



Windom Area Schools

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“It is the mission of the Windom Public Schools to create a positive learning environment where we, as life-long learners, have the opportunity to develop to our highest potential and to meet the challenges of an ever changing world.”

Regular Board Meeting Agenda
 Windom City Council Chamber
 444 Ninth Street
 July 14, 2014 6:30 p.m.

- | | | |
|-----|--|---------------|
| 1. | Call to Order | Hunter, Chair |
| 2. | Pledge of Allegiance | |
| 3. | Approval of Agenda (revise as necessary) | Action |
| 4. | Acceptance of Donations: \$1,500.00 from Second Harvest Heartland designated for the Summer Food Service Program, \$20,000.00 from Toro Foundation designated for Winfair School GARDEN (Generating Agricultural Rich Dynamic Environment Now), \$250.00 from Shopko Foundation designated for Winfair School GARDEN | Action |
| 5. | Open Forum | |
| 6. | Approval of Consent Agenda | Action |
| | 6.1 Approve Previous Minutes (June 9 and June 30, 2014) | |
| | 6.2 Approve Bills and Wire Transfers | |
| | 6.3 Approve Financial Report | |
| | 6.4 Approve resignation received from Kristin Thiner as a paraprofessional on leave of absence | |
| | 6.5 Approve resignation received from Dave Eyberg as Head Golf Coach | |
| | 6.6 Approve hiring Cassie Muske as an elementary counselor at MA+3 | |
| | 6.7 Approve child care leave beginning approximately 9/8/14 and extending through end of 1 st semester | |
| 7. | Administrative reports | Information |
| | 7.1 Grade K-5 report | |
| | 7.2 Grade 6-12 report | |
| | 7.3 Superintendent | |
| | 7.4 Board of Education | |
| 8. | Review Bullying Prohibition Policy 514 | Information |
| 9. | Approve milk, bread and heating fuel quotations | Action |
| 10. | Approve 2014-15 substitute pay rates | Action |
| 11. | Approve adding 1 semester of College Speech and 1 overload | Action |
| 12. | Approve 2014-15 MS/HS handbook changes | Information |
| 13. | Move forward with bus barn agreement with Cottonwood County Fairboard | Information |
| 14. | Discuss superintendent evaluation | Information |
| 15. | Other items for the board | Information |
| 16. | Adjourn | |

Windom Area Schools - Board Narrative – July 14, 2014

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7. Administrative reports
 - 7.1 Grade K-5 report
 - 7.2 Grade 6-12 report
 - 7.3 Superintendent

Buildings and Grounds

The high school vestibule will be completed by the end of the month.

We are doing repairs to the metals shop garage door and exterior exit door. It appears that the brick between the two doors was hit by a vehicle. This has been reported to insurance and repairs are in process.

Building prep for next year is on pace for completion.

I&S started the facility review of all district facilities. The buildings grounds committee will meet to review and study different funding options, state requirements and timelines for discussion of district-wide facility assessment, roofing review and Winfair Dehumidification report.

- 7.4 Board of Education

Windom Area Schools - Board Narrative – July 14, 2014

8. Review Bullying Prohibition Policy 514 (enclosed)

Enclosed is the MSBA policy version for a second review. I recommend we adopt this policy as is at the next work session. We will be attending SWSC training this month on required staff training and required information and formats that is to be posted and shared with the students, parents and public. MSBA and MDE are both providing additional information at the Back to School Joint Seminar in the cities in August.

9. Approve milk, bread, heating oil quotations (enclosed)

Enclosed you will find the form with all quotes received.

Recommendation is to accept:

Milk from Dean Foods

Bread from SW/WC Service Coop/Bimbo Bakeries

Heating oil from Staples Oil

10. Approve 2014-15 substitute pay rates (enclosed)

Enclosed sheets have the annual adjustment to substitute rates.

11. Approve adding 1 semester of College Speech and 1 overload

Due to the number of juniors and seniors taking the new course of college speech, we will need to add an additional semester of the course. This will cost \$2,500 payment to the college and \$3,519 for the overload. Mr. Tietje will be prepared to present numbers, rationale and answer questions.

12. Approve 2014-15 MS/HS handbook changes (enclosed)

Mr. Tietje will highlight changes made to the student handbook. Currently, this does not include policy 514 until approved by the board.

13. Move forward with bus barn agreement with Cottonwood County Fairboard

We are in process of formalizing a five year lease agreement with the Cottonwood County Fair Board. Items to be included:

- Fair Board will make some necessary repairs to the shop area in return for a five year lease with a provision that we only have to pay for these repairs if we do not stay for the five years. Costs of the repairs are about \$3500.
- Lease will increase by \$75/month
- Fair Board pays for electricity and water.
- Allows for the placement of a trailer to house offices for Palmer Busing.

Windom Area Schools - Board Narrative – July 14, 2014

- The heated shop is available 12 months of the year and the cold storage building is not available during the fair.

Total annual cost for the lease will be \$15,300.00.

Palmer will sublease the building from the district and pay this amount and will be responsible for heat, phones and internet.

14. Discuss superintendent evaluation (enclosed)

The annual evaluation form is enclosed and the Board Chair has set the following timelines:

Return evaluation to Kitty Hansen by Monday, July 21st
Closed session to discuss evaluation results on Monday, July 28th
Issue evaluation summary on Monday, August 11th

15. Other items for the board

16. Adjourn

Member introduced the following resolution and moved its adoption:

WHEREAS, the following donations were received:

 \$1,500.00 from Second Harvest Heartland designated for the Summer Food Service Program

 \$20,000.00 from Toro Foundation designated for Winfair School GARDEN (Generating
 Agricultural Rich Dynamic Environment Now)

 \$250.00 from Shopko Foundation for Winfair School GARDEN

BE IT RESOLVED by the Board of Education to accept the donations on behalf of Independent School District No. 177 to be used for the benefit of the students of the Windom School District.

Member seconded the motion. Upon vote, the resolution passed unanimously.

MINUTES – REGULAR BOARD MEETING - JUNE 9, 2014

The Windom Board of Education met in regular session on Monday evening, June 9, 2014 at 6:30 p.m. in Windom City Council Chambers. Members present: Brugman, Frederickson, Garrison, Hunter, Jones, LaCanne, Schleicher, Supt. Wormstadt and Bus. Mgr. Pfeffer. Absent: none. Chairman Hunter opened the meeting with the Pledge of Allegiance.

MS Frederickson/Schleicher to approve the agenda. MSP Frederickson/Schleicher to amend the agenda by removing item 6.4 from the consent agenda and act on this as a separate item. Upon vote the agenda was approved with the amended consent agenda.

Member Garrison introduced the following resolution and moved its adoption:

WHEREAS, the following donations were received:

\$2,000.00 donation from Remick Foundation for the Imagination Library,

\$7,893.30 donation from Remick Foundation for the K-6 Art Program and

\$3,000.00 donation from Remick Foundation for the Winfair Weekend Backpack Program

BE IT RESOLVED by the Board of Education to accept the donations on behalf of Independent School District No. 177 to be used for the benefit of the students of the Windom School District.

Member Schleicher seconded the motion, upon vote, the resolution passed unanimously. Resolution 060914A

Trevor Slette addressed the board in open forum regarding the importance of availability and teaching of current technology to all students in the district.

MSP Frederickson/Brugman to approve the consent agenda consisting of May 12, 2014 and May 27, 2014 minutes, bills and wire transfers (general - \$188,447.99, wire transfers - \$2,850,000.00 and P-Card activity - \$4,231.71), May 2014 Financial Report, accept resignation received from Lukas Gotto effective June 1, 2014, grant continuing contract/tenure status to eligible employees, approve leave of absence beginning approximately 9/13/14 and extend for nine weeks, call for quotations on milk, bread and heating fuel, approve quotation from Waste Management for garbage/recycling service for 2014-2016 with option to extend for a third year, approve CY2013 forfeited flex dollars (\$64.88) back to general fund, approve Anatomy Class Spring 2015 field trip, approve 2014-16 MSEA Food Service/Secretaries/Custodians contract and approve 2014-15 contracts with department heads/office staff.

MSP Frederickson/Brugman to accept the resignation received from Wayland Denny, K-5 Principal effective June 30, 2014. Mr. Denny was thanked for his contribution to the Windom School District.

Jake Tietje, Secondary Principal, thanked Mr. Denny for being his mentor over the past year. Mr. Tietje reported 2013-14 was a great school year, an English teacher has been hired for 2014-15 and are currently advertising for an Ag/Business teacher for 2014-15. The iPad orientation dates are August 11 for grades 10-12, August 12 for grades 7-9 and August 13 for grades 4-6. During the orientation session registration, insurance, usage/care and handout information will be covered. Mr. Tietje presented a change to the iPad policy rewarding students/parents who took care of the iPad and returned the undamaged iPad, charger and cable at the end of the 2013-14 school year with a \$10.00 insurance fee for the 2014-15 school year. MSP Frederickson/Garrison to accept the recommendation for a lower insurance rate for students/parents who properly take care of the iPad.

Wayland Denny, Elementary Principal, updated the board on PBIS numbers, an ESL teacher has been hired, interviews will be held for 3rd grade, Title I and 4th grade teachers and kindergarten numbers are in the low 70's. Mr. Denny thanked the board for their support during the two years of his employment.

Supt. Wormstadt reported summer lunches served have averaged 133 per day, due to the 2014 legislative session a new bullying policy will need to be in place by the end of July – all students, employees, volunteers and contractors must be informed of the policy. Other items highlighted from the legislative session were change to general ed funding, kindergarten breakfast, fully fund meals for students who qualify for free/reduced lunches, lease levy, local options revenue and additional security protocols for private data. Maintenance work is being done in the new gym, foyer and weight room areas this summer as well as sidewalk upgrades/repairs at Winfair. District will be moving from the Service Coop supported iBoss system to Airwatch system which is more secure and will be used by several areas schools.

Barb Jones reported a tentative agreement has been negotiated with MSEA Paraprofessionals. The Para group will be meeting on June 17th for ratification.

MSBA summer seminar is scheduled for Aug 4th for interested board members. LaCanne informed the board a common core meeting will be held in Lakefield.

Dana Wallace, School Resource Officer, presented an overview of the 2013-14 school year. Communication between various agencies has improved, safety classes have been taught to students, implementation of “Every 15 Minutes” program, security/crisis team updates and emergency administrative kits have been created. Future plans are to continue with “Every 15 Minutes” program, ALICE Training, personal safety classes, bike safety camp and 9th grade “Safe and Sober Week”. Visibility of SRO on school grounds has helped with student behavior.

