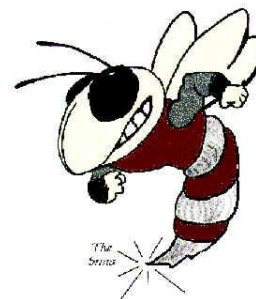


Yellow Medicine East ISD 2190 School Board Meeting Agenda



Monday, August 12, 2013 at 6:00 PM
Regular Meeting
YME High School Board Room

- | | |
|--|----|
| 1. Call to Order | 3 |
| 2. Approval of Agenda | |
| 3. Approval of July 8, 2013 Meeting Minutes | 5 |
| 4. Opportunity for Citizens to Speak | |
| 5. Board & Committee Reports | |
| A. Buildings & Grounds Committee | |
| B. Finance Committee | |
| 6. Reports | |
| A. Preliminary Enrollment Report | 8 |
| B. Finance Report | 9 |
| C. Bert Raney Elementary Report - M. Hesch | |
| D. YME MS/HS Report - M. Meihak | |
| E. Superintendent Report - A. Stoeckman | 10 |
| 7. Action Items | |
| A. Approval of Bills for Payment | 11 |
| B. Approval of 2013-2014 Bert Raney Elementary Handbook | 33 |
| C. Approval of 2013-2014 Middle/High School Handbook | 51 |
| D. Contract with MVCC for Special Education Services | |
| E. Contract with MVCC for Bookkeeping & Payroll Services | |
| F. Designate 2013 Truth in Taxation Hearing Date | |
| G. Clarkfield Building Lease | 83 |
| H. Approval of Food Services Prices for 2013-2014 | |
| I. Towel Service | |
| J. Open Lunch | |
| 8. Personnel Items | |
| A. Success Coach - R. Henderson | |
| B. 0.5 FTE Spanish Instructor - A. Carothers | |

9. Discussion Items

- A. School Board Professional Development - Developing Mutual Expectations - November 25, 2013

10. Upcoming Events

- A. Negotiation Session - August 19, 2013 - YME Board Room - 6:00 pm
- B. Teacher Workshop - August 26-29, 2013 - District
- C. First Day of School - Grades 1-12 - September 3, 2013
- D. First Day of School - Kindergarten - September 5, 2013
- E. School Board Meeting - September 9, 2013 - YME Board Room - 6:00 pm

11. Adjourn

YELLOW MEDICINE EAST PUBLIC SCHOOLS

Independent School District 2190

To: YME School Board Members
From: Allen Stoeckman, Superintendent
Date: August 7, 2013
RE: Board Meeting – August 12, 2013

Reminder of the starting new time, 6:00 PM.

The agenda notes for the August 12, 2013 Board meeting are as follows. Supporting exhibits are posted on BoardBook. Please let Denise know if you will be unable to attend the meeting.

- | Item | Description |
|------|--|
| 1. | Call to Order |
| 2. | Approval of Agenda |
| 3. | Approval of July 8, 2013 Meeting Minutes |
| 4. | Opportunity for Citizens to Speak |
| 5. | Board Committee Reports |
| A. | Buildings & Grounds Committee
<i>Met Monday, July 29, 2013.</i> |
| B. | Finance Committee
<i>Meeting Monday, August 12, 2013.</i> |
| 6. | Reports |
| A. | Preliminary Enrollment Report
<i>Posted on BoardBook. These numbers are preliminary and are expected to change up until the first day of school.</i> |
| B. | Finance Report
<i>Posted on BoardBook</i> |
| C. | Bert Raney Elementary Report – M. Hesch |
| D. | YME High School Report – M. Meihak |
| E. | Superintendent Report – A. Stoeckman
<i>Posted on BoardBook.</i> |
| 7. | Action Items |
| A. | Approval of Bills for Payment |
| B. | Approval of 2013-2014 Bert Raney Elementary Handbook
<i>The 2013-14 BRE Handbook is posted on BoardBook. Please review. Mrs. Hesch will be present to explain any changes. Recommend approval.</i> |
| C. | Approval of 2013-2014 Middle/High School Handbook
<i>The 2013-14 YME MS/HS Handbook is posted on BoardBook. Please review. Mr. Meihak will be present to explain any changes. Recommend approval.</i> |

- D. Contract with MVCC for Special Education Services
Annually, YME contracts with the Minnesota Valley Cooperative Center for the purchase of special education services. Recommend approval.
- E. Contract with MVCC for Bookkeeping & Payroll Services
Annually, the Minnesota Valley Cooperative Center contracts with YME for bookkeeping, payroll and secretarial services. Recommend approval of the contract.
- F. Designate 2013 Truth in Taxation Hearing Date
Recommend designating December 9, 2013 at 6:00 pm as for Truth in Taxation Hearing. The regular Board meeting will follow.
- G. Clarkfield Building Lease
The lease agreement with NHSH of Delaware through Einar Aagustsson, new owner of the H.A. Haag building, will be posted on BoardBook as soon as it is received. The lease is for use of the West Gym and locker rooms at a cost of \$15,000 for the 2013-14 school year. Recommend approval.
- H. Approval of Food Service Prices for 2013-14
There is no change being made to the food service prices for the 2013-14 school year. Recommend approval of the following:

<i>Breakfast:</i>		<i>Lunch:</i>	
<i>Grades K-4</i>	<i>Free</i>	<i>Grades K-4</i>	<i>\$2.25</i>
<i>Grades 5-12</i>	<i>\$1.45</i>	<i>Grades 5-12</i>	<i>\$2.50</i>
<i>Adult</i>	<i>\$2.10</i>	<i>Adult</i>	<i>\$3.50</i>
- I. Towel Service
- J. Open Lunch
Mr. Meihak will be present his recommendation for open lunch relating to grades 9-12. I support Mr. Meihak's efforts to create a more safe and secure campus.

8. Personnel Items

- A. Success Coach – R. Henderson
Robin Henderson has accepted the Success Coach position. Recommend approval.
- B. 0.5 FTE Spanish Instructor – A. Carothers
Mr. Meihak is recommending the employment of Amy Carothers as the Spanish instructor. Recommend approval.

9. Discussion Items

- A. School Board Professional Development – November 25, 2013
My email to Board Members on August 6 expressed my concern about deteriorating Board Relationships. This workshop conducted by MSBA is entitled “Developing Mutual Expectations”. I recommend that the YME Board participate.

10. Upcoming Events

- A. Negotiation Session – August 19, 2013 – YME Board Room – 6:00 pm
- B. Teacher Workshop Days – August 26-29, 2013 – District
- C. First Day of School – Grades 1-12 – September 3, 2013 – District
- D. First Day of School – Kindergarten – September 5, 2013 – District
- E. School Board Meeting – September 9, 2013 – YME Board Room – 6:00 pm

11. Adjourn

**YELLOW MEDICINE EAST ISD #2190
SCHOOL BOARD MEETING MINUTES
MONDAY, JULY 8, 2013 – 7:00 PM
YME BOARD ROOM**

Board Members Present: Dawn Odegard, Tim Opdahl, Steve Rupp, Grant Velde, Shelly Weir, Steve Zumhofe

Board Members Absent: Jane Hagert

Community / Staff Members Present: Deb Beckler, Nicole Boelter, Ricky Boelter, LeeAnn Boushek, Sharon Rupp, Allen Stoeckman, Denise Streich, Kathy Velde

Chairman Velde called the meeting to order.

Motion by Weir, second by Odegard and carried to approve the agenda for the meeting.

Motion by Zumhofe, second by Rupp and carried to approve the minutes from the June 26, 2013 special Board meeting.

The opportunity for citizens to speak received no response.

YME band instructor, Nicole Boelter, presented information on the MacPhail Center for Music program where students work with professional musicians through the use of interactive television.

Tim Opdahl reported on the June 17, 2013 and July 1, 2013 Negotiation Committee meetings.

A finance report was submitted for review.

Bert Raney Elementary Principal, Melissa Hesch, reported that all staffing positions have been filled and reviewed Read Well by 3rd Grade data.

A written report was submitted by YME MS/HS Principal, Mike Meihak.

Superintendent Stoeckman reviewed his submitted report and shared that the summer food service program has been successful thus far and will resume in August, explained the components of “The World’s Best Workforce” plan, and indicated that principal, supervisory, and district office staff evaluations have been completed.

Motion by Odegard, second by Rupp and carried to approve bills for payment in the amount of \$544,540.41 with checks numbered 15914-16019 (Citizen’s Alliance Bank) and 15133-15149 (Granite Falls Bank) and wire transfers numbered 201200128-201200135 in the amount of \$176,003.90

Motion by Opdahl, second by Weir and carried to approve the transfer of \$129,173 of implicit funds for FY2012-2013 from the OPEB Trust Fund to the following funds: General Fund - \$122,593, Food Service Fund - \$2,105, Community Service Fund - \$4,475.

Motion by Zumhofe, second by Opdahl and carried to adopt a resolution to hold meetings on October 14, 2013, Columbus Day, and November 11, 2013, Veteran’s Day.

Motion by Weir, second by Opdahl and carried to designate school Board meeting dates for 2013-2014 as follows: July 8, 2013, August 12, 2013, September 9, 2013, October 14, 2013, November 11, 2013, December 10, 2013, January 13, 2014, February 10, 2014, March 10, 2014, April 7, 2014, May 12, 2014, June 9, 2014. Meetings will begin at 6:00 pm. The fourth Monday of the month will be reserved should a second meeting need to be held. Meetings will take place in the YME Board Room.

Motion by Odegard, second by Zumhofe and carried to designate school depositories for 2013-2014 as follows: F&M Bank of Clarkfield for payroll; Citizen’s Alliance Bank of Granite Falls for the Board account, student programs and administrative account; and MN School District Liquid Asset Fund for receiving state-aid and levy revenues and facilities project accounts; and to authorize the Granite Falls Bank to provide electronic fund transfers to allow for payroll direct deposit services.

Motion by Weir, second by Opdahl and carried to designate the Advocate Tribune as the official school newspaper for 2013-2014.

Motion by Zumhofe, second by Odegard and carried, with Opdal opposed, to designate the following as legal counsel for 2013-2014: Ratwik, Roszak & Maloney, P.A. law firm - Eric Quiring; Rupp, Anderson, Squires & Waldspurger, P.A. - Kevin Rupp; and Holmstrom & Kvam – Spencer Kvam, and to authorize the Superintendent and Board chairperson to contact them as needed.

Motion by Opdahl, second by Rupp and carried to designate LeeAnn Boushek, Finance Officer, Terri Peterson, Assistant Finance Officer, and Tara Miller, Payroll Officer to complete and authorize electronic fund transfers as necessary to pay board bills and payroll and to complete investments for the district in secured accounts to yield the greatest amount of interest return.

Motion by Rupp, second by Weir and carried to authorize facsimile use of board member signatures for 2013-2014.

Motion by Zumhofe, second by Opdahl and carried to adopt the Health & Safety Policy #807 for 2013-2014.

Motion by Zumhofe, second by Opdahl and carried to approve the Health & Safety budget for 2013-2015, as follows:

Finance Code	Description	FY 2012-13	FY 2013-14	FY 2014-15
347	Physical Hazards	3,839	4,700	4,800
349	Other Hazardous Material	4,186	600	500
352	Environmental & Safety Management	14,773	24,650	15,800
358	Asbestos Removal	9,944	15,000	15,000
363	Fire Safety	8,437	5,400	5,400
366	Indoor Air Quality	300	-	
TOTALS		41,479	50,350	41,500

Motion by Odegaard, second by Weir and carried to approve membership renewal with the Minnesota School Boards Association for 2013-2014.

Motion by Zumhofe, second by Weir and carried to approve the 0.833 FTE employment of Alyssa Hoffman, Read 180/English Instructor, for the 2013-2014 school year.

Motion by Weir, second by Opdahl and carried to approve the 1.0 FTE employment of Deidra Lecy, English instructor, for the 2013-2014 school year.

Motion by Odegard, second by Rupp and carried to approve 1.0 FTE the employment of Samantha Santaella, elementary instructor.

Motion by Weir, second by Zumhofe and carried to approve the employment of Sarah LeBlanc, elementary paraprofessional.

Motion by Weir, second by Zumhofe and carried to approve the employment of Julie Ammermann, elementary paraprofessional.

Motion by Weir, second by Opdahl and carried to approve the employment of Alyssa Hoffman, assistant volleyball coach.

Motion by Zumhofe, second by Rupp and carried to approve the employment of Dean Baldry, assistant football coach.

Motion by Odegard, second by Weir and carried to accept the resignation of Tina Sturgeon, dance coach.

Discussion items included Chairman Velde reviewing the year-end evaluation conducted on Superintendent Stoeckman and scheduling a professional development workshop for Board members.

Upcoming Events

MSBA 2013 Summer Seminar - August 5, 2013 - Brooklyn Park, MN

Board Meeting – August 12, 2013 - YME Board Room - 6:00 pm

The meeting was adjourned by Chairman Velde.

YELLOW MEDICINE EAST ENROLLMENT UPDATE
2013-2014

PRELIMINARY

September 2013

	<i>BRE</i>	<i>MS/HS</i>	<i>ENR</i>
<i>Kindergarten</i>	68		
<i>First Grade</i>	61		
<i>Second Grade</i>	58		
<i>Third Grade</i>	65		
<i>Fourth Grade</i>	59		
<i>Fifth Grade</i>	58		
	369		
<i>Sixth Grade</i>		54	
<i>Seventh Grade</i>		54	
<i>Eighth Grade</i>		72	
<i>Ninth Grade</i>		59	
<i>Tenth Grade</i>		53	
<i>Eleventh Grade</i>		82	
<i>Twelfth Grade</i>		66	
		440	
<i>K-12 TOTAL</i>			809

**Yellow Medicine East #2190
Board Report
Aug-13**

2013-14 By Fund	Original 2013-14	Year to Date Expenditures	Budget Balance	Percent Expended	2012-13 YTD Expended On Original Budget
General	9,069,617	596,223	8,473,394	6.57%	3.95%
Food Service	391,126	1,900	389,226	0.49%	0.67%
Community Service	375,769	17,244	358,525	4.59%	4.05%
Debt Red.	1,199,488	246,494	952,994	20.55%	22.50%
OPEB Trust	295,800	17,676	278,124	5.98%	3.97%
OPEB Debt Service	194,895	39,898	154,998	20.47%	21.42%
Sub-total	11,526,695	919,435	10,607,260	7.98%	5.99%
Building Project (Fund 06)	0	0	0		
Total	11,526,695	919,435	10,607,260		

Year to date amounts include current month's accounts payables plus previous month's payroll.

Building Project expended to date: **\$11,386,348** (Includes FY12 A/P balance due ESG/Honeywell & Hallbar Cons)

Salaries % expended to date (approximately)

Contracted July-June	Supt/Finance/Maint/Comm Ed	8.33%
Contracted August-July	Principals	0.00%
Contracted Sept-August	Teachers/Fd Svc Supv/Nurses	0.00%
12 Month Non-certified	Secretaries	8.33%
12 Month Non-certified	Custodians	3.00%
9 Month non-Certified	Assistants/Cooks	0.00%

Liquid Asset Fund/Citizen's Alliance Money Market (Investments)

6/30/2013

Month End Cash Invested	\$2,780,242.56	General Closing Market Value
Construction Account (QZABS 8.26 Mil)	\$0.00	Facilities Project
Capital/Energy Bonds (QZABS 2.485 Mil)	\$0.00	Facilities Project

Electronic Fund Transfers/LAF Checks

			From	To
7/10/2013	\$ 54.73	RevTrak Fees	LAF	Revtrak
7/9/2013	\$ 500,000.00	Board Accounts Payable (by Check #1396	LAF	GF Bank
7/22/2013	\$ 2,000.00	Payroll (F&M Bank)	LAF	F&M Bank
7/22/2013	\$ 189,437.23	Payroll (GF Bank direct deposits)	LAF	GF Bank
	\$ -	Board Accounts Payable	LAF	GF Bank
	\$ -	PERA Trust (OPEB)	OPEB Trust	LAF

Trust Fund (PERA) OPEB **\$1,473,175.50** Ending **7/31/2013**

Yellow Medicine East - ISD 2190

Superintendent Report

August 12, 2013

- Crisis Response Team is updating the Crisis Management Plan which includes: Fire, tornado, chemical spills, bomb threat, lockdowns, shelter-in-place, death of student or staff. Plans will be reviewed with all staff members at the District Staff Development Day on Tuesday, August 27. One of the main goals is to encourage/train staff to “think on their feet”, don’t wait for step-by-step instructions.
- Beginning with the first day of school, plans are to lock doors at 8:15 AM. Only the front door of BRE and MS/HS will be open. Information about the locking of doors is going to parents and community members by mail, community education brochure, and electronically. This will be a “work in progress” as we learn to identify the “traffic patterns” of students, staff, and the public to make our PK-12 campus more secure.
- The theme of the MSBA Summer Conference on August 5 was “Keeping a Climate of Safety” through Prevention, Preparedness, Response, and Recovery plans. One of the most interesting thoughts that came from the conference was the “bystander effect”. Establishing better relationships with and among students and staff will prevent a crisis because with trust, individuals are more apt to share information of possible threats to people and facilities.

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
16037	AVENUES FOR CARE 01 E 998 404 000 740 394	08/12/2013	2231	5/20 - 6/9 PHYSICALLY IMPAIRED/STATE FUNDED SPECIAL ED/PAYMENTS TO	0	607.50 607.50	607.50
16038	B & J LAKE REGION ELECTRIC INC 01 E 005 860 000 366 530	08/12/2013	12588	HOME EC EXHAUST FAN HEALTH & SAFETY EQUIP/INDOOR AIR QUALITY/EQUIPMENT PURC	0	630.00 630.00	630.00
16039	KRISTINA BLACKWELDER 01 E 100 216 000 401 366	08/12/2013	1	TITLE I - PART A/TITLE I/TRAVEL-SCHOOL BUSINESS/	0	66.81 66.81	66.81
16040	CITY OF GRANITE FALLS 04 R 500 000 000 321 050	08/12/2013	SR13	2013 SUMMER REC. PROFIT COMMUNITY EDUCATION/FEES FROM PATRONS/	0	4,340.40 4,340.40	3,568.06
09 L	230 27			4315 TRANSIT FARE TRUST FUND/DEFERRED REVENUE/SR. CITIZENS GEN ACTIVITY	0	224.40 224.40	
01 E	300 294 215 000 370			4322 BASEBALL FIELD LEASE BOYS ATHLETICS//RENTALS AND LEASES/BASEBALL	0	500.00 500.00	
04 E	500 505 000 321 450			SR13 2013 SUMMER REC. PROFIT COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	-1,496.74 -1,496.74	
16041	CLINICARE CORPORATION 01 E 998 420 000 740 392	08/12/2013	268689	JUNE '13 TUITION SPECIAL EDUCATIONAL GENERAL/STATE FUNDED SPECIAL ED/OUT	0	1,671.72 1,671.72	1,671.72
16042	COMMITTEE FOR CHILDREN 01 E 005 211 731 315 305	08/12/2013	247704	SECONDARY EDUCATION GENERAL/INTEGRATION/PROFESSIONAL FE	3	979.00 979.00	979.00
16043	DEPT. OF EMPLOYMENT & ECONOMIC 01 E 300 211 000 000 280	08/12/2013	1	SECONDARY EDUCATION GENERAL//UNEMPLOYMENT COMPENSATION/	0	20.80 20.80	20.80
16044	DEPT. OF EMPLOYMENT & ECONOMIC 01 E 100 203 000 000 280	08/12/2013	2	QTR 2 - 2013 ELEMENTARY GENERAL ED./UNEMPLOYMENT COMPENSATION/	0	10.40 10.40	10.40
16045	JEFFREY IVERSON 01 E 300 640 000 316 367	08/12/2013	2	ACDA CONVENTION STAFF DEVELOPMENT/STAFF DEVELOPMENT/TRAVEL-PROFESS DEVE	0	480.30 480.30	591.41
01 E	300 640 000 316 367			3 ACDA CONVENTION STAFF DEVELOPMENT/STAFF DEVELOPMENT/TRAVEL-PROFESS DEVE	0	111.11 111.11	
16046	GRETCHEN KILBEY 01 E 998 420 000 740 392	08/12/2013	1	FY13 SPEECH SERVICES SPECIAL EDUCATIONAL GENERAL/STATE FUNDED SPECIAL ED/OUT	0	1,975.00 1,975.00	1,975.00
16047	MUSIC STREET 01 E 300 258 233 000 350	08/12/2013	1	INSTRUMENT REPAIRS MUSIC//REPAIRS AND MAINTENANCE SVCS/INSTRUMENTAL MUSIC	0	755.00 755.00	755.00
16048	MVCC 01 E 005 420 188 000 391	08/12/2013	FY13	RS-TRA SPECIAL EDUCATIONAL GENERAL//MN SCH DIST - REIMBURSEMEN	0	7,825.86 7,825.86	13,045.92
01 E	005 420 188 000 220			FY13- RS- INS SPECIAL EDUCATIONAL GENERAL//GROUP HOSPITALIZATION/EXTE	0	5,220.06 5,220.06	
16049	NELSEN'S CLEANERS & LAUNDERERS 01 E 300 258 233 000 382	08/12/2013	206516	CLEANING OF BAND UNIFORMS MUSIC//LAUNDRY AND DRY CLEANING/INSTRUMENTAL MUSIC	30013208	296.00 296.00	296.00
16050	RATWIK, ROSZAK & MALONEY, P.A 01 E 005 150 000 000 305	08/12/2013	52836	LEGAL SERVICES//PROFESSIONAL FEES/	0	2,135.00 2,135.00	2,135.00
16051	RICOH-CH 01 E 300 211 000 000 350	08/12/2013	5027021344	HS RISO - FINAL SECONDARY EDUCATION GENERAL//REPAIRS AND MAINTENANCE SV	0	340.48 340.48	340.48
16052	KERRI SHACKELFORD 01 E 100 216 000 401 366	08/12/2013	1	TITLE I - PART A/TITLE I/TRAVEL-SCHOOL BUSINESS/	0	70.49 70.49	70.49

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
16053	SHRED-IT	08/12/2013	940213404		0	855.00	855.00
01 E 005 810 000 000 899				OPERATIONS AND MAINTENANCE//MISCELLANEOUS EXPENSE/		855.00	
				17 Computer	Check(s) For a Total of		27,618.59

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	17	Computer	Checks For a Total of	27,618.59
Total For	17	Manual, Wire Tran, ACH & Computer	Checks	27,618.59
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	27,618.59

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	0.00	0.00	24,550.53	24,550.53
04	COMMUNITY SERVICE	0.00	4,340.40	-1,496.74	2,843.66
09	TRUST FUND	224.40	0.00	0.00	224.40

