickson, MS Math Teacher (6.9)

3.1.3. Approve 2023-2024 Elementary Coordinator Contract (6.10)

3.1.4. Summer Band Contracts - Colton Pottratz, Jamie Drey, Owen Minet, and Isaac Stiles (6.11)

3.1.5. Letter of Resignation from Lupita Arellano, Student Services Assistant (6.12)

3.1.6. Approve 23-24 Food Service Management Contract with Taher (11.16)

3.1.7. Approve Paulsen Field Lease Agreement with City of Pipestone (11.17)

3.1.8. Approve Joint Powers Agreement with City of Pipestone (11.18)

3.1.9. Approve Baseball/Soccer Field Lease with City of Pipestone (11.19)

4. Public Forum

5. Presentation

5.1. School Perceptions Survey

6. Consent Agenda

6.1. Approve Minutes from the May 22, 2023 Regular School Board Meeting

6.2. Approve Minutes from the May 22, 2023 Work Session Meeting

6.3. Approve Minutes from the June 5, 2023 Special School Board Meeting

6.4. Approve Minutes from the June 20, 2023 Work Session Meeting

6.5. Approval of Contracts and/or Work Agreements

6.5.1. Connor Holt, Summer Custodian

6.5.2. Adriana Gonzales Gonzales, Summer Custodian

6.5.3. Jessica Quissell, SPED Teacher

6.6. Letter of Resignation from Jamie Strasser, Business Teacher

6.7. Letter of Resignation from Steve Rops, Special Education Teacher and Coach

6.8. Letter of Resignation from Crissa Fruechte, Ag Teacher

6.9. Letter of Resignation from Meghan Erickson, MS Math Teacher

6.10. Approve 2023-2024 Elementary Coordinator Contract

6.11. Summer Band Contracts - Colton Pottratz, Jamie Drey, Owen Minet, and Isaac Stiles

6.12. Letter of Resignation from Lupita Arellano, Student Services Assistant

7. **Financials**

7.1. Review of Budget Year-to-Date

7.2. Approve Treasurer's Report for May 2023

7.3. Approve Regular Bills for June 2023

7.4. Approve High School Activity Bills for June 2023

8. **Board Forum/Information**

8.1. Board Reports and Updates

9. **Administrator's Report**

9.1. Superintendent's Board Report

9.2. Principal's Board Report

9.3. Director of CTL and Community Education Board Report

10. **Discussion Items**

10.1. First Reading of 23-24 Little Arrows Preschool Handbook

10.2. First Reading of 23-24 Elementary Handbook

10.3. First Reading of 23-24 Middle School Handbook

10.4. First Reading of 23-24 High School Handbook

10.5. First Reading of 23-24 Activity Handbook

10.6. Bond Project

11. **Board Action**

11.1. Resolution Approving Gifts to the School

11.2. Resolution Approving Gifts to High School Activities

11.3. Surplus Technology Items

- 11.4. Declare Equipment Items Obsolete
- 11.5. Resolution Establishing Dates of Filing Affidavits of Candidacy
- 11.6. Resolution Calling Special Election to Fill School Board Vacancy
- 11.7. Education Identity and Access Management Board Resolution
- 11.8. Letter of Resignation from Cory Strasser, MS/HS Principal
- 11.9. Approve Transportation Contract with Ludolph Bus, Inc.
- 11.10. Approve Commercial Insurance Renewal for 2023-2024
- 11.11. Approve Garbage and Recycling Proposal for 2023-2024
- 11.12. Approve Membership to MSBA for 2023-2024
- 11.13. Approve Membership to MREA for 2023-2024
- 11.14. Approve 2023-2024 Literacy Plan
- 11.15. Approve FY24 Budget
- 11.16. Approve 23-24 Food Service Management Contract with Taher
- 11.17. Approve Paulsen Field Lease Agreement with City of Pipestone
- 11.18. Approve Joint Powers Agreement with City of Pipestone
- 11.19. Approve Baseball/Soccer Field Lease with City of Pipestone
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, May 22, 2023 beginning at 7:00PM in the MS/HS Media Center.

Members Present: Chairman Brad Carson; Directors Katie Wiese, Chrissy DeBates, Daphne Likness (7:06), Mark Hiniker, Randy Erdman, and Lance Oye. Also present – Ex-Officio Kevin Enerson, Jacque Kennedy, Melany Wellnitz, Cory Strasser, and Deb Peschon.

Visitors Present: Kyle Kuphal, Nancy Stiles, Natalie Resch, Kristofer Eischens.

Call to Order: Chairman Carson called the meeting to order at 7:00PM.

Pledge of Allegiance

Approval of Agenda

Additions:

Retirement Letter from Donna Boeddeker, Paraprofessional (6.10)

FY23 Budget Amendment - Learning Readiness (7.6)

Motion by Oye, second by DeBates, approved the agenda as presented. Motion carried unanimously.

Public Forum - None

Presentation

Natalie Resch, State FFA Convention Follow Up: Natalie Resch and Kristofer Eischens presented a review on the State FFA results for PAS.

Consent Agenda

Approve Minutes of the Regular School Board Meeting of April 24, 2023:

Approve Minutes of the Work Session Meeting of April 24, 2023:

Approve Minutes of the Special School Board Meeting of April 25, 2023:

Approval of Contracts and/or Work Agreements:

Bradly Stangeland, CTE Business and STEM Teacher:

Cody Heidebrink, Maintenance & Grounds Assistant:

Gabby Petersen, Alyssa Enger, McKenzie Dulas, Max Taubert, Marli Taubert, and Morgan Taubert
- Summer Technology:

Chole Olivier and Kristofer Eischens - Summer Garden:

Merrick Heidebrink, Dawson Schelhaas, Nolan Stark, Lucas Thooft, Broeden Fenicle, Dakota English, and

Tom DeSchepper - Summer Custodian:

Retirement Letter from Renee Roskamp, Paraprofessional:

Letter of Resignation from Maggie Smith-Dibble, Day Custodian:

Letter of Resignation from Heidi Rops, SEAT Coordinator and Instructional Coach:

Letter of Resignation from Regina Gorter, General Music Teacher:

Letter of Resignation from Katrina Hart, SPED Teacher:

Retirement Letter from Donna Boeddeker, Paraprofessional:

Motion by Erdman, second by DeBates, approved all items in the Consent Agenda. Motion carried unanimously.

Financials

Review of Budget Year-to-Date: The budget year-to-date shows expenditures as of May 18, 2023 at \$12,393,632.75 or 76%. This is non-action.

Approve Treasurer's Report for April 2023: The treasurer's report for month ended April 30, 2023 has a cash balance of \$8,814,319.19. Motion by Wiese, second by Erdman, approved the treasurer's report. Motion carried unanimously.

Approve Regular Bills for May 2023: Bills paid through May 16, 2023 totaled \$585,933.55. Motion by Erdman, second by Hiniker, approved payment of the regular monthly bills. Motion carried unanimously.

Approve High School Activity Bills for May 2023: High School Activity bills paid through May 15, 2023 totaled \$16,625.37. Motion by Erdman, second by Likness, approved payment of the high school activity bills. Motion carried unanimously.

FY2023 Budget Amendment - Food Service Fund: Motion by Oye, second by Hiniker, approved the FY23 budget amendment for \$150,000.00 in the Food Service Fund for new equipment. Motion carried unanimously.

FY23 Budget Amendment - Learning Readiness: Motion by DeBates, second by Wiese, approved the FY23 budget amendment in Learning Readiness/Preschool. Motion carried unanimously.

Board Forum/Information

Board Reports and Updates: The Negotiations Committee met with 2 interim superintendent candidates. Agreements have been updated with the City and we are working to get a meeting set up to review.

Administrator's Report

Superintendent's Board Report - Enrollment, Legislative Update: May enrollment is 1097. Legislative update - we will be getting 4% and 2% on the formula, special ed cross subsidy's will be significant, lots of grants available, updates on policies with implications in negotiations, such as class sizes, teacher/student ratio, and unemployment for paraprofessionals in the summer. The LETRS training that started last year and continues through this year will be reimbursed.

Principal's Board Report: Strasser reported graduation, last day for seniors, baccalaureate, and senior recognition are coming up this week. Strasser stated he is continually trying to fill positions, with openings in art, social studies, and special education. Summer school will start June 19, with credit recovery for the older students, with math and reading for middle level students. Wellnitz reported on behalf of Jennifer Moravetz. Elementary summer school June 19-22 and June 26-29 and will focus on reading, and July 17-20, July 24-27 will focus on math. Currently sixty-three (63) students are signed up for June and fifty-six (56) for July. They are planning on 8 teachers for each session with EL support available, and 3 special education teachers for ESY (Extended School Year).

Director of CTL and Community Education Board Report: Wellnitz reported 1,319 MCA tests were given for the 2023 testing year, with some students taking multiple tests for their grade. There are preliminary results, however the data cannot be released to the public until August 24. In Community Education, the summer schedule has been released and currently fourteen (14) are enrolled in activities.

Discussion Items

Carson stated we need to set a work session meeting with Kraus Anderson and all involved parties for a walkthrough of the building for potential upgrades. The board agreed to June 5 at 7:00.

Board Action

Retire Policy 203 - Operation of the School Board - Governing Rules:

Retire Policy 808 - Covid-19 Face Covering Policy:

Second Reading of Policy 203.1 - School Board Procedures; Rules of Order:

Second Reading of Policy 203.6 - Consent Agendas:

Second Reading of Policy 516.5 - Overdose Medication:

Motion by Erdman, second by DeBates, approved retiring Policy 203 – Operation of the School Board Governing Rules, and Policy 808 – Covid-19 Face Covering Policy, and second reading of policies 203.1 – School Board Procedures; Rules of Order; 203.6 – Consent Agendas; and 516.5 – Overdose Medication. Motion carried unanimously.

Resolution Approving Gifts to the School:

Resolution for Acceptance of Gifts

Member Oye introduced the following resolution and moved its adoption:
WHEREAS

- Christ the King Lutheran Church, Donation of \$100.00 to the Wellness Room have generously offered to donate the above items listed to Pipestone Area School District.
- WHEREAS no conditions are placed on the gifts.

THEREFORE, BE IT RESOLVED by the Pipestone Area School Board to gratefully accept the gifts. The motion for adoption of the foregoing resolution was duly seconded by Member Wiese, and upon vote being taken thereon, the following voted in favor thereof: Carson, Wiese, DeBates, Oye, Erdman, Likness, and Hiniker.

and the following voted against the same: None.

The foregoing resolution was approved this 22nd day of May 2023. Passed 7-0.

Resolution Approving Gifts to High School Activities:

Resolution for Acceptance of Gifts

Member Wiese introduced the following resolution and moved its adoption:
WHEREAS

- Fishback Financial Corporation, Donation of \$500.00 to FFA

have generously offered to donate the above items listed to High School Activities.

WHEREAS no conditions are placed on the gifts.

THEREFORE, BE IT RESOLVED by the Pipestone Area School Board to gratefully accept the gifts.

The motion for adoption of the foregoing resolution was duly seconded by Member Oye and upon vote being taken thereon, the following voted in favor thereof: Carson, Wiese, DeBates, Oye, Erdman, Likness, and Hiniker.

and the following voted against the same: None.

The foregoing resolution was approved this 22nd day of May, 2023. Passed 7-0.

Approve Meulebroeck, Taubert, and Co., PLLP, to Provide Auditing Services to ISD 2689 for Year Ended June 30, 2023: Motion by Erdman, second by DeBates, to approve Muelebroeck, Taubert, and Co. for auditing services for year ended June 30, 2023. Motion carried unanimously.

22-23 Calendar Amendment: Motion by Wiese, second by DeBates, to reduce the number of student days from 174 to 171 on the 2022-2023 school calendar. Motion carried unanimously.

Summer School Recommendations: Strasser and Moravetz submitted their recommendations for summer school. Enerson stated it will be covered through Esser II funding. Motion by De Bates, second by Oye, approved the recommendations. Motion carried unanimously.

Interim Superintendent: Motion by Oye, second by Hiniker, to approve contract for interim superintendent services for 2023-2024 school year with Klint Willert, with amounts not to exceed budgeted for that position, and to direct the board chair to sign the contract so that services can begin by July 1. Motion carried 5-2 with Wiese and Likness opposing.

Randy Erdman, School Board Resignation: Erdman accepted a job in Jordan, Minnesota and will be unable to complete his term. The May 22 meeting is his last and the board thanked him for his service to the district.

Declare a School Board Vacancy: The board can appoint someone to the vacancy, however since it is longer than a year, an election will be held in November to complete the remaining year. Once a person is appointed, there is a 30-day waiting period to allow the public the opportunity to petition against the appointment.

Decide on a Process to Appoint or Accept Applications for School Board Member: The board will accept applications to fill the school board vacancy until the November election.

Adjournment

Motion by Wiese, second by Erdman, to adjourn the meeting (8:12PM). Motion carried unanimously.

/s/ Brad Carson _____
Brad Carson, Chairman

/s/ Katie Wiese _____
Katie Wiese, Clerk

Approved and dated by the board June 26, 2023
Submitted, Deb Peschon

ISD #2689 School Board

May 22, 2023

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 Media Center on May 22, 2023 at 7:00 p.m. The following members were present: Katie Wiese, Chrissy DeBates, Daphne Likness, Mark Hiniker, Lance Oye, Brad Carson, and Randy Erdman. Also present – Ex-Officio Kevin Enerson, Jacque Kennedy, Melany Wellnitz, Deb Peschon, Kyle Kuphal, Nancy Stiles, Natalie Resch, and Kristofer Eischens. Chairman Carson called the meeting to order. Motion by Oye, second by DeBates, approved the agenda as presented. Motion carried unanimously. Public Forum – None. Presentation – Natalie Resch and Kristofer Eischens presented a review on the State FFA results for PAS. Motion by Erdman, second by DeBates, approved all items in the Consent Agenda. Items approved were minutes of the regular school board meeting of April 24, 2023, minutes of the work session meeting of April 24, 2023, minutes of the special school board meeting of April 25, 2023, contracts and/or work agreements for Bradly Stangeland, CTE Business and STEM teacher; Cody Heidebrink, Maintenance & Grounds Assistant; Gabby Petersen, Alyssa Enger, McKenzie Dulas, Max Taubert, Marli Taubert, and Morgan Taubert - summer technology; Chole Olivier and Kristofer Eischens - summer garden; and Merrick Heidebrink, Dawson Schelhaas, Nolan Stark, Lucas Thooft, Broeden Fenicle, Dakota English, and Tom DeSchepper - summer custodian; retirement letter from Renee Roskamp, paraprofessional; resignation letters from Maggie Smith-Dibble, day custodian; Heid Rops, SEAT Coordinator and Instructional Coach; Regina Gorter, general music teacher; and Katrina Hart, SPED teacher; and retirement letter from Donna Boeddeker, paraprofessional.

Financials - The budget year-to-date shows expenditures as of May 18, 2023 at \$12,393,632.75 or 76%. This is non-action. The treasurer's report for month ended April 30, 2023 has a cash balance of \$8,814,319.19. Motion by Wiese, second by Erdman, approved the treasurer's report. Motion carried unanimously. Regular bills paid through May 16, 2023 totaled \$585,933.55. Motion by Erdman, second by Hiniker, approved payment of the regular monthly bills. Motion carried unanimously. High School Activity bills paid through May 15, 2023 totaled \$16,625.37. Motion by Erdman, second by Likness, approved payment of the high school activity bills. Motion carried unanimously. Motion by Oye, second by Hiniker, approved the FY23 budget amendment for \$150,000.00 in the Food Service Fund for new equipment. Motion carried unanimously. Motion by DeBates, second by Wiese, approved the FY23 budget amendment in Learning Readiness/Preschool. Motion carried unanimously.

Board and Administrative Reports were given. May enrollment is 1097. Discussion - Carson stated we need to set a work session meeting with Kraus Anderson and all involved parties for a walkthrough of the building for potential upgrades. The board agreed to June 5 at 7:00.

Board Action - Motion by Erdman, second by DeBates, approved retiring Policy 203 – Operation of the School Board Governing Rules, and Policy 808 – Covid-19 Face Covering Policy, and second reading of policies 203.1 – School Board Procedures; Rules of Order; 203.6 – Consent Agendas; and 516.5 – Overdose Medication. Motion carried unanimously. Resolution Approving Gifts to the School – Christ the King Lutheran Church, \$100.00 to the Wellness Room. Motion by Oye, second by Wiese, approved the gift to the high school. Motion carried unanimously. Resolution Approving Gifts to High School Activities – Fishback Financial Corporation, \$500.00 to FFA. Motion by Wiese, second by Oye, approved the gift to high school activities. Motion carried unanimously. Motion by Erdman, second by DeBates, to approve Muelebroeck, Taubert, and Co. for auditing services for year ended June 30, 2023. Motion carried unanimously. Motion by Wiese, second by DeBates, to reduce the number of student days from 174 to 171 on the 2022-2023 school calendar. Motion carried unanimously. Strasser and Moravetz submitted their recommendations for summer school. Enerson stated it will be covered through Esser II funding. Motion by De Bates, second by Oye, approved the recommendations. Motion carried unanimously. Motion by Oye, second by Hiniker, to approve contract for interim superintendent services for 2023-2024 school year with Klint Willert, with amounts not to exceed budgeted for that position, and to direct the board chair to sign the contract so that services can begin by July 1. Motion carried 5-2 with Wiese and Likness opposing. Erdman accepted a job in Jordan, Minnesota and will be unable to complete his term. The May 22 meeting is his last and the board thanked him for his service to the district. The board can appoint someone to the vacancy, however since it is longer than a year, an election will be held in November to complete the remaining year. Once a person is appointed, there is a 30-day waiting period to allow the public the opportunity to petition against the appointment. The board will accept applications to fill the school board vacancy until the November election.

Adjourn - Motion by Wiese, second by Erdman, to adjourn the meeting (8:12PM). Motion carried unanimously.

Approved and dated by the board June 26, 2023.

Deb Peschon, Recording Secretary

A full text of the minutes is available for public inspection in the District Office of Pipestone Area Schools or by mail.
A full copy of the resolutions approving gifts are available upon request.

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, May 22, 2023 beginning at 6:30PM in the MS/HS Media Center.

Members Present: Chairman Brad Carson; Directors Katie Wiese, Chrissy DeBates, Mark Hiniker, Randy Erdman, and Lance Oye. Absent – Daphne Likness. Also present – Ex-Officio Kevin Enerson and Deb Peschon.

Visitors Present: Kyle Kuphal, Brock Erickson, Nancy Stiles, Natalie Resch, and Kristofer Eischens.

Call Meeting to Order: Chairman Carson called the meeting to order at 6:30PM.

Approve Agenda: Motion by DeBates, second by Oye, approved the agenda as presented. Motion carried unanimously.

Kraus Anderson: Brock Erickson with Kraus Anderson reviewed the estimated budget and answered questions on the proposed renovations and additions.

Adjournment

Motion by Wiese, second by Erdman, to adjourn the meeting (6:59). Motion carried unanimously.

/s/ Brad Carson

Brad Carson, Chairman

/s/ Katie Wiese

Katie Wiese, Clerk

Approved and dated by the board June 26, 2023.

Submitted, Deb Peschon

ISD #2689 School Board

May 22, 2023

**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 Media Center on May 22, 2023 at 6:30 p.m. The following members were present: Chairman Brad Carson; Directors Katie Wiese, Chrissy DeBates, Mark Hiniker, Randy Erdman, and Lance Oye. Also present – Ex-Officio Kevin Enerson, Deb Peschon, Kyle Kuphal, Brock Erickson, Nancy Stiles, Natalie Resch, and Kristofer Eischens. Chairman Carson called the meeting to order at 6:30PM. Motion by DeBates, second by Oye, approved the agenda as presented. Motion carried unanimously. Brock Erickson with Kraus Anderson reviewed the estimated budget and answered questions on the proposed renovations and additions.

Motion by Wiese, second by Erdman, to adjourn the meeting (6:59). Motion carried unanimously.

Dated: May 22, 2023. Approved and dated by the board June 26, 2023.

Deb Peschon, Recording Secretary

Minutes of the Special School Board Meeting Pipestone Area Schools

A Special Meeting of the Board of Trustees of Pipestone Area Schools was held Monday, June 5, 2023 beginning at 7:00PM in Conference Room 1148, MS/HS.

Members Present: Chairman Brad Carson; Directors Katie Wiese, Chrissy DeBates, Mark Hiniker, Daphne Likness, and Lance Oye. Also present – Ex-Officio Kevin Enerson, Cory Strasser, and Deb Peschon.

Visitors Present: Brock Erickson, Scott Boomgaarden, Travis Dethlefs, Rick Zollner, Wendy Peters, Natalie Resch, Zach Ploeger, Mark Moeller, Nancy Stiles, Kyle Kuphal, Tyler Fruechte, Jen Zupp, Lucas Lorenzen, and Todd Tinklenberg.

Call Meeting to Order: Chairman Carson called the meeting to order at 7:00PM.

Pledge of Allegiance

Approval of Agenda: Motion by Wiese, second by Oye, approved the agenda as presented. Motion carried unanimously.

Resolution Filling School Board Vacancy by Appointment

Three (3) letters of interest were submitted to fill the school board vacancy until a candidate is elected at a special election in November. Hiniker nominated Tyler Fruechte to fill the school board vacancy and Likness nominated Kyle Evans. Roll call vote was taken with Fruechte receiving 5 votes (Oye, DeBates, Wiese, Carson, and Hiniker) and Evans receiving 1 vote (Likness).

RESOLUTION FILLING SCHOOL BOARD VACANCY BY APPOINTMENT

WHEREAS, a vacancy exists in the office of school board member with a term expiring the first Monday in January, 2025; and

WHEREAS, the vacancy occurred more than ninety (90) days prior to the first Tuesday after the first Monday in November in the year the vacancy occurred and prior to the fourth year of the vacant term;

NOW THEREFORE BE IT RESOLVED by the School Board of Independent School District No. 2689, (Pipestone Area Schools), State of Minnesota, as follows:

Pursuant to Minnesota Statutes, Section 123B.09, Subd. 5b, Tyler Fruechte is hereby appointed to fill the vacancy and to serve until a successor is elected and qualified. The appointment shall be effective thirty (30) days after the adoption of this resolution unless a valid petition to reject the appointee is filed with the school district clerk pursuant to Minnesota Statutes, Section 123B.09, Subd. 5b(b) within that thirty (30) day time period.

Motion by DeBates, second by Hiniker, approved the resolution. Motion carried unanimously.

Approve 2023-2024 Resolution for Membership in the Minnesota State High School League: Motion by Wiese, second by Likness, approved the 2023-2024 Resolution for Membership in the Minnesota State High School League. Motion carried unanimously.

Project Discussion: Staff members had an opportunity to present and review rationale on each item being considered for the project. Enerson presented on a daycare facility with an estimated budget of \$455,098; Strasser and Peters presented a FACS room upgrade estimated at \$454,381; Strasser and Dethlefs presented an Industrial Technology relocation estimated at \$237,824; Strasser and Resch presented on a greenhouse expansion estimated at \$455,339; Zollner and Boomgaarden presented on a turf field, estimated at \$2,340,754; and Zollner also presented on a concession building addition, estimated at \$524,286. PMA Securities provided information on a 10-year bond. Enerson presented funding options available through General Obligation Bonds, proceeds from Brown and Hill property sale, and LTFM funds for track resurface.

Adjournment

Motion by Wiese, second by Oye, to adjourn the meeting (8:55PM). Motion carried unanimously.

/s/ Brad Carson
Brad Carson, Chairman

/s/ Katie Wiese
Katie Wiese, Clerk

Approved and dated by the board June 26, 2023.
Submitted, Deb Peschon

ISD #2689 School Board

June 5, 2023

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

A special meeting of the School Board, ISD #2689, was held in Conference Room 1148, MS/HS on June 5, 2023 at 7:00 p.m. The following members were present: Brad Carson, Katie Wiese, Chrissy DeBates, Mark Hiniker, Daphne Likness, and Lance Oye. Also present – Ex-Officio Kevin Enerson, Cory Strasser, Deb Peschon, Brock Erickson, Scott Boomgaarden, Travis Dethlefs, Rick Zollner, Wendy Peters, Natalie Resch, Zach Ploeger, Mark Moeller, Nancy Stiles, Kyle Kuphal, Tyler Fruechte, Jen Zupp, Lucas Lorenzen, and Todd Tinklenberg. Chairman Carson called the meeting to order at 7:00PM. The Pledge of Allegiance was recited. Motion by Wiese, second by Oye, approved the agenda as presented. Motion carried unanimously.

Three (3) letters of interest were submitted to fill the school board vacancy until a candidate is elected at a special election in November. Hiniker nominated Tyler Fruechte to fill the school board vacancy and Likness nominated Kyle Evans. Roll call vote was taken with Fruechte receiving 5 votes (Oye, DeBates, Wiese, Carson, and Hiniker) and Evans receiving 1 vote (Likness).

RESOLUTION FILLING SCHOOL BOARD VACANCY BY APPOINTMENT

WHEREAS, a vacancy exists in the office of school board member with a term expiring the first Monday in January, 2025; and WHEREAS, the vacancy occurred more than ninety (90) days prior to the first Tuesday after the first Monday in November in the year the vacancy occurred and prior to the fourth year of the vacant term;

NOW THEREFORE BE IT RESOLVED by the School Board of Independent School District No. 2689, (Pipestone Area Schools), State of Minnesota, as follows:

Pursuant to Minnesota Statutes, Section 123B.09, Subd. 5b, Tyler Fruechte is hereby appointed to fill the vacancy and to serve until a successor is elected and qualified. The appointment shall be effective thirty (30) days after the adoption of this resolution unless a valid petition to reject the appointee is filed with the school district clerk pursuant to Minnesota Statutes, Section 123B.09, Subd. 5b(b) within that thirty (30) day time period.

Motion by DeBates, second by Hiniker, approved the resolution. Motion carried unanimously.

Motion by Wiese, second by Likness, approved the 2023-2024 Resolution for Membership in the Minnesota State High School League. Motion carried unanimously.

Staff members had an opportunity to present and review rationale on each item being considered for the project. Enerson presented on a daycare facility with an estimated budget of \$455,098; Strasser and Peters presented a FACS room upgrade estimated at \$454,381; Strasser and Dethlefs presented an Industrial Technology relocation estimated at \$237,824; Strasser and Resch presented on a greenhouse expansion estimated at \$455,339; Zollner and Boomgaarden presented on a turf field, estimated at \$2,340,754; and Zollner also presented on a concession building addition, estimated at \$524,286. PMA Securities provided information on a 10-year bond. Enerson presented funding options available through General Obligation Bonds, proceeds from Brown and Hill property sale, and LTFM funds for track resurface.

Adjourn - Motion by Wiese, second by Oye, to adjourn the meeting (8:55PM). Motion carried unanimously.

Approved and dated by the board June 26, 2023.

Deb Peschon, Recording Secretary

A full text of the minutes is available for public inspection in the District Office of Pipestone Area Schools or by mail.

Minutes of the Work Session Meeting Pipestone Area Schools

A Work Session Meeting of the Board of Trustees of Pipestone Area Schools was held Tuesday, June 20, 2023 beginning at 7:00PM in Conference Room 1148 MS/HS.

Members Present: Chairman Brad Carson; Directors Katie Wiese, Chrissy DeBates, Mark Hiniker, Randy Erdman, Daphne Likness, and Lance Oye. Also present – Ex-Officio Kevin Enerson, Cory Strasser and Deb Peschon.

Visitors Present: Tyler Kaczmarek, Tyler Fruechte, Ingrid Wielenberg, Kyle Kuphal, and Klint Willert.

Call Meeting to Order: Chairman Carson called the meeting to order at 7:00PM

Pledge of Allegiance

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

Project Discussion and Financing: Enerson presented additional funding sources for the potential projects. Discussion was held on each project and questions were answered by Tyler Kaczmarek and Enerson. Modification of projects were also discussed.

Adjourn: Motion by DeBates, second by Wiese to adjourn the meeting (8:10PM). Motion carried unanimously.

/s/ Brad Carson
Brad Carson, Chairman

/s/ Katie Wiese
Katie Wiese, Clerk

Approved and dated by the board June 26, 2023.
Submitted, Deb Peschon, Recording Secretary

ISD #2689 School Board

June 20, 2023

**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 Conference Room 1148, MS/HS on June 20, 2023 at 7:00p.m. The following members were present: Chairman Brad Carson; Directors Katie Wiese, Chrissy DeBates, Mark Hiniker, Daphne Likness, and Lance Oye. Also present – Ex-Officio Kevin Enerson, Deb Peschon, Cory Strasser, Tyler Kaczmarek, Tyler Fruechte, Ingrid Wielenberg, Kyle Kuphal, and Klint Willert. Chairman Carson called the meeting to order at 7:00PM. Motion by Wiese, second by Oye, approved the agenda as presented. Motion carried unanimously. Enerson presented additional funding sources for the potential projects. Discussion was held on each project and questions were answered by Tyler Kaczmarek and Enerson. Modification of projects were also discussed.

Motion by DeBates, second by Wiese, to adjourn the meeting (8:10PM). Motion carried unanimously.

Dated: June 20, 2023. Approved and dated by the board June 26, 2023.

Deb Peschon, Recording Secretary

Budget Presentation to the Board					
Expenditures as of 6/21/2023		FY2023			
General Fund				6/21/2023	Year to
Classification	Code	FY2023REVISED	Year to Date	Date %	Date %
Administrative Salaries	110	\$544,435.00	\$536,932.14	99%	
Teacher Salaries	140	\$4,778,302.00	\$3,884,929.72	81%	
Non-Licensed Classroom Personnel	141	\$195,908.00	\$91,952.83	47%	
Licensed Instructional Support Personnel	143	\$61,450.00	\$53,078.84	86%	
Non-Licensed Instructional Support Personnel	144	\$23,688.00	\$0.00	0%	
Substitute Salaries	145	\$123,500.00	\$123,172.53	100%	
Substitute Non-Licensed Classroom Salaries	146	\$32,500.00	\$27,279.64	84%	
Language Pathologist	152	\$77,333.00	\$64,444.20	83%	
School Nurse	154	\$98,150.00	\$78,180.09	80%	
School Social Worker	156	\$48,556.00	\$40,326.54	83%	
Certified Paraprofessional	161	\$528,963.00	\$406,377.81	77%	
Certified One-to-One Paraprofessional	162	\$252,567.00	\$197,606.72	78%	
School Counselor	165	\$119,046.00	\$99,701.90	84%	
Non-Instructional Support	170	\$783,345.00	\$707,689.70	90%	
DAPE Specialist	174	\$0.00	\$0.00	#DIV/0!	
Other Salary Payment	185	\$530,607.00	\$467,430.73	88%	
Severance	191	\$18,593.00	\$5,324.78	29%	
Third Party Pay Expense Salaries	195	\$0.00	\$0.00	#DIV/0!	
FICA	210	\$606,739.00	\$500,146.97	82%	
PERA	214	\$141,295.00	\$110,524.60	78%	
TRA	218	\$532,507.00	\$433,130.00	81%	
Health Insurance	220	\$600,404.00	\$509,359.65	85%	
Life Insurance	230	\$5,227.00	\$4,618.30	88%	
Dental Insurance	235	\$1,127.00	\$929.70	82%	
Long Term Disability	240	\$336.00	\$360.24	107%	
TSA Match	250	\$101,294.00	\$78,130.84	77%	
Employer Sponsored HSA's	251	\$162,669.00	\$153,478.19	94%	
Workmens Comp	270	\$45,397.00	\$36,065.97	79%	
Unemployment Compensation	280	\$30,000.00	\$23,560.66	79%	
Other Post-Employment Benefits	291	\$39,695.00	\$39,695.00	100%	
Third Party Pay Benefits	295	\$0.00	\$0.00	#DIV/0!	
Total Salaries and Fringe		\$10,483,633.00	\$8,674,428.29	83%	
Other Employee Benefits	299	\$0.00	\$0.00	#DIV/0!	
Fed Sub Awards Under \$25,000	303	\$23,517.00	\$15,300.00	65%	
Fed Sub Awards Over \$25,000	304	\$3,000.00	\$0.00	0%	
Consulting and Servicing Fees	305	\$207,017.00	\$131,462.01	64%	
School Resource Officer	310	\$47,200.00	\$35,997.00	76%	
Services Purchased from Coop	316	\$155,005.00	\$127,866.47	82%	
Computer and Technology Services	319	\$0.00	\$0.00	#DIV/0!	
Communications/Phone	320	\$42,482.00	\$35,366.91	83%	
Postage and Express	329	\$9,550.00	\$5,739.29	60%	
Utility Services	330	\$283,172.00	\$246,415.19	87%	
Short Term Rentals	335	\$20,285.00	\$20,285.00	100%	
Property Insurance	340	\$132,559.00	\$132,559.41	100%	
Repairs and Maintenance	350	\$165,115.00	\$165,074.64	100%	
Transportation	360	\$1,201,069.00	\$1,192,206.18	99%	
Travel	366	\$187,902.00	\$147,964.34	79%	
Entry Fees/Student Travel	369	\$52,470.00	\$32,508.76	62%	
Rentals and Leases	370	\$0.00	\$0.00	#DIV/0!	
Mental Health Professional Services	379	\$18,000.00	\$4,275.00	24%	
Short Term Lease	380	\$60,000.00	\$59,403.02	99%	
Third Party Reimbursement Services	385	\$0.00	\$0.00	0%	
To Other MN School Districts	390	\$61,224.00	\$36,218.00	59%	
To Out of State Districts	392	\$48,476.00	\$12,684.05	26%	
Special Ed Contracted Services	393	\$95,372.00	\$77,302.24	81%	
To Non-Ed Agency	394	\$345,209.00	\$322,864.45	94%	
Spec Ed Salary Purchased from Co-op	396	\$384,693.00	\$294,530.66	77%	
Spec Ed Benefits Purchased from Co-op	397	\$10,875.00	\$10,152.19	93%	
Charge Back	398	\$0.00	\$0.00	0%	
General Supplies	401	\$193,994.00	\$193,290.02	100%	
Non instructional Computer Software	405	\$59,053.00	\$57,804.39	98%	
Instructional Software License	406	\$96,052.00	\$73,838.59	77%	
Instructional Supplies	430	\$156,433.00	\$96,987.18	62%	
Individualized Materials	433	\$39,163.00	\$29,324.46	75%	
Fuel for Buildings	440	\$85,000.00	\$74,070.69	87%	
Noninstructional Tech Supplies	455	\$23,405.00	\$19,735.04	84%	
Instructional Tech Supplies	456	\$3,704.00	\$2,471.10	67%	
Textbooks/Workbooks	460	\$156,074.00	\$143,857.52	92%	
Standardized Tests	461	\$5,074.00	\$4,920.15	97%	
Non-Instructional Tech Devices	465	\$55,838.00	\$54,964.52	98%	
Instructional Technology Devices	466	\$236,284.00	\$234,933.35	99%	
Library Books	470	\$17,800.00	\$14,020.83	79%	
Audio Visual Aids	480	\$0.00	\$0.00	0%	
Electronic Format	485	\$4,000.00	\$0.00	0%	
Capital Non-Instruction Tech Software	505	\$8,500.00	\$8,500.00	100%	
Site or Grounds Acquisition	510	\$50,000.00	\$49,942.00	100%	
Building Acquisition and Construction	520	\$396,190.00	\$386,142.81	97%	
Equipment Purchased	530	\$290,620.00	\$287,839.26	99%	
Special Education Equipment	533	\$0.00	\$0.00	#DIV/0!	
Eligible Pupil Transportation	548	\$93,628.75	\$93,628.75	0%	
Vehicles Purchased	550	\$54,000.00	\$53,877.60	100%	
Non-Instructional Technology Hardware	555	\$13,041.00	\$8,333.65	64%	
Capitalized Instructional Technology Hardware	556	\$0.00	\$0.00	#DIV/0!	
Principal on Capital Lease	580	\$77,000.00	\$77,000.00	100%	
Interest on Capital Lease	581	\$14,632.00	\$14,631.75	100%	
Dues and Memberships	820	\$18,888.00	\$18,851.66	100%	
Taxes and Special Assessments	896	\$5,500.00	\$709.00	13%	
Affordable Care Act Penalties	897	\$12,546.00	\$12,545.13	100%	
Miscellaneous Other Expenses	899	\$2,000.00	\$656.50	33%	
Contingency		\$37,811.25	\$0.00	0%	
Total		\$16,244,056.00	\$13,793,479.05	85%	
The prior year to date percentage was 86%					

INDEPENDENT SCHOOL DISTRICT NO. 2689								
PIPESTONE AREA SCHOOLS								
TREASURER'S REPORT TO SCHOOL BOARD								
FOR THE MONTH ENDED MAY 31, 2023								
		CASH BALANCE			CASH BALANCE		CASH BALANCE	CASH BALANCE
FUNDS	FUND NUMBER	BEGINNING	NET CASH ACTIVITY	END OF	ADJUSTMENTS	END OF	END OF	
		OF MONTH		MONTH		MONTH FY23	MONTH FY22	
GENERAL FUND	01,03,05	\$6,951,322.95	\$512,572.71	\$7,463,895.66		\$7,463,895.66	\$6,366,923.15	
FOOD SERVICE FUND	02	\$908,815.68	(\$72,946.87)	\$835,868.81		\$835,868.81	\$753,705.62	
COMMUNITY SERVICE FUND	04	\$495,768.35	\$190,613.67	\$686,382.02		\$686,382.02	\$480,082.87	
TOTAL OPERATING FUNDS		\$8,355,906.98	\$630,239.51	\$8,986,146.49		\$8,986,146.49	\$7,600,711.64	
BUILDING FUND	06	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	
DEBT SERVICE FUND	07	\$458,067.21	\$662,552.40	\$1,120,619.61		\$1,120,619.61	\$396,424.04	
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	
TOTAL		\$8,814,319.19	\$1,292,791.91	\$10,107,111.10	\$0.00	\$10,107,111.10	\$7,997,480.68	
RECONCILEMENT OF TREASURE'S BALANCE WITH BANKS								
		CURRENT	BALANCE	OUTSTANDING	OUTSTANDING	OTHER	BALANCE PER	BALANCE PER
DESCRIPTION	ACCOUNT NUMBER	RATE OF INTEREST	PER BANK STATEMENT	CHECKS	DEPOSITS	RECONCILING ITEMS	TREASURER'S BOOKS	TREASURER'S BOOKS
FIRST NATIONAL BANK-PAYROLL	200563	0.05%	\$179,833.38	(\$1,002.35)	\$0.00	\$0.00	\$178,831.03	\$223,593.66
FIRST NATIONAL BANK-MM	808263	0.45%	\$569,108.90	\$0.00	\$0.00	\$0.00	\$569,108.90	\$1,629,962.87
FIRST F&M	4534150062	0.20%	\$566,740.65	(\$82,768.13)	\$1,326,221.58	\$0.00	\$1,810,194.10	\$876,669.75
MNTrust	6770	4.98%	\$5,096,290.37	\$0.00	\$0.00	\$0.00	\$5,096,290.37	\$3,921,744.41
TOTAL			\$6,411,973.30	(\$83,770.48)	\$1,326,221.58	\$0.00	\$7,654,424.40	\$6,651,970.69
CERTIFICATES OF DEPOSIT	CD #	Date Purchased	Maturity Date	Maturity Period	Interest Rate		Dollar Amount	Dollar Amount
MNTrust Full Flex		10/1/2022	10/31/2022		5.04%		\$517,534.29	
Cornerstone Bank	1348781-1	5/9/2023	11/5/2024	18 Months	5.008%		\$232,350.00	
Charles Schwab Bank	59763-1	5/11/2023	11/5/2024	18 Months	4.906%		\$243,497.10	
Western Alliance Bank, CA	1346322-1	2/1/2023	1/31/2024	12 Months	4.745%		\$238,600.00	
ServisFirst Bank, FL	1346321-1	2/1/2023	1/31/2024	12 Months	4.771%		\$238,550.00	
Greenstate Credit Union, IA	1346323-1	2/1/2023	7/31/2024	18 Months	4.495%		\$234,150.00	
Amer Natl BK/FX Cities	58664-1	2/24/2023	8/23/2024	18 Months	4.420%		\$249,647.62	
Fist United Bank and Trust	58665-1	2/8/2023	2/10/2025	24 MOnths	4.360%		\$248,666.44	
Veritx Community Bank NA	58635-1	2/13/2023	2/13/2025	24 Months	4.355%		\$249,691.25	
Total							\$2,452,686.70	\$1,345,509.99
Grand Total							\$10,107,111.10	\$7,997,480.68
						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	66785	10053		COORDINATED BUSINESS SERVICES LTD		Check
				E 01	005 110 000 000 380	Short Term Lease Comp Tech 4/1-4/30	\$11.47
	PO#:	Voucher #:	94489	Invoice	Invoice No: 300874	5/16/2023	Paid Amt: \$11.47
							Check Amount: \$11.47
2689	FIN	66786	9704		DAHL MOTORS, LLC		Check
				E 01	005 810 000 000 350	Repair&maint Service, OIL CHANGE VAN	\$85.13
				E 01	005 810 000 000 350	Repair&maint Service, OIL CHANGE TRUCK	\$85.13
	PO#:	Voucher #:	94492	Invoice	Invoice No: 255861	5/16/2023	Paid Amt: \$170.26
							Check Amount: \$170.26
2689	FIN	66787	01140		JERS ELECTRIC INC		Check
				E 01	005 810 000 000 350	Repair&maint Service	\$273.30
	PO#:	Voucher #:	94493	Invoice	Invoice No: 4256	5/16/2023	Paid Amt: \$273.30
							Check Amount: \$273.30
2689	FIN	66788	5138		PIPESTONE BUILDING MATERIALS		Check
				E 01	005 810 000 000 401	General Supplies	\$681.40
	PO#:	Voucher #:	94491	Invoice	Invoice No: 05/16/2023	5/16/2023	Paid Amt: \$681.40
							Check Amount: \$681.40
2689	FIN	66789	00890	00890	STOUT & EVINK		Check
				E 01	005 810 000 000 350	Repair&maint Service	\$242.02
	PO#:	Voucher #:	94490	Invoice	Invoice No: 97051	5/16/2023	Paid Amt: \$242.02
				E 01	005 810 000 000 350	Repair&maint Service	\$563.33
	PO#:	Voucher #:	94494	Invoice	Invoice No: 97122	5/16/2023	Paid Amt: \$563.33
							Check Amount: \$805.35
2689	FIN	66790	8470		BRIAN DANKS		Check
				E 01	300 294 200 000 305	Consult & Serv.fees, BASEBALL 05/19/2023	\$180.00
	PO#:	Voucher #:	94498	Invoice	Invoice No: 05/16/2023	5/16/2023	Paid Amt: \$180.00
							Check Amount: \$180.00
2689	FIN	66791	7266		JEFFREY SUDENGA		Check
				E 01	300 294 200 000 305	Consult & Serv.fees, BASEBALL 05/19/2023	\$360.00
	PO#:	Voucher #:	94499	Invoice	Invoice No: 05/16/2023	5/16/2023	Paid Amt: \$360.00
							Check Amount: \$360.00
2689	FIN	66792	7713		JOE SCHELHAAS		Check
				E 01	300 294 200 000 305	Consult & Serv.fees, BASEBALL 05/16/2023	\$220.00
	PO#:	Voucher #:	94500	Invoice	Invoice No: 05/16/2023	5/16/2023	Paid Amt: \$220.00
							Check Amount: \$220.00