Member Brugman introduced the resolution establishing dates for filing affidavits of candidacy and moved its adoption. Member Schleicher seconded the motion and a roll call vote was taken with the following voting in favor: LaCanne, Schleicher, Frederickson, Jones, Brugman, Garrison, Hunter, those opposed: none, whereupon the resolution passed unanimously. Resolution 060914B

Discussion was held regarding the Windom Teacher Growth, Development and Evaluation guidelines and process previously presented in April. The plan has been aligned with QCOMP plan. Principals and teachers developed the plan together. MSP Jones/Garrison to approve the Teacher Growth Development and Evaluation guideline as presented.

MSP Garrison/Frederickson to approve the Memorandum of Understanding regarding Teacher Development and Evaluation Joint Agreement with Education Minnesota-Windom.

Discussion was held regarding increasing the elementary counselor K-5 position from .8 FTE to 1.0 FTE. MSP Brugman/Jones to approve increasing the elementary counselor K-5 position from .8 FTE to 1.0 FTE.

MS Frederickson/Brugman to approve 1 to 1 iPad minis at Winfair at a cost of \$30,989. Teri Malakoswky (1-1 elementary classroom), Crystal Fast (2-1 elementary classroom) and Bryan Joyce (1-1 secondary classroom) presented information on how the iPads are used in their classrooms. Data is being compiled by the principals as to the effectiveness of the iPads as an additional teaching tool. Staff development funds have been made available to teachers to update their technology knowledge. One concern cited for use of iPads in lower elementary grades was development of fine motor skills. Several websites and studies were highlighted regarding the impact of using iPads in the classroom. Chair Hunter closed the discussion and called the vote. A roll call vote was held as follows: LaCanne -

no, Schleicher – no, Frederickson – yes, Jones – yes, Brugman – yes, Garrison – yes and Hunter – yes. The motion passed 5 to 2.

MSP Garrison/Brugman to discontinue school district employment of current bus department employees. All current bus drivers have been offered a position with Palmer Bus Service and will have until June 20th to accept the offer.

Supt. Wormstadt presented a recommendation to accept the bid of \$281,500.00 from Palmer Bus Company to purchase district owned buses. MSP Garrison/Brugman to accept the \$281,500.00 bid from Palmer Bus Company to purchase district owned buses.

Discussion was held on changing the date of the June 23rd work session to June 30th due to the number of positions needing to be filled and to avoid having to call a special meeting. MSP Garrison/Jones to change the date of the June work session to June 30th at 6:30 p.m. in City Council Chambers. Mr. Wormstadt will be on vacation, Mr. Tietje will assist in his place.

QCOMP annual reports for 2013-14 were presented.

Hunter thanked the board for their input this evening. We do have seven individuals who are representing the community.

MSP Brugman/Garrison to go into closed session to discuss principal negotiations strategy per M.S. 13D.03 at 8:41 p.m. The closed session ended at 9:00 p.m.

There being no further business, the meeting adjourned at 9:00 p.m.

Clerk

Attest: _____
Clerk

Chairman

MINUTES – BOARD WORK SESSION – JUNE 30, 2014

The Windom Board of Education met in a work session on Monday, June 30, 2014 at 6:30 p.m. in Windom City Council Chambers. Members present: Brugman, Garrison, Hunter, Jones, LaCanne, Schleicher and Bus. Mgr. Pfeffer. Absent: Frederickson. Barb Jones was appointed as clerk pro-tem. Secondary Principal Tietje filled in due to Supt. Wormstadt's absence. Chair Hunter opened the meeting with the Pledge of Allegiance.

MSP Schleicher/Jones to approve the agenda as presented.

MSP Garrison/Schleicher to approve the resignation received from Amberly Hulzabos, Reading Interventionist.

MSP Brugman/Jones to approve hiring Audrey Bjerum as an ESL instructor at BS+45.

MSP Garrison/Schleicher to approve hiring Yvonne Cannon as a Reading Interventionist, grades 4-9 at MA+30.

MSP Schleicher/Jones to approve hiring Chad Elston as an EBD instructor at MA+0.

MSP Schleicher/Brugman to approve hiring Emily Elston as a third grade teacher at MA+0.

MSP Garrison/Jones to approve hiring Lynsey Fast as a fourth grade teacher at BS+0.

MSP LaCanne/Schleicher to approve hiring Kelsie Lund as a third grade teacher at BA+0.

MSP LaCanne/Garrison to approve hiring James Houseman as an elementary principal.

MSP Brugman/LaCanne to approve the 2014-16 Windom Administrators master agreement as presented.

MSP Jones/Schleicher to approve the 2014-16 MSEA Paraprofessional master agreement as presented.

MSP LaCanne/Jones to approve the 2014-15 Adventure Club wage increases as presented.

MSP Jones/Schleicher to approve the 2014-15 summer lawn mowing employees wage increase as presented.

MSP LaCanne/Jones to approve the 2014-15 school lunch prices as follows: Winfair Breakfast - \$.85 per meal, MS/HS Breakfast - \$.90 per meal, Winfair lunch - \$2.15 per meal and MS/HS lunch - \$2.25 per meal.

MSP LaCanne/Garrison to declare a Decline Bench and Military Press as excess weight room equipment for sale.

MSP Garrison/Schleicher to approve Policy 810 Health and Safety Policy.

MSP Brugman/Jones to approve the 2014-16 Health and Safety budget as presented.

An update was given on 2014-15 Workers' Compensation insurance. The district will continue to purchase Workers' Comp insurance from SFM in the amount of \$50,081.00.

There being no further business, the meeting adjourned at 6:42 p.m.

Clerk, Pro tem

Attest: _____
Clerk, Pro-tem

Chair

Windom Area Schools			Detail Register - General Account								June/July 2014	
Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #		Fd	Org	Fin	Description	
7	223963	04340	4.0 SCHOOL SERVICES	6/10/2014 00	\$8,208.33	60844	E	01	005	720	MAY SERVICE	
7	223964	03123	BJ VIDEO PRODUCTIONS	6/10/2014 00	\$30.00	60868	E	01	005	000	VIDEOTAPE MAY 27, 2014 BOARD MEETING	
7	223965	7472	DOLLAR GENERAL	6/10/2014 00	\$46.50	60863	E	01	050	000	END OF YEAR ACTIVITIES PBIS	
7	223966	03762	DOLLYWOOD FOUNDATION	6/10/2014 00	\$20.40	60845	E	04	005	377	GROUP 6 BOOKS	
7	223966	03762	DOLLYWOOD FOUNDATION	6/10/2014 00	\$49.30	60845	E	04	005	377	GROUP 5 BOOKS	
7	223966	03762	DOLLYWOOD FOUNDATION	6/10/2014 00	\$47.50	60845	E	04	005	377	GROUP 4 BOOKS	
7	223966	03762	DOLLYWOOD FOUNDATION	6/10/2014 00	\$52.00	60845	E	04	005	377	GROUP 3 BOOKS	
7	223966	03762	DOLLYWOOD FOUNDATION	6/10/2014 00	\$44.20	60845	E	04	005	377	GROUP 2 BOOKS	
7	223966	03762	DOLLYWOOD FOUNDATION	6/10/2014 00	\$8.70	60845	E	04	005	377	GROUP 1 BOOKS	
7	223966	03762	DOLLYWOOD FOUNDATION	6/10/2014 00	\$2.05	60845	E	04	005	377	WELCOME BOOKS	
7	223966	03762	DOLLYWOOD FOUNDATION	6/10/2014 00	\$10.50	60845	E	04	005	377	GRADUATION BOOKS	
7	223966	03762	DOLLYWOOD FOUNDATION	6/10/2014 00	\$111.89	60845	E	04	005	377	SHIPPING	
7	223967	03111	HEARTLAND PAPER CO	6/10/2014 00	\$28.48	60862	E	01	005	000	DOODLEBUG PADS	
7	223967	03111	HEARTLAND PAPER CO	6/10/2014 00	-\$0.28	60862	E	01	005	000	DISCOUNT	
7	223968	01096	HEINEMANN	6/10/2014 00	\$49.50	60841	E	01	030	401	TEACHING FOR COMPREHENDING AND FLUENCY	
7	223968	01096	HEINEMANN	6/10/2014 00	\$7.00	60841	E	01	030	401	SHIPPING APPROXIMATELY	
7	223969	02367	INSTITUTE FOR ENVIRMTL ASSMT	6/10/2014 00	\$1,087.06	60864	E	01	005	352	MAY 2014 EHS MANAGEMENT	
7	223969	02367	INSTITUTE FOR ENVIRMTL ASSMT	6/10/2014 00	\$1,177.75	60865	E	01	005	352	CONFINED SPACE ASSESSMENT MAY 2014	
7	223970	7782	INTEGRATED SYSTEMS CORPORATION	6/10/2014 00	\$225.00	60866	E	01	005	000	JULY 2014 SKYWARD HOSTING	
7	223971	03815	MIDWEST SPECIAL INSTRUMENTS	6/10/2014 00	\$108.00	60856	E	01	005	000	CALIBRATE AUDIOMETERS	
7	223972	0511	MII LIFE/SELECT ACCOUNT	6/10/2014 00	\$97.06	60857	E	01	005	000	JUNE PARTICIPATION	
7	223973	03272	MUSIC STREET/KLASSEN STUDIO	6/10/2014 00	\$155.00	60848	E	01	050	000	REPAIR CLARINET	
7	223973	03272	MUSIC STREET/KLASSEN STUDIO	6/10/2014 00	\$13.00	60849	E	01	050	000	REPAIR CLARINET	
7	223973	03272	MUSIC STREET/KLASSEN STUDIO	6/10/2014 00	\$8.00	60850	E	01	050	000	REPAIR CLARINET	
7	223973	03272	MUSIC STREET/KLASSEN STUDIO	6/10/2014 00	\$350.00	60851	E	01	050	000	REPAIR ALTO SAXAPHONE	
7	223973	03272	MUSIC STREET/KLASSEN STUDIO	6/10/2014 00	\$1,500.00	60852	E	01	050	000	BARITONES	
7	223974	03011	PITNEY BOWES PURCHASE POWER	6/10/2014 00	\$1,000.00	60855	E	01	005	000	FILL POSTAGE METER	
7	223975	00909	REGION 3A	6/10/2014 00	\$1,210.00	60859	E	01	050	000	SECTION 3AA BASEBALL 6/5/14	
7	223976	06016	SOUTHWEST COACHES	6/10/2014 00	\$525.00	60854	E	01	050	000	COACH TO MARSHALL 6/3/14 BASEBALL	
7	223977	00504	TEACHERS HELPER	6/10/2014 00	\$25.00	60842	E	01	030	000	TORO DONATIONS FUNDS - LAMAACK	
7	223978	00039	U.S. POSTMASTER	6/10/2014 00	\$220.00	60869	E	01	005	000	2014 BULK MAIL FEE	
7	223979	01803	VERIZON WIRELESS	6/10/2014 00	\$21.27	60870	E	01	005	000	SERVICE	
7	223980	04386	WATSON CONSULTING GROUP	6/10/2014 00	\$2,679.40	60847	E	01	005	720	MAY 2014 SERVICE	
7	223982	03667	WINDOMNET	6/10/2014 00	\$26.08	60782	E	04	005	325	ECFE TELEPHONE	
7	223982	03667	WINDOMNET	6/10/2014 00	\$26.89	60843	E	04	005	322	ABE TELEPHONE	
7	223982	03667	WINDOMNET	6/10/2014 00	\$23.27	60843	E	04	005	322	ECSE TELEPHONE	