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
16054	A&B BUSINESS, INC. SOLUTIONS	08/12/2013	1	COPIER LEASE	0	200.00	2,098.50
01 E 005 020 000 302 580				SUPERINTENDENT'S OFFICE/CAPITAL OUTLAY/CAPITAL LEASE PR		200.00	
			2	COPIER LEASE	0	450.00	
01 E 100 203 000 302 580				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/CAPITAL LEASE PRI		450.00	
			3	COPIER LEASE	0	842.50	
01 E 300 211 000 302 580				SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/CAPITAL LEAS		842.50	
			4	COPIER MAINTENANCE	0	110.00	
01 E 005 020 000 000 350				SUPERINTENDENT'S OFFICE//REPAIRS AND MAINTENANCE SVCS/		110.00	
			5	COPIER MAINTENANCE	0	200.00	
01 E 100 203 000 000 350				ELEMENTARY GENERAL ED./REPAIRS AND MAINTENANCE SVCS/		200.00	
			6	COPIER MAINTENANCE	0	296.00	
01 E 300 211 000 000 350				SECONDARY EDUCATION GENERAL//REPAIRS AND MAINTENANCE SV		296.00	
16055	ADVOCATE TRIBUNE	08/12/2013	1	LEGALS	0	255.00	805.21
01 E 005 010 000 000 380				BOARD OF EDUCATION//PRINTING/ADVERTISING/		255.00	
			2	REG. ENVELOPES	0	125.13	
01 E 005 020 000 000 401				SUPERINTENDENT'S OFFICE//GENERAL SUPPLIES/		125.13	
			3	WINDOW ENVELOPES	0	138.25	
01 E 005 020 000 000 401				SUPERINTENDENT'S OFFICE//GENERAL SUPPLIES/		138.25	
			4	REG. ENVELOPES - COLOR LOGO	0	138.25	
01 E 300 292 000 000 899				BOYS/GIRLS ATHLETICS//MISCELLANEOUS EXPENSE/		138.25	
			5		0	59.58	
01 E 300 298 000 000 899				EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/		59.58	
			6		0	89.00	
01 E 005 010 000 000 380				BOARD OF EDUCATION//PRINTING/ADVERTISING/		89.00	
16056	AMERICAN WELDING AND GAS	08/12/2013	2349022		0	12.09	12.09
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		12.09	
16057	ATLAS PEN & PENCIL CORP.	08/12/2013	100459028	3 IN 1 SHARPENER	100140023	24.85	24.85
01 E 100 203 405 000 430				ELEMENTARY GENERAL ED./SUPPLIES/5TH GRADE		24.85	
16058	AUS FLOORS & MORE INC.	08/12/2013	11357	TILE - BERT RANEY	0	16,262.96	16,262.96
01 E 005 850 000 302 522				FACILITIES/CAPITAL OUTLAY/BUILDING IMPROVEMENTS/		16,262.96	
16059	BARBER, STEVE	08/12/2013	11	TENNIS BALLS	0	156.96	156.96
01 E 300 296 224 000 401				GIRLS ATHLETICS//GENERAL SUPPLIES/TENNIS		156.96	
16060	BENCHMARK	08/12/2013	253655	TITLE 1 - 401	100130281	3,055.90	3,055.90
01 E 100 216 000 401 401				TITLE I - PART A/TITLE I/GENERAL SUPPLIES/		3,055.90	
16061	ROBBIN R BENDEL	08/12/2013	1	MILEAGE	0	10.92	44.38
04 E 500 590 000 321 366				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/TRAVEL-SCH		10.92	
			2	CANDY	0	33.46	
09 L 230 27				TRUST FUND/DEFERRED REVENUE/SR. CITIZENS GEN ACTIVITY		33.46	
16062	BENNETT & BENNETT INC.	08/12/2013	1	7/9 TO 7/25	0	1,170.21	2,382.16
01 E 005 760 000 723 361				PUPIL TRANSPORTATION/HANDICAPPED/BUS CONTR. (XWKD TO 36		1,170.21	
			2	SUMMER SCHOOL ALC	0	1,081.08	
01 E 005 760 000 721 361				PUPIL TRANSPORTATION/SUMMER SCHOOL TRANSP REG/BUS CONTR		1,081.08	
			3	FUEL	0	100.87	
01 E 005 760 000 720 361				PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/BUS CON		100.87	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 300 258 233 000 370			4	BAND RENT MUSIC//RENTALS AND LEASES/INSTRUMENTAL MUSIC	0	30.00 30.00	
16063 BILL'S ELECTRIC 01 E 005 810 000 000 410		08/12/2013	5514	OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/	0	79.05 79.05	79.05
16064 BROUWER MANUFACTURING LTD. 04 E 500 505 548 321 401		08/12/2013	11938	BRAKE KIT COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/GENERAL	0	314.66 314.66	314.66
16065 BSN SPORTS 01 E 100 203 408 000 430		08/12/2013	95436921	ELEMENTARY GENERAL ED.//SUPPLIES/ELEM PHY ED	0	116.93 116.93	116.93
16066 CARL'S BAKERY 04 E 500 505 000 321 450		08/12/2013	9204	COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	9.12 9.12	9.12
16067 CARSON-DELLOSA PUBLISHING CO. 01 E 100 203 402 000 430		08/12/2013	164105	ELEMENTARY GENERAL ED.//SUPPLIES/2ND GRADE	100130049	16.25 16.25	343.63
01 E 100 216 000 401 433			164105	TITLE 1 - 433 TITLE I - PART A/TITLE I/INDIVIDUAL INST SUPPLIES/	100130049	327.38 327.38	
16068 CDW GOVERNMENT, INC. 01 E 300 257 000 000 433		08/12/2013	DW27680	COMPUTER TECHNOLOGY//INDIVIDUAL INST SUPPLIES/	0	721.63 721.63	721.63
16069 CENEX CREDIT CARD 04 E 500 505 548 321 442		08/12/2013	1	DRIVER'S ED COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/GAS & O	0	220.42 220.42	794.51
01 E 005 810 193 000 442			2	VEHICLES OPERATIONS AND MAINTENANCE//GAS & OIL/CAR EXPENSES	0	574.09 574.09	
16070 CITIZENS ALLIANCE BANK 01 E 300 298 216 000 899		08/12/2013	1	CHANGE START-UP FY 14 EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/FLO-T	0	1,200.00 1,200.00	1,303.50
02 E 005 770 000 701 899			2	CHANGE START-UP FOOD SERVICES/SCHOOL LUNCH/MISCELLANEOUS EXPENSE/	0	103.50 103.50	
16071 Vendor Continued Void 16072 CITY OF GRANITE FALLS 01 E 005 810 183 000 330		08/12/2013					0.00
01 E 005 810 184 000 330		08/12/2013	1	BR WATER/SEWER OPERATIONS AND MAINTENANCE//UTILITY SERVICES/SEWER-WATE	0	205.54 205.54	17,165.43
01 E 005 810 184 000 330			2	BR ELECTRICITY OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT	0	4,175.26 4,175.26	
01 E 005 810 183 000 330			3	HS WATER/SEWER OPERATIONS AND MAINTENANCE//UTILITY SERVICES/SEWER-WATE	0	2,026.91 2,026.91	
01 E 005 810 184 000 330			4	HS ELECTRICITY OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT	0	10,739.97 10,739.97	
01 E 005 810 184 000 330			5	TRACK OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT	0	24.12 24.12	
01 E 300 361 000 000 330			6	CARPENTRY CARPENTRY//UTILITY SERVICES/	0	12.00 12.00	
01 E 005 810 191 000 330			7	OUTSIDE MAINTENANCE OPERATIONS AND MAINTENANCE//UTILITY SERVICES/OUTSIDE MA	0	77.44 77.44	
01 E 005 810 184 000 330			8	SALES TAX OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT	0	-95.81 -95.81	
16073 CLINICARE CORPORATION 01 E 998 420 000 740 392		08/12/2013	270205	july '13 tuition SPECIAL EDUCATIONAL GENERAL/STATE FUNDED SPECIAL ED/OUT	0	2,507.58 2,507.58	2,507.58
16074 COMPANION CORP. 01 E 100 620 000 000 401 01 E 300 620 000 000 401 01 E 350 620 000 000 401		08/12/2013	87610	EDUCATIONAL MEDIA/LIBRARY//GENERAL SUPPLIES/ EDUCATIONAL MEDIA/LIBRARY//GENERAL SUPPLIES/ EDUCATIONAL MEDIA/LIBRARY//GENERAL SUPPLIES/	5130008	2,590.00 1,195.40 796.90 597.70	2,590.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
16075	COMPVIEW INC	08/12/2013	212358	LAMPS	5140010	1,450.00	3,423.12
01 E 200 612 199 000 401				TECHNOLOGY//GENERAL SUPPLIES/KAREN MCCOY		1,450.00	
			212391	LCD PROJECTORS	0	1,973.12	
01 E 200 612 000 302 555				TECHNOLOGY/CAPITAL OUTLAY/TECHNOLOGY EQUIPMENT/		1,973.12	
16076	CONSUMERS COOPERATIVE OIL CO.	08/12/2013	1		0	114.08	114.08
01 E 025 810 000 000 442				OPERATIONS AND MAINTENANCE//GAS & OIL/		114.08	
16077	COUNTRYSIDE PUBLIC HEALTH	08/12/2013	1	HEP B SHOTS	0	224.00	224.00
01 E 005 860 000 352 305				HEALTH & SAFETY EQUIP/ENVIRONMENTAL HLTH & SAFETY/PROFE		224.00	
16078	CREATIVE TEACHING PRESS	08/12/2013	783528		100140012	51.86	56.85
01 E 100 201 000 000 430				KINDERGARTEN//SUPPLIES/		51.86	
			785829		100140012	4.99	
01 E 100 201 000 000 430				KINDERGARTEN//SUPPLIES/		4.99	
16079	DAKTRONICS, INC.	08/12/2013	6563281	SCOREBOARD	0	12,909.00	12,909.00
01 E 300 292 000 302 530				BOYS/GIRLS ATHLETICS/CAPITAL OUTLAY/EQUIPMENT PURCHASES		12,909.00	
16080	DEAN FOODS NORTH CENTRAL, INC.	08/12/2013	5937405		0	80.13	80.13
02 E 005 770 000 709 495				FOOD SERVICES/SUMMER FOOD SERVICE/MILK/		80.13	
16081	DIDAX	08/12/2013	S1-023301	TITLE 1 - 433	100130287	32.31	86.01
01 E 100 216 000 401 433				TITLE I - PART A/TITLE I/INDIVIDUAL INST SUPPLIES/		32.31	
			S1-023389	TITLE 1 - 433	100130287	53.70	
01 E 100 216 000 401 433				TITLE I - PART A/TITLE I/INDIVIDUAL INST SUPPLIES/		53.70	
16082	DISCOUNT SCHOOL SUPPLY	08/12/2013	W17972230101	SUPPLIES	100140019	210.00	292.46
01 L 230 33				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		210.00	
			W17972230101	SUPPLIES	100140019	82.46	
01 E 100 203 402 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/2ND GRADE		82.46	
16083	EDMENTUM	08/12/2013	8781		5140004	974.70	974.70
01 E 300 710 000 000 461				COUNSELING/GUIDANCE//STANDARDZED TESTS/		562.98	
01 E 350 710 000 000 461				COUNSELING/GUIDANCE//STANDARDZED TESTS/		272.48	
01 E 350 712 000 000 461				ELEMENTARY GUIDANCE/COUNSELING//STANDARDZED TESTS/		139.24	
16084	THE EDUCATION CENTER INC.	08/12/2013	8794374	TITLE 1 - 433	100130284	59.85	59.85
01 E 100 216 000 401 433				TITLE I - PART A/TITLE I/INDIVIDUAL INST SUPPLIES/		59.85	
16085	EDUPRESS	08/12/2013	5015293		100140040	41.48	41.48
01 E 100 203 403 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/3RD GRADE		41.48	
16086	ENCHANTED LEARNING, LLC	08/12/2013	130719-105128D	SUBSCRIPTION	100140018	125.00	125.00
01 E 100 050 000 000 899				PRINCIPAL'S OFFICE//MISCELLANEOUS EXPENSE/		125.00	
16087	FARMERS UNION OIL CO.	08/12/2013	1	DRIVERS ED	0	20.86	116.81
04 E 500 505 548 321 442				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/GAS & O		20.86	
			2	OUTSIDE	0	95.95	
01 E 005 810 191 000 442				MAINTENANCE GAS		95.95	
				OPERATIONS AND MAINTENANCE//GAS & OIL/OUTSIDE MAINTENAN		95.95	
16088	FILTRATION SYSTEMS INC.	08/12/2013	54929		0	1,493.84	1,493.84
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		1,493.84	
16089	FLINN SCIENTIFIC INC	08/12/2013	1663573		30014014	1,369.02	1,369.02
01 E 300 260 000 000 430				NATURAL SCIENCES//SUPPLIES/		1,369.02	
16090	FOLLETT EDUCATIONAL SERVICES	08/12/2013	1481044A	TEEN HEALTH	30014009	171.93	625.13
01 E 300 211 000 302 560				SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/TEXTBOOK/LIB		171.93	
			1481358A	READ 180	30014013	453.20	
01 E 350 220 000 000 430				ENGLISH//SUPPLIES/		453.20	
16091	FOOD SERVICES OF AMERICA	08/12/2013	1		0	512.47	531.59

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02 E 005 770 000 709 490				FOOD SERVICES/SUMMER FOOD SERVICE/FOOD/		512.47	
			2		0	19.12	
02 E 005 770 000 709 401				FOOD SERVICES/SUMMER FOOD SERVICE/GENERAL SUPPLIES/		19.12	
16092 FRENCH GLASS & SPECIALTY INC.		08/12/2013	1333798	BROKEN WINDOW	0	38.87	38.87
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		38.87	
16093 FURNITURE FOOTIES, LLC		08/12/2013	1	FURNITURE FOOTIES	100140034	145.95	145.95
01 E 100 203 404 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/4TH GRADE		145.95	
16094 G-SPORTS WRESTLING		08/12/2013	49476		0	35.50	35.50
01 E 300 292 000 000 899				BOYS/GIRLS ATHLETICS//MISCELLANEOUS EXPENSE/		35.50	
16095 GOOGLE, INC.		08/12/2013	6760924		0	16.50	16.50
01 E 200 612 199 000 401				TECHNOLOGY//GENERAL SUPPLIES/KAREN MCCOY		16.50	
16096 GOPHER SPORT		08/12/2013	8663829		30014011	643.80	643.80
01 E 300 240 000 000 430				HEALTH/PHY ED/RECREATION//SUPPLIES/		643.80	
16097 GREAT PLAINS NATURAL GAS CO		08/12/2013	1	CLARKFIELD	0	20.00	556.40
01 E 025 810 000 000 440				OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/		20.00	
			10	elem	0	188.29	
01 E 005 810 000 000 440				OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/		188.29	
			2	HS	0	327.11	
01 E 005 810 000 000 440				OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/		327.11	
			3	OM	0	21.00	
01 E 005 810 191 000 440				OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/OUTSIDE		21.00	
16098 HILLYARD/HUTCHINSON		08/12/2013	600771445		0	2,499.29	4,793.01
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		2,499.29	
			600771446		0	779.61	
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		779.61	
			600789512		0	284.61	
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		284.61	
			600789513		0	929.00	
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		929.00	
			600793563		0	300.50	
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		300.50	
16099 HINZ, STACY		08/12/2013	1	MNVBCA COACHING CLINIC & HOTEL	0	280.49	280.49
01 E 300 292 000 316 367				BOYS/GIRLS ATHLETICS/STAFF DEVELOPMENT/TRAVEL-PROFESS D		280.49	
16100 I & S GROUP		08/12/2013	21903	BLEACHER INSPECTION	0	1,500.00	1,500.00
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		1,500.00	
16101 INN MSP- WEST BLOOMINGTON		08/12/2013	1	dummy check	0	1.00	1.00
01 E 300 296 224 000 401				GIRLS ATHLETICS//GENERAL SUPPLIES/TENNIS		1.00	
16102 INNOVATIVE LEARNING CONCEPTS I		08/12/2013	1	dummy check	0	1.00	1.00
01 E 300 296 224 000 401				GIRLS ATHLETICS//GENERAL SUPPLIES/TENNIS		1.00	
16103 INNOVATIVE OFFICE SOLUTIONS		08/12/2013	0315620		100140030	32.09	462.85
01 E 100 201 000 000 430				KINDERGARTEN//SUPPLIES/		32.09	
			0315766		100140033	126.38	
01 E 100 201 000 000 430				KINDERGARTEN//SUPPLIES/		126.38	
			0319730		100140013	117.93	
01 E 100 050 000 000 899				PRINCIPAL'S OFFICE//MISCELLANEOUS EXPENSE/		117.93	

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01 E 100 203 000 000 430			0326453	NAME PLATE SIGNS ELEMENTARY GENERAL ED.//SUPPLIES/	100140016	40.25 40.25	
01 E 100 203 405 000 430			315667	DRAWER ORGANIZER ELEMENTARY GENERAL ED.//SUPPLIES/5TH GRADE	100140028	60.49 60.49	
01 E 300 211 000 000 430			336019	SECONDARY EDUCATION GENERAL//SUPPLIES/	0	85.71 85.71	
16104 INTERNATIONAL ACADEMY OF SCIEN		08/12/2013	7445	ACELLUS STUDENT LICENSE	0	39.90	39.90
01 E 300 200 000 000 433				POST SECONDARY OPTIONS ENROLL//INDIVIDUAL INST SUPPLIES		39.90	
16105 ISCORP		08/12/2013	659233	SKYWARD & FINANCE	0	195.50	195.50
01 E 005 110 000 000 350				ACCOUNTING OFFICE//REPAIRS AND MAINTENANCE SVCS/		195.50	
16106 JEFFREY IVERSON		08/12/2013	1	FORD FUSION REPAIR	0	151.62	151.62
01 E 005 810 193 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		151.62	
16107 ELIZABETH JAHN		08/12/2013	1	NOTEFLIGHT STUDIO SUBSCRIPTION	100140037	100.94	100.94
01 L 230 36				GENERAL FUND/DEFERRED REVENUE/MUSIC-BERT RANEY		100.94	
16108 JIM'S CLOTHING & SPORTING GOOD		08/12/2013	88475	FOOTBALL	0	4,500.00	6,636.10
01 E 300 294 227 000 401				BOYS ATHLETICS//GENERAL SUPPLIES/UNIFORMS		4,500.00	
			93968	FOOTBALL/DANCE/VOL LEYBALL	0	2,136.10	
01 E 300 294 211 000 401				BOYS ATHLETICS//GENERAL SUPPLIES/FOOTBALL		1,599.55	
01 E 300 296 209 000 401				GIRLS ATHLETICS//GENERAL SUPPLIES/VOLLEYBALL		444.55	
01 E 300 296 228 000 401				GIRLS ATHLETICS//GENERAL SUPPLIES/DANCELINE		92.00	
16109 KAPLAN SCHOOL SUPPLY CORP		08/12/2013	3215320	TITLE 1 - 433	100130286	301.79	316.68
01 E 100 216 000 401 433				TITLE I - PART A/TITLE I/INDIVIDUAL INST SUPPLIES/		301.79	
			3218137	TITLE 1 - 433	100130286	14.89	
01 E 100 216 000 401 433				TITLE I - PART A/TITLE I/INDIVIDUAL INST SUPPLIES/		14.89	
16110 LAKES COUNTRY SERVICE COOP		08/12/2013	73322	PAPER	0	4,510.00	4,510.00
01 E 005 020 000 000 401				SUPERINTENDENT'S OFFICE//GENERAL SUPPLIES/		451.00	
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/		2,029.50	
01 E 300 211 000 000 430				SECONDARY EDUCATION GENERAL//SUPPLIES/		2,029.50	
16111 LAKESHORE LEARNING MATERIALS		08/12/2013	4453920613		100140008	820.78	820.78
01 E 100 201 000 000 430				KINDERGARTEN//SUPPLIES/		787.28	
01 E 100 203 403 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/3RD GRADE		33.50	
16112 LEE'S AUTO & DIESEL INC.		08/12/2013	27802	99 OLDS	0	111.60	211.53
01 E 005 810 193 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		111.60	
			27841	BRAKE PEDAL	0	99.93	
01 E 005 810 193 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		99.93	
16113 LEGO EDUCATION		08/12/2013	464467-1	EXPANSION SET	0	107.95	107.95
01 E 100 298 198 000 401				EXTRACURRICULAR ACTIVITIES//GENERAL SUPPLIES/LEGO LEAGU		107.95	
16114 LIFELINE AED INC.		08/12/2013	LL-4946	AED PADS	0	394.04	394.04
01 E 005 860 000 352 530				HEALTH & SAFETY EQUIP/ENVIRONMENTAL HLTH & SAFETY/EQUIP		394.04	
16115 LIONS CLUB OF GRANITE FALLS		08/12/2013	FY14 DUES		0	30.00	30.00
04 E 500 505 000 321 820				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/DUES &		30.00	
16116 LIONS-QUEST PROGRAMS		08/12/2013	1000000475	SKILLS FOR ADOLESCENCE CURRICULUM	30014004	161.85	161.85
01 E 300 250 000 000 433				FAMILY CONSUMER SCIENCE//INDIVIDUAL INST SUPPLIES/		161.85	
16117 MINNESOTA ELEVATOR, INC.		08/12/2013	285274		0	319.84	319.84
01 E 005 860 000 347 590				HEALTH & SAFETY EQUIP/PHYSICAL HAZARD CONTROL/OTHER CAP		319.84	