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	66793	10263		TIMOTHY JON BERINGER		Check		
				E 01	300 294 200 000 305	Consult & Serv.fees, BASEBALL 05/16/2023		\$220.00	
	PO#:	Voucher #:	94501	Invoice	Invoice No: 05/16/2023	5/16/2023	Paid Amt:	\$220.00	
							Check Amount:	\$220.00	
2689	FIN	66794	3537		WORTHINGTON HIGH SCHOOL		Check		
				E 01	300 292 208 000 369	Entry Fees/Student Travel 5/16/2023 TROJAN		\$170.00	
	PO#:	Voucher #:	94497	Invoice	Invoice No: 05/16/2023	5/16/2023	Paid Amt:	\$170.00	
							Check Amount:	\$170.00	
2689	FIN	66796	00928		POSTMASTER		Check		
				E 01	300 620 591 000 329	Postage & Express		\$52.75	
				E 01	300 620 591 000 329	Postage & Express		\$64.50	
	PO#:	Voucher #:	94502	Invoice	Invoice No: 05/16/2023	5/16/2023	Paid Amt:	\$117.25	
							Check Amount:	\$117.25	
2689	FIN	66797	7713		JOE SCHELHAAS		Check		
				E 01	300 296 206 000 305	Consult & Serv.fees SB 05/19/2023		\$220.00	
	PO#:	Voucher #:	94503	Invoice	Invoice No: 05/17/2023	5/17/2023	Paid Amt:	\$220.00	
							Check Amount:	\$220.00	
2689	FIN	66798	10258		BENJAMIN DENTON ATTORNEY, PLLC		Check		
				E 01	005 010 113 000 305	Consult & Serv.fees		\$3,875.88	
	PO#:	Voucher #:	94504	Invoice	Invoice No: 866	5/17/2023	Paid Amt:	\$3,875.88	
							Check Amount:	\$3,875.88	
2689	FIN	66799	8925		BLUEPEAK		Check		
				E 01	005 810 000 000 320	Communications/Phone 5/10-6/9		\$1,604.27	
	PO#:	Voucher #:	94510	Invoice	Invoice No: 00459101	5/17/2023	Paid Amt:	\$1,604.27	
							Check Amount:	\$1,604.27	
2689	FIN	66800	5782		CENTERPOINT ENERGY		Check		
				E 01	300 810 000 000 440	Fuel For Buildings, APRIL 2023		\$5,320.18	
	PO#:	Voucher #:	94505	Invoice	Invoice No: 8000015159-9	5/17/2023	Paid Amt:	\$5,320.18	
							Check Amount:	\$5,320.18	
2689	FIN	66801	9992		IT OUTLET		Check		
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$170.00	
	PO#:	Voucher #:	94509	Invoice	Invoice No: 72740	5/17/2023	Paid Amt:	\$170.00	
							Check Amount:	\$170.00	
2689	FIN	66802	5983		SIoux VALLEY ENERGY		Check		
				E 01	300 810 184 000 330	Utilities - Electricity, APRIL FLASHING LIGHT		\$84.00	
	PO#:	Voucher #:	94507	Invoice	Invoice No: 7058684200	5/17/2023	Paid Amt:	\$84.00	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	66802	5983		SIOUX VALLEY ENERGY		Check		
				E 01	300 810 184 000 330	Utilities - Electricity, APRIL 2023		\$16,002.00	
PO#:	Voucher #:	94508	Invoice		Invoice No: 7058684000	5/17/2023	Paid Amt:	\$16,002.00	
							Check Amount:	\$16,086.00	
2689	FIN	66804	7716		VERIZON WIRELESS		Check		
				E 01	005 810 000 000 320	Communications/Phone 5/9-6/8		\$286.26	
PO#:	Voucher #:	94511	Invoice		Invoice No: 9934428997	5/17/2023	Paid Amt:	\$286.26	
							Check Amount:	\$286.26	
2689	FIN	66805	10221		GREATAMERICAN FINANCIAL SERVICES CORPORATION		Check		
				E 01	005 110 000 000 380	Short Term Lease Comp Tech		\$1,194.74	
PO#:	Voucher #:	94512	Invoice		Invoice No: 34068143	5/17/2023	Paid Amt:	\$1,194.74	
							Check Amount:	\$1,194.74	
2689	FIN	66806	8073		INTERSTATE BATTERY CENTER		Check		
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$90.00	
PO#:	Voucher #:	94513	Invoice		Invoice No: 1912903028323	5/17/2023	Paid Amt:	\$90.00	
							Check Amount:	\$90.00	
2689	FIN	66807	10264		ERIC KIERS		Check		
				E 01	300 296 206 000 305	Consult & Serv.fees, SB 05/18/2023		\$40.00	
PO#:	Voucher #:	94514	Invoice		Invoice No: 05/17/2023	5/17/2023	Paid Amt:	\$40.00	
							Check Amount:	\$40.00	
2689	FIN	66808	7713		JOE SCHELHAAS		Check		
				E 01	300 294 200 000 305	Baseball Ref 05/20'2023		\$120.00	
PO#:	Voucher #:	94516	Invoice		Invoice No: 05202023	5/18/2023	Paid Amt:	\$120.00	
							Check Amount:	\$120.00	
2689	FIN	66809	8728		OAKDALE GOLF CLUB		Check		
				E 01	300 292 204 000 369	Girl and Boy Golf Practice Rounds		\$208.00	
PO#:	Voucher #:	94515	Invoice		Invoice No: 05182023	5/18/2023	Paid Amt:	\$208.00	
							Check Amount:	\$208.00	
2689	FIN	66810	10199		TROY RYAN HEIDEBRINK		Check		
				E 01	005 810 000 000 305	Consult & Serv.fees APRIL 2023		\$810.00	
PO#:	Voucher #:	94487	Invoice		Invoice No: 5	5/15/2023	Paid Amt:	\$810.00	
							Check Amount:	\$810.00	
2689	FIN	66811	8402		LEGALSHIELD		Check		
				B 01	215 037	LGL-ID		\$495.60	
				B 01	215 039	LGL-IDONLY		\$56.85	
PO#:	Voucher #:	94529	Invoice		Invoice No: M2023110	5/19/2023	Paid Amt:	\$552.45	
							Check Amount:	\$552.45	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	66812	9983		MICHAEL HODGEN		Check		
				B 01	215 029	Child Support		\$547.52	
	PO#:	Voucher #:	94536	Invoice	Invoice No: M2023110	5/19/2023	Paid Amt:	\$547.52	
							Check Amount:	\$547.52	
2689	FIN	66813	01253		PAEA		Check		
				B 01	215 040	Pipestone Ed. Assoc. Dues		\$6,417.45	
	PO#:	Voucher #:	94532	Invoice	Invoice No: M2023110	5/19/2023	Paid Amt:	\$6,417.45	
							Check Amount:	\$6,417.45	
2689	FIN	66814	6424		PAESP		Check		
				B 01	215 043	PAE Supp Prof Dues		\$1,254.06	
	PO#:	Voucher #:	94530	Invoice	Invoice No: M2023110	5/19/2023	Paid Amt:	\$1,254.06	
							Check Amount:	\$1,254.06	
2689	FIN	66815	3693		HEALY AWARDS, INC		Check		
				E 01	300 292 000 000 401	General Supplies		\$146.23	
	PO#:	Voucher #:	94538	Invoice	Invoice No: 074319	5/22/2023	Paid Amt:	\$146.23	
							Check Amount:	\$146.23	
2689	FIN	66816	10265		JAY ROUFS		Check		
				E 01	300 294 200 000 305	Consult & Serv.fees, BB	05/23/2023	\$140.00	
	PO#:	Voucher #:	94540	Invoice	Invoice No: 05/22/2023	5/22/2023	Paid Amt:	\$140.00	
							Check Amount:	\$140.00	
2689	FIN	66817	7713		JOE SCHELHAAS		Check		
				E 01	300 294 200 000 305	Consult & Serv.fees, BB	05/23/2023	\$140.00	
	PO#:	Voucher #:	94539	Invoice	Invoice No: 05/22/2023	5/22/2023	Paid Amt:	\$140.00	
							Check Amount:	\$140.00	
2689	FIN	66818	10138		HEALTH PARTNERS		Check		
				B 01	215 030	Health Insurance June Coverage Inv #121002		\$67,582.60	
	PO#:	Voucher #:	94541	Invoice	Invoice No: M2023110	5/22/2023	Paid Amt:	\$67,582.60	
							Check Amount:	\$67,582.60	
2689	FIN	66819	01252		NCPERS Group Life Ins		Check		
				B 01	215 034	UNIT NUMBER: 203411		\$48.00	
	PO#:	Voucher #:	94542	Invoice	Invoice No: M2023110	5/22/2023	Paid Amt:	\$48.00	
							Check Amount:	\$48.00	
2689	FIN	66820	7348		Madison National Life		Check		
				B 01	215 032	Employer Paid		\$445.52	
				B 01	215 033	Supplemental		\$143.50	
				B 01	215 031	LTD		\$689.66	
	PO#:	Voucher #:	94543	Invoice	Invoice No: M2023110	5/22/2023	Paid Amt:	\$1,278.68	
							Check Amount:	\$1,278.68	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	66821	10212		METROPOLITAN LIFE INSURANCE COMPANY		Check		
				B 01	215 044	Dental Insurance June Coverage		\$3,054.44	
	PO#:	Voucher #:	94545	Invoice	Invoice No: M2023110	5/22/2023	Paid Amt:	\$3,054.44	
							Check Amount:	\$3,054.44	
2689	FIN	66822	7068		AMERITAS LIFE INSURANCE CORP.		Check		
				B 01	215 045	AMERITAS Vision Insurance May Coverage		\$857.20	
	PO#:	Voucher #:	94546	Invoice	Invoice No: M2023110	5/22/2023	Paid Amt:	\$857.20	
							Check Amount:	\$857.20	
2689	FIN	66823	10247		DCI CREDIT SERVICES, INC		Check		
				B 01	215 060	Garnishment		\$713.33	
	PO#:	Voucher #:	94547	Invoice	Invoice No: M2023110	5/22/2023	Paid Amt:	\$713.33	
							Check Amount:	\$713.33	
2689	FIN	66824	8728		OAKDALE GOLF CLUB		Check		
				E 01	300 294 204 000 369	Entry Fees/Student Travel, BOYS GOLF 05/24		\$20.00	
	PO#:	Voucher #:	94551	Invoice	Invoice No: 05/23/2023	5/23/2023	Paid Amt:	\$20.00	
							Check Amount:	\$20.00	
2689	FIN	66825	8728		OAKDALE GOLF CLUB		Check		
				E 01	300 296 204 000 369	Entry Fees/Student Travel, GIRLS GOLF 05/2		\$20.00	
	PO#:	Voucher #:	94550	Invoice	Invoice No: 05/23/2023	5/23/2023	Paid Amt:	\$20.00	
							Check Amount:	\$20.00	
2689	FIN	66827	8794		BIG SOUTH CONFERENCE		Check		
				B 01	206 516	In and Out, GIRLS SOFTBALL 5/20/2023		\$694.00	
	PO#:	Voucher #:	94553	Invoice	Invoice No: 05/23/2023	5/23/2023	Paid Amt:	\$694.00	
							Check Amount:	\$694.00	
2689	FIN	66828	00425		SOJOS SPORTSWEAR		Check		
				E 04	005 580 000 325 430	Instructional Supply, T-SHIRTS (ECFE)		\$510.00	
	PO#:	Voucher #:	94554	Invoice	Invoice No: 05/24/2023	5/24/2023	Paid Amt:	\$510.00	
							Check Amount:	\$510.00	
2689	FIN	66829	5249		VISA		Check		
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$92.87	
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$6.37	
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$11.99	
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$32.07	
				E 01	005 605 150 000 350	Repair&maint Service		\$291.00	
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$193.00	
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$41.68	
				E 01	005 605 150 000 350	Repair&maint Service		\$127.18	
				E 01	005 605 150 000 350	Repair&maint Service		\$49.00	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor				Pmt/Void Date		Pmt Type
2689	FIN	66829	5249		VISA						Check
				E 01	005 605 150 000 455	NonInstructional Tech Supplies				\$1.40	
				E 01	005 605 150 000 455	NonInstructional Tech Supplies				\$28.63	
				E 01	005 605 150 000 455	NonInstructional Tech Supplies				\$26.99	
				E 01	005 605 150 000 455	NonInstructional Tech Supplies				\$7.99	
PO#:		Voucher #:	94555	Invoice	Invoice No: 5512				5/24/2023		Paid Amt: \$910.17
											Check Amount: \$910.17
2689	FIN	66830	10251		DELLS THEATRE						Check
				E 01	103 203 171 000 369	Entry Fees/Student Travel				\$608.00	
				E 01	103 203 171 000 369	Entry Fees/Student Travel				(\$608.00)	
				E 01	103 203 242 000 369	Entry Fees/Student Travel				\$608.00	
PO#:		Voucher #:	94556	Invoice	Invoice No: 05/24/2023				5/24/2023		Paid Amt: \$608.00
											Check Amount: \$608.00
2689	FIN	66831	6110		PRAIRIE VILLAGE						Check
				E 01	103 203 171 000 369	Entry Fees/Student Travel				\$273.00	
PO#:		Voucher #:	94558	Invoice	Invoice No: 05/24/2023				5/24/2023		Paid Amt: \$273.00
											Check Amount: \$273.00
2689	FIN	66832	5249		VISA						Check
				E 01	300 640 172 316 366	MS/HS Staff Development				\$34.19	
				E 01	300 640 172 316 366	MS/HS Staff Development				\$21.54	
				E 01	300 640 172 316 366	MS/HS Staff Development				\$37.51	
				E 01	300 640 172 316 366	MS/HS Staff Development				\$862.04	
				E 01	300 211 172 000 369	Entry Fees/Student Travel				\$178.02	
				E 01	300 211 172 000 369	Entry Fees/Student Travel				\$56.55	
				E 01	300 291 220 000 369	Entry Fees/Student Travel				\$295.13	
				E 01	300 291 220 000 369	Entry Fees/Student Travel				\$295.13	
				E 01	300 291 220 000 369	Entry Fees/Student Travel				\$34.87	
				E 01	300 291 220 000 369	Entry Fees/Student Travel				\$51.41	
				E 01	300 291 220 000 369	Entry Fees/Student Travel				\$80.41	
				E 01	100 640 171 316 366	Travel				\$37.12	
				E 01	005 640 173 316 366	Curriculum Staff Development				\$365.98	
				E 01	005 640 173 316 366	Curriculum Staff Development				\$52.29	
				E 01	300 220 173 000 406	Instructional Software License				\$9.10	
				E 01	005 640 173 316 366	Curriculum Staff Development				\$114.77	
				E 01	005 640 173 316 366	Curriculum Staff Development				\$45.34	
				E 01	005 640 173 316 366	Curriculum Staff Development				\$199.97	
				E 01	005 640 173 316 366	Curriculum Staff Development				\$143.56	
				E 01	005 640 173 316 366	Curriculum Staff Development				\$142.20	
				E 01	005 640 173 316 366	Curriculum Staff Development				\$442.59	

Pipestone Area Schools ISD #2689

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	66832	5249		VISA		Check
				E 01	005 640 173 316 366	Curriculum Staff Development	\$442.59
				E 01	005 640 173 316 366	Curriculum Staff Development	\$442.59
				E 01	005 640 173 316 366	Curriculum Staff Development	\$442.59
				E 01	005 640 173 316 366	Curriculum Staff Development	\$442.59
				E 01	207 203 173 000 406	Instructional Software License	\$7.00
				E 01	300 256 173 000 406	Instructional Software License	\$11.50
				E 01	207 260 173 000 406	Instructional Software License	\$12.50
				E 01	300 219 173 000 430	Instructional Supply	\$121.72
				E 01	207 256 173 000 406	Instructional Software License	\$11.50
				E 01	300 292 000 000 401	General Supplies	\$100.00
				E 01	300 296 204 000 369	Entry Fees/Student Travel	\$63.00
				E 01	300 292 000 000 401	General Supplies	\$10.68
				E 01	300 292 208 000 369	Entry Fees/Student Travel	\$275.00
				E 01	300 292 000 000 401	General Supplies	\$20.56
				E 01	300 296 206 000 401	General Supplies	\$1,000.00
				E 01	300 640 172 316 366	MS/HS Staff Development	\$213.74
				E 01	300 640 172 316 366	MS/HS Staff Development	\$22.54
				E 01	300 640 172 316 366	MS/HS Staff Development	\$35.00
				E 01	300 258 233 000 430	Instructional Supply	\$200.00
				E 01	207 204 000 414 401	General Supplies	\$95.51
				E 01	207 204 000 414 401	General Supplies	\$128.26
				E 01	005 810 000 000 401	General Supplies	\$1,964.49
				E 01	300 331 172 830 433	Individualized Mat.	\$85.92
				E 01	300 258 000 000 430	Instructional Supply	\$109.68
				E 01	300 211 172 000 430	Instructional Supply	\$49.83
				E 01	300 331 172 830 433	Individualized Mat.	\$41.74
				E 01	300 301 501 830 433	Individualized Mat.	\$20.52
				E 01	300 301 501 830 433	Individualized Mat.	\$13.58
				E 01	300 260 172 000 430	Instructional Supply	\$40.65
				E 01	300 260 000 733 360	Instructional Supply	\$222.00
				E 01	300 258 234 000 430	Instructional Supply	\$59.50
				E 01	207 361 849 000 430	Instructional Supply	\$67.60
				E 01	300 211 180 000 401	General Supplies	\$11.57
				E 01	300 211 180 000 401	General Supplies	\$26.04
				E 01	207 260 172 000 430	Instructional Supply	\$40.32
				E 01	300 211 180 000 401	General Supplies	\$25.65
				E 01	300 331 172 830 433	Individualized Mat.	\$60.18
				E 01	207 361 849 000 430	Instructional Supply	\$45.80

Pipestone Area Schools ISD #2689

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	66832	5249		VISA		Check
				E 01	300 050 172 000 401	General Supplies	\$2.99
				E 01	300 331 172 830 433	Individualized Mat.	\$94.30
				E 01	300 211 180 000 401	General Supplies	\$100.00
				E 01	300 258 234 000 430	Instructional Supply	\$10.50
				E 01	103 203 174 499 430	Instructional Supply	\$213.35
				E 01	103 203 174 499 430	Instructional Supply	\$275.67
PO#:	Voucher #:	94557	Invoice	Invoice No:	9897	5/24/2023	Paid Amt: \$11,180.47
							Check Amount: \$11,180.47
2689	FIN	66833	3537		WORTHINGTON HIGH SCHOOL		Check
				E 01	300 292 208 000 369	Entry Fees/Student Travel, 05/19/2023 TRACK	\$100.00
PO#:	Voucher #:	94496	Invoice	Invoice No:	05/16/2023	5/24/2023	Paid Amt: \$100.00
							Check Amount: \$100.00
2689	FIN	66834	5249		VISA		Check
				E 04	005 249 000 321 366	Travel, DR ED APRIL	\$49.23
PO#:	Voucher #:	94559	Invoice	Invoice No:	9913	5/25/2023	Paid Amt: \$49.23
							Check Amount: \$49.23
2689	FIN	66835	5249		VISA		Check
				E 01	300 292 000 000 366	Travel	\$27.48
				E 01	300 291 220 000 369	Entry Fees/Student Travel	\$45.55
				E 01	300 291 220 000 369	Entry Fees/Student Travel	\$39.60
				E 01	300 291 220 000 369	Entry Fees/Student Travel	\$27.55
				E 01	300 294 207 000 369	Entry Fees/Student Travel	\$30.22
				E 01	300 294 207 000 369	Entry Fees/Student Travel	\$22.95
				E 01	005 640 173 316 366	Curriculum Staff Development	\$63.27
				E 01	300 294 204 000 369	Entry Fees/Student Travel	\$49.02
				E 01	300 640 172 316 366	MS/HS Staff Development	\$45.30
				E 01	103 203 000 733 360	FIELD TRIP	\$19.03
				E 01	300 291 220 000 369	Entry Fees/Student Travel	\$76.55
				E 01	300 640 173 316 366	Travel	\$59.14
				E 01	300 294 207 000 369	Entry Fees/Student Travel	\$45.78
				E 01	300 292 204 000 369	Entry Fees/Student Travel	\$34.54
				E 01	300 292 204 000 369	Entry Fees/Student Travel	\$22.30
				E 01	300 292 208 000 369	Entry Fees/Student Travel	\$15.94
				E 01	300 292 208 000 369	Entry Fees/Student Travel	\$16.19
				E 01	300 291 220 000 369	Entry Fees/Student Travel	\$40.90
				E 01	300 301 501 830 366	Travel	\$16.25
				E 01	300 292 208 000 369	Entry Fees/Student Travel	\$11.47
				E 01	300 291 220 000 369	Entry Fees/Student Travel	\$23.66

Pipestone Area Schools ISD #2689

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	66835	5249		VISA		Check
				E 01	300 291 220 000 369	Entry Fees/Student Travel	\$53.20
				E 01	300 291 220 000 369	Entry Fees/Student Travel	\$26.41
				E 01	300 292 204 000 369	Entry Fees/Student Travel	\$15.64
				E 01	300 296 207 000 369	Entry Fees/Student Travel-Tennis	\$32.16
				E 01	300 292 204 000 369	Entry Fees/Student Travel	\$94.30
				E 01	300 292 204 000 369	Entry Fees/Student Travel	\$80.00
				E 01	005 640 173 316 366	Curriculum Staff Development	\$34.98
				E 01	005 640 173 316 366	Curriculum Staff Development	\$57.77
				E 01	005 640 173 316 366	Curriculum Staff Development	\$78.85
				E 01	300 292 208 000 369	Entry Fees/Student Travel	\$25.40
				E 01	300 292 208 000 369	Entry Fees/Student Travel	\$41.50
				E 01	300 292 208 000 369	Entry Fees/Student Travel	\$26.28
				E 01	300 292 000 000 366	Travel	\$18.99
				E 01	300 292 208 000 369	Entry Fees/Student Travel	\$19.45
				E 01	300 292 204 000 369	Entry Fees/Student Travel	\$9.21
				E 01	300 294 207 000 305	Consult & Serv.fees	\$61.82
				E 01	300 292 204 000 369	Entry Fees/Student Travel	\$56.05
				E 01	300 292 204 000 369	Entry Fees/Student Travel	\$27.80
PO#:	Voucher #:	94560	Invoice	Invoice No:	9871	5/25/2023	Paid Amt: \$1,492.50
							Check Amount: \$1,492.50
2689	FIN	66836	3512		CHILDRENS CARE HOSP & SCHOOL		Check
				E 01	100 411 000 000 392	to Out-of-State Dist, APRIL 2023	\$1,072.95
				E 01	100 411 000 740 393	Sp Ed Contr Svcs Pup, APRIL 2023	\$5,370.80
PO#:	Voucher #:	94564	Invoice	Invoice No:	30000944	5/26/2023	Paid Amt: \$6,443.75
							Check Amount: \$6,443.75
2689	FIN	66837	00063		CITY OF PIPESTONE		Check
				E 01	005 810 183 000 330	Utilities, MAY 2023	\$1,797.01
				E 01	005 810 183 000 330	Utilities, MAY 2023	\$67.21
				E 01	005 810 183 000 330	Utilities, MAY 2023	\$2,261.91
				E 01	005 810 182 000 330	Garbage, MAY 2023	\$850.00
				E 01	005 810 183 000 330	Utilities, MAY 2023	\$123.56
PO#:	Voucher #:	94562	Invoice	Invoice No:	05/26/2023	5/26/2023	Paid Amt: \$5,099.69
							Check Amount: \$5,099.69
2689	FIN	66838	5637		OLE'S LOCK & KEY		Check
				E 01	005 810 000 000 350	Repair&maint Service	\$155.59
PO#:	Voucher #:	94563	Invoice	Invoice No:	6966	5/26/2023	Paid Amt: \$155.59
							Check Amount: \$155.59

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	66840	9927		QUADIENT LEASING USA, INC,		Check		
				E 01	005 110 000 000 380	Short Term Lease Comp Tech 6/14-9/23		\$1,182.54	
	PO#:	Voucher #:	94565	Invoice	Invoice No: N9942120	5/26/2023	Paid Amt:	\$1,182.54	
							Check Amount:	\$1,182.54	
2689	FIN	66841	10137		BENS AUTO GLASS		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$145.00	
	PO#:	Voucher #:	94572	Invoice	Invoice No: 140110	5/30/2023	Paid Amt:	\$145.00	
							Check Amount:	\$145.00	
2689	FIN	66842	10222		COLLENE F LANDGREN		Check		
				E 01	300 258 233 000 430	Instructional Supply, REPAIR UNIFORMS		\$1,000.00	
	PO#:	Voucher #:	94568	Invoice	Invoice No: 05/30/2023	5/30/2023	Paid Amt:	\$1,000.00	
							Check Amount:	\$1,000.00	
2689	FIN	66843	5604		Gopher Stagelighting		Check		
				B 01	131 000	Prepaid Expenses & Deposits		\$16,296.38	
	PO#:	Voucher #:	94574	Invoice	Invoice No: 21907	5/30/2023	Paid Amt:	\$16,296.38	
							Check Amount:	\$16,296.38	
2689	FIN	66844	00256		HILLYARD INC/ SIOUX FALLS		Check		
				E 01	005 810 000 000 401	General Supplies		\$2,953.79	
	PO#:	Voucher #:	94571	Invoice	Invoice No: 605119376	5/30/2023	Paid Amt:	\$2,953.79	
							Check Amount:	\$2,953.79	
2689	FIN	66845	01140		JERS ELECTRIC INC		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$4,300.67	
	PO#:	Voucher #:	94573	Invoice	Invoice No: 4272	5/30/2023	Paid Amt:	\$4,300.67	
							Check Amount:	\$4,300.67	
2689	FIN	66846	5463	5463	MIDWEST TENNIS & TRACK CO		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$295.00	
	PO#:	Voucher #:	94570	Invoice	Invoice No: 4760	5/30/2023	Paid Amt:	\$295.00	
							Check Amount:	\$295.00	
2689	FIN	66847	01300		PIPESTONE CO. MEDICAL CENTER		Check		
				E 01	103 420 000 740 394	to Non-Ed Agency, APRIL 2023		\$3,062.36	
	PO#:	Voucher #:	94567	Invoice	Invoice No: PI PIP JAS S	5/30/2023	Paid Amt:	\$3,062.36	
							Check Amount:	\$3,062.36	
2689	FIN	66848	9556		PIPESTONE FLORAL		Check		
				E 01	300 301 501 830 433	Individualized Mat.		\$181.50	
	PO#:	Voucher #:	94569	Invoice	Invoice No: 100016799	5/30/2023	Paid Amt:	\$181.50	
							Check Amount:	\$181.50	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	66849	9764		THOMPSON ELECTRIC COMPANY		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$340.00	
	PO#:	Voucher #:	94566	Invoice	Invoice No: 36192	5/30/2023	Paid Amt:	\$340.00	
							Check Amount:	\$340.00	
2689	FIN	66850	9982		BOB GREY		Check		
				B 01	206 516	In and Out, SECTION TRACK 05/25/2023		\$4,732.00	
	PO#:	Voucher #:	94575	Invoice	Invoice No: 05/30/2023	5/30/2023	Paid Amt:	\$4,732.00	
							Check Amount:	\$4,732.00	
2689	FIN	66851	9982		BOB GREY		Check		
				B 01	206 516	In and Out, SECTION SOFTBALL		\$942.00	
	PO#:	Voucher #:	94576	Invoice	Invoice No: 05/30/2023	5/30/2023	Paid Amt:	\$942.00	
							Check Amount:	\$942.00	
2689	FIN	66852	9143		ACT, INC.		Check		
				E 01	300 211 000 000 461	Standarized Tests		\$4,110.75	
	PO#:	Voucher #:	94577	Invoice	Invoice No: 23695	6/1/2023	Paid Amt:	\$4,110.75	
							Check Amount:	\$4,110.75	
2689	FIN	66853	10137		BENS AUTO GLASS		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$45.00	
	PO#:	Voucher #:	94588	Invoice	Invoice No: 06/0/2023	6/1/2023	Paid Amt:	\$45.00	
							Check Amount:	\$45.00	
2689	FIN	66854	9574		BOLE-MOR LANES		Check		
				E 01	300 420 000 740 433	Individualized Mat. DAPE 22-23		\$450.00	
	PO#:	Voucher #:	94591	Invoice	Invoice No: 22-23	6/1/2023	Paid Amt:	\$450.00	
							Check Amount:	\$450.00	
2689	FIN	66855	7403		BOMGAARS SUPPLY INC		Check		
				E 01	005 810 000 000 401	General Supplies		\$17.98	
	PO#:	Voucher #:	94584	Invoice	Invoice No: 046-573-3	6/1/2023	Paid Amt:	\$17.98	
							Check Amount:	\$17.98	
2689	FIN	66856	8082		BORCH'S SPORTING GOODS, INC.		Check		
				E 01	300 294 200 000 401	General Supplies, JR HIGH BASEBALL		\$800.00	
	PO#:	Voucher #:	94594	Invoice	Invoice No: AAT008221	6/1/2023	Paid Amt:	\$800.00	
							Check Amount:	\$800.00	
2689	FIN	66858	4766	4766	CENEX HARVEST STATES		Check		
				E 01	005 810 000 000 401	General Supplies		\$28.07	
	PO#:	Voucher #:	94585	Invoice	Invoice No: 290031	6/1/2023	Paid Amt:	\$28.07	
							Check Amount:	\$28.07	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	66859	00063		CITY OF PIPESTONE		Check		
				E 01	300 211 172 000 335	Short Term Rentals, HIAWATHA LODGE SENI		\$350.00	
	PO#:	Voucher #:	94592	Invoice	Invoice No: 06/01/2023	6/1/2023	Paid Amt:	\$350.00	
							Check Amount:	\$350.00	
2689	FIN	66860	10053		COORDINATED BUSINESS SERVICES LTD		Check		
				E 01	005 110 000 000 380	Short Term Lease Comp Tech		\$4,654.42	
	PO#:	Voucher #:	94590	Invoice	Invoice No: 304610	6/1/2023	Paid Amt:	\$4,654.42	
							Check Amount:	\$4,654.42	
2689	FIN	66861	00256		HILLYARD INC/ SIOUX FALLS		Check		
				E 01	005 810 000 000 401	General Supplies		\$11.02	
	PO#:	Voucher #:	94581	Invoice	Invoice No: 700546201	6/1/2023	Paid Amt:	\$11.02	
				E 01	005 810 000 000 401	General Supplies		\$2,429.21	
	PO#:	Voucher #:	94582	Invoice	Invoice No: 605048270	6/1/2023	Paid Amt:	\$2,429.21	
							Check Amount:	\$2,440.23	
2689	FIN	66862	10213		NUTRIEN AG SOLUTIONS INC		Check		
				E 01	005 810 000 000 401	General Supplies		\$819.62	
	PO#:	Voucher #:	94578	Invoice	Invoice No: 51153212	6/1/2023	Paid Amt:	\$819.62	
							Check Amount:	\$819.62	
2689	FIN	66863	01179	1099	RATWIK ROSZAK & MALONEY PA		Check		
				E 01	005 010 113 000 305	Consult & Serv.fees		\$1,209.27	
	PO#:	Voucher #:	94593	Invoice	Invoice No: 2569-0107	6/1/2023	Paid Amt:	\$1,209.27	
							Check Amount:	\$1,209.27	
2689	FIN	66864	00890	00890	STOUT & EVINK		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$382.85	
	PO#:	Voucher #:	94579	Invoice	Invoice No: 97232	6/1/2023	Paid Amt:	\$382.85	
				E 01	005 810 000 000 350	Repair&maint Service		\$628.56	
	PO#:	Voucher #:	94580	Invoice	Invoice No: 97240	6/1/2023	Paid Amt:	\$628.56	
							Check Amount:	\$1,011.41	
2689	FIN	66865	6446		TRANE		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$231.79	
	PO#:	Voucher #:	94583	Invoice	Invoice No: 14422024	6/1/2023	Paid Amt:	\$231.79	
							Check Amount:	\$231.79	
2689	FIN	66866	00276		XCEL ENERGY		Check		
				E 01	005 810 184 000 330	Electricity - Paulsen Field. APRIL 2023		\$670.34	
	PO#:	Voucher #:	94589	Invoice	Invoice No: 51-6709448-8	6/1/2023	Paid Amt:	\$670.34	
							Check Amount:	\$670.34	

Pipestone Area Schools ISD #2689

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	66867	00224		LUDOLPH BUS INCORPORATED		Check
				E 03	005 760 000 720 360	Transp Cntrt W/Public Reg. MAY 2023	\$76,836.00
PO#:		Voucher #:	94595	Invoice	Invoice No: 1983	6/2/2023	Paid Amt: \$76,836.00
							Check Amount: \$76,836.00
2689	FIN	66868	00224		LUDOLPH BUS INCORPORATED		Check
				E 01	300 294 200 733 360	Transp Cntrt W/Baseball	\$709.67
				E 01	300 294 200 733 360	Transp Cntrt W/Baseball	\$714.22
				E 01	300 294 200 733 360	Transp Cntrt W/Baseball	\$675.00
				E 01	300 294 200 733 360	Transp Cntrt W/Baseball	\$708.00
				E 01	300 292 208 733 360	Transp Cntrt W/Public, TRACK	\$994.25
				E 01	300 296 206 733 360	Transp Cntrt W/Public, SB	\$675.00
				E 01	300 296 206 733 360	Transp Cntrt W/Public, SB	\$1,017.51
				E 01	300 296 206 733 360	Transp Cntrt W/Public, SB	\$675.00
				E 01	300 296 206 733 360	Transp Cntrt W/Public, SB	\$675.00
				E 01	300 258 233 733 360	Transp Cntrt W/Public Band	\$2,981.54
PO#:		Voucher #:	94596	Invoice	Invoice No: 4256	6/2/2023	Paid Amt: \$9,825.19
							Check Amount: \$9,825.19
2689	FIN	66869	00224		LUDOLPH BUS INCORPORATED		Check
				E 01	300 292 204 733 360	Transp Cntrt W/Public Golf	\$251.46
				E 01	300 292 204 733 360	Transp Cntrt W/Public Golf	\$93.75
				E 01	300 294 200 733 360	Transp Cntrt W/Baseball	\$124.74
				E 01	300 294 200 733 360	Transp Cntrt W/Baseball	\$93.75
				E 01	300 294 200 733 360	Transp Cntrt W/Baseball	\$124.74
				E 01	300 294 200 733 360	Transp Cntrt W/Baseball	\$84.38
				E 01	300 294 200 733 360	Transp Cntrt W/Baseball	\$128.70
				E 01	300 294 200 733 360	Transp Cntrt W/Baseball	\$84.38
				E 01	300 294 200 733 360	Transp Cntrt W/Baseball	\$237.60
				E 01	300 294 200 733 360	Transp Cntrt W/Baseball	\$75.00
				E 01	300 294 200 733 360	Transp Cntrt W/Baseball	\$114.84
				E 01	300 294 200 733 360	Transp Cntrt W/Baseball	\$70.31
				E 01	300 294 200 733 360	Transp Cntrt W/Baseball	\$176.22
				E 01	300 294 200 733 360	Transp Cntrt W/Baseball	\$75.00
				E 01	300 294 200 733 360	Transp Cntrt W/Baseball	\$73.26
				E 01	300 294 200 733 360	Transp Cntrt W/Baseball	\$75.00
				E 01	300 294 200 733 360	Transp Cntrt W/Baseball	\$194.04
				E 01	300 294 200 733 360	Transp Cntrt W/Baseball	\$84.38
				E 01	300 292 208 733 360	Transp Cntrt W/Public, TRACK	\$128.70
				E 01	300 292 208 733 360	Transp Cntrt W/Public, TRACK	\$79.69
				E 01	300 292 208 733 360	Transp Cntrt W/Public	\$128.70

Pipestone Area Schools ISD #2689

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	66869	00224		LUDOLPH BUS INCORPORATED		Check
				E 01	300 292 208 733 360	Transp Cntrt W/Public, TRACK	\$159.38
				E 01	300 292 208 733 360	Transp Cntrt W/Public, TRACK	\$241.56
				E 01	300 292 208 733 360	Transp Cntrt W/Public, TRACK	\$131.25
				E 01	300 296 206 733 360	Transp Cntrt W/Public, SB	\$277.20
				E 01	300 296 206 733 360	Transp Cntrt W/Public, SB	\$79.69
				E 01	300 296 206 733 360	Transp Cntrt W/Public, SB	\$190.08
				E 01	300 296 206 733 360	Transp Cntrt W/Public, SB	\$84.38
				E 01	300 296 206 733 360	Transp Cntrt W/Public, SB	\$201.96
				E 01	300 296 206 733 360	Transp Cntrt W/Public, SB	\$75.00
				E 01	300 258 233 733 360	Transp Cntrt W/Public Band	\$61.25
				E 01	006 203 171 733 360	Transp Cntrt W/Public, FIELD TRIP	\$344.52
				E 01	006 203 171 733 360	Transp Cntrt W/Public, FIELD TRIP	\$84.38
				E 01	103 203 242 733 360	Transp Cntrt W/Public, FIELD TRIP	\$140.00
				E 01	103 203 242 733 360	Transp Cntrt W/Public, FIELD TRIP	\$70.00
				E 01	103 201 242 733 360	Transp Cntrt W/Public, FIELD TRIP	\$124.74
				E 01	103 201 242 733 360	Transp Cntrt W/Public, FIELD TRIP	\$42.19
				E 01	300 240 172 733 360	Transp Cntrt W/Public, PE	\$217.80
				E 01	300 240 172 733 360	Transp Cntrt W/Public,PE	\$84.38
				E 01	207 203 172 733 360	Transp Cntrt W/Public, FIELD TRIP	\$217.80
				E 01	207 203 172 733 360	Transp Cntrt W/Public, FIELD TRIP	\$93.75
				E 01	207 203 172 733 360	Transp Cntrt W/Public, FIELD TRIP	\$217.80
				E 01	207 203 172 733 360	Transp Cntrt W/Public, FIELD TRIP	\$93.75
				E 04	005 580 000 325 360	Transp Cntrt W/Public ECFE	\$196.02
				E 04	005 580 000 325 360	Transp Cntrt W/Public ECFE	\$75.00
				E 01	103 203 242 733 360	Transp Cntrt W/Public, FIELD TRIP	\$186.12
				E 01	103 203 242 733 360	Transp Cntrt W/Public, FIELD TRIP	\$79.69
				E 01	103 203 242 733 360	Transp Cntrt W/Public, FIELD TRIP	\$186.12
				E 01	103 203 242 733 360	Transp Cntrt W/Public, FIELD TRIP	\$79.69
				E 01	103 203 242 733 360	Transp Cntrt W/Public, FIELD TRIP	\$221.76
				E 01	103 203 242 733 360	Transp Cntrt W/Public, FIELD TRIP	\$93.75
				E 01	103 203 242 733 360	Transp Cntrt W/Public, FIELD TRIP	\$221.76
				E 01	103 203 242 733 360	Transp Cntrt W/Public, FIELD TRIP	\$93.75
				E 01	103 203 242 733 360	Transp Cntrt W/Public, FIELD TRIP	\$223.74
				E 01	103 203 242 733 360	Transp Cntrt W/Public, FIELD TRIP	\$70.31
				E 01	103 203 242 733 360	Transp Cntrt W/Public, FIELD TRIP	\$223.74
				E 01	103 203 242 733 360	Transp Cntrt W/Public, FIELD TRIP	\$70.31
				E 01	207 211 172 733 360	Transp Cntrt W/Public, FIELD TRIP	\$207.90
				E 01	207 211 172 733 360	Transp Cntrt W/Public, FIELD TRIP	\$98.44

Pipestone Area Schools ISD #2689

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	66869	00224		LUDOLPH BUS INCORPORATED		Check
				E 01	207 211 172 733 360	Transp Cntrt W/Public, FIELD TRIP	\$207.90
				E 01	207 211 172 733 360	Transp Cntrt W/Public, FIELD TRIP	\$98.44
				E 01	103 203 242 733 360	Transp Cntrt W/Public, FIELD TRIP	\$96.25
				E 01	103 203 242 733 360	Transp Cntrt W/Public, FIELD TRIP	\$96.25
				E 01	207 211 172 733 360	Transp Cntrt W/Public, FIELD TRIP	\$807.84
				E 01	207 211 172 733 360	Transp Cntrt W/Public, FIELD TRIP	\$98.44
				E 01	207 211 172 733 360	Transp Cntrt W/Public, FIELD TRIP	\$807.84
				E 01	207 211 172 733 360	Transp Cntrt W/Public, FIELD TRIP	\$98.44
				E 01	103 203 242 733 360	Transp Cntrt W/Public, FIELD TRIP	\$225.72
				E 01	103 203 242 733 360	Transp Cntrt W/Public	\$79.69
				E 01	103 203 242 733 360	Transp Cntrt W/Public, FIELD TRIP	\$225.72
				E 01	103 203 242 733 360	Transp Cntrt W/Public, FIELD TRIP	\$79.69
				E 01	103 203 242 733 360	Transp Cntrt W/Public, FIELD TRIP	\$78.75
				E 01	300 211 000 733 360	Transp Cntrt W/Public	\$78.47
				E 01	300 211 000 733 360	Transp Cntrt W/Public	\$70.00
				E 01	005 640 173 316 366	Curriculum Staff Development	\$117.78
				E 03	005 760 000 723 360	Transp Cntrt W/Public Handicap	\$280.00
				E 01	300 240 172 733 360	Transp Cntrt W/Public. PE	\$105.00
				E 03	005 760 000 713 360	Transp Cntrt W/Public. OUT OF DISTRICT	\$261.36
				E 03	005 760 000 713 360	Transp Cntrt W/Public. OUT OF DISTRICT	\$11.88
				E 03	005 760 000 713 360	Transp Cntrt W/Public. OUT OF DISTRICT	\$332.64
				E 03	005 760 000 713 360	Transp Cntrt W/Public. OUT OF DISTRICT	\$15.12
				E 03	005 760 000 713 360	Transp Cntrt W/Public. OUT OF DISTRICT	\$617.76
				E 03	005 760 000 713 360	Transp Cntrt W/Public. OUT OF DISTRICT	\$28.08
				E 03	005 760 000 723 360	Transp Cntrt W/Public Handicap	\$9,077.28
				E 03	005 760 000 723 360	Transp Cntrt W/Public Handicap	\$409.64
				E 03	005 760 000 723 360	Transp Cntrt W/Public Handicap	\$12,131.89
				E 03	005 760 000 723 360	Transp Cntrt W/Public Handicap	\$602.96
				E 03	005 760 000 723 360	Transp Cntrt W/Public Handicap	\$7,863.24
				E 03	005 760 000 723 360	Transp Cntrt W/Public Handicap	\$6,729.80
				E 03	005 760 000 723 360	Transp Cntrt W/Public Handicap	\$146.88
				E 03	005 760 000 723 360	Transp Cntrt W/Public Handicap	\$7,646.32
				E 03	005 760 000 723 360	Transp Cntrt W/Public Handicap	\$1,737.80

PO#:	Voucher #:	94597	Invoice	Invoice No: 1984	6/5/2023	Paid Amt: \$59,324.47
						Check Amount: \$59,324.47

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	66870	9117		CITY OF NORTH MANKATO		Check		
				E 01	300 296 206 000 369	Entry Fees/Student Travel, STATE SB 2023		\$150.00	
	PO#:	Voucher #:	94611	Invoice	Invoice No: 06/05/2023	6/5/2023	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
2689	FIN	66871	8735		AL CLAUSSEN		Check		
				E 01	300 292 208 000 305	Consult & Serv.fees, TRACK		\$165.00	
	PO#:	Voucher #:	94620	Invoice	Invoice No: 06/05/2023	6/6/2023	Paid Amt:	\$165.00	
							Check Amount:	\$165.00	
2689	FIN	66872	7792		CHRISTINE COLEMER		Check		
				E 01	300 292 208 000 305	Consult & Serv.fees, TRACK		\$50.00	
	PO#:	Voucher #:	94619	Invoice	Invoice No: 06/05/2023	6/6/2023	Paid Amt:	\$50.00	
							Check Amount:	\$50.00	
2689	FIN	66873	8378		CREIGHTON SCHROYER		Check		
				E 01	300 292 208 000 305	Consult & Serv.fees, TRACK		\$105.00	
	PO#:	Voucher #:	94616	Invoice	Invoice No: 06/05/2023	6/6/2023	Paid Amt:	\$105.00	
							Check Amount:	\$105.00	
2689	FIN	66874	5604		Gopher Stagelighting		Check		
				B 01	131 000	Prepaid Expenses & Deposits		\$13,499.94	
	PO#:	Voucher #:	94612	Invoice	Invoice No: 21954	6/6/2023	Paid Amt:	\$13,499.94	
							Check Amount:	\$13,499.94	
2689	FIN	66875	00099		KAREN KERKAERT		Check		
				E 01	300 292 208 000 305	Consult & Serv.fees, TRACK		\$55.00	
	PO#:	Voucher #:	94617	Invoice	Invoice No: 06/05/2023	6/6/2023	Paid Amt:	\$55.00	
							Check Amount:	\$55.00	
2689	FIN	66876	10134		MARI WAGNER		Check		
				E 01	300 292 208 000 305	Consult & Serv.fees, TRACK		\$50.00	
	PO#:	Voucher #:	94613	Invoice	Invoice No: 06/05/2023	6/6/2023	Paid Amt:	\$50.00	
							Check Amount:	\$50.00	
2689	FIN	66877	00263		RICHARD SCHROYER		Check		
				E 01	300 292 208 000 305	Consult & Serv.fees, TRACK		\$55.00	
	PO#:	Voucher #:	94615	Invoice	Invoice No: 06/05/2023	6/6/2023	Paid Amt:	\$55.00	
							Check Amount:	\$55.00	
2689	FIN	66878	00398		SHERI TINKLENBERG		Check		
				E 01	300 292 208 000 305	Consult & Serv.fees, TRACK		\$55.00	
	PO#:	Voucher #:	94614	Invoice	Invoice No: 06/05/2023	6/6/2023	Paid Amt:	\$55.00	
							Check Amount:	\$55.00	