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #		Fd	Org	Fin	Description
7	223988	03826	ACCESS ELEVATOR	6/19/2014 00	\$530.00	60906	E	01	005	347	PREVENTATIVE MAINT/ ANNUAL SAFETY TEST 6/4/14
7	223989	04027	CHILDREN'S HOME SOCIETY	6/19/2014 00	\$550.00	60883	E	01	998	740	APRIL OT
7	223990	00356	DEAN FOODS NORTH CENTRAL, INC	6/19/2014 00	\$249.57	60953	E	02	005	709	INV 3335481 SUMMER MEALS
7	223990	00356	DEAN FOODS NORTH CENTRAL, INC	6/19/2014 00	-\$31.61	60953	E	02	005	709	INV 3335485 CREDIT SUMMER MEALS
7	223991	01564	DICKS WELDING MACH & MFG	6/19/2014 00	\$29.53	60897	E	01	005	000	INV 59035 REPAIR SPRAYER BOOM ENDS
7	223992	02765	FEDER MECHANICAL	6/19/2014 00	\$120.00	60907	E	01	005	349	ANNUAL RPZ TEST & CERTIFICATION BASEBALL FIELD
7	223993	04451	FISK, TROY	6/19/2014 00	\$5.70	60904	R	02	005	701	LUNCH REFUND
7	223994	7211	GDF ENTERPRISES	6/19/2014 00	\$215.41	60911	E	01	005	000	RIM
7	223995	02306	GRAINGER	6/19/2014 00	\$36.72	60894	E	01	005	347	SAFETY GLASSES
7	223995	02306	GRAINGER	6/19/2014 00	\$36.72	60895	E	01	005	347	SAFETY GLASSES
7	223996	03111	HEARTLAND PAPER CO	6/19/2014 00	\$201.56	60909	E	01	005	000	FOAM HAND SANIT
7	223996	03111	HEARTLAND PAPER CO	6/19/2014 00	-\$2.02	60909	E	01	005	000	DISCOUNT
7	223997	00341	HY-VEE FOOD STORE WINDOM	6/19/2014 00	\$46.14	60947	E	01	050	830	SEC FACS
7	223997	00341	HY-VEE FOOD STORE WINDOM	6/19/2014 00	\$71.37	60947	E	01	050	000	CONCESSIONS
7	223997	00341	HY-VEE FOOD STORE WINDOM	6/19/2014 00	\$63.36	60948	E	01	060	000	SUPPLIES FOR 4TH GRADE
7	223997	00341	HY-VEE FOOD STORE WINDOM	6/19/2014 00	\$57.80	60947	E	02	005	701	MS LUNCH
7	223997	00341	HY-VEE FOOD STORE WINDOM	6/19/2014 00	\$11.94	60947	E	02	005	709	SUMMER MEALS
7	223997	00341	HY-VEE FOOD STORE WINDOM	6/19/2014 00	\$21.33	60947	E	04	005	321	ADV CLUB
7	223997	00341	HY-VEE FOOD STORE WINDOM	6/19/2014 00	\$4.00	60947	E	04	005	325	ECFE
7	223998	00954	IND SCHOOL DISTRICT #2895	6/19/2014 00	\$55.00	60890	E	01	050	000	B SQUAD SOFTBALL TOURNAMENT 5/18/14
7	223998	00954	IND SCHOOL DISTRICT #2895	6/19/2014 00	\$35.00	60891	E	01	050	000	MIDDLE SCHOOL TRACK 5/2/14
7	223999	00954	IND SCHOOL DISTRICT #2895	6/19/2014 00	\$11,508.00	60965	E	01	005	313	INTEGRATION EXPENSES 2013-14
7	224000	02752	ING	6/19/2014 00	\$10,434.00	60887	E	01	030	000	HEALTH CARE SAVINGS PLAN CONTRIBUTION
7	224000	02752	ING	6/19/2014 00	\$15,159.00	60887	E	01	030	000	HEALTH CARE SAVINGS PLAN CONTRIBUTION
7	224000	02752	ING	6/19/2014 00	\$15,502.00	60887	E	01	030	000	HEALTH CARE SAVINGS PLAN CONTRIBUTION
7	224001	04450	JENNIGES, JOHN	6/19/2014 00	\$4.65	60903	R	02	005	701	LUNCH REFUND
7	224002	03281	JUBILEE FRUITS & VEGETABLES	6/19/2014 00	\$1.50	60962	E	02	005	709	LETTUCE
7	224002	03281	JUBILEE FRUITS & VEGETABLES	6/19/2014 00	\$13.50	60962	E	02	005	709	SALAD MIX
7	224002	03281	JUBILEE FRUITS & VEGETABLES	6/19/2014 00	\$6.00	60963	E	02	005	709	ONIONS
7	224002	03281	JUBILEE FRUITS & VEGETABLES	6/19/2014 00	\$13.50	60963	E	02	005	709	SALAD MIX
7	224003	00986	LEWIS FAMILY DRUG	6/19/2014 00	\$5.10	60944	E	04	005	321	PHOTO PROCESSING
7	224004	06047	LOOPY'S	6/19/2014 00	\$3.00	60945	E	04	005	321	CRAFTS
7	224004	06047	LOOPY'S	6/19/2014 00	\$1.00	60945	E	04	005	321	BANDAIDS
7	224004	06047	LOOPY'S	6/19/2014 00	\$5.00	60946	E	04	005	321	CRAFTS
7	224005	01119	M & G DISTRIBUTING	6/19/2014 00	\$250.00	60905	E	01	050	000	HD LEVER SET
7	224006	04447	MINNESOTA DEPARTMENT OF LABOR A	6/19/2014 00	\$2,660.00	60898	E	01	005	000	SETTLEMENT AGREEMENT INSP 317725760
7	224007	8000	NERHUS, JOLYNN	6/19/2014 00	\$21.80	60900	R	02	005	701	LUNCH REFUND

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #		Fd	Org	Fin	Description
7	224008	7824	PETERSON, LYNN	6/19/2014 00	\$31.80	60899	R	02	005	701	LUNCH REFUND
7	224009	00214	PITNEY BOWES	6/19/2014 00	\$369.00	60951	E	01	005	000	METER LEASE MARCH - JUNE 2014
7	224010	03264	RASSMUSSEN, LARISSA	6/19/2014 00	\$72.00	60892	E	04	005	321	APRIL/MAY ZUMBA
7	224011	03911	SANFORD HEALTH	6/19/2014 00	\$725.00	60950	E	01	005	000	HEALTH SCREENINGS 5/27 & 5/28/14
7	224012	04448	SHAMP, RITA	6/19/2014 00	\$3.05	60901	R	02	005	701	LUNCH REFUND
7	224013	04206	SIGLER FIRE EQUIPMENT CO	6/19/2014 00	\$105.00	60908	E	01	005	363	ANSUAL KITCHEN FIRE SYSTEM SERVICE
7	224013	04206	SIGLER FIRE EQUIPMENT CO	6/19/2014 00	\$39.00	60908	E	01	005	363	360 DEGREE FUSE LINKS 3 EA PROJECT 22661
7	224013	04206	SIGLER FIRE EQUIPMENT CO	6/19/2014 00	\$39.00	60908	E	01	005	363	450 DEGREE FUSE LINKS 3 PROJECT 22661
7	224013	04206	SIGLER FIRE EQUIPMENT CO	6/19/2014 00	\$25.00	60908	E	01	005	363	FUEL SURCHARGE
7	224014	04336	STADE, GARY	6/19/2014 00	\$50.00	60964	E	02	005	709	TOMATOES
7	224015	00723	STAPLES OIL CO INC	6/19/2014 00	\$7,301.28	60889	E	01	005	720	TRANSPORTATION - BUSES
7	224015	00723	STAPLES OIL CO INC	6/19/2014 00	\$479.97	60889	E	01	005	720	TRANSPORTATION - VANS
7	224015	00723	STAPLES OIL CO INC	6/19/2014 00	\$579.50	60889	E	01	005	000	MAINTENANCE - VEHICLES
7	224015	00723	STAPLES OIL CO INC	6/19/2014 00	\$267.98	60889	E	01	005	000	MIANTENANCE - GROUNDS
7	224015	00723	STAPLES OIL CO INC	6/19/2014 00	\$47.73	60889	E	01	050	000	BALL PARK
7	224016	00039	U.S. POSTMASTER	6/19/2014 00	\$25.00	60910	E	01	005	000	REPLENISH ACCOUNT
7	224016	00039	U.S. POSTMASTER	6/19/2014 00	\$25.00	60910	E	04	005	325	REPLENISH ACCOUNT
7	224017	04452	VEENKER, STACI	6/19/2014 00	\$35.00	60952	E	04	005	321	REFUND - JR. GOLF
7	224018	01803	VERIZON WIRELESS	6/19/2014 00	\$13.62	60882	E	01	005	720	TRANSP
7	224018	01803	VERIZON WIRELESS	6/19/2014 00	\$81.72	60882	E	01	005	000	SERVICE
7	224019	04449	WERSAL, KRISTINE	6/19/2014 00	\$22.95	60902	R	02	005	701	LUNCH REFUND
7	224020	04212	WINDOM BASEBALL ASSOCIATION	6/19/2014 00	\$75.00	60871	E	01	050	000	SECTION 3AA CHAMPIONSHIP BSB 6/4/14 SITE RENT
7	224020	04212	WINDOM BASEBALL ASSOCIATION	6/19/2014 00	\$180.00	60871	E	01	050	000	SERVICES
7	224021	00551	WINDOM PUBLIC SCHOOL	6/19/2014 00	\$983.43	60896	E	01	050	000	VOLLEYBALL
7	224021	00551	WINDOM PUBLIC SCHOOL	6/19/2014 00	\$842.94	60896	E	01	050	000	CROSS COUNTRY
7	224021	00551	WINDOM PUBLIC SCHOOL	6/19/2014 00	\$1,404.90	60896	E	01	050	000	GIRLS BASKETBALL
7	224021	00551	WINDOM PUBLIC SCHOOL	6/19/2014 00	\$1,123.92	60896	E	01	050	000	BOYS BASKETBALL
7	224021	00551	WINDOM PUBLIC SCHOOL	6/19/2014 00	\$1,123.92	60896	E	01	050	000	TRACK
7	224021	00551	WINDOM PUBLIC SCHOOL	6/19/2014 00	\$1,545.39	60896	E	01	050	000	SOFTBALL
7	224021	00551	WINDOM PUBLIC SCHOOL	6/19/2014 00	\$702.45	60896	E	01	050	000	GOLF
7	224021	00551	WINDOM PUBLIC SCHOOL	6/19/2014 00	\$561.96	60896	E	01	050	000	ROBOTICS
7	224021	00551	WINDOM PUBLIC SCHOOL	6/19/2014 00	\$140.49	60896	E	01	050	000	MASS MEDIA
7	224021	00551	WINDOM PUBLIC SCHOOL	6/19/2014 00	\$1,404.90	60896	E	01	050	000	CHEERLEADING
7	224021	00551	WINDOM PUBLIC SCHOOL	6/19/2014 00	\$702.45	60896	E	01	050	000	FOOTBALL
7	224022	04273	BIMBO FOODS INC	6/30/2014 00	\$43.00	60995	E	02	005	709	INV 52319001033 SUMMER MEALS
7	224022	04273	BIMBO FOODS INC	6/30/2014 00	\$18.60	61008	E	02	005	709	INV 52319001169 SUMMER MEALS
7	224023	02306	GRAINGER	6/30/2014 00	\$418.50	60996	E	01	005	000	FALL PROTECTION KIT