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16118	MN RIVER VALLEY EDUCATION DIST	08/12/2013	FY14-QTR 1 - 1	COMM. ED.	0	125.00	11,558.63
01 E 005 105 129 310 391				ADMINISTRATIVE SUPPORT/COOPERATIVE/MN SCH DIST - REIMBU		125.00	
			FY14-QTR 1 - 2	BOARD OF ED	0	6.25	
01 E 005 105 129 310 391				ADMINISTRATIVE SUPPORT/COOPERATIVE/MN SCH DIST - REIMBU		6.25	
			FY14-QTR 1 - 3	PROF DEV	0	171.88	
01 E 005 105 129 310 391				ADMINISTRATIVE SUPPORT/COOPERATIVE/MN SCH DIST - REIMBU		171.88	
			FY14-QTR 1 - 4	MRVED	0	6,618.00	
01 E 005 105 129 310 391				ADMINISTRATIVE SUPPORT/COOPERATIVE/MN SCH DIST - REIMBU		6,618.00	
			FY14-QTR 1 - 5	BLDG. MAINT.	0	3,387.50	
01 E 610 211 129 310 370				SECONDARY EDUCATION GENERAL/COOPERATIVE/RENTALS AND LEA		3,387.50	
			FY14-QTR 1 - 6	TECHNOLOGY	0	1,250.00	
01 E 005 612 129 310 391				TECHNOLOGY/COOPERATIVE/MN SCH DIST - REIMBURSEMENT/MONT		1,250.00	
16119	MN SCH BOARDS ASSOC	08/12/2013	6479G3Z6K3	POLICY SERVICES	0	575.00	4,402.00
01 E 005 010 000 000 820				RENEWAL			
				BOARD OF EDUCATION//DUES & MEMBERSHIPS/		575.00	
			6479G3Z6K3	ASSOC. DUES	0	3,602.00	
01 E 005 010 000 000 820				BOARD OF EDUCATION//DUES & MEMBERSHIPS/		3,602.00	
			665150B4N4	SUMMER SEMINAR	0	225.00	
01 E 005 020 000 000 367				SUPERINTENDENT'S OFFICE//TRAVEL-PROFESS DEVELOPMENT/		225.00	
16120	MONTEVIDEO COMMUNITY ED	08/12/2013	1	TWINS TRIP	0	210.00	210.00
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		210.00	
16121	Vendor Continued Void	08/12/2013					0.00
16122	MSHSL	08/12/2013	15097		0	237.00	2,137.00
01 E 300 292 219 000 401				BOYS/GIRLS ATHLETICS//GENERAL SUPPLIES/TRACK		18.00	
01 E 300 292 225 000 401				BOYS/GIRLS ATHLETICS//GENERAL SUPPLIES/GOLF		12.00	
01 E 300 294 211 000 401				BOYS ATHLETICS//GENERAL SUPPLIES/FOOTBALL		18.00	
01 E 300 294 213 000 401				BOYS ATHLETICS//GENERAL SUPPLIES/BASKETBALL		18.00	
01 E 300 294 215 000 401				BOYS ATHLETICS//GENERAL SUPPLIES/BASEBALL		18.00	
01 E 300 294 221 000 401				BOYS ATHLETICS//GENERAL SUPPLIES/WRESTLING		18.00	
01 E 300 296 209 000 401				GIRLS ATHLETICS//GENERAL SUPPLIES/VOLLEYBALL		18.00	
01 E 300 296 210 000 401				GIRLS ATHLETICS//GENERAL SUPPLIES/SOFTBALL		18.00	
01 E 300 296 213 000 401				GIRLS ATHLETICS//GENERAL SUPPLIES/BASKETBALL		18.00	
01 E 300 296 228 000 401				GIRLS ATHLETICS//GENERAL SUPPLIES/DANCELINE		6.00	
01 E 300 298 000 000 899				EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/		75.00	
			23319		0	1,900.00	
01 E 300 292 219 000 401				BOYS/GIRLS ATHLETICS//GENERAL SUPPLIES/TRACK		180.00	
01 E 300 292 225 000 401				BOYS/GIRLS ATHLETICS//GENERAL SUPPLIES/GOLF		180.00	
01 E 300 292 226 000 401				BOYS/GIRLS ATHLETICS//GENERAL SUPPLIES/CROSS COUNTRY		180.00	
01 E 300 294 211 000 401				BOYS ATHLETICS//GENERAL SUPPLIES/FOOTBALL		90.00	
01 E 300 294 213 000 401				BOYS ATHLETICS//GENERAL SUPPLIES/BASKETBALL		90.00	
01 E 300 294 215 000 401				BOYS ATHLETICS//GENERAL SUPPLIES/BASEBALL		90.00	
01 E 300 294 221 000 401				BOYS ATHLETICS//GENERAL SUPPLIES/WRESTLING		90.00	
01 E 300 294 224 000 401				BOYS ATHLETICS//GENERAL SUPPLIES/TENNIS		90.00	
01 E 300 296 209 000 401				GIRLS ATHLETICS//GENERAL SUPPLIES/VOLLEYBALL		90.00	
01 E 300 296 210 000 401				GIRLS ATHLETICS//GENERAL SUPPLIES/SOFTBALL		90.00	
01 E 300 296 213 000 401				GIRLS ATHLETICS//GENERAL SUPPLIES/BASKETBALL		90.00	
01 E 300 296 224 000 401				GIRLS ATHLETICS//GENERAL SUPPLIES/TENNIS		90.00	
01 E 300 296 228 000 401				GIRLS ATHLETICS//GENERAL SUPPLIES/DANCELINE		180.00	
01 E 300 298 000 000 899				EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/		100.00	
01 E 300 298 233 000 401				EXTRACURRICULAR ACTIVITIES//GENERAL SUPPLIES/INSTRUMENT		90.00	
01 E 300 298 236 000 401				EXTRACURRICULAR ACTIVITIES//GENERAL SUPPLIES/MUSICAL		180.00	
16123	MTI DISTRIBUTING INC.	08/12/2013	914823-00		0	133.01	133.01
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		133.01	
16124	MUSIC IS ELEMENTARY	08/12/2013	207372	KAZOOS	100140029	7.95	7.95
01 E 100 203 407 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/ELEM MUSIC		7.95	
16125	MVCC	08/12/2013	FY14	SPECIAL ED	0	200,000.00	200,000.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				SERVICES			
01 E 200 420 000 740 396				SPECIAL EDUCATIONAL GENERAL/STATE FUNDED SPECIAL ED/DUE		200,000.00	
16126 MVTV		08/12/2013	1	MAINT. INTERNET	0	52.95	52.95
01 E 200 612 199 000 305				TECHNOLOGY//PROFESSIONAL FEES/KAREN MCCOY		52.95	
16127 NASCO		08/12/2013	446336		30014007	366.22	366.22
01 E 300 331 000 830 433				FAMILY LIFE SCIENCE (VOC)/VOCATIONAL PROGRAMS/INDIVIDUA		366.22	
16128 NATIONAL SCHOOL PRODUCTS		08/12/2013	987207	NURSERY RHYME	100140032	29.49	456.89
01 E 100 201 000 000 430				KINDERGARTEN//SUPPLIES/		29.49	
			987361		100140025	427.40	
01 E 100 201 000 000 430				KINDERGARTEN//SUPPLIES/		427.40	
16129 NHSH INC.		08/12/2013	1	SECURITY DEPOSIT	0	1,666.66	5,000.00
01 A 131 01				- CLKFD			
				GENERAL FUND/PREPAID EXPENSE/SECURITY DEPOSIT CLKFLD BL		1,666.66	
			2	SEPT RENT	0	1,666.67	
01 E 025 850 000 000 370				FACILITIES//RENTALS AND LEASES/		1,666.67	
			3	OCT. RENT	0	1,666.67	
01 E 025 850 000 000 370				FACILITIES//RENTALS AND LEASES/		1,666.67	
16130 NORTHWEST EVALUATION ASSOC.		08/12/2013	53305	NWEA RENEWAL	5140003	8,125.00	8,125.00
01 E 300 710 000 000 461				COUNSELING/GUIDANCE//STANDARDZED TESTS/		1,803.74	
01 E 100 712 000 000 461				ELEMENTARY GUIDANCE/COUNSELING//STANDARDZED TESTS/		3,615.63	
01 E 350 712 000 000 461				ELEMENTARY GUIDANCE/COUNSELING//STANDARDZED TESTS/		2,705.63	
16131 OFFICE MAX CONTRACT INC.		08/12/2013	726477	AIR DUSTERS	5140006	64.44	177.21
01 E 200 612 199 000 401				TECHNOLOGY//GENERAL SUPPLIES/KAREN MCCOY		64.44	
			870832		0	12.27	
01 E 005 110 000 000 401				ACCOUNTING OFFICE//GENERAL SUPPLIES/		12.27	
			871124		0	100.50	
01 E 005 110 000 000 401				ACCOUNTING OFFICE//GENERAL SUPPLIES/		100.50	
16132 OLSON SANITATION INC.		08/12/2013	1		0	234.91	234.91
01 E 005 810 000 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/		234.91	
16133 PAN-O-GOLD BAKING CO.		08/12/2013	1		0	12.54	12.54
02 E 005 770 000 709 490				FOOD SERVICES/SUMMER FOOD SERVICE/FOOD/		12.54	
16134 PIONEER MFG. CO.		08/12/2013	483578	QUICK STRIPE	0	2,200.00	2,200.00
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		2,200.00	
16135 PITNEY BOWES		08/12/2013	454116-JY13	4/30/13 TO	0	1,017.00	1,017.00
01 E 005 020 000 000 370				7/30/13			
				SUPERINTENDENT'S OFFICE//RENTALS AND LEASES/		1,017.00	
16136 PITNEY BOWES INC.		08/12/2013	5502261090	SUPPLIES	0	111.33	111.33
01 E 005 020 000 000 401				SUPERINTENDENT'S OFFICE//GENERAL SUPPLIES/		111.33	
16137 PRESIDENT'S CHALLENGE		08/12/2013	1		100140035	52.45	52.45
01 E 100 203 408 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/ELEM PHY ED		52.45	
16138 QUILL CORPORATION		08/12/2013	4113244		0	61.92	263.47
09 L 230 27				TRUST FUND/DEFERRED REVENUE/SR. CITIZENS GEN ACTIVITY		61.92	
			4113244		0	201.55	
04 E 500 590 000 321 401				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/GENERAL SU		201.55	
16139 RATWIK, ROSZAK & MALONEY, P.A		08/12/2013	52940	LEGAL-JULY	0	604.74	604.74
01 E 005 150 000 000 305				LEGAL SERVICES//PROFESSIONAL FEES/		604.74	
16140 REALLY GOOD STUFF		08/12/2013	4297641		1001400110	62.47	223.65
01 E 100 203 405 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/5TH GRADE		62.47	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 100 201 000 000 430			4297641	KINDERGARTEN//SUPPLIES/	100140011	47.45	47.45
01 E 100 203 403 000 430			4310124	ELEMENTARY GENERAL ED.//SUPPLIES/3RD GRADE	100140038	113.73	113.73
16141 RELIANCE COMMUNICATIONS, LLC		08/12/2013	37333		5140005	1,831.50	1,831.50
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/		915.75	
01 E 300 211 000 000 430				SECONDARY EDUCATION GENERAL//SUPPLIES/		457.88	
01 E 350 211 000 000 430				SECONDARY EDUCATION GENERAL//SUPPLIES/		457.87	
16142 RENAISSANCE LEARNING		08/12/2013	4070695		0	724.00	724.00
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/		724.00	
16143 RESOURCES FOR READING		08/12/2013	K450120		100140026	179.56	179.56
01 E 100 201 000 000 430				KINDERGARTEN//SUPPLIES/		179.56	
16144 AL RESZEL		08/12/2013	1	BUILDING BRIDGES	0	124.54	124.54
04 E 500 505 030 882 369				COMMUNITY EDUCATION GENERAL/21ST CENTRUY GRANT/PARTICIP		124.54	
16145 RILEY BUS SERVICE, INC.		08/12/2013	9337	LAKE MINNETONKA	0	944.75	944.75
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		944.75	
16146 LOIS ROTH		08/12/2013	1	CARD RECYCLER	0	50.87	50.87
09 L 230 28				DINNER			
				TRUST FUND/DEFERRED REVENUE/SENIOR CITIZENS CARD PROJEC		50.87	
16147 RTS		08/12/2013	1		0	50.76	50.76
01 E 005 810 000 000 320				OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES/		50.76	
16148 S3 STORES INC.		08/12/2013	TS-27907		0	1,162.98	1,162.98
01 E 100 216 000 401 430				TITLE I - PART A/TITLE I/SUPPLIES/		1,162.98	
16149 SAWMILL		08/12/2013	569767		0	5.37	5.37
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		5.37	
16150 SCHOLASTIC MAGAZINES		08/12/2013	6936205		100140014	87.10	91.56
01 E 100 203 402 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/2ND GRADE		87.10	
01 E 100 203 402 000 430			6981469	ELEMENTARY GENERAL ED.//SUPPLIES/2ND GRADE	100140014	4.46	4.46
16151 Vendor Continued Void		08/12/2013					0.00
16152 SCHOOL SPECIALTY SUPPLY, INC.		08/12/2013	208110584870		0	136.00	1,231.32
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/		136.00	
01 E 100 203 000 000 430			208110615311	ELEMENTARY GENERAL ED.//SUPPLIES/	0	-68.00	-68.00
01 E 100 203 000 000 430			208110624323	ELEMENTARY GENERAL ED.//SUPPLIES/	5	132.90	132.90
01 E 100 203 000 000 430			208110626887	ELEMENTARY GENERAL ED.//SUPPLIES/	0	-225.24	-225.24
01 E 100 203 402 000 430			208110859009	ELEMENTARY GENERAL ED.//SUPPLIES/2ND GRADE	0	203.79	203.79
01 E 100 203 000 000 430			308101630341	ELEMENTARY GENERAL ED.//SUPPLIES/	5	983.87	983.87
01 E 300 211 000 000 430			308101630341-	SECONDARY EDUCATION GENERAL//SUPPLIES/	5	68.00	68.00
16153 SHI INTERNATIONAL CORP		08/12/2013	b01201748	office lic. 2011	12	1,346.63	1,346.63
01 E 300 257 000 000 433				COMPUTER TECHNOLOGY//INDIVIDUAL INST SUPPLIES/		1,346.63	
16154 ALLEN L STOECKMAN		08/12/2013	1	MILEAGE	0	118.11	503.67
01 E 005 020 000 000 366				SUPERINTENDENT'S OFFICE//TRAVEL-SCHOOL BUSINESS/		118.11	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 005 020 000 000 366			10	SUPERINTENDENT'S OFFICE//TRAVEL-SCHOOL BUSINESS/	0	385.56	385.56
16155 SW/WC SERVICE COOP - MARSHALL		08/12/2013	40430	1/3 13-14 RTI CONTRACT	0	2,000.00	2,000.00
01 E 100 216 000 401 303				TITLE I - PART A/TITLE I/FED SUB AWARD UNDER \$25,000/		2,000.00	
16156 TEACHER DIRECT		08/12/2013	P453179100016	ELEMENTARY GENERAL ED.//SUPPLIES/3RD GRADE	0	10.36	358.13
01 E 100 203 403 000 430						10.36	
01 E 100 201 000 000 430			W422152200054	KINDERGARTEN//SUPPLIES/	100140010	347.77	
01 E 100 203 403 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/3RD GRADE		283.37	
01 E 100 203 405 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/5TH GRADE		34.76	
16157 TEAM LABORATORY CHEMICAL CORP.		08/12/2013	93242	OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID	0	436.00	667.00
01 E 005 810 191 000 410						436.00	
01 E 005 810 191 000 410			93406	OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID	0	231.00	231.00
16158 THE MARKERBOARD PEOPLE		08/12/2013	175645	TITLE 1 - 433	100130283	44.95	44.95
01 E 100 216 000 401 433				TITLE I - PART A/TITLE I/INDIVIDUAL INST SUPPLIES/		44.95	
16159 TJOVSOLD EQUIPMENT INC.		08/12/2013	107716	LAMP	0	73.00	73.00
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		73.00	
16160 TROPHY DEPOT		08/12/2013	774383	COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	253.91	253.91
04 E 500 505 000 321 450						253.91	
16161 TRUE VALUE-GF/MONTE		08/12/2013	1	OUTSIDE MAINT. - SUPPLIES	0	409.80	1,402.90
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		409.80	
01 E 005 810 000 302 530			2	CHAINSAW/MOWER	0	484.98	484.98
				OPERATIONS AND MAINTENANCE/CAPITAL OUTLAY/EQUIPMENT PUR		484.98	
01 E 005 810 000 000 410			3	INSIDE MAINT. - SUPPLIES	0	266.44	266.44
				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		266.44	
01 E 300 292 000 000 899			4	HOOPS CLUB/ATHLETICS	0	241.68	241.68
				BOYS/GIRLS ATHLETICS//MISCELLANEOUS EXPENSE/		241.68	
16162 TYNDALE CO.		08/12/2013	45048	PEPSI CALENDARS FOR 2013-2014	30014002	236.31	236.31
01 E 005 020 000 000 401				SUPERINTENDENT'S OFFICE//GENERAL SUPPLIES/		24.00	
01 E 100 203 000 000 899				ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/		106.31	
01 E 300 211 000 000 430				SECONDARY EDUCATION GENERAL//SUPPLIES/		106.00	
16163 UNIVERSITY OF SOUTH DAKOTA		08/12/2013	2013-013	13-14 SUPPORT READING RECOVERY	0	775.00	775.00
01 E 100 640 000 316 367				STAFF DEVELOPMENT/STAFF DEVELOPMENT/TRAVEL-PROFESS DEVE		775.00	
16164 GORMAN VELDE		08/12/2013	1	SPREADER	0	160.31	160.31
01 E 005 810 191 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		160.31	
16165 Vendor Continued Void		08/12/2013					0.00
16166 VISA		08/12/2013	1	VERIZON TECHNOLOGY//COMMUNICATIONAL SERVICES/KAREN MCCOY	0	60.00	1,592.56
01 E 200 612 199 000 320						60.00	
04 E 500 505 000 321 450			2	TROPHY DEPOT	0	253.91	253.91
				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		253.91	
01 E 100 201 000 000 430			24	AMAZON.COM	0	305.25	305.25
				KINDERGARTEN//SUPPLIES/		305.25	
01 E 100 201 000 000 430			27	WALMART	0	31.87	31.87
				KINDERGARTEN//SUPPLIES/		31.87	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 L	230 21		3	POPCORN MACHINE GENERAL FUND/DEFERRED REVENUE/CONCESSIONS	0	725.00 725.00	
01 E 100 216 000 401 433			46	AMAZON.COM TITLE I - PART A/TITLE I/INDIVIDUAL INST SUPPLIES/	0	117.95 117.95	
04 E 500 505 000 321 401			6	STAPLES COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/GENERAL	0	70.82 70.82	
01 E 300 292 000 000 899			7	AMAZON.COM BOYS/GIRLS ATHLETICS//MISCELLANEOUS EXPENSE/	0	27.76 27.76	
16167 VALERIE WENSAUER 02 E 005 770 000 701 820		08/12/2013	1	MEMBERSHIP FEES FOOD SERVICES/SCHOOL LUNCH/DUES & MEMBERSHIPS/	0	145.00 145.00	145.00
16168 WEST CENTRAL PETROLINK 01 E 005 810 000 000 370		08/12/2013	1	STORAGE RENT OPERATIONS AND MAINTENANCE//RENTALS AND LEASES/	0	50.00 50.00	50.00
16169 KEITH WOODS 01 L 230 75		08/12/2013	1	SOUND BOARD GENERAL FUND/DEFERRED REVENUE/SOUND SYSTEM	0	5,000.00 5,000.00	5,000.00
16170 XCEL ENERGY 04 E 500 560 000 321 330		08/12/2013	1	POOL RECREATION-SWIM POOL/COMMUNITY EDUCATION/UTILITY SERVIC	0	20.41 20.41	33.26
01 E 025 810 000 000 330			2	OPERATIONS AND MAINTENANCE//UTILITY SERVICES/	0	12.85 12.85	
16171 YME SCHOOL ACTIVITY ACCOUNT 01 L 230 75		08/12/2013	1	STUDENT COUNCIL DONATION GENERAL FUND/DEFERRED REVENUE/SOUND SYSTEM	0	200.00 200.00	200.00
16172 Vendor Continued Void 16173 YME SCHOOLS-ADM		08/12/2013					0.00
02 E 005 770 000 701 367		08/12/2013	6251	ANNETTE HENDRICKX DEROUIN FOOD SERVICES/SCHOOL LUNCH/TRAVEL-PROFESS DEVELOPMENT/	0	560.00 560.00	1,869.26
01 E 005 020 000 000 367			6252	HEARTLAND COMMUNITY ACTION SUPERINTENDENT'S OFFICE//TRAVEL-PROFESS DEVELOPMENT/	0	25.00 25.00	
04 E 500 505 000 321 450			6253	PIZZA HUT COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	124.01 124.01	
04 E 500 505 000 321 450			6254	WATERTOWN AQUATIC CENTER COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	220.00 220.00	
04 E 500 505 000 321 305			6255	CHELSEI TORKE COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PROFESS	0	262.50 262.50	
04 E 500 505 000 321 305			6256	SADIE MILLER COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PROFESS	0	262.50 262.50	
01 E 300 294 215 000 186			6257	RYAN REISHUS BOYS ATHLETICS//NON CERT MISC. PAY/BASEBALL	0	40.00 40.00	
01 E 300 294 215 000 186			6258	TOM DOYLE BOYS ATHLETICS//NON CERT MISC. PAY/BASEBALL	0	30.00 30.00	
02 R 005 000 000 701 601			6259	HEATHER ANDERSON SCHOOL LUNCH/SALES TO PUPILS/	0	23.25 23.25	
04 R 500 000 000 321 050			6260	SUE HOLIEN COMMUNITY EDUCATION/FEES FROM PATRONS/	0	72.00 72.00	
04 E 500 505 000 321 450			6261	PLYMOUTH GREEN MILL COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	100.00 100.00	
			6262	PLYMOUTH GREEN	0	100.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				MILL			
04 E	500 505 000 321 450			COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		100.00	
			6263	SMSU BASKETBALL	0	50.00	
01 E	300 296 213 000 369			GIRLS ATHLETICS//PARTICIPATION FEES/BASKETBALL		50.00	
16174	ZEP MANUFACTURING CO	08/12/2013	9000411622		0	544.36	868.26
01 E	005 810 000 000 410			OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		544.36	
			9000441487		0	323.90	
01 E	005 810 000 000 410			OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		323.90	
			121	Computer	Check(s) For a Total of		357,108.53

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
201300059	US BANK TRUST	08/12/2013	1	AID ANTIC.	0	590,171.38	590,171.38
01 L	202 00			GENERAL FUND/TAX ANTICIPATION		590,171.38	
201300060	US BANK TRUST	08/12/2013	2	AID ANT.	0	5,513.72	5,513.72
01 E	005 920 000 000 740			CURRENT OBLIGATIONS//LOAN INTEREST/		5,513.72	
			2	Wire Transfer Check(s) For a Total of			595,685.10

	0	Manual	Checks For a Total of	0.00
	2	Wire Transfer	Checks For a Total of	595,685.10
	0	ACH	Checks For a Total of	0.00
	121	Computer	Checks For a Total of	357,108.53
Total For	123	Manual, Wire Tran,	ACH & Computer Checks	952,793.63
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	952,793.63

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	598,073.98	0.00	349,290.51	947,364.49
02	FOOD SERVICE	0.00	23.25	1,432.76	1,456.01
04	COMMUNITY SERVICE	0.00	72.00	3,754.88	3,826.88
09	TRUST FUND	146.25	0.00	0.00	146.25

CHECK CHECK			
NUMBER	DATE	VENDOR	AMOUNT SB
000016020		CENTURY LINK	256.05
000016021		EMC INSURANCE COMPANIES	22,445.73
000016022		HESCH, KELLY	0.00
000016023		AMERICAN FAMILY LIFE ASSURANCE	148.09
000016024		AMERITAS LIFE INSURANCE CORP.	290.76
000016025		DELTA DENTAL	0.00
000016026		DELTA DENTAL	4,278.51
000016027		INTERNAL REVENUE SERVICE	187.00
000016028		MADISON NATIONAL LIFE	0.00
000016029		MADISON NATIONAL LIFE	2,256.38
000016030		MN CHILD SUPPORT PAYMENT CTR.	1,321.00
000016031		154200 NCPERS MN	32.00
000016032		SCHULTE, TREVOR	400.00
000016033		SELECT ACCOUNT	2,510.00
000016034		SW/WC SVC. COOP - HEALTH INS.	0.00
000016035		SW/WC SVC. COOP - HEALTH INS.	57,939.57
000016036		VERIZON	53.97
000016037		AVENUES FOR CARE	607.50
000016038		B & J LAKE REGION ELECTRIC INC.	630.00
000016039		BLACKWELDER, KRISTINA	66.81
000016040		CITY OF GRANITE FALLS	3,568.06
000016041		CLINICARE CORPORATION	1,671.72
000016042		COMMITTEE FOR CHILDREN	979.00
000016043		DEPT. OF EMPLOYMENT & ECONOMIC DEVELOPMENT	20.80
000016044		DEPT. OF EMPLOYMENT & ECONOMIC DEVELOPMENT	10.40
000016045		IVERSON, JEFFREY	591.41
000016046		KILBEY, GRETCHEN	1,975.00
000016047		MUSIC STREET	755.00
000016048		MVCC	13,045.92
000016049		NELSEN'S CLEANERS & LAUNDERERS	296.00
000016050		RATWIK, ROSZAK & MALONEY, P.A	2,135.00
000016051		RICOH-CH	340.48
000016052		KERRI SHACKELFORD	70.49
000016053		SHRED-IT	855.00
000016054		A&B BUSINESS, INC. SOLUTIONS	2,098.50
000016055		ADVOCATE TRIBUNE	805.21
000016056		AMERICAN WELDING AND GAS	12.09
000016057		ATLAS PEN & PENCIL CORP.	24.85
000016058		AUS FLOORS & MORE INC.	16,262.96
000016059		BARBER, STEVE	156.96
000016060		BENCHMARK	3,055.90
000016061		BENDEL, ROBBIN	44.38
000016062		BENNETT & BENNETT INC.	2,382.16
000016063		BILL'S ELECTRIC	79.05
000016064		BROUWER MANUFACTURING LTD.	314.66
000016065		BSN SPORTS	116.93
000016066		CARL'S BAKERY	9.12
000016067		CARSON-DELLOSA PUBLISHING CO.	343.63
000016068		CDW GOVERNMENT, INC.	721.63
000016069		CENEX CREDIT CARD	794.51
000016070		CITIZENS ALLIANCE BANK	1,303.50
000016071		CITY OF GRANITE FALLS	0.00
000016072		CITY OF GRANITE FALLS	17,165.43
000016073		CLINICARE CORPORATION	2,507.58
000016074		COMPANION CORP.	2,590.00
000016075		COMPVIEW INC	3,423.12

CHECK CHECK				
NUMBER	DATE	VENDOR	AMOUNT	SB
000016076		CONSUMERS COOPERATIVE OIL CO.	114.08	
000016077		COUNTRYSIDE PUBLIC HEALTH	224.00	
000016078		CREATIVE TEACHING PRESS	56.85	
000016079		DAKTRONICS, INC.	12,909.00	
000016080		DEAN FOODS NORTH CENTRAL, INC.	80.13	
000016081		DIDAX	86.01	
000016082		DISCOUNT SCHOOL SUPPLY	292.46	
000016083		EDMENTUM	974.70	
000016084		THE EDUCATION CENTER INC.	59.85	
000016085		EDUPRESS	41.48	
000016086		ENCHANTED LEARNING, LLC	125.00	
000016087		FARMERS UNION OIL CO.	116.81	
000016088		FILTRATION SYSTEMS INC.	1,493.84	
000016089		FLINN SCIENTIFIC INC	1,369.02	
000016090		FOLLETT EDUCATIONAL SERVICES	625.13	
000016091		FOOD SERVICES OF AMERICA	531.59	
000016092		FRENCH GLASS & SPECIALTY INC.	38.87	
000016093		FURNITURE FOOTIES, LLC	145.95	
000016094		G-SPORTS WRESTLING	35.50	
000016095		GOOGLE, INC.	16.50	
000016096		GOPHER SPORT	643.80	
000016097		GREAT PLAINS NATURAL GAS CO	556.40	
000016098		HILLYARD/HUTCHINSON	4,793.01	
000016099		HINZ, STACY	280.49	
000016100		I & S GROUP	1,500.00	
000016101		A&B BUSINESS, INC. SOLUTIONS	2,098.50	
		INN MSP- WEST BLOOMINGTON	0.00	
		INSECT LORE	0.00	
000016102		INNOVATIVE LEARNING CONCEPTS INC.	0.00	
		INSTITUTE FOR EDUCATIONAL DEVELOPMENT	0.00	
		QUAD-STATE ASBESTOS REMOVAL INC.	7,786.43	
000016103		INNOVATIVE OFFICE SOLUTIONS	462.85	
000016104		INTERNATIONAL ACADEMY OF SCIENCE	39.90	
000016105		ISCORP	195.50	
000016106		IVERSON, JEFFREY	151.62	
000016107		JAHN, ELIZABETH	100.94	
000016108		JIM'S CLOTHING & SPORTING GOOD	6,636.10	
000016109		KAPLAN SCHOOL SUPPLY CORP	316.68	
000016110		LAKES COUNTRY SERVICE COOP	4,510.00	
000016111		LAKESHORE LEARNING MATERIALS	820.78	
000016112		LEE'S AUTO & DIESEL INC.	211.53	
000016113		LEGO EDUCATION	107.95	
000016114		LIFELINE AED INC.	394.04	
000016115		LIONS CLUB OF GRANITE FALLS	30.00	
000016116		LIONS-QUEST PROGRAMS	161.85	
000016117		MINNESOTA ELEVATOR, INC.	319.84	
000016118		MN RIVER VALLEY EDUCATION DIST	11,558.63	
000016119		MN SCH BOARDS ASSOC	4,402.00	
000016120		MONTEVIDEO COMMUNITY ED	210.00	
000016121		MSHSL	0.00	
000016122		MSHSL	2,137.00	
000016123		MTI DISTRIBUTING INC.	133.01	
000016124		MUSIC IS ELEMENTARY	7.95	
000016125		MVCC	200,000.00	
000016126		MVTV	52.95	
000016127		NASCO	366.22	

CHECK CHECK			
NUMBER	DATE	VENDOR	AMOUNT SB
000016128		NATIONAL SCHOOL PRODUCTS	456.89
000016129		NHSH INC.	5,000.00
000016130		NORTHWEST EVALUATION ASSOC.	8,125.00
000016131		OFFICE MAX CONTRACT INC.	177.21
000016132		OLSON SANITATION INC.	234.91
000016133		PAN-O-GOLD BAKING CO.	12.54
000016134		PIONEER MFG. CO.	2,200.00
000016135		PITNEY BOWES	1,017.00
000016136		PITNEY BOWES INC.	111.33
000016137		PRESIDENT'S CHALLENGE	52.45
000016138		QUILL CORPORATION	263.47
000016139		RATWIK, ROSZAK & MALONEY, P.A	604.74
000016140		REALLY GOOD STUFF	223.65
000016141		RELIANCE COMMUNICATIONS, LLC	1,831.50
000016142		RENAISSANCE LEARNING	724.00
000016143		RESOURCES FOR READING	179.56
000016144		RESZEL, AL	124.54
000016145		RILEY BUS SERVICE, INC.	944.75
000016146		ROTH, LOIS	50.87
000016147		RTS	50.76
000016148		S3 STORES INC.	1,162.98
000016149		SAWMILL	5.37
000016150		SCHOLASTIC MAGAZINES	91.56
000016151		SCHOOL SPECIALTY SUPPLY, INC.	0.00
000016152		SCHOOL SPECIALTY SUPPLY, INC.	1,231.32
000016153		SHI INTERNATIONAL CORP	1,346.63
000016154		STOECKMAN, ALLEN	503.67
000016155		SW/WC SERVICE COOP - MARSHALL	2,000.00
000016156		TEACHER DIRECT	358.13
000016157		TEAM LABORATORY CHEMICAL CORP.	667.00
000016158		THE MARKERBOARD PEOPLE	44.95
000016159		TJOSVOLD EQUIPMENT INC.	73.00
000016160		TROPHY DEPOT	253.91
000016161		TRUE VALUE-GF/MONTE	1,402.90
000016162		TYNDALE CO.	236.31
000016163		UNIVERSITY OF SOUTH DAKOTA	775.00
000016164		VELDE, GORMAN	160.31
000016165		VISA	0.00
000016166		VISA	1,592.56
000016167		WENSAUER, VALERIE	145.00
000016168		WEST CENTRAL PETROLINK	50.00
000016169		WOODS, KEITH	5,000.00
000016170		XCEL ENERGY	33.26
000016171		YME SCHOOL ACTIVITY ACCOUNT	200.00
000016172		YME SCHOOLS-ADM	0.00
000016173		YME SCHOOLS-ADM	1,869.26
000016174		ZEP MANUFACTURING CO	868.26
000016600		HESCH, KELLY	4,000.00
Totals for checks			490,729.11

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	65,021.43	0.00	401,005.25	466,026.68
02	FOOD SERVICE	1,534.87	23.25	1,432.76	2,990.88
04	COMMUNITY SERVICE	1,494.55	4,412.40	2,258.14	8,165.09
09	TRUST FUND	370.65	0.00	0.00	370.65
25	REVOCABLE TRUST (FY10)	0.00	0.00	13,175.81	13,175.81
*** Fund Summary Totals ***		68,421.50	4,435.65	417,871.96	490,729.11

***** End of report *****

CHECK CHECK			
NUMBER	DATE	VENDOR	AMOUNT SB
201300001		MN TEACHERS RETIREMENT ASSOC.	13,088.14
201300002		MN TEACHERS RETIREMENT ASSOC.	13,088.14
201300003		MN TEACHERS RETIREMENT ASSOC.	11,733.80
201300004		MN TEACHERS RETIREMENT ASSOC.	11,733.80
201300005		PUBLIC EMPLOYEES RETIREMENT	1,620.69
201300006		PUBLIC EMPLOYEES RETIREMENT	1,879.97
201300007		PUBLIC EMPLOYEES RETIREMENT	148.64
201300008		PUBLIC EMPLOYEES RETIREMENT	172.42
201300009		FEDERAL TAX WITHHOLDING	440.84
201300010		FEDERAL TAX WITHHOLDING	16,917.84
201300011		FEDERAL TAX WITHHOLDING	74.00
201300012		FEDERAL TAX WITHHOLDING	12,785.43
201300013		FEDERAL TAX WITHHOLDING	2,990.11
201300014		FEDERAL TAX WITHHOLDING	12,785.43
201300015		FEDERAL TAX WITHHOLDING	2,990.11
201300022		ING SERVICE CENTER	830.34
201300023		ING SERVICE CENTER	75.00
201300024		ING SERVICE CENTER	200.01
201300025		ING SERVICE CENTER	4,256.67
201300026		ING SERVICE CENTER	775.00
201300027		ING SERVICE CENTER	310.00
201300028		ING SERVICE CENTER	910.89
201300029		ING SERVICE CENTER	50.00
201300030		ING SERVICE CENTER	1,583.34
201300031		ING SERVICE CENTER	238.89
201300032		ING SERVICE CENTER	200.00
201300044		STATE TAX WITHHOLDING	7,787.78
201300045		STATE TAX WITHHOLDING	5.00
201300046		STATE TAX WITHHOLDING	90.00
201300047		STATE TAX WITHHOLDING	32.00
201300050		ING SERVICE CENTER	2,569.77
201300051		FEDERAL TAX WITHHOLDING	15,222.42
201300052		MN TEACHERS RETIREMENT ASSOC.	2,790.54
201300053		PUBLIC EMPLOYEES RETIREMENT	6,330.86
201300054		STATE TAX WITHHOLDING	2,588.91
201300057		ING SERVICE CENTER	30,000.00
201300058		ING SERVICE CENTER	4,500.00
201300059		US BANK TRUST	590,171.38
201300060		US BANK TRUST	5,513.72
Totals for checks			779,481.88

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	732,615.43	0.00	35,513.72	768,129.15
02	FOOD SERVICE	1,289.87	0.00	0.00	1,289.87
04	COMMUNITY SERVICE	5,562.86	0.00	0.00	5,562.86
25	REVOCABLE TRUST (FY10)	0.00	0.00	4,500.00	4,500.00
***	Fund Summary Totals ***	739,468.16	0.00	40,013.72	779,481.88

***** End of report *****

***Our Motto: A Community of Learners Building
a Foundation for Future Success!***

Dear Families,

The Bert Raney Elementary staff and I would like to extend a warm welcome to all new and returning students and families. We look forward to working together this year to build a strong sense of respect, self-worth and confidence in your child. We have high expectations for success and academic achievement of all students and believe each student is unique, important, and capable of learning.