Pipestone Area Schools ISD #2689

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	66879	9476		STEPHANIE ANN ALFSON		Check
				E 01	300 296 206 000 305	Consult & Serv.fees, SB	\$40.00
PO#:	Voucher #:	94621	Invoice		Invoice No: 06/06/2023	6/6/2023	Paid Amt: \$40.00
							Check Amount: \$40.00
2689	FIN	66880	00779		THOMAS W HOUSELOG		Check
				E 01	300 292 208 000 305	Consult & Serv.fees, TRACK	\$105.00
PO#:	Voucher #:	94618	Invoice		Invoice No: 06/05/2023	6/6/2023	Paid Amt: \$105.00
							Check Amount: \$105.00
2689	FIN	66881	10232		AMAZON CAPITAL SERVICES		Check
				E 01	300 420 000 740 433	Individualized Mat.	\$44.97
				E 01	300 620 591 000 470	Library Books	\$8.99
				E 01	300 211 197 000 401	Special Ed Coffee Fund	\$130.09
				E 01	300 258 234 000 430	Instructional Supply	\$76.36
				E 01	103 204 000 414 401	General Supplies Title II	\$899.50
				E 01	005 020 000 000 401	General Supplies	\$39.99
				E 01	300 219 172 317 430	Instructional Supply	\$98.99
PO#:	Voucher #:	94625	Invoice		Invoice No: 1YYV-R3FH-4PNJ	6/7/2023	Paid Amt: \$1,298.89
							Check Amount: \$1,298.89
2689	FIN	66882	6458		HUBERT COMPANY LLC		Check
				E 02	005 770 000 701 401	BLUE VINYL APRON 42" (#17103)	\$75.56
				E 02	005 770 000 701 401	BLUE POCKET SERVING APRON 3 POCKET	\$256.20
				E 02	005 770 000 701 401	BLACK COTTON APRON 3 POCKET (#28343)	\$0.00
				E 02	005 770 000 701 401	SHIPPING	\$48.00
PO#: 18153	Voucher #:	94634	Invoice		Invoice No: 168135	6/7/2023	Paid Amt: \$379.76
							Check Amount: \$379.76
2689	FIN	66883	00300		PIPESTONE PUBLISHING CO INC		Check
				E 01	005 010 000 000 305	Consult & Serv.fees, MAY 23	\$898.31
PO#:	Voucher #:	94633	Invoice		Invoice No: 06/07/2023	6/7/2023	Paid Amt: \$898.31
							Check Amount: \$898.31
2689	FIN	66884	00300	00300	PIPESTONE PUBLISHING CO INC		Check
				E 01	005 010 000 000 401	General Supplies	\$104.93
PO#:	Voucher #:	94632	Invoice		Invoice No: CP009792	6/7/2023	Paid Amt: \$104.93
							Check Amount: \$104.93
2689	FIN	66885	3697		SW/WC SERVICE COOPERATIVE		Check
				E 01	005 605 150 000 316	Data Processing Svcs, REMOTE BACK-UP S1	\$5,300.00
PO#:	Voucher #:	94629	Invoice		Invoice No: 72533	6/7/2023	Paid Amt: \$5,300.00
							Check Amount: \$5,300.00

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	66886	3697		SW/WC SERVICE COOPERATIVE		Check
				E 01	006 810 000 000 320	Communications/Phone	\$1,267.91
				E 01	005 810 000 000 320	Communications/Phone	\$5,792.67
				E 01	005 810 000 000 320	Communications/Phone	\$5,259.25
PO#:	Voucher #:	94626	Invoice	Invoice No:	72430	6/7/2023	Paid Amt: \$12,319.83
							Check Amount: \$12,319.83
2689	FIN	66887	3697		SW/WC SERVICE COOPERATIVE		Check
				E 01	005 110 000 000 316	Data Processing Svcs, E-RATE	\$2,350.00
PO#:	Voucher #:	94627	Invoice	Invoice No:	72507	6/7/2023	Paid Amt: \$2,350.00
							Check Amount: \$2,350.00
2689	FIN	66888	3697		SW/WC SERVICE COOPERATIVE		Check
				E 01	005 110 000 000 316	Data Processing Svcs, ACA SUBMISSION	\$265.00
PO#:	Voucher #:	94628	Invoice	Invoice No:	72394	6/7/2023	Paid Amt: \$265.00
							Check Amount: \$265.00
2689	FIN	66889	3697		SW/WC SERVICE COOPERATIVE		Check
				E 01	005 605 150 000 316	Data Processing Svcs, EMAIL ARCHIVAL SER	\$1,725.50
PO#:	Voucher #:	94630	Invoice	Invoice No:	72461	6/7/2023	Paid Amt: \$1,725.50
							Check Amount: \$1,725.50
2689	FIN	66890	3697		SW/WC SERVICE COOPERATIVE		Check
				E 01	005 605 150 000 316	Data Processing Svcs, EMAIL SPAM FILTERIN	\$1,268.75
PO#:	Voucher #:	94631	Invoice	Invoice No:	72453	6/7/2023	Paid Amt: \$1,268.75
							Check Amount: \$1,268.75
2689	FIN	66891	10278		TY HANSEN		Check
				E 01	300 292 208 000 305	Consult & Serv.fees, SB	\$35.00
PO#:	Voucher #:	94624	Invoice	Invoice No:	06/06/2023	6/7/2023	Paid Amt: \$35.00
							Check Amount: \$35.00
2689	FIN	66892	7830		MIDWEST SPECIAL INSTRUMENTS		Check
				E 01	103 720 000 000 401	Audiometer Calibration (full if needed)	\$190.00
				E 01	103 720 000 000 401	Possible Audiometer repair (\$90/30 min)	\$45.00
				E 01	103 720 000 000 401	OAE Calibration	\$45.00
				E 01	103 720 000 000 401	Possible OAE repair (\$90/30 min)	\$45.00
PO#: 17897	Voucher #:	94635	Invoice	Invoice No:	2305564	6/7/2023	Paid Amt: \$325.00
							Check Amount: \$325.00
2689	FIN	66893	9807		BIOAG ENERGY SERVICES		Check
				E 01	005 810 000 000 401	General Supplies	\$3,093.09
PO#:	Voucher #:	94647	Invoice	Invoice No:	698800089	6/8/2023	Paid Amt: \$3,093.09
							Check Amount: \$3,093.09

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	66895	10053		COORDINATED BUSINESS SERVICES LTD		Check
				E 01	005 110 000 000 380	Short Term Lease Comp Tech. 5/1-5/31	\$22.75
	PO#:	Voucher #:	94654	Invoice	Invoice No: 305567	6/8/2023	Paid Amt: \$22.75
							Check Amount: \$22.75
2689	FIN	66896	00143		GOPHER ATHLETIC SUPPLY CO		Check
				E 01	103 203 171 000 430	Instructional Supply	\$79.98
	PO#:	Voucher #:	94641	Invoice	Invoice No: 289613	6/8/2023	Paid Amt: \$79.98
							Check Amount: \$79.98
2689	FIN	66897	5604		Gopher Stagelighting		Check
				B 01	131 000	Prepaid Expenses & Deposits	\$17,038.67
	PO#:	Voucher #:	94640	Invoice	Invoice No: 21952	6/8/2023	Paid Amt: \$17,038.67
							Check Amount: \$17,038.67
2689	FIN	66898	9564		GOPHERMODS		Check
				E 01	005 605 150 000 350	Repair&maint Service	\$327.00
	PO#:	Voucher #:	94653	Invoice	Invoice No: 4870	6/8/2023	Paid Amt: \$327.00
							Check Amount: \$327.00
2689	FIN	66899	4244		ITC		Check
				E 01	006 810 000 000 320	Communications/Phone, 6/1- 6/30	\$39.13
	PO#:	Voucher #:	94652	Invoice	Invoice No: 11639821	6/8/2023	Paid Amt: \$39.13
							Check Amount: \$39.13
2689	FIN	66900	5505		MARK'S GENERAL MACHINE		Check
				E 01	300 403 000 740 433	Individualized Mat. RAMP FOR GRAD.	\$585.00
	PO#:	Voucher #:	94642	Invoice	Invoice No: 86379	6/8/2023	Paid Amt: \$585.00
							Check Amount: \$585.00
2689	FIN	66901	8277		MEASURE BY DESIGN		Check
				E 01	005 810 000 000 401	General Supplies	\$120.00
	PO#:	Voucher #:	94646	Invoice	Invoice No: 4139	6/8/2023	Paid Amt: \$120.00
							Check Amount: \$120.00
2689	FIN	66902	00550	1099	MIDLAND TIRE LLC		Check
				E 01	005 810 000 000 350	Repair&maint Service	\$26.00
	PO#:	Voucher #:	94645	Invoice	Invoice No: 97272	6/8/2023	Paid Amt: \$26.00
							Check Amount: \$26.00
2689	FIN	66903	00300	00300	PIPESTONE PUBLISHING CO INC		Check
				E 01	300 220 172 000 430	Instructional Supply	\$485.00
	PO#:	Voucher #:	94644	Invoice	Invoice No: 54407	6/8/2023	Paid Amt: \$485.00
							Check Amount: \$485.00
2689	FIN	66905	3697		SW/WC SERVICE COOPERATIVE		Check
				E 01	005 605 000 000 316	Tech Services Purchased Coop, APRIL 2023	\$8,192.00

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	66905	3697		SW/WC SERVICE COOPERATIVE		Check		
				E 01	005 605 150 000 316	Data Processing Svcs, CYBERSECURITY API		\$1,250.51	
	PO#:	Voucher #:	94636	Invoice	Invoice No: 72351	6/8/2023	Paid Amt:	\$9,442.51	
							Check Amount:	\$9,442.51	
2689	FIN	66906	9186		TAHER, INC.- BIN# 135092		Check		
				E 04	005 580 000 325 430	Instructional Supply		\$486.45	
	PO#:	Voucher #:	94651	Invoice	Invoice No: 1105	6/8/2023	Paid Amt:	\$486.45	
							Check Amount:	\$486.45	
2689	FIN	66907	9186		TAHER, INC.- BIN# 135092		Check		
				E 01	005 205 000 417 430	Instructional Supply		\$81.00	
	PO#:	Voucher #:	94650	Invoice	Invoice No: 1104	6/8/2023	Paid Amt:	\$81.00	
							Check Amount:	\$81.00	
2689	FIN	66908	6446		TRANE		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$259.00	
	PO#:	Voucher #:	94648	Invoice	Invoice No: 3136272222	6/8/2023	Paid Amt:	\$259.00	
				E 01	005 810 000 000 350	Repair&maint Service		\$167.00	
	PO#:	Voucher #:	94649	Invoice	Invoice No: 313627219	6/8/2023	Paid Amt:	\$167.00	
							Check Amount:	\$426.00	
2689	FIN	66909	00975		EWERT RECREATION CENTER		Check		
				E 04	005 585 000 332 394	to Non-Ed Agency, AFTER SCHOOL PROGRA		\$13,769.55	
	PO#:	Voucher #:	94655	Invoice	Invoice No: 2	6/8/2023	Paid Amt:	\$13,769.55	
							Check Amount:	\$13,769.55	
2689	FIN	66910	00975		EWERT RECREATION CENTER		Check		
				E 04	005 585 000 362 394	to Non-Ed Agency, YOUTH PROGRAMS		\$7,443.00	
	PO#:	Voucher #:	94638	Invoice	Invoice No: 1	6/8/2023	Paid Amt:	\$7,443.00	
							Check Amount:	\$7,443.00	
2689	FIN	66911	9994		QUADIENT FINANCE USA, INC		Check		
				E 01	005 020 000 000 329	Postage & Express		\$1,000.00	
	PO#:	Voucher #:	94637	Invoice	Invoice No: 7900044080886389	6/8/2023	Paid Amt:	\$1,000.00	
							Check Amount:	\$1,000.00	
2689	FIN	66912	00096		EDGERTON CHRISTIAN ELEM		Check		
				E 03	005 760 000 720 360	Transp Cntrt W/Public Reg. MAY 2023		\$2,682.00	
	PO#:	Voucher #:	94643	Invoice	Invoice No: 06/08/2023	6/8/2023	Paid Amt:	\$2,682.00	
							Check Amount:	\$2,682.00	
2689	FIN	66913	00259		MSBA		Check		
				E 01	005 010 000 000 820	Dues & Membership		\$7,745.00	
	PO#:	Voucher #:	94656	Invoice	Invoice No: 04748-S47C2	6/8/2023	Paid Amt:	\$7,745.00	
							Check Amount:	\$7,745.00	

Pipestone Area Schools ISD #2689

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	66914	10280		AARON LINGEN		Check		
				E 01	300 292 208 000 305	Consult & Serv.fees, SECTION TRACK		\$55.00	
	PO#:	Voucher #:	94658	Invoice	Invoice No: 06/09/2023	6/9/2023	Paid Amt:	\$55.00	
							Check Amount:	\$55.00	
2689	FIN	66915	10279		SETH LINGEN		Check		
				E 01	300 292 208 000 305	Consult & Serv.fees, SECTION TRACK		\$55.00	
	PO#:	Voucher #:	94657	Invoice	Invoice No: 06/09/2023	6/9/2023	Paid Amt:	\$55.00	
							Check Amount:	\$55.00	
2689	FIN	66916	9782		MASSP		Check		
				E 01	103 640 171 316 366	Travel, JENN M.		\$395.00	
	PO#:	Voucher #:	94659	Invoice	Invoice No: SC3313	6/12/2023	Paid Amt:	\$395.00	
							Check Amount:	\$395.00	
2689	FIN	66917	10281		LARISSA PEMBERTON		Check		
				E 01	300 292 208 000 305	Consult & Serv.fees, TRACK		\$105.00	
	PO#:	Voucher #:	94660	Invoice	Invoice No: 06/12/2023	6/12/2023	Paid Amt:	\$105.00	
							Check Amount:	\$105.00	
2689	FIN	66918	8389		CHILDRENS MUSEUM OF SD		Check		
				E 01	103 203 242 000 369	Entry Fees/Student Travel		\$874.00	
	PO#:	Voucher #:	94661	Invoice	Invoice No: 10019392	6/12/2023	Paid Amt:	\$874.00	
							Check Amount:	\$874.00	
2689	FIN	66919	00111		TAILOR'D SIGNS		Check		
				E 01	005 010 000 000 305	Consult & Serv.fees		\$26.23	
	PO#:	Voucher #:	94662	Invoice	Invoice No: 487	6/12/2023	Paid Amt:	\$26.23	
							Check Amount:	\$26.23	
2689	FIN	66920	8907		CHS INC.		Check		
				E 01	005 810 000 000 401	General Supplies		\$28.07	
	PO#:	Voucher #:	94671	Invoice	Invoice No: 710156	6/13/2023	Paid Amt:	\$28.07	
							Check Amount:	\$28.07	
2689	FIN	66921	9704		DAHL MOTORS, LLC		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$335.00	
	PO#:	Voucher #:	94676	Invoice	Invoice No: 255861	6/13/2023	Paid Amt:	\$335.00	
							Check Amount:	\$335.00	
2689	FIN	66922	8053		MN DEPT OF LABOR & INDUSTRY		Check		
				E 01	005 810 000 000 350	Repair&maint Service, ELEVATOR		\$800.00	
	PO#:	Voucher #:	94673	Invoice	Invoice No: ALR0148180X	6/13/2023	Paid Amt:	\$800.00	
				E 01	005 810 000 000 350	Repair&maint Service, ELEVATOR		\$400.00	
	PO#:	Voucher #:	94674	Invoice	Invoice No: 000096747	6/13/2023	Paid Amt:	\$400.00	
							Check Amount:	\$1,200.00	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	66923	7865		MUSIC STREET		Check		
				E 01	300 258 233 000 350	Repair&maint Service		\$108.00	
PO#:	Voucher #:	94663	Invoice	Invoice No:	115209	6/13/2023	Paid Amt:	\$108.00	
				E 01	300 258 233 000 350	Repair&maint Service		\$15.00	
PO#:	Voucher #:	94664	Invoice	Invoice No:	115236	6/13/2023	Paid Amt:	\$15.00	
				E 01	300 258 233 000 350	Repair&maint Service		\$80.00	
PO#:	Voucher #:	94665	Invoice	Invoice No:	115258	6/13/2023	Paid Amt:	\$80.00	
				E 01	300 258 233 000 350	Repair&maint Service		\$80.00	
PO#:	Voucher #:	94666	Invoice	Invoice No:	115265	6/13/2023	Paid Amt:	\$80.00	
				E 01	300 258 233 000 350	Repair&maint Service		\$20.00	
PO#:	Voucher #:	94667	Invoice	Invoice No:	115266	6/13/2023	Paid Amt:	\$20.00	
							Check Amount:	\$303.00	
2689	FIN	66924	01300		PIPESTONE CO. MEDICAL CENTER		Check		
				E 01	103 420 000 740 394	to Non-Ed Agency MAY 2023		\$4,022.91	
PO#:	Voucher #:	94669	Invoice	Invoice No:	PI PIP JAS S	6/13/2023	Paid Amt:	\$4,022.91	
							Check Amount:	\$4,022.91	
2689	FIN	66925	5983		SIOUX VALLEY ENERGY		Check		
				E 01	300 810 184 000 330	Utilities - Electricity MAY 2023		\$20,711.00	
PO#:	Voucher #:	94668	Invoice	Invoice No:	7058684000	6/13/2023	Paid Amt:	\$20,711.00	
				E 01	300 810 184 000 330	Utilities - Electricity MAY 2023		\$74.00	
PO#:	Voucher #:	94670	Invoice	Invoice No:	7058684200	6/13/2023	Paid Amt:	\$74.00	
							Check Amount:	\$20,785.00	
2689	FIN	66926	3697		SW/WC SERVICE COOPERATIVE		Check		
				E 01	300 211 000 000 394	to Non-Ed Agency, MARCH 2023		\$29,409.23	
PO#:	Voucher #:	94675	Invoice	Invoice No:	72558	6/13/2023	Paid Amt:	\$29,409.23	
							Check Amount:	\$29,409.23	
2689	FIN	66927	6446		TRANE		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$167.00	
PO#:	Voucher #:	94672	Invoice	Invoice No:	313672117	6/13/2023	Paid Amt:	\$167.00	
							Check Amount:	\$167.00	
2689	FIN	66928	10066		ADLER COUNSELING PLLC		Check		
				E 01	005 730 012 160 379	Mental Health Professional Ser		\$550.00	
PO#:	Voucher #:	94685	Invoice	Invoice No:	23-05-01	6/13/2023	Paid Amt:	\$550.00	
							Check Amount:	\$550.00	
2689	FIN	66929	9074		A-OX WELDING SUPPLY INC		Check		
				E 01	300 211 966 000 394	PSEO		\$164.35	
PO#:	Voucher #:	94691	Invoice	Invoice No:	0000285542	6/13/2023	Paid Amt:	\$164.35	
							Check Amount:	\$164.35	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	66930	7882		C & B OPERATIONS LLC		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$2,288.10	
PO#:	Voucher #:	94681	Invoice	Invoice No:	12192044	6/13/2023	Paid Amt:	\$2,288.10	
							Check Amount:	\$2,288.10	
2689	FIN	66931	00084		DEMCO INC		Check		
				E 01	300 620 591 000 401	Sports #W20512160		\$9.15	
				E 01	300 620 591 000 401	SCI-FI Fantasy #W12804720		\$9.34	
				E 01	300 620 591 000 401	Classic #W20512000		\$9.34	
				E 01	300 620 591 000 401	Realistic Fiction #W13800500		\$9.34	
				E 01	300 620 591 000 401	Mystery W#12802960		\$9.34	
				E 01	300 620 591 000 401	Historical Fiction #W12802880		\$9.34	
				E 01	300 620 591 000 401	Demco Premium Book Tape 1 1/2"x30 yards #		\$34.02	
				E 01	300 620 591 000 401	Demco Superfold Book Jackets Cover sheets :		\$66.40	
				E 01	300 620 591 000 401	Demco Circ Extender 2x9"x200" Rolls		\$49.57	
				E 01	300 620 591 000 401	Demco CircExtender 2x laminate 8"x200		\$35.22	
				E 01	300 620 591 000 401	Adjustable Book Jacket Cover 19" Jacket Lenç		\$49.57	
PO#: 18147	Voucher #:	94690	Invoice	Invoice No:	7315296	6/13/2023	Paid Amt:	\$290.63	
							Check Amount:	\$290.63	
2689	FIN	66932	00351		ISD 049-5, SIOUX FALLS		Check		
				E 01	300 211 000 000 392	to Out-of-State Dist. TUITION 5/24-2/26		\$246.18	
PO#:	Voucher #:	94682	Invoice	Invoice No:	06/13/2023	6/13/2023	Paid Amt:	\$246.18	
							Check Amount:	\$246.18	
2689	FIN	66933	01140		JERS ELECTRIC INC		Check		
				E 01	300 865 000 370 520	Build Acq/Construct, RETROFIT SCHOOL LIG		\$40,386.15	
PO#:	Voucher #:	94677	Invoice	Invoice No:	4338	6/13/2023	Paid Amt:	\$40,386.15	
							Check Amount:	\$40,386.15	
2689	FIN	66934	00300		PIPESTONE PUBLISHING CO INC		Check		
				E 01	300 211 172 000 305	Consult & Serv.fees MS/HS		\$401.80	
PO#:	Voucher #:	94684	Invoice	Invoice No:	54412	6/13/2023	Paid Amt:	\$401.80	
							Check Amount:	\$401.80	
2689	FIN	66935	00300	00300	PIPESTONE PUBLISHING CO INC		Check		
				E 01	300 211 172 000 305	Consult & Serv.fees MS/HS		\$146.00	
PO#:	Voucher #:	94683	Invoice	Invoice No:	54413	6/13/2023	Paid Amt:	\$146.00	
							Check Amount:	\$146.00	
2689	FIN	66936	00890		STOUT & EVINK		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$102.50	
PO#:	Voucher #:	94679	Invoice	Invoice No:	97309	6/13/2023	Paid Amt:	\$102.50	
							Check Amount:	\$102.50	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	66937	00890	00890	STOUT & EVINK		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$102.50	
	PO#:	Voucher #:	94678	Invoice	Invoice No: 97286	6/13/2023	Paid Amt:	\$102.50	
				E 01	005 810 000 000 401	General Supplies		\$556.55	
	PO#:	Voucher #:	94680	Invoice	Invoice No: 97246	6/13/2023	Paid Amt:	\$556.55	
							Check Amount:	\$659.05	
2689	FIN	66938	3697		SW/WC SERVICE COOPERATIVE		Check		
				E 01	300 211 000 000 390	to Other MN District, PROJECT DISCOVERY		\$525.00	
	PO#:	Voucher #:	94686	Invoice	Invoice No: 72471	6/13/2023	Paid Amt:	\$525.00	
				E 01	300 211 000 000 394	to Non-Ed Agency. STARS ONLINE		\$1,725.00	
	PO#:	Voucher #:	94687	Invoice	Invoice No: 72606	6/13/2023	Paid Amt:	\$1,725.00	
							Check Amount:	\$2,250.00	
2689	FIN	66939	9186		TAHER, INC.- BIN# 135092		Check		
				E 01	005 640 000 316 401	General Supplies		\$437.50	
	PO#:	Voucher #:	94688	Invoice	Invoice No: 1111	6/13/2023	Paid Amt:	\$437.50	
				E 01	005 640 000 316 401	General Supplies		\$1,312.50	
	PO#:	Voucher #:	94689	Invoice	Invoice No: 1109	6/13/2023	Paid Amt:	\$1,312.50	
							Check Amount:	\$1,750.00	
2689	FIN	66940	10171		DAIKIN APPLIED		Check		
				E 01	005 810 000 000 401	General Supplies		\$824.00	
	PO#:	Voucher #:	94694	Invoice	Invoice No: 31-MAY-23	6/15/2023	Paid Amt:	\$824.00	
							Check Amount:	\$824.00	
2689	FIN	66941	10286		INTERSTATE COMMERCIAL LAUNDRY LLC		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$246.80	
	PO#:	Voucher #:	94696	Invoice	Invoice No: 107209	6/15/2023	Paid Amt:	\$246.80	
							Check Amount:	\$246.80	
2689	FIN	66942	10208		North Central Bus Equipment Inc		Check		
				E 01	005 760 012 155 548	Eligible Pupil Trans		\$65,000.00	
				E 01	005 760 012 160 548	Eligible Pupil Trans		\$28,628.75	
	PO#:	Voucher #:	94695	Invoice	Invoice No: 8804	6/15/2023	Paid Amt:	\$93,628.75	
							Check Amount:	\$93,628.75	
2689	FIN	66943	10213		NUTRIEN AG SOLUTIONS INC		Check		
				E 01	005 810 000 000 401	General Supplies		\$72.00	
	PO#:	Voucher #:	94693	Invoice	Invoice No: 51364351	6/15/2023	Paid Amt:	\$72.00	
							Check Amount:	\$72.00	

Pipestone Area Schools ISD #2689

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	66944	10221		GREATAMERICAN FINANCIAL SERVICES CORPORATION		Check
				E 01	005 110 000 000 380	Short Term Lease Comp Tech	\$1,340.82
	PO#:	Voucher #:	94697	Invoice	Invoice No: 34273068	6/20/2023	Paid Amt: \$1,340.82
							Check Amount: \$1,340.82
							Report Total: \$650,379.11

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	HS	52272	5249		VISA		Check
				E 21	005 298 935 301 401	National Honor Society	\$53.28
				E 21	005 298 935 301 401	National Honor Society	\$256.39
				E 21	005 298 963 301 401	Class of 2023	\$25.34
				E 21	005 298 963 301 401	Class of 2023	\$45.04
				E 21	005 298 922 301 401	FFA	\$116.63
				E 21	005 298 922 301 401	FFA	\$220.00
				E 21	005 298 964 301 401	Class of 2024	\$82.90
				E 21	005 298 913 301 401	Baseball	\$359.99
				E 21	005 298 922 301 401	FFA	\$73.00
				E 21	005 298 922 301 401	FFA	\$9.11
				E 21	005 298 922 301 401	FFA	\$141.86
				E 21	005 298 922 301 401	FFA	\$2,352.24
				E 21	005 298 957 301 401	Prom	\$305.22
				E 21	005 298 957 301 401	Prom	\$24.88
				E 21	005 298 957 301 401	Prom	\$512.29
				E 21	005 298 957 301 401	Prom	\$159.57
				E 21	005 298 957 301 401	Prom	\$168.00
				E 21	005 298 957 301 401	Prom	\$23.43
				E 21	005 298 957 301 401	Prom	\$39.39
				E 21	005 298 957 301 401	Prom	\$135.61
				E 21	005 298 957 301 401	Prom	\$29.16
				E 21	005 298 957 301 401	Prom	\$39.38
				E 21	005 298 957 301 401	Prom	\$53.38
				E 21	005 298 957 301 401	Prom	\$393.17
				E 21	005 298 939 301 401	Spanish Club	\$210.98
PO#:	Voucher #:	94537	Invoice	Invoice No:	0671	5/22/2023	Paid Amt: \$5,830.24
							Check Amount: \$5,830.24
2689	HS	52273	10273		CONNER ZEPHIER		Check
				E 21	005 298 925 301 401	French Club, FUNDRAISING	\$106.96
PO#:	Voucher #:	94604	Invoice	Invoice No:	06/05/2023	6/5/2023	Paid Amt: \$106.96
							Check Amount: \$106.96
2689	HS	52274	7485		AMY LORANG		Check
				E 21	005 298 925 301 401	French Club, SUPPLIES	\$217.23
PO#:	Voucher #:	94598	Invoice	Invoice No:	06/05/2023	6/5/2023	Paid Amt: \$217.23
							Check Amount: \$217.23

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	HS	52275	10234		BRYNN MANZEY		Check		
				E 21	005 298 925 301 401	French Club, FUNDRAISING		\$1,093.22	
	PO#:	Voucher #:	94601	Invoice	Invoice No:	06/05/2023		6/5/2023	
							Paid Amt:	\$1,093.22	
							Check Amount:	\$1,093.22	
2689	HS	52276	10276		CADEN STRASSER		Check		
				E 21	005 298 925 301 401	French Club, FUNDRAISING		\$258.41	
	PO#:	Voucher #:	94600	Invoice	Invoice No:	06/05/2023		6/5/2023	
							Paid Amt:	\$258.41	
							Check Amount:	\$258.41	
2689	HS	52277	10274		CALLIE LINGEN		Check		
				E 21	005 298 925 301 401	French Club, FUNDRAISING		\$903.19	
	PO#:	Voucher #:	94603	Invoice	Invoice No:	06/05/2023		6/5/2023	
							Paid Amt:	\$903.19	
							Check Amount:	\$903.19	
2689	HS	52278	10267		CODY NORBERG		Check		
				E 21	005 298 925 301 401	French Club, FUNDRAISING		\$122.21	
	PO#:	Voucher #:	94610	Invoice	Invoice No:	06/05/2023		6/5/2023	
							Paid Amt:	\$122.21	
							Check Amount:	\$122.21	
2689	HS	52279	10271		ERIN SMITH		Check		
				E 21	005 298 925 301 401	French Club, FUNDRAISING		\$286.66	
	PO#:	Voucher #:	94606	Invoice	Invoice No:	06/05/2023		6/5/2023	
							Paid Amt:	\$286.66	
							Check Amount:	\$286.66	
2689	HS	52280	10277		JADEN LORANG		Check		
				E 21	005 298 925 301 401	French Club, FUNDRAISING		\$501.29	
	PO#:	Voucher #:	94599	Invoice	Invoice No:	06/05/2023		6/5/2023	
							Paid Amt:	\$501.29	
							Check Amount:	\$501.29	
2689	HS	52281	10270		KENNEDY MANDERSCHIED		Check		
				E 21	005 298 925 301 401	French Club, FUNDRAISING		\$459.26	
	PO#:	Voucher #:	94607	Invoice	Invoice No:	06/05/2023		6/5/2023	
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2689	HS	52283	10269		LOGAN THOOF		Check		
				E 21	005 298 925 301 401	French Club, FUNDRAISING		\$443.71	
	PO#:	Voucher #:	94608	Invoice	Invoice No:	06/05/2023		6/5/2023	
							Paid Amt:	\$443.71	
							Check Amount:	\$443.71	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	HS	52284	10275		MEGAN LINGEN		Check
				E 21	005 298 925 301 401	French Club, FUNDRAISING	\$786.00
	PO#:	Voucher #:	94602	Invoice	Invoice No: 06/05/2023	6/5/2023	Paid Amt: \$786.00
							Check Amount: \$786.00
2689	HS	52285	10272		TONY WACKER		Check
				E 21	005 298 925 301 401	French Club, FUNDRAISING	\$236.52
	PO#:	Voucher #:	94605	Invoice	Invoice No: 06/05/2023	6/5/2023	Paid Amt: \$236.52
							Check Amount: \$236.52
2689	HS	52286	9740		MINNESOTA FFA - REGION 6		Check
				E 21	005 298 922 301 401	FFA, NATIONAL CONVENTION DEPOSIT	\$1,000.00
	PO#:	Voucher #:	94692	Invoice	Invoice No: 005	6/14/2023	Paid Amt: \$1,000.00
							Check Amount: \$1,000.00
							Report Total: \$12,470.32

FAST 22-23 Data

26 June 2023

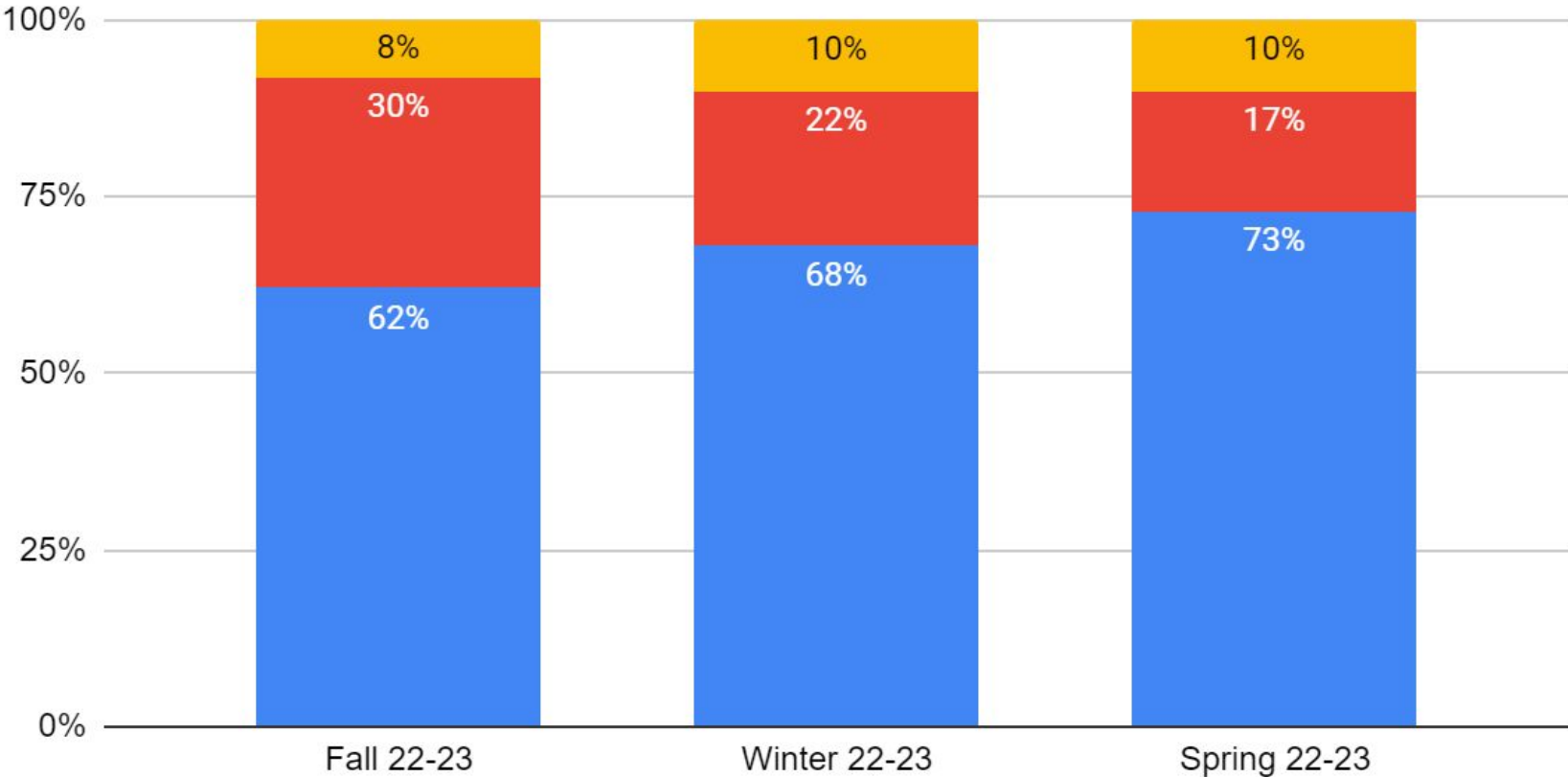


22-23 PAS Elementary

By Screener

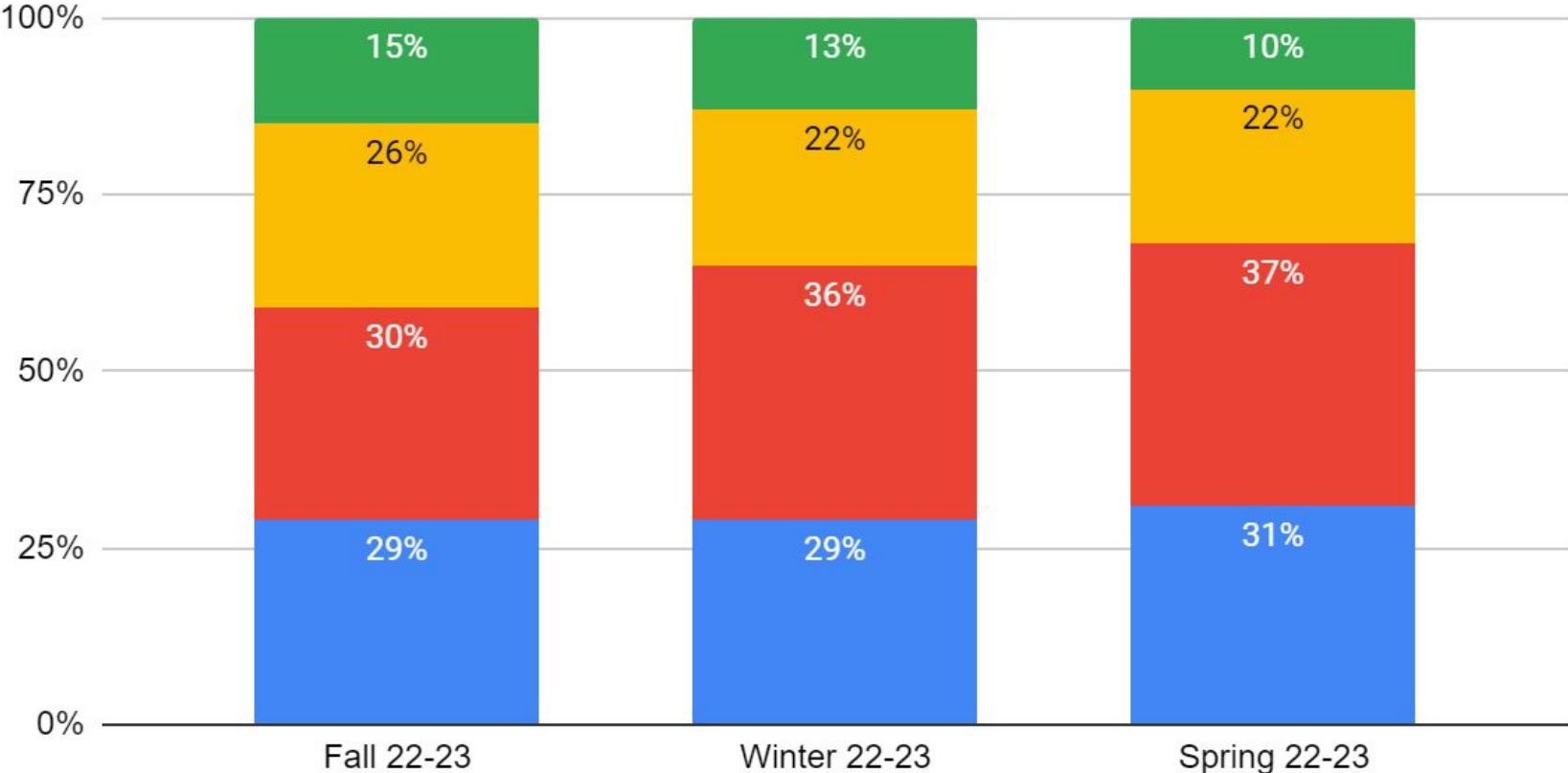
PAS Elementary - earlyReading - Grades 1 & 2

High Risk Some Risk Low Risk

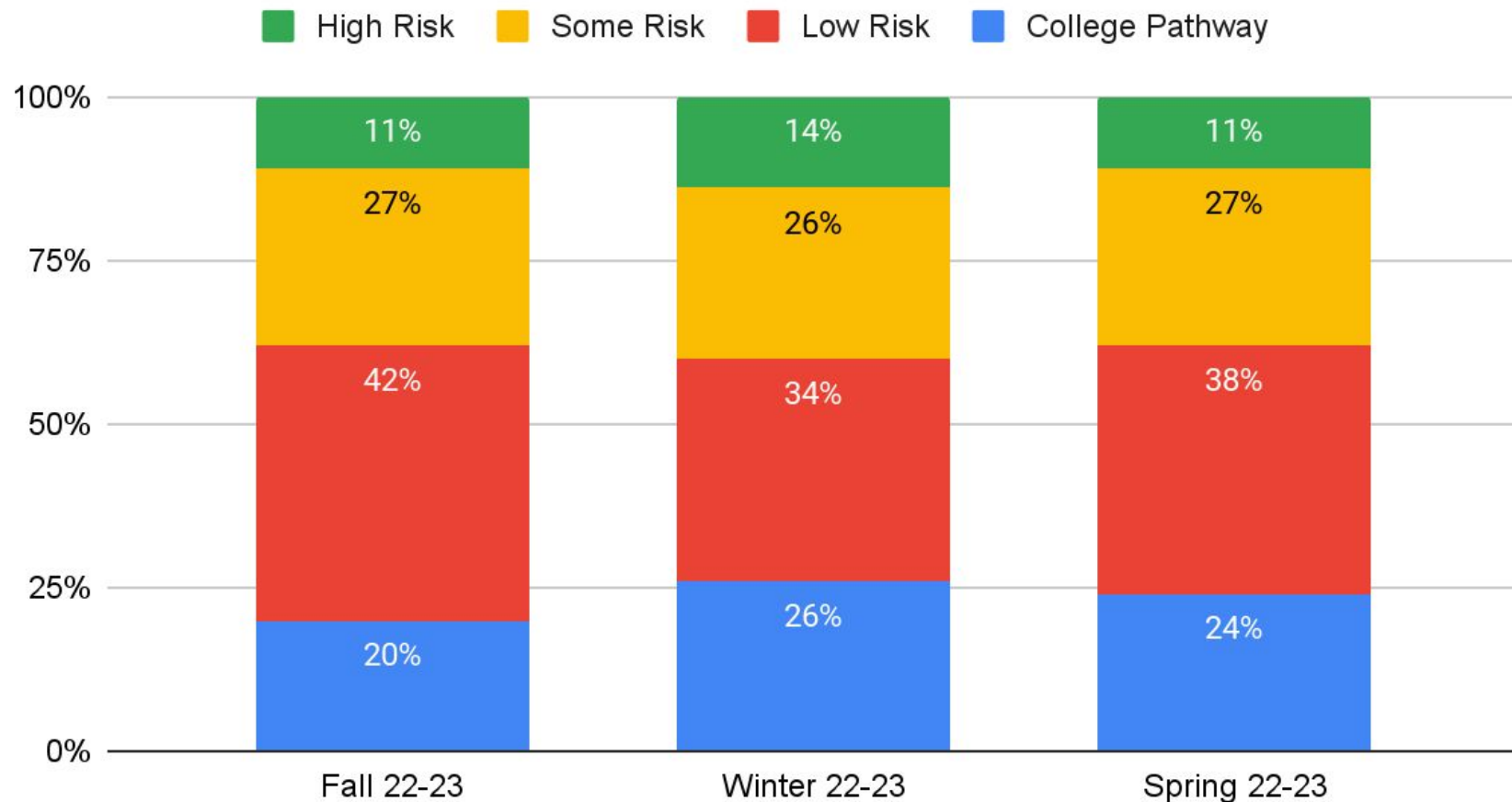


PAS Elementary - aReading - Grades 2-5

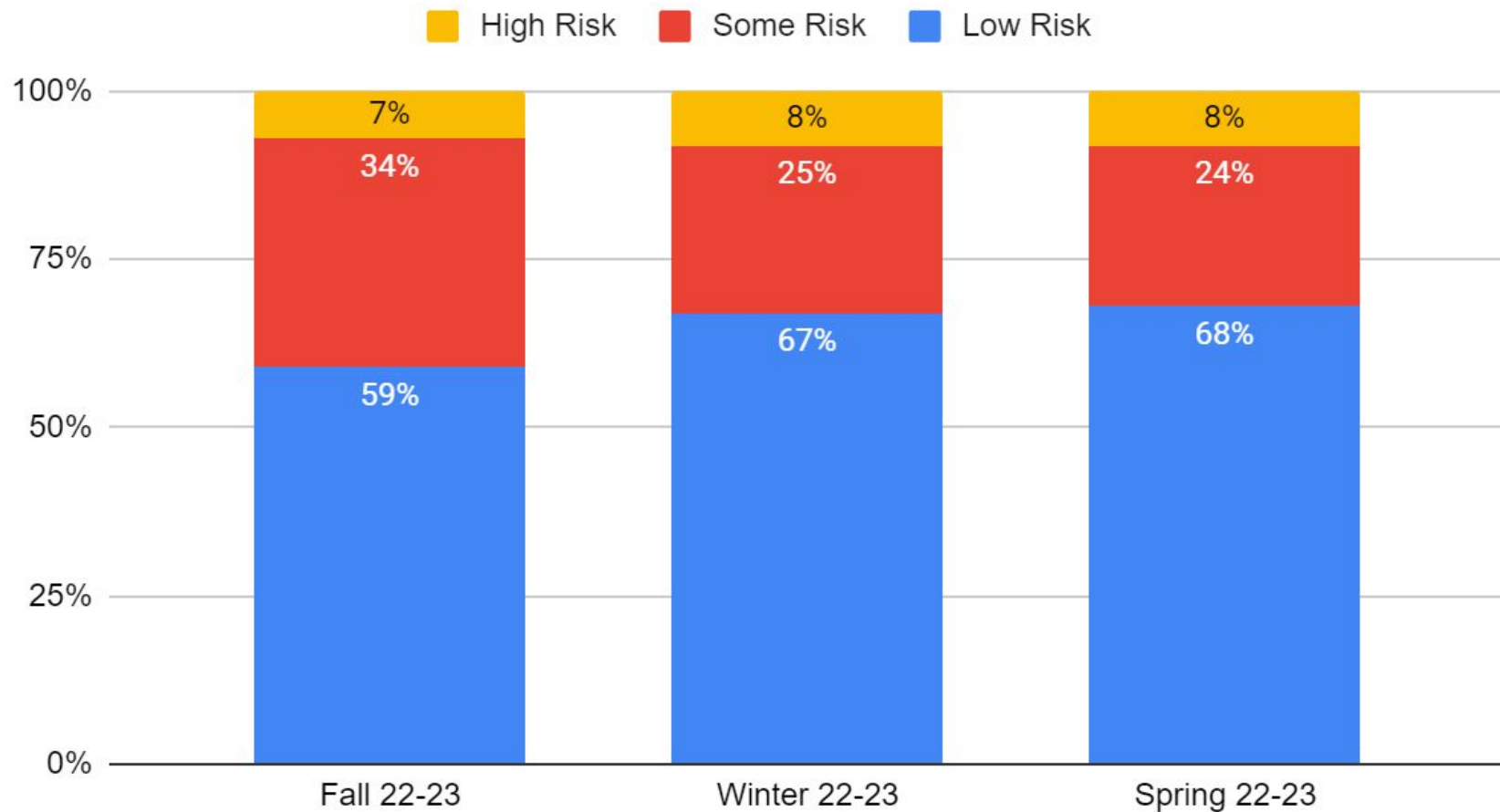
High Risk Some Risk Low Risk College Pathway