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #		Fd	Org	Fin	Description
7	224024	03111	HEARTLAND PAPER CO	6/30/2014 00	\$347.68	60986	E	01	005	000	BURNISH PADS
7	224024	03111	HEARTLAND PAPER CO	6/30/2014 00	\$521.52	60986	E	01	005	000	NATURAL BLEND PADS
7	224024	03111	HEARTLAND PAPER CO	6/30/2014 00	-\$8.69	60986	E	01	005	000	DISCOUNT
7	224025	01458	J. W. PEPPER & SON, INC.	6/30/2014 00	\$42.00	60998	E	01	050	000	JAZZ BUG COMBO SMALL BAND VERSION
7	224025	01458	J. W. PEPPER & SON, INC.	6/30/2014 00	\$45.00	60998	E	01	050	000	SOLAR
7	224025	01458	J. W. PEPPER & SON, INC.	6/30/2014 00	\$19.99	60998	E	01	050	000	TWELVE MEDIUM EASY JAZZ BLUES AND FUNK BK/CD
7	224025	01458	J. W. PEPPER & SON, INC.	6/30/2014 00	\$1.00	60998	E	01	050	000	HANDLING
7	224025	01458	J. W. PEPPER & SON, INC.	6/30/2014 00	\$13.99	60998	E	01	050	000	SHIPPING
7	224026	05105	J.H. LARSON ELECTRICAL CO.	6/30/2014 00	\$279.13	60997	E	01	005	000	SYL 100 W METAL HALIDE MEDIUM BASE
7	224026	05105	J.H. LARSON ELECTRICAL CO.	6/30/2014 00	\$199.05	60997	E	01	005	000	ADV 100W METAL HALIDE F-CAN M90 BALLAST
7	224027	03281	JUBILEE FRUITS & VEGETABLES	6/30/2014 00	\$13.50	60999	E	02	005	709	SALAD MIX
7	224028	7317	RON'S ELECTRIC	6/30/2014 00	\$260.19	61000	E	01	005	347	INSTALL EXIT LIGHTS
7	224028	7317	RON'S ELECTRIC	6/30/2014 00	\$1,602.30	61001	E	01	050	000	AC REPAIRS MS/HS
7	224028	7317	RON'S ELECTRIC	6/30/2014 00	\$3,713.74	61002	E	01	005	000	REPLACE LIGHT POLE
7	224029	7508	SCHWAB VOLLHABER LUBRATT SERVI	6/30/2014 00	\$40.85	61003	E	01	050	000	RELAY SPDT 120V OBS AT 0: 280362-00
7	224029	7508	SCHWAB VOLLHABER LUBRATT SERVI	6/30/2014 00	\$265.80	61003	E	01	050	000	RELAY MT I - OAC5A "OB" BOARD OBA
7	224029	7508	SCHWAB VOLLHABER LUBRATT SERVI	6/30/2014 00	\$18.00	61003	E	01	050	000	FREIGHT
7	224030	02313	SETON	6/30/2014 00	\$349.80	61005	E	01	005	000	CROSSING GUARD SIGN
7	224030	02313	SETON	6/30/2014 00	\$31.95	61005	E	01	005	000	FREIGHT
7	224031	00228	SMITH FILTER CORP.	6/30/2014 00	\$42.00	61006	E	01	005	000	24 X 24 X 2 FILTERS
7	224031	00228	SMITH FILTER CORP.	6/30/2014 00	\$45.00	61006	E	01	005	000	12 X 24 X 2 FILTERS
7	224031	00228	SMITH FILTER CORP.	6/30/2014 00	\$435.75	61006	E	01	005	000	16 X 25 X 2 FILTERS
7	224031	00228	SMITH FILTER CORP.	6/30/2014 00	\$131.25	61006	E	01	005	000	16 X 20 X 2 FILTERS
7	224031	00228	SMITH FILTER CORP.	6/30/2014 00	\$39.20	61006	E	01	005	000	20 X 24 X 2 FILTERS
7	224031	00228	SMITH FILTER CORP.	6/30/2014 00	\$52.56	61006	E	01	005	000	7 X 51 5/8 X 7/8 FIBERGLASS FILTER
7	224031	00228	SMITH FILTER CORP.	6/30/2014 00	\$52.56	61006	E	01	005	000	6 7/8 X 51.5 X 7/8 FIBERGLASS FILTERS
7	224031	00228	SMITH FILTER CORP.	6/30/2014 00	\$52.56	61006	E	01	005	000	6.5 X 59 5/8 X 7/8 FIBERGLASS FILTERS
7	224031	00228	SMITH FILTER CORP.	6/30/2014 00	\$77.40	61006	E	01	005	000	FREIGHT
7	224032	06016	SOUTHWEST COACHES	6/30/2014 00	\$525.00	61007	E	01	050	000	MOTORCOACH 4/24/14
7	224033	02891	SVL SERVICE CORPORATION	6/30/2014 00	\$2,127.00	61004	E	01	050	000	REPAIR RTU#5
7	224034	7518	BANC OF AMERICA LEASING	7/1/2014 00:	\$41,548.20	61030	E	01	005	302	ENERGY PERFORMANCE PRINCIPAL
7	224034	7518	BANC OF AMERICA LEASING	7/1/2014 00:	\$22,835.76	61030	E	01	005	302	ENERGY PERFORMANCE INTEREST
7	224035	03339	MARSH & MCLENNAN AGENCY - RJF MI	7/1/2014 00:	\$350.00	61029	E	01	005	000	VOLUNTEER ACCIDENT INSURANCE 2014-15
7	224036	03504	REINHART INSTITUTIONAL FOODS	7/1/2014 00:	\$1,612.85	61041	E	02	005	709	SUMMER MEALS
7	224036	03504	REINHART INSTITUTIONAL FOODS	7/1/2014 00:	\$83.43	61041	E	02	005	709	SUMMER MEAL SUPPLIES
7	224037	02720	RENAISSANCE LEARNING	7/1/2014 00:	\$17,580.90	61028	E	01	030	000	3 YEAR STAR & AR
7	224037	02720	RENAISSANCE LEARNING	7/1/2014 00:	\$25,768.20	61028	E	01	050	000	3 YEAR STAR & AR

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #		Fd	Org	Fin	Description
7	224037	02720	RENAISSANCE LEARNING	7/1/2014 00:	-\$900.72	61028	E	01	030	000	CRM0118008
7	224038	00719	RIDDELL	7/1/2014 00:	\$1,026.40	60893	E	01	050	302	41190 REVO SPEED HELMET
7	224038	00719	RIDDELL	7/1/2014 00:	\$286.00	60893	E	01	050	000	48205-11 EV15C EVOLUTION SHOULDER PAD S
7	224038	00719	RIDDELL	7/1/2014 00:	\$286.00	60893	E	01	050	000	48205-22 EV15C EVOLUTION SHOULDER PAD M
7	224038	00719	RIDDELL	7/1/2014 00:	\$286.00	60893	E	01	050	000	48202-33 EV15C EVOLUTION SHOULDER PAD L
7	224038	00719	RIDDELL	7/1/2014 00:	\$425.00	60893	E	01	060	000	48067-10 WARRIOR ILLX SHOULDER PADS XS
7	224038	00719	RIDDELL	7/1/2014 00:	\$85.00	60893	E	01	060	000	48067-11 WARRIOR ILLX SHOULDER PADS S
7	224038	00719	RIDDELL	7/1/2014 00:	\$140.35	60893	E	01	050	000	FREIGHT
7	224038	00719	RIDDELL	7/1/2014 00:	\$3,250.00	61031	E	01	050	000	RHPFBLJA HP LITE FOOTBALL JERSEY ADULT
7	224038	00719	RIDDELL	7/1/2014 00:	\$123.70	61031	E	01	050	000	FREIGHT
7	224038	00719	RIDDELL	7/1/2014 00:	\$1,945.60	61032	E	01	050	000	HPFBPA HP FOOTBALL PANT ADULT 50 EA
7	224039	01612	US FOODS INC	7/1/2014 00:	\$596.29	61042	E	02	005	709	JUNE SUMMER MEALS
7	224039	01612	US FOODS INC	7/1/2014 00:	\$156.71	61042	E	02	005	709	JUNE SUMMER MEAL SUPPLIES
7	224039	01612	US FOODS INC	7/1/2014 00:	-\$42.07	61042	E	02	005	701	CREDIT ON MS/HS LUNCH
7	224040	7692	Delta Dental of MN	7/1/2014 00:	\$1,159.42	61043	B	01	215		Delta Dental July 2014 Premiums
7	224041	04403	MORRIS, HEATHER	7/2/2014 00:	\$27.20	59674	R	02	005	701	LUNCH REFUND
7	224042	01582	APPLE COMPUTER INC	7/9/2014 00:	\$14,988.00	61077	E	01	005	302	IMAC 21.5"
7	224042	01582	APPLE COMPUTER INC	7/9/2014 00:	\$3,747.00	61078	E	01	005	302	IMAC 21.5"
7	224042	01582	APPLE COMPUTER INC	7/9/2014 00:	\$3,747.00	61079	E	01	005	302	IMAC 21.5"
7	224042	01582	APPLE COMPUTER INC	7/9/2014 00:	\$4,996.00	61080	E	01	005	302	IMAC 21.5"
7	224042	01582	APPLE COMPUTER INC	7/9/2014 00:	\$1,249.00	61081	E	01	005	302	IMAC 21.5"
7	224042	01582	APPLE COMPUTER INC	7/9/2014 00:	\$3,747.00	61082	E	01	005	302	IMAC 21.5"
7	224042	01582	APPLE COMPUTER INC	7/9/2014 00:	\$2,498.00	61083	E	01	005	302	IMAC 21.5"
7	224042	01582	APPLE COMPUTER INC	7/9/2014 00:	\$2,498.00	61084	E	01	005	302	IMAC 21.5"
7	224042	01582	APPLE COMPUTER INC	7/9/2014 00:	\$25,110.00	61085	E	01	005	302	BJ794LL/A IPAD MINI WI-FI 16GB SPACE GRAY 10 PACK
7	224043	00339	AUTO VALUE - WINDOM	7/9/2014 00:	\$0.36	61046	E	01	005	000	INV 34066121ATF
7	224043	00339	AUTO VALUE - WINDOM	7/9/2014 00:	\$14.48	61046	E	01	005	000	INV 34066218 BELT
7	224044	03567	BARC INC	7/9/2014 00:	\$1,750.00	61076	E	01	010	000	RENTAL & LEASES
7	224044	03567	BARC INC	7/9/2014 00:	\$150.00	61076	E	01	010	000	UTILITIES
7	224044	03567	BARC INC	7/9/2014 00:	\$183.00	61076	E	01	010	000	CUSTODIAL SERVICES
7	224045	05110	BARGEN INC	7/9/2014 00:	\$1,210.00	61086	E	01	005	000	SEAL COAT HIGHLAND EAST ENTRANCE
7	224045	05110	BARGEN INC	7/9/2014 00:	\$1,878.00	61086	E	01	005	000	SEAL COAT HIGHLAND PLAYGROUND
7	224046	04424	BIG SOUTH CONFERENCE	7/9/2014 00:	\$750.00	61087	E	01	050	000	2014-15 MEMBERSHIP DUES
7	224047	044120	BLACKBOARD INC	7/9/2014 00:	\$1,130.06	61088	E	01	005	000	SCHOOL CENTER HOSTING SERVICE 7/1 - 9/30/14
7	224048	04187	BOB'S BIFFYS	7/9/2014 00:	\$346.00	61187	E	01	050	000	PORTABLE RESTROOMS
7	224049	03555	BOND TRUST SERVICES	7/9/2014 00:	\$123,058.75	61089	E	07	005	000	6.26 GO SCH BLDG REFUNDING BDS SERIES 2006A INT
7	224049	03555	BOND TRUST SERVICES	7/9/2014 00:	\$49,250.00	61090	E	07	005	000	6.7 GO SCH BLDG REFUNDING BONDS SERIES 2009A