This handbook is provided for your information and outlines procedures that relate to the policies adopted by the YME School Board. This handbook is your reference regarding your child's responsibilities and rights based on the expectations and policies adopted by the school district. It is not intended to cover every situation, but is meant as a guide for all to follow. The YME School board approved this handbook and its contents at their August 2013 Board meeting. This handbook may be changed or amended during the school year. Changes will be posted in the office and on our website.

I look forward to meeting you this year and thank you for entrusting your child to our care.

Together in education,

Melissa Hesch

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FINGER TIP FACTS

SCHOOL	BERT RANEY ELEMENTARY
PHONE NUMBER	320-564-4082 ext. 3
FAX NUMBER	320-564-4427
ADDRESS	555 7TH AVE
INTERNET WEB SITE	http://isd2190.org
MOTTO	A COMMUNITY OF LEARNERS BUILDING A FOUNDATION FOR FUTURE SUCCESS
VISION	SUCCESS FOR ALL LEARNERS
MISSION	TO CREATE OPPORTUNITIES FOR ALL INDIVIDUALS TO BE SUCCESSFUL IN AN INCLUSIVE ENVIRONMENT WHERE LIFELONG LEARNING IS NURTURED.
ELEMENTARY PRINCIPAL	MELISSA HESCH
ELEMENTARY SECRETARIES	KATHY ANDERSON, LIZ DEBLIECK
OFFICE HOURS	7:00 A.M. TO 3:45 P.M.
SCHOOL HOURS	8:15 A.M. TO 3:00 P.M.
SUPERINTENDENT OF SCHOOLS	ALLEN STOECKMAN

YELLOW MEDICINE EAST SCHOOL BOARD MEMBERS:

CHAIR..... GRANT VELDE VICE CHAIR..... STEVE RUPP
CLERK..... DAWN ODEGARD TREAS.....SHELLY WEIR

MEMBERS: JANE HAGERT, TIM OPDAHL, STEVE ZUMHOFE

BERT RANEY ELEMENTARY STAFF:

KINDERGARTEN/FIRST	KRISTINA BLACKWELDER, ANGIE JANS, MARY JENSEN, PEGGY KVAM, BECKY LEISETH, KERRI SHACKELFORD
SECOND GRADE	BEV IMS, JOANELLE SANNERUD, SAMANTHA SANTAELLA
THIRD GRADE	GINGER BALDWIN, STEVE KOETTER, JULIE RUNIA
FOURTH GRADE	JIANA ROBERTS-DAHL, PETE SCHEFFLER
FOURTH/FIFTH	TRICIA JESSEN
FIFTH GRADE	CINDY LAVIN, JIM WILLIAMS
AMERICAN INDIAN FAMILY LIAISON	HELEN BLUE-REDNER
ART	KARRIE ANDERSON
CUSTODIANS/MAINTENANCE	TIM KNUTSON, TERRY PAULSON, RON POOLER, TODD REISHUS
ELL/ESL	ANDREW RUNCK
HISPANIC FAMILY LIAISON	ADELA ESPINOZA
MATH SUCCESS COACH	ROXIE TANNER
MUSIC	BETH JAHN
NURSE	CASSIE SUTER
PHYSICAL EDUCATION	MARY GREY
READING CORPS VOLUNTEER	LISA YEAGER
RDG. RECOVERY/TITLE I	AMY HOERNEMANN, MARIT RHEINHEIMER
SOCIAL WORKER	MARGO VANMOER
SPECIAL NEEDS	DANA JOHNSON, KIM KVAM, KEISHA LOUWAGIE, DANAE RUPP, MELISSA SCHULTE, AMY STEWART, ANGIE WENINGER
SPEECH CLINICIANS	JUNE FRENCH, THERESA MORITZ
TAG COORDINATOR	ELAINE HALVERSON
YME/MVCC PARAPROFESSIONALS	JULIE AMMERMAN, ANGIE ANDERSON, MISSY ARNESON, NAOMI BARBER, BERNADETTE CARSTENSEN, SUE DOOSE, JILL FRY, DAWN HALVORSON, WANDA JOSEPHSON, CARRIE KNUDSON, DONNA KOSAK, SARAH LEBLANC, JENNIFER LUEPKE, CHAR MIDTHUN, JAMMIE NEIMEYER, JULIE NORDAUNE, CAROLYN OLSON, PAULA PANITZKE, ASHLEY PARLIAMENT, LORI SCHINDELE, CONNIE TIMM, NANCY TRUDEL, PAM WEBER

PROCEDURES

ACCESS TO SCHOOL RECORDS

Under the Family Educational Rights and Privacy Act (FERPA), parents or 18-year-old students have the right to review and inspect school records pertaining to the student. Requests should be made to the Elementary Principal who will arrange for the records to be reviewed.

The district discloses directory information from student records. Directory information may include the following: name, address, phone number, date of birth, place of birth, participation in officially recognized school activities, weight, height, past statistics, and year in school of members of athletic teams, dates of attendance, awards received, previous schools attended, and names of parents and guardians. The district will also publish an honor roll. Parents or legal guardians may refuse to permit designation of any or all of the above categories as directory information. This refusal should be made in writing and be communicated to the elementary school principal by September 15 of each year.

ARRIVAL/DISMISSAL TIME

If your child does not ride the bus, please time his or her arrival for **8:00 a.m.** The elementary cafeteria and downstairs hallway will be supervised at this time. All students should report to the cafeteria or lower hallway. Breakfast will be served from 7:45 - 8:10. Students who would like breakfast in grades K-5 should go directly to the BRE cafeteria. By 8:15 all students should be in their classrooms. Students may go to their classrooms when the first bell rings at 8:00 a.m. Classes will begin at 8:15 a.m. and end at 3:00 p.m.

For the security and safety of all students from 8:15 - 2:55 at BRE outside doors will be secured and entry will be only allowed through the east entrance lobby. Students being dismissed early by the request of the parent will be required to meet their parents in the office. Likewise, if you choose to pick up your child after school, you will need to meet them in the east entrance lobby or outside the building. There may be emergency situations that require dismissing students from the classroom, but students will then be released only to parents or others cleared by the office.

We are also asking that students be picked up as soon as possible after school and that those who walk home leave the playground right after school. We have no adult supervision of the playground areas after school.

ATTENDANCE

We believe:

- Students with regular attendance achieve better academically at school
- Students with regular attendance are better adjusted to school
- Learning that is lost due to absence can never be adequately replaced
- Students with regular attendance have an understanding of the purpose and direction of their education

School attendance laws of Minnesota require that children must attend school regularly. Children are required to be in school every day unless they are ill or there is an emergency in the family. If your child is absent from school, please call 320 564-4082 before 9:30 am and leave a message or give the secretary the following information:

Name of student, grade, name of teacher, length and reason for absence, state whether or not you will be picking up homework

A student will be marked tardy if he/she arrives at school any time within one hour of the start of the school day, between 8:15 a.m. and 9:15 a.m. If arrival is after 9:15 a.m. a student will be marked absent ½ day. If the student leaves before 1:30 p.m. for the remainder of the day, the students will be marked absent ½ day.

Excused Absence

Excused absences are for all legitimate reasons. Administration will determine the legitimacy of all absences. A student has the right and obligation to make up any work missed. The student will be required to make arrangements with the teacher to make up any school work missed to receive a grade. The state of Minnesota recognizes the following reasons for absence: illness, serious illness in the immediate family, a death in the family or of a close friend or relative, medical, dental or orthodontic treatment or counseling appointment, court appearance, religious instruction, or inclement weather. Absence must be excused within 24 hours or the absence may remain unexcused. A note from a parent/guardian will be accepted the next morning. Other reasons that could be acknowledged are personal requests for absence made 24 hours in advance (e.g. legal appointments, religious activities, travel, family vacations, school activities)

Unexcused Absence

Unexcused absences are for reasons not acceptable by school officials. Parents/guardians should not request permission for absence for personal convenience reasons (e.g. baby-sitting, running errands, oversleeping, missing the bus, etc.) Calls and notes not received within 24 hours of the absence will be considered unexcused. A doctor's note verifying consecutive absences of three or more days may be required.

1. **Three unexcused absences in a school year will require a conference with the school social worker to create a plan for improved attendance.**
2. **Five unexcused absences in a school year will result in a parent/guardian and student meeting with the building principal, social worker, and county worker to discuss continued issues.**
3. **Seven unexcused absences in a school year will result in truancy/educational neglect charges being filed through the County Child Protective Services.**

Tardy

A student will be considered tardy if he/she arrives at school after 8:15. Students who are late should report to the office to receive a tardy slip before going to their classroom. Tardiness is unfair to the child who misses instruction and also interrupts the classroom learning for the other students.

1. **After three tardies, students will be required to make up lost learning time during recess. Each additional tardy will result in an additional recess and three additional tardies will equal one unexcused absence.**
2. **Five tardies in an 18 week period (semester) is considered excessive.**
3. **Whether a child meets the criteria, or at any point when tardiness begins to impact the child's achievement, it can constitute excessive tardiness. A student who is tardy for an excessive number of days may be dealt with in the same manner as truancy.**

Truancy/Educational Neglect

A student who misses the whole day or part of the day without the consent of either the school or parent/guardian is considered truant. It is considered educational neglect when a child under the age of 12 is absent from school without lawful excuse for seven days in a school year. The school is legally required to report educational neglect to the County Child Protective Services if the parent provides no excuse or an insufficient excuse, the absence is unexcused.

BEHAVIOR EXPECTATIONS/PBIS

PRIDE - "Practicing Respect in all I Do Everyday!"

PBIS sets building-wide expectations and encourages students to make positive behavior choices. Building expectations are modeled by all staff, displayed in all areas of the building, and are to be followed by all students. See the chart below for the specific expectations:

	All Settings	Hallways	Playground	Cafeteria	Bathroom	Bus
Expectations:						
Respect Myself	Be Safe	Walk	Be Active!	Eat own food	Do your business	Stay seated on bottom
	Be Prepared	Stay in own space	Be Safe	Take your time	Flush	Face forward
	Do Your Best			Stay seated	Wash hands	
	Be Kind	Voices off	Play Safe	Use quiet voice	Use quiet voice	Use quiet voice
Respect Others	Hands to self	Hands to self	Play fair	Hands to self	Give others privacy	Hands to self
	Feet to self	Feet to self	Include others	Feet to self		Feet to self
		Walk to the right	Share equipment	Practice good table manners		
Respect Property	Keep it clean	Keep it clean	Keep it clean	Keep it clean	Keep it clean	Keep it clean

	Keep school in good condition	Hands to self	Use equipment properly	Keep your food on your tray	Turn water off	Keep bus in good condition
		Feet to self				

The PBIS process supports the “Above the Line” discipline program that has been used at Bert Raney Elementary. The goal of this plan is to promote a safe, and caring environment where all students are taught the difference between appropriate and inappropriate behavior.

BIKE SAFETY

If parents approve, students may ride their bicycle to school. Children should follow all bicycle safety rules, which include one person on a bike. We also encourage students to wear bicycle helmets. Students should park their bicycles in the appropriate bike racks. We recommend that only children in the third through the fifth grades ride their bicycles to school.

Children are not permitted to ride their bikes during the school day. Bicycles should be locked in the bike rack as it is not possible to guarantee their supervision.

BIRTHDAY TREATS

You may send treats with your child to help celebrate their birthday. All treats must be commercially made. **BERT RANEY ELEMENTARY IS A PEANUT/TREE NUT SAFE BUILDING. PLEASE REMEMBER THIS WHEN YOU PURCHASE SNACKS.** Suggestions for optional treats would be: fresh fruit, ice cream treats, pencils, stickers, small notepads, etc. Please make sure that enough treats are sent for all classmates. Unless all the boys and girls in your child's homeroom are invited to a party, birthday invitations should not be distributed at school. Please send them through the mail or contact the parents directly.

We celebrate each student's birthday with a monthly birthday treat given at lunchtime.

BOOKS AND EQUIPMENT

Each student is responsible for the good care and return of all books and equipment. He or she should have respect for all school furnishings. When a child has books at home, it is expected that the parent will assist the child in the proper care of the books and in getting them to return the books as soon as possible to the school.

Books and equipment that are lost or destroyed will be valued based on age. An appropriate fine will be charged to the student who has misplaced or misused the material, according to MN Statute 120.74, subd. 1.

BULLYING

Bullying means any written or verbal expression, physical act or gesture, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another’s educational benefits, opportunities, or performance.

Upon receipt of a complaint the school district shall undertake or authorize an investigation by district officials or a third party designated by the school district. The district may take immediate steps to protect the complainant, reporter, or other students pending the completion of the investigation. Upon completion of the investigation the district will take appropriate action. Action may include but not be limited to: warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.

BUS TRANSPORTATION

Students who ride buses should assemble at the bus stops not earlier than 5 minutes before the scheduled arrival of the bus.

If your child is to ride a bus other than their regular bus, please notify the office in writing or by phone. Students will not be permitted to ride on any other than their assigned bus without permission. Students need a written note from the office before riding a bus other than their regular bus.

Instruct your child in the procedure he/she should use if they should miss their bus after school. They should report to the office or their classroom teacher so that transportation arrangements can be made.

State law mandates that all students must meet State Bus Training requirements. Students will be provided with training and must meet the basic requirements to be eligible to ride school buses.

The responsibility of a school bus driver is great. They cannot do a good job if there is much distraction and confusion. The cooperation of bus students and their parents is needed for good bus behavior. Children whose behavior jeopardizes their safety and the safety of others by distracting the driver may lose the privilege of riding. Loss of riding privileges also means that students will not be able to be transported during the school day for field trips. Student misconduct will be reported to the parent by the transportation department. Eating, chewing gum, and/or drinking beverages is prohibited on regular bus routes.

Questions or concerns regarding bus transportation can be directed to Bennett and Bennett Transportation at 320-564-4766.

CELL PHONES

Cell phones are not conducive to a safe, effective learning environment. The use of text messaging and digital camera features at school are violations of confidentiality and infringe on the educational atmosphere. BRE will not allow the use of cell phones during the school day. Students are encouraged to leave their cell phones at home, but if they are brought to school must be left in their lockers or backpacks. If phones are used, staff members have been instructed to confiscate the phone and turn it into the school office. Parents will be called to collect it.

If there is an emergency, please call the office and we will make sure that your student receives the message promptly. All rooms are accessible by email, telephone and/or the intercom and we will deliver messages in a timely manner.

COMMUNITY USE OF SCHOOL FACILITIES

Community groups are encouraged to use school facilities when they are not being used for school or student events. We are proud of our facility and would like you to see and use it. Call the Community Education office to make arrangements to use the building. 564-4084 x110

CONFERENCES AND REPORT CARDS

Parent-teacher conferences are scheduled in the fall and spring. The purpose of the fall conference is to provide an opportunity for the parent/guardian and the teacher to share information about the child. Fall conferences will be held on November 12th and 14th. The spring conference is to inform the parent/guardian of the child's success in school. Spring conferences will be held on February 24th & 27th. If needed or desired, parents or teachers may request special conferences at any other time of the year.

Report cards are issued to students in grades 2 through 5 at the end of each quarter. K/1 report cards are issued at the end of each semester. This report reflects the student's performance in terms of his or her maturity and ability. Students are assessed in subject areas as well as in student habits and social growth areas. The following will apply to reporting students' progress:

1. Grades should reflect students' daily work, class participation, and test/quiz results.
2. No "F" will be issued unless parent(s) have been informed of academic concerns prior to the end of the grading period.
3. Special needs students may be graded in a manner determined by the special needs instructor and noted in their Individualized Education Plan.

Individual teachers may also correspond with parents in other ways during the course of the school year. This might include reading and math objective sheets or summary sheets in other areas of the curriculum.

CYBERBULLYING

The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs; also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.

DIRECTORY INFORMATION

With the exception of data collected by a public school on certain nonpublic students and parents, directory information related to a student may be released and made public without the written consent of the parents (or an eligible student) if the district gives public notice of the categories of information

which it has designated as directory information. (See MSBA/MASA Policy Reference Manual - Model Policy No. 515.) Directory information is defined by federal law. The federal law and regulations provide that the following information may be considered directory information:

the student's name; address; telephone listing; electronic mail address; photograph; date of birth; place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance (Dates of attendance means the period of time during which the student attends or attended a school or schools in the school district. The term does not include specific daily records of a student's attendance at a school or schools in the school district.); grade level; enrollment status (e.g. undergraduate or graduate; full-time or part-time); degrees; honors and awards received; and the most recent educational agency or institution attended by the student

Directory information may also include the name, address, and telephone number of the student's parent(s). Data on nonpublic school students collected by a public school is private data and may not be designated as directory information unless prior written consent is given by the child's parent or guardian. Minn. Stat 13.32, Subc. 4a

DISCIPLINE

Bert Raney Elementary is continuing the transition to Positive Behavior Intervention Supports (PBIS). The PBIS process encourages students to make positive behavior choices by following building expectations. Building expectations are taught by classroom instructors, modeled and expected by all staff, and should be followed by all students. The chart below explains the process for assisting a student who exhibits an inappropriate behavior.

Classroom Managed Behaviors (Minors)					
<u>Disrespectful</u>	<u>Unsafe</u>	<u>Disruption</u>	<u>Teasing</u>	<u>Exclusion</u>	<u>Physical Contact</u>
Back Talking Name Calling Not listening to adults Eye rolling Interrupting others Entering others lockers Hand gestures Peeking in bathroom	Running Throwing objects Physical aggression Rocking chair Not staying with group Misuse of objects Climbing in bathroom	Blurting Bothering others during work time Tardy Refusal to work Not prepared for class Not using work time wisely Disruptive noises	Name calling Insulting Disrespectful verbal or nonverbal behavior that hurts others' feelings or makes them feel bad about themselves	Starting rumors Telling others not to be friends with someone else Actions that would cause someone to be without friends	Pushing Grabbing Slapping Hitting
Minor process: Warning: Explicit teaching or demonstration of expected behavior	Minor Level 1: Teacher conference with student, Minor ticket	Minor Level 2 (3rd /4th Minor ticket): Teacher conferences with student, Minor ticket, Loss of lunch and/or activity time privileges, Teacher calls parent	Minor Level 3 (5th Minor ticket): Teacher conferences with student, Minor ticket, Detention, Parent notified.	• Clean Slate Quarterly or after Detention is served	
Office Referral Behaviors (Majors)					
<u>Disrespectful</u>	<u>Unsafe</u>	<u>Disruption</u>	<u>Physical Contact</u>	<u>Threats of Violence</u>	<u>Harassment</u>

Defiance Destruction of property Dress code violation Physical Harm to others Stealing Swearing	Aggressive play Hurting self or others Serious bathroom offenses Threats Weapons	Continual disruption Meltdowns Refusal to work Refusal to cooperate Repeated loud outbursts	Fighting Kicking Punching Hitting	Verbal Nonverbal Against students Against property	Racial Ethnic Sexual
Major Level 4: Principal conferences with student, Office Referral Form, Principal selects appropriate consequence, Principal calls parent	<i>* Office Referral forms are completed by the adult who observes inappropriate behavior or action</i>	<i>* All office referrals will be judged based upon the severity of the behavior or action exhibited</i>	<i>* All office referral behavior consequences will follow the guidelines established in the Bert Raney Elementary Handbook and Student Misbehavior Guidelines.</i>	* There are some behaviors that are a violation of state law or district policy and will require involvement by the principal, parents, and possibly legal authority.	* Please visit the BRE School web site [http://www.isd2190.org] for the Student Misbehavior Guidelines.

DRESS CODE

We believe that there is a positive relationship between dress and attitudes. Students are expected to show good judgment in dress and grooming at all times. We encourage students to dress in a neat and attractive manner that reflects pride in themselves and their school. We urge parents to strongly discourage attention-seeking departures from good taste when children attend school classes. Any appearance that causes adverse comment or undue attention when it detracts from the educational program of the school will not be allowed. When grooming and/or appearance is detrimental to student safety or of questionable taste, this will necessitate a change in appearance and/or grooming. Students will be required to change these items. Students may not wear clothing that advertises for tobacco or alcohol companies or that is sexually suggestive or offensive. Exposed undergarments will not be allowed. No gang related clothing, colors, or symbols will be tolerated. A simple rule is neatness and decency. The atmosphere and general quality of the school is often judged by the action and appearance of students.

Be sure that your children are dressed appropriately for the weather. Children do go out for play and should be dressed each day with this in mind.

DRUG-FREE SCHOOL

It is the goal of District 2190 to maintain a safe and healthful environment for staff and students by prohibiting the use of alcohol, toxic substances and controlled substances without a physician's prescription. Students who have a prescription from a physician for medical treatment with a controlled substance must comply with the school district's student medication policy. A student who violates this policy shall be subject to discipline in accordance with the district's discipline policy. Such discipline may include suspension or expulsion from school.

EMERGENCY INFORMATION

We request that we have on file the name, address and phone number of a relative or friend in case we cannot reach you in an emergency. If you have a regular schedule of activities, please let us know your schedule along with the phone numbers where you can be reached. Cell phone numbers and email addresses are also useful if you have them.

It is essential that this record be kept current. A new form should be completed at the beginning of each new school year. This form will be distributed with other back to school information. Please let the office know if there are any changes or additions during the year.

EMERGENCY SCHOOL CLOSINGS

In case of emergency or inclement weather, school may be dismissed early. Buses will leave soon enough to enable them to make their route. However, if this is impossible, children will be housed where the parents desire

them to be. Emergency care slips are provided for parents to designate this information. If we have your phone number on file, you will receive an automated call through the "School Messenger" system. The following radio stations/TV stations will carry early morning announcements of school closings and also announcements relative to early dismissal because of inclement weather:

Radio Stations: KDMA 1460 AM/KMGM 105.5 /FM - Montevideo/Granite Falls
 KMHL 1400 AM - Marshall
 WCCO 830 AM - Minneapolis, St. Paul
 KLGR 1490 AM - Redwood Falls
 KKRC 93.9 FM - Granite Falls
 KDJS 95.3 FM - Willmar
 K-Q102 102.5 FM- Willmar
 KKCK 99.7 FM - Marshall

TV Stations: KARE - Channel 11
 KSAX/KSTP - Channel 5 – Alexandria
 MVTV - Channel 67 - Granite Falls
 WCCO - Channel 4

If your child is to go somewhere other than their normal destination on an early dismissal day, please notify the school in the fall.

ENGLISH LANGUAGE LEARNER PROGRAM

The ELL/ESL program is available to assist students whose first language is one other than English. Students qualify for services based on test scores as well as parent and teacher recommendations. Students who meet the qualifications receive help from a certified English as a Second Language instructor.

FIELD TRIPS

Field trips are planned for each grade level throughout the course of the school year. They are intended to extend the learning that has occurred in the classroom. We believe that it is a privilege that students earn by demonstrating responsible behavior at school on a daily basis. Simply put, this means that the students are responsible for completing their assignments in a timely fashion and have school work up to date at the time of the field trip. It also means that they have demonstrated appropriate behavior both in the classroom and around the school.

According to this policy, students may not be able to attend a scheduled field trip if:

1. Students have assignments that are three or more days past due.
 - They may not be turned in on the morning of the field trip.
 - Parents will be notified three days prior to the field trip that the student's privilege to attend may be denied due to incomplete assignments. They will also be notified the day prior to the field trip if the student will not be allowed to attend.
 - Students not allowed to go on the field trip must be in school or the absence will be recorded as unexcused.