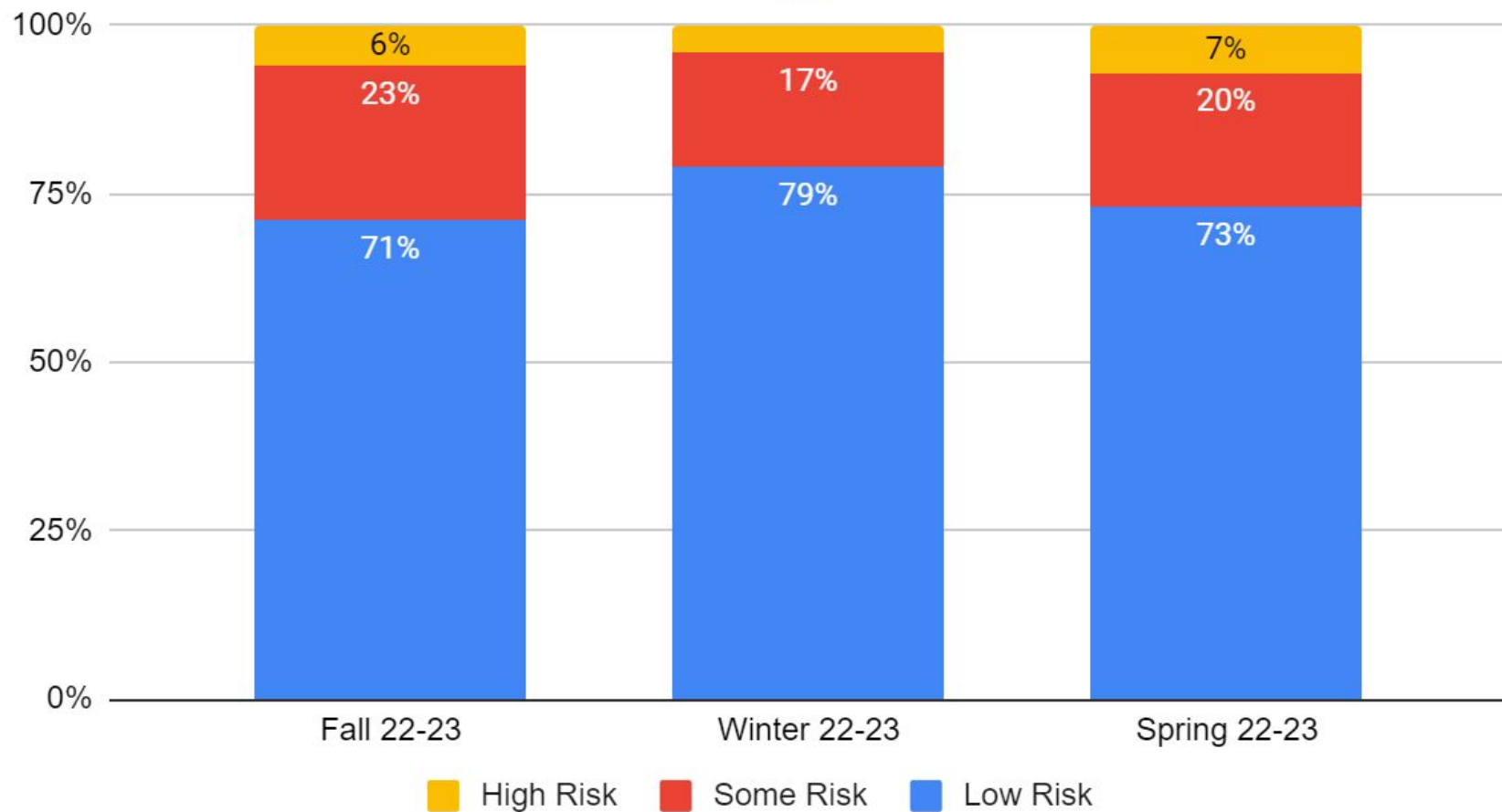
PAS Elementary - CBMreading English - Grades 1-5



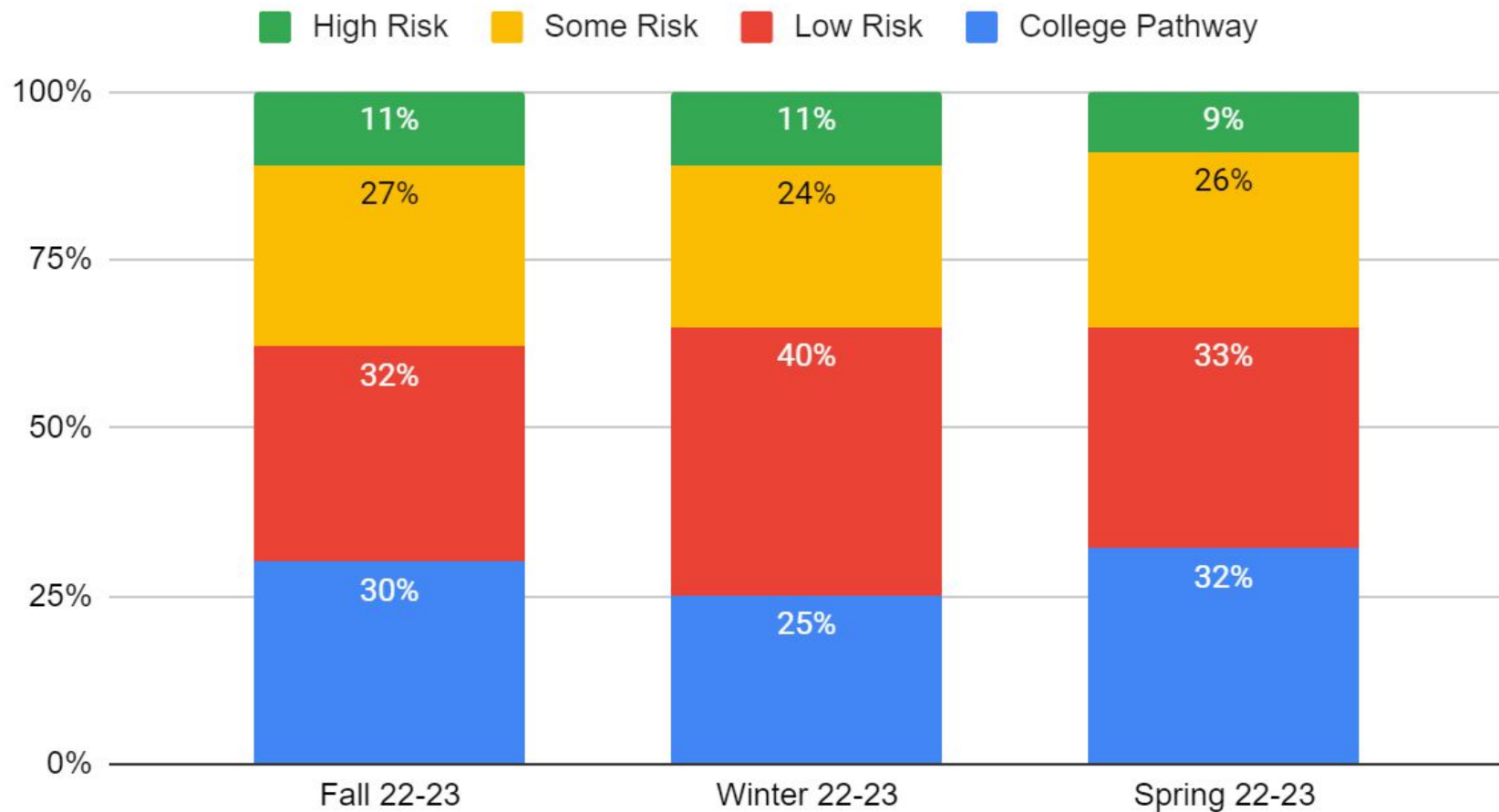
PAS Elementary - AUTOREading - Grades 4 & 5



PAS Elementary - earlyMath - Grades K & 1

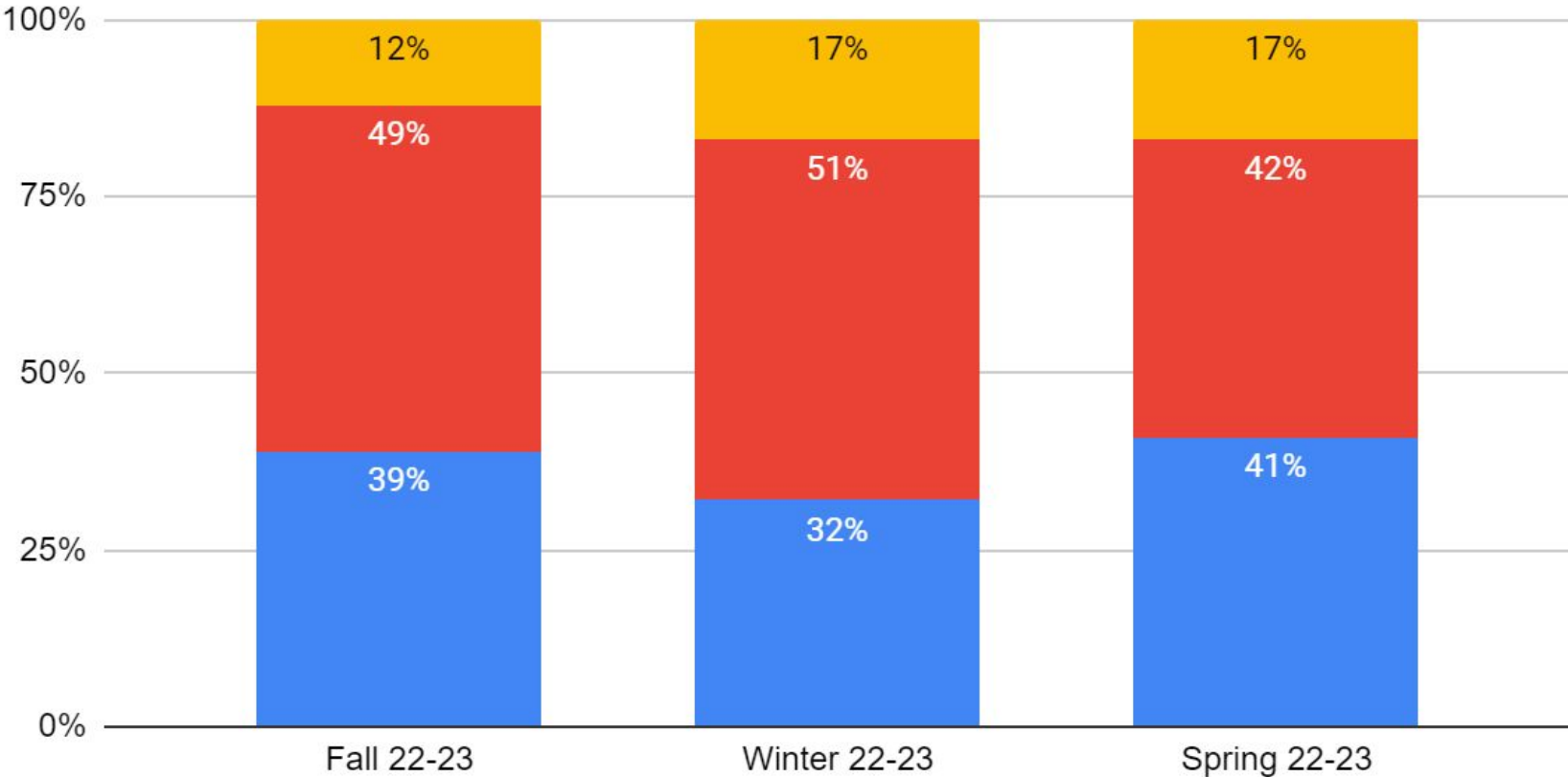


PAS Elementary - aMath - Grades 2-5

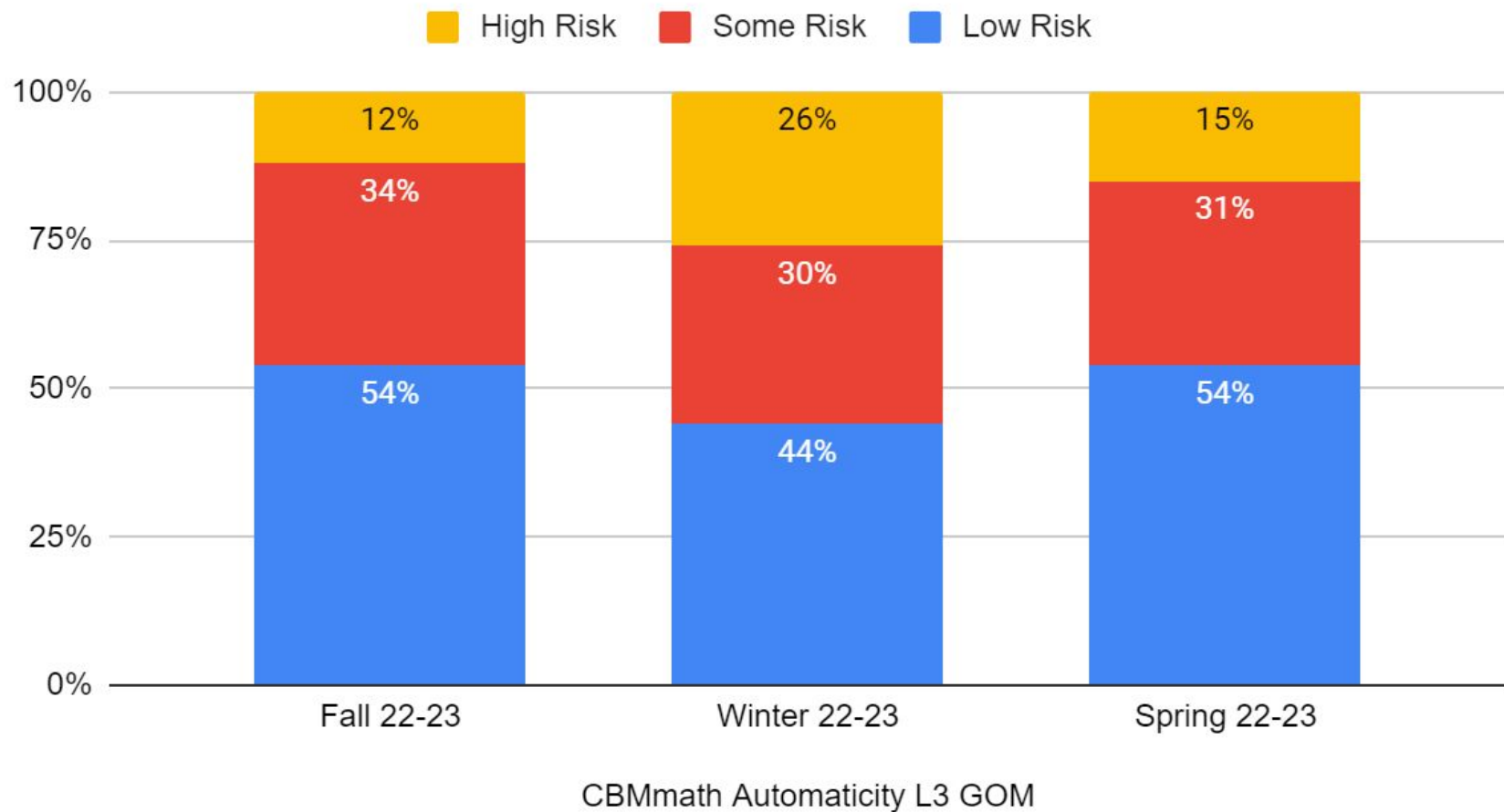


PAS Elementary - CBMmath Automaticity L2 GOM - Grade 2

High Risk Some Risk Low Risk



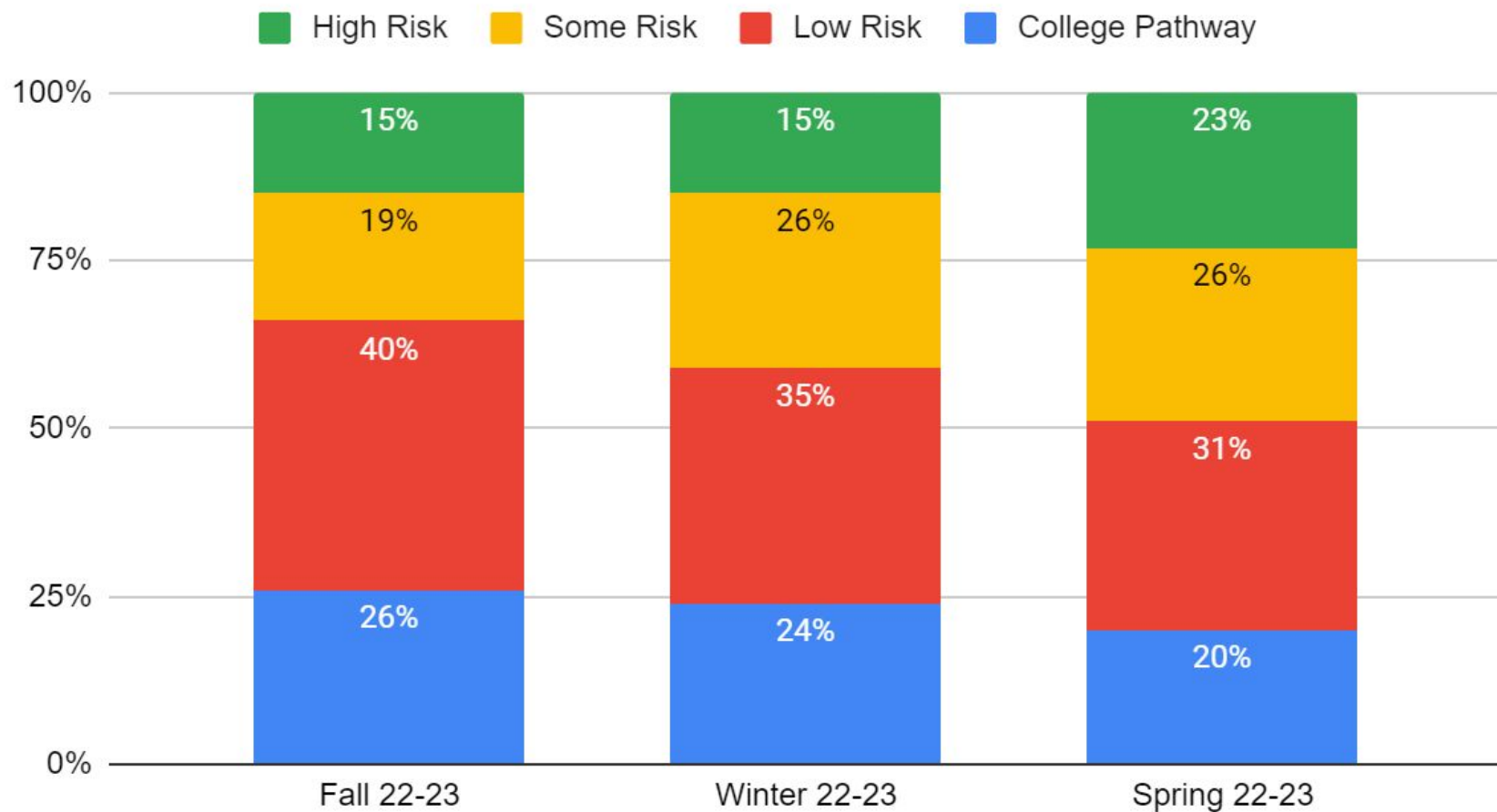
PAS Elementary - CBMmath Automaticity L3 GOM - Grades 3-5



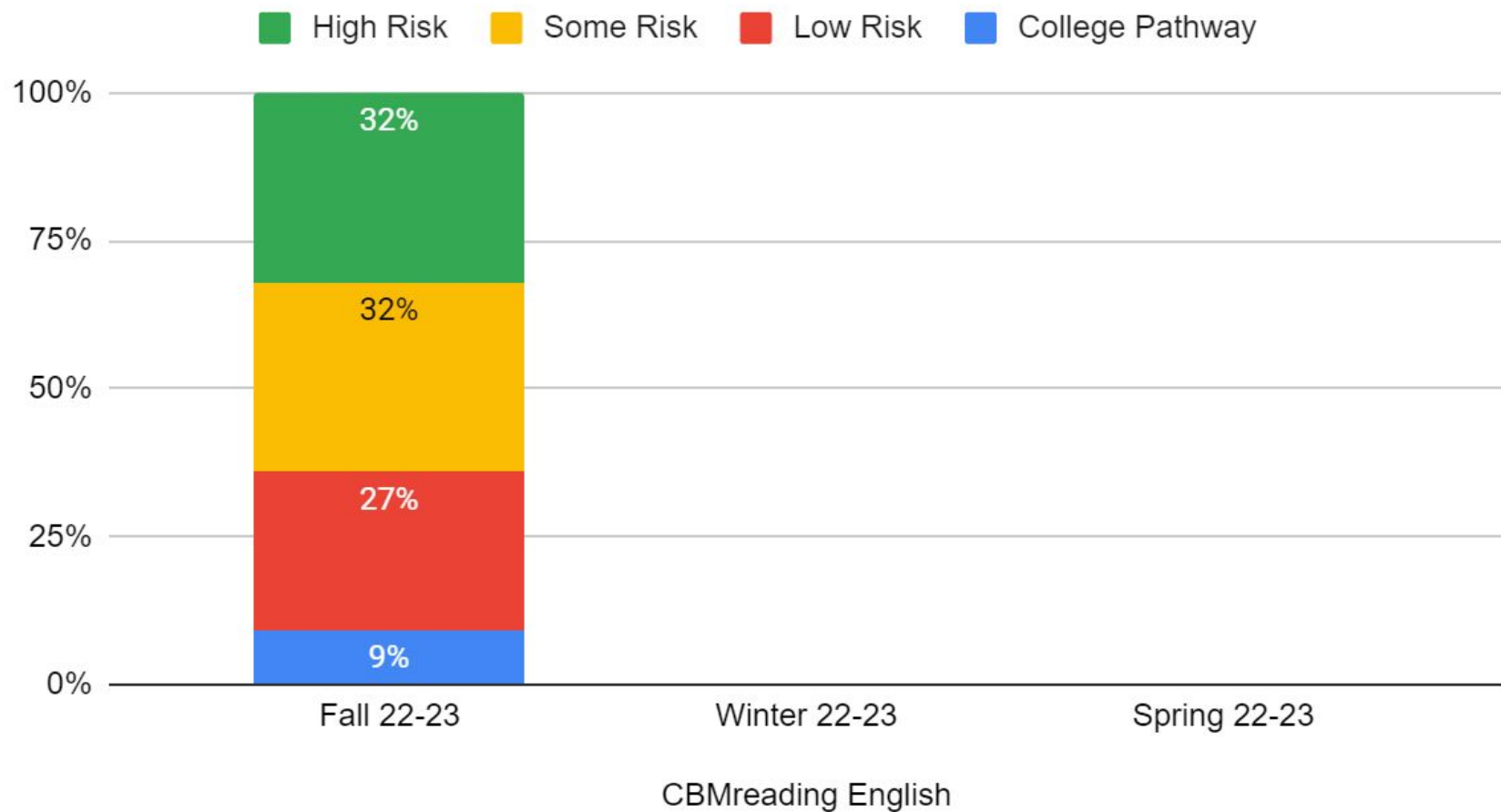
22-23 PAS Middle School

By Screener

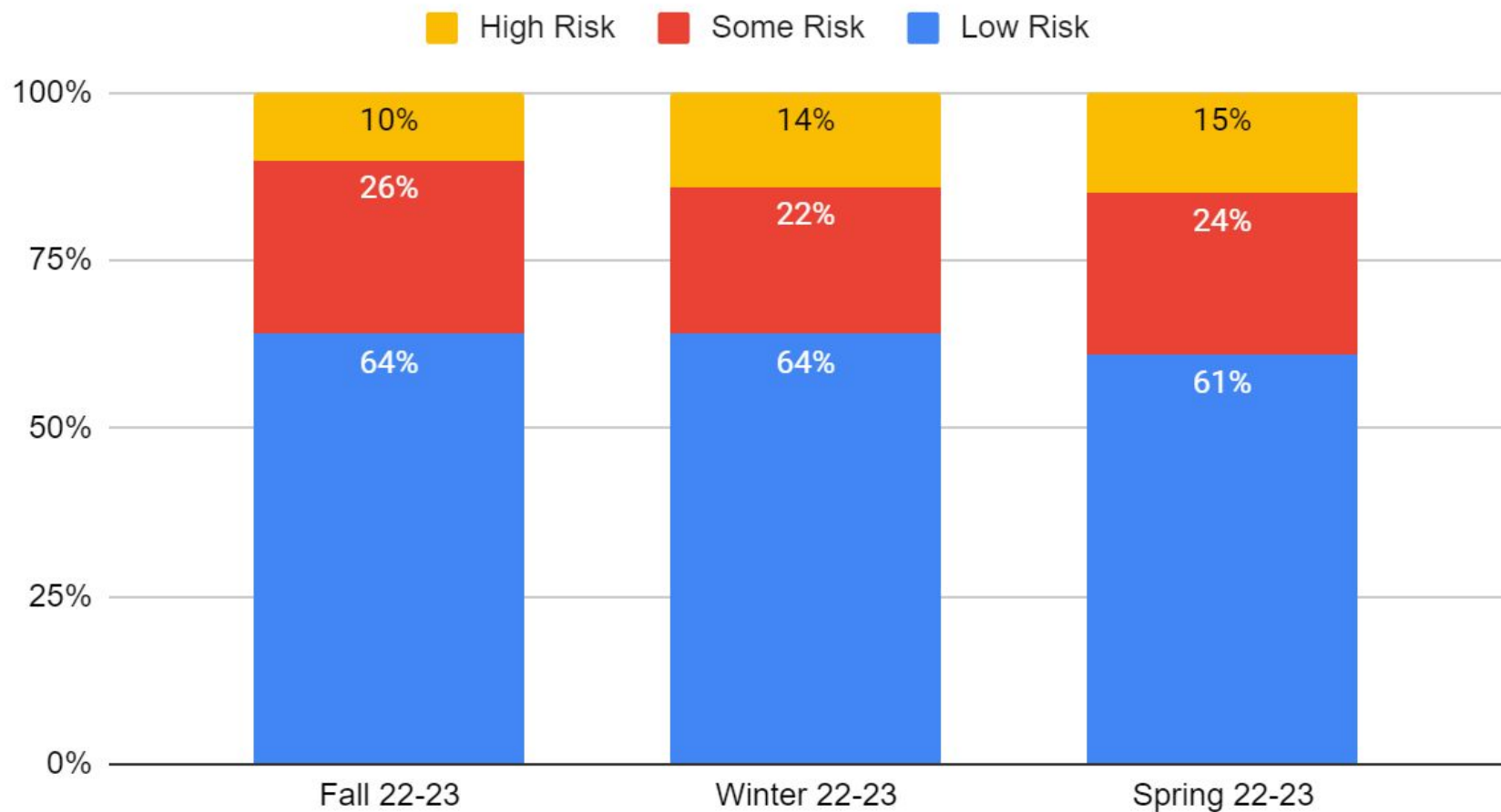
PAS Middle School - aReading



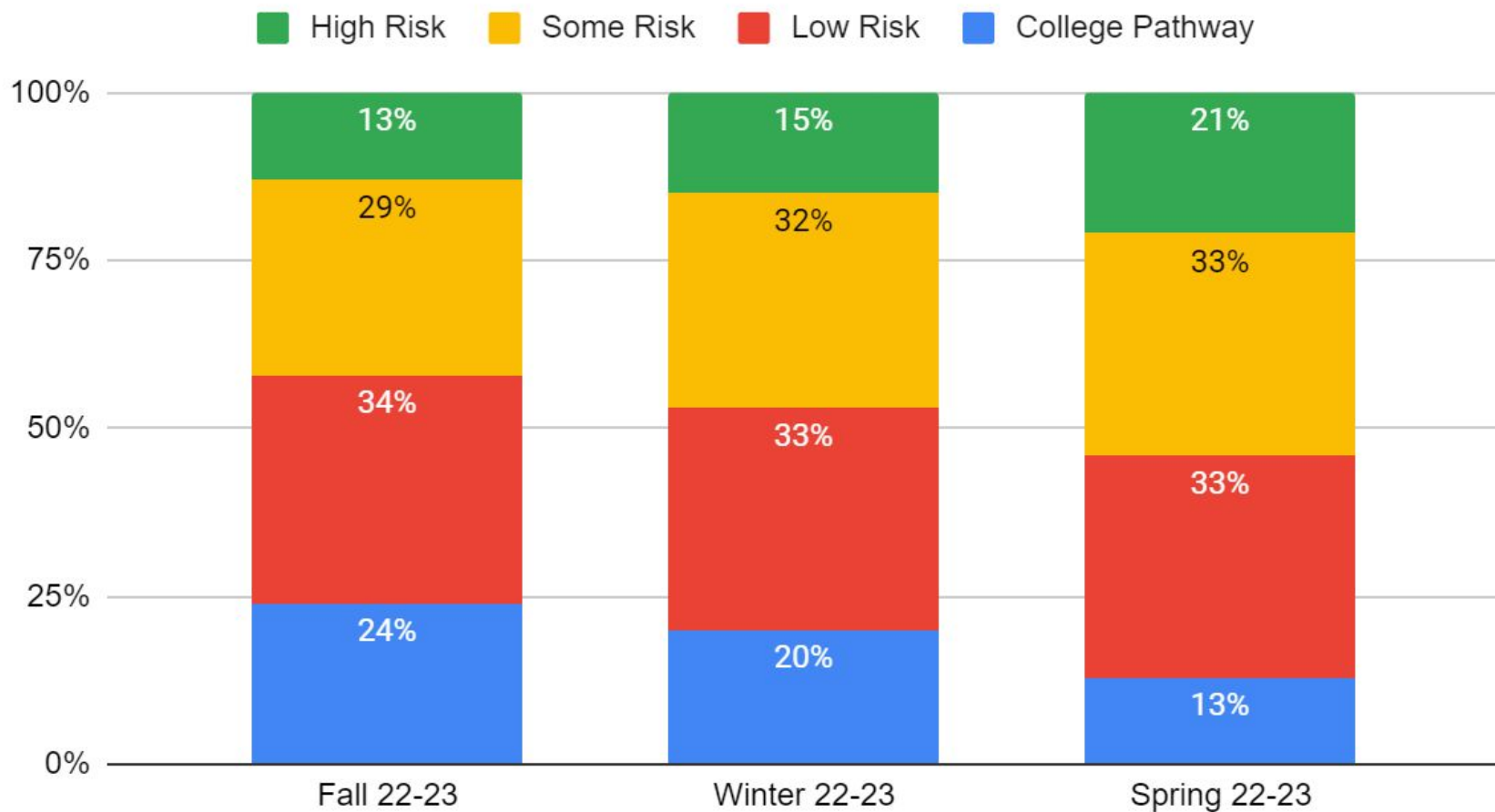
PAS Middle School - CBMreading English



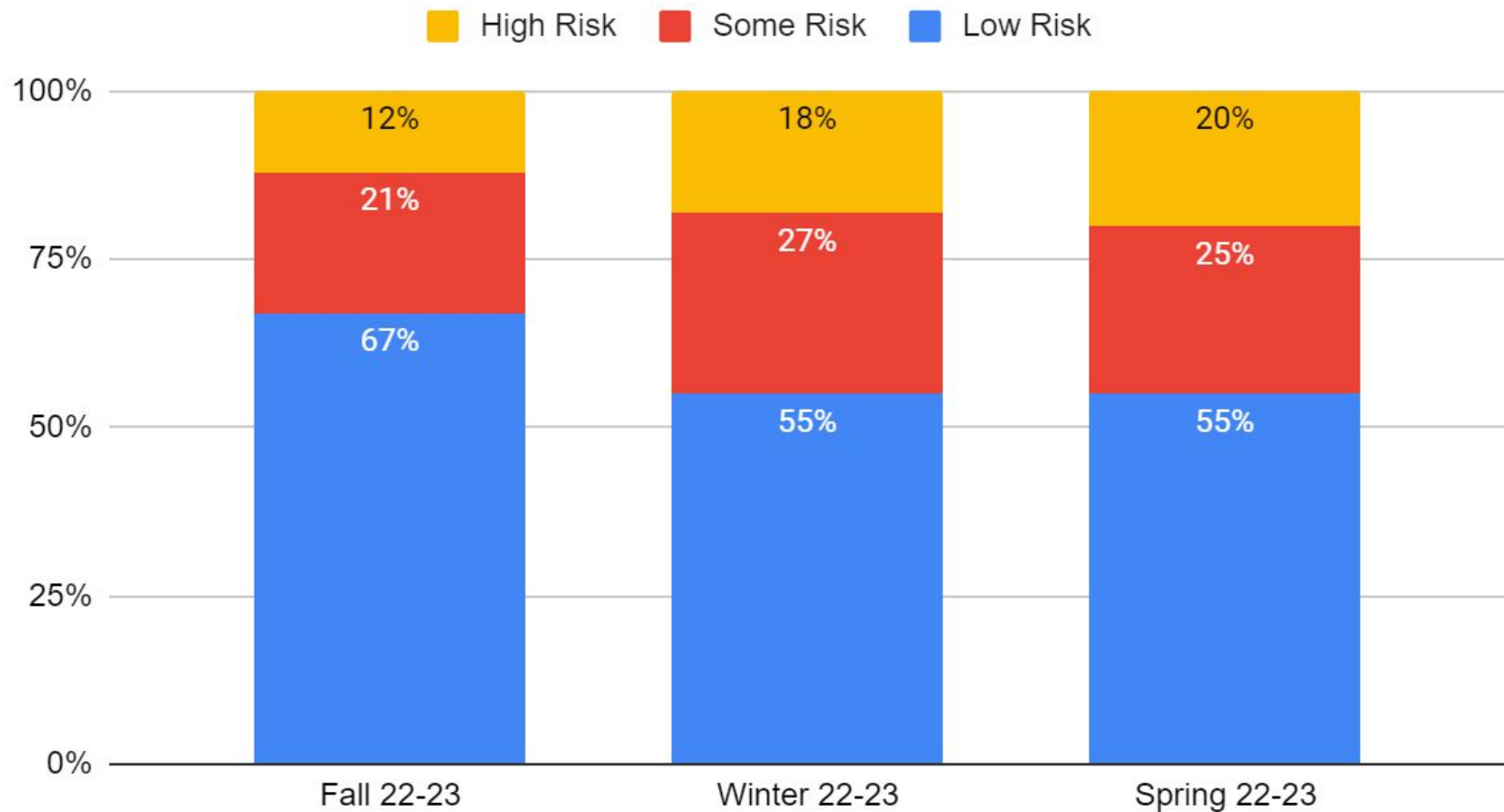
PAS Middle School - AUTOreading



PAS Middle School - aMath



PAS Middle School - CBMmath Automaticity L3 GOM

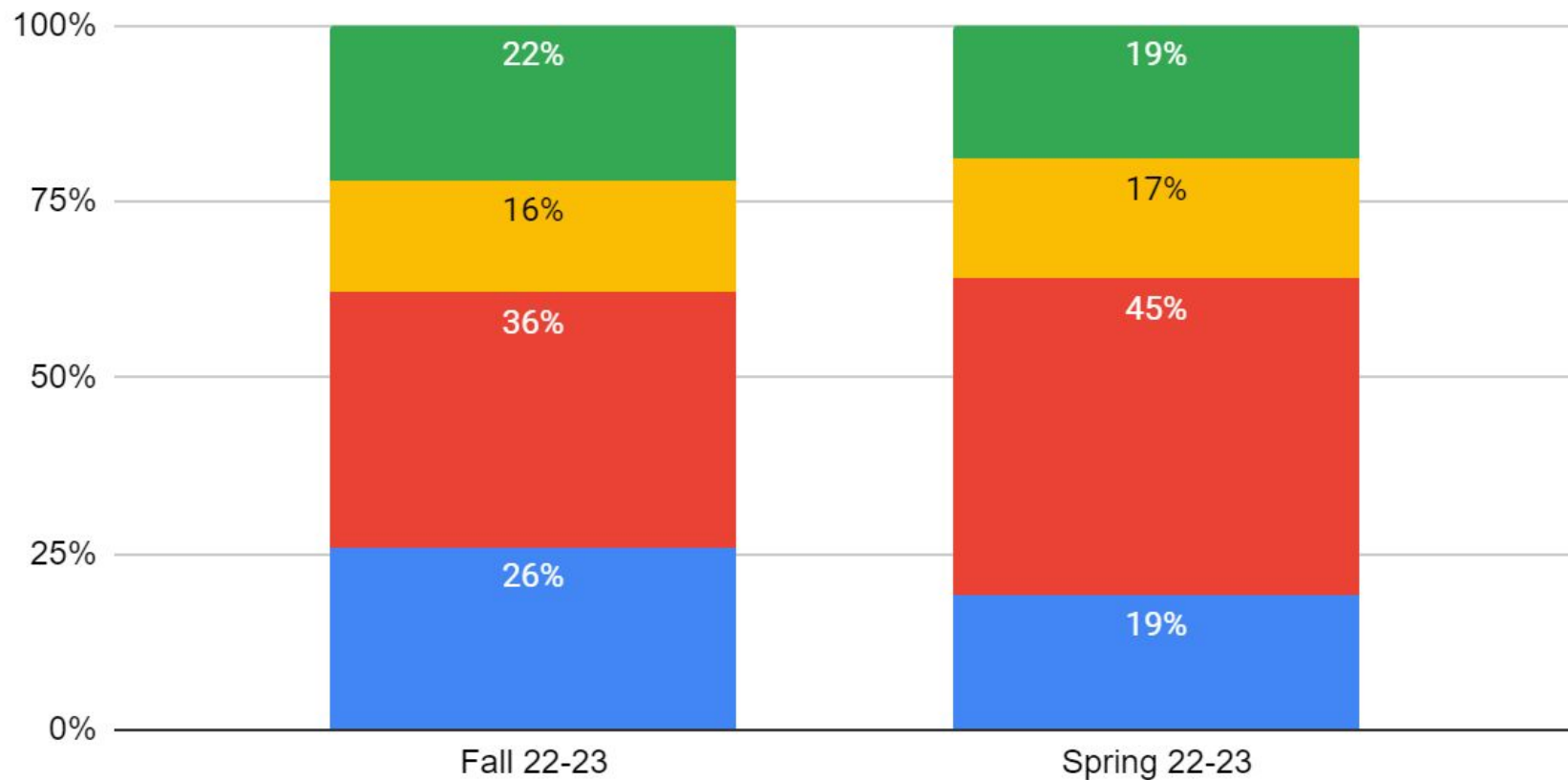


22-23 PAS High School (9th & 10th)

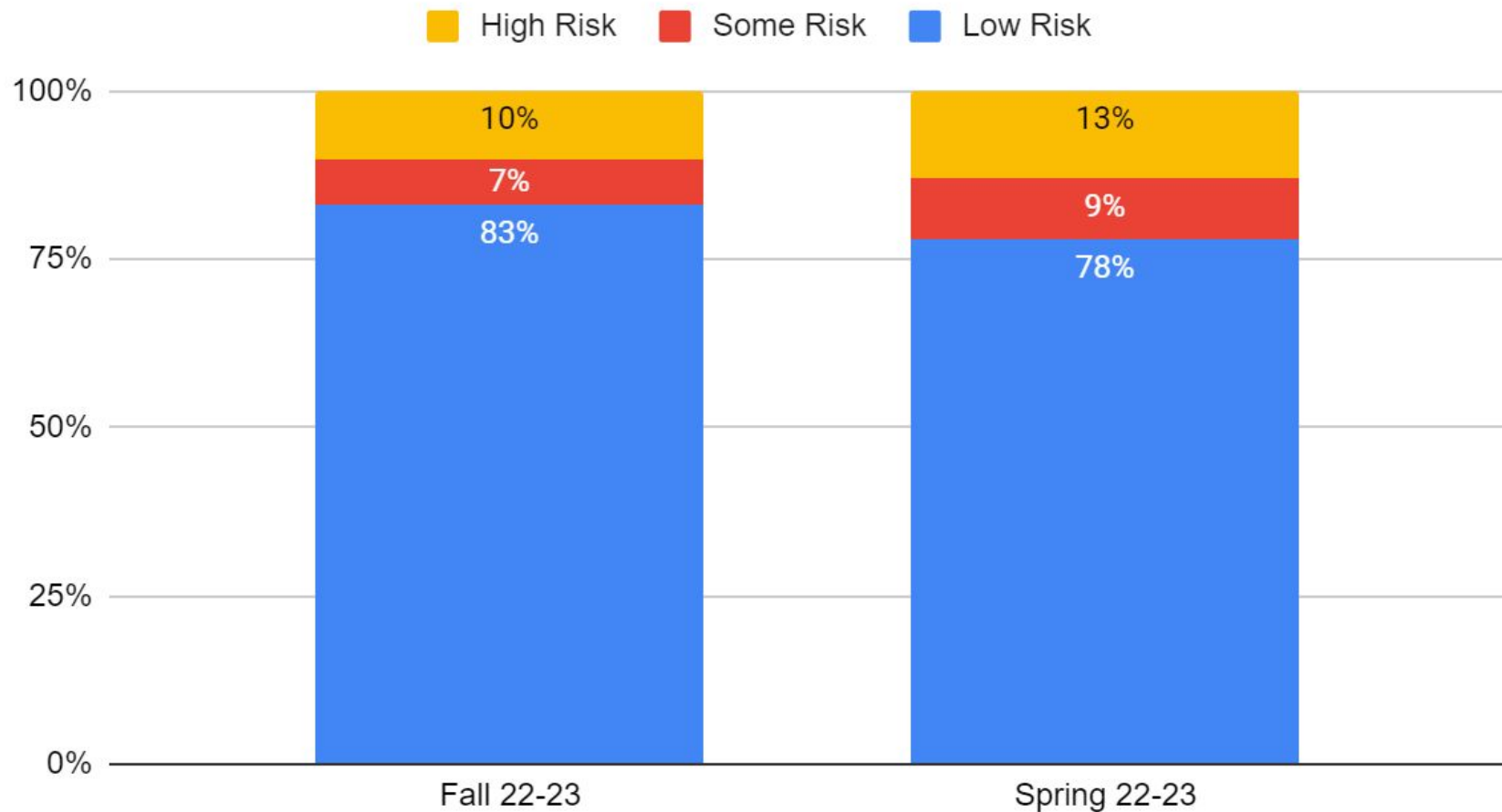
By Screener

PAS High School - aReading

High Risk Some Risk Low Risk College Pathway

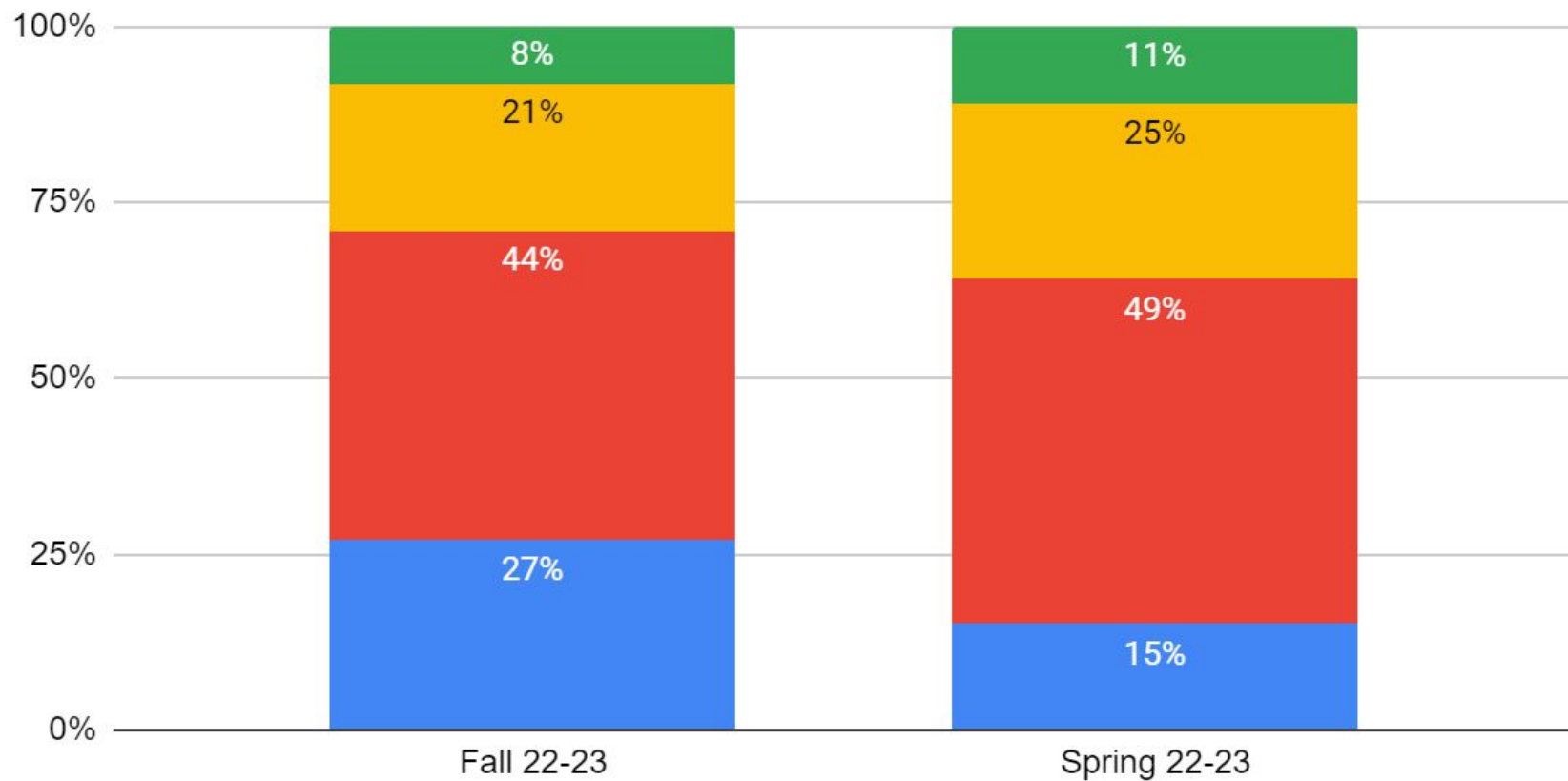


PAS High School - AUTOREading

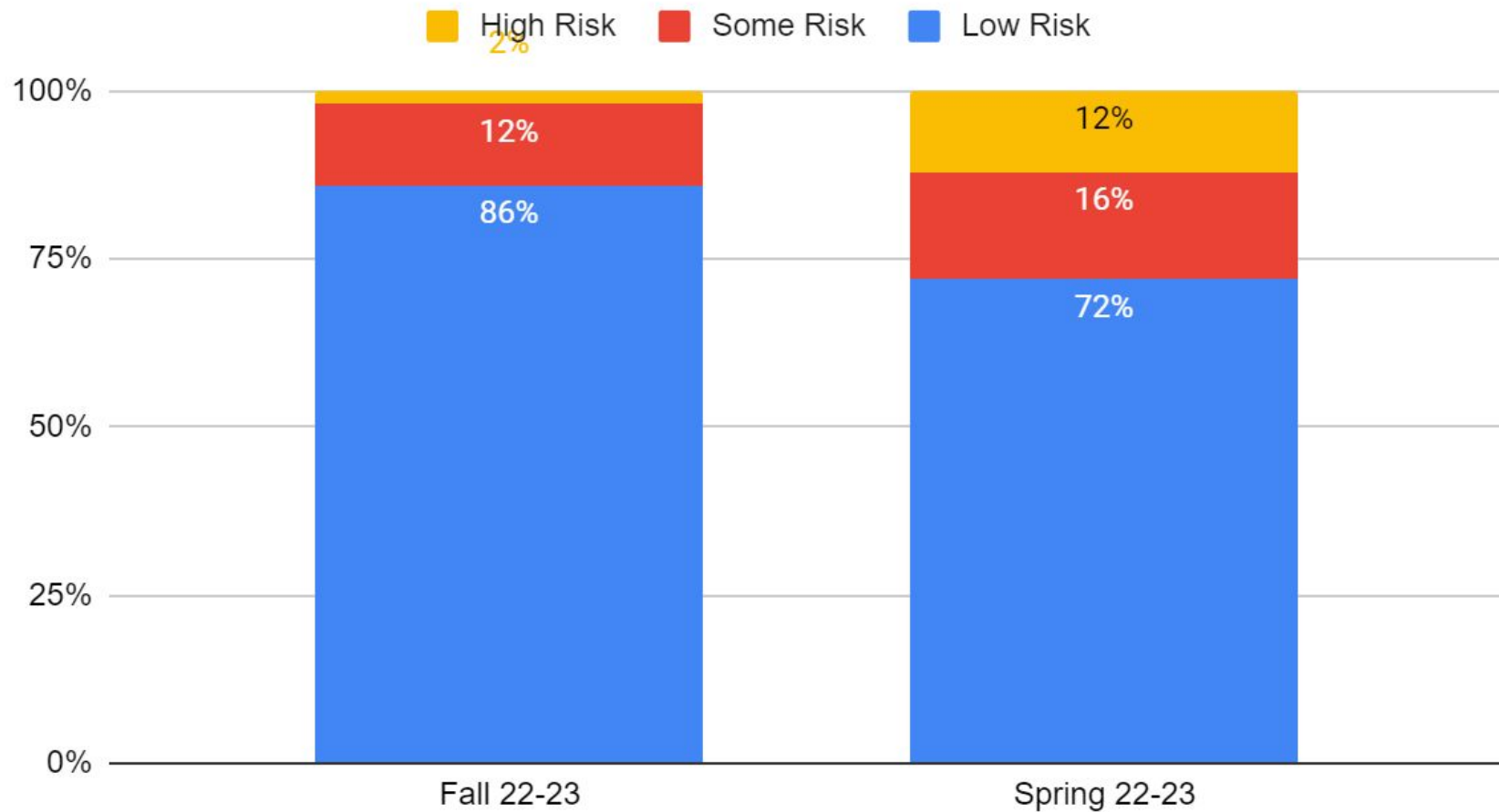


PAS High School - aMath

High Risk Some Risk Low Risk College Pathway



PAS High School - CBMmath Automaticity L3 GOM



Screeener Information

earlyReading English

earlyReading English performance is an indicator, or "thermometer," of student reading development. It is designed to assess reading skills that predict successful reading of connected text. Although there are 13 total earlyReading English subtests, not all of them are used at once. For screening, selected subtests are organized to be given together to generate a Composite score for each student. We recognize that students' skills change over each school year, and even within a school year. To adjust for natural changes in the skills of kindergarten and first grade students, the FastBridge earlyReading English - Composite score includes different subtests depending on the grade level and screening period. A Composite is one score combined from multiple subtests, and it is the best estimate of your students' early literacy skills. For each screening period, there are four subtests included in the Composite. Here are the subtests for each screening period by grade level.

earlyReading English - Composite Subtests

GRADE	FALL	WINTER	SPRING
K	Concepts of Print	Onset Sounds	Letter Sounds
K	Onset Sounds	Letter Sounds	Word Segmenting
K	Letter Names	Word Segmenting	Nonsense Words*
K	Letter Sounds	Nonsense Words*	Sight Words 50
1	Word Segmenting	Word Segmenting	Word Segmenting
1	Nonsense Words*	Nonsense Words*	Nonsense Words*
1	Sight Words 150	Sight Words 150	Sight Words 150
1	Sentence Reading	CBMreading**	CBMreading**

aReading / AUTOreading

aReading is a simple and efficient procedure for screening K-12 students' broad reading abilities. The assessment is based on research and each question is aligned with the National Common Core State Standards (2010). aReading is a computer-adaptive test, and most students respond to 30 questions on each testing occasion. Some students may receive up to 60 questions in order to accurately pinpoint their present level of performance.