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #		Fd	Org	Fin	Description
7	224049	03555	BOND TRUST SERVICES	7/9/2014 00:	\$450.00	61091	E	07	005	000	6.7 GO SCH BLDG REFUNDG BONDS SERIES 2009A AGNT
7	224050	03556	BUHLER CONSTRUCTION	7/9/2014 00:	\$4,897.83	61152	E	01	050	385	REPAIR WALL AND REPLACE DAMAGED DOOR
7	224051	01266	CARQUEST AUTO PARTS	7/9/2014 00:	\$18.60	61073	E	01	005	720	INV 2789-271390 OIL - VAN #30
7	224051	01266	CARQUEST AUTO PARTS	7/9/2014 00:	\$18.60	61073	E	01	005	720	INV 2789-271391 OIL - VAN #22
7	224051	01266	CARQUEST AUTO PARTS	7/9/2014 00:	\$18.60	61073	E	01	005	720	INV 2789-272060 OIL - VAN #22
7	224052	04027	CHILDREN'S HOME SOCIETY	7/9/2014 00:	\$1,465.92	61122	E	01	998	740	JUNE TUITION
7	224052	04027	CHILDREN'S HOME SOCIETY	7/9/2014 00:	\$1,465.92	61123	E	01	998	740	JUNE TUITION
7	224053	00140	CITIZEN PUBLISHING CO INC	7/9/2014 00:	\$498.40	61047	E	01	005	000	MAY 12, 2014 MINUTES
7	224053	00140	CITIZEN PUBLISHING CO INC	7/9/2014 00:	\$124.60	61047	E	01	005	000	MAY 27, 2014 MINUTES
7	224053	00140	CITIZEN PUBLISHING CO INC	7/9/2014 00:	\$231.75	61048	E	01	005	000	HELP WANTED ADS
7	224053	00140	CITIZEN PUBLISHING CO INC	7/9/2014 00:	\$186.90	61049	E	01	005	000	REQUEST FOR QUOTES MILK, BREAD, HEATING FUEL
7	224053	00140	CITIZEN PUBLISHING CO INC	7/9/2014 00:	\$154.50	61050	E	01	005	000	ABE/GED TEACHER HELP WANTED AD
7	224054	00973	CITY OF WINDOM	7/9/2014 00:	\$253.27	61045	E	01	050	000	MS/HS WATER
7	224054	00973	CITY OF WINDOM	7/9/2014 00:	\$8,910.73	61045	E	01	050	000	MS/HS ELECTRICITY
7	224054	00973	CITY OF WINDOM	7/9/2014 00:	\$366.56	61045	E	01	030	000	WINFAIR WATER
7	224054	00973	CITY OF WINDOM	7/9/2014 00:	\$1,739.62	61045	E	01	030	000	WINFAIR ELECTRICITY
7	224054	00973	CITY OF WINDOM	7/9/2014 00:	\$85.11	61045	E	01	020	000	HIGHLAND WATER
7	224054	00973	CITY OF WINDOM	7/9/2014 00:	\$805.14	61045	E	01	020	000	HIGHLAND ELECTRICTIY
7	224055	00849	COTTONWOOD COUNTY FAIRBOARD	7/9/2014 00:	\$1,200.00	61075	E	01	005	302	Rentals & Leases
7	224056	00132	COTTONWOOD COUNTY LANDFILL	7/9/2014 00:	\$38.00	61051	E	01	005	720	BUS TIRE DISPOSAL
7	224057	00974	COUNTRY PRIDE SERVICES COOP	7/9/2014 00:	\$12.50	61181	E	01	005	000	MAINT
7	224057	00974	COUNTRY PRIDE SERVICES COOP	7/9/2014 00:	\$1,611.28	61181	E	01	005	720	TRANSP - BUS 4
7	224058	01878	DAILY GLOBE	7/9/2014 00:	\$146.02	61168	E	01	050	000	DAILY GLOBE SUBSCRIPTION 8/18/14 - 5/18/15 - MS/HS
7	224058	01878	DAILY GLOBE	7/9/2014 00:	\$146.03	61168	E	01	030	000	DAILY GLOBE SUBSCRIPTION 8/18/14 - 5/18/15 - WINFAIR
7	224059	03978	DAKTECH COMPUTERS	7/9/2014 00:	\$26,016.00	61171	E	01	005	302	DAKTECH DISCOVERY 81 DESKTOP
7	224059	03978	DAKTECH COMPUTERS	7/9/2014 00:	\$3,252.00	61170	E	04	005	322	DAKTECH DISCOVERY 81 DESKTOP
7	224060	00356	DEAN FOODS NORTH CENTRAL, INC	7/9/2014 00:	\$252.49	61126	E	02	005	707	INV 3335595 SUMMER MEALS
7	224060	00356	DEAN FOODS NORTH CENTRAL, INC	7/9/2014 00:	\$89.32	61126	E	02	005	707	INV 3335701 SUMMER MEALS
7	224060	00356	DEAN FOODS NORTH CENTRAL, INC	7/9/2014 00:	\$112.96	61126	E	02	005	707	INV 3335812 SUMMER MEALS
7	224061	03715	DEFRIES COLLISION CENTER	7/9/2014 00:	\$118.00	61183	E	01	005	000	REPAIR UNIT 26
7	224062	01564	DICKS WELDING MACH & MFG	7/9/2014 00:	\$15.99	61052	E	01	030	000	INV 59100 DECK PLATE WINFAIR BLDG REPAIR
7	224063	03762	DOLLYWOOD FOUNDATION	7/9/2014 00:	\$17.50	61167	E	04	005	377	GROUP 6 BOOKS
7	224063	03762	DOLLYWOOD FOUNDATION	7/9/2014 00:	\$49.30	61167	E	04	005	377	GROUP 5 BOOKS
7	224063	03762	DOLLYWOOD FOUNDATION	7/9/2014 00:	\$47.50	61167	E	04	005	377	GROUP 4 BOOKS
7	224063	03762	DOLLYWOOD FOUNDATION	7/9/2014 00:	\$43.70	61167	E	04	005	377	GROUP 3 BOOKS
7	224063	03762	DOLLYWOOD FOUNDATION	7/9/2014 00:	\$41.60	61167	E	04	005	377	GROUP 2 BOOKS
7	224063	03762	DOLLYWOOD FOUNDATION	7/9/2014 00:	\$10.50	61167	E	04	005	377	GROUP 1 BOOKS