Specific information about field trips for individual grade levels will be shared with parents. A blanket field trip permission form is to be signed by the parent. Parents may be asked to assist with these field trips. When trips are made in school buses outside the school district boundaries, parents will be notified.

FOOD SERVICE PROGRAMS

Each family has a food service account and all family members eating in school utilize the same account. Payments can be made to the account on an as needed basis. The program will issue a reminder slip to the student when his/her account has only \$15.00 left in the account. The student should in turn take the reminder slip home to the parents/guardians for additional money to pay on the account the next day at school. Money in the account is used for breakfast and/or lunch payment. Parents must complete an application for reduced/free lunches.

- Costs:**
- * Free breakfast for students in grades K-4
 - * Breakfast cost for grades 5-12 is \$1.45 - Adult cost is \$2.10
 - * Lunch cost is \$2.25 for grades K-4 and \$2.50 for grades 5-12
 - * Reduced lunch price is \$.40
 - * Adult meals cost \$3.50
 - * K-2 students will be charged a minimal snack fee to cover the cost of snacks for the entire school year. Milk is offered as part of this snack break.

The cost for milk is \$.35 per day or approximately \$7.00 per month, which will be taken directly from your food service account. Even if your child is on the free meal plan, you will be responsible for the cost of the milk. **If you do NOT want your child to have milk during this snack break, please notify the elementary office or your child's teacher.**

FORBIDDEN ITEMS

Forbidden items that have no place in school include but are not limited to: trading cards, heelys, knives, weapons of any kind, cigarettes, drugs, water guns, baseballs (hardballs), bats, or pornography. Students are not allowed to use personal CD/tape players with headsets or MP3/iPods during school hours. These items, plus anything else which causes problems of control at school, will be taken from students. A copy of the district's weapon policy is included at the back of this handbook. Students may be suspended or expelled for knowingly or unknowingly violating the school district's weapon policy. It is very important that you review the weapon policy with your child/children.

GANG RELATED ITEMS

Our school has a zero tolerance policy relating to gang related paraphernalia. Gang related clothing, colors, or symbols will not be tolerated. Collectible material will be confiscated. Clothing will need to be changed or removed. Students who are not cooperative or continue to wear gang-related clothing or put gang related symbols on clothing, notebooks, and other materials will be removed from school until a conference with parents or guardian occurs to resolve the issue.

GUM POLICY

Our school is a gum free school. Gum is only allowed if given to students by their teacher or other adult.

GYM SHOES/PHY. ED.

It is school policy that children should have tennis shoes for physical education. Shoes should be clean and should not have black soles that mark the floor. We recommend mid-weight shoes with arch supports and cushioned soles.

All students will need a swimsuit and towel for the fall and/or spring swimming units.

If a child is not going to participate in physical education classes, he or she must bring a note from home and/or your doctor.

HARASSMENT

The school district prohibits any form of religious, racial, sexual harassment and violence. Any person who believes that he or she has been the victim of such harassment or suspects that such actions have taken place should immediately report the alleged acts to the building principal. Upon receipt of a report, school district officials will conduct an investigation or have one completed by a third party designated by the school district. Upon receipt of a report, the district will take appropriate actions which may include but not be limited to: warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge.

HEALTH SERVICES

A Health Service Aide is on duty each day to provide health and educational services. The school nurse is available for consultation with parents, if needed. Please alert the school nurse or teacher if your child has a particular health problem that may affect the child's learning or functioning at school. If your child is on medication, such as an allergy medication or antibiotics, which are administered at home and may affect their attention or behavior at school, please let the nurse and/or teacher know.

Pupils are required to have a certification of their immunizations or the appropriate waiver certificate on file. Students will not be allowed to attend school without proper immunizations.

If your child needs to be excused from physical education, please send a note. If it is to be a long-term excuse from physical education activities (over one week), the child must bring an excuse from a physician.

The hearing and vision of all children are screened annually. Both can be tested any time by request of the parent or teacher. Health Services will draw the parent's attention to any matters which appear to require professional medical treatment or attention.

Communicable illnesses should be reported to health services as soon as possible. If a child is hospitalized or has a lengthy illness, parents should also call the health service aide so plans for continuing the child's education can be made - perhaps through homebound or hospital instruction.

Children should not return to school unless they have been without a fever for 24 hours after common illnesses such as colds and flu. Guidelines for readmittance to school for the following communicable diseases are:

- Chicken Pox - Readmitted no sooner than 7 days from onset of rash, no fever and dry pox.
- Scarletina and Strep Throat - Readmitted after antibiotics for at least 24 hrs. & no fever present.
- Impetigo - Readmitted after adequate medical treatment or when all lesions are healed.
- Pinkeye (Conjunctivitis) - Readmitted after eyes are clear with no drainage present.
- Head Lice (Pediculosis) - Readmitted after treatment with a pediculocide shampoo and clothes have been laundered. Must be checked by health service on readmission to school.

Medication will be given at school only when failure to take medication could jeopardize a student's health. Administration of the medication must be supervised by health services or an appointed staff member. No medication will be given without the written permission from the parent. It must be sent in its original container which is labeled with the child's name.

When a child develops a fever or other symptoms of illness or receives a significant injury, the parent or other person listed on the emergency card will be notified. It is the parent's responsibility to provide transportation home for the child. The child should be picked up as soon as possible.

HOMEBOUND OR HOSPITAL INSTRUCTION

Homebound or hospital instruction is available for children who are absent from school due to prolonged illness or disability. A request to the school must be made by the child's physician. After we have that, instruction may be provided by the pupil's regular classroom teacher or other licensed staff. Part-time instruction in the school with part-time instruction in the home is also available to the child who cannot participate in a full time program.

HOMEWORK

Homework policies vary from grade to grade, among teachers, and from subject to subject. Students are usually given study time during the school day to complete assignments. As the child progresses through the grades, the amount of homework gradually increases. The general rule is 10 minutes for each grade in school (4th grade = 40 minutes). The amount may vary from day to day.

Students who do not use class work time wisely, may find that they need additional time to complete their assignments at home. Occasionally, a student may have a special project which might take several hours of work at home. However, work for these projects may be spread over several days.

Students having assignments three or more days past due may be required to stay after school until all late work has been completed. Parents will be kept informed and will be notified by the classroom teacher in the event that the student remains after school.

All 2-5 graders will have a daily assignment book which is provided by the school to record and communicate with the school. K/1 students will have a FROG binder for homework and communication. Any questions regarding homework or homework policies should be directed to your child's classroom teacher.

Each student at Bert Raney will have an at home reading weekly expectation to record with parent signature in the

agenda or FROG binder. Expectations for each grade level are: K/1 = 5 books a week, 2nd grade = 50 minutes/week, 3rd grade = 60 minutes/week, 4th grade = 70 minutes/week, 5th grade = 80 minutes/week.

INSURANCE

The school does not carry insurance for accidents that may occur on the playground or elsewhere. You need to have your own policy in force.

INTERNET ACCEPTABLE USE POLICY

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; payment for damages and repairs; suspension, expulsion, or exclusion.

All School District systems equipment and electronic resources must be used for educational or educational related purposes. Unacceptable uses include but are not limited to reviewing, uploading, downloading, storing, printing, posting, transmitting, or distributing:

1. Pornographic, obscene or sexually explicit material
2. Obscene, abusive, vulgar, rude, threatening, disrespectful, or sexually explicit language
3. Materials that use language or images that are inappropriate or disruptive to the educational setting
4. Information that could cause damage or danger of disruption to the educational process
5. Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment

Technology is ever changing. YME is making every effort to offer students and staff the latest innovations. This means that policy and guidelines are also changing.

Use of Personal Technology Devices in School

The Yellow Medicine East School District recognizes the value of the use of technology in the education of our students. To the extent possible, the school district is committed to providing the technology resources needed to provide a quality education to our students. The district recognizes the rapidly expanding use of personally owned devices in all areas of students lives and the desire of students to use their own devices in school as they do in their personal lives. For this reason, students will be permitted to bring their own devices to use for educational purposes in school subject to these conditions:

1. The use of personal devices within the school will be at the discretion of the school administration.
2. Students are expected to use their devices for educational purposes and in an appropriate manner.
3. Students using personal devices are to comply with district policies and with the district Acceptable Use Policy
4. Students must obtain the permission of their teacher before using a personal device in class. The use of personal devices must support the instructional activities in the classroom.
5. Students must shut down and put away a personal device immediately when requested by a staff member.
6. The use of a personal device must not be a distraction to others.
7. Network access must be via the wireless network only. Students are not permitted to connect

personal devices to the district network via ethernet or any other wires.

8. The school district is not responsible for the theft, loss, or damage to any personally owned device.

KINDERGARTEN REGISTRATION/ORIENTATION

Each spring our school conducts a registration drive for the next year's kindergarten-age classes. Children whose fifth birthdays occur on or before September 1st are eligible for entrance into school. You will need to present a birth certificate at the time of registration. Contact the elementary school office to fill out registration data.

LASER POSSESSION

The Yellow Medicine East school district prohibits the possession of laser lights by students. Students may be suspended from school for up to two days for possessing a laser light in school.

LATEX POLICY

The Yellow Medicine East school board has passed a resolution that no latex products will be allowed in the district school buildings. This resolution was made to address the increasing number of latex allergies to people of all ages. This ban includes balloons, gloves, erasers, or any other product made from latex rubber.

LOCKERS

Lockers are assigned for storing clothing, books, and lunch boxes. Lockers should not be used to store articles of value such as purses, tickets, or money. We request that valuables be left at home. School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when we have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as is practical after the search of a student's personal possessions, we will provide notice of the search to the students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

LOST AND FOUND

All lost articles found at school are kept in a special depository where students or parents may come to claim them.

- * It is a good idea to put your child's name on articles of clothing that may become lost.
- * Encourage your child to check the collection if they are missing something.
- * When an article is lost, don't let time lapse before trying to locate it.
- * Use caution in allowing articles of sentimental or monetary value to be brought to school.

Please call the office with questions. Lost and found articles are usually given to charity prior to the start of a new school year.

MONEY

Except for small amounts, payment by check made out to the school or school district would be appreciated. Checks eliminate the problem of money being lost on the way to school. Payments for activity fees/passes and lunch may be made by credit card through the "Sting Store - Online Payment" link under the "For Parents" section of the school district web site. When cash is sent with younger children, please put it in an envelope with the child's name, room number (or teacher's name), and reason for payment (Ex. field trip, lunch, milk, etc.) written on the outside. Please emphasize with your children the danger of leaving valuables in their desk, locker or other places at school.

OUTSIDE ACTIVITY AND RECESS

Weather permitting, all students are encouraged and expected to go outdoors during activity and recess periods. We use the following guidelines for requiring students to go outside. Wind chill is the criteria used and is applied as follows:

- * Warmer than 0 degrees -- outside activity/recess for all students.
- * Between 0 degrees and -10 degrees -- activity/recess time shortened.
- * Colder than -10 degrees -- indoor recess for all students.

REVIEW OF CURRICULUM CONTENT AND ALTERNATIVE INSTRUCTION

The Yellow Medicine East School District believes in the principles of intellectual freedom. Members of the community are welcome to review curriculum and instructional materials. Any parent, guardian, or adult student in District 2190 may express concerns about the content of instructional materials in the district's educational program. Whenever a concern is expressed, the district will respond in accordance with the procedures described in the Procedure for Review of Curriculum Content and Alternative Instruction (copy available in the office) policy. The intent of this procedure is to provide parent and guardians the opportunity to review instructional materials, address concerns and propose alternative instruction for their child. The intent is not to interfere with the rights of others to receive the instruction in question nor does it relieve the student from meeting state and district requirements or essential learner outcomes.

SCHOOL BULLETINS AND NEWSLETTERS

From time to time during the school year, bulletins and newsletters will be sent home from school. It is important that parents read these bulletins to be informed about school events. Your interest in reading them will encourage children to continue bringing them home. These may also be emailed and/or posted on the school web site. You are encouraged to check your email "junk mail" in case some bulletins are blocked by your computer.

SCHOOL PATROL

Students in the fourth and fifth grades serve the school as School Patrol Officers on a volunteer basis. They assist the walking students at the crossings near the school (on 7th Avenue only) both before and after school. All students are asked to respect and obey these officers.

SCHOOL PICTURES/MEMORY BOOK

Our school contracts annually to have pictures taken of the school children during the early part of September. Information regarding prices, times and days will be distributed in a timely fashion. We also publish a Memory Book each spring that contains pictures of all students and a variety of candid shots as well. Information regarding the Memory Book will be sent home with students.

SCHOOL SECURITY

Our district has implemented a proactive security policy in an attempt to make our school a safe place for all our students. The following security procedures have been implemented:

- o All buildings will be implementing more controlled access. This means that in the morning prior to the start of the school day, only designated doors to our building will be unlocked allowing access into the building.
- o All other buildings in the district will follow similar procedures. Certain doors will be unlocked and monitored in the morning prior to the start of the school day and will then be locked with limited and controlled access to the building.
- o All visitors to the building **will be required** to report to the office. Those visitors wishing to visit classrooms or staff outside the office area will be required to sign in and wear a visitor sticker. Visitors entering a classroom or other areas of the school without a sticker will be directed to the office. No adult should be in the academic area without identification or a visitor pass.

You are an important part of our school family and we would encourage you to remain active in your child's school life. These policies are meant only to provide increased safety and security. Although these security measures may be an inconvenience to some degree, it is our belief that the additional security and safety far outweighs the inconvenience. With the various events and incidents around the state and nation, we trust that you will understand why we feel it is important to take extra steps towards building security.

SMOKE FREE ENVIRONMENT

Smoking and the use of tobacco products have been identified as a leading health problem in the United States. Smoking can be hazardous to the health of both smokers and nonsmokers. As a result of concern on the part of the staff, students, citizens, and the Board of Education, smoking and/or the use of tobacco in any form shall be prohibited on school district property. As a district, we are dedicated to providing a healthy, comfortable, and productive environment for staff, students and citizens. Violations to this policy will be handled as outlined in the district's Smoke Free Environment policy.

STUDENT RECORDS

The school has on file the grades, attendance records, standardized test scores and discipline records that have resulted from your child's work since they started school. If your child has attended schools other than Yellow Medicine East, these records will also be on file. The parent or guardian may see the contents of these records by making an appointment with the principal or secretary. You may have copies made of anything in the school record at a cost of \$1.00. You are not permitted to take the original record out of the office. Statements from the parent/guardian may be placed in the student's record if it pertains to school work.

The parent may request that items be removed from the file. This request should be in writing. It is the decision of the principal to grant or not grant the request. The decision can be appealed to the superintendent and then the Board of Education.

Records cannot be transferred without written permission from the parent/guardian with the exception of a public school in the state in which you have enrolled after transferring from this school.

SUPPLIES

Students are always expected to be prepared for their school work. This includes having work completed and having necessary supplies, especially paper and pencils. Parents are requested periodically to check to make sure their children have all the necessary materials. A school supply list is on the school's website.

TELEPHONE CALLS

Students may not be interrupted during school hours by outside calls and messages except in case of emergency. However, if it is necessary to reach your child's school on a school day between 7:00 a.m. and 3:45 p.m., dial Bert Raney Elementary at 564-4082 ext. 3. The school secretary will relay messages to students.

Student use of the school telephone is discouraged. Students will be allowed to use the phone only in cases of emergency. **After-school plans should be made prior to leaving home in the morning.**

Parents who wish to contact a classroom teacher should be prepared to leave a message requesting that the teacher contact the parent at the teacher's convenience. Teachers are generally not available to come to the telephone during the time school is in session. Leaving a message may be necessary even before or after school since the teacher may be involved in a conference or attending meetings at the time your call is made.

TESTING

Students in the second through the fifth grades take standardized ability and scholastic achievement tests in the spring of each year. All 3rd-5th grade students take the Minnesota Comprehensive Assessments. All ESL students take the TEAE or MN-SOLOM test. The results of these tests are shared with parents as they become available. The information from these tests is utilized to determine if students need additional help and support in the areas of reading, mathematics and writing.

TITLE I

The Title I program is available to assist students who are experiencing difficulty in reading and/or math. Any student may qualify for service on test scores and parent and teacher judgments. Bert Raney is a Title I school for the 2013-14 school year. Parents of students in Title I schools may request, and the school will provide the parents on request, information regarding the qualifications of the student's classroom teachers, including:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

- Whether the teacher is teaching under emergency or other provisional status through which the State qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

All teachers at YME Schools and Bert Raney are highly qualified and have met all State qualification and licensing criteria for the grade levels and subject areas they teach. All teachers are fully licensed and no teacher is teaching under a variance or emergency or provisional license.

A Title I Parent-School Compact is reviewed and signed by all parents at Fall Conferences. Each Yellow Medicine East school will have a Title I program designed for their specific needs and the program will vary between buildings.

VISITORS AND VOLUNTEERS AT SCHOOL

Parents are always welcome at Yellow Medicine East elementary schools. We encourage parents and grandparents or anyone interested, to visit school during the school day. If you wish to visit a class, a call to the office beforehand would be appreciated. There are times when visiting a classroom might be disruptive to the schedule, such as standardized testing week. Visitors are requested to sign in at the elementary office before visiting other parts of the building. Visiting by children from other schools is discouraged.

We welcome parent volunteers! Each fall a Parent Volunteer form is sent home. If you are interested in some aspect of volunteering, please complete the form and return it to school. You may also contact your child's classroom teacher directly and volunteer your services. Volunteers are an important part of school life and are most welcome and appreciated at Yellow Medicine East elementary schools.

The YME PTO meets monthly and is another avenue for parent involvement.

WEAPONS

Yellow Medicine East School District has a Zero Tolerance policy with regard to weapons. The school district will act to enforce this policy and to discipline or take appropriate action against anyone who violates this policy. A weapon can be defined as: *any object, device or instrument designed that is capable of threatening or producing bodily harm or which may be used to inflict self-injury*. Examples of such weapons include, but are not limited to: pellet guns, BB guns, all knives, blades, clubs, metal knuckles, numchucks, throwing stars, explosives, fireworks, mace and other propellants, stun guns, ammunition, poisons, chains, arrows, and objects that have been modified to serve as a weapon.

Consequences for using, possession or distribution of weapons shall include:

immediate out-of-school suspension

confiscation of weapon

immediate notification of police

parent or guardian notification

recommendation to the superintendent of dismissal for a period of time not to exceed one year.

Student Handbook 2013-2014



***Yellow Medicine East High School
450 9th Ave., Granite Falls, MN 56241
Ph: 320-564-4081, ext. #5***

YME Welcomes you to 2013-2014

Dear Student,

This handbook is not designed to control your student life, nor stifle your freedom of thought and expression. Rather, it is meant as a guide for our daily association with people - your fellow students, staff and administration.

We hope what you learn at YME will be more than academic – that you will learn to balance work and relaxation together with those around you. This handbook outlines some of the patterns that are necessary to achieve this harmony and help you develop into a contributing member of society.

Be proud of your school. Take care of it and feel free to make suggestions for improving it.

As we look to the future, we hope your year at YME provides you with profitable and memorable experiences.

Take advantage of the opportunities and make this one of the best years of your life.

Mr. Meihak
Principal

DISTRICT MISSION STATEMENT

“Success for all learners”

The mission of the Yellow Medicine East School District is to create opportunities for all individuals to be successful in an inclusive environment where lifelong learning is nurtured.

**Y M E H i g h S c h o o l
P l a n n e r / A g e n d a P a s s
C l a r i f i c a t i o n**

- * Each student will receive a **FREE** copy of the YME High School Planner at the start of the school year.
- * Students are **REQUIRED** to have their planners in order to receive a pass from a staff member or from the High School Office.
- * A student will be given a planner after they have used their Comp Pass and be billed \$5.
- * A student that lost their planner or had it “stolen” will also be given a planner and billed \$5.
- * If the High School Office does not receive payment for the replacement planner, the \$5 charge will be billed to the student.

Remember all fees must be paid up in order to:

- a. participate on any class trips*
- b. attend prom*
- c. receive Senior Privs*

Treat your planner as a regular school text book! Take good care of it and have it with you at all times!

NONDISCRIMINATION POLICY STATEMENT

The Yellow Medicine East School District is committed to a policy of nondiscrimination in relation to race, color, creed, age, religion, national origin, sex, and marital status, status with regard to public assistance and/or disability. Violations should be reported to the High School Principal and/or Superintendent of Schools.

CLASSROOM EXPECTATIONS

YME Behavior Matrix is available on the YME High School homepage.

ACCESS TO SCHOOL RECORDS

Under the Family Educational Rights and Privacy Act (FERPA), parents or 18-year-old students have the right to review and inspect school records pertaining to the student. Requests should be made to the High School Principal who will arrange for the records to be reviewed.

The district discloses directory information from student records.

Directory information may include the following: name, address, phone number, date of birth, place of birth, participation in officially recognized school activities, weight, height, past statistics, and year in school of members of athletic teams, dates of attendance, awards received, previous schools attended, and names of parents and guardians. The district will also publish an honor roll. Parents or legal guardians may refuse to permit designation of any or all of the above categories as directory information. This refusal should be made in writing and be communicated to the high school principal by **September 15** of each year.

ADVISORY- SCHEDULE

All individuals have likenesses, and differences, and individuality. It gives us a sense of who we are. Individuals also make up a larger whole, a community, which we have at YME. Advisory is designed to foster the sense of community by developing positive behaviors, academic skills and a sense of identity within each individual.

The Goals for ADVISORY

1. Improve the pro-social behaviors in students by using non-threatening activities.
2. Promote group and individual relationship skills.
3. Improve and maintain academic performance.
4. Provide means to handle school related functions.

Grades 7/8 will have advisory together and grades 9-12 will have advisory together. Advisory (Homeroom) meets for sixteen minutes daily.

ATTENDANCE

Regular attendance at school is considered one of the most important educational issues for all students. YME High School operates under the guidelines as stipulated by the State of Minnesota. State Compulsory Attendance Law requires regular school attendance by all persons under the age of sixteen and for those over 16 who have not officially withdrawn from school. Students between the ages of 16-18 must have a parent signature authorizing them to withdraw from school. Forms are available in the office. **WE DO NOT ENCOURAGE ANY STUDENT TO DROP OUT.** Please access other programs and seek assistance before you make a decision that will affect your entire life. Violation of the attendance law is “truancy” and will result in referral to the County Attorney for prosecution.

ATTENDANCE GUIDELINES

Attendance at school is a shared responsibility between the individual student, and his/her parents/guardians and the school. State law stipulates that it is the parent’s/guardian’s responsibility to ensure that their son/daughter attends school. The parent/guardian provides a reason for absence or tardiness and the school determines whether the student absence/tardiness is excused or unexcused. Learning is enhanced by regular school attendance. Regular attendance assists in maximizing the educational benefits for each individual student.

***Excused absences:**

Personal illness.
Medical appointments
Family emergencies
School sponsored activities
Family vacations/outings
Religious observations
Orders of the court

***Unexcused:**

Overslept
Missed the bus
Personal appts. i.e. tanning,
Haircuts
No notes/parent verifications

Unexcused tardiness of more than ten minutes is considered an unexcused absence. Anyone not in the room at the bell is considered tardy. Three (3) unexcused tardies equal one (1) unexcused absence.

ABSENCE PROCEDURE

If a student must be absent from class or arrive late to school, the student's parent/guardian must call the ATTENDANCE LINE at 320-564-4083 ext. 100 the day of the absence or earlier. The attendance line is available 24 hours a day for your convenience. Absence must be excused within 24 hours or the absence may remain unexcused. A note from a parent/guardian will be accepted the next morning. Parents/guardians are encouraged to apply for an online access account to view their student's attendance.

ALL STUDENTS WHO BECOME ILL DURING THE SCHOOL DAY ARE REQUIRED TO CHECK OUT WITH THE NURSE'S OFFICE PRIOR TO LEAVING THE BUILDING. FAILURE TO CHECK OUT WITH THE NURSE'S OFFICE WILL CAUSE THE STUDENT TO BE UNEXCUSED.

ATTENDANCE LIMITATIONS

The absence limit per semester is ten (10). Upon the eleventh (11th) absence, the student may not earn credit in the class for the semester. (School sponsored activities/field trips, chronic medical conditions verified by a physician and extended medical excuses of at least three consecutive days verified by a physician are the only days that "do not count" in the 10 absences allowed per semester). This is not meant to imply that students are free to miss school up to the established limit. Rather, reaching the limit is considered "being excessively absent." In addition, students may lose credit upon reaching 3 unexcused absences in a class. Three unexcused tardies to a class period will be considered 1 unexcused absence and will count in the ten limit.

ABSENCE APPEAL

If a student, the parent/guardian, or the school feels that extenuating circumstances caused the absence limit to be exceeded; an appeal may be filed with the Principal. The Principal will hear the facts of the situation before deciding whether to waive a certain number of the ten absences or to enforce the no credit earned.

ATTENDANCE AND CO-CURRICULAR ACTIVITIES

In order to practice, rehearse, compete or perform in any YME co-curricular activity, the student must be in attendance that day for a minimum of four (4) consecutive hours. Pre-arranged excused absences (at least 24 hours in advance) will be considered an exception to this policy.

HOMEWORK MAKE-UP POLICY

If you are absent- (1) Email the teacher directly on the first day you are absent asking for homework (2) Check teacher websites for assignments (www.isd2190.org and click the High School) or (3) Call a friend and ask them to bring work home for you.

ONLY after the third consecutive day absent, call the Guidance Office and we will gladly request homework from your teachers.

If you know you will be absent, it is your responsibility to connect with your teachers for your homework in advance. You will still need to report your absence to the Attendance Office.

1. Students will have two days after returning from an absence to make arrangements with the teacher for completing work missed during an excused absence. Failure to make arrangements or failure to follow through with those arrangements will result in losing the right to make up the missed assignments. Work missed as a result of an unexcused absence cannot be made up.
2. Previously announced tests or projects are due immediately upon return to school.

PASSES TO LEAVE CAMPUS

Permission to leave campus may be granted with written or verbal parent/guardian request. A student must have an excused reason to leave school and must be issued a pass to leave the building.

Grades 9-12 have open lunch and are permitted to leave campus during their lunch period.