AUTOreading is an assessment of a student's automaticity with select reading skills, including recognizing letter names and sounds, decoding words, identifying the correct spelling of words, word synonyms, and detecting differences in word meanings. AUTOreading is a computer-based test and can be used with students in grades K-12. There are nine AUTOreading subtests. One of these is a warm-up activity where students learn how to complete the assessment by selecting the correct picture of a named item. When used for screening, students complete 2, 3, or 4 subtests (depending on their grade level), and the subtest scores are combined to create a Composite score. When used for progress monitoring, a teacher should select one subtest which matches the intervention.

CBMreading English

Curriculum Based Measurement for Reading (CBMreading) is an efficient and effective way to screen and monitor student reading progress. A teacher listens to a student read aloud from a grade-level passage for 1 minute while recording student errors. Passages are available for grades 1-8.

earlyMath

earlyMath performance is an indicator, or "thermometer," of student math development. It is designed to assess initial math skills that predict later mathematical performance. Although there are 17 total earlyMath subtests, not all of them are used at once. For screening, selected subtests are organized to be given together to generate a composite score for each student. We recognize that students' skills change over each school year, and even within a school year. To adjust for natural changes in the skills of kindergarten and first grade students, the FastBridg earlyMath composite score includes different subtests depending on the grade level and screening period. A composite is one score combined from multiple subtests and it is the best estimate of your students' early math skills. For each screening period there are 3 subtests included in the Composite.

earlyMath Composite Subtests

GRADE	FALL	WINTER	SPRING
K	Match Quantity	Decomposing DC-K	Decomposing DC-K
K	Number Sequence NS-K	Number Sequence NS-K	Number Sequence NS-K
K	Numeral Identification NI-K	Numeral Identification NI-K	Numeral Identification NI-K
1	Decomposing DC-1	Decomposing DC-1	Decomposing DC-1
1	Number Sequence NS-1	Number Sequence NS-1	Place Value
1	Numeral Identification NI-1	Place Value	Story Problems

aMath / CBMmath Automaticity L2 & L3 GOM

aMath is a simple and efficient procedure for screening students' broad math abilities. The assessment is based on expert recommendations and questions are aligned with the National Common Core State Standards (2010). aMath is a computer-adaptive test, and most students respond to 30 questions on each testing occasion. Some students may receive up to 60 questions in order to accurately pinpoint their present level of performance.

CBMmath Automaticity is a timed computer-based assessment of math fact mastery. It measures a student's automaticity with basic math facts (addition, subtraction, multiplication, and division) with both single-skills and mixed skills (i.e., General Outcome Measure or GOM) matched to the math skills typically taught in grades 1 through 3.

CBMmath Automaticity is designed to be used for universal screening three times a year and for progress monitoring students of all grades who are participating in math fact interventions. CBMmath Automaticity is part of FASTtrack Math where it is used by students in grades 2-12 as a measure of computation fact fluency.

Little Arrows Preschool Parent Handbook 2023-2024 School Year



Dawn Samuelson – 507-562-6300 or
email dawn.samuelson@pas.k12.mn.us

Jenny Amundson – 507-562-6301 or
email jenny.amundson@pas.k12.mn.us

Abbey Behr – 507-562-6302 or
email abbey.behr@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 Little Arrows Preschool to provide high-quality care and education in a safe, nurturing environment to the 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 **the** 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 for each child that attends. Our preschool also participates in a framework called Classroom Engagement Model (CEM).

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 do 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 the school day, we follow a daily schedule. Within this daily schedule **are** circle time, center time, snack time, free choice play time, and outside time (weather permitting). 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.

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, **or** heard on the radio, or you can sign up for the school app through the App Store – Pipestone Area MS/HS.

TRANSPORTATION

We have several different options for you to pick from when it comes to transporting your child to and from school. Parents can pick up and drop off their children. Use the parent pick-up and drop-off line in front of the elementary school. Parents can call the Pipestone Transit at 507-825-1180. Parents are responsible for buying tokens/passes and communicating with the transit about where to pick up and drop off their child(ren). If older siblings ride on the bus to or from school, the preschool child can also ride with them. We are **also** now offering busing from Ludolph Bus Service at 11:15 and 12:15 times. **To set up that service call Ludolph Bus Service at 507-825-2303.**

DROP OFF AND PICK UP TIME

If you are dropping off your child for either **the** AM or PM session, please do not bring them prior to **7:50am** for the morning session and **11:55am** for the afternoon session unless you have made arrangements with the classroom teacher. Teachers are planning lessons and attending school meetings.

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. Follow the early out schedule provided by your classroom teacher. 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 Wednesdays*****

On those, Wednesday's the morning session classes will be held on the 1st & 3rd Wednesday of the month and for the afternoon session classes will be held on the 2nd & 4th 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 **who that** will be there.

SNACKS

We do have a snack every class day. A snack calendar will be sent home every month of who brings the 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 Little Arrows preschool program. Each family will fill out a Free/Reduced Meal form and that is how your tuition is based. The **2023-2024** 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. **There will be a \$5 late fee for every month your bill is not paid by the end of the month.**

TOILETING

Your child **does need** to be potty trained if attending 4/5-year-old preschool. Your child **does not need** to be toilet trained to attend 3/4-year-old 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 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/guardian **feel that** your child is not feeling well, it is best for them and 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 are common sicknesses and a guide for you to follow.

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

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

*If your 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 **school nurse**.

ABSENCE

If your child is going to be absent for the day, let the teacher know. You can either call the office at 562-6204 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 of 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 a behavior is occurring ~~the child is misbehaving~~ and ~~they have 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 situation ~~misbehavior~~ which led to their removal from the group. After a brief interval, the teacher **will discuss** the incident and appropriate behavior with the child.

Pipestone Area Schools

2023 - 2024

Elementary Student & Parent Rights and Responsibilities Handbook Handbook



Pipestone Elementary School

Pre-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. July __, 2023

Board of Education

Lance Oye, Katie Wiese, ~~Jeff Baatz, Randy Erdman~~, Chrissy DeBates, Brad Carson and ~~Amy Nelson, Daphne Likness, Mark Hiniker, Tyler Fruechte~~

Administration

Dr. Klint Willert Mr. Kevin Enerson	Superintendent
Cory Strasser	Secondary Principal
Jennifer Moravetz	Elementary Principal
Jacqueline Kennedy	Business Manager
Rich Stangle	Maintenance Supervisor
Jean Bailey	Food Nutrition Service
	Taher Food Service

Pipestone Area School District #2689

Pipestone Area Middle/High School

(grades 6 - 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 Avenue - Lake Benton, MN 56149
Phone: (507) 368-3250 Fax: (507) 368-3250

Pipestone Area Schools website

General Information

Arrival & Dismissal Times and School hours

Students may enter the building starting at 7:30am to eat breakfast or go to recess.

First Bell rings	8:05 a.m.
Classes begin	8:15 a.m.
Dismissal	3:15 p.m.

Elementary Office hours are from 7:00 a.m. to 4:00 p.m. Monday ~~thru~~ through Friday. If you should need to contact the office for any reason during this time, the telephone numbers are:

- Pipestone Elementary 507-562-6200
- Pipestone Area Middle/High School 507-825-5861

Voice mail is ~~also~~ available in the ~~main~~ 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.~~

~~The elementary school playground will be supervised by at 7:30 am each day. Students are allowed in the building at the 7:30 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 8:15 am. Students who are late to school must come to the office for a tardy slip. School is dismissed at 3:15pm.~~

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, please notify your student's teacher as well as the main 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.~~

Bicycles

~~Students are allowed to ride bicycles to school.~~

~~If your child rides their bike to school, all bicycles must be parked in the bicycle racks provided. The school district does not assume responsibility for damaged or stolen bicycles.~~

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.

Dress Code

Students need to dress appropriately for the school day, weather, and activities in school. 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. ~~Clothes~~ 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. 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.~~

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.

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 ~~each 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.

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 year.

Gifts

Gifts such as flowers and balloons delivered to the school are discouraged. If such gifts ~~that~~ are delivered, ~~they will be~~ **are** kept in the office and will be given to the student at the end of the school day at 3:15pm. ~~A student who has such a gift delivered will need to pick it up as they leave the school building.~~

Gym

Students have PE each day. If a student must miss PE for injury or illness, a note must be written and signed by the parents stating the injury, PE restrictions, and the timeframe for the restrictions. A doctor's note is preferred.

Library

Students check out library books once a week. ~~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 an overdue or lost library book(s) 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.

Lost & Found

Each year we have a large collection of clothing which has not been claimed. Remind your child to check the lost and found area located outside the main office when something disappears at school. ~~Pictures of lost items will be sent out via SeeSaw as well.~~ Lost articles that are not claimed by the end of the school year will be given to charity. We are not responsible for lost items.

The following considerations should be taken 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.

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.

Photo & Video Use

~~Photos of students are taken throughout the school year and are frequently published on social media or on other platforms through the school district. If any parent/guardian does NOT wish to have their son/daughter(s) picture included in a school publication, including internet web pages, and local TV broadcasting, his/her parents/guardians MUST notify the principal's office in writing before the picture is taken. You may also indicate that you disapprove permission on the~~ During our Back to School Open House, a consent form will be included in your child's informational packet. Fill out this form

to approve or deny permission to have your child's photo taken and placed on social media. Contact the school office if you did not receive this form.

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.

Security

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

~~After the 8:15 a.m. bell rings to indicate the start of the school day.~~

ALL doors will be locked after 8:15am to the elementary school. Any entry into the building must be through the front doors and follow security procedures provided.

~~All visitors/guests MUST buzz the office (via the intercom) and give your name in order for the door to be opened.~~

All visitors/guests ~~are will be~~ expected to enter through the main doors (via the intercom) and report to the main office to follow the current registration practice. Upon arrival, guests must state their purpose for their visit, check-in, and then check-out when leaving the building.

~~The elementary schools have~~ Security cameras have been installed throughout the elementary to ~~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.

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.

Telephone Calls

Students may not be interrupted during the school hours by outside calls and messages **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.

Visiting the School

Parents/guardians, community members, and guests are always welcome to visit our school building. All visitors must comply with safety protocols, state their reason for visiting, stay in the designated area of their visit and may not disrupt the student learning process or employee working environment. If you wish to visit the elementary, please

contact the main office **ahead of time**. ~~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 **in the main office**. ~~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. **The building principal reserves the right to revoke permission and access to the elementary school if safety protocols are not followed or if the visit is not in the best interest of students, employees or the school district. See school board policy #903 for more information.**

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 **or FirstAlert Weather** 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 **when snow/slush is present on the playground. Also, please prepare your child with caps, gloves, and a coat.** If parents/guardians need assistance in obtaining winter clothing ~~like hats, mittens and other clothing needs, please,~~ contact your student's teacher. Students who do not wear **snowpants and boots** will be required to stay on designated areas (cemented areas). ~~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/Weather/Emergency Dismissal

Official announcements regarding the operations of School District #2689 **will be broadcasted** on the following stations:

- KLOH - 1050 AM
- KISD - 98.7 FM
- KELOLAND Closesline
- **Dakota News Now**
- **School Messenger**

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

All bussed families **must** list a residence their child(ren) can

stay at in case **school is in session** and the busses do not travel due to inclement weather. ~~If school is in session and the weather does not permit the busses to return the children to their homes, the~~ Bussed students will be instructed to remain at their designated storm homes. This **information particular section** is included in the student information sheet handed out at the beginning of the school year.

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% (~~8-7~~-10 absences)

Satisfactory—96-99% (~~1-6-7~~-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 9:00 am. The school office manager will attempt to call the parent/guardian before 11:00 am 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**
- **Late bus**
- **Weather**
- **Illness/hospitalization**
 - Doctor's note required if absent 3 days or longer OR if within chronic absence range
- **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

Unexcused Absences/Tardies

- **Need for sleep/rest**
- **Missing the bus**
- **Employment/child care issue**
- **Illness/hospitalization**
 - without a **doctor'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 8:15 a.m. will be considered tardy. Students must report to the office to get an admittance slip if they enter the building after the 8:15 bell. It is the responsibility of the parents to get their children to school on time.

Students arriving after 10:00 am 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:~~

1. 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**)

2. 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/guardian must be notified** immediately. The school is legally responsible to begin the intervention (see Truancy Intervention Levels) which includes parent/guardian 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/guardian 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 ensure 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
 3. 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/Conferences

Parent-teacher Conferences will occur during the Back to School Open House ~~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. Student-led conferences will take place in February. Teachers will be communicating on-going with families ~~once a month~~ **throughout the school year.**

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: Seesaw, or google

assignments. 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 ~~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 assignments. Teachers will be available to students during regular school hours by phone, email or online processes (seesaw, email, etc.).

Attendance will be taken the following school day and will be dependent upon if e-learning or is complete and/or turned in.

E-learning days will be announced via the school website, facebook, twitter, PAS app, and the School Messenger 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.)

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 and May 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. Testing dates are found on the school website under Curriculum/Teaching & Learning.

~~Formative Assessment System for Teachers (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.~~

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 ~~an~~ 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. ~~Starting the beginning of the 2023-2024 school year, all first servings of school breakfast and school lunch will be provided at no cost to families. Any grade level student may purchase an additional breakfast item, juice or milk for an additional cost. Any 4th or 5th grade student may purchase an additional lunch entree or milk for an additional cost.~~

~~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' accounts.

~~The parent/guardian will be notified when their students~~

~~account reaches a balance of \$10 or less. The parent/guardian will receive a 2nd 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.~~

Backpack Program

Our public school provides free **breakfast and lunch 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 **Jennifer Dunn in our HR department.** ~~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.**

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.

Health Services

School nurses 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.

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."*

Illness

When a child develops a fever or other symptoms of illness, the parent/**guardian** or other person listed on the emergency form will be notified. **It is the parent/guardian'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.

****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 student(s) 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. **Your** student(s) may then return to school after the appropriate treatment(s) have been performed.

Immunization Policy

Parents/**guardians** 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.

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.

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, loss of 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.~~

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.

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 damages that may occur at school.~~ 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 **and will need to be picked up in the main office by a parent/guardian.** ~~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, damaged, or stolen items.

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. [See school board policy #413 for more information.](#)

Religious, Racial and Sexual Harassment and Violence Are Against The Law.
Discrimination is against the law.

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

Technology & Internet Use

The Pipestone Area School Technology and Internet Use policies and practices [are laid out in school board policy #524.](#) ~~The **These** technology & internet use information will be distributed to all families to sign-in a separate Technology handbook or informational sheet with technology permission will be sent out~~ during Back to School Open House ~~forms~~ at the beginning of the year. ~~or at registration.~~

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/~~guardian~~ and will determine any other disciplinary action for the student.

Weapons Policy

A dangerous weapon may be many things. It includes guns, switchblades, brass knuckles, nunchucks, 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.

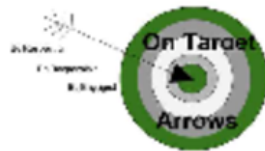
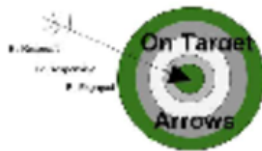
Possession on school property includes on a school bus, on any property leased or owned by the school and whether the

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.

[See school district policy #501.](#)

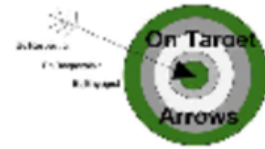
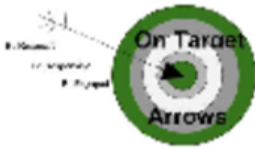
On Target Arrows

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



Behavior Expectations

Noise Levels	Classroom/Flex Area	Lunchroom	Hallway/Stairs	Bathroom	Rec Areas <i>playground, gym</i>	Bus/Taxi	Device Use <i>Chromebook/iPad</i>
<p>VOICE LEVELS</p> <p>0 Silence is Golden <i>Use when you are listening to someone else speak.</i></p> <p>1 Soft Talk <i>Use when you are talking to someone nearby.</i></p> <p>2 Low Noise <i>Use when you are talking to someone in the room.</i></p> <p>3 Normal Noise <i>Use when you are talking to someone in the hallway.</i></p> <p>4 Loud Crowd <i>Use when you are talking to someone in the gym or playground.</i></p> <p>5 Out of Control <i>Use when you are talking to someone in the neighborhood.</i></p>	<p>*Use inside voice 0, 1, 2, 3</p>	<p>*Use inside voice 1, 2, 3</p>	<p>*Use inside voice 0 or 1</p>	<p>*Use whisper voice 0 or 1</p>	<p>*Use outside voice 3,4,5</p>	<p>*Use inside voice 1, 2, 3</p>	
<p>On-Target Arrows are respectful</p>	<p>*Hands and feet to self</p> <p>*Follow staff directions</p> <p>*Listen, be caring and polite</p> <p>*Keep learning space and locker area clean</p>	<p>*Use good manners</p> <p>*Listen to directions</p> <p>*Hands and feet to self</p>	<p>*Go straight to destination without distracting others</p> <p>*Walk quietly</p> <p>*Hands and feet to self</p> <p>*Follow staff directions</p>	<p>*Respect others' privacy</p> <p>*Set a good example</p>	<p>*Be kind to others</p> <p>*Take turns</p> <p>*Share</p> <p>*Include others</p> <p>*Give a helping hand</p> <p>*Use equipment appropriately</p> <p>*Listen to staff on duty</p>	<p>*Hands and feet to self</p> <p>*Be kind to others</p>	<p>*Kind and appropriate comments and visuals when on devices</p> <p>*Value school property</p>
<p>On-Target Arrows are responsible.</p>	<p>*Use furniture and materials appropriately</p> <p>*Keep classroom clean</p> <p>*Follow classroom expectations</p> <p>*Be ready to learn</p>	<p>*Two hands on tray</p> <p>*Put silverware in tub</p> <p>*Dispose of food and stack tray appropriately</p> <p>*Keep your space clean</p>	<p>*Hands and feet to self</p> <p>*Keep hallway and stairway clean</p> <p>*Keep to the right side of hallway and stairs</p>	<p>*Keep area clean</p> <p>*Report empty supplies</p> <p>*Return directly to class</p>	<p>*Use and clean up equipment appropriately</p> <p>*Take care of nature</p> <p>*Play safely</p> <p>*Tell an adult if someone is hurt</p>	<p>*Keep bus clean</p> <p>*Keep the aisle clear</p> <p>*Follow driver directions</p> <p>*Wear masks appropriately</p>	<p>*Store/charge device appropriately</p> <p>*Turn in assignments when they are due</p> <p>*Use the internet safely</p>



Behavior Expectations

<p>On-Target Arrows are engaged.</p> 	<ul style="list-style-type: none"> *Whole body listening *Follow staff directions *Try your best *Participate in activity/lesson 	<ul style="list-style-type: none"> *Enjoy your meal *Remain seated *Raise your hand for help 	<ul style="list-style-type: none"> *Whole body listening 	<ul style="list-style-type: none"> *Go to bathroom *Flush *Wash your hands 	<ul style="list-style-type: none"> *Listen for the bell or whistle to line up promptly *Use equipment appropriately 	<ul style="list-style-type: none"> *Be aware of the "Danger Zone" *Remain seated 	<ul style="list-style-type: none"> *Be on the intended tab/website/app *Participate in activity/lesson
<p>Adult Role</p> <ul style="list-style-type: none"> *Use specific praise in every area 	<ul style="list-style-type: none"> *Post, teach, and reinforce behavior matrix 	<ul style="list-style-type: none"> *Use active supervision (move, scan, and interact) 	<ul style="list-style-type: none"> *Be present during passing transitions in the hallways and stairs 	<ul style="list-style-type: none"> *Actively listen to ensure appropriate behavior *Ensure students wash their hands and put garbage in the receptacles 	<ul style="list-style-type: none"> *Use active supervision (move, scan, and interact) 	<ul style="list-style-type: none"> *Ensure students are safely getting to and on the bus and acting appropriately 	<ul style="list-style-type: none"> *Teach and monitor online safety and appropriate usage

Pipestone Area Elementary strives to create a community of "On Target Arrows" who are responsible, respectful, and engaged.

**This is a draft/working document June 6, 2022*

Classroom Managed-vs-Office Managed Behaviors

<div style="background-color: #00FF00; display: inline-block; padding: 2px;">Classroom Managed</div> <div style="background-color: #00FF00; display: inline-block; padding: 2px;">(Minor)</div>	<div style="background-color: #00FF00; display: inline-block; padding: 2px;">Office Managed</div> <div style="background-color: #00FF00; display: inline-block; padding: 2px;">(Major)</div>
<p>Most behaviors will be classroom managed</p> <ul style="list-style-type: none"> ● Profanity or Obscene Gestures ● Disrespecting Personal Boundaries ● Disrespect <ul style="list-style-type: none"> ○ Low-intensity, socially rude or dismissive messages to adults or students ● Disruption <ul style="list-style-type: none"> ○ Low-intensity but inappropriate disruption ● Defiance <ul style="list-style-type: none"> ○ Brief or low-intensity failure to follow directions or talks back ○ Example: Refusal to do work ● Technology Violation <ul style="list-style-type: none"> ○ Off-Task Usage ● Lying/Cheating <ul style="list-style-type: none"> ○ First Offense ● Picking on others <p>***Students with an IEP/Behavior plan MUST be followed and may render different circumstances and consequences.</p> <p>***MOST BEHAVIORS WILL BE CLASSROOM MANAGED!!!</p>	<ul style="list-style-type: none"> ● Physical Aggression/Fighting ● Bringing Weapons to School*** ● Technology Violation <ul style="list-style-type: none"> ○ Sexual Material, Bullying, and Threatening Behavior ● Lying/Cheating <ul style="list-style-type: none"> ○ Second Offense ● Stealing ● Vandalism ● Elopement <ul style="list-style-type: none"> ○ Leaving the classroom without the teacher's permission ● Bullying <ul style="list-style-type: none"> ○ Bullying includes any repeated written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or perceived as causing distress to one or more students ● Harassment <ul style="list-style-type: none"> ○ Related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class¹ ● Continual Minor Behavior <p>***Students with an IEP/Behavior plan MUST be followed and may render different circumstances and consequences.</p>

3 referrals = conference with principal, teacher, call home to parents

6 referrals = Conference with parents/guardians in-person

9 referrals = missed quarter party

¹*Check with the case manager for students with an I.E.P.

*If other behaviors arise it is up to the teacher's and principal's discretion

July 2023 - June 2024

July 2023

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					

January 2024

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 – New Year's Day
10,17,24,31 Early Dismissal 2:00
15 – MLK/No Meetings
19- End of First Semester
22 – Inservice/Workday
21-S 22-T 22-P

August 2023

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		

28-31 - Inservice
0-S 4-T 2-P

February 2024

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		

7,14,21,28 Early Dismissal 2:00
15 – Elem Student Led Conf
19 – President's Day/No School
27 – No Mtgs/Activities
20-S 20-T 20-P

September 2023

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

4 – Labor Day
5 – First Day of School
20, 27 -Early Dismissal 2:00
19-S 19-T 19-P

March 2024

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						

6,13,20 – Early Dismissal 2:00
12 – No Mtgs/Act 6-8 pm
26 – 3rd Qtr Ends
27 – Inservice/Work Day
28 – 29 Spring Break
18-S 19-T 18-P

October 2023

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				

4,11,18,25 Early Dismissal 2:00
19-20 MEA No School
20-S 20-T 20-P

April 2024

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 Spring Break
10,17,24 Early Dismissal 2:00
20-S 20-T 20-P

November 2023

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		

7 – Election Day/No Mtgs/Act 6-8
9 – 1st Qtr Ends
10 – Veterans (Public)/No Mtgs
10 – Inservice/Workday
1,8,15,22,29 Early Dismissal 2:00
23 – Thanksgiving/24 No School
19-S 20-T 20-P

May 2024

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	

1,8 Early Dismissal 2:00
26 - Graduation
27 – Memorial Day/No School
30 – Last Day of School
31 - Workday
21-S 22-T 22-P

December 2023

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						

6,13 Early Dismissal 2:00
22-29 Winter Break/No School
15-S 15-T 15-P

June 2024

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						

173-S 181-T 178-P

Snow Makeup Days: 12/22, 1/22, 2/19, 3/27, 3/28, 4/1, 4/2, 5/31, 6/3, 6/4, 6/5, 6/6, 6/7



PIPESTONE AREA SCHOOLS District No. 2689

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

Jacque Kennedy, Business Manager
Rick Zollner, Activities Director
Richard Stangle, Maintenance Director
Jean Bailey, Food Service 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

Jennifer Moravetz
1401 7th St SW
Pipestone, MN 56164
507-562-6202

Jennifer.Moravetz@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 7th St SW
Pipestone, MN 56164

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

www.pas.k12.mn.us

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 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.

Student name _____

Signature of Parent/Guardian _____

Date _____

Signature of Parent/Guardian _____

Date _____

Please sign and return this page to the office.

Pipestone Area Schools 2023-2024 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) 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

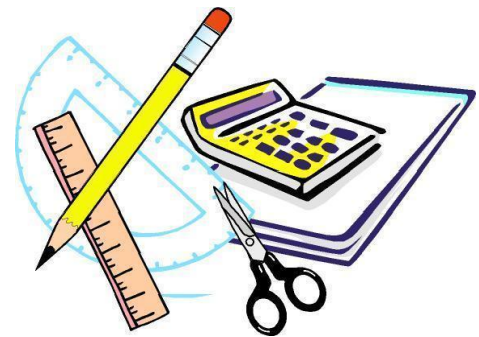
Specific requirements for eligibility:

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. 1st 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. 2nd offense – One day In-School Detention and completion (re-do) of the corresponding assignment.

iii. 3rd offense – A 3rd 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 parent verified.

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 the 1st 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 in excessive tardiness.~~

G. Extra-Curricular Absenteeism

Students must be in school at the start of second hour (9:37am) 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.

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

School Meals Policy #534

Our district offers breakfast and lunch at school. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

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.

The Food Service Program is a pre-payment program. Families are expected to have a positive balance in their students' accounts at the beginning of the year and during the course of the school year. The parent/guardian will be

notified when their student's account reaches a balance of \$10.00 or less. The parent/guardian will receive a 2nd notification from the Food Service Director when their student's account reaches a zero or negative balance. When a student has a negative account balance, the student will not be allowed to charge an ala carte item. A negative balance of \$10.00 initiates notification to the school principal, who will communicate to appropriate staff to contact parent/guardian. 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

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, 2nd grade, 6th grade and 9th 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.

Mobile Device Handbook for Parents and Students

In accordance with **Policy #524** Pipestone Area Schools sets expectations for the use of mobile devices. Students in grades 5-12 will have a Chromebook with a charger. If your child is in need of internet access for home use, a personal hotspot wi-fi device can be checked out.

Title and Ownership - The legal title and ownership of the mobile device (iPad, Chromebook, hotspot) is maintained by Pipestone Area School District 2689.

District Policies specific to the use of Technology - Your right of possession and use is limited to and conditioned upon your complete compliance with the following PAS school board policies (these can be found on the PAS website under the “District” tab):

- Internet Acceptable Handbook (#524)
- Cyberbullying Policy, which is part of the PAS Bullying Prohibition Policy (#514),
- Student Discipline Policy (#506)

Failure to comply with the district policies or guidelines in this handbook regarding care and use of the mobile device may result in the loss of privilege to take the mobile device home or use the mobile device in general.

Mobile Device Check-Out and Check-In - Mobile devices will be distributed each fall during designated dates and times. Parents/Guardians and students must sign the Mobile Device Agreement as well as the Internet Acceptable Use document. Students will turn in their device, charging cord, and hotspot (if used) at the end of the school year at a

designated date and location. Students who withdraw enrollment from Pipestone Area Schools for any reason must return the mobile device and accessories on the date of withdrawal. If a student fails to return the mobile device, accessories (charging cord, case) and hotspot (if used), the student will be billed for the full replacement cost of the equipment.

Lost, Stolen, or Damaged Mobile Devices (including accessories)

***If the mobile device is lost, it must be reported immediately.**

- Elementary students/parent-guardian should report the lost device to their classroom teacher.
- MS/HS students/parent-guardian should report the lost device to the Tech Office.
- It is the responsibility of the student/parent/guardian to recover or replace the lost mobile device.

***If the mobile device is stolen, it must be reported immediately.**

- Elementary students/parent-guardian should report the stolen device to their classroom teacher.
- MS/HS students/parent-guardian should report the stolen device to the Tech Office.
- It is also the responsibility of the student/parent-guardian to report the stolen mobile device to the police. A police report must be filed and a copy provided to the school.

*** If a mobile device is damaged through normal student use, it must be reported immediately.**

- Elementary students/parent-guardian should report the damaged device to their classroom teacher.
- MS/HS students/parent-guardian should report the damaged device to the Tech Office.
- A repair form will need to be filled out immediately. If damage was caused by mis-use or abuse, it is the student/parent/guardian's responsibility to replace the device at their own expense. Student discipline may also be given following existing PAS disciplinary policies.

***If a student device is undergoing repair, a loaner device may be issued.**

Taking Care of the Mobile Device and Accessories

Mobile hotspots for home internet use may be available for checkout from the technology department.

General Care

- Students are responsible for keeping the mobile device's battery charged for school each day.
- Only use a clean soft cloth to clean the screen. Please not use any cleaning wipes (Clorox, Windex, etc...) of any kind
- Use care when inserting cords and cables into the mobile device ports to prevent damage.
- Mobile devices must never be left in a location that is susceptible to extreme cold or extreme heat.
- Pipestone Area Schools has individuals trained in

repairing and fixing mobile devices. NEVER try to repair mobile device yourself or have someone outside the district work on it, as this could void the warranty and cause additional expense incurred by the student and/or parent or guardian.

- Mobile Devices must remain free of any writing, drawing, stickers, skins, or labels except those placed on the device by the district. Stickers and labels placed on the device by the district, must remain intact. Please do not eat food or drink while working on the mobile device.
- Protective cases must remain on the iPad at all times.

Mobile Device Security

- The mobile device should not be left unattended. When not in your personal possession, the mobile device should be in a secure location.
- Do not lend your mobile device or charger to another person. Each device and charger are assigned to individual students. The responsibility for that device rests with the individual.
- Each mobile device has a unique identification number/label. This may not be modified or removed.
- Students are required to use their school issue secure sign-in when logging into their mobile device within Pipestone Area School District Wi-Fi.

Backgrounds and Screensavers

In alignment with the Internet Acceptable Use and Safety Policy (#524), inappropriate media may not be used as a screensaver or background for the mobile device.

Using the Mobile Device at School

1. Each student will have their own personal, unique login name and password. This information needs to be written down and memorized, if possible.
2. Mobile Devices are intended for use at school each day and MUST come to school with full charge.
3. MS/HS students are expected to bring their device to each class, unless otherwise noted by the teacher.
4. Apps installed by the Pipestone Area Schools District must remain on the mobile device and be easily accessible at all times. From time to time, the district may load other apps needed for instruction.
5. Teachers will be using a variety of apps and programs throughout the school year. If you ever have a question about an app your child is using, please contact the teacher for more information.
6. If students are running out of space on the mobile device, any non-school related materials will be deleted from the device.
7. Updates of apps are required from time to time. Before installing an update, PLEASE talk with your classroom teacher or tech office.
8. The Mobile Device has been checked out to the student and should be used solely by that individual. Allowing other family members to use the device is strongly discouraged.
9. Students and parents/guardians are responsible for

the care of the mobile device at all times, including while at home.

10. Parents/Guardians: talk to your students about the values and standards you expect your student to follow as they use the internet, just as you would talk to them about their use of other media sources such as television, telephone, movies, radio, etc...
11. Parents are encouraged to monitor student activity at home, especially their internet use.
12. Experts suggest parking all technology devices, from cell phones to mobile devices, in a common family room overnight to charge. This will help discourage late night, unmonitored use, and sleep disruption.
13. The school district does monitor student activity on the Mobile Device. Students must understand that technology staff and administration has the ability to inspect internet use and browsing history while at school and away from school.

By receiving this **MOBILE DEVICE HANDBOOK**, I accept and agree to the terms and use of this device and technology at Pipestone Area Schools. There is no need to return this handbook to school. Please keep it for your reference.

D. Electronic Devices

Personal Electronic devices include but are not limited to: cell or smart phones, tablets (Kindles, iPads), headphones/earbuds

1. Electronic Devices are permitted before and after school. During the school day they are to be turned off and in the student's locker. Consequences may include loss of device for the school day, detention or parental notifications and collections.
2. Electronic devices work in accordance with Internet Acceptable Use and Safety Policy #524 and Bullying policies #413 and #514.
3. No electronic devices with picture/camera capability are allowed in Locker Rooms.
4. If a teacher determines that a student has violated this policy, the teacher will collect the device and bring it to the office. The use of such devices in school is a privilege and not a guaranteed student right. The school will not be held accountable for the security of electronic equipment brought to school.

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 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 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.

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.
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.
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 Policy #413

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 develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement

Every school that participates in a school district chemical abuse program shall establish 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 Policy #515

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 7th 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.

Data Practices Notice before the Detention Section

Administrators interview students in order to collect information about an incident. Students do not have to talk with the administrator if they choose not to, but if they do not, the administrator will make a decision without the student's information. This information would be used to determine what happened and any action the school district needs to take. The administrator will try to keep this as private as possible, but they may need to talk to other school officials.

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.
1st Offense: Time doubled.
2nd Offense: In-School Detention.
3rd 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 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 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** - intimidating, threatening, abusive, or harming conduct
15. **Cyberbullying**. Photos or videos taken without prior consent of the person in photo/video and/or published photos/videos on a social media site. It may include indecent exposure, and words or actions that negatively affects an individual or group based on their racial, cultural or religious background, their sex, or any disabilities they may have.
16. **Gangs**, no gang clothing, symbols, signs, accessories, or behaviors will be tolerated.

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	1 st tardy = warning
Or after lunch	2 nd tardy = detention - 30 minutes
minutes	3 rd tardy = detention - 60 minutes
	4 th tardy = detention - 1 hour

5th or more = Detention 3-5 hours
or 1 day ISD
8 or more = referral to board,
habitual truancy
3-5 = detention
5 or more = ISD for every like
occurrence

Tardy to Class

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

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.

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

Cell Phone/Electronic Device Violations

1st offense = Loss of phone until end of school day. Parent contact.
2nd offense = Phone held in office during school day. Parent/Guardian must pick up.
3rd offense = Loss of phone during school day for 3 days. Parent/Guardian meeting.

Academic Dishonesty (MS)

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

Academic Dishonesty

-sharing student work
1st offense = After school detention
2nd 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

1st offense = Up to Five (5) hours of detention or ISD
2nd offense = 1-3 days ISD/police notified
3rd 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.

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

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

1st offense = (3-5) days of OSS/police notified

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

1st 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.~~

Pipestone Area Schools supports all students in social development, well-being, mental health, and academic achievement through our comprehensive counseling program. The counseling department promotes positive student connections with peers, family, school, and community. We support students' development of healthy relationships, self-reflection, problem-solving skills and academic planning to optimize college and career readiness. Services offered are social and emotional, academic, and career counseling. In addition, the counselor can assist in referrals to outside counseling agencies.

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 Requirements Policy #530

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.

E. Immunization Policy #530

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:

- a statement from a physician, advanced practice registered nurse, physician assistant, or a public clinic which provides immunizations (hereinafter "medical statement"), affirming that the student received the immunizations required by law, consistent with medically acceptable standards; or
- a medical statement affirming that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month and year each immunization

was administered, consistent with medically acceptable standards.

- The statement of a parent or guardian of a student or an emancipated student may be substituted for the medical statement. If such a statement is substituted, this statement must indicate the month and year each immunization was administered. Upon request, the designated school district administrator will provide information to the parent or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.

F. General Pesticide Notice

A Minnesota law sent into effect in year 2000 that requires schools to inform parents and guardians if they apply certain pesticides on school property.

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or copying at each school office.

State law also requires that you be told that the long-term health effects on children from the application of such pesticides or class of chemicals to which they belong may not be fully understood.

If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule, please contact Richard Stangle, Maintenance Supervisor, Pipestone Area School, 1401 7th ST. SW, Pipestone Minnesota, 56164 or call at (507)825-5861.

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~~ the building principal 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~~ emphasize to our students and ~~give much needed credibility to our programs.~~ the alignment with Policy 510 - School Activities, and our beliefs in the value of co-curricular activities.
- Standards of academic eligibility to participate in extracurricular activities will be measured by:
 - o Students (Grades 7-12) must have no F's in any class.
 - o Four Grading periods-most current grading period is used to determine eligibility.
-1st quarter-2nd quarter-3rd quarter-4th quarter
 - o 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:

There is no cost for student participation in activities. Students may NOT practice until all paperwork is 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.~~ Only Grades 6-8 will be allowed to attend middle school dances/parties.

~~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 Soek-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 Juniors² and Seniors² at PAS. More information can be found in the high school handbook.~~

PAS School Board Approved Handbook July 2022.

Modifications to the MS Handbook for the 2023-2024 School Year

1. Page 4 – Tardiness
 - a. Deleted last line as it is a duplicate statement
2. Page 7 – Taking Care of the Mobile Device and Accessories
 - a. Fixed the sentences that were cut off
 - b. Changed #s to Bullets
3. Page 7 – Using the Mobile Device at School
 - a. Fixed the numbering that was out of sequence
4. Page 8 – Deleted section B Study Hall Rules
5. Page 10 – Added Policy # to Sexual Harassment Section
6. Page 11 – Added Policy # to Privacy Rights to Students and Parents
7. Page 12 – Added Data Practices Notice before the Detention Section
8. Page 14 – Deleted current verbiage under Counseling Office Section and replaced it with a new wording
9. Page 15 – Amended Immunization Policy section
10. Page 15 – Added Pesticide Notice before Activities section
11. Page 16 – Deleted inappropriate information in the School Dance Section
12. Page 16 - Adjusted Policy 551 information to agree with the changes made on April 24, 2023
13. Cover Page - Changed the year from 2022 - 2023 to 2023-2024



**HIGH SCHOOL
STUDENT
HANDBOOK
2023-2024**

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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 great year.

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.

District Vision

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

District Mission

“Inspire life-long learners. Build Character. Prepare them for their future.”

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. Each course earns 1 credit upon successful completion. Credits for graduation begin in the 9th grade.

2. A minimum of fifty nine (59) total credits in grades 9-12 are required for graduation from Pipestone Area Senior High School and must be included from the following list. The additional classes/elective credits may be selected from any of the available senior high courses.

English/Language Arts	8 credits
Social Studies	7 credits
Mathematics	6 credits
Science	6 credits
Physical Education	2 credit
Health	1 credit
Careers	1 credit
Fine Arts	2 credit
Additional Classes/Electives	26 credits

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.

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 designated last day for seniors in the 2nd semester by 3:15 p.m.

6. Commencement:

a. Students who have completed the 59 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 2nd semester for seniors.

b. The graduation ceremony is an optional ceremony. Students wishing to participate are required to wear a cap, gown, and tassel that are consistent with other graduating students and prescribed by the school administration.

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. Pipestone Area High School does not academically rank students within the Laude Latin model. The following levels of academic honors will be used:

- Summa Cum Laude “with highest distinction” - Cumulative GPA average of 4.0
- Magna Cum Laude “with great distinction” - Cumulative GPA average of 3.75 - 3.99
- Cum Laude “with distinction” - Cumulative GPA average of 3.50 - 3.74

*For the class of 2025,

- Summa Cum Laude “with highest distinction” - Cumulative GPA average of 3.9 - 4.0
- Magna Cum Laude “with great distinction” - Cumulative GPA average of 3.75 - 3.89
- 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.

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 - will not be on track to graduate. 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 11th grade or 3rd year of high school cannot be promoted to the 12th grade until they have finished their 3rd year/11th 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. Any exceptions must be approved by the High School Principal.
2. Any student-initiated schedule change after the first three (3) or 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 the 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.

Failing Grades

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 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. 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. Students may not order out and have food delivered to, or bring lunch into the school.