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #		Fd	Org	Fin	Description
7	224063	03762	DOLLYWOOD FOUNDATION	7/9/2014 00:	\$2.05	61167	E	04	005	377	WELCOME BOOKS
7	224063	03762	DOLLYWOOD FOUNDATION	7/9/2014 00:	\$6.30	61167	E	04	005	377	GRADUATION BOOKS
7	224063	03762	DOLLYWOOD FOUNDATION	7/9/2014 00:	\$107.87	61167	E	04	005	377	MAILING
7	224064	01880	DON'S REPAIR	7/9/2014 00:	\$383.00	61053	E	01	005	000	REPAIR 99 DODGE CARAVAN
7	224064	01880	DON'S REPAIR	7/9/2014 00:	\$109.09	61130	E	01	005	000	REPAIR 99 DODGE CARAVAN
7	224065	04311	EDMENTUM	7/9/2014 00:	\$11,700.00	61092	E	01	050	000	STUDY ISLAND MS/HS
7	224065	04311	EDMENTUM	7/9/2014 00:	\$354.00	61092	E	01	030	000	STUDY ISLAND ELEM
7	224066	04071	FOLLETT SCHOOL SOLUTIONS	7/9/2014 00:	\$329.15	61147	E	01	030	000	9780547473673 MATH EXPRESSIONS ACT 1
7	224066	04071	FOLLETT SCHOOL SOLUTIONS	7/9/2014 00:	\$681.00	61147	E	01	030	000	9780547473697 MATH EXPRESSIONS ACT 2
7	224066	04071	FOLLETT SCHOOL SOLUTIONS	7/9/2014 00:	\$578.85	61148	E	01	030	000	9780547473673 MATH EXPRESSIONS ACT VOL 1
7	224066	04071	FOLLETT SCHOOL SOLUTIONS	7/9/2014 00:	\$227.00	61148	E	01	030	000	9780547473697 MATH EXPRESSIONS ACT VOL 2
7	224066	04071	FOLLETT SCHOOL SOLUTIONS	7/9/2014 00:	\$317.80	61149	E	01	030	000	9780547473772 MATH EXPRESSIONS ACTIVITY BK 1
7	224066	04071	FOLLETT SCHOOL SOLUTIONS	7/9/2014 00:	\$358.05	61149	E	01	030	000	9780547473796 MATH EXPRESSIONS ACTIVITY BOOK 2
7	224066	04071	FOLLETT SCHOOL SOLUTIONS	7/9/2014 00:	\$646.95	61150	E	01	030	000	9780547473772 MATH EXPRESSIONS ACTIVITY BOOK 1
7	224066	04071	FOLLETT SCHOOL SOLUTIONS	7/9/2014 00:	\$564.20	61150	E	01	030	000	9780547473796 MATH EXPRESSIONS ACTIVITY BOOK 2
7	224066	04071	FOLLETT SCHOOL SOLUTIONS	7/9/2014 00:	\$538.20	61151	E	01	060	000	3780547066967 WORKBOOK FOR MATH EXPRESSIONS 1
7	224066	04071	FOLLETT SCHOOL SOLUTIONS	7/9/2014 00:	\$358.80	61151	E	01	060	000	9780547067018 MATH EXPRESSIO SN VOL 2
7	224066	04071	FOLLETT SCHOOL SOLUTIONS	7/9/2014 00:	\$904.80	61151	E	01	060	000	9780547057279 MATH EXPRESSIONS VOL 1
7	224066	04071	FOLLETT SCHOOL SOLUTIONS	7/9/2014 00:	\$754.00	61151	E	01	060	000	9780547060651 MATH EXPRESSIONS VOL 2
7	224067	02306	GRAINGER	7/9/2014 00:	\$300.60	61054	E	01	005	000	SPEAKER/CONTROL CABLE
7	224067	02306	GRAINGER	7/9/2014 00:	\$32.18	61056	E	01	005	000	HAMMER DRILL BIT
7	224068	03111	HEARTLAND PAPER CO	7/9/2014 00:	\$196.19	61186	E	01	005	000	VAC MOTOR 120V
7	224068	03111	HEARTLAND PAPER CO	7/9/2014 00:	\$321.08	61186	E	01	005	000	DRY TOOL KIT W/FILTER
7	224068	03111	HEARTLAND PAPER CO	7/9/2014 00:	-\$5.17	61186	E	01	005	000	DISCOUNT
7	224069	00344	HIGLEY FORD SALES CO	7/9/2014 00:	\$244.14	61121	E	01	005	720	REPAIR AC IN 2002 GRAND CARAVAN - UNIT 25
7	224070	05131	HILLER'S FLOORING AMERICA	7/9/2014 00:	\$4,030.50	61185	E	01	030	385	WINFAIR TILE REPLACEMENT
7	224071	00112	HILLYARD/SIOUX FALLS	7/9/2014 00:	\$1,197.30	61055	E	01	005	000	EXPLORER
7	224071	00112	HILLYARD/SIOUX FALLS	7/9/2014 00:	\$37.00	61055	E	01	005	000	FREIGHT
7	224072	03892	HOHENSTEIN'S SEPTIC TANK PUMPI	7/9/2014 00:	\$180.00	61057	E	01	005	720	CLEAN GUTTER & PIT AT BUS BARN
7	224073	06051	HONEYWELL INC.	7/9/2014 00:	\$4,162.63	61120	E	01	050	000	PROPOSAL 914-CLEWINDOM-EBI
7	224073	06051	HONEYWELL INC.	7/9/2014 00:	\$7,154.83	61179	E	01	005	000	AUTOMATION CHARGES 8/1/14 - 1/31/15
7	224074	04454	HURON SCHOOL DISTRICT	7/9/2014 00:	\$2,000.00	61166	E	01	030	000	CONTRACT RELEASE FEE
7	224075	7782	INTEGRATED SYSTEMS CORPORATION	7/9/2014 00:	\$225.00	61093	E	01	005	000	SKYWARD HOSTING AUGUST 2014
7	224076	03407	JOBSHQ	7/9/2014 00:	\$367.60	61124	E	01	005	000	HELP WANTED AD
7	224077	04076	JOHNSON CONTROLS, INC.	7/9/2014 00:	\$6,386.00	61094	E	01	005	363	JUNE 1, 2014 - MAY 31, 2015
7	224077	04076	JOHNSON CONTROLS, INC.	7/9/2014 00:	\$6,658.00	61131	E	01	005	342	CCTV SYSTEM UPGRADE
7	224078	00437	KDOM RADIO	7/9/2014 00:	\$144.00	61125	E	01	005	000	JOB SERCH

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #		Fd	Org	Fin	Description
7	224079	00455	LAMPERTS	7/9/2014 00:	\$32.74	61058	E	01	005	000	2 X 6 X 16 TREATED LUMBER
7	224080	03821	LEARNING A-Z	7/9/2014 00:	\$399.80	61161	E	01	030	000	RAZ-KIDS.COM LICENSE TO BE EFFECTIVE 8/1/2014
7	224080	03821	LEARNING A-Z	7/9/2014 00:	-\$14.94	61161	E	01	030	000	CUSTOM PROMOTION
7	224080	03821	LEARNING A-Z	7/9/2014 00:	-\$40.00	61161	E	01	030	000	PROMO CODE OPENHOUSE2014
7	224080	03821	LEARNING A-Z	7/9/2014 00:	\$299.85	61161	E	01	030	000	READING A-Z LICENSE TO BE EFFECTIVE 8/1/2014
7	224080	03821	LEARNING A-Z	7/9/2014 00:	-\$14.91	61161	E	01	030	000	CUSTOM PROMOTION
7	224080	03821	LEARNING A-Z	7/9/2014 00:	-\$30.00	61161	E	01	030	000	PROMO CODE OPENHOUSE2014
7	224081	01119	M & G DISTRIBUTING	7/9/2014 00:	\$48.00	61184	E	01	050	000	DOG KEYS
7	224081	01119	M & G DISTRIBUTING	7/9/2014 00:	\$260.00	61184	E	01	050	000	YALE HOLDDOWN ASSEMBLY
7	224082	05077	MASA/MASE	7/9/2014 00:	\$1,266.00	61095	E	01	005	000	2014-15 MEMBERSHIP WORMSTADT
7	224083	00144	MASBO	7/9/2014 00:	\$110.00	61096	E	01	005	000	2014-15 MEMBERSHIP - PFEFFER
7	224084	01638	MASSP	7/9/2014 00:	\$952.00	61100	E	01	050	000	2014-15 MEMBERSHIP TIETJE
7	224085	02162	MCDOWELL AGENCY	7/9/2014 00:	\$24.00	61059	E	01	005	000	BACKGROUND VERIFICATIONS
7	224086	03102	MIDWEST BUS PARTS INC.	7/9/2014 00:	\$108.96	61074	E	01	005	720	HEATER MOTORS - BUS 7
7	224086	03102	MIDWEST BUS PARTS INC.	7/9/2014 00:	\$6.95	61074	E	01	005	720	FREIGHT
7	224086	03102	MIDWEST BUS PARTS INC.	7/9/2014 00:	\$346.60	61182	E	01	005	720	DRIVERS SEAT BELTS BUS 1 & 16
7	224086	03102	MIDWEST BUS PARTS INC.	7/9/2014 00:	\$7.50	61182	E	01	005	720	SHIPPING
7	224087	0511	MII LIFE/SELECT ACCOUNT	7/9/2014 00:	\$97.06	61163	E	01	005	000	JULY PARTICIPATION
7	224088	00141	MINNESOTA RURAL EDUCATION ASSN	7/9/2014 00:	\$2,190.00	61098	E	01	005	000	2014-15 MEMBERSHIP
7	224089	04120	MINNESOTA SAFETY COUNCIL	7/9/2014 00:	\$348.00	61146	E	04	005	321	6/23/14 DEFENSIVE DRIVING CLASS
7	224090	00559	MINNESOTA SCHOOL BOARD ASSOC	7/9/2014 00:	\$3,970.00	61099	E	01	005	000	2014-15 ASSOCIATION DUES
7	224090	00559	MINNESOTA SCHOOL BOARD ASSOC	7/9/2014 00:	\$595.00	61099	E	01	005	000	POLICY SERVICE RENEWAL
7	224091	00232	MN DEPT OF EMPLYMT & ECON DEV	7/9/2014 00:	\$9.27	61180	E	01	005	000	QTR 2 UNEMPLOYMENT
7	224092	04453	MOBY MAX/LEARNING WITHOUT LIMITS	7/9/2014 00:	\$79.00	61173	E	01	030	000	MOBY MAX TEACHER LICENSE CARLSON
7	224092	04453	MOBY MAX/LEARNING WITHOUT LIMITS	7/9/2014 00:	\$79.00	61174	E	01	030	000	MOBY MAX TEACHER LICENSE ELSTON
7	224092	04453	MOBY MAX/LEARNING WITHOUT LIMITS	7/9/2014 00:	\$79.00	61175	E	01	030	000	MOBY MAX TEACHER LICENSE K. LUND
7	224092	04453	MOBY MAX/LEARNING WITHOUT LIMITS	7/9/2014 00:	\$79.00	61176	E	01	030	000	MOBY MAX TEACHER LICENSE PLETCHER
7	224093	03272	MUSIC STREET/KLASSEN STUDIO	7/9/2014 00:	\$3,000.00	61060	E	01	050	000	BARITONES
7	224093	03272	MUSIC STREET/KLASSEN STUDIO	7/9/2014 00:	\$13.80	61061	E	01	050	000	SAX REEDS
7	224093	03272	MUSIC STREET/KLASSEN STUDIO	7/9/2014 00:	\$43.20	61061	E	01	050	000	BARI SAX REEDS
7	224093	03272	MUSIC STREET/KLASSEN STUDIO	7/9/2014 00:	\$26.20	61061	E	01	050	000	SLIDE OIL
7	224093	03272	MUSIC STREET/KLASSEN STUDIO	7/9/2014 00:	\$23.85	61061	E	01	050	000	ED SUETA BAND METHOD - FLUTE
7	224093	03272	MUSIC STREET/KLASSEN STUDIO	7/9/2014 00:	\$23.85	61061	E	01	050	000	ED SUETA BAND METHOD - CLARINET BK 1
7	224093	03272	MUSIC STREET/KLASSEN STUDIO	7/9/2014 00:	\$23.85	61061	E	01	050	000	ED SUETA BAND METHOD - ALTO SAX BK 1
7	224093	03272	MUSIC STREET/KLASSEN STUDIO	7/9/2014 00:	\$31.80	61061	E	01	050	000	ED SUETA BAND METHOD - TRUMPET BK 1
7	224093	03272	MUSIC STREET/KLASSEN STUDIO	7/9/2014 00:	\$23.85	61061	E	01	050	000	ED SUETA BAND METHOD - BARITONE BK 1
7	224093	03272	MUSIC STREET/KLASSEN STUDIO	7/9/2014 00:	\$15.90	61061	E	01	050	000	BAND METHOD TUBA BK 1