Note that the State law regarding truancy provides that school officials are MANDATED reporters and must report patterns of absence that indicate issues of neglect and/or abuse. Minnesota has COMPULSORY ATTENDANCE meaning students are to be in school on a regular basis. Yellow Medicine County has CIRCLE sentencing meaning a student may be referred to the Circle before being referred to court. YME Social Workers will be working with students and parents regarding a referral to Circle.

ACADEMIC REQUIREMENTS

Graduation Requirements for Class 2013 & 2014

Students eligible for graduation must have a minimum of **24 credits in grades 9-12. Each semester course is worth .5 credit.** The following requirements must be met:

- a. **8 semesters** of English and Social Studies (includes two semesters each of Am. History and Geography)
- b. **6 semesters** of Mathematics.
- c. **6 semesters** of Science
- d. **2 semesters** of Physical Education.
- e. **1 semester** of Health.
- f. **1 semester** of Computers 9. [*•Computer 9 meets .5 Media Arts. Student must take an additional .5 Arts (performing, visual or media.)*]
- g. Arts (1 semester) to meet State Standards.

Graduation Requirements: Class of 2015 and beyond

Students eligible for graduation must have a minimum of 24 credits in grades 9-12. Each semester course is worth .5 credits. The following requirements must be met:

- a. 8 semesters of English
- b. 7 semesters of Social Studies
- c. 6 semesters of Mathematics
- d. 6 semesters of Science
- e. 1 semester of Health
- f. 2 semesters of Physical Education
- g. 1 semester of computer technology
- h. 2 semesters of ARTS

Students must meet state requirements in Writing, Reading, Math, and Science.

7TH & 8TH GRADERS ARE REQUIRED TO PASS CORE CLASSES.

Failing two or more core classes in semester two will result in RETENTION at grade level unless the Principal approves summer school.

- *Regular attendance in special programs may be substituted when approved by the Bd. of Education.
- *Seniors must carry 6 classes in their senior year to be eligible for graduation (this is 6/7 class hours even though PSEO courses may carry a weight other than .5)
- *HS students in PSEO programs must pass the equivalent of 40 qtr. hours or 24 sem. hours to meet a full year of H.S. requirement.
- *Students must meet the MCA II-Grad standards in Writing, Reading, and Mathematics (Science for Class of 2015 and beyond).
- *Band and Choir credits apply towards graduation.
- *NOTE: Students are required to take 6/7 classes per semester. They may opt for a 7th course. ALL students will have an assigned Advisor.

7th & 8th Graders will have quarter EXPLORE classes to introduce them to electives offered in high school. These are 9-week classes. 7th and 8th graders who need specific instruction in Reading will be assigned to READ 180. Students are assigned to READING based on their NWEA scores, MCA scores, and by Teacher recommendation.

ACTIVITY TICKETS

Each student will have an opportunity to purchase an activity ticket in the Activities Office. This ticket admits students to all home athletic contests, except tournaments and playoffs. They cannot be used at away events nor do they include student dances or special events. Activity passes will not admit students/adults to drama productions; tickets must be purchased for these activities.

**Fees subject to change by School Board action.*

ACTIVITY FEES

Students participating in co-curriculars will be assessed a fee. WE THINK IT IS EXTREMELY IMPORTANT FOR STUDENTS TO PARTICIPATE IN ACTIVITIES-IF FEES ARE KEEPING YOU FROM PARTICIPATING, COME AND SEE MR. MEIHAK or MR. KNAPPER-we **WILL** work something out. Payment should be made in the ACTIVITY OFFICE. If you need information contact Mr. Knapper, Activities Director phone: 320-564-4084.

ANNOUNCEMENTS

Student announcements are given each school day via the intercom. They are also posted throughout the building. Announcements will be made at other times during the day as determined by the HS Principal.

STATE TESTING

Students are required to meet standard in the MCA-II Reading, Writing and Math. Writing is given in the 9th grade year, Reading in the 10th grade year, and Math in the 11th grade year.

BUS RULES

Students riding on buses are expected to conduct themselves in a mannerly fashion. The driver is in full charge of the bus and the students riding in it. The bus driver will handle any behavior issues happening on the bus. Serious misconduct will result in bus riding privileges being revoked and referral to the Principal for further disciplinary action. Remember: Riding the bus is a privilege!

COUNSELING & GUIDANCE

A Counselor and/or Social Worker are available to assist students with academic and personal needs. Our Counselor is here part-time; please check with the office to access services.

** The HS Counseling position has been cut for the 2013-2014 school year.*

SOCIAL WORKER SERVICES

YME High School is fortunate to have the services of a School Social Worker. If a student is in need of social, emotional, or psychological services a referral will be made to a School Social Worker. To access the services of the Social Worker please call the HS Office. YME also has

School Based Mental Health services available. The School Social Worker can assist you in accessing those services.

VIOLATIONS REPORTED BY LAW ENFORCEMENT

Note: State Law requires that law enforcement notify schools when students are issued chemical violation tags.

YME provides support services for students who have issues pertaining to chemical use/abuse. YME also provides services to students in need of mental health support services. We will practice an inter-agency referral/response with Family Services and Mental Health Services.

WEATHER EMERGENCY INFO

In case of an emergency, such as school closing, late starts, canceled athletic events, etc, listen to the following radio stations:

KDMA- Montevideo	KDJS-Willmar KMHL-Marshall	KLGR-Redwood
WCCO- Minneapolis	KKRC-Granite Falls	

YME uses instant messaging and will send a phone message and a computer message to all registered accounts.

DISCIPLINE GUIDELINES

It is the position of the YME High School that learning can best take place in an environment which is orderly, safe, stimulating, and which enables all students to develop their fullest potential. The following school board policies apply district wide:

I. RULES OF CONDUCT

Disciplinary action may be taken against students for any behavior, which is disruptive of good order or violates the rights of others.

- a. Truancy and Unauthorized Absences
- b. Damage to School or Personal Property
- c. Physical Assault
- d. Verbal Assault
- e. Threats and Disruptions
- f. Dangerous, Harmful, and Nuisance Substances and Articles
- g. Failure to Identify One-self

- h. Violation of federal, state, and local law
- i. Willful conduct which disrupts others to an education.
- j. Willful conduct that endangers school employees, the pupil, or other pupils.
- k. Violation of bus or transportation rules.
- l. Violation of parking or school traffic rules.
- m. Distribution of slanderous, libelous, or pornographic material.
- n. Willful violation of any rule of conduct established in this discipline policy.
- o. Serious misconduct that interferes with the legal and personal right of others in the school or at related school activities.
- p. Insubordination.
- q. Falsification of records or signatures.

II. PROGRAM DISCIPLINARY PLAN

Disciplinary action may include but is not limited to:

- Student Conference
- Meeting with the Teacher, Counselor, or Principal
- Parent contact by telephone or mail
- Detention
- Loss of school privileges
- Parental conference with school staff
- Modified school program or alternative programs
- Removal from class
- Out of School Suspension under Pupil Fair Dismissal
- Exclusion under Pupil Fair Dismissal Act
- Referral to in-school support services
- Referral to community services or outside agency services
- Referral to police or other law enforcement agencies for criminal action
- Petition to County Court for juvenile delinquency adjudication
- Any/All appropriate action, which is appropriate to the circumstances

III. SEVERE BEHAVIORS

Students displaying the behaviors below may incur expulsion from school and/or serious legal consequences:

- A. Possession of a firearm and/or other weapons
- B. Possession of drugs and/or drug paraphernalia

- C. Under the influence of alcohol or drugs
- D. Harassment
- E. Fighting
- F. Conduct, which threatens, or harms staff property or person
- G. Behavior that disrupts the learning environment

The police may be called to assist Administration in investigating allegations and/or charges for the above offenses. Minimum consequences will be suspension from school.

*** Please visit the High School web site for the Student Misbehavior Guideline.**

DETENTION

Detention in the high school can be assigned and supervised by classroom teachers as needed. Office assigned detention will be served after school on Tuesday/Thursday as determined by the Principal. It is assigned by the Principal and supervised by Staff. Detention will be AFTER SCHOOL 3:15-4:00 p.m. Students are responsible for their own transportation-sports/activity shuttle is not an option. Failure to serve assigned detention in a timely manner may result in suspension from school.

CHEATING

Paper taken away. NO CREDIT given on assignment. Parent (s) will be notified. Note: A student's grade will be affected. Copying other people's work is plagiarism and is considered cheating. Students should make every effort to refrain from passing off others work as their own.

*** Please visit the High School web site for the complete Plagiarism Policy.**

THEFT or VANDALISM

Police will be notified and charges filed. Parent/Student are responsible for restitution. Student is subject to Fair Dismissal Act. Students that check out laptop computers are responsible for bringing them back in working order-students will be assessed fines and fees to cover damage.

HARASSMENT

YME practices NO TOLERANCE in regards to behaviors that result in acts that injure, degrade, or disgrace others. Students who engage in these types of behavior will have serious disciplinary actions invoked.

*** Please visit the High School web site for the complete Harassment Policy.**

SAFETY

YME endeavors to create a safe environment. Weather emergency drills will be practiced along with lock down drills and safety evacuation drills. Students who endanger others subject themselves to the full disciplinary sanctions allowed under school policy and law enforcement. Routine and random searches will be conducted regarding contraband.

COMPUTER & TECHNOLOGY USE POLICY

Yellow Medicine Schools have implemented a USE policy regarding student and staff use of computer technology and communications. Proper use of equipment and access to appropriate sites is foremost in enforcing this policy. Students use privileges will be revoked for misuse. *Please visit the YME High School homepage to review the Use of Personal Technology Devices in School policy.*

Technology is ever changing. YME is making every effort to offer students and staff the latest innovations. This means that policy and guidelines are also changing.

CYBERBULLYING

The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teachers, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.

LOCKERS

A hall locker will be assigned for books and outer clothing. Lockers remain the property of YME Schools and are subject to periodic search. Students should not keep valuables in their lockers. YM East Schools assumes no liability for theft from lockers. Students are expected to use lockers properly. Report any damages to the office so repairs can be made promptly.

It is the policy of the State of Minnesota that:

“School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student’s personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.”

STUDY HALLS

The purpose of study hall is to provide a supervised, structured atmosphere for students to study. Students may access the resource room for assistance but must secure prior permission to leave the study hall area. (504, Hispanic Students, and Native Students MUST have a pass to leave the study area for individual assistance with the Liaisons). Students on an IEP will receive resource credit and be assigned to a Special Needs Teacher. Students are expected to bring all study materials with them. Permission to use the library or computer labs must be secured before reporting to study hall. Cell phones, iPods, or any similar electronic device may not be used during study hall.

SMOKING and TOBACCO USE

It is against the law for students to possess or use tobacco products. Students will be referred to the police via a written “police tag” if observed using. (Note School Staff are mandated reporters and must report violations to the police-tags will be issued.) If caught in possession or using on school grounds students will be suspended from. Items will be confiscated and turned over to the police along with a written citation/tag. (Use of tobacco is a MSHSL violation and students in activities will forfeit their eligibility if caught using or in possession.)

DRESS CODE

Pleasant appearance develops pride and respect in each student. Students are expected to be neat and clean at all times. Students have the right to choose their manner of dress and personal grooming unless it represents a clear danger to the student’s health and safety causes a substantial disruption with work or creates classroom or school disorder. Clothes should be clean and fit properly. The following standards are expected:

- Hats, caps, hoods, and scarves are not allowed to be worn in the building
- Offensive clothing with lewd or suggestive logo, alcohol & tobacco advertisements, drug logos, gang related colors, etc. should not be worn.
- Clothing must cover the midriff, chest, shoulders & back, and buttocks when seated or standing (SLEEVES are highly suggested so as not to raise concern.)
- Length of shorts must have, at minimum, a five-inch inseam.
- **Undergarments should remain undergarments; bra** straps, underwear, thongs, etc. need to be covered by an outer garment
- ”Sagging” pants **should not** show or reveal undergarments and should be secured with a belt and/or drawstring.
- Students are to have footwear on at all times in compliance with state health rules
- Jewelry that presents a safety hazard to self and others should not be worn

NOTE: when in the judgment of the administration a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process the student will be directed to make modifications or

will be sent home for the day. Students will be directed to go home (unexcused absence) to change if student is not able to cover or change at school. CLOTHING at events where students are performing or are part of a production must adhere to the dress code.

We understand fashion is an important part of students dress – you must understand that schools are not always a place for showcasing today’s fashions. What is appropriate for the mall, work or everyday life MAY NOT be appropriate for school.

GANG RELATED PARAPHENALIA is strictly prohibited at YM East Schools. Students who put symbols or show “colors” will be sent to the office immediately for disciplinary intervention. Student will be directed to remove the clothing and/or colors or be sent home. Refusal to cooperate will result in removal from school pending a parent conference to resolve the issue. Students who persist in “showing colors” or “presenting” will be referred to the police and will be suspended from school pending a parent conference. A police report will follow.

DROPPING & ADDING OF COURSES

Students (Grades 9-12) may request a schedule change within the first two weeks of a semester. Changes may be granted provided there is room in the class. A Drop/Add form must be filled out and returned to the Principals Office. Changes after the first two weeks may result in forfeiture of credit and a failing grade.

Advisors should approve 7th/8th grade schedule changes. Parents may request a schedule change by contacting the Advisor who will make contact with the Principal for suggested changes to the schedule.

Special rules apply when dropping a PSEO class. See the High School Office for more information.

GRADING SYSTEM

YME High School operates on nine week marking and reporting periods. A special interim report is available at parent conferences, which will be held at announced times.

Parents will want to access the school web site going in to the teacher grade program regarding their student. This will keep you abreast of academic progress. Parents will also want to use the email system directly to teachers for inquires and concerns

* Parent Teacher Conferences may be adjusted. Notification will be sent to parents if changes are made.

PASS/NO-PASS

Students in grades 9-12 may elect to take up to **ONE** class per semester on a Pass/No Credit basis. This option allows students to select courses they may wish to attempt without affecting their GPA while receiving credit towards graduation. The deadline for making a pass/no credit option decision is three weeks into the semester. Students that serve as aides will receive a Pass/No Credit. **We strongly suggest that students not use this option in required courses.** Some colleges/universities will not accept a Pass/Fail option for required courses.

GRADUATION HONORS

Graduation honors will be based on cumulative grade point average (GPA). Senior honor students will be determined from the senior class at the end of the fourth quarter for graduation honors as follows:

Superior.....	4.00
Gold.....	3.70-3.99
Silver.....	3.40-3.69
White.....	3.00-3.39

*LIONS Honor Banquet is an invitation banquet held in the spring for academic excellence. Each Lions Club determines the number of students it wishes to invite.

*Student Speakers at Commencement may include the Class President, Student Council Representative, Valedictorian, and/or Salutatorian.

International Exchange Students will be permitted to participate in the graduation exercises provided they have completed their program of study. If International Students meet the school/state requirements they will be issued an YME diploma otherwise they will receive a "Completion of Program" certificate.

Students will need to be properly dressed in order to participate in graduation. School dress code is in effect.

ALL REQUIREMENTS MUST BE MET IN ORDER FOR A SENIOR TO PARTICIPATE IN GRADUATION EXERCISES. This includes 24 credits, required State Tests, State Standards, all attendance requirements, and payment of fines or fees.

GRADUATION HONORS

Students will wear the 'traditional' cap and gown as determined by the class. Honor cords will be worn for NHS membership and for academic achievement. Students may not alter their caps, cords, or gowns.

BACCALAUREATE

The role of school officials is one of neutrality. Student participation is strictly voluntary. (U.S. Department of Education 1998)

HEALTH SERVICES

If you feel ill during class, please notify your teacher before coming to the nurse's office. (Located in the High School Office.) The nurse will notify your parents if it is necessary for you to go home. Staying in the restroom will be considered a skip. Report to the office for assistance.

The law in Minnesota allows high school students to carry their own prescription medications and aspirin such as Tylenol. The HS office will give Tylenol to high school students provided there is a permission form on file. It is very important that the office be made aware of a student's health history so that we can offer first aid appropriately. In case of an emergency we will make every attempt to notify the parent (s) but will act in good faith by calling the ambulance and/or paramedics as deemed necessary.

ALL ACCIDENTS SHOULD BE REPORTED TO THE PRINCIPAL'S OFFICE IMMEDIATELY. School insurance does not cover student injuries. Proper first aid will be administered and students will be transported to the emergency room if deemed necessary.

HONOR ROLL & ACADEMIC AWARDS

In order to qualify for the honor roll a student must earn a minimum of a 3.00 grade point average and be in compliance with attendance guidelines.

<u>HONOR</u>	<u>GPA</u>
Superior	4.00
A.....	3.50-3.99
B.....	3.00-3.49

Grades will not be rounded up. Students must meet the exact requirements as stated above.

***The Faculty selects Student of the Week candidates for inclusion in the local newspaper and for bulletin board display.**

INCOMPLETES

Any student who has an incomplete grade in a class will have two weeks at the end of the marking period to complete the required work. If the incomplete work is not made up within the time period, the student will not have completed the course of study and therefore will fail the course.

LOST AND FOUND

All articles found should be taken to the Principal's Office. Upon identification, they will be given to the owner. All unclaimed property will be disposed of at the end of the year.

LUNCH

YME High School has an OPEN LUNCH policy, which allows students in grades 9-12 to leave the high school property. Students are expected to practice SAFE DRIVING at all times. This is a privilege! Students have demonstrated mature use in the past. If trash is left in the lot, students use poor driving judgment, and/or discipline issues surface this privilege can and will be revoked.

**** Please note that changes to the lunch policy may changes without notice.***

Students in Grades 7-8 will have a CLOSED LUNCH hour supervised by high school staff.

Students in Grades 9-12 SHOULD REMAIN IN THE LOWER HALLWAY AND/OR THE HALLWAYS ADJOINING THE CAFETERIA. NO students and/or food items should be in the other wings of the building during the lunch period.

Students are to clean up after themselves and practice good manners while using the lunch services. A “debit card” system is used for payment of lunch. Students can deposit in their accounts by leaving checks in the high school office or by giving them directly to the cashier in the lunchroom. Students on free/reduced lunch must pay for additional milk, seconds, and/or ala Carte items.

CELL PHONE USE

The YME High School is considering a revision to our cell phone policy. Information will be posted when the revisions are finalized.

If there is an emergency please call the office and we will make sure that your student receives the message a.s.a.p. All rooms are accessible by telephone and/or the intercom and we will deliver the messages in a timely manner.

ELECTRONIC DEVICES

Electronic devices such as: ipods, headsets, headphones/ ear buds, etc. are not to be used during the school day (8:15—3:00 p.m.). Teachers will confiscate the items and turn them into the high school office.

Violation #1: Students may pick up the device at the end of the day.

Violations thereafter: In School Suspension

MEDIA CENTER-LIBRARY

The library is a place for students to practice good utilization of their time whether it is informal study or research. The library is a place for “quiet” work. Study hall students wanting to use the library should secure a pass prior to reporting to study hall. Lost and/or damage to books or technology equipment are the personal and financial responsibility of the student.

PARKING OF STUDENT VEHICLES

Student parking is available in the east lot of the 1930 building and the new gym lot. Parking should be orderly. DO NOT block the driveways or sidewalks. DO NOT park in the restricted signed areas or the handicapped parking areas. Vehicles should be registered in the office. Vehicles illegally parked will be reported to the police. Students ARE NOT to be in the parking lot during the course of the school day unless they have a blue slip from the office or they are leaving/returning from lunch.

POST-SECONDARY ENROLLMENT OPTIONS

Juniors and Seniors are eligible to participate in post secondary options programs. Check with your counselor or the high school principal for details. The purpose of this program is to provide a wider variety of rigorous academic challenges to high school students. To be eligible a student needs to be in the upper 35% of their class, have a minimum of 3.0 GPA, a 24 ACT score, and/or administrative recommendation.

The State of Minnesota will pay for CLEP test taken at college sites. These tests are “test-outs”. Further information is available from your guidance counselor or your high school principal.

PSE COURSES-ON SITE

YME High School provides Post Secondary Courses on site through collaboration with Southwest State University. Courses in computer, language arts, and psychology are available. Students should check with the counselor or high school principal when registering for courses to determine if they are eligible to take these courses. Many YME students graduate from high school with multiple college credits having taken advantage of these on-site academic courses. Courses offered: Critical Writing (3), Essay (3), Computer (3), Psychology (3), Auto Body (6), French IV via ITV (6). CLEP preparation in Pre-Calculus and Calculus. Articulation in Business/Computer Science and Agriculture.

POST SECONDARY VISITS

Seniors are permitted two (2) days to visit post secondary institutions or be excused for job interviews provided they have prior permission by completing the appropriate forms through the guidance office. (Seniors with privs. have 3 days.)

Juniors are permitted one (1) day for post-secondary visits. The same procedures apply as for Seniors. Students will also have access to college & career fairs as determined by the guidance office.

SENIOR PRIVILEGES

YME rewards and encourages responsible citizenship through the granting of senior privileges. Senior privileges are earned - not a guaranteed right! *Just as privileges are extended, they can be removed or denied.*

SENIORS ARE NOT ALLOWED TO WRITE THEIR OWN NOTES- make sure you verify absences with a parent note.

The following privileges are extended to seniors who meet the qualifications:

- Study halls are optional. Seniors with privs are not required to attend. Seniors must be in a designated area or may leave the campus. Attendance at lyceums is expected.
- Final exams: Seniors with privs are exempt from final exams if they have a “B” or better. All projects and coursework need to be completed.
- Post Secondary: Seniors with privs may use a third day for post-secondary visits. ALL SENIORS have 2 days for post secondary visits.
- Early Release: An early release may be available depending on the number of days available at the end of the school year.
- All Seniors are to report to their assigned ADVISORY unless out of the building for work release or PSEO courses.

CRITERIA:

*A Review Committee will review academic progress, behavior, and attendance each quarter to determine privileges for the following quarter.

•SENIORS

Students who enter the senior year will be eligible for privs as follows:

- ***Credits:** Must have 17 credits towards graduation to be considered a senior.
- ***Suspensions:** Any suspensions will result in loss of senior privs for the remainder of the semester or not less than 9 weeks.
- ***Grades:** A failing grade in any class for any quarter will result in the

loss of senior privs for a semester or the remainder of the semester (if the grade occurs at the end of the first or third grading period.) A minimum of 2.00 needs to be earned each quarter in order to maintain senior privs. NOTE: an “I” grade does not allow GPA to be calculated therefore privs will not be extended if a student carries an incomplete at the end of a quarter.

***Attendance:** Sr. privs will not be granted to juniors (first sem. seniors) IF a junior is in violation of the tardy policy. Seniors will have privs revoked if they violate the tardy policy. Juniors who violated the unexcused absence policy will not be granted sr. privs. for quarter one even if time was made up—unexcused absences are unexcused absences regarding sr. privs. Seniors who violate the unexcused policy will have their privs revoked!

***Discipline:** Seniors that have not had any major disciplinary problems will maintain sr. privs. Students that have major disciplinary problems will be grounds for revoking privs. REMOVAL FROM CLASS will be considered grounds for revoking privs.

***Tobacco/Chemical Violations:** Students who are reported for tobacco or chemical violations will have privs revoked. (No less than 9 weeks)

***Junior fines/fees:** Senior privs will not be granted to any student who did not complete junior checkout procedures.

*Privilege revocation, if imposed at the end of one semester, will continue in to the next semester to equal a minimum of 9 weeks loss of privileges. SENIORS must carry their plan book (intact) with them. SENIORS will be issued a PASS card each semester if privs are granted.

SR. PRIVS ARE GRANTED IF:

1. Start with and maintain a 2.00
2. Follow the attendance rules.
3. Be in strict compliance with behavior and eligibility rules
4. Verify all appointments/notes by parent signature.

SUMMER SCHOOL

Summer school for making up deficit credit(s) is handled through the Alternative Learning Center. Credits are earned by completing independent learning study packets directed by the ALC staff. Students should talk with the HS Principal and/or Guidance Counselor if they need to make up credits. The ALC in Granite Falls meets on Monday and Tuesday from 3:30-5:00 p.m. Students may access the ALC during the academic school year by contacting the Director at 564-4653.

Summer school for students is held at the MNRVED in Montevideo. Students in grades 7 & 8 need to pass CORE courses to move to the next grade level. Generally failure in 2 or more CORE classes will be a recommendation to repeat the grade level. Students will have the opportunity to attend summer school—two classes may be made-up. The Principal will make a recommendation for a student to go to summer school in order to be promoted to the next grade. The Principal may also make a recommendation for students to go to summer school to work on their academic skills.

Students in grade 9-12 may re-take failed courses during the school year, go to summer school for make-up, and/or make up course work through independent study.

*YME Schools have access to a day program for Alternative Learning-Area Learning Center. The center is located in Montevideo. Referral to the Area Learning Center is via the High School Principal.

VISITOR'S TO SCHOOL

Any persons other than YM students, staff, or Board of Education are regarded as visitors. These individuals must report to the Principal's Office before going ANYWHERE in the building. Visitors must wear a nametag and be signed in at the office.

Students may have a student visitor under the following guidelines:

1. Parent notification 24 hours in advance.
2. Student visiting must not be missing his or her own school.
3. No visitors during finals or finals week.
4. No visitors on the day before or after a holiday break.

CO-CURRICULAR ELIGIBILITY

YME High School is a member of the Minnesota High School League and adheres to the governance of the League. Participation in co-curricular activities is a privilege available to the student body.

STUDENTS MUST PASS THEIR CLASSES TO REMAIN ACTIVE IN THEIR ACTIVITY.

A failing grade at mid-quarter is an indicator grade-a student will have one (1) week upon posting, to get to a passing grade or will be ineligible to participate until the grade is passing.

A failing grade at quarter time results in ineligibility to compete or perform in the next scheduled contest. An eligibility slip must be signed and the student must be passing “all” classes to resume eligibility. A student will remain ineligible until the student is passing. The student will continue to practice and rehearse. **The least amount of sanction will be one game or one public performance missed due to a failing grade at quarter.**

MSHSL requires that student be making progress towards graduation in order to retain eligibility-we interpret that to mean at grade level each year in order to maintain eligibility.

MSHSL General Guidelines

BYLAW 100.00: A student participating in League sponsored activities shall be under 20 years of age.