PSEO Attendance

Students who participate in PSEO will be allowed access to the high school building, computers and/or other technology resources during regular school hours. Students will be expected to follow the rules and regulations of Pipestone Area High School, including, but not limited to the following:

- Students must sign in and out of the building at the high school office.
- Students will report to the Library Media Center during all scheduled class times. Students must remain in the Library Media Center at all times and are expected to follow the Library Media Center rules and expectations.

Students Withdrawing or Transferring From School

Students withdrawing or transferring from school must complete the student withdrawal form available in the Student Services 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

There is no cost for student participation in activities. Students may NOT practice until all paperwork is 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 to their designated safe area. 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 the Principal prior to the dance.

Prom

- Prom is designated for juniors and seniors at PAS.
- 10th graders may attend as a guest of 11-12th graders.
- Workers for the Prom will be 9th graders.
- Prom guests must be in grades 10-12th at another school or not be older than 19 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 ten (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)/Guardians 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

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, car repair, etc).
3. Car trouble
4. Miscellaneous (oversleeping, sleeping in, etc.)
5. No parent permission given for the absence
6. "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.)

7. 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 (9:37am) 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 class period or the class period after lunch must report to the office to get a tardy slip. Students will be given one warning each quarter or 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** - intimidating, threatening, abusive, or harming conduct
15. **Cyberbullying**. Photos or videos taken without prior consent of the person in photo/video and/or published photos/videos on a social media site. It may include indecent exposure, and words or actions that negatively affects an individual or group based on their racial, cultural or religious background, their sex, or any disabilities they may have.
16. **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.

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.

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.
6. Students have the opportunity for 2nd chance breakfast, therefore outside food is not to be brought into the school or classroom.

Student Lockers Policy # 502

Student lockers are available upon request 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 profanity, language, pictures or symbols may be displayed on any vehicles on school property.

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.

Backpacks

Students are allowed access to their backpacks during the school day for educational purposes. Students using backpacks to store other items (food, make-up, etc) may lose the privilege to carry their backpack at any time. 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 hazardous to students in school activities such as shop, lab work, physical education, or art.
2. Clothing that is potentially dangerous, or may be detrimental to the learning environment.
3. Clothing resembling sleepwear, such as pajamas, slippers, house shoes (unless approved by administration for a special school event).
4. Clothing that does not cover the shoulders or midriff.
5. Clothing that is extremely short.
6. "Sagging" or "bagging" of jeans.
7. Clothing that has profanity or suggests themes such as alcohol, drugs, sex, violence, or has slogans offensive to the rights of others.

Electronic devices including but not limited to: cell or smart phones, tablets (kindle, iPads), headphones/earbuds

1. Cell Phones and other personal communication and electronic devices will be allowed before school, during lunch, after school, and between classes. Students are not allowed to use these devices during the time that class is in session. Such items include, but are not limited to, cell phones and smart devices. It is the expectation of the school that students place their cell phones on silent in a designated location within the classroom that has been determined by the classroom teacher.

2. 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 teacher approved educational purposes. Misuse of personal devices includes taking, posting or disseminating pictures/videos of students or staff not for stated educational purposes. No electronic devices with picture/camera capability are allowed in Locker Rooms. If a student is in possession of a phone or other smart device during a quiz/test, it will be considered to be a cheating incident.
3. If a teacher determines that a student has violated this policy, the teacher will collect the device and bring it to the office. The use of such devices in school is a privilege and not a guaranteed student right. The school will not be held accountable for the security of electronic equipment brought to school.

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

1. Purpose - The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communication.
2. General Statement of Policy - In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.
3. Use of System is a Privilege - The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.
4. Unacceptable Uses - While not an exhaustive list, the following uses of the school district system and Internet resources or accounts are considered unacceptable:
 - a. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - b. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - c. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - d. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - e. information or materials that could cause damage or danger of disruption to the educational process;
 - f. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
5. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

Mobile Device Handbook for Parents and Students

In accordance with **Policy #524** Pipestone Area Schools sets expectations for the use of mobile devices. Students in grades 5-12 will have a Chromebook with a charger. If your child is in need of internet access for home use, a personal hotspot wi-fi device can be checked out.

Title and Ownership - The legal title and ownership of the mobile device (iPad, Chromebook, hotspot) is maintained by Pipestone Area School District 2689.

District Policies specific to the use of Technology - Your right of possession and use is limited to and conditioned upon your complete compliance with the following PAS school board policies (these can be found on the PAS website under the “District” tab):

- Internet Acceptable Handbook (#524)
- Cyberbullying Policy, which is part of the PAS Bullying Prohibition Policy (#514),
- Student Discipline Policy (#506)

Failure to comply with the district policies or guidelines in this handbook regarding care and use of the mobile device may result in the loss of privilege to take the mobile device home or use the mobile device in general.

Mobile Device Check-Out and Check-In - Mobile devices will be distributed each fall during designated dates and times. Parents/Guardians and students must sign the Mobile Device Agreement as well as the Internet Acceptable Use document. Students will turn in their device, charging cord, and hotspot (if used) at the end of the school year at a designated date and location. Students who withdraw enrollment from Pipestone Area Schools for any reason must return the mobile device and accessories on the date of withdrawal. If a student fails to return the mobile device, accessories (charging cord, case) and hotspot (if used), the student will be billed for the full replacement cost of the equipment.

Lost, Stolen, or Damaged Mobile Devices (including accessories)

***If the mobile device is lost, it must be reported immediately.**

- Elementary students/parent-guardian should report the lost device to their classroom teacher.
- MS/HS students/parent-guardian should report the lost device to the Tech Office.
- It is the responsibility of the student/parent/guardian to recover or replace the lost mobile device.

***If the mobile device is stolen, it must be reported immediately.**

- Elementary students/parent-guardian should report the stolen device to their classroom teacher.
- MS/HS students/parent-guardian should report the stolen device to the Tech Office.
- It is also the responsibility of the student/parent-guardian to report the stolen mobile device to the police. A police report must be filed and a copy provided to the school.

*** If a mobile device is damaged through normal student use, it must be reported immediately.**

- Elementary students/parent-guardian should report the damaged device to their classroom teacher.
- MS/HS students/parent-guardian should report the damaged device to the Tech Office.
- A repair form will need to be filled out immediately. If damage was caused by mis-use or abuse, it is the student/parent/guardian's responsibility to replace the device at their own expense. Student discipline may also be given following existing PAS disciplinary policies.

***If a student device is undergoing repair, a loaner device may be issued.**

Taking Care of the Mobile Device and Accessories

Mobile hotspots for home internet use may be available for check-out from the technology department.

General Care

1. Students are responsible for keeping the mobile device's battery charged for school each day.
2. Only use a clean soft cloth to clean the screen. Please do not use any cleaning wipes (Clorox, Windex, etc...) of any type
3. Use care when inserting cords and cables into the mobile device ports to prevent damage.
4. Mobile devices must never be left in a location susceptible to extreme cold or extreme heat.

5. Pipestone Area Schools has individuals trained in repairing or fixing mobile devices. NEVER try to repair a mobile device yourself or have someone outside the district work on it, as this could void the warranty and cause additional expense incurred by the student and/or parent or guardian.
6. Mobile Devices must remain free of any writing, drawing, stickers, skins, or labels except those places on the device by the district. Stickers and labels placed on the device by the district must remain intact. Please do not eat food or drink while working on the mobile device.
7. Protective cases must remain on the iPad at all times.

Mobile Device Security

1. The mobile device should not be left unattended. When not in your personal possession, the mobile device should be in a secure location.
2. Do not lend your mobile device or charger to another person. Each device and charger are assigned to individual students. The responsibility for that device rests with the individual.
3. Each mobile device has a unique identification number/label. This may not be modified or removed.
4. Students are required to use their school issue secure sign-in when logging into their mobile device within Pipestone Area School District Wi-Fi.

Backgrounds and Screensavers

In alignment with the Internet Acceptable Use and Safety Policy (#524), inappropriate media may not be used as a screensaver or background for the mobile device.

Using the Mobile Device at School

1. Each student will have their own personal, unique login name and password. This information needs to be written down and memorized, if possible.
2. Mobile Devices are intended for use at school each day and MUST come to school with full charge.
3. MS/HS students are expected to bring their device to each class, unless otherwise noted by the teacher.
4. Apps installed by the Pipestone Area Schools District must remain on the mobile device and be easily accessible at all times. From time to time, the district may load other apps needed for instruction.
5. Teachers will be using a variety of apps and programs throughout the school year. If you ever have a question about an app your child is using, please contact the teacher for more information.
6. If students are running out of space on the mobile device, any non-school related materials will be deleted from the device.
7. Updates of apps are required from time to time. Before installing an update, PLEASE talk with your classroom teacher or tech office.

Using the Mobile Device at Home

1. The Mobile Device has been checked out to the student and should be used solely by that individual. Allowing other family members to use the device is strongly discouraged.
2. Students and parents/guardians are responsible for the care of the mobile device at all times, including while at home.
3. Parents/Guardians: talk to your students about the values and standards you expect your student to follow as they use the internet, just as you would talk to them about their use of other media sources such as television, telephone, movies, radio, etc...
4. Parents are encouraged to monitor student activity at home, especially their internet use.
5. Experts suggest parking all technology devices, from cell phones to mobile devices, in a common family room overnight to charge. This will help discourage late night, unmonitored use, and sleep disruption.
6. The school district does monitor student activity on the Mobile Device. Students must understand that technology staff and administration has the ability to inspect internet use and browsing history while at school and away from school.

By receiving this MOBILE DEVICE HANDBOOK, I accept and agree to the terms and use of this device and technology at Pipestone Area Schools. There is no need to return this handbook to school. Please keep it for your reference.

E-Learning

Pipestone Area Schools have 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 checks 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.

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

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.
-1st quarter -2nd quarter -3rd quarter -4th 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

School Meals Policy #534

Our district offers breakfast and lunch at school. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

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.

The Food Service Program is a pre-payment program. Families are expected to have a positive balance in their students' accounts at the beginning of the year and during the course of the school year. The parent/guardian will be notified when their student's account reaches a balance of \$10.00 or less. The parent/guardian will receive a 2nd notification from the Food Service Director when their student's account reaches a zero or negative balance. When a student has a negative account balance, the student will not be allowed to charge an ala carte item. A negative balance of \$10.00 initiates notification to the school principal, who will communicate to appropriate staff to contact parent/guardian. 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 develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement

Every school that participates in a school district chemical abuse program shall establish 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(s) 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

Kaysee Slaba

kaysee.slaba@pas.k12.mn.us

Phone: 507-562-6090

Office Location: Student Services

Alternate Coordinator

Ellen Dulas

ellen.dulas@pas.k12.mn.us

Phone: 507-562-6090

Office Location: Student Services

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

Phone: 507-562-6099

Office Location: HS office

Alternate

Cory Strasser

cory.strasser@pas.k12.mn.us

Phone: 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 7th St. SW, Pipestone, MN 56164

Discipline Guidelines

Tardy to School	1 st tardy	=	warning
Or after lunch	2 nd tardy	=	detention - 30 minutes
	3 rd tardy	=	detention - 60 minutes
	4 th tardy	=	detention – 1 hour
	5 th 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

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

Cell Phone/Electronic Device Violations

1 st offense	=	Loss of phone until end of school day. Parent contact.
2 nd offense	=	Phone held in office during school day. Parent/Guardian must pick up.
3 rd offense	=	Loss of phone during school day for 3 days. Parent/Guardian meeting.

Academic Dishonesty (MS)	1 st offense	=	3 hours Detention/parent notification
-Plagiarism	2 nd offense	=	1 day ISD/Assignment completion
Academic Dishonesty	1 st offense	=	After school detention
-sharing student work	2 nd 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 st offense	=	Up to Five (5) hours of detention or ISD	
2 nd offense	=	1-3 days ISD/police notified	
3 rd 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 st offense	=	1-3 days OSS/police notified
	2 nd offense	=	3-5 days OSS/police notified
	3 rd offense	=	long term OSS or expulsion/Police notified
Drugs, alcohol, using or under	1 st offense	=	(3-5) days of OSS/police notified

the influence, possessing drug paraphernalia includes huffing, violence and assault, theft	2 nd offense	=	(5-9) days of OSS/police notified
	3 rd 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	1 st offense	=	long term suspension or expulsion/police notified
<i>Weapons Policy #501</i>			

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>Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills MTAS)</p> <ul style="list-style-type: none"> • 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. • Majority of students take the MCA. • MTAS is an option for students with the most significant cognitive disabilities. 	<p>ACCESS and Alternate ACCESS for English Learners</p> <ul style="list-style-type: none"> • Based on the WIDA English Language Development Standards. • Given annually to English learners in grades K–12 in reading, writing, listening and speaking. • Majority of English learners take ACCESS for ELLs. • Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.
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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 - or in the Principal's Office and District Office.

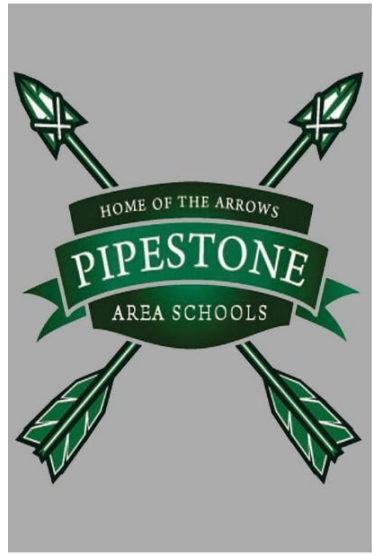
The School Board approved this handbook in July 2022.

Modifications to the HS Handbook for the 2023-2024 School Year

1. Cover Page – Changed Year 2022 – 2023 to 2023 – 2024
2. Page 3 – Removed Dr. Strasser’s Signature and name
3. No other changes.

Note: Cory had me leave his name under the Student Sex Nondiscrimination on page 25

Athletic/Activity HANDBOOK



2023-2024

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PIPESTONE AREA ARROWS ATHLETIC/ACTIVITIES POLICY BOOK 2023-2024

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. 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 an athlete/cheerleader started competition in 7th grade they would have it done prior to participation and then again in 10th 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. Eligibility slip signed by the parent/guardian showing that the rules have been read;
2. Up to date Impact (concussion) test;
3. Any/all lost equipment fines paid;

4. 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 \$50 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, the head coach and varsity assistant coach(es) will be allowed to attend the state tournament for two (2) days. Approval must be secured in advance from the high school principal. The school will pay transportation, meals, and room expenses. 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. 7th-8th - 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, its 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 for 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. 551 ACTIVITY ACADEMIC INELIGIBILITY AND PROBATION

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	Robotics
Pep Band	Musical Ensembles	Knowledge Bowl	Speech

II. GENERAL STATEMENT OF POLICY

- A. It is the intention of this policy to stress the value of a sound academic record and graduate on time from Pipestone Area Schools. The Activities director will inform the high/middle school staff, coaches, and the building principal of students that are ineligible.
- B. 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 emphasize to students the alignment with Policy 510 – School Activities, and our beliefs in the value of co-curricular activities.

III. STANDARDS

- A. Standards of academic eligibility to participate in extracurricular activities will be measured by:
 - 1. Students (Grades 7-12) must have no incomplete grades or F's in any class.
 - 2. Four grading periods- most current grading period is used to determine eligibility.

-1st quarter -2nd quarter -3rd quarter -4th quarter
 - 3. Fourth quarter grades will roll over for the following school year.

IV. CONSEQUENCES

A. Athletics (Category I Activities)

- 1. Students that fail to meet these standards will miss two weeks or two contests (whichever is longer).
- 2. If after two weeks/two contests, the student is meeting expectations (completed progress form signed by all teachers) he/she will regain their eligibility.

B. Activities/Fine Arts (Category II Activities)

- 1. Students shall miss the next one event/contest he/she participates in.
- 2. 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 quarters failed class(es) the student becomes immediately eligible once the grade change has been recorded and corrected.

C. 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.

D. ICU List – 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.

E. Administration has discretion over unique or extenuating circumstances.

V. APPEAL POLICY

A. 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.

1. A committee consisting of an administrator, teacher, and counselor will review the appeal.
2. The committee will make a decision within two (2) days after hearing the appeal.

BOARD OF EDUCATION

**Daphne Likness, Mark Hiniker, Amy Nelson, Chrissy DeBates,
Brad Carson, Katie Wiese, Tyler Fruechte**

ADMINISTRATION

**Dr. Klint Willert, Superintendent
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

Kaysee Slaba

kaysee.slaba@pas.k12.mn.us

Phone: 507-562-6111

Office Location: Room 1102

1401 7th St SW Pipestone, MN 56164

Section 504 Coordinator

Alternate

Tanya Schroyer

tanya.schroyer@pas.k12.mn.us

Phone: 507-562-6090

Office Location: HS/MS Counseling Area

1401 7th 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

Phone: 507-562-6099

Office Location: HS office

1401 7th St SW Pipestone, MN 56164

Title IX Alternate

Phone: 507-562-6099

Office Location: HS office

1401 7th St SW Pipestone, MN 56164

FOOTBALL

Head Coach: Scott Boomgaarden

Assistant Coaches: Ryan Koopman

B Team Coach: Trevor Tiefenthaler

9th Grade Coaches: Paul Young and Cole Maly

Jr. High Coaches: Shane Reinhard, Ryan Wielenberg, and Mitchel Carson

CROSS COUNTRY (BOYS & GIRLS)

Head Coach: Mark Moeller

Assistant Coach: Todd Texley

GIRLS TENNIS

Head Coach:

Assistant Coach: James Skyberg

VOLLEYBALL

Head Coach: Dave Dulas

Assistant Coach: Morgan Taubert

9th Grade Coach: Jennifer Evans

8th Grade Coach: Morgyn Carson

7th Grade Coach: Leann Bloemendaal

BOYS BASKETBALL

Head Coach: Michael Slaba

Assistant Coach: Jay Johnson

9th Grade Coach: Tim Stotz

8th Grade Coach: Robert Petersen

7th Grade Coach:

WRESTLING

Head Coach: Brian Bos

Assistant Coach: Gary Hauptert

Junior High Coach: Paul Young,

GIRLS BASKETBALL

Head Coach: Grant Everson

Assistant Coach: James Skyberg

9th Grade Coach:

8th Grade Coach: Mitchel Carson

7th Grade Coach: Morgyn Carson

GIRLS GYMNASTICS

Head Coach: Stacie Wallace

Assistant Coach: Cristin Winter

BASEBALL

Head Coach: Ryan Koopman

Assistant Coach: Cody Heidebrink

B-squad: Mitchel Carson

8th grade: Scott Sterud

7th grade: Ryan Wielenberg

GOLF

Boys Head Coach: Craig Boedekker

Girls Head Coach:

Jr. High: Grant Everson

BOYS TENNIS

Head Coach:

Jr High: James Skyberg

BOYS & GIRLS TRACK

Head Coach: Todd Tinklenberg

Assistant Coach: Todd Texley, Mark Moeller, Cole Maly

Jr. High Coaches: Ashley Maly, Jake Evans

SOFTBALL

Head Coach: Troy Bouman

Assistant Coach: Robert Petersen

B-squad: Jennifer Evans

Jr. High Coach: Shane Reinhard,

CHEERLEADING

Mariah Swanson

ONE-ACT

Head: Katrina Hart

SPEECH

Head: Samantha Davis

Assistant: Emily Williamson

Jr. High: Monica Sullivan

ROBOTICS

Head: Travis Dethlefs

FFA

Head: Natalie Resch

Jr. High: **Matti Boomgaarden**

KNOWLEDGE BOWL

Head: Dave Dulas

BAND

Head: Zach Ploeger

Assistant:

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 7th or 8th 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 9th grade or junior varsity sports may have limited participants. A 9th 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.

Resolution for Acceptance of Gifts

Member _____ introduced the following resolution and moved its adoption:

WHEREAS

- Christ the King Lutheran Church, Donation of \$100.00 to the Wellness Room
- Ken and Belva Senst, Donation of 2 trombones, 1 clarinet, and 1 mellophone to Pipestone Area Schools Band

have generously offered to donate the above items listed to Pipestone Area School District.

WHEREAS no conditions are placed on the gifts.

THEREFORE, BE IT RESOLVED by the Pipestone Area School Board to gratefully accept the gifts.

The motion for adoption of the foregoing resolution was duly seconded by Member _____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

The foregoing resolution was approved this 26th day of June 2023.

Independent School District No. 2689
Pipestone, Minnesota 56164

Date 5-31-23

3622

Received of Christ the King Lutheran Amount \$ 100-

For Donation to Wellness Room

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**

17052339651

CHRIST THE KING LUTHERAN CHURCH
PO BOX 682
PIPESTONE, MN 56164-0682

78-844
0914

DATE
05/17/2023

0006602023

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

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

AMOUNT
****\$100.00**



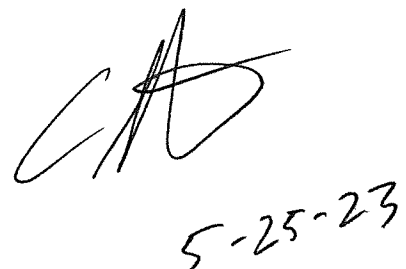
Signature on File -
account holder has pre-approved this check
Void After 90 Days

⑈0006602023⑈ ⑆091408446⑆ 115887⑈

5/24/2023

Ken and Belva Senst have donated two trombones, a clarinet, and a mellophone to the Pipestone Area Schools Band Program. They are valued collectively at \$400 dollars. Please submit these items for school donations at the next school board meeting.

Thank you,

A handwritten signature in cursive script that reads "Zachary Deegen". The signature is fluid and extends across the width of the page.Handwritten initials "CA" and the date "5-25-23" written below them.

Resolution for Acceptance of Gifts

Member _____ introduced the following resolution and moved its adoption:

WHEREAS

- First Bank & Trust, Donation of \$300.00 to the French Club

have generously offered to donate the above items listed to High School Activities.

WHEREAS no conditions are placed on the gifts.

THEREFORE, BE IT RESOLVED by the Pipestone Area School Board to gratefully accept the gifts.

The motion for adoption of the foregoing resolution was duly seconded by Member _____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

The foregoing resolution was approved this 26th day of June, 2023.



Accounts Payable
PO Box 5057
Brookings, SD 57006
605.696.2200

DATE
5/24/2023

AMOUNT
\$300.00

PAY THREE HUNDRED and 00/100*****

TO THE ORDER OF:

PIPESTONE AREA FRENCH CLUB
C/O AMY LORANG
1401 7TH ST SW
PIPESTONE, MN 56164

M. Coffel



⑈ 117443⑈ ⑆091408446⑆ 1100124056⑈

RESOLUTION ESTABLISHING DATES
FOR FILING AFFIDAVITS OF CANDIDACY

BE IT RESOLVED by the School Board of Independent School District No. 2689, State of Minnesota, as follows:

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No. 2689 shall begin on August 1, 2023 and shall close on August 15, 2023. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on August 15, 2023 .
2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the official newspaper of the district, at least two (2) weeks prior to the first day to file affidavits of candidacy.
3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten (10) days prior to the first day to file affidavits of candidacy.
4. The notice of said filing dates shall be in substantially the following form:

**NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO. 2689
(PIPESTONE AREA SCHOOLS)
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 2689 shall begin on August 1, 2023, and shall close at 5:00 o'clock p.m. on August 15, 2023.

The special election shall be held on Tuesday, November 7, 2023. At that election, one (1) member will be elected to the School Board for a term of one (1) year.

Affidavits of Candidacy are available from the school district clerk, 1401 7th St SW, Pipestone, MN 56164. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the special election, and must have no other affidavit on file for any other office at the same primary or next ensuing special election.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5:00 o'clock p.m. on August 15, 2023.

Dated: June 26, 2023

BY ORDER OF THE SCHOOL BOARD

/s/

School District Clerk

RESOLUTION CALLING SPECIAL ELECTION TO FILL SCHOOL BOARD VACANCY

WHEREAS, a vacancy exists in the office of school board member with a term expiring the first Monday in January, 2025; and

WHEREAS, the vacancy has occurred more than 90 days prior to the first Tuesday after the first Monday in November in the year in which the vacancy occurs;

NOW THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 2689, State of Minnesota, as follows:

1. The clerk shall accept affidavits of candidacy for this office during the same filing period as applicable to the school district general election, i.e. between 84 and 98 days before the date of the special election.
2. (a) It is necessary to hold a special election to elect one (1) individual to fill the vacancy in the term of School Board Member expiring the first Monday in January, 2025.

(b) The clerk shall include on the special election ballot the names of the individuals who file or have filed Affidavits of Candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.
3. The special election shall be held on November, the 7th day of, 2023 between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m. This date is a uniform election date specified in Minnesota Statutes, Section 205A.05
4. The clerk is hereby authorized and directed to cause written notice of said special election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said special election. The notice shall include the date of said special election and the office to be voted on at said special election.

The clerk is hereby authorized and directed to cause notice of said special election to be posted at the administrative offices of the school district at least ten (10) days before the date of said election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said election and to cause two sample ballots to be posted in each polling place or combined polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place or combined polling place shall reflect the offices, candidates and rotation sequence on the ballot used in that polling place.

The clerk is hereby authorized and directed to cause notice of said special election to be published in the official newspaper of the district, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place or combined polling place on Election Day.

The notice of election so posted and published shall state the office to be filled as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The notices to be posted and published may be combined with the Notice of General Election or the Notice of Primary Election if the general or primary and the special election are held together.

5. The names of candidates to fill a vacancy who have filed an affidavit of candidacy must be listed on the ballot under the separate heading "Special Election for School Board Member to fill vacancy in term expiring January 6, 2025." Their names must be listed as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

6. The name of each candidate to fill the vacancy in office at this special election shall be rotated with the names of the other candidates to fill the vacancy in office in the manner specified in Minnesota law.

7. The ballot shall be in substantially the following form

Special Election Ballot

Independent School District No. 2689
(Pipestone Area Schools)

November 7, 2023


**Special Election
for School Board Member to fill vacancy
in term expiring January 6, 2025**


Instructions to Voters:

To vote, completely fill in the oval next to your choice like this: 

Vote for One

 Name

 Name

 _____
write in, if any

8. The school district clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

Commercial Insurance Renewal for: PIPESTONE ISD#2689 07-01-23 TO 07-01-24

LIBERTY MUTUAL INSURANCE

Property Coverage

	<u>Current 2022</u>	<u>Renewal 2023</u>
Real Property- Blanket	76,340,773	76,500,773
Blanket Coverage, RC, Agreed Value, Personal Property	3,228,930	3,228,930
Deductible	5,000	10,000
Equipment Breakdown	Included	Included
School Extension Ultra Plus Endorsement (Standard)	Included	Included
Hail/Wind Deductible	50,000	1% (100,000 Minimum)
Loss of Business Income	73,440	73,440
Blanket Extra Expense	1,000,000	1,000,000

Inland Marine Coverage

Deductible	1,000	5,000
Miscellaneous Equipment/Athletic Uniforms & Equipment	500,000	500,000
Musical Instruments & Uniforms	514,500	514,500
Audio/Visual Equipment	157,500	157,500
Computer Equipment	1,715,000	1,715,000
Signs – Scheduled	130,000	185,000
Fine Arts	50,000	50,000
Dwelling Under Construction	100,000	100,000

Public Liability Coverage

Bodily Injury and Property Damage	1,000,000/Each Occurrence	1,000,000/Each Occurrence
Employee Benefits Liability (Retro7-1-07)	2,000,000 Aggregate	2,000,000 Aggregate
Deductible	1,000,000 Each /3,000,000 Agg.	1,000,000 Each /3,000,000 Agg.
School Violent Acts – Crisis Expense Protection	1,000 Each Person	1,000 Each Person
Medical Payments: (Excluding Students)	25,000/ 300,000 Aggregate	25,000/ 300,000 Aggregate
Sexual Misconduct (2,500 Ded)	5,000	5,000
	1,000,000/1,000,000	1,000,000 Each/1,000,000 Aggregate

Code: 41670 Clubs, Civic Service
Code: 47469 Schools Faculty
Code: 47471 Schools Public Elem
Code: 47473 School Public High
Code: 44194 Granstands/Bleachers

401 8th Ave SE, Pipestone, MN 56164
Phone: 507-825-3366
Fax: 507-825-3369
Toll Free: 888-825-3366



www.kozlowski-insurance.com

212 South Kniss Ave, Luverne, MN 56156
Phone: 507-283-3704
Fax: 507-283-3733
Toll Free: 877-631-3704

<u>Crime Coverage</u>	<u>Current</u>	<u>Renewal</u>
Faithful Performance/Employee Dishonesty	150,000 (1,000)	150,000 (1,000)
Forgery or Alteration	15,000 (500)	15,000 (500)
Computer/ Funds Transfer Fraud	50,000 (500)	50,000 (500)
Theft Disappearance & Destruction	10,000 Inside (500)	10,000 (500)
	10,000 Outside (500)	10,000 (500)

Identity Recovery and Data Compromise Coverage-Cyber Suite Coverages Retro Date 7-1-2012

First Party & Third Party Cyber Suite	250,000 Annual Aggregate	250,000 Aggregate
Deductible	2,500	2,500
Data Compromise Response Expense	125,000 Annual Aggregate/2500 Deductible	125,000
Data Compromise Defense & Liability	125,000 Annual Aggregate/2500 Deductible	125,000

Auto & Garage Coverage

Auto Liability (Including Hired & Non-Owned)	1,000,000	1,000,000
Personal Injury Protection	40,000	40,000
Uninsured & Underinsured	1,000,000	1,000,000
Comprehensive and Collision	Per Auto Schedule/500 Ded	500/500Ded
Comprehensive (Hired)	100 Ded	100 Ded
Collision (Hired)	500 Ded	500 Ded
Garage Keepers	Included	Included
Towing (Driver Training Auto Only)	None	None
Hired/Non Owned	Included	Included
1. 2002 Dodge Caravan		
2. 2019 Chevy Suburban Truck		
3. 2007 GMC/Chevy Truck		
4. 2013 Dodge Grand Caravan		
5. 1995 Ford F 150		
6. 2017 Chevy Suburban		
7. 2019 Chevy Equinox		
8. 2022 Chevy Suburban		
9. 2023 Chevy Suburban		

Umbrella Liability

Coverage	1,000,000 Each Occurrence	1,000,000 Each Occurrence
	1,000,000 Aggregate	1,000,000 Aggregate

School Leaders Errors & Omissions (Retro Date 7-1-07)

Coverage	1,000,000 Each Wrongful Act	1,000,000 Each Wrongful Act
	1,000,000 Aggregate	1,000,000 Aggregate
Deductible	5,000	5,000
Non-Monetary Relief Defense Coverage	100,000	100,000

RAM MUTUAL

Workers Compensation

Current

Renewal

Policy Issued by RAM Mutual Insurance Company

Part 1 MN Statutory Benefit Levels

Part 2 Employers Liability

1,000,000 BI Each Accident

1,000,000 Each Accident

1,000,000 BI Disease Policy Limit

1,000,000 Disease policy Limit

1,000,000 BI Each Employee

1,000,000 Each Employee

Based on total estimated payroll

8868 Professional Employees

7,093,465 (0.52)

7,093,465 (0.52)

9101 All Other Employees

376,099 (4.58)

376,099 (4.58)

7382 Bus Drivers

5,579 (4.81)

5,579 (4.90)

Exp Mod

1.33

1.09

BERKLEY LIFE & HEALTH

Blanket Accident Insurance

Limit

500,000 Aggregate

500,000 Aggregate

1,000 Each Occurrence

1,000 Each Occurrence

Premium Breakdown

	<u>Current</u>	<u>Renewal</u>
Property	75,050	85,873
Inland Marine	Included	Included
Public Liability	23,826	28,348
Identity Recovery/Data Compromise	Included	Included
School Leaders Legal Liability	7,460	10,071
Auto Coverage	15,228	17,839
Crime Coverage	589	589
Excess Liability	2,920	3,276
Equipment Breakdown	<u>3,824</u>	<u>Included</u>
Total Package Premium:	\$128,897	\$145,496
Workers Compensation	\$43,502	\$36,193
Blanket Accident Insurance	\$420 / Agency Bill	\$420 / Agency Bill
Total Account Package Premium:	<u>\$172,819</u>	<u>\$182,109</u> (+\$9,290)

**Liberty Policy Includes Terrorism/Annual Premium: \$1,281
Rejection of Terrorism would be -\$1,281/signed request form required (+\$8,009)*

**Quote to increase Cyber Liability to 500,000 +\$1,375*

****2023 Changes:**

Property Deductible Change from 5,000 to 10,000

Wind/Hail Deductible Change from 50,000 to 1% of Building Values with minimum of \$100,000

Signage increase of coverage from 130,000 to 185,000

STATEMENT
VAN DYKE SANITATION

P.O. Box 150 • Edgerton, MN 56128
 Phone (507) 442-7241

DATE June 21 2023
Pipestone Area Schools
Strategy Bldg 2023-2024

DATE	DESCRIPTION	AMOUNT
June 21	Per Month	1125. ⁰⁰
	TAX	109. ⁶⁸
	TOTAL	1234.⁶⁸

Thank You!

Thank you



PIPESTONE AREA SCHOOLS District No. 2689

Kevin Enerson, Superintendent
 Cory Strasser, MS/HS Principal
 Jennifer Moravetz, Elementary Principal
 Melany Wellnitz, Director of Curriculum
 Jacque Kennedy, Business Manager
 Rick Zollner, Activities Director
 Richard Stangle, Maintenance Director
 Jean Bailey, Food Service Director

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

June 7, 2023

VanDyke Sanitation
 P.O. Box 150
 Edgerton, MN 56128

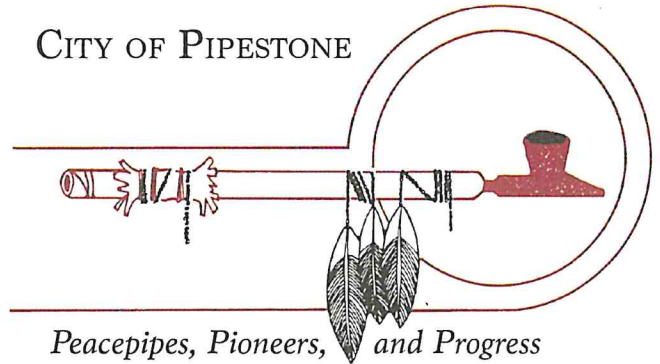
Dear Norm,

- Handful
 Totes for Track / Football
- 1 Garbage 8 yd
 - 1 Cardboard 3 yd
 - 1 Warehouse 1 1/2 yd
 - 1 Athletic Entrance 1 1/2 yd
 - 1 Football Field 1 1/2 yd

Enclosed find a Request for Proposals recently sent to our local newspapers. Requirements are year-round daily garbage removal, twice a week recycling removal, along with dumpsters and totes to be supplied for the PreK-

City Office Building
119 2nd Ave S.W.
Pipestone, MN 56164
(507) 825-3324
(VOICE & TDD)
Fax (507) 825-5353

CITY OF PIPESTONE



Peacepipes, Pioneers, and Progress

June 22, 2023

Pipestone Area Schools
Attn: Rich Stangle
1401 7th St. SW
Pipestone MN 56164

**RE: PIPESTONE AREA SCHOOLS GARBAGE AND RECYCLABLE MATERIALS
REMOVAL**

Dear Rich,

The City of Pipestone will remove garbage daily year-round for PreK-12 campus, while school is in session and twice a week during summer months at a rate of \$1,150.00 per month. This includes Minnesota Solid Waste Management Tax. The services the school will receive are inclusive to the advertisement. Please note that this bid does **not** include recyclable materials removal.

The City of Pipestone would like to thank you for the opportunity to assist the Pipestone Area Schools with all your refuse needs.

If you have any questions, feel free to contact me at (507) 215-2211.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Bloemendaal", with a long horizontal flourish extending to the right.

Mike Bloemendaal
Public Works Director

MB:kp



Minnesota School Boards Association
1900 West Jefferson Avenue
St. Peter, MN 56082-3015
507-934-2450 or 800-324-4459

Invoice	INV-04748-S4Z7C2
Date	6/1/2023
Amount Due	\$7,745.00
Date Due	8/15/2023

Pipestone Area Schools
 1401 7th St SW
 Pipestone, MN 56164-1877

Customer Name	Purchase Order No.			
Pipestone Area Schools				
Description	Quantity		Unit Price	Ext. Price
Policy Services Subscription - Pipestone Area Schools	1		\$750.00	\$750.00
ISD Membership - Pipestone Area Schools	1		\$4,895.00	\$4,895.00
BoardBook Subscription Tier 1 - Pipestone Area Schools	1		\$2,100.00	\$2,100.00

Subtotal	\$7,745.00
Total	\$7,745.00

Dues for your district are based on "Average Daily Membership of Students Served" for the fiscal year ended June 30, 2022, as provided by the Minnesota Department of Education.

MSBA is not able to accept Credit, Debit, or Procurement Cards as a method of payment of your 2023-2024 Dues Invoice. Please remit payment of this invoice to MSBA by CHECK. Thank you for your cooperation.

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

June 6, 2023

Kevin Enerson
Pipestone Area School District
1401 7th St SW
Pipestone MN 56164

Hi, Kevin,

On behalf of all our Greater Minnesota students and educators, MREA thanks Pipestone Area School District for its membership that helps us actively engage with legislators and state officials to address E-12 funding and policy issues.

Your renewed membership for FY2023-24 is essential to MREA's advocacy that impacts all our students.

Your Year-Round Voice for Education

As your district's voice at the Capitol, MREA works to keep your legislators and policy officials informed of the impacts of their decisions. During the recent historic legislative session MREA achieved rural education legislative success, including:

- Increasing the basic education formula to allow your district the most flexibility serving students
- Aligning the basic education formula with an inflationary index to secure predictable funding
- Expanding state aid to buy down district special education cross-subsidies
- Holding harmless compensatory aid amidst universal meals implementation
- Check out all our 2023 Accomplishments on the enclosed flyer.

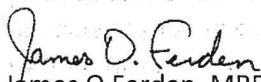
Pipestone Area School District can count on MREA to keep working for you throughout the year, too, with:

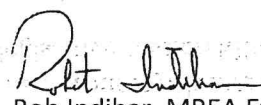
- Webinars that clarify unemployment insurance changes, truth-in-taxation requirements, and more
- Professional development and networking opportunities at our Greater Education Summit
- Rural educator and school program awards that celebrate the positive impacts of education

Greater Minnesota Is Greater Together

While we continue assessing the outcomes of the 2023 legislative session, we know we are greater when we all work together as the Voice for Greater Minnesota Education. Please send in your district's renewal invoice, dues, and updated information by July 15 to ensure our rural voice remains impactful.

Best wishes for a summer of well-being,


James O Ferden, MREA Board President
Board Chair, Win-E-Mac Schools


Bob Indihar, MREA Executive Director



MAIL

PO Box 187
St. Cloud, MN 56302-0187

VISIT

2233 Roosevelt Rd, Suite 7
St. Cloud, MN 56301

CALL

(320) 762-6574
Toll-Free (833)-MNVOICE

LEARN

MREAvoice.org



MEMBERSHIP RENEWAL INVOICE

2023-24 MEMBERSHIP YEAR

Date: June 6, 2023

Invoice #: 2024-5000-1691

Due: July 15, 2023

BILL TO:

Kevin Enerson
Pipestone Area School District
1401 7th St SW
Pipestone MN 56164

Current expiration: June 30, 2023
New membership year: July 1, 2023-June 30, 2024
2023-24 Membership type: Full ISD Membership
*APU = 1179 **Shared District: NA

Base Fee:	\$1100.00
*Legislative Fee:.....	+\$1179.00
2023-24 Dues:.....	\$2279.00
Amount Enclosed: \$ _____	

*\$1.00 per Adjusted Pupil Unit (APU) to \$1,400 maximum.
**If sharing superintendent with another district, MREA has applied \$275 discount to Base Fee. Districts with shared Superintendents must each join MREA to obtain discount. Contact MREA if Shared District has changed.

UPDATE and SIGN* and return with payment by July 15, 2023:

District Name: Pipestone Area School District	Superintendent Cell Phone: _____
Primary Contact to Receive Communications: Kevin Enerson	Principal Place of Business: 1401 7th St SW
Contact Position Title: Superintendent	City, State, Zip: Pipestone, MN 56164
Contact Email: kevin.enerson@pas.k12.mn.us	Website Address: www.pas.k12.mn.us
District Phone: 507 - 562-6068	County: Pipestone

*Primary Contact Signature: _____ Date: _____

Signature is consent to membership and to receive member notices at the primary contact's email address.

QUESTIONS? Contact Diane Vosen, Operations Director, at the MREA office.

Minnesota Rural Education Association is a nonprofit 501(c)(4) membership association. Dues are not tax deductible as charitable contributions. We estimate 43% of FY24 dues will be attributable to nondeductible lobbying activity and are NOT deductible under Internal Revenue Code Section 162 as an ordinary and necessary business expense. Provide a copy of this notice to your accountant.



MAIL	VISIT	CALL	LEARN
PO Box 187 St. Cloud, MN 56302-0187	2233 Roosevelt Rd, Suite 7 St. Cloud, MN 56301	(320) 762-6574 Toll-Free (833)-MNVOICE	MREAvoice.org

Pipestone Area Schools
Local Literacy Plan
2023-2024



Pipestone Area & Heartland Elementary Schools

*The purpose of the literacy plan is to ensure that ALL students will achieve grade-level proficiency and read well by Grade 3.
This plan fulfills requirements of MN Statute 120B.12.*

Approved on June 26, 2023 by Pipestone's Board of Education

For further information or questions about the Pipestone Area Schools Local Literacy Plan for grades K-4, please contact:
Jennifer Moravetz, Elementary Principal, jennifer.moravetz@pas.k12.mn.us, 507-562-6202
Melany Wellnitz, Director of Curriculum, Teaching & Learning, melany.wellnitz@pas.k12.mn.us, 507-562-6015

SUMMARY:

Our district began the implementation of Journey's, a balanced literacy approach, to teach reading in Kindergarten through Grade 6 beginning in the fall of 2017-2018. Included in this program are components for writing, reading, listening, and speaking. This includes guided reading and writing, shared reading and writing, interactive reading and writing, independent reading and writing, and read/write aloud/modeled reading/writing. To enhance this curriculum, our district has an elementary library with a variety of fiction and nonfiction reading materials, covering a wide range of reading levels. Each classroom also has a reading center where students can enjoy books and other resources selected by their classroom teachers. All K-3 students receive classroom reading instruction for a minimum of 90 minutes each day. Relevant technology engages students in meaningful learning activities. A variety of technologies have been integrated into the curriculum and instruction to meet the needs of the district's diverse learners.

All students in grades K-5 are screened using the FastBridge Learning assessments in the fall, winter, and spring. Using [FastBridge Learning](#), [Observational Survey \(OS\)](#), pre- and post-core curriculum assessments, common assessments, reading records, and anecdotal notes, struggling and at-risk students are identified and referred for interventions. Specific interventions are based on further assessments, and the interventions are implemented through the collaborative efforts of the classroom teacher and other specialists. Each student's progress is monitored on a weekly basis, and if the intervention selected is not working, another intervention is selected and implemented. Students not responding to these interventions are referred to the Student Assessment Team (SAT) and then may be referred for possible special education assessment. Parents are kept informed of their child's progress at every step of the process.

Pipestone Area Elementary Schools has also been fortunate to have [Reading Corp](#) tutors. Reading Corp provides evidence-based literacy interventions and data-based assessments to children from age three to grade three. It provides what struggling readers need - individualized, data-driven instruction, one-on-one attention, well-trained tutors, instruction delivered with fidelity, and the frequency and duration necessary for student achievement. During the 2023-24 school year, we are maintaining the number of MN Reading Corps tutors at four: a Pre-K Reading Corp tutor who pushes into classrooms, a K focus tutor, a First grade tutor, and a Second and Third grade tutor. These tutors support students who are right below the benchmark by providing them with quick interventions to get those students to meet the benchmark.

The goal of the Pipestone district is to ensure that all learners successfully master the Minnesota K-12 Academic Standards in English Language Arts (2010) for their grade level. The standards are aligned with the district's curriculum through continual curriculum alignment to ensure that the standards are taught within the time available.

GOAL AND OBJECTIVES:

Overarching Goal: All students will read at grade-level by Grade 3, as determined by the Reading Minnesota Comprehensive Assessment (MCA).

Objectives:

Each year educators will review and disaggregate reading data at grade levels K, 1, 2, & 3. Proficiency, growth, and trend data will be analyzed and used to set specific learning targets for each child and for each cohort of students. Pre-K data will be accessed and utilized, when available.

The intervention and grade level teachers review, following each FAST assessment, the effectiveness of current pedagogical practices including core instruction, differentiation, remediation, and intervention. Curriculum resources will be aligned to the most current standards. Standards will be prioritized and pacing guides developed. Formative assessments will be used to modify instruction and to identify students who are not on pace to meet proficiency.

Grade level teams meet to analyze the effectiveness of current literacy practices. During these team meetings, special attention is paid to closing the achievement gaps between groups of students that lag behind their classmates and best practices being implemented.

Grade level teachers will use common assessments to enhance the effectiveness of weekly/unit tests from the core curriculum. They also provide differentiated instruction through leveled guided reading, small-group sessions.

Beginning in the 22-23 school year, K-5 elementary staff completed Vol. One of LETRS training and PreK staff completed Early LETRS training. In the 23-24 school year, K-5 elementary staff will complete Vol. Two of LETRS training. Additionally, the Elementary Literacy Team will revamp the Literacy Plan to reflect shifts to implement the MN 2020 ELA Standards by the 25-26 school year. During 23-24 the K-5 staff will focus on the Writing Standards. In 24-25, the K-5 staff will focus on Reading Standards. In 25-26, the K-5 staff will focus on the Listening Speaking Viewing Exchanging Ideas Standards. We look forward to many changes in this literacy plan in the coming years.