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7	224093	03272	MUSIC STREET/KLASSEN STUDIO	7/9/2014 00:	\$20.00	61062	E	01	050	000	REPAIR BARITONE
7	224093	03272	MUSIC STREET/KLASSEN STUDIO	7/9/2014 00:	\$28.62	61063	E	01	050	000	ED SUETA BAND METHOD TROMBONE BK 1
7	224093	03272	MUSIC STREET/KLASSEN STUDIO	7/9/2014 00:	\$7.15	61063	E	01	050	000	BAND METHOD TUBA BK 1
7	224094	7653	NATIONAL HONOR SOCIETY/NASSP	7/9/2014 00:	\$115.00	61101	E	01	050	000	2014-15 MEMBERSHIP
7	224095	03881	NCS PEARSON INC	7/9/2014 00:	\$410.00	61104	E	01	005	740	32400 - Kaufman Test of educational Achievement
7	224095	03881	NCS PEARSON INC	7/9/2014 00:	\$20.50	61104	E	01	005	740	ESTIMATED SHIPPING
7	224096	00495	NEFF CO, THE	7/9/2014 00:	\$235.00	61102	E	01	050	000	CERTIFICATE PARCHTEX ID: ATHLETIC W AWARD
7	224096	00495	NEFF CO, THE	7/9/2014 00:	\$19.64	61102	E	01	050	000	APPROXIMATE SHIPPING
7	224097	00263	NORTH CENTRAL INTERNATIONAL INC	7/9/2014 00:	\$42.68	61064	E	01	005	720	INV 412881 KT FILTER BUS 4
7	224098	01170	OVERHEAD DOOR CO OF MANKATO	7/9/2014 00:	\$990.00	61065	E	01	050	000	KITCHEN ROLLING STEEL DOOR SIDE MOUNT OPERATOR
7	224099	03368	PCMG	7/9/2014 00:	\$3,003.00	61103	E	01	005	302	10405589 GRIFFIN TECHNOLOGY SURVIVOR FOR IPAD 2
7	224099	03368	PCMG	7/9/2014 00:	\$68.36	61103	E	01	005	302	Freight
7	224099	03368	PCMG	7/9/2014 00:	\$5,200.00	61169	E	01	005	302	9903010 AIRWATCH K12 VIEW SUITE FOR IOS
7	224099	03368	PCMG	7/9/2014 00:	\$825.00	61169	E	01	005	302	9501512 AIRWATCH PROF SERVICES
7	224099	03368	PCMG	7/9/2014 00:	\$800.00	61169	E	01	005	302	9601598 AIRWATCH QUICK START
7	224099	03368	PCMG	7/9/2014 00:	\$195.00	61172	E	01	005	302	9700611 SURVIVOR IPAD2 3 4 BLK
7	224099	03368	PCMG	7/9/2014 00:	\$3.78	61172	E	01	005	302	Freight
7	224100	7998	PEARSON SCHOOL ACHIEVEMENT SER	7/9/2014 00:	\$500.00	61105	E	01	005	308	SIOP Training for Teachers Virtual Institute
7	224100	7998	PEARSON SCHOOL ACHIEVEMENT SER	7/9/2014 00:	\$250.00	61106	E	01	005	308	SIOP Training for Teachers Virtual Institute
7	224101	03394	QUIA	7/9/2014 00:	\$49.00	61165	E	01	050	740	Quia Educational Subscription (bkolander)
7	224102	03236	REGION 1	7/9/2014 00:	\$1,284.50	61107	E	01	030	000	FOLLETT SOFTWARE SUPPORT - WINFAIR
7	224102	03236	REGION 1	7/9/2014 00:	\$1,284.50	61107	E	01	050	000	FOLLETT SOFTWARE SUPPORT - MS/HS
7	224103	04292	ROSETTA STONE	7/9/2014 00:	\$2,086.00	61108	E	01	005	417	ROSETTA STONE CLASSROOM VERSION
7	224104	00716	RUNNINGS SUPPLY INC.	7/9/2014 00:	\$108.09	61066	E	01	005	720	TRANSP
7	224104	00716	RUNNINGS SUPPLY INC.	7/9/2014 00:	\$65.73	61066	E	01	005	000	MAINT
7	224104	00716	RUNNINGS SUPPLY INC.	7/9/2014 00:	\$105.45	61066	E	01	005	000	GROUNDS
7	224104	00716	RUNNINGS SUPPLY INC.	7/9/2014 00:	\$7.98	61066	E	04	005	321	ADV CLUB
7	224105	04431	SCHOOL FINANCES	7/9/2014 00:	\$971.00	61109	E	01	005	000	2014-15 ANNUAL SUBSCRIPTION
7	224106	04446	SCHOOL IN SITES	7/9/2014 00:	\$590.00	61110	E	01	005	000	APP & SET UP
7	224107	00780	SCHWALBACH HDWE	7/9/2014 00:	\$838.35	61067	E	01	005	000	MAINT
7	224107	00780	SCHWALBACH HDWE	7/9/2014 00:	\$57.98	61067	E	01	050	000	PBIS - HS
7	224107	00780	SCHWALBACH HDWE	7/9/2014 00:	\$84.92	61067	E	01	030	000	PBIS - WINFAIR
7	224107	00780	SCHWALBACH HDWE	7/9/2014 00:	\$5.97	61068	E	01	050	000	KEYS
7	224107	00780	SCHWALBACH HDWE	7/9/2014 00:	\$157.80	61069	E	01	050	000	MISC SUPPLIES
7	224108	03973	SFM	7/9/2014 00:	\$50,081.00	61132	E	01	005	000	WORKERS COMP 2014-15
7	224109	03798	SKYWARD	7/9/2014 00:	\$2,137.50	61111	E	01	050	000	ANNUAL LICENSE FEES MS/HS
7	224109	03798	SKYWARD	7/9/2014 00:	\$2,137.50	61111	E	01	030	000	ANNUAL LICENSE FEES WINFAIR

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7	224109	03798	SKYWARD	7/9/2014 00:	\$1,671.00	61112	E	01	005	000	SKYLERTCOMMUNICATION MODULE - ANNUAL LICENSE
7	224109	03798	SKYWARD	7/9/2014 00:	\$175.00	61112	E	01	005	000	SERVICES
7	224109	03798	SKYWARD	7/9/2014 00:	\$220.00	61112	E	01	005	000	PROJECT MANAGEMENT
7	224109	03798	SKYWARD	7/9/2014 00:	\$124.25	61113	E	01	005	000	SKYLERT ADDITIONAL FEES
7	224109	03798	SKYWARD	7/9/2014 00:	\$721.00	61111	E	02	005	701	ANNUAL LICENSE FEES FD SERVICE
7	224110	03480	SOUTH DAKOTA STATE UNIVERSITY	7/9/2014 00:	\$100.00	61178	E	08	005	000	NATHAN LUITJENS
7	224110	03480	SOUTH DAKOTA STATE UNIVERSITY	7/9/2014 00:	\$100.00	61178	E	08	005	000	NATHAN LUITJENS
7	224111	00723	STAPLES OIL CO INC	7/9/2014 00:	\$19.76	61188	E	01	005	720	FUEL - BUSES
7	224111	00723	STAPLES OIL CO INC	7/9/2014 00:	\$563.50	61188	E	01	005	720	FUEL - VANS
7	224111	00723	STAPLES OIL CO INC	7/9/2014 00:	\$458.31	61188	E	01	005	000	FUEL - MAINT
7	224111	00723	STAPLES OIL CO INC	7/9/2014 00:	\$102.02	61188	E	01	050	000	FUEL - BALL PARK
7	224112	03424	SUPER TEACHER WORKSHEETS	7/9/2014 00:	\$19.95	61164	E	01	050	740	Renewal of Super Teacher Worksheets
7	224113	00412	SW/WC SERVICE COOPERATIVE	7/9/2014 00:	\$18,216.00	61135	E	01	998	000	RRR ALC APRIL TUITION
7	224113	00412	SW/WC SERVICE COOPERATIVE	7/9/2014 00:	\$5,158.82	61136	E	01	005	000	WIDE ARE NETWORK, INTERNET, INTERNET 2 & FILTERING
7	224113	00412	SW/WC SERVICE COOPERATIVE	7/9/2014 00:	\$1,884.48	61138	E	01	050	740	13-14 ESY SERVICE SALARY SPEECH
7	224113	00412	SW/WC SERVICE COOPERATIVE	7/9/2014 00:	\$632.62	61138	E	01	050	740	13-14-ESY SERVICE BENEFITS
7	224113	00412	SW/WC SERVICE COOPERATIVE	7/9/2014 00:	-\$15.10	61138	E	01	050	740	13-14-ESY SERVICE OTHER
7	224113	00412	SW/WC SERVICE COOPERATIVE	7/9/2014 00:	\$1,854.90	61138	E	01	030	740	13-14-ESY SERVICE SALARY SPEECH
7	224113	00412	SW/WC SERVICE COOPERATIVE	7/9/2014 00:	\$622.69	61138	E	01	030	740	13-14-ESY SERVICE BENEFITS
7	224113	00412	SW/WC SERVICE COOPERATIVE	7/9/2014 00:	\$24.41	61138	E	01	030	740	13-14-ESY SERVICE OTHER
7	224113	00412	SW/WC SERVICE COOPERATIVE	7/9/2014 00:	\$618.30	61138	E	01	005	740	13-14-ESY SERVICE SALARY DHH
7	224113	00412	SW/WC SERVICE COOPERATIVE	7/9/2014 00:	\$207.56	61138	E	01	005	740	13-14-ESY SERVICE BENEFITS
7	224113	00412	SW/WC SERVICE COOPERATIVE	7/9/2014 00:	\$64.14	61138	E	01	005	740	13-14-ESY SERVICE OTHER
7	224113	00412	SW/WC SERVICE COOPERATIVE	7/9/2014 00:	-\$1,256.32	61139	E	01	050	740	CREDIT FOR SPEECH DAYS AT RRR SCHOOL SALARY
7	224113	00412	SW/WC SERVICE COOPERATIVE	7/9/2014 00:	-\$421.75	61139	E	01	050	740	CREDIT FOR SPEECH DAYS AT RRR SCHOOL BENEFITS
7	224113	00412	SW/WC SERVICE COOPERATIVE	7/9/2014 00:	\$10.07	61139	E	01	050	740	SPEECH DAYS AT RRR SCHOOL OTHER EXPENSE
7	224113	00412	SW/WC SERVICE COOPERATIVE	7/9/2014 00:	\$1,580.18	61140	R	01	005	740	2012-13 TRANSITION DISABLED FUNDS
7	224113	00412	SW/WC SERVICE COOPERATIVE	7/9/2014 00:	\$1,463.76	61141	E	01	005	372	THIRD PARTY BILLING SUPPORT FEES
7	224113	00412	SW/WC SERVICE COOPERATIVE	7/9/2014 00:	\$15,312.00	61142	E	01	998	000	RRR ALC TUITION MAY 2014
7	224113	00412	SW/WC SERVICE COOPERATIVE	7/9/2014 00:	\$2,730.00	61143	E	01	998	000	RRR ALC NIGHT CLASS TUITION SESSION 1
7	224113	00412	SW/WC SERVICE COOPERATIVE	7/9/2014 00:	\$2,520.00	61144	E	01	998	000	RRR ALC TUITION NIGHT CLASS SESSION 2
7	224114	04317	THIRTYSEVEN4	7/9/2014 00:	\$872.50	61114	E	01	005	000	THIRTYSEVEN4 ANITVIRUS 1 YEAR SUBSCRIPTION
7	224115	01958	TIERNEY BROTHERS INC	7/9/2014 00:	\$2,198.00	61115	E	01	005	302	SB680 SMARTBOARD 680
7	224115	01958	TIERNEY BROTHERS INC	7/9/2014 00:	\$479.00	61115	E	01	005	302	POWERLITE 97 EPSON POWERLITE 97, XGA, 2700 LUMEN
7	224115	01958	TIERNEY BROTHERS INC	7/9/2014 00:	\$69.98	61115	E	01	005	302	HD15P-P-50ST/A COMPREHENSIVE HD15P-P-50ST
7	224115	01958	TIERNEY BROTHERS INC	7/9/2014 00:	\$130.00	61115	E	01	005	302	SHIPPING
7	224115	01958	TIERNEY BROTHERS INC	7/9/2014 00:	\$315.50	61116	E	01	005	302	PBC-FCTA PREMIER PBC-FCTA PBC-UMS/PP-FCTA