BYLAW 102.00: **Students shall be attending school and classes regularly; and be listed on the appropriate school records and not have been dropped because of irregular attendance, extended absence, or suspension from school.**

BYLAW 107.00: Any student who intends to participate in high school interscholastic athletics, dance team, or cheerleading activities must have on file in the school, a record of a physical examination performed by a physician within the previous three years.

BYLAW 108.00: To be scholastically eligible, a student must be making satisfactory progress towards the school's requirement for graduation.

***NOTE: YME maintains that students should be passing all courses in order to participate in co-curricular activities. Coaches will review the academic requirements with student-athletes and parents at the beginning of each season.**

BYLAW 110: No student may participate in any interscholastic activity after the eighth semester in grades 9-12 inclusive. All eight semesters must be consecutive.

BYLAW 202.00: It shall be a violation to assault an official. *Penalty: any participant found guilty of assault shall be disqualified from participation for a minimum of 4 weeks.

BYLAW 205.00: During the calendar year, regardless of quality, a student shall not:

- use a beverage containing alcohol
- use tobacco
- use or consume, have in possession, buy, sell, or give away any other controlled substance

BYLAW 209.00: During the school year, a student shall not engage in the sexual, racial, or religious harassment or sexual, racial, religious violence or hazing.

THE ABOVE ARE GENERAL GUIDELINES AND HIGHLIGHTS OF THE LEAGUE POLICY. A COMPLETE HANDBOOK IS AVAILABLE FOR REVIEW IN THE ACTIVITIES OFFICE and THE PRINCIPAL'S OFFICE.

NOTE: Students that violate chemical and/or eligibility guidelines during a season WILL NOT be eligible for team or conference awards.

YME SPORTSMANSHIP

1. Cheer appropriately.
2. Sit in the assigned section as designated by the Activity Director both in our gym and at visiting sites.
3. Stand during the singing/playing of the National Anthem and either participate in the singing or remain quiet.
4. Stand during the playing of the visitor and STING school song.
5. DO NOT boo or heckle game officials or contestants in the competition.
6. NEVER throw anything on the playing court or field.

YME High School will be reading the Sportsmanship Code at the start of each contest.

ACTIVITY: Student Code of Responsibility

- A. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- B. I will be fully responsible for my own actions and the consequences of my actions.
- C. I will respect the property of others.
- D. I will respect and obey the rules of my school and the laws of my community, state, and country.
- E. 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 of exclusion, expulsion, or suspension or whose character violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the principal.

The guidelines applied by the Yellow Medicine East High School Principal provide for periods of ineligibility as follows:

First violation:.....suspension of two games

Second:.....suspension of four games

Third:removal from activity

**NOTE: “Student in Good Standing” applies to all activities governed by YME High School both school sponsored and MSHSL sponsored.

*Students may ride home with their parents following contests. Students need to have a parent note signed by the High School Principal or the Activities Director. This needs to be given to the coach/advisor upon boarding the bus. NOTE: The HS Principal cannot authorize students to ride with students. Notes signed indicate that parents are authorizing “alternate” transportation.

There are times when students will need to drive to events on their own due to appointments, etc. We would ask that students use school sponsored transportation as much as possible but if special circumstances come up we will allow students to drive themselves. NOTE we cannot give permission for students to transport other students.

Please check with the High School Office if you have any questions regarding policy.

VIDEOTAPING

At various times during the school year, we may videotape classes, students in the halls, or school activities. If you do not want your child to appear in these videotapes, send a written note ATTN: PRINCIPAL. If we do not receive a written note, we will assume permission is granted.

BOOKS & MATERIALS

MN Statute 120.74, subd.1 requires the school board to notify parents about its policy to charge fees for lost, damaged, or destroyed books. Teachers issue books at the beginning of the year/semester. A fee will be assessed for a damaged or lost text.

IMMUNIZATION LAW

Minnesota law requires that all children attending public, private, or parochial schools be immunized against diphtheria, tetanus, polio, measles, mumps, rubella, and Hepatitis B. To comply with the law parents must submit appropriate documentation to the school. Students not properly immunized will not be allowed to attend school.

NOTE: Students going to college are required to be immunized for meningitis upon enrollment to their school.

AGE OF MAJORITY

In Minnesota, the age of majority is 18. However, all students, whether 18 or older, are considered students and must follow all student rules and regulations. Parents will receive all communication from school.

All policies, forms and student handbook information are available on the High School web-page.

www.mshsl.org MN State High School League governs co-curricular activities

www.isd2190.org

GUIDELINES FOR PROM DRIVE-UP

1. REASONABLE, FUN, SAFE, LEGAL will be the guidelines.
2. NO students will be allowed to ride in the bed of a pickup.
3. NO oversized farm equipment will be allowed in the drive-up.
4. NO semi (trucks or trailers) will be allowed in the drive-up.
5. As golf carts and four-wheelers are not street equipment they are not to be used for drive-up.
6. Camper trailers (RV's) are not acceptable vehicles for drive-up. This includes watercraft.
7. Student drivers must have a valid driver's license. Shall be checked by police at the stop sign before student (s) are allowed to drive up to the main entrance.
8. No exhibition driving including excessive 'pipes' and 'engine revving'.
9. Any chemicals-tobacco, alcohol, or drugs-that are detected will result in law enforcement notification and the police will sanction students involved.

Prom Guidelines

1. Students signed up for prom, either on-site or off-site, **will not** be allowed to leave the site until the event is over. No student may leave, even with parent permission or parent pick-up. Once you are at site you will be required to stay.
2. Only students between the ages of 15-20 will be allowed to participate in YME Prom. A Junior or Senior may invite one guest to the Prom

Pg-30

and they will also be between the 15-20 age ranges. Parent permission slips must be signed for all students attending the YME Prom.

3. Guests to prom are under the SAME rules and regulations as YME students meaning they must stay to site as signed up and follow the same rules.
4. Students that have a chemical violation (MSHSL) that has not been cleared will not be eligible for prom activities.
5. Students that are not passing (nearest marking period to prom) will not be allowed to attend prom.
6. Students that have un-resolved attendance issues will not be in good standing and will therefore not be allowed to attend. Student must meet the same requirement as co-curricular participation by being in school four consecutive hours the day before prom and all absences from that day must be pre-arranged and excused.
7. Students signing up for the YME Prom are expected to attend the Parent Sponsored After-Prom. The parent permission slip for Prom also includes the Post Prom. If a parent absolutely does not want their child to participate in the post prom activities they will need to call the High School Principal and receive a waiver from participation.
8. Post-Prom is a LOCK IN. Students should stay to the site from the check-in to the ending.
9. Yellow Medicine East reserves the right to have any student and/or adult removed from prom if behavior is inappropriate. Law Enforcement will be called as needed.
10. A breathalyzer may be given to all students prior to the Grand March.

Post Prom

1. Post Prom is a parent-sponsored activity promoting safe, fun activities following prom.
2. The parent permission slip allowing students to participate in prom is also the parent permission slip for Post Prom.
3. NO alcohol, tobacco, or drugs allowed-law enforcement would be notified if detected. Breathalyzers may be given to students upon entering the post-prom party.
4. Students are to stay at post prom until the event ends-if a student leaves early, parents will be called. For all practical purposes, Post-Prom is a Lock-in.

5. Students are under the same rules and regulations as school and are encouraged to be on their very best behavior.
6. Only Juniors/Seniors and their guest are allowed at post prom.
7. Students DO NOT have to attend prom to attend post prom. They are required to have parent permission slips signed and fees paid.

2013-2014 Daily Class Schedule

Period 1	8:15 – 9:01	(46)
<i>Advisory</i>	<i>9:05 – 9:21</i>	<i>(16)</i>
Period 2	9:25 – 10:11	(46)
Period 3	10:15 – 11:01	(46)
Period 4	11:05 – 11:51	(46)
Period 5 A	11:55 – 12:41	(46)
<i>Lunch A</i>	<i>11:51 – 12:27</i>	<i>(36)</i>
Period 5 B	12:31 – 1:17	(46)
<i>Lunch B</i>	<i>12:41 – 1:17</i>	<i>(36)</i>
Period 6	1:21 – 2:07	(46)
Period 7	2:11 – 2:57	(46)

Academic Eligibility - Athletics

* please visit the High School web site for Academic Eligibility details.

Academic Eligibility – Fine Arts / Co-Curricular

* please visit the High School web site for Academic Eligibility details.

Eligibility (Drugs/Tobacco/Alcohol) – Athletics

* please visit the High School web site for Eligibility details.

Eligibility (Drugs/Tobacco/Alcohol) – Fine Arts / Co-Curricular

* please visit the High School web site for Eligibility details.

YELLOW MEDICINE EAST 2013-2014 CALENDAR

is available on the school website.

COMMERCIAL LEASE AGREEMENT

This Lease Agreement (the "Agreement") is made and effective 12 August 2013,

BETWEEN: **NHSH Inc.** (the "Landlord"), a corporation organized and existing under the laws of the state of Delaware, with its head office located at: 717 N. Union Street #5, Wilmington, DE 19805.

AND: **Yellow Medicine East Schools, ISD 2190** (the "Tenant"), a corporation organized and existing under the laws of the state of Minnesota, with its head office located at: 450 9th Avenue, Granite Falls, MN 56241.

1. DESCRIPTION OF PREMISES

Landlord leases to Tenant the premises located at 1204 11th Avenue, Clarkfield, MN 56223 west gym and locker rooms, and described more particularly as follows:

WEST GYM AND LOCKER ROOMS AT 1204 11TH AVENUE, CLARKFIELD, MN 56223.

2. GRANT OF LEASE

Landlord, in consideration of the rents to be paid and the covenants and agreements to be performed and observed by the Tenant, does hereby lease to the Tenant and the Tenant does hereby lease and take from the Landlord the property described in Exhibit "A" attached hereto and by reference made a part hereof (the "Leased Premises"), together with, as part of the parcel, all improvements located thereon.

3. LEASE TERM

a. **Total Term of Lease:** The term of this Lease shall begin on the commencement date, as defined in Section b) of this Article 3, and shall terminate on 31 May 2014.

b. **Commencement Date:** The "Commencement Date" shall mean the date on which the Tenant shall commence to conduct business on the Leased Premised, so long as such date is not in excess of 90 days subsequent to execution hereof.

4. EXTENSIONS

The parties hereto may elect to extend this Agreement upon such terms and conditions as may be agreed upon in writing and signed by the parties at the time of any such extension.

5. DETERMINATION OF RENT

The Tenant agrees to pay the Landlord and the Landlord agrees to accept, during the term hereof, at such place as the Landlord shall from time to time direct by notice to the Tenant, rent at the following rates and times:

a. **Annual Rent:** rent for the term of the Lease shall be \$15,000.00, plus applicable sales tax.

b. **Payment of Yearly Rent:** The annual rent shall be payable in advance in equal monthly installments of

one-ninth (1/9th) of the total rent, which shall be \$15,000, on the first day of each and every calendar month during the term hereof, and prorata for the fractional portion of any month, except that on the first day of the calendar month immediately following the Commencement Date, the Tenant shall also pay to the Landlord rent at the said rate for any portion of the preceding calendar month included in the term of this Lease.

c. Reference to yearly rent hereunder shall not be implied or construed to the effect that this Lease or the obligation to pay rent hereunder is from year to year, or for any term shorter than the existing Lease term, plus any extensions as may be agreed upon.

d. A late fee in the amount of \$50 shall be assessed if payment is not postmarked or received by Landlord on or before the tenth day of each month.

6. USE OF PROPERTY BY TENANT

The Leased Premises may be occupied and used by Tenant exclusively as a premise for the purpose of sports related activities.

Nothing herein shall give Tenant the right to use the property for any other purpose or to sublease, assign, or license the use of the property to any Sub-Tenant, assignee, or licensee, which or who shall use the property for any other use.

7. RESTRICTIONS ON USE

Tenant shall not use the demised premises in any manner that will increase risks covered by insurance on the demised premises and result in an increase in the rate of insurance or a cancellation of any insurance policy, even if such use may be in furtherance of Tenant's business purposes.

Tenant shall not keep, use, or sell anything prohibited by any policy of fire insurance covering the demised premises, and shall comply with all requirements of the insurers applicable to the demised premises necessary to keep in force the fire and liability insurance.

8. WASTE, NUISANCE, OR UNLAWFUL ACTIVITY

Tenant shall not allow any waste or nuisance on the demised premises, or use or allow the demised premises to be used for any unlawful purpose.

9. DELAY IN DELIVERING POSSESSION

This lease agreement shall not be rendered void or voidable by the inability of Landlord to deliver possession to Tenant on the date set forth in Section 3. Landlord shall not be liable to Tenant for any loss or damage suffered by reason of such a delay; provided, however, that Landlord does deliver possession no later than 1 September 2013. In the event of a delay in delivering possession, the rent for the period of such delay will be deducted from the total rent due under this lease agreement. No extension of this lease agreement shall result from a delay in delivering possession.

10. SECURITY DEPOSIT

The Tenant has deposited with the Landlord the sum of \$1,666.66 as security for the full and faithful performance by the Tenant of all the terms of this lease required to be performed by the Tenant. Such sum shall be returned to the Tenant after the expiration of this lease, provided the Tenant has fully and faithfully carried out all of its terms. In the event of a bona fide sale of the property of which the leased premises are a part, the Landlord shall have the right to transfer the security to the purchaser to be held under the terms of this lease, and the Landlord shall be released from all liability for the return of such security to the Tenant.

11. IMPROVEMENTS BY TENANTS

Tenant may have prepared plans and specifications for the construction of improvements, and, if so, such plans and specifications are attached hereto as Exhibit "B" and incorporated herein by reference. Tenant shall obtain all certificates, permits, licenses and other authorizations of governmental bodies or authorities which are necessary to permit the construction of the improvements on the demised premises and shall keep the same in full force and effect at Tenant's cost.

Tenant shall negotiate, let and supervise all contracts for the furnishing of services, labor, and materials for the construction of the improvements on the demised premises at its cost. All such contracts shall require the contracting party to guarantee performance and all workmanship and materials installed by it for a period of one year following the date of completion of construction. Tenant shall cause all contracts to be fully and completely performed in a good and workmanlike manner, all to the effect that the improvements shall be fully and completely constructed and installed in accordance with good engineering and construction practice.

During the course of construction, Tenant shall, at its cost, keep in full force and effect a policy of builder's risk and liability insurance in a sum equal, from time to time, to three times the amount expended for construction of the improvements. All risk of loss or damage to the improvements during the course of construction shall be on Tenant with the proceeds from insurance thereon payable to Landlord.

Upon completion of construction, Tenant shall, at its cost, obtain an occupancy permit and all other permits or licenses necessary for the occupancy of the improvements and the operation of the same as set out herein and shall keep the same in force.

Nothing herein shall alter the intent of the parties that Tenant shall be fully and completely responsible for all aspects pertaining to the construction of the improvements of the demised premises and for the payment of all costs associated therewith. Landlord shall be under no duty to investigate or verify Tenant's compliance with the provision herein. Moreover, neither Tenant nor any third party may construe the permission granted Tenant hereunder to create any responsibility on the part of the Landlord to pay for any improvements, alterations or repairs occasioned by the Tenant. The Tenant shall keep the property free and clear of all liens and, should the Tenant fail to do so, or to have any liens removed from the property within 30 days of notification to do so by the Landlord, in addition to all other remedies available to the Landlord, the Tenant shall indemnify and hold the Landlord harmless for all costs and expenses, including attorney's fees, occasioned by the Landlord in having said lien removed from the property; and, such costs and expenses shall be billed to the Tenant monthly and shall be payable by the Tenant with that month's regular monthly rental as additional reimburseable expenses to the Landlord by the Tenant.

12. UTILITIES

Landlord shall pay for all water, sanitation, sewer, electricity, light, heat, gas, power, fuel, janitorial, and other services incident to Tenant's use of the Leased Premises, whether or not the cost thereof be a charge or imposition against the Leased Premises.

13. OBLIGATIONS FOR REPAIRS

a. **Landlord's Repairs:** Subject to any provisions herein to the contrary, and except for maintenance or replacement necessitated as the result of the act or omission of subtenants, licensees or contractors, the Landlord shall be required to repair only defects, deficiencies, deviations or failures of materials or workmanship in the building. The Landlord shall keep the Leased Premises free of such defects, deficiencies, deviations or failures during the first 3 months of the term hereof.

b. **Tenant's Repairs:** The Tenant shall repair and maintain the Leased Premises in good order and condition, except for reasonable wear and tear, the repairs required of Landlord pursuant hereto, and maintenance or replacement necessitated as the result of the act or omission or negligence of the Landlord, its employees, agents, or contractors.

c. **Requirements of the Law:** The Tenant agrees that if any federal, state or municipal government or any department or division thereof shall condemn the Leased Premises or any part thereof as not in conformity with the laws and regulations relating to the construction thereof as of the commencement date with respect to conditions latent or otherwise which existed on the Commencement Date, or, with respect to items which are the Landlord's duty to repair pursuant to Section a) and c) of this Article; and such federal, state or municipal government or any other department or division thereof, has ordered or required, or shall hereafter order or require, any alterations or repairs thereof or installations and repairs as may be necessary to comply with such laws, orders or requirements (the validity of which the Tenant shall be entitled to contest); and if by reason of such laws, orders or the work done by the Landlord in connection therewith, the Tenant is deprived of the use of the Leased Premises, the rent shall be abated or adjusted, as the case may be, in proportion to that time during which, and to that portion of the Leased Premises of which, the Tenant shall be deprived as a result thereof, and the Landlord shall be obligated to make such repairs, alterations or modifications at Landlord's expense. All such rebuilding, altering, installing and repairing shall be done in accordance with Plans and Specifications approved by the Tenant, which approval shall not be unreasonably withheld. If, however, such condemnation, law, order or requirement, as in this Article set forth, shall be with respect to an item which shall be the Tenant's obligation to repair pursuant to Section b) of this Article 9 or with respect to Tenant's own costs and expenses, no abatement or adjustment of rent shall be granted; provided, however, that Tenant shall also be entitled to contest the validity thereof.

d. **TENANT'S Alterations:** The Tenant shall have the right, at its sole expense, from time to time, to redecorate the Leased Premises and to make such non-structural alterations and changes in such parts thereof as the Tenant shall deem expedient or necessary for its purposes; provided, however, that such alterations and changes shall neither impair the structural soundness nor diminish the value of the Leased Premises. The Tenant may make structural alterations and additions to the Leased Premises provided that Tenant has first obtained the consent thereto of the Landlord in writing. The Landlord agrees that it shall not withhold such consent unreasonably. The Landlord shall execute and deliver upon the request of the Tenant such instrument or instruments embodying the approval of the Landlord which may be required by the public or quasi public authority for the purpose of obtaining any licenses or permits for the making of such alterations, changes and/or installations in, to or upon the Leased Premises and the Tenant agrees to pay for such licenses or permits.

e. **Permits and Expenses:** Each party agrees that it will procure all necessary permits for making any repairs, alterations, or other improvements for installations, when applicable. Each Party hereto shall give written notice to the other party of any repairs required of the other pursuant to the provisions of this Article and the party responsible for said repairs agrees promptly to commence such repairs and to prosecute the same to completion diligently, subject, however, to the delays occasioned by events beyond the control of such party.

Each party agrees to pay promptly when due the entire cost of any work done by it upon the Leased Premises so that the Leased Premises at all times shall be free of liens for labor and materials. Each party further agrees to hold harmless and indemnify the other party from and against any and all injury, loss, claims or damage to any person or property occasioned by or arising out of the doing of any such work by such party or its employees, agents or contractors. Each party further agrees that in doing such work that it will employ materials of good quality and comply with all governmental requirements, and perform such work in a good and workmanlike manner.

14. **TENANT'S COVENANTS**

Tenant covenants and agrees as follows:

a. To procure any licenses and permits required for any use made of the Leased Premises by Tenant, and upon the expiration or termination of this Lease, to remove its goods and effects and those of all persons claiming under it, and to yield up peaceably to Landlord the Leased Premises in good order, repair and condition in all respects; excepting only damage by fire and casualty covered by Tenant's insurance coverage, structural repairs (unless Tenant is obligated to make such repairs hereunder) and reasonable wear and tear;

b. To permit Landlord and its agents to examine the Leased Premises at reasonable times and to show the Leased Premises to prospective purchasers of the Building and to provide Landlord, if not already available, with a set of keys for the purpose of said examination, provided that Landlord shall not thereby unreasonably interfere with the conduct of Tenant's business;

c. To permit Landlord to enter the Leased Premises to inspect such repairs, improvements, alterations or additions thereto as may be required under the provisions of this Lease. If, as a result of such repairs, improvements, alterations, or additions, Tenant is deprived of the use of the Leased Premises, the rent shall be abated or adjusted, as the case may be, in proportion to that time during which, and to that portion of the Leased Premises of which, Tenant shall be deprived as a result thereof.

15. INDEMNITY BY TENANT

The Tenant shall save Landlord harmless and indemnify Landlord from all injury, loss, claims or damage to any person or property while on the Leased Premises, unless caused by the willful acts or omissions or gross negligence of Landlord, its employees, agents, licensees or contractors. Tenant shall maintain, with respect to the Leased Premises, public liability insurance with limits of not less than \$1,000,000 for injury or death from one accident and \$1,000,000 property damage insurance, insuring Landlord and Tenant against injury to persons or damage to property on or about the Leased Premises. A copy of the policy or a certificate of insurance shall be delivered to Landlord on or before the commencement date and no such policy shall be cancelable without 30 days prior written notice to Landlord.

16. SIGNAGE

a. **Exterior Signs:** Tenant shall have the right, at its sole risk and expense and in conformity with applicable laws and ordinances, to erect and thereafter, to repair or replace, if it shall so elect signs on any portion of the Leased Premises, providing that Tenant shall remove any such signs upon termination of this lease, and repair all damage occasioned thereby to the Leased Premises.

b. **Interior Signs:** Tenant shall have the right, at its sole risk and expense and in conformity with applicable laws and ordinances, to erect, maintain, place and install its usual and customary signs and fixtures in the interior of the Leased Premises.

17. INSURANCE

a. **Insurance Proceeds:** In the event of any damage to or destruction of the Leased Premises, Tenant shall adjust the loss and settle all claims with the insurance companies issuing such policies. The parties hereto do irrevocably assign the proceeds from such insurance policies for the purposes hereinafter stated to any institutional first mortgagee or to Landlord and Tenant jointly, if no institutional first mortgagee then holds an interest in the Leased Premises. All proceeds of said insurance shall be paid into a trust fund under the control of any institutional first mortgagee, or of Landlord and Tenant if no institutional first mortgagee then holds an interest in the Leased Premises, for repair, restoration, rebuilding or replacement, or any combination thereof, of the Leased Premises or of the improvements in the Leased Premises. In case of such damage or destruction, Landlord shall be entitled to make withdrawals from such trust fund, from time to time, upon presentation of:

- i. bills for labor and materials expended in repair, restoration, rebuilding or replacement, or any combination thereof;
- ii. Landlord's sworn statement that such labor and materials for which payment is being made have been furnished or delivered on site; and
- iii. the certificate of a supervising architect (selected by Landlord and Tenant and approved by an institutional first mortgagee, if any, whose fees will be paid out of said insurance proceeds) certifying that the work being paid for has been completed in accordance with the Plans and Specifications previously approved by Landlord, Tenant and any institutional first mortgagee in a first class, good and workmanlike manner and in accordance with all pertinent governmental requirements.

Any insurance proceeds in excess of such proceeds as shall be necessary for such repair, restoration, rebuilding, replacement or any combination thereof shall be the sole property of Landlord subject to any rights therein of Landlord's mortgagee, and if the proceeds necessary for such repair, restoration, rebuilding or replacement, or any combination thereof shall be inadequate

to pay the cost thereof, Tenant shall suffer the deficiency.

b. **Subrogation:** Landlord and Tenant hereby release each other, to the extent of the insurance coverage provided hereunder, from any and all liability or responsibility (to the other or anyone claiming through or under the other by way of subrogation or otherwise) for any loss to or damage of property covered by the fire and extended coverage insurance policies insuring the Leased Premises and any of Tenant's property, even if such loss or damage shall have been caused by the fault or negligence of the other party.

18. DAMAGE TO DEMISED PREMISES

a. **Abatement or Adjustment of Rent:** If the whole or any part of the Leased Premises shall be damaged or destroyed by fire or other casualty after the execution of this Lease and before the termination hereof, then in every case the rent reserved in Article IV herein and other charges, if any, shall be abated or adjusted, as the case may be, in proportion to that portion of the Leased Premises of which Tenant shall be deprived on account of such damage or destruction and the work of repair, restoration, rebuilding, or replacement or any combination thereof, of the improvements so damaged or destroyed, shall in no way be construed by any person to effect any reduction of sums or proceeds payable under any rent insurance policy.

b. **Repairs and Restoration:** Landlord agrees that in the event of the damage or destruction of the Leased Premises, Landlord forthwith shall proceed to repair, restore, replace or rebuild the Leased Premises (excluding Tenant's leasehold improvements), to substantially the condition in which the same were immediately prior to such damage or destruction. The Landlord thereafter shall diligently prosecute said work to completion without delay or interruption except for events beyond the reasonable control of Landlord. Notwithstanding the foregoing, if Landlord does not either obtain a building permit within 60 days of the date of such damage or destruction, or complete such repairs, rebuilding or restoration within 6 months of such damage or destruction, then Tenant may at any time thereafter cancel and terminate this Lease by sending 30 days written notice thereof to Landlord, or, in the alternative, Tenant may, during said 30 day period, apply for the same and Landlord shall cooperate with Tenant in Tenant's application. Notwithstanding the foregoing, if such damage or destruction shall occur during the last year of the term of this Lease, or during any renewal term, and shall amount to 10% or more of the replacement cost, (exclusive of the land and foundations), this Lease, may be terminated at the election of either Landlord or Tenant, provided that notice of such election shall be sent by the party so electing to the other within 30 days after the occurrence of such damage or destruction. Upon termination, as aforesaid, by either party hereto, this Lease and the term thereof shall cease and come to an end, any unearned rent or other charges paid in advance by Tenant shall be refunded to Tenant, and the parties shall be released hereunder, each to the other, from all liability and obligations hereunder thereafter arising.