ASSESSMENTS:

- **FastBridge Learning**
 - **earlyReading**, available in English and Spanish, is designed to screen and monitor PreK-1 students, yet may be administered to older students as needed. Of 12 subtests, four key subtests derived from the latest research are suggested per benchmark period—fall, winter, spring—varying over time. They provide a trusted, insightful composite score indicating students’ readiness or risk.
 - **CBMreading (Curriculum-Based Measurement for Reading)** is a simple, efficient, evidence-based assessment used for universal screening in grades 1-8, and progress monitoring for grades 1-12 in English or Spanish. A teacher listens and evaluates a student’s

performance, including accuracy, error types, and qualitative features, while they read aloud from a grade-level passage for one minute.

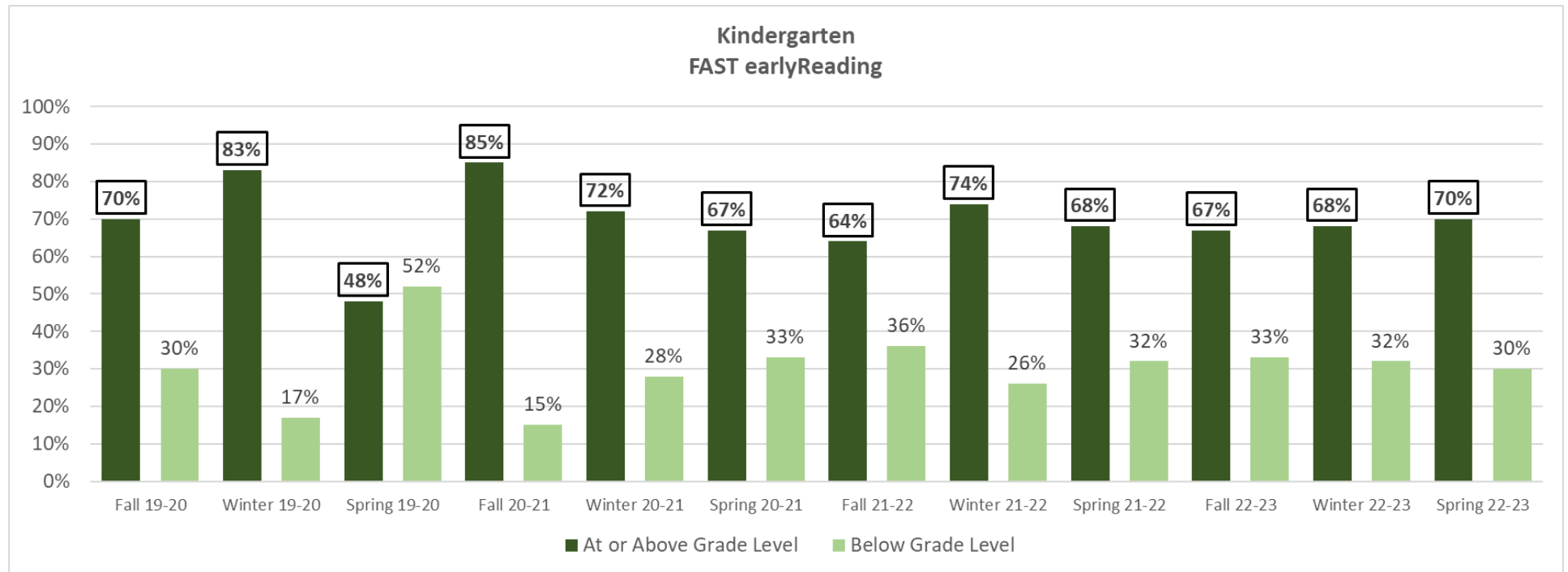
- **Observational Survey**, a systematic way of capturing early reading and writing behaviors and is the primary assessment tool used in Reading Recovery.
- **MN Comprehensive Assessment—Reading MCA-III**
 - 2010 MN English Language Arts—Reading standards were assessed for the first time spring 2012-2013.
 - The MN Department of Education required that all students taking the MCA-III for Reading be taken online only.

Grade Level	Assessment Administered	Time Administered
Junior Kindergarten	FAST earlyReading <ul style="list-style-type: none"> ● Letter Name ● Letter Sounds 	September / January / May
Kindergarten	Observational Survey	Before entering the intervention / when leaving the intervention / at the end of the school year
	FAST earlyReading <ul style="list-style-type: none"> ● Composite (Dyslexia Screener) (S, J, M) ● Decodable Words (S, J, M) ● Letter Sounds (S, J, M) ● Letter Names (S, M) ● Onset Sounds (S, J) ● Concepts of Print (S) ● Nonsense Words (J, M) ● Word Segmenting (J, M) ● Sight Words (M) 	September / January / May
First Grade	Observational Survey	Before entering the intervention / when leaving the intervention / at the end of the school year

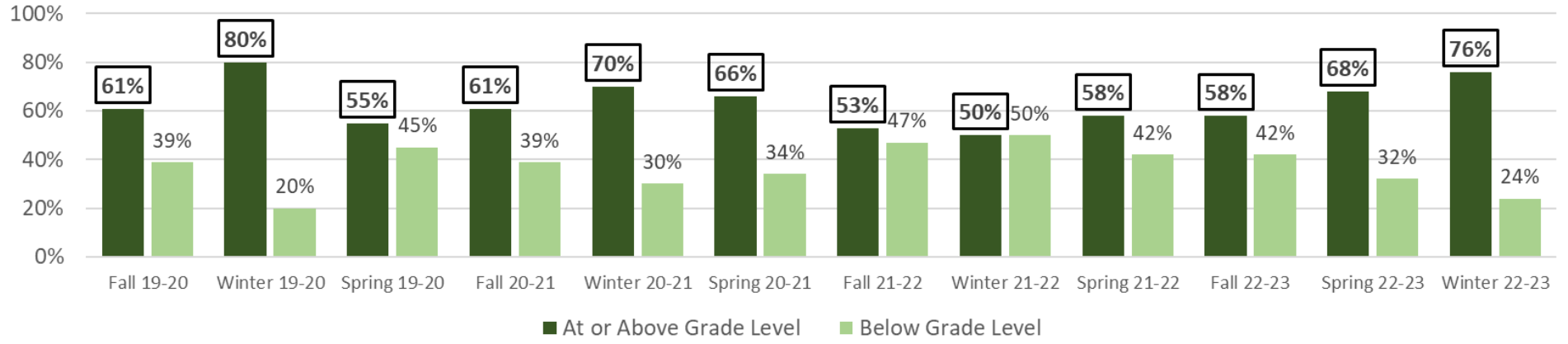
	<p>FAST earlyReading</p> <ul style="list-style-type: none"> ● Composite (Dyslexia Screener) (S, J, M) ● Decodable Words (S, J, M) ● Sight Words (S, J, M) ● Words Segmenting (S, J, M) ● Nonsense Words (S, J, M) ● CBMR (J, M) ● Letter Sounds (S) ● Sentence Reading (S) 	September / January / May
	FAST CBMreading	January / May
Second Grade	Observational Survey	Before entering the intervention / when leaving the intervention / at the end of the school year
	FAST CBMreading (Dyslexia Screener) FAST aReading	September / January / May
Third Grade	Observational Survey	Before entering the intervention / when leaving the intervention / at the end of the school year
	FAST CBMreading (Dyslexia Screener) FAST aReading Minnesota Comprehensive Assessments	September / January / March April/May
Fourth Grade	FAST CBMreading (Dyslexia Screener) FAST aReading FAST AUTO Reading Minnesota Comprehensive Assessments	September / January / March April/May
Fifth Grade	FAST CBMreading (Dyslexia Screener) FAST aReading	September / January / March

READING TREND DATA:

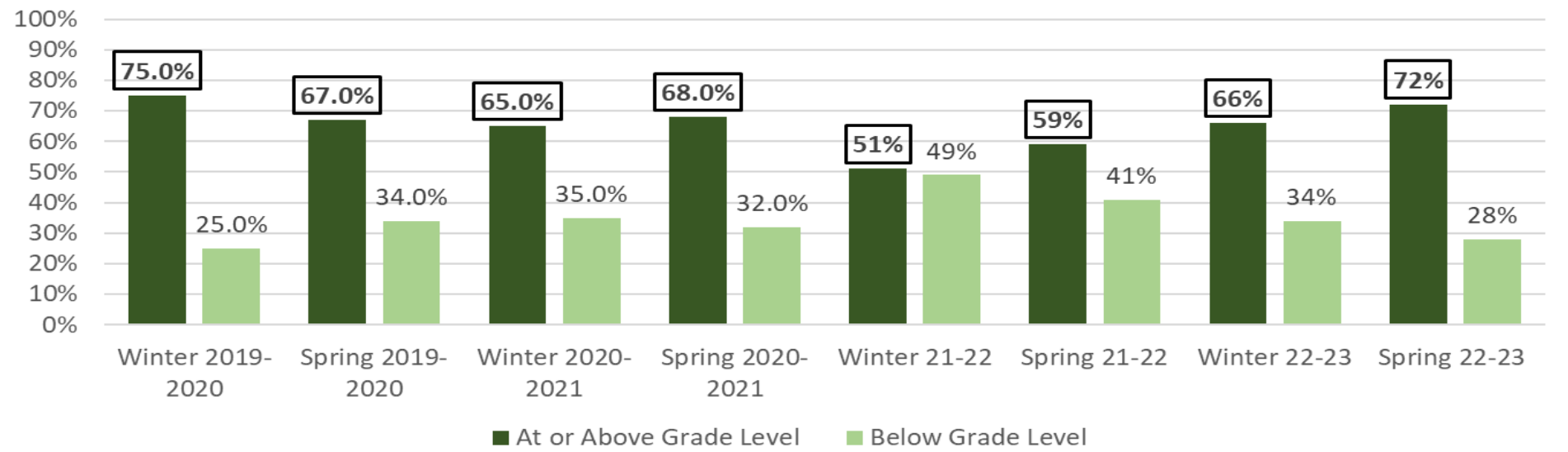
The following graphs denote the percentages of students meeting grade-level benchmarks, based on data from the following assessment tools:



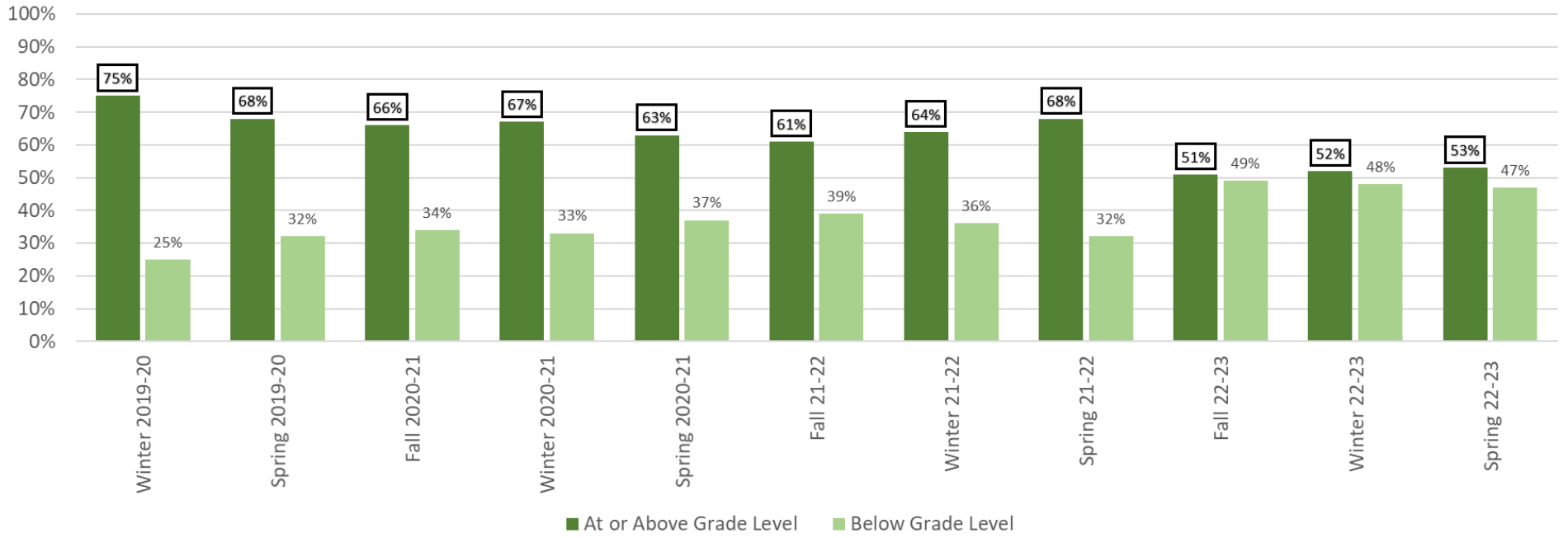
First Grade FAST earlyReading



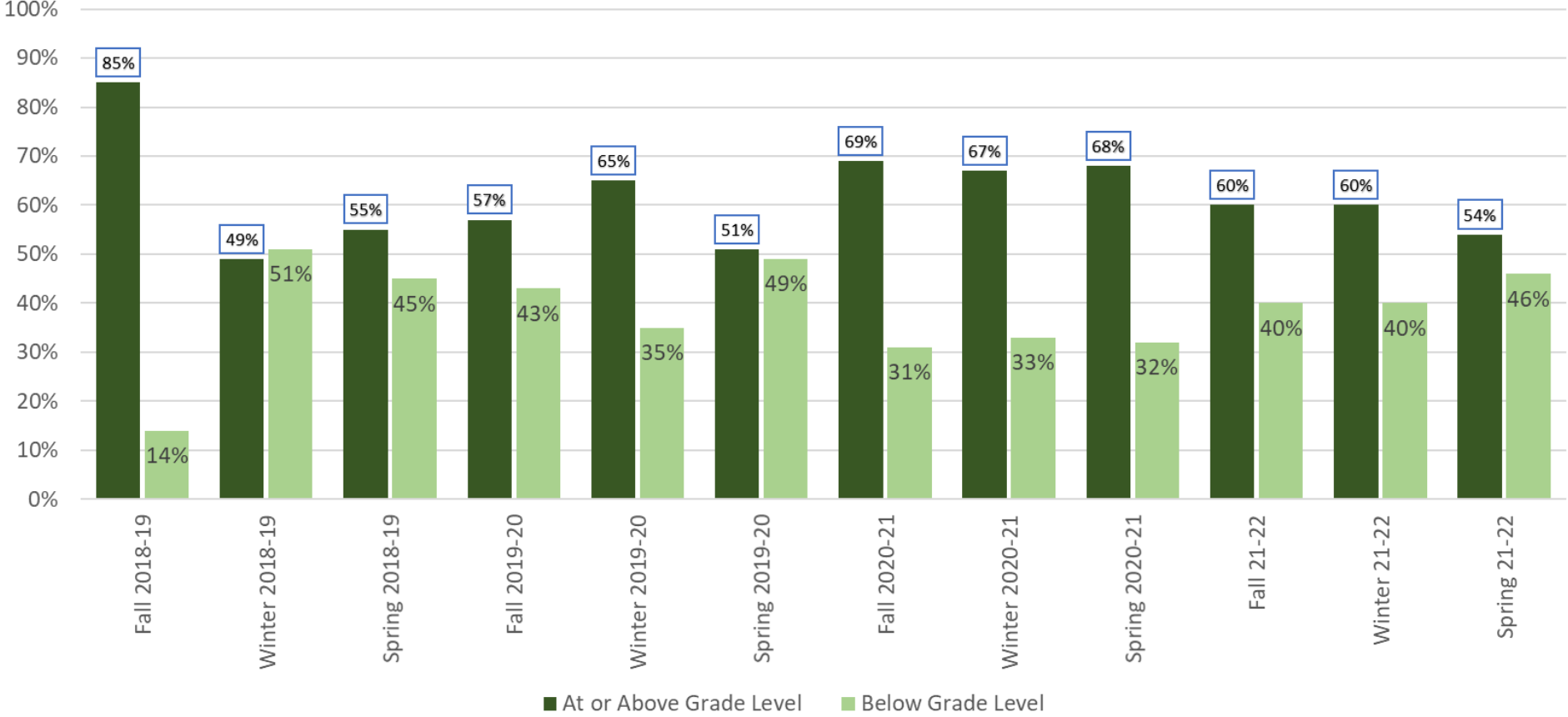
First Grade FAST Reading CBMR



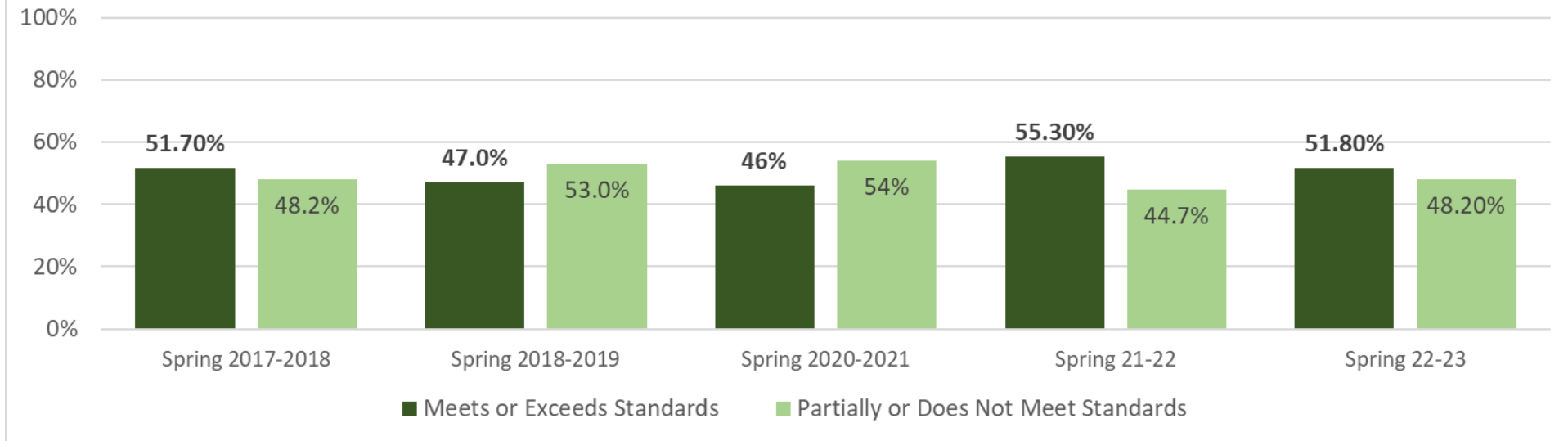
2nd Grade FAST Reading CBMR



3rd Grade FAST Reading CBMR



3rd Grade Reading MCA-III



PROCESS OF ASSESSMENT:

Classroom teachers and trained proctors administer the screening and diagnostic assessments listed above.

Students who do not meet the grade level benchmark receive interventions to improve specific skills. Observation Survey Summary, individual running records, and progress monitoring are used continually to guide instruction and monitor student progress toward grade-level reading goals.

Based on the current FAST results, instruction and interventions have been matched to the student's needs in one or more of the five pillars of reading (phonemic awareness, phonics, fluency, vocabulary, or comprehension).

FAST performance targets are based on the FAST National Norms.

Following the assessments, parents will receive information regarding the results, supports, interventions and further diagnostic assessments that will be used to help their child meet the reading goals for their grade level. Parents will be invited in to visit about their child's educational needs and asked if they have any questions. The FAST scores will be included with the report cards – which are sent home in fall, winter, and spring.

Progress monitoring data collected by the Reading Corp tutors will be collected and analyzed on a bi-weekly basis. The following process will be used:

- A. Examine the student chart after 4-6 data points have been plotted and a trend line has been generated.
- B. Change and choose a new intervention if a student has 4 data points clearly and consistently below the aim line.
- C. Continue the intervention if the student meets the grade-level benchmark by achieving 4 data points on or above the aim line.
- D. Refer the student to the SAT team if the student has 4 data points below the goal line for the second intervention.
- E. Discontinue the intervention when the student has met the grade level benchmarks. Exit criteria: 6 data points above the aim line with one data point at or above the next benchmark target.
- F. Continue progress monitoring at least three times following the discontinuation of intervention to ensure that progress has been maintained.

For the 23-23 school year, there will be four MN Reading Corps tutors: a Pre-K Reading Corp tutor who pushes into classrooms, a K focus tutor, a First grade tutor, and a Second and Third grade tutor. Right below the benchmark, quick strategies to get them back up, and constantly rotating students.

Entrance and exit criteria are based on a triangulation of assessment data along with classroom teacher input.

PARENT COMMUNICATION AND INVOLVEMENT:

Our district considers parent/school communication and cooperation to be a key element to student success.

Parent Communication Plan

1. The Pipestone Elementary School holds back to school conferences during in-service week which includes a one-on-one conference with families. During this meeting, teachers and staff explain the plans and expectations to parents and students. It is at this time that parents are able to ask questions and share pertinent student information in private.
2. Communication Days following FAST screening will include reviewing FAST assessment results. During monthly Communication Days, teachers will share progress on running records/anecdotal notes and weekly standards-based assessments as well as planning forward with parents to include reading at home.
3. In February, K-5 student will participate in Student Led Conference and will share about their Winter FAST scores.

The following are resources and ideas for parents, caregivers, and/or community members to use in support of literacy practices at home:

Online Resources/Ideas for Home Practice:

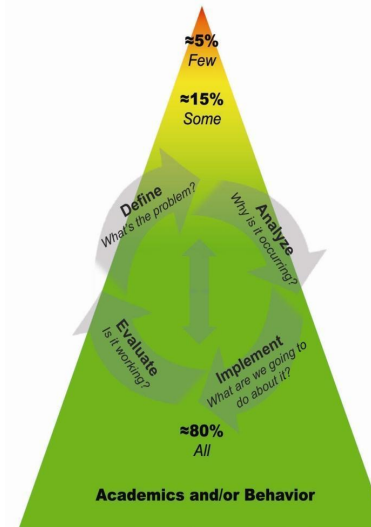
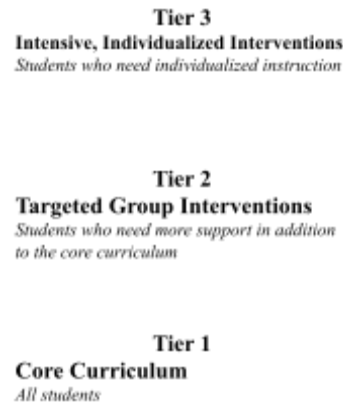
- <http://www.starfall.com/>
- <http://www.spellingcity.com/>
- <http://www.readingrockets.org/>
- <http://www.abcya.com/>
- <https://www.getepic.com/>
- <https://readtheory.org/>

Daily Practice Every Family Should Be Doing:

- Listen to your child read.
- Read to your child.
- Review daily work with your child.

MULTI-TIERED SYSTEMS OF SUPPORT:

A Model of School Supports and the Problem Solving Process:



Tier 1 of support occurs in the classroom with 60-90 minutes of core instruction delivered by the classroom teacher using the district’s reading curriculum which is aligned to the 2010 Minnesota English Language Arts Standards. Research-based reading instruction will address the five strands of reading (phonemic awareness, phonics, fluency, vocabulary, and comprehension). Teachers differentiate instruction in small groups and individually, according to the learner’s diverse needs. This framework is based on the structures of RTI and the Daily 5.

Based on screening and diagnostic assessments, Tier 2 of support identifies students not meeting grade-level targets who are, then, provided supplemental reading interventions according to their skill deficit(s). This level of support will be provided by the Title I teacher/Interventionist or classroom teachers during WIN Time (What I Need Time) which includes small group instruction using both pull-out and push-in instruction such as daily 30 minute sessions accompanied by support from paraprofessionals and Reading Corp tutors.

Tier 3 students receive the most intensive and individualized level of support outside of the 90 minutes of core instruction (Core+). This level of support will be provided by the Title I teacher/Interventionist or classroom teachers during WIN Time (What I Need Time) which includes small group instruction using both pull-out and push-in instruction such as daily 30 minute sessions accompanied by support from paraprofessionals.

SCIENTIFICALLY-BASED READING INSTRUCTION:

The scientifically-based reading curriculum Pipestone uses is *Journeys* (Houghton Mifflin Harcourt) which has been aligned with the Minnesota Academic Standards in English Language Arts (2010). Balanced Literacy components.

The following are interventions employed at different tiers to provide targeted skill practice for those students who are not achieving grade-level success with the core instruction:

Tier	Interventions
Tier 3	<ul style="list-style-type: none"> ● Great Leaps ● Reading Recovery Strategies ● Sound Partners ● High Frequency Word Phrases ● Road to the Code ● Explode the Code ● WIN Time

Tier 2	<ul style="list-style-type: none"> ● Guided Reading ● Journeys Interventions ● Great Leaps ● Making Words ● Sound Partners ● Sounds Abound ● Road to Reading ● WIN Time ● Leveled Readers
Tier 1	<ul style="list-style-type: none"> ● High-frequency Words ● Phonics/Vocabulary ● Re-reads ● Daily 5 - CAFE ● Guided Reading ● Small group instruction ● Close Readers ● Leveled Readers ● WIN Time ● Common Assessments

INTERVENTIONS BY TARGET SKILL:

Phonemic Awareness	Road to the Code Phonemic Awareness – Sound by Sound Reading A-Z Tutor
Phonics	Explode the Code 1-7 KLS Word Identification
Fluency	PALS Reading A-Z Tutor Readers’ Theater

Comprehension	PALS Reading A-Z Tutor Cloze/Comprehension Beyond the Code 1-2
Vocabulary	High-Frequency Words/Phrases (Fry)

PROFESSIONAL DEVELOPMENT:

All Early Out dates for 22-23 and 23-24 are devoted to LETRS training for K-5 staff and Early LETRS Training for Pre-K Staff.

Grade Level LETRS Check-in Meetings will take place toward the end of each Unit of LETRS and be hosted by the Elementary Principal and Director of Curriculum, Teaching, and Learning. Additionally, FAST Data meetings will take place for each grade level team following the end of the screening windows and be hosted by the Elementary Principal and the Director of Curriculum, Teaching, and Learning. At each of these meetings, staff will review student needs, resource needs, and professional development needs.

DATA TO SUBMIT TO THE COMMISSIONER ANNUALLY:

Each year the following data will be submitted to the Commissioner: K-3 FAST Data and 3rd grade state assessment data. The report identifying the percentage of students in grades K, 1, and 2 that are currently at or above grade level proficiency was submitted to the Minnesota Department of Education June 28, 2022.

If you have any questions, please contact Jennifer Moravetz, jennifer.moravetz@pas.k12.mn.us, 507-562-6202 or Melany Wellnitz, melany.wellnitz@pas.k12.mn.us, 507-562-6015.

CONTACT US

ADDRESS:

Pipestone Area Schools, District #2689
1401 7th Street SW
Pipestone, MN 56164

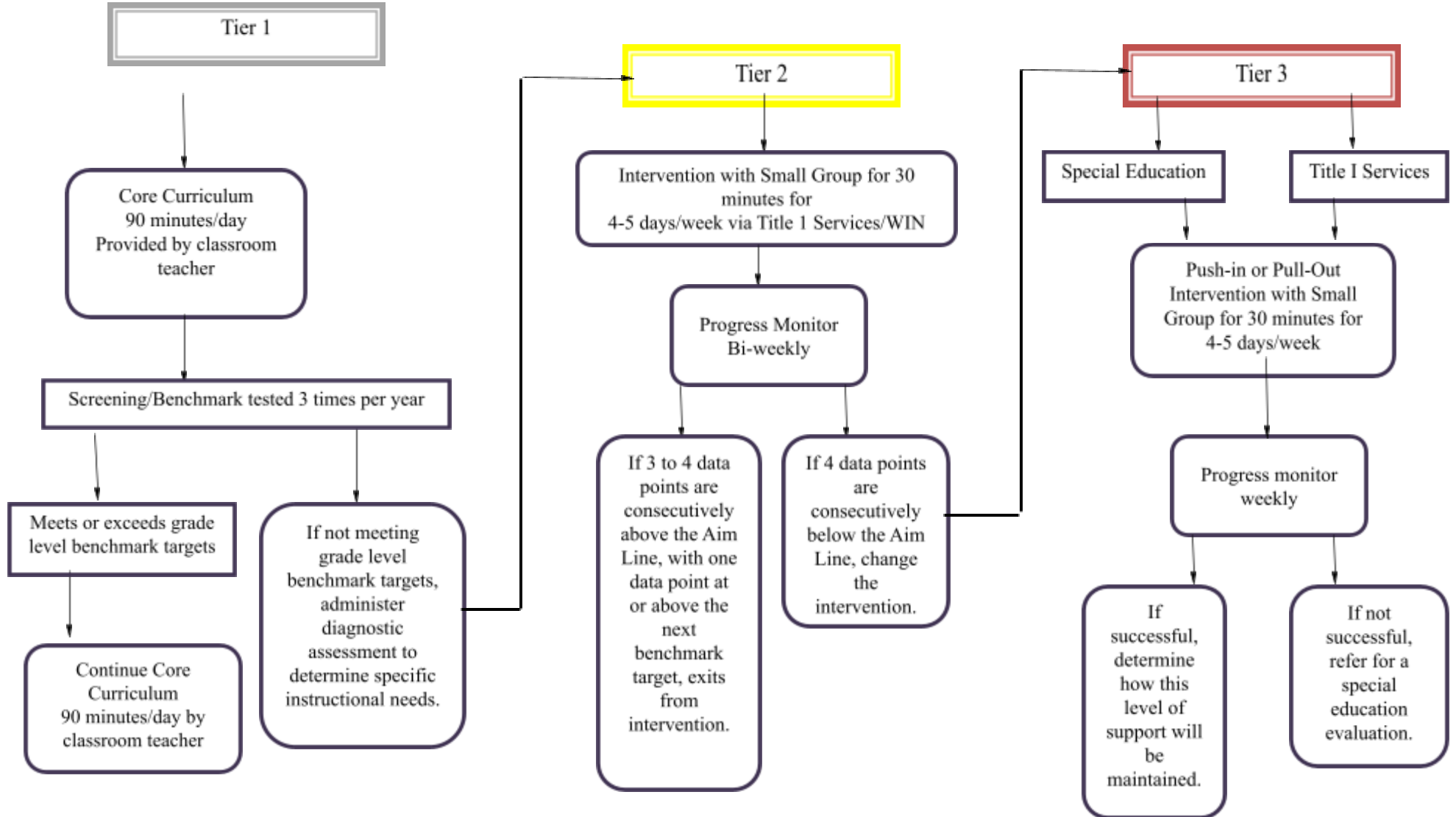
WEBSITE:

www.pas.k12.mn.us

District Office:
507-825-5861

Pipestone Elementary:
507-825-6763

Heartland Colony School:
507-368-9589



Independent School District #2689
FY24 Original General Fund Revenue and Expenditures
June 12th, 2023

FY24 Projected Original Revenue	\$15,976,427.84
FY24 Projected Original Expenditures	<u>(\$16,453,076.16)</u>
FY24 Projected Deficit	<u><u>(\$476,648.32)</u></u>

Independent School District #2689					
FY24 Original Food Service Revenue					
Food Service Fund					
Classification		Code	FY24 ORIG Budget	FY23 REV Budget	Change
Interest Income		092	\$14,295.00	\$630.00	\$13,665.00
Miscellaneous Local Revenue		099	\$5,000.00	\$5,000.00	\$0.00
State Aids and Grants		300	\$295,995.00	\$61,934.00	\$234,061.00
School Lunch Federal		471	\$127,441.00	\$34,450.00	\$92,991.00
Free-Reduced Lunch		472	\$261,636.00	\$199,043.00	\$62,593.00
Commodity Distribution		474	\$60,000.00	\$60,000.00	\$0.00
Special Milk Program		475	\$0.00	\$0.00	\$0.00
Breakfast		476	\$146,942.00	\$104,472.00	\$42,470.00
Summer Food Program		479	\$44,437.00	\$114,501.00	(\$70,064.00)
Sales to Pupils		601	\$52,100.00	\$341,433.00	(\$289,333.00)
Special Function Food Sales		608	\$1,000.00	\$2,000.00	(\$1,000.00)
Total			\$1,008,846.00	\$923,463.00	\$85,383.00

Independent School District #2689				
FY24 Original Food Service Expenditures				
Food Service Fund				
Classification	Code	FY24 ORIG Budget	FY23 REV Budget	Change
Consulting Fees	305	\$821,239.00	\$778,208.00	\$43,031.00
Postage and Express	329	\$1,800.00	\$1,500.00	\$300.00
Repairs and Maintenance	350	\$12,000.00	\$12,000.00	\$0.00
Travel	366	\$300.00	\$200.00	\$100.00
General Supplies	401	\$30,000.00	\$30,000.00	\$0.00
NonInstr Computer Software	405	\$5,000.00	\$800.00	\$4,200.00
Food	490	\$0.00	\$0.00	\$0.00
Commodities	491	\$60,000.00	\$60,000.00	\$0.00
Equipment Purchased	530	\$55,800.00	\$150,000.00	(\$94,200.00)
Technology Equipment	555	\$0.00	\$0.00	\$0.00
Total		\$986,139.00	\$1,032,708.00	(\$46,569.00)

FY24 Community Education Fund Balance

06/30/2022 Actual Fund Balance	\$272,984.00
FY23 Estimated Expenditures over Revenue	<u>(\$15,158.00)</u>
06/30/2023 Estimated Fund Balance	<u>\$257,826.00</u>
FY24 Estimated Revenue over Expenditures	<u>\$3,660.00</u>
06/30/2024 Estimated Fund Balance	<u>\$261,486.00</u>

FY 24 Original Budget				
Community Education				
		FY2024 Original	FY2023 Revised	
Projected Revenue			Difference	
Interest Income		\$5,718.00	\$350.00	\$5,368.00
Community Education Levy		\$35,859.00	\$35,093.00	\$766.00
Disparity		\$2,500.00	\$2,500.00	\$0.00
Ag Market Value Credit		\$2,000.00	\$2,750.00	(\$750.00)
Abatement		\$13.00	\$0.00	\$13.00
Non-Public Aid		\$235.00	\$161.00	\$74.00
Drivers Education Fees		\$26,250.00	\$20,000.00	\$6,250.00
Community Soccer League		\$0.00	\$500.00	(\$500.00)
Acceleration Camp		\$5,025.00	\$2,000.00	\$3,025.00
Youth Traveling Basketball		\$6,000.00	\$6,000.00	\$0.00
JO Volleyball		\$3,000.00	\$3,000.00	\$0.00
Basketball Camp		\$3,000.00	\$1,300.00	\$1,700.00
Youth Football		\$3,500.00	\$2,000.00	\$1,500.00
Little Arrow Wrestling		\$1,300.00	\$596.00	\$704.00
Babysitting Class		\$0.00	\$420.00	(\$420.00)
Home-Visiting Levy		\$1,181.00	\$1,015.00	\$166.00
Home Visiting Aid		\$20.00	\$23.00	(\$3.00)
Pre-School Screening		\$3,012.00	\$3,012.00	\$0.00
After School Enrichment Levy		\$13,770.00	\$13,770.00	\$0.00
Youth Service Levy		\$7,443.00	\$7,443.00	\$0.00
Community Education Programs		\$5,000.00	\$0.00	\$5,000.00
Public Library		\$0.00	\$156,890.00	(\$156,890.00)
Total Projected Revenue		\$124,826.00	\$258,823.00	(\$133,997.00)
Projected Expenditures				
Drivers Education		\$21,080.00	\$25,811.00	(\$4,731.00)
Director and Assistant Salary and Benefits		\$43,873.00	\$32,600.00	\$11,273.00
Advertisement, Postage, Prof Dues		\$2,800.00	\$800.00	\$2,000.00
Community Soccer League		\$0.00	\$500.00	(\$500.00)
Acceleration Camp		\$7,000.00	\$6,772.00	\$228.00
Little Arrow Wrestling		\$1,300.00	\$596.00	\$704.00
Little Arrow Running Club		\$0.00	\$0.00	\$0.00
Babysitting Class		\$0.00	\$420.00	(\$420.00)
Traveling Youth Basketball		\$6,000.00	\$6,000.00	\$0.00
JO Volleyball		\$3,000.00	\$3,000.00	\$0.00
Basketball Camp		\$500.00	\$1,300.00	(\$800.00)
Youth Football		\$3,500.00	\$2,000.00	\$1,500.00
Preschool Screening		\$5,900.00	\$3,292.00	\$2,608.00
After School Program		\$13,770.00	\$5,000.00	\$8,770.00
Summer Recreation Programs		\$7,443.00	\$12,000.00	(\$4,557.00)
Community Education Programming		\$5,000.00	\$0.00	\$5,000.00
Public Library		\$0.00	\$156,890.00	(\$156,890.00)
PAS Contribution to Public Library		\$0.00	\$17,000.00	(\$17,000.00)
		\$121,166.00	\$273,981.00	(\$152,815.00)
FY24 Projected Original Revenue				
		\$124,826.00		
FY24 Projected Original Expenditures				
		(\$121,166.00)		
Total Projected Revenue over Expenditures				
		\$3,660.00		

FY 24 Original Budget							
Learning Readiness/Preschool							
				FY2024 Original	FY2023 Revised	Difference	
Aid				\$48,562.00	\$54,078.00	(\$5,516.00)	
Voluntary Prekindergarten Funding				\$0.00	\$143,747.00	(\$143,747.00)	
Tuition	(Parents, Pathways II, Special Needs)			\$72,225.00	\$69,975.00	\$2,250.00	
Total Projected Revenue				\$120,787.00	\$267,800.00	(\$147,013.00)	
Salaries and Benefits				\$167,760.00	\$135,601.43	\$32,158.57	
Instructional Supplies				\$3,000.00	\$2,111.00	\$889.00	
Postage				\$300.00	\$204.00	\$96.00	
Travel				\$0.00	\$0.00	\$0.00	
General Supplies				\$500.00	\$307.00	\$193.00	
Entry Fees Student Travel				\$0.00	\$0.00	\$0.00	
Instructional Software License				\$150.00	\$0.00	\$150.00	
Total Projected Expenditures				\$171,710.00	\$138,223.43	\$33,486.57	
Projected Expenditures over Revenue				(\$50,923.00)	\$129,576.57	(\$180,499.57)	
06.30.2022 Negative Fund Balance				(\$14,595.00)			
FY23 Projected Revenue over Expenditures				\$129,577.00			
06.30.2023 Projected Positive Fund Balance				\$114,982.00			
FY24 Projected Expenditures over Revenue				(\$50,923.00)			
06.30.2024 Projected Fund Balance				\$64,059.00			

FY 24 Original Budget							
Early Childhood Family Education							
				FY2024 Orig	FY2023 Revised	Difference	
Levy				\$49,297.00	\$48,758.00	\$539.00	
Aid				\$9,564.00	\$15,829.00	(\$6,265.00)	
Tuition				\$0.00	\$500.00	(\$500.00)	
Other				\$0.00	\$0.00	\$0.00	
Total Projected Revenue				\$58,861.00	\$65,087.00	(\$6,226.00)	
Salaries and Benefits				\$18,180.00	\$19,464.00	(\$1,284.00)	
Postage				\$750.00	\$500.00	\$250.00	
Instructional Supplies				\$21,000.00	\$3,209.80	\$17,790.20	
Entry Fees				\$750.00	\$450.00	\$300.00	
Transportation				\$600.00	\$750.00	(\$150.00)	
Total Projected Expenditures				\$41,280.00	\$24,373.80	\$16,906.20	
Projected Revenue Over Expenditures				\$17,581.00	\$40,713.00	(\$23,132.00)	
06.30.2022 Positive Fund Balance				\$231,773.00			
FY23 Projected Revenue over Expenses				\$40,713.00			
Projected 06.30.2023 Positive Fund Balance				\$272,486.00			
FY24 Projected Revenue over Expenditures				\$17,581.00			
06.30.2024 Projected Positive Fund Balance				\$290,067.00			

Independent School District #2689

FY24 Budget

Building Construction Fund

FY24 Bond Proceeds	\$2,536,386.00
FY24 Bond Issuance Costs	(\$82,865.00)
FY24 Construction Costs	<u>(\$1,226,761.00)</u>
Projected 6.30.2024 Fund Balance	<u><u>\$1,226,760.00</u></u>

Independent School District #2689				
FY2024 Original Debt Service Fund Revenue and Expenditures				
FY2024 Debt Service Fund Revenue				\$1,838,869.00
FY2024 Debt Service Fund Expenditures				(\$1,831,850.00)
Difference				\$7,019.00

Independent School District #2689						
FY2024 Original Debt Service Fund Revenue						
			24 Orig Budget	23 RVSD Budget		Difference
Levy			\$915,596.00	\$990,749.00		(\$75,153.00)
Interest Income			\$8,577.00	\$490.00		\$8,087.00
Disparity Reduction			\$37,000.00	\$36,000.00		\$1,000.00
Homestead/Ag Mkt Value Credit			\$30,000.00	\$32,000.00		(\$2,000.00)
Other Property Tax Credit			\$847,696.00	\$759,066.00		\$88,630.00
Total Debt Service Fund Revenue			\$1,838,869.00	\$1,818,305.00		\$20,564.00

Independent School District #2689						
FY2024 Original Debt Service Fund Expenditures						
		Code	24 Orig Budget		23 RVSD Budget	Difference
Bond Redemption		710	\$940,000.00		\$900,000.00	\$40,000.00
Bond Interest		720	\$891,850.00		\$936,850.00	(\$45,000.00)
Total Expenditures			\$1,831,850.00		\$1,836,850.00	(\$5,000.00)

Independent School District #2689
FY24 Original High School Activity Revenue and Expenses
May 5th, 2023

FY24 Projected Original Revenue	\$139,350.00
FY24 Projected Original Expenditures	<u>(\$117,500.00)</u>
FY24 Projected Increase in Balances	<u><u>\$21,850.00</u></u>

See attached for the various organizations

Budget Guideline

Period Ending July 31,2023

Sequence: L, Fd, Org, Pro, Crs, Fin, O/S, gla_ref1, gla_ref2, gla_ref3

	L	Fd	Org	Pro	Crs	Fin	O/S	Class	Sub	Description	FY2024Orig Annual Budget	YTD	Enc	Remaining Balance	Ref 1	Ref 2	Ref 3
21										Student Activities							
	R	21	005	000	913	301	099	401	913	Baseball	(3,500.00)	0.00	0.00	(3,500.00)			
	R	21	005	000	914	301	099	401	914	Boys Basketball	(2,000.00)	0.00	0.00	(2,000.00)			
	R	21	005	000	916	301	099	401	916	Cheerleaders	(1,500.00)	0.00	0.00	(1,500.00)			
	R	21	005	000	921	301	099	401	921	Cross Country	(1,500.00)	0.00	0.00	(1,500.00)			
	R	21	005	000	922	301	099	401	922	FFA	(45,100.00)	0.00	0.00	(45,100.00)			
	R	21	005	000	924	301	099	401	924	Football Club	(5,000.00)	0.00	0.00	(5,000.00)			
	R	21	005	000	925	301	099	401	925	French Club	(5,000.00)	0.00	0.00	(5,000.00)			
	R	21	005	000	926	301	099	401	926	Girls Basketball	(2,000.00)	0.00	0.00	(2,000.00)			
	R	21	005	000	927	301	099	401	927	Girls Tennis	(750.00)	0.00	0.00	(750.00)			
	R	21	005	000	929	301	099	401	929	Gymnastics	(1,500.00)	0.00	0.00	(1,500.00)			
	R	21	005	000	930	301	099	401	930	HS Student Council	(1,100.00)	0.00	0.00	(1,100.00)			
	R	21	005	000	932	301	099	401	932	Journalism	(2,500.00)	0.00	0.00	(2,500.00)			
	R	21	005	000	934	301	099	401	934	MS Student Council	(700.00)	0.00	0.00	(700.00)			
	R	21	005	000	935	301	099	401	935	National Honor Society	(500.00)	0.00	0.00	(500.00)			
	R	21	005	000	938	301	099	401	938	Softball	(750.00)	0.00	0.00	(750.00)			
	R	21	005	000	939	301	099	401	939	Spanish Club	(4,000.00)	0.00	0.00	(4,000.00)			
	R	21	005	000	944	301	099	401	944	Robotics	(14,000.00)	0.00	0.00	(14,000.00)			
	R	21	005	000	945	301	099	401	945	Track	(200.00)	0.00	0.00	(200.00)			
	R	21	005	000	946	301	099	401	946	Volleyball	(4,500.00)	0.00	0.00	(4,500.00)			
	R	21	005	000	948	301	099	401	948	Wrestling Club	(2,000.00)	0.00	0.00	(2,000.00)			
	R	21	005	000	951	301	099	401	951	One Act Play	(250.00)	0.00	0.00	(250.00)			
	R	21	005	000	955	301	099	401	955	Fall Concessions	(9,000.00)	0.00	0.00	(9,000.00)			
	R	21	005	000	956	301	099	401	956	Winter Concessions	(13,500.00)	0.00	0.00	(13,500.00)			
	R	21	005	000	957	301	099	401	957	Prom	(14,000.00)	0.00	0.00	(14,000.00)			
	R	21	005	000	958	301	099	401	958	Homecoming	(1,000.00)	0.00	0.00	(1,000.00)			
	R	21	005	000	964	301	099	401	964	Class of 2024	(3,500.00)	0.00	0.00	(3,500.00)			
21										Student Activities	(139,350.00)	0.00	0.00	(139,350.00)			
										Report Totals:	(139,350.00)	0.00	0.00	(139,350.00)			

Pipestone Area Schools ISD #2689
 Budget Guideline
 Period Ending July 31,2023

Sequence: L, Fd, Org, Pro, Crs, Fin, O/S, gla_ref1, gla_ref2, gla_ref3

	L	Fd	Org	Pro	Crs	Fin	O/S	Class	Sub	Description	FY2024Orig Annual Budget	YTD	Enc	Remaining Balance	Ref 1	Ref 2	Ref 3
21	Student Activities																
	E	21	005	298	913	301	401	401	913	Baseball	3,000.00	0.00	0.00	3,000.00			
	E	21	005	298	914	301	401	401	914	Boys Basketball	1,200.00	0.00	0.00	1,200.00			
	E	21	005	298	915	301	401	401	915	Boys Tennis	100.00	0.00	0.00	100.00			
	E	21	005	298	916	301	401	401	916	Cheerleading	750.00	0.00	0.00	750.00			
	E	21	005	298	921	301	401	401	921	Cross Country	500.00	0.00	0.00	500.00			
	E	21	005	298	922	301	401	401	922	FFA	40,000.00	0.00	0.00	40,000.00			
	E	21	005	298	924	301	401	401	924	Football Club	2,000.00	0.00	0.00	2,000.00			
	E	21	005	298	925	301	401	401	925	French Club	2,000.00	0.00	0.00	2,000.00			
	E	21	005	298	926	301	401	401	926	Girls Basketball	400.00	0.00	0.00	400.00			
	E	21	005	298	927	301	401	401	927	Girls Tennis	300.00	0.00	0.00	300.00			
	E	21	005	298	928	301	401	401	928	Golf Club	200.00	0.00	0.00	200.00			
	E	21	005	298	929	301	401	401	929	Gymnastics	750.00	0.00	0.00	750.00			
	E	21	005	298	930	301	401	401	930	HS Student Council	750.00	0.00	0.00	750.00			
	E	21	005	298	932	301	401	401	932	Journalism	4,000.00	0.00	0.00	4,000.00			
	E	21	005	298	934	301	401	401	934	MS Student Council	550.00	0.00	0.00	550.00			
	E	21	005	298	935	301	401	401	935	National Honor Society	500.00	0.00	0.00	500.00			
	E	21	005	298	938	301	401	401	938	Softball	1,500.00	0.00	0.00	1,500.00			
	E	21	005	298	939	301	401	401	939	Spanish Club	3,500.00	0.00	0.00	3,500.00			
	E	21	005	298	941	301	401	401	941	STARS	300.00	0.00	0.00	300.00			
	E	21	005	298	942	301	401	401	942	Swing Choir	500.00	0.00	0.00	500.00			
	E	21	005	298	944	301	401	401	944	Robotics	10,000.00	0.00	0.00	10,000.00			
	E	21	005	298	945	301	401	401	945	Track	500.00	0.00	0.00	500.00			
	E	21	005	298	946	301	401	401	946	Volleyball	4,000.00	0.00	0.00	4,000.00			
	E	21	005	298	948	301	401	401	948	Wrestling Club	1,000.00	0.00	0.00	1,000.00			
	E	21	005	298	955	301	401	401	955	Fall Concessions	10,000.00	0.00	0.00	10,000.00			
	E	21	005	298	956	301	401	401	956	Winter Concessions	13,000.00	0.00	0.00	13,000.00			
	E	21	005	298	957	301	401	401	957	Prom	10,000.00	0.00	0.00	10,000.00			
	E	21	005	298	958	301	401	401	958	Homecoming	1,000.00	0.00	0.00	1,000.00			
	E	21	005	298	964	301	401	401	964	Class of 2024	5,200.00	0.00	0.00	5,200.00			
21	Student Activities																
											117,500.00	0.00	0.00	117,500.00			
	Report Totals:										117,500.00	0.00	0.00	117,500.00			



School Nutrition Programs Renewal of Food Service Management Contract School Year 2023-24

Food service management contracts that started in 2019-20 or later may be renewed for the 2023-24 contract year if both parties have mutually agreed to renew.

Federal regulations for the National School Lunch Program (NSLP), at 7 Code of Federal Regulations section 210.16 and Minnesota Statutes section 123B.52, allow a food service management contract to be renewed for a term not to exceed one year for up to four renewals (a total of five years including the original contract).

This renewal document must be used to meet NSLP requirements and for contract payments to be allowable costs to the nonprofit school food service. No changes may be made to this renewal document without preapproval by the Minnesota Department of Education (MDE), except for the information required to be inserted by the school food authority.

1. Definitions

“SFA” is the school food authority (school district, nonpublic school or residential child care organization) contracting for food service management.

SFA: Pipestone Area Schools

Cyber-Linked Interactive Child Nutrition Systems (CLiCS) Identification Number: 1000004109

“Company” is the company providing food service management to School.

Company: Taher, Inc.

“Original contract” is the first year of the food service management contract, which was competitively procured and specified the terms for contract renewals.

The original contract was for school year 2021-2022.

2. Renewal of Contract

SFA and Company mutually agree to renew the original contract for the term indicated below, not to exceed one year.

This is the 3rd year of the contract, counting the original year of the contract and renewals.

Start Date for Renewed Contract: July 1 2023 End Date for Renewed Contract: June 30 2024

3. Adjusted Meal Prices

SFA and Company have mutually agreed to 2023-24 prices or fees as shown below. The maximum amount that 2023-24 prices or fees may be increased is 8.8 percent (Consumer Price Index (CPI-U), Food Away from Home, Midwest Region, for the twelve months ending December 2022).

Check one:

Fixed Meal Price Contract – Prices are adjusted as shown below.

Cost-Reimbursable Contract – Fees are adjusted as shown below.

The fixed price(s) or fixed administrative fee(s), and the calculation of the revised price(s) or fee(s), are shown below:

Meal Service	2022-23 Price or Fee	Percent Increase (maximum 8.8%)	2023-24 Price or Fee
Breakfast	\$ 2.0571	8.8 %	\$ 2.2381
Lunch/Equivalents	\$ 3.4895	8.8 %	\$ 3.7965
Milk	\$.3770	8.8 %	\$.4101
Snack	\$ 1.0878	8.8 %	\$ 1.1835

4. Meal Equivalency Factor

The meal equivalency factor for school year 2023-2024, used to determine the number of lunches that the a la carte food service revenue is equivalent to for billing purposes, is \$4.95.

5. Value of USDA Foods

Contract prices do not take into account the value of USDA Foods that Company will receive during the contract year. Company will continue to credit SFA for USDA Foods received for the renewed contract year.

At the time that this contract renewal is sent to MDE, the SFA must include a completed Reconciliation of Credits for USDA Foods form to show that USDA Foods have been fully credited during the 2022-23 contract year.

6. Non-Financial Adjustments

No material changes have been made since the original contract.

Minor non-financial adjustments for renewal, if any, are described here:

7. Revised Program Requirements

Company agrees to meet all SNP requirements including requirements that become effective during the renewed contract year.

8. Termination

Either party may terminate the contract for cause as allowed in the original contract. The contract may be terminated for (no cause) if the partners mutually agree to terminate for convenience.

SIGNATURES

School Food Authority: Pipestone Area Schools

Address: 1401 7th Street SW, Pipestone, MN 56164

Authorized Representative: Kevin Enerson

Title: Superintendent

Signature: 

Date: 6/14/23

School Food Authority Contact: Jacqueline Kennedy

Title: Business Manager

Phone: 507-825-5861

Email: jacque.kennedy@pas.k12.mn.us

Company: Taher, Inc.

Address: 5570 Smetana Drive, Minnetonka, MN 55343-9022

Authorized Representative: Bruce Taher

Title: CEO & President

Signature: 

Date: 5/12/2023

Company Contact: Jeri Crater

Title: Vice President of Operations

Phone: 303-502-7587

Email: j.crater@taher.com

Independent Price Determination Certificate

Both the SFA and the FSMC shall execute this Independent Price Determination Certificate.

Taher, Inc.

Pipestone Area Schools

Name of FSMC

Name of SFA


By submission of this offer, the FSMC certifies, and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:

1. The prices in this offer have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other FSMC or with any competitor.
2. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed to the FSMC and will not knowingly be disclosed by the FSMC prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other FSMC for the purpose of restricting competition.
3. No attempt has been made or will be made by the FSMC to induce any person or firm to submit or not submit an offer for the purpose of restricting competition.

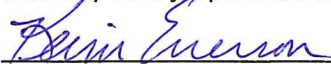
Each person signing this offer on behalf of the FSMC certifies that:

1. He or she is the person in FSMC's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to 1 through 3 above; or
2. He or she is not the person in FSMC's organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate in any action contrary to 1 through 3 above, and as their agent does hereby certify; and he or she has not participated, and will not participate, in any action contrary to 1 through 3 above.

To the best of my knowledge, this FSMC, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any government agency and have not in the last three years been convicted of or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

 _____ Signature of FSMC's Authorized Representative	Bruce Taher _____ Title	CEO & President _____ Date
		5/12/2023

In accepting this offer, the SFA certifies that no representative of the school food authority has taken any action that may have jeopardized the independence of the offer referred above.

 _____ Signature of SFA Authorized Representative	Kevin Enerson _____ Title	Superintendent _____ Date
		6/14/23

INSTRUCTIONS FOR DEBARMENT CERTIFICATION FORM

1. By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower-tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower-tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower-tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower-tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted to obtain a copy of those regulations.
5. The prospective lower-tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower-tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion — Lower Tier Covered Transactions," without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower-tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, search the records on the System for Award Management (SAM). [View the SAM website](#).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower-tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies as appropriate, including suspension and/or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

LOWER-TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Executive Order 12689, and 31 U.S.C. 6101; Debarment and Suspension, 2 CFR Part 417, Subpart C, Responsibilities of Participants Regarding Transactions Doing Business with Other Persons.

(Please read instructions on next page before completing Certification.)

1. The prospective lower-tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the prospective lower-tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Company Name: Taher, Inc.

Project Name: National School Lunch Program

Name/Title of Authorized Representative: Bruce Taher, CEO & President

Signature:  _____

Date: 5/12/2023

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of any federal grant, the making of a federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment or modification of a federal contract, grant, loan or cooperative agreement;
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Company Name: Taher, Inc.

Project Name: National School Lunch Program

Name/Title of Authorized Representative: Bruce Taher, CEO & President

Signature:  _____

Date: 5/12/2023

PAULSEN FIELD LEASE AGREEMENT

THIS LEASE AGREEMENT (the "Agreement") is made this _____ day of _____, 2023 between INDEPENDENT SCHOOL DISTRICT NO. 2689, an independent school district under the laws of Minnesota (the "Lessor"), and the CITY OF PIPESTONE, a Minnesota municipal corporation (the "Lessee") (together, the "parties") for the good and valuable consideration of the mutually bargained-for rights and obligations in this Agreement.

- A. The Lessor is the fee owner of certain real property described in attached *Exhibit A* (the "Property").
- B. By a lease dated September 15, 1977, the Lessee has leased the Property from the Lessor, and outside of the school year has made annual use of certain athletic and recreational fields and related facilities for outdoor youth and community recreation located upon the Property.
- C. In 1981, the Lessee, through certain grant funding obtained through the Minnesota Department of Natural Resources ("DNR"), built upon the Property two softball fields, designated as "P1" and "P2" on that illustration attached as *Exhibit B*, as well as a concession building, light pole and walkway located immediately adjacent to or in direct vicinity of these two softball fields. The Lessee is acknowledged for the building of these and for having obtained this grant funding.
- D. Substantially at the same time as this Agreement, the parties will have entered into a new joint-powers agreement, which provides that the parties may enter into leases concerning use by one party of lands and facilities owned by the other party (the "2023 JPA").

NOW, THEREFORE, upon the foregoing, the parties agree as follows:

1. Lease; Term; Rent. The Lessee hereby leases from the Lessor the Property, and the "elementary school ball fields" located adjacent to and northerly of the Pipestone Area High School building. The initial term of this lease shall be for a period of one (1) year from the date of recording of this Lease Agreement. However, this lease shall automatically renew for successive one (1)-year periods unless the parties mutually agree to terminate this lease, which may be given no later than that date which is sixty (60) days prior to the date on which a new one-year lease period begins. The rent to be paid by Lessee to Lessor is One and 00/100 Dollar (\$1.00) per year.

2. Reservation of Priority Use Right in Lessor. The Lessor specifically reserves the right to use at any time any part of the Property. This right shall take priority over all other uses of that part of the Property designed by the Lessor for such use, provided that the Lessor has within a reasonable time in advance of the date of the priority use notified the Lessee of its intent to exercise this priority use and identified that part of the Property and the duration of time of the intended use.
3. Use Rights of Lessee.
 - A. Generally. Use by the Lessee of the Property shall be for recreational and community-educational purposes only. The specific uses, terms and conditions shall be both in accordance with the 2023 JPA between the parties and coordinated by the Directors of Lessee's Parks and Recreation Department and Lessor's Community Education Department. Additionally, the Lessee may allow other non-profit organizations such as youth baseball and softball to use the Property under the Lessee's supervision.
 - B. Prohibitions. The parties agree that the Property is and shall be treated at all times by the Lessee as "school grounds" within the meanings of Minn. Stat. § 624.701 and § 152.01; that the Lessor's alcohol, tobacco/nicotine, firearms, controlled-substances and discrimination regulations and/or policies shall continue in force, shall be enforced upon the Property year-round and shall be appropriately posted upon the Property, and that the Lessee shall withhold access from groups for any substantiated alcohol, tobacco/nicotine, controlled-substances and/or discrimination violations. The Lessee shall enforce all applicable statutes and ordinances on and in the vicinity of the Property to the same extent as it enforces applicable statutes and ordinances on all municipal park property within the city limits of the Lessee.
4. Utilities; Maintenance and Upkeep; Inventories.
 - A. Utilities. The Lessor shall pay for the provision of all electricity, water and sewer to the Property.
 - B. Maintenance and Upkeep.
 - i. Courts and Fields. The Lessor shall maintain the tennis courts designated on Exhibit B as "T1" and "T2," shall groom and prepare both the baseball and softball fields designated as "P1," "P2," "P3" and "P4" upon the Property, as well as the two "elementary school ball fields" designated as "E1" and "E2" adjacent to and northerly of the Pipestone Area High School building, and shall keep all of these courts and fields in a condition fully suitable for the activities for which they were designed. The Lessee shall in workmanlike manner groom and prepare the fields used for activities in the summer recreation program offerings of the Lessee. Neither party is obligated to provide for removal of accumulations of standing water after periods of inclement weather.

- ii. Mowing. The Lessor will have the primary responsibility for mowing the grass of "P1," "P2," "P3" and "P4" upon the Property as well as "E1" and "E2" adjacent to and northerly of the Pipestone Area High School building, however the Lessee shall take diligent efforts to assist the Lessor in mowing if and as the Lessor requests.
- iii. Concession Building. The Lessor shall purchase all items needed for routine maintenance, routine upkeep and routine repairs of the concession building. However, the Lessee shall undertake the maintenance, upkeep and repair tasks, including installations of items.

C. Inventories. The Lessee and the Lessor shall maintain inventories of all vehicles, equipment, machinery and supplies used – including with regard to maintenance and upkeep - in the respective offerings of programs and services managed by each party. These inventoried vehicles, equipment, machinery and supplies shall accompany each party in the respective offerings of programs and services that each party manages.

5. Janitorial; Repair and Replacement.

A. Janitorial; Garbage Collection. Outside of the school year, the Lessee shall at its expense be responsible for daily janitorial services, garbage collection and recyclables collection upon the Property, and shall keep all fields, courts and improvements upon the Property in a condition reasonably free from litter and unreasonably accumulated garbage and recyclables. Further, outside of the school year, the Lessee shall at its expense be responsible for arbor care upon the Property including removal of fallen branches and trees. However, the Lessor shall take diligent efforts to assist the Lessee in such removal if and as the Lessee requests.

B. Repair and Replacement. The Lessor shall be solely responsible for repairs or replacements of all fixtures, furnishings and permanent markings upon or located directly adjacent to the courts and fields designated as "T1", "T2," "P3," "P4," "E1" and "E2". The Lessee shall be solely responsible for repairs or replacements of the concession building and all fixtures, furnishings and permanent markings upon or located directly adjacent to the fields designated as "P1" and "P2." A fixture, furnishing or permanent marking adjacent to both "P2" and "P3" is the Lessee's responsibility if was an item originally funded by the DNR grant monies.

6. Alterations and Improvements. No alterations, changes or improvements shall be made to any part of "P1" or "P2" or the concessions building located upon the Property without the specific approval of both parties to the alternation, change or improvement proposed.

7. Supervision; Indemnification.

A. Supervision. The Lessee and Lessor, respectively, shall be responsible for reasonable supervision of the users of improvements, facilities and lands participating in the offerings of its Parks and Recreation Program and its Community Education Program,

respectively, and shall have the primary responsibility for any claims for damages or injuries growing out of any accident or occurring during use of improvements, facilities and lands in the offerings of its Parks and Recreation Program and its Community Education Program, respectively.

- B. Indemnification. Each party hereby agrees to indemnify, defend and hold harmless the other party from and against any and all claims, demands, liabilities and expenses, including attorney's fees, arising from: (i) use of improvements, facilities and lands in offerings of its Parks and Recreation Program and its Community Education Program, respectively; and (ii) any act or any omission to act by the Lessee or its agents, employees, invitees, customers or contractors permitted in or about the improvements and facilities upon and lands of the Property; and (iii) any event of default of either party under this Agreement, except to the extent proximately caused by the negligence or willful misconduct of that party, its agents, employees or contractors. The Lessee and the Lessor shall release one another from all claims to the extent actually covered by insurance or required to be covered by insurance under this Agreement or the 2023 JPA between Lessee and Lessor.
8. Casualty Loss. In the event of any damage by fire or other casualty to any part of the improvements, facilities and lands of either party, the Lessee and Lessor agree that: (i) the damage shall be repaired and restored without undue delay, (ii) the obligation of the party for repairs or restorations due to casualty loss to the improvements, facilities or lands owned by that party shall be limited to the amount of insurance proceeds available to that party that have been allocated to the insured event which caused the casualty loss; and (iii) the other party shall not be responsible for restoring any equipment, machinery or other personal property as may have been damaged in the event which caused the casualty loss, unless the casualty loss was directly caused by the negligent, willful or intentional acts of the other party, its agents, employees, licensees or invitees. For purposes of this paragraph, the parties agree that: (i) no intentional act of a third party is a foreseeable act; (ii) a trespasser is not a licensee or invitee of either party; and (iii) the Lessee is the "owner" of the concession building, "P1," "P2" and all other property adjacent to "P1" and "P2" that was funded by the DNR grant monies.
9. Representatives. The parties agree that the primary contact persons for all matters encompassed by this Agreement are the Activities Director of the Lessor and the Parks and Recreation Department Director of the Lessee.
10. Default; Dispute Resolution. The parties agree that a default is either:
- A. The failure by either party to pay an amount of money (other than the One Dollar annual rent) to the other party within thirty (30) days after the same has become due and payable; OR
- B. The failure of either party to fulfill an obligation of that party under this Lease Agreement within thirty (30) days after the other party has notified it of its non-fulfillment of that obligation. If the cause for giving such notice involves obtaining

repairs, renovations or a replacement which will reasonably require a period of time greater than thirty (30) days, the party shall be deemed to have complied with such notice as long as it has commenced obtaining such repairs, renovations or replacement, has communicated the same to the non-defaulting party and continues to take diligent steps to obtain and communicate to the other party as to such repair, renovation or replacement.

- C. The dispute resolution process under this Agreement is the same process as that which is set forth in the 2023 JPA between the Lessee and Lessor.

11. Terminations of Agreement and Joint-powers-agreement.

- A. The parties may terminate this Agreement by mutual consent. Upon termination of this Agreement, the Lessor shall own the improvements and facilities upon the Property, with all repairs and improvements made prior to and during the term of this Lease Agreement. Upon a termination of this Agreement the parties agree to negotiate in good faith what result regarding ownership of the concession stand, "P1," "P2," and the adjacent light pole and sidewalk is the most appropriate for the Lessee as regards compliance with the terms of the DNR grant that the Lessee received.
- B. In the event that the 2023 JPA between the Lessee and the Lessor is terminated but this Agreement is not terminated, sections [HJM1]6 through 9 of the 2023 JPA shall survive termination and shall continue in force for as long as any summer recreation, after-school, community recreation or community education service or program offered by either party involves the other party in any regard.

12. Non-waiver; Notices; Amendments.

- A. Non-Waiver. The failure of either party at any point in time to assert any right or to pursue any remedy provided for in this Agreement shall not be construed as a waiver of that right or remedy. One or more waivers of any covenant, term or condition of this Agreement by either party shall not be construed as a waiver of a subsequent breach of the same covenant, term or condition. A party may revoke its consent or approval to the other party to or of any act by the other party of a nature which required consent or approval.
- B. Notices. All notices and requests to the Lessor or Lessee which may be given or are required to be given under this Agreement shall be sent by United States mail, postage prepaid, certified mail with return receipt requested, as follows:

If to Lessor: Pipestone Area ISD No. 2689 District Office
Attention: Superintendent
1401 – 7th St. SW
Pipestone, MN 56164

If to Lessee: City of Pipestone

Attention: City Administrator
119 – 2nd Ave. SW
Pipestone, MN 56164

- C. Amendments. Any amendment or modification of this Agreement shall be binding only by a writing signed by the governing bodies of both parties and titled “(First, Second, etc.) Amendment to Paulsen Field Lease Agreement between the City of Pipestone and Independent School District No. 2689.”
- D. Termination of Prior Lease. The Lessor will execute a notice of termination of that prior lease of the Property between the parties, and such notice of termination will be recorded immediately prior to the recording of this Agreement. However, prior to recording the Lessee will review the proposed notice of termination, shall suggest any changes and indicate its approval of the notice of termination to be executed and recorded.
- E. Effect of Joint Powers Agreement. All terms and conditions of the 2023 JPA between the Lessee and Lessor shall apply to this Agreement unless this Agreement specifically provides to the contrary or unless the 2023 JPA has been terminated, provided however that its sections 6 through 9 likely [HJM2]survive termination.
- F. Entire Agreement. This Lease Agreement constitutes the entire agreement of the parties. There are no commitments or stipulations of any kind other than those stated herein.

IN WITNESS WHEREOF, the Lessor and the Lessee have executed this Agreement by the signatures below and have approved this Agreement by their respective governing bodies.

APPROVED BY the Council of the CITY OF PIPESTONE, this ____ day of _____, 2023.

CITY OF PIPESTONE, a Minnesota municipal corporation,
Lessee

By: Dan Delaney, its Mayor

Attest: Debra Nelson, its Interim City Administrator

APPROVED BY the Board of INDEPENDENT SCHOOL DISTRICT NO. 2689, this ____ day of _____, 2023.

INDEPENDENT SCHOOL DISTRICT NO. 2689, an

independent school district under the laws of Minnesota,
Lessor:

By: Brad Carson, its Chair

Attest: Katie Wiese, its Clerk

Exhibit A

The West 1270 feet of all that part of the Southeast Quarter (SE $\frac{1}{4}$) of Section Eleven (11), Township One Hundred Six (106) North, Range Forty-six (46) West of the 5th P.M., lying South of a line running East and West through said Southeast Quarter (SE $\frac{1}{4}$) and along the South side of the former Catlin Street (now Second Street Southwest) of Cutting's Addition to the Village (now City) of Pipestone, Pipestone County, Minnesota EXCEPTING THEREFROM all of the following premises, to-wit: The South 909.21 feet of said Southeast Quarter (SE $\frac{1}{4}$); all other portions of Auditor's Plat No. 1 to said City of Pipestone not hereinbefore specifically described; and a tract of land described as follows, to-wit: Commencing at the Northwest corner of Auditor's Plat No. 1 to the City of Pipestone; thence Westerly on a continuation of the North line of said Auditor's Plat No. 1 a distance of 450.0 feet; thence Southerly a distance of 150.0 feet; thence Easterly and parallel to the North line of said Auditor's Plat No. 1 a distance of 450.0 feet; thence Northerly a distance of 150.0 feet to the point of beginning; and all of said premises excepted therefrom shall include the rights of reverter or reversionary interests in streets and alley abutting the premises excepted. Subject to all easements, rights-of-way, covenants, restrictions and declarations of record.

JOINT POWERS AGREEMENT

THIS JOINT POWERS AGREEMENT (the "Agreement") is made this _____ day of _____, 2023 between the CITY OF PIPESTONE, a Minnesota municipal corporation (the "City"), and INDEPENDENT SCHOOL DISTRICT NO. 2689, an independent school district under the laws of Minnesota (the "District"), (together the "parties") for the good and valuable consideration of the mutually bargained-for rights and obligations in this Agreement.

RECITALS

- A. The City is organized for the health, safety and welfare of its residents and is authorized to and does provide for recreation and civic programs within its geographic boundaries, and the District is organized for the purpose of providing public-school education, including life-long learning opportunities, continuing-education programs and associated recreation programs within its geographic boundaries.
- B. Pursuant to a joint powers agreement of February 2, 1976 (the "Original JPA"), a lease of September 15, 1977 (the "Original Lease") and a memorandum of understanding dated June 1, 1981 (the "MOU"), the City and the District have jointly coordinated and/or operated several summer-recreational, community-recreational and/or after-school-programs. This Original JPA and Original Lease have continued in force; no review has been made of them.
- C. The City and the District jointly desire to: (i) terminate the Original JPA, the Original Lease and the MOU; (ii) enter into this new Agreement and a new lease (the "2023 Lease Agreement") in order to continue their cooperation in the establishment and operation of a Community Education and Recreation Program, as that term is defined in paragraph 2 below, within the boundaries of the City and of the District; (iii) modernize and establish updated rights and obligations related to the coordination and day-to-day management of the City's and District's offerings of summer-recreational, community-recreational and after-school-programs; and (iv) update and provide for a more responsive periodic review of their mutual cooperation in this regard.
- D. Minnesota Statutes ("Minn. Stat.") § 471.59 et seq. (the "Joint Powers Act") authorizes the City and the District to enter into a joint powers agreement in order to improve, operate and maintain recreational facilities pursuant to Minn. Stat. § 471.15 et seq., and other applicable laws and rules.

NOW, THEREFORE, upon the foregoing, the parties agree as follows:

1. Purpose. The purpose of this Agreement is to establish and operate a Community Education and Recreation Program pursuant to Minn. Stat. § 471.15 and other applicable laws and rules, in order to: (i) better coordinate the offerings of education and recreation services and programs and the use of the facilities where these are held; (ii) eliminate an unneeded duplication of services and programs; (iii) maximize the effectiveness and tailor the responsiveness of these services and programs offered by the District and the City to the needs of the students, residents and general public within their boundaries.
2. Definition of Program. The Community Education and Recreation Program is defined as:

A program of social, educational, vocational and recreational services and coordination utilizing the District facilities, the City's park and recreational facilities, and private resources for all ages, for all social and economic groups residing within the parties' geographic boundaries, for outside of the school

year as well as after school during the school year. The services and programs offered by the parties may be amended at the discretion of each party, but preferably by mutual agreement of the parties whenever possible and practicable.

3. Advisory Bodies; Authority.

A. Advisory Bodies; Quarterly Meeting of Directors. The City will establish and maintain a City Parks and Recreation Advisory Board (the "City Advisory Board") to advise the City's Parks and Recreation Director in the operation of the City's Parks and Recreation Program. The District will establish and maintain a Community Education Advisory Board (the "District Advisory Board") to advise the District's Community Education Director in the operation of the District's Community Education Program. The City's Parks and Recreations Director and the District's Community Education Director (together the "Directors") will meet quarterly to discuss, review, determine, suggest, revise and improve the offerings and facility needs of the City and the District.

B. No Joint Powers Board; Authority Remains In Governing Bodies. The City Advisory Board and the District Advisory Board shall not, whether construed together or separately, constitute a "joint powers board" for purposes of the Joint Powers Act. The Directors' quarterly meeting shall not constitute a committee of the District or of the City for the purposes of Minn. Stat. Chapter 13D (Open-Meeting Law). The City Advisory Board and the District Advisory Board are strictly advisory groups with no-decision making powers of their own. Neither the City Advisory Board nor the District Advisory Board nor the Directors have any authority or power to take any unilateral action that would legally bind the City, the District or both the City and District. The authority regarding the Community Education and Recreation Program rests in the City Council and the board of education of the District.

4. Term of Agreement. This Agreement shall terminate on **May 31, 2025** but will automatically extend for successive two(2)-year periods unless terminated by either party pursuant to paragraph 12 below.

5. Facilities; Lease; Management of Specific Offerings.

A. Facilities. Regarding the offerings of programs and services within the Community Education and Recreation Program, the Directors shall discuss and shall coordinate wherever possible and practicable, however the City and the District shall each determine unilaterally: (i) which lands, improvements, fixtures and moveable property (the "Facilities") of the City and the District shall be made available for use; and (ii) the policies to be implemented and complied with regarding use (including scheduling generally, limitations on use, and the resolution of priorities and scheduling conflicts between two or more programs or services) of the Facilities by participants, supervisory personnel and volunteers. Unless specifically provided for to the contrary in a lease or other agreement, the City and the District shall at all times retain the obligation to assure that each Facility is used in a manner that fully complies with the policies established for that Facility and provide insurance, janitorial, custodial, facilities-maintenance and garbage/recyclables collection for each such Facility.

B. Lease. By the terms of a separate, recorded lease agreement for the consideration and on the terms and conditions stated therein, either or both of the parties may provide as lessor for use during set periods of time annually by the respective other party as lessee of any of the Facilities. The parties agree that a termination, amendment or modification of this Agreement shall not by itself automatically terminate, amend or modify the terms of that lease, and in the event this Agreement

is terminated but such a lease is not terminated, sections 6 through 9 [HJM1]below shall survive the termination of this Agreement and shall continue in force.

- C. Management of Specific Offerings; Access to Facilities of District. The City through its Parks and Recreation Department shall: (i) schedule, operate and manage the parks and recreation youth activities, youth-sports offerings and the after-school and summertime-fun offerings; and (ii) in a timely manner provide to the District the rosters of participants in each of the activities and offerings it operates. The rosters shall contain sufficient information to enable the District to comply with the conditions of and re-apply for funding available to it based upon these rosters.

The District under the auspices of its Community Education Department shall: (i) make all of its Facilities (including the Elementary School) available rent-free to the participants, supervisors and family members of participants in these activities and offerings, excluding the availability of its Facilities which are covered by the 2023 Lease Agreement between the City and the District, which are subject to all of the terms and conditions of the 2023 Lease Agreement; and (ii) in a timely manner comply with the conditions of and re-apply for funding available to it based upon the rosters which the City completes and gives to it.

6. Financing.

- A. Approval. Upon approval of its governing body, either party may issue bonds or any other obligations to finance improvements to Facilities or to other property owned by that party, and need not give specific notice to or obtain binding consent from the other party for such financing, provided that such financing shall not mortgage or otherwise impose any lien upon the fee-simple or leasehold interest of either party in any part of such lands.
- B. Tax-Exempt Status of Bonds. The parties agree that neither party will take any action, allow any action or omit from taking any action that would jeopardize the status of tax-exempt bonds or other tax-exempt obligations issued by the City or the District.
- C. Amendments as Recommended by Bond Counsel. The parties agree that if bond counsel for either party requires an amendment to this Agreement as a result of its review of this Agreement, the parties will confer and negotiate in good faith and will take all reasonable efforts to arrive at an amendment that will both be acceptable to bond counsel and will alter the respective rights and/or obligations of the parties in this Agreement to the least possible extent.

7. Finances; Budget; Grant Fulfillment.

- A. Community-Education Revenue. The District shall levy funds in accordance with Minn. Stat. § 124D.20 (the "Fund 4 Revenues") for general community education, youth services programs and youth after-school enrichment programs, and without contribution or reimbursement from the City. Upon the adoption of the District's annual budget, the District will provide to the City without delay an itemized summary of the allocation and utilization of these Fund 4 Revenues.
- B. Budgeting for City Offerings; Revenues Transfer. The City shall annually, in a timely manner: (i) maintain its own budget for its offerings of programs and services it operates pursuant to this Agreement; (ii) confer with and give all information to the District needed for the District to determine the amount of Fund 4 Revenues remittable to the City for its offerings of said programs and services; and (iii) in early June annually invoice the District for the determined remittable amount of Fund 4 Revenues. The District shall annually, in a timely manner: (i) upon adoption of its annual budget, determine, confer

with and notify the City as to the amount of Fund 4 Revenues remittable to the City for said offerings of programs and services; and (ii) upon receipt of the corresponding invoice from the City, remit to the City's general fund the invoiced amount of Fund 4 Revenues.

- C. Support for Fulfillment of Grant. The District shall take all lawful measures deemed necessary or appropriate by the City in order for the City to continue to fulfill the conditions of that DNR grant by which the City built the fields designated as "P1" and "P2," concession building, walkway and light pole upon real property owned by the District. The exception to this duty is if a measure would violate this Agreement or state or federal law.

8. Insurance.

A. The City and the District shall maintain general liability insurance protecting it from claims for damages for bodily injury, including sickness or disease, death, and for care and loss of services as well as from claims for property damage, including loss of use which may arise from operations under this Agreement whether such operations are by the City, by the District or by anyone directly employed by the City or the District. The minimum limits of such insurance are those limits of the City's and the District's 2023 insurance policy or policies which cover its anticipated operations under this Agreement.

B. Each party shall furnish the other party a certificate or certificates of insurance documenting the required coverage. Nothing herein shall be deemed to waive any statutory limits of liability granted to the City or to the District whether by Minn. Stat. § 471.59 subdivision 1a(b) and (c) or any other provision of law. To the full extent permitted by law, actions by the parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the parties' intent that they be deemed a "single government unit" for the purposes of – and only for the purposes of – liability as set forth in Minn. Stat. § 471.59 subdivision 1a(a); provided, further, that for the purposes of this subdivision 1a(a) the City and District each expressly declines responsibility for the acts or omissions of the other party.

9. Non-Discrimination. The parties agree and covenant that access to all offerings of the City and District in the Community Education and Recreation Program shall be equally available to all persons who reside within the City and/or the District without regard to race, color, creed, religion, national origin, maternal language, gender or sexual orientation, disability, or status with regard to receipt of public-assistance.

10. No Assignments. Neither the District nor the City may, whether voluntarily or by operation of law, assign, mortgage, lease, encumber, sublet or otherwise transfer any of their respective rights and obligations established in this Agreement, except as provided in a recorded lease agreement and except as considered necessary by bond counsel under the terms of paragraph 6 above.

11. Dispute Resolution.

- A. A dispute is defined as a disagreement as to the interpretation or application of the terms and conditions of this Agreement, including any asserted default which has not been cured by the defaulting party in timely manner and in full.
- B. Written notice of the dispute, setting forth in sufficient detail what the grounds of the dispute are, shall be given to the Mayor of the City and to the Superintendent of the District, each of whom shall, in turn, provide notice to all members of their respective governing bodies.
- C. Within thirty (30) days of receipt of the written notice of the dispute, the District and the City shall meet (a "dispute-resolution meeting"). The parties shall be represented by: the Chair of the Board of

Education, the Mayor, the Superintendent, the City Administrator and the Directors. Where a dispute involves a Director, she or he shall be excused from the meeting. The parties shall formulate a recommendation to present to each of their respective governing bodies. If agreed upon by both parties, a meeting may be tabled and re-convened. The parties agree that a dispute-resolution meeting is not subject to the requirements of Open Meeting Law, pursuant to Minn. Stat. § 13D.05 subd. 2(b).[HJM2]

- D. If the dispute is not resolved via the dispute-resolution meeting, the parties will engage in non-binding mediation through a mutually-acceptable mediator. The parties will share mediation costs equally.
- E. If the dispute is not resolved through mediation, any dispute shall be resolved through the courts as provided by law. Each party will bear its own costs (including attorneys' fees) of litigation unless the court orders one party to pay the other party's costs and/or attorneys' fees.

12. Review; Termination.

- A. Review. The City Council of the City and the Board of Education of the District shall each review this Agreement annually, and the Community Education Director shall initiate such review.
- B. Termination. Unless and until terminated, this Agreement shall remain in effect and shall (except as to those rights and obligations contained in a lease between the parties) govern both the jointly-offered programs within the Parks and Recreation Program and the Community Education Program and the uses of the improvements, facilities and lands of the City and the District in these programs. The parties may mutually stipulate to terminate this Agreement at any time. If one of the parties but not the other party gives notice of intent to terminate this Agreement, this Agreement shall terminate effective as of the date of the beginning of that school year which is one (1) calendar year after the date on which the notice of intent is given. A stipulation of the parties to terminate this Agreement shall not relieve either party from financial or legal commitments incurred pursuant to this Agreement prior to the termination.

In the event this Agreement is terminated but such a lease is not terminated, sections 6 through 9 [HJM3]above shall survive the termination of this Agreement and shall continue in force for as long as any offering of any service or program by either party involves the other party in any regard.

13. Non-waiver; Notices; Amendments.

- A. Non-Waiver. The failure of the District or the City at any point in time to assert any right or to pursue any remedy provided for in this Agreement shall not be construed as a waiver of that right or remedy. One or more waivers of any covenant, term or condition of this Agreement by either party shall not be construed as a waiver of a subsequent breach of the same covenant, term or condition. A party may revoke its consent or approval to the other party to or of any act by the other party of a nature which required consent or approval.
- B. Notices. All notices and requests to the District or the City which may be given or are required to be given under this Agreement shall be sent by United States mail, postage prepaid, certified mail with return receipt requested, as follows:

If to District: Pipestone Area ISD No. 2689 District Office
Attention: Superintendent
1401 – 7th St. SW
Pipestone, MN 56164

If to City: City of Pipestone
Attention: City Administrator
119 – 2nd Ave. SW
Pipestone, MN 56164

- C. Amendments. Any amendment or modification of this Agreement shall be binding only by a writing signed by the governing bodies of both parties and titled “(First, Second, etc.) Amendment to Joint Powers Agreement between the City of Pipestone and Independent School District No. 2689.”

14. Auditing. The District and the City shall maintain books, records, documents and other evidence pertaining to the costs or expenses associated with the work performed pursuant to this Agreement. Upon request, each party shall allow the other party, the Legislative Auditor or the State Auditor to inspect, audit, copy or abstract of the books, records, papers or other documents relevant to this Agreement. The parties shall retain all such books, records, documents and other evidence for a period of six (6) years from the date of the completion of the activities funded by this Agreement.

15. Data Practices. Each party agrees with respect to any data that it possesses regarding this Agreement to comply with the provisions of the Minnesota Government Data Practices Act contained in Minnesota Statutes Chapter 13, as the same may be amended from time to time.

16. Entire Agreement. This Agreement is the final expression of the agreement of the parties and the complete and exclusive statement of the terms agreed upon and shall supersede all prior negotiations, understandings, or agreements. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party. The Recitals at the beginning are part of the Agreement.

17. Termination of Original JPA and MOU. The parties expressly terminate, upon the effective date of this Agreement, the Original JPA and MOU. It is anticipated that the Original Lease will be terminated according to the terms of the 2023 Lease Agreement.

18. Severability. The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid, or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement unless the part or parts that are void, invalid or otherwise unenforceable shall substantially impair the value of the entire Agreement with respect to either party.

IN WITNESS WHEREOF, the City and the District have executed this Agreement by the signatures below and have approved this Agreement by their respective governing bodies.

APPROVED BY the Council of the CITY OF PIPESTONE, this ___ day of _____, 2023.

CITY OF PIPESTONE, a Minnesota municipal corporation

By: Dan Delaney, its Mayor

APPROVED BY the Board of INDEPENDENT SCHOOL DISTRICT NO. 2689, this ____ day of _____, 2023.

INDEPENDENT SCHOOL DISTRICT NO. 2689, an independent school district under the laws of Minnesota

By: Brad Carson, its Chair

Attest: Katie Wiese, its Clerk

LEASE

THIS LEASE is made and executed on the ____ day of _____, 2023, by and between the City of Pipestone, Minnesota a municipal corporation of the State of Minnesota, herein referred to as lessor; and the Pipestone Independent School District No. 2689, a political subdivision of the State of Minnesota, herein referred to as a lessee.

LESSOR leases to LESSEE for the term of 99 years, for the purpose of providing recreational facilities to the residents of the City of Pipestone, Minnesota, as well as to the residents of the District of LESSEE, the following are in the City and County of Pipestone, Minnesota (abutting the Paulson Field Recreational Complex) described as follows, to wit:

Commencing at a point Eighty feet (80') West of the Northwest corner of Lot Numbered Twelve (12), in Block Numbered Three (3), Cutting's Addition to the City of Pipestone, according to the Plat thereof on file and of record in the office of the County Recorder in and for said Pipestone County, Minnesota; thence South 287.5 feet to the point of beginning; thence West 1287 feet; thence South 520 feet; thence East 1287; thence North 520 feet to the point of beginning and there terminating, said lands being in the Northwest Quarter of the Southeast Quarter (NW1/4 of SE1/4) of Section Numbered eleven (11), Township Numbered One Hundred Six (106) North of Range Numbered Forty-six (46) West of the Fifth Principal Meridian, Pipestone County, Minnesota.

And

A tract of land in the Southeast Quarter of Section 11, Township 106 North, Range 46 West, of the 5th P.M. in the City of Pipestone, Pipestone County, Minnesota described as follows:

Commencing at the Southeast corner of said Section 11; thence South 89 degrees 54 minutes 56 seconds West, along the south line of the Southeast Quarter of said Section 11, a distance of 1003.00 feet; thence North 00 degrees 08 minutes 20 seconds West, parallel with the east line of the Southeast Quarter of said Section 11, a distance of 939.21 feet; thence South 89 degrees 54 minutes 56 seconds West, parallel with the south line of Southeast Quarter of said Section 11, a distance of 36.14 feet to the point of beginning; thence continuing South 89 degrees 54 minutes 56 seconds West, along said parallel line, a distance of 387.90 feet to the most westerly line (west line of the second paragraph) of a tract of land deeded to Pipestone Development Company LLC and recorded and described in the Office of the Pipestone County Recorder in Document No. 225670; thence North 00 degrees 13 minutes 34 seconds West, along said line, a distance of 882.85 feet to the south line of 2nd St. NW said line being a line lying parallel with and 40.00 south of the south line of Cutting's Addition to Pipestone according to the plat thereof on file and of record in the Office of the Pipestone County Recorder; thence North 89 degrees 53 minutes 26 seconds East, along said line, a distance of 56.00 feet to an iron monument; thence South 21 degrees 31 minutes 44 seconds East, a

distance of 363.08 feet to an iron monument; thence North 89 degrees 53 minutes 26 seconds East, a distance of 150.00 feet to an iron monument; thence continuing North 89 degrees 53 minutes 26 seconds East, a distance of 50.00 feet; thence South 00 degrees 13 minutes 34 seconds East, a distance of 545.01 feet to the point of beginning.

Said tract contains 5.80 (252,599 Sq Ft) of land.

Lessee shall pay to lessor rent for the above-described premises in the amount of One Dollar (\$1.00) per year.

The Parties, pursuant to this Lease and the Minnesota Statute authorizing the joint exercise of powers by governmental units (M.S.A. 471.59), agree that both PARTIES, in varying degrees, will use said premises and facilities for public purposes, during the Lease term, and, further, agree that both Parties shall be responsible for the proper maintenance of said premises and facilities according to their respective seasonal use thereof, and the actual details of shared use and maintenance of said premises and facilities shall be as determined, from time to time, by the City Council of the LESSOR and by the Board of Education of the LESSEE, and the costs therefor allocated accordingly.

Neither Party to this Lease shall be liable for the negligent or willful acts or omissions of the other Party, its employees, agents or assigns, nor for any damage, injury or loss sustained by any person while said person is on or about said premises or using said facilities in connection with an event promoted, scheduled, or sponsored by the other Party of for which the other party is responsible.

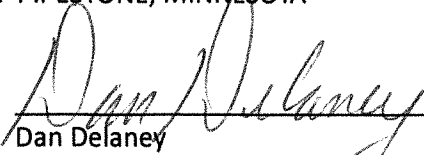
Neither Party hereto shall have the right to unilaterally terminate this Lease, but this Lease may be terminated and both parties relieved of any further responsibility hereunder by their mutual consent.

WHEREFORE, the parties hereto have hereunder executed this Lease the day and year first above written.

CITY OF PIPESTONE, MINNESOTA

PIPESTONE INDEPENDENT SCHOOL
DISTRICT NO. 2689

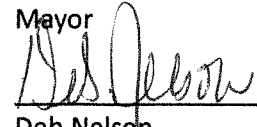
By



Dan Delaney
Mayor

By

By



Deb Nelson
Interim City Administrator

By

STATE OF MINNESOTA)

:ss.

COUNTY OF PIPESTONE)

The foregoing instrument was acknowledged before me this ____ day of _____, 2023, by Dan Delaney, Mayor and Deb Nelson, City Administrator of the City of Pipestone, Minnesota, a Municipal Corporation of the State of Minnesota, on behalf of the corporation.

Notary

STATE OF MINNESOTA)

:ss.

COUNTY OF PIPESTONE)

The foregoing instrument was acknowledged before me this ____ day of _____, 2023, by _____, Chairman and _____, Clerk of the Pipestone Independent School District No. 2689, a political subdivision of the State of Minnesota on behalf of the said School District.

Notary

Prepared by:
City of Pipestone
119 2nd Ave SW,
Pipestone, MN 56164