19. CONDEMNATION

a. **Total Taking:** If, after the execution of this Lease and prior to the expiration of the term hereof, the whole of the Leased Premises shall be taken under power of eminent domain by any public or private authority, or conveyed by Landlord to said authority in lieu of such taking, then this Lease and the term hereof shall cease and terminate as of the date when possession of the Leased Premises shall be taken by the taking authority and any unearned rent or other charges, if any, paid in advance, shall be refunded to Tenant.

b. **Partial Taking:** If, after the execution of this Lease and prior to the expiration of the term hereof, any public or private authority shall, under the power of eminent domain, take, or Landlord shall convey to said authority in lieu of such taking, property which results in a reduction by 20% or more of the area in the Leased Premises, or of a portion of the Leased Premises that substantially interrupts or substantially obstructs the conducting of business on the Leased Premises; then Tenant may, at its election, terminate this Lease by giving Landlord notice of the exercise of Tenant's election within 30 days after Tenant shall receive notice of such taking. In the event of termination by Tenant of this Lease and the term hereof shall cease and terminate as of the date when possession shall be taken by the appropriate authority of that portion of the Entire Property that results in one of the above takings, and any unearned rent or other charges, if any, paid in advance by Tenant shall be refunded to Tenant.

c. **Restoration** In the event of a taking in respect of which Tenant shall not have the right to elect to terminate this Lease or, having such right, shall not elect to terminate this Lease, this Lease and the term thereof

shall continue in full force and effect and Landlord, at Landlord's sole cost and expense, forthwith shall restore the remaining portions of the Leased Premises, including any and all improvements made theretofore to an architectural whole in substantially the same condition that the same were in prior to such taking. A just proportion of the rent reserved herein and any other charges payable by Tenant hereunder, according to the nature and extent of the injury to the Leased Premises and to Tenant's business, shall be suspended or abated until the completion of such restoration and thereafter the rent and any other charges shall be reduced in proportion to the square footage of the Leased Premises remaining after such taking.

d. **The Award:** All compensation awarded for any taking, whether for the whole or a portion of the Leased Premises, shall be the sole property of the Landlord whether such compensation shall be awarded for diminution in the value of, or loss of, the leasehold or for diminution in the value of, or loss of, the fee in the Leased Premises, or otherwise. The Tenant hereby assigns to Landlord all of Tenant's right and title to and interest in any and all such compensation. However, the Landlord shall not be entitled to and Tenant shall have the sole right to make its independent claim for and retain any portion of any award made by the appropriating authority directly to Tenant for loss of business, or damage to or depreciation of, and cost of removal of fixtures, personality and improvements installed in the Leased Premises by, or at the expense of Tenant, and to any other award made by the appropriating authority directly to Tenant.

e. **Release:** In the event of any termination of this Lease as the result of the provisions of this Article 20, the parties, effective as of such termination, shall be released, each to the other, from all liability and obligations thereafter arising under this lease.

20. LANDLORD'S REMEDIES

In the event that:

a. Tenant shall on three or more occasions be in default in the payment of rent or other charges herein required to be paid by Tenant (default herein being defined as payment received by Landlord ten or more days subsequent to the due date), regardless of whether or not such default has occurred on consecutive or non-consecutive months; or

b. Tenant has caused a lien to be filed against the Landlord's property and said lien is not removed within 30 days of recordation thereof; or

c. Tenant shall default in the observance or performance of any of the covenants and agreements required to be performed and observed by Tenant hereunder for a period of 30 days after notice to Tenant in writing of such default (or if such default shall reasonably take more than 30 days to cure, Tenant shall not have commenced the same within the 30 days and diligently prosecuted the same to completion); or

d. 30 days have elapsed after the commencement of any proceeding by or against Tenant, whether by the filing of a petition or otherwise, seeking any reorganization, arrangement, composition, readjustment, liquidation, dissolution or similar relief under the present or future Federal Bankruptcy Act or any other present or future applicable federal, state or other statute or law, whereby such proceeding shall not have been dismissed (provided, however, that the non-dismissal of any such proceeding shall not be a default hereunder so long as all of Tenant's covenants and obligations hereunder are being performed by or on behalf of Tenant); then Landlord shall be entitled to its election (unless Tenant shall cure such default prior to such election), to exercise concurrently or successively, any one or more of the following rights:

i. Terminate this Lease by giving Tenant notice of termination, in which event this Lease shall expire and terminate on the date specified in such notice of termination, with the same force and effect as though the date so specified were the date herein originally fixed as the termination date of the term of this Lease, and all rights of Tenant under this Lease and in and to the Premises shall expire and terminate, and Tenant shall remain liable for all obligations under this Lease arising up to the date of such termination, and Tenant shall surrender the Premises to Landlord on the date specified in such notice; or

ii. Terminate this Lease as provided herein and recover from Tenant all damages Landlord may incur by reason of Tenant's default, including, without limitation, a sum which, at the date of such termination, represents the then value of the excess, if any, of (a) the Minimum Rent, Percentage Rent, Taxes and all other sums which

would have been payable hereunder by Tenant for the period commencing with the day following the date of such termination and ending with the date herein before set for the expiration of the full term hereby granted, over (b) the aggregate reasonable rental value of the Premises for the same period, all of which excess sum shall be deemed immediately due and payable; or

- iii. Without terminating this Lease, declare immediately due and payable all Minimum Rent, Taxes, and other rents and amounts due and coming due under this Lease for the entire remaining term hereof, together with all other amounts previously due, at once; provided, however, that such payment shall not be deemed a penalty or liquidated damages but shall merely constitute payment in advance of rent for the remainder of said term. Upon making such payment, Tenant shall be entitled to receive from Landlord all rents received by Landlord from other assignees, tenants, and subtenants on account of said Premises during the term of this Lease, provided that the monies to which tenant shall so become entitled shall in no event exceed the entire amount actually paid by Tenant to Landlord pursuant to the preceding sentence less all costs, expenses and attorney's fees of Landlord incurred in connection with the reletting of the Premises; or
 - iv. Without terminating this Lease, and with or without notice to Tenant, Landlord may in its own name but as agent for Tenant enter into and upon and take possession of the Premises or any part thereof, and, at landlord's option, remove persons and property there from, and such property, if any, may be removed and stored in a warehouse or elsewhere at the cost of, and for the account of Tenant, all without being deemed guilty of trespass or becoming liable for any loss or damage which may be occasioned thereby, and Landlord may rent the Premises or any portion thereof as the agent of Tenant with or without advertisement, and by private negotiations and for any term upon such terms and conditions as Landlord may deem necessary or desirable in order to relet the Premises. Landlord shall in no way be responsible or liable for any rental concessions or any failure to rent the Premises or any part thereof, or for any failure to collect any rent due upon such reletting. Upon such reletting, all rentals received by Landlord from such reletting shall be applied: first, to the payment of any indebtedness (other than any rent due hereunder) from Tenant to Landlord; second, to the payment of any costs and expenses of such reletting, including, without limitation, brokerage fees and attorney's fees and costs of alterations and repairs; third, to the payment of rent and other charges then due and unpaid hereunder; and the residue, if any shall be held by Landlord to the extent of and for application in payment of future rent as the same may become due and payable hereunder. In reletting the Premises as aforesaid, Landlord may grant rent concessions and Tenant shall not be credited therefor. If such rentals received from such reletting shall at any time or from time to time be less than sufficient to pay to Landlord the entire sums then due from Tenant hereunder, Tenant shall pay any such deficiency to Landlord. Such deficiency shall, at Landlord's option, be calculated and paid monthly. No such reletting shall be construed as an election by Landlord to terminate this Lease unless a written notice of such election has been given to Tenant by Landlord. Notwithstanding any such reletting without termination, Landlord may at any time thereafter elect to terminate this Lease for any such previous default provided same has not been cured; or
 - v. Without liability to Tenant or any other party and without constituting a constructive or actual eviction, suspend or discontinue furnishing or rendering to Tenant any property, material, labor, Utilities or other service, whether Landlord is obligated to furnish or render the same, so long as Tenant is in default under this Lease; or
 - vi. Allow the Premises to remain unoccupied and collect rent from Tenant as it comes due; or
 - vii. Foreclose the security interest described herein, including the immediate taking of possession of all property on or in the Premises; or
 - viii. Pursue such other remedies as are available at law or equity.
- e. Landlord's pursuit of any remedy of remedies, including without limitation, any one or more of the remedies stated herein shall not (1) constitute an election of remedies or preclude pursuit of any other remedy or remedies provided in this Lease or any other remedy or remedies provided by law or in equity, separately or concurrently or in any combination, or (2) sever as the basis for any claim of constructive eviction, or allow Tenant to withhold any payments under this Lease.

21. LANDLORD'S SELF HELP

If in the performance or observance of any agreement or condition in this Lease contained on its part to be performed or observed and shall not cure such default within 30 days after notice from Landlord specifying the

default (or if such default shall reasonably take more than 30 days to cure, shall diligently prosecuted the same to completion), Landlord may, at its option, without waiving any claim for damages for breach of agreement, at any time thereafter cure such default for the account of Tenant, and any amount paid or contractual liability incurred by Landlord in so doing shall be deemed paid or incurred for the account of Tenant and Tenant agrees to reimburse Landlord therefore and save Landlord harmless there from. Provided, however, that Landlord may cure any such default as aforesaid prior to the expiration of said waiting period, without notice to Tenant if any emergency situation exists, or after notice to Tenant, if the curing of such default prior to the expiration of said waiting period is reasonably necessary to protect the Leased Premises or Landlord's interest therein, or to prevent injury or damage to persons or property. If Tenant shall fail to reimburse Landlord upon demand for any amount paid for the account of Tenant hereunder, said amount shall be added to and become due as a part of the next payment of rent due and shall for all purposes be deemed and treated as rent hereunder.

22. TENANT'S SELF HELP

If Landlord shall default in the performance or observance of any agreement or condition in this Lease contained on its part to be performed or observed, and if Landlord shall not cure such default within 30 days after notice from Tenant specifying the default (or, if such default shall reasonably take more than 30 days to cure, and Landlord shall not have commenced the same within 30 days and diligently prosecuted the same to completion), Tenant may, at its option, without waiving any claim for damages for breach of agreement, at any time thereafter cure such default for the account of Landlord and any amount paid or any contractual liability incurred by Tenant in so doing shall be deemed paid or incurred for the account of Landlord and Landlord shall reimburse Tenant therefore and save Tenant harmless there from. Provided, however, that Tenant may cure any such default as aforesaid prior to the expiration of said waiting period, without notice to Landlord if an emergency situation exists, or after notice to Landlord, if the curing of such default prior to the expiration of said waiting period is reasonably necessary to protect the Leased Premises or Tenant's interest therein or to prevent injury or damage to persons or property. If Landlord shall fail to reimburse Tenant upon demand for any amount paid or liability incurred for the account of Landlord hereunder, said amount or liability may be deducted by Tenant from the next or any succeeding payments of rent due hereunder; provided, however, that should said amount or the liability therefore be disputed by Landlord, Landlord may contest its liability or the amount thereof, through arbitration or through a declaratory judgment action and Landlord shall bear the cost of the filing fees therefore.

23. TITLE

- a. **Subordination:** Tenant shall, upon the request of Landlord in writing, subordinate this Lease to the lien of any present or future institutional mortgage upon the Leased Premises irrespective of the time of execution or the time of recording of any such mortgage. Provided, however, that as a condition to such subordination, the holder of any such mortgage shall enter first into a written agreement with Tenant in form suitable for recording to the effect that:
 - i. in the event of foreclosure or other action taken under the mortgage by the holder thereof, this Lease and the rights of Tenant hereunder shall not be disturbed but shall continue in full force and effect so long as Tenant shall not be in default hereunder
 - ii. such holder shall permit insurance proceeds and condemnation proceeds to be used for any restoration and repair required by the provisions of this Agreement, respectively. Tenant agrees that if the mortgagee or any person claiming under the mortgagee shall succeed to the interest of Landlord in this Lease, Tenant will recognize said mortgagee or person as its Landlord under the terms of this Lease, provided that said mortgagee or person for the period during which said mortgagee or person respectively shall be in possession of the Leased Premises and thereafter their respective successors in interest shall assume all of the obligations of Landlord hereunder. The word "mortgage", as used herein includes mortgages, deeds of trust or other similar instruments, and modifications, and extensions thereof. The term "institutional mortgage" as used in this Article 24 means a mortgage securing a loan from a bank or trust company, insurance company or pension trust or any other lender institutional in nature and constituting a lien upon the Leased Premises.
- b. **Quiet Enjoyment:** Landlord covenants and agrees that upon Tenant paying the rent and observing and performing all of the terms, covenants and conditions on Tenant's part to be observed and performed hereunder, that Tenant may peaceably and quietly have, hold, occupy and enjoy the Leased Premises in accordance with

the terms of this Lease without hindrance or molestation from Landlord or any persons lawfully claiming through Landlord .

c. **Zoning and Good Title:** Landlord warrants and represents, upon which warranty and representation Tenant has relied in the execution of this Lease, that Landlord is the owner of the Leased Premises, in fee simple absolute, free and clear of all encumbrances, except for the easements, covenants and restrictions of record as of the date of this Lease. Such exceptions shall not impede or interfere with the quiet use and enjoyment of the Leased Premises by Tenant. Landlord further warrants and covenants that this Lease is and shall be a first lien on the Leased Premises, subject only to any Mortgage to which this Lease is subordinate or may become subordinate pursuant to an agreement executed by Tenant, and to such encumbrances as shall be caused by the acts or omissions of Tenant; that Landlord has full right and lawful authority to execute this Lease for the term, in the manner, and upon the conditions and provisions herein contained; that there is no legal impediment to the use of the Leased Premises as set out herein; that the Leased Premises are not subject to any easements, restrictions, zoning ordinances or similar governmental regulations which prevent their use as set out herein; that the Leased Premises presently are zoned for the use contemplated herein and throughout the term of this lease may continue to be so used therefore by virtue of said zoning, under the doctrine of "non-conforming use", or valid and binding decision of appropriate authority, except, however, that said representation and warranty by Landlord shall not be applicable in the event that Tenant's act or omission shall invalidate the application of said zoning, the doctrine of "non-conforming use" or the valid and binding decision of the appropriate authority. Landlord shall furnish without expense to Tenant, within 60 days after written request therefore by Tenant, a title report covering the Leased Premises showing the condition of title as of the date of such certificate, provided, however, that Landlord's obligation hereunder shall be limited to the furnishing of only one such title report.

d. **Licenses:** It shall be the Tenant's responsibility to obtain any and all necessary licenses and the Landlord shall bear no responsibility therefore; the Tenant shall promptly notify Landlord of the fact that it has obtained the necessary licenses in order to prevent any delay to Landlord in commencing construction of the Leased Premises.

24. EXTENSIONS/WAIVERS/DISPUTES

a. **Extension Period:** Any extension hereof shall be subject to the provisions of Article c) hereof.

b. **Holding Over:** In the event that Tenant or anyone claiming under Tenant shall continue occupancy of the Leased Premises after the expiration of the term of this Lease or any renewal or extension thereof without any agreement in writing between Landlord and Tenant with respect thereto, such occupancy shall not be deemed to extend or renew the term of the Lease, but such occupancy shall continue as a tenancy at will, from month to month, upon the covenants, provisions and conditions herein contained. The rental shall be the rental in effect during the term of this Lease as extended or renewed, prorated and payable for the period of such occupancy.

c. **Waivers:** Failure of either party to complain of any act or omission on the part of the other party, no matter how long the same may continue, shall not be deemed to be a waiver by said party of any of its rights hereunder. No waiver by either party at any time, express or implied, of any breach of any provision of this Lease shall be deemed a waiver of a breach of any other provision of this Lease or a consent to any subsequent breach of the same or any other provision. If any action by either party shall require the consent or approval of the other party, the other party's consent to or approval of such action on any one occasion shall not be deemed a consent to or approval of said action on any subsequent occasion or a consent to or approval of any other action on the same or any subsequent occasion. Any and all rights and remedies which either party may have under this Lease or by operation of law, either at law or in equity, upon any breach, shall be distinct, separate and cumulative and shall not be deemed inconsistent with each other, and no one of them, whether exercised by said party or not, shall be deemed to be an exclusion of any other; and any two or more or all of such rights and remedies may be exercised at the same time.

d. **Disputes:** It is agreed that, if at any time a dispute shall arise as to any amount or sum of money to be paid by one party to the other under the provisions hereof, the party against whom the obligation to pay the money is asserted shall have the right to make payment "under protest" and such payment shall not be regarded as a voluntary payment and there shall survive the right on the part of the said party to institute suit for the recovery of such sum. If it shall be adjudged that there was no legal obligation on the part of said party to pay

such sum or any part thereof, said party shall be entitled to recover such sum or so much thereof as it was not legally required to pay under the provisions of this Lease. If at any time a dispute shall arise between the parties hereto as to any work to be performed by either of them under the provisions hereof, the party against whom the obligation to perform the work is asserted may perform such work and pay the costs thereof "under protest" and the performance of such work shall in no event be regarded as a voluntary performance and shall survive the right on the part of the said party to institute suit for the recovery of the costs of such work. If it shall be adjudged that there was no legal obligation on the part of the said party to perform the same or any part thereof, said party shall be entitled to recover the costs of such work or the cost of so much thereof as said party was not legally required to perform under the provisions of this Lease and the amount so paid by Tenant may be withheld or deducted by Tenant from any rents herein reserved.

e. **Tenant's Right to cure Landlord's Default:** In the event that Landlord shall fail, refuse or neglect to pay any mortgages, liens or encumbrances, the judicial sale of which might affect the interest of Tenant hereunder, or shall fail, refuse or neglect to pay any interest due or payable on any such mortgage, lien or encumbrance, Tenant may pay said mortgages, liens or encumbrances, or interest or perform said conditions and charge to Landlord the amount so paid and withhold and deduct from any rents herein reserved such amounts so paid, and any excess over and above the amounts of said rents shall be paid by Landlord to Tenant.

f. **Notices:** All notices and other communications authorized or required hereunder shall be in writing and shall be given by mailing the same by certified mail, return receipt requested, postage prepaid, and any such notice or other communication shall be deemed to have been given when received by the party to whom such notice or other communication shall be addressed. If intended for Landlord the same will be mailed to the address herein above set forth or such other address as Landlord may hereafter designate by notice to Tenant, and if intended for Tenant, the same shall be mailed to Tenant at the address herein above set forth, or such other address or addresses as Tenant may hereafter designate by notice to Landlord.

25. PROPERTY DAMAGE

a. **Loss and Damage:** Notwithstanding any contrary provisions of this Lease, Landlord shall not be responsible for any loss of or damage to property of Tenant or of others located on the Leased Premises, except where caused by the willful act or omission or negligence of Landlord, or Landlord's agents, employees or contractors, provided, however, that if Tenant shall notify Landlord in writing of repairs which are the responsibility of Landlord under Article VII hereof, and Landlord shall fail to commence and diligently prosecute to completion said repairs promptly after such notice, and if after the giving of such notice and the occurrence of such failure, loss of or damage to Tenant's property shall result from the condition as to which Landlord has been notified, Landlord shall indemnify and hold harmless Tenant from any loss, cost or expense arising therefrom.

b. **Force Majeure:** In the event that Landlord or Tenant shall be delayed or hindered in or prevented from the performance of any act other than Tenant's obligation to make payments of rent, additional rent, and other charges required hereunder, by reason of strikes, lockouts, unavailability of materials, failure of power, restrictive governmental laws or regulations, riots, insurrections, the act, failure to act, or default of the other party, war or other reason beyond its control, then performance of such act shall be excused for the period of the delay and the period for the performance of such act shall be extended for a period equivalent to the period of such delay. Notwithstanding the foregoing, lack of funds shall not be deemed to be a cause beyond control of either party.

26. ASSIGNMENT AND SUBLETTING

Under the terms and conditions hereunder, Tenant shall have the absolute right to transfer and assign this lease or to sublet all or any portion of the Leased Premises or to cease operating Tenant's business on the Leased Premises provided that at the time of such assignment or sublease Tenant shall not be in default in the performance and observance of the obligations imposed upon Tenant hereunder, and in the event that Tenant assigns or sublets this property for an amount in excess of the rental amount then being paid, then Landlord shall require as further consideration for the granting of the right to assign or sublet, a sum equal to 10% of the difference between the amount of rental to be charged by Tenant to Tenant's subtenant or assignee and the amount provided for herein, payable in a manner consistent with the method of payment by the subtenant or assignee to the Tenant, and/or 10% of the consideration paid or to be paid to Tenant by Tenant's or Sub-Tenant

or assignee.

27. FIXTURES

All personal property, furnishings and equipment presently and all other trade fixtures installed in or hereafter by or at the expense of Tenant and all additions and/or improvements, exclusive of structural, mechanical, electrical, and plumbing, affixed to the Leased Premises and used in the operation of the Tenant's business made to, in or on the Leased Premises by and at the expense of Tenant and susceptible of being removed from the Leased Premises without damage, unless such damage be repaired by Tenant, shall remain the property of Tenant and Tenant may, but shall not be obligated to, remove the same or any part thereof at any time or times during the term hereof, provided that Tenant, at its sole cost and expense, shall make any repairs occasioned by such removal.

28. OPTION TO RENEW

Landlord grants to Tenant an option to renew this lease agreement for a period of 1 year after expiration of the term of this Lease agreement at a rental of 1,300 per month, with all other terms and conditions of the renewal lease to be the same as those in this lease agreement. To exercise this option to renew, Tenant must give Landlord written notice of intention to do so at least 30 days before this lease agreement expires.

29. ESTOPPEL CERTIFICATES

At any time and from time to time, Landlord and Tenant each agree, upon request in writing from the other, to execute, acknowledge and deliver to the other or to any person designated by the other a statement in writing certifying that the Lease is unmodified and is in full force and effect, or if there have been modifications, that the same is in full force and effect as modified (stating the modifications), that the other party is not in default in the performance of its covenants hereunder, or if there have been such defaults, specifying the same, and the dates to which the rent and other charges have been paid.

30. INVALIDITY OF PARTICULAR PROVISION

If any term or provision of this Lease or the application hereof to any person or circumstance shall, to any extent, be held invalid or unenforceable, the remainder of this Lease, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Lease shall be valid and be enforced to the fullest extent permitted by law.

31. CAPTIONS AND DEFINITIONS OF PARTIES

The captions of the Sections of this Lease are for convenience only and are not a part of this Lease and do not in any way limit or amplify the terms and provisions of this Lease. The word "Landlord" and the pronouns referring thereto, shall mean, where the context so admits or requires, the persons, firm or corporation named herein as Landlord or the mortgagee in possession at any time, of the land and building comprising the Leased Premises. If there is more than one Landlord, the covenants of Landlord shall be the joint and several obligations of each of them, and if Landlord is a partnership, the covenants of Landlord shall be the joint and several obligations of each of the partners and the obligations of the firm. Any pronoun shall be read in the singular or plural and in such gender as the context may require. Except as in this Lease otherwise provided, the terms and provisions of this Lease shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

32. RELATIONSHIP OF THE PARTIES

Nothing contained herein shall be deemed or construed by the parties hereto nor by any third party as creating the relationship of principal and agent or of partnership or of a joint venture between the parties hereto, it being understood and agreed that neither any provision contained herein, nor any acts of the parties hereto, shall be deemed to create any relationship between the parties hereto other than the relationship of Landlord and Tenant.

33. BROKERAGE

No party has acted as, by or through a broker in the effectuation of this Agreement, except as set out hereinafter.

34. ENTIRE AGREEMENT

This instrument contains the entire and only agreement between the parties, and no oral statements or representations or prior written matter not contained in this instrument shall have any force and effect. This Lease shall not be modified in any way except by a writing executed by both parties.

35. GOVERNING LAW

All matters pertaining to this agreement (including its interpretation, application, validity, performance and breach) in whatever jurisdiction action may be brought, shall be governed by, construed and enforced in accordance with the laws of the State of MINNESOTA. The parties herein waive trial by jury and agree to submit to the personal jurisdiction and venue of a court of subject matter jurisdiction located in MINNESOTA.

36. LITIGATION

In the event that litigation results from or arises out of this Agreement or the performance thereof, the parties agree to reimburse the prevailing party's reasonable attorney's fees, court costs, and all other expenses, whether or not taxable by the court as costs, in addition to any other relief to which the prevailing party may be entitled. In such event, no action shall be entertained by said court or any court of competent jurisdiction if filed more than one year subsequent to the date the cause(s) of action actually accrued regardless of whether damages were otherwise as of said time calculable.

If Landlord files an action to enforce any agreement contained in this lease agreement, or for breach of any covenant or condition, Tenant shall pay Landlord reasonable attorney fees for the services of Landlord's attorney in the action, all fees to be fixed by the court.

37. CONTRACTUAL PROCEDURES

Unless specifically disallowed by law, should litigation arise hereunder, service of process therefor may be obtained through certified mail, return receipt requested; the parties hereto waiving any and all rights they may have to object to the method by which service was perfected.

38. EXTRAORDINARY REMEDIES

To the extent cognizable at law, the parties hereto, in the event of breach and in addition to any and all other remedies available thereto, may obtain injunctive relief, regardless of whether the injured party can demonstrate that no adequate remedy exists at law.

39. RELIANCE ON FINANCIAL STATEMENT

Tenant shall furnish concurrently with the execution of this lease, a financial statement of Tenant prepared by an accountant. Tenant, both in corporate capacity, if applicable, and individually, hereby represents and warrants that all the information contained therein is complete, true, and correct. Tenant understands that Landlord is

relying upon the accuracy of the information contained therein. Should there be found to exist any inaccuracy within the financial statement which adversely affects Tenant's financial standing, or should Tenant's financial circumstances materially change, Landlord may demand, as additional security, an amount equal to an additional 2 months' rent, which additional security shall be subject to all terms and conditions herein, require a fully executed guaranty by a third party acceptable to Landlord, elect to terminate this Lease, or hold Tenant personally and individually liable hereunder.

IN WITNESS WHEREOF, the parties hereto have executed this Lease the day and year first above written or have caused this Lease to be executed by their respective officers thereunto duly authorized.

LANDLORD

TENANT

Authorized Signature

Authorized Signature

Print Name and Title

Print Name and Title