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #		Fd	Org	Fin	Description
Windom Area Schools		Detail Register - Wire Transfers								June/July 2014	
Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #		Fd	Org	Fin	Description
7	606140218	00948	BANK MIDWEST	6/6/2014 00:	\$600,000.00	60861	B	01	101		Transfer to Investment Accout
7	702140062	00948	BANK MIDWEST	7/2/2014 00:	\$150,000.00	61044	B	01	101		Transfer to Investment Accout
8	6122014	00948	BANK MIDWEST	6/12/2014 00	\$165,000.00	60888	B	01	101		June 2014 Board Bills
8	613140235	00948	BANK MIDWEST	6/20/2014 00	<u>\$1,600,000.00</u>	60967	B	01	101		Cover June 2014 Payroll
					\$2,515,000.00						
Windom Area Schools		Detail Register - P Card Activity								June/July 2014	
Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #		Fd	Org	Fin	Description
7	6232014	00948	BANK MIDWEST	6/23/2014 00	\$268.24	60969	E	01	030	401	AMAZON - WORD JOURNEYS ASSESSMENT BOOK
7	6232014	00948	BANK MIDWEST	6/23/2014 00	\$130.00	60970	E	01	005	307	GTS EDUCATIONAL - MN ASSESSMENT CONFERENCE
7	6232014	00948	BANK MIDWEST	6/23/2014 00	\$35.98	60971	E	01	005	000	SCHWALBACHS - DVD BLANK DISKS
7	6232014	00948	BANK MIDWEST	6/23/2014 00	\$86.36	60972	E	01	050	830	NORTH AMERICAN WHOLESALE - CLASSROOM SUPPLIES
7	6232014	00948	BANK MIDWEST	6/23/2014 00	\$177.00	60973	E	01	050	000	LIP BALM - PBIS SUPPLIES
7	6232014	00948	BANK MIDWEST	6/23/2014 00	\$36.50	60974	E	01	060	000	NAESP-PEAP - MS EXCELLENCE CERTIFICATES AND PINS
7	6232014	00948	BANK MIDWEST	6/23/2014 00	\$136.65	60975	E	01	050	000	AMAZON- COUNTER DISPLAY FOR PBIS
7	6232014	00948	BANK MIDWEST	6/23/2014 00	\$64.49	60976	E	01	050	000	AMAZON -WALL RACK FOR PBIS
7	6232014	00948	BANK MIDWEST	6/23/2014 00	\$30.00	60977	E	01	005	720	MY TITLES SUPPORT - LEIN WAIVER
7	6232014	00948	BANK MIDWEST	6/23/2014 00	\$476.52	60978	E	01	050	000	COUNTRY INN - STATE TRACK
7	6232014	00948	BANK MIDWEST	6/23/2014 00	\$317.68	60979	E	01	050	000	COUNTRY INN - STATE TRACK
7	6232014	00948	BANK MIDWEST	6/23/2014 00	\$805.00	60980	E	01	005	347	IN GARD DAWG IND - DISPOSAL GUARDS FOR FOOD SVC
7	6232014	00948	BANK MIDWEST	6/23/2014 00	\$33.41	60981	E	01	030	401	AMAZON - WORD JOURNEYS ASSESSMENT BOOK
7	6232014	00948	BANK MIDWEST	6/23/2014 00	\$57.10	60982	E	01	005	000	SCHOOL SPECIALITY - AIR DUSTER CLEANR
7	6232014	00948	BANK MIDWEST	6/23/2014 00	\$6.00	60983	E	04	005	325	LOOPYS - INSTRUCTIONAL SUPPLIES
7	6232014	00948	BANK MIDWEST	6/23/2014 00	\$121.40	60984	E	04	005	325	OFFICE MAX - OFFICE SUPPLIES
7	6232014	00948	BANK MIDWEST	6/23/2014 00	<u>\$229.99</u>	60985	E	04	005	377	SCHWALBACH - STORAGE BOX
					\$3,012.32						

**WINDOM AREA SCHOOLS, ISD 177
WINDOM, MN
TREASURER'S REPORT TO SCHOOL BOARD**

Date of Report July 2, 2014

For the Month Ending June 30, 2014

FUNDS	Cash Balance Beginning of Month	Receipts	Interest	Payroll	Disbursements	Cash Balance End of Month	Adjustments	Cash Balance End of Month
General Fund (01)	3,739,432.70	1,323,183.90	901.05	1,520,159.46	253,088.09	3,290,270.10	0.00	3,290,270.10
Food Service Fund (02)	133,340.91	33,548.77		18,758.41	16,410.79	131,720.48	0.00	131,720.48
Community Service Fund (04)	17,361.96	52,667.72		13,947.00	3,768.90	52,313.78	0.00	52,313.78
Sub-Total	3,890,135.57	1,409,400.39	901.05	1,552,864.87	273,267.78	3,474,304.36	0.00	3,474,304.36
Debt Service Fund (07)	591,023.65	209,293.32			1,625.00	798,691.97	0.00	798,691.97
Scholarship Fund (08)	74,358.32				14,000.00	60,358.32	0.00	60,358.32
TOTALS	\$ 4,555,517.54	\$ 1,618,693.71	\$ 901.05	\$ 1,552,864.87	\$ 288,892.78	\$ 4,333,354.65	\$ -	\$ 4,333,354.65

RECONCILEMENT OF TREASURER'S BALANCE WITH BANK(S)

Description	Current Rate Of Interest (info. only)	Balance Per Bank Statement			Outstanding Checks & Wires	Deposits Not Bank Statement	Other Reconciling Items	Balance Per Treasurer's Books
BANK MIDWEST-GENERAL	0.00%	328,075.08			19,783.33	45.00	-1,036.02	307,300.73
CASH ON HAND, games & concessions		36.25						36.25
CASH ON HAND, food service		40.00						40.00
BANK MIDWEST-INVESTMENT	0.25%	3,959,340.10						3,959,340.10
FULDA AREA CREDIT UNION	0.25%	50.24						50.24
MSDLAF/MAX GENERAL FUND	0.02%/0.04%	4,040.59						4,040.59
FULDA AREA CREDIT UNION	24 month CD Band Donation	60,194.47						60,194.47
FULDA AREA CREDIT UNION	12 month CD for FFA Scholarship	2,352.27						2,352.27
Treasurer's Bal. Per Books		\$ 4,354,129.00			\$ 19,783.33	\$ 45.00	\$ (1,036.02)	\$ 4,333,354.65

Other Reconciling Items - NSF Checks for \$245 and Select Account setup of new accounts for \$1,218.02

Signed  IN PROGRESS



Windom
Area
Schools

Peggy Pfeffer <ppfeffer@isd177.com>

Leave of Absence

2 messages

Peggy Pfeffer <ppfeffer@isd177.com>

Tue, Jun 10, 2014 at 9:57 AM

To: Kristin Thiner <kthiner@isd177.com>

Bcc: Katie Tucker <ktucker@isd177.com>, Wayne Wormstadt <wwormstadt@isd177.com>, Jake Tietje <jtietje@isd177.com>, Wayland Denny <wdenny@isd177.com>

In August 2013 you had requested and was granted a 1 one-year leave from your 6.5 Special Education Paraprofessional position.

That leave is now expiring and we need to know in writing if you will be returning to that position or will be keeping the secretarial position you had during the 2013-14 school year.

Please let us know by July 15, 2014 of your intentions.

Thank you and let me know if you have any questions or concerns.

Peggy Pfeffer
Windom ISD #177
Business Manager/Director of Finance
PO Box 177
Windom, MN 56101
PH: 507-831-6901 ext. 504
Fax: 507-831-6919

FROM THE DESK OF DAVID EYBERG
GOLF COACH WINDOM AREA HIGH
507-831-4420 (W) 651-328-1476 (cell) E-Mail..deyberg@gmail.com

RECEIVED JUN 26 2014

6/25/2014

To:
Windom School Board

This letter is to inform you that I am resigning as head boys and girls golf coach. I would very much like to thank the school board, administration and AD director for allowing me to coach the fine students athletes in Windom over the last 22 years. My reasons are personal and I can assure you they have nothing to do with any students or staff. I have very much enjoyed coaching in Windom and I will cherish the memories forever.

Sincerely,

Dave Eyberg
Head Golf Coach
1993-2014

Cassie Muske
575 24th St SW Huron, SD 57350
(507) 220-1102
cassiemuske@hotmail.com

Education

Master of Arts in School Counseling Sept. 2008-May 2011
University of South Dakota, Vermillion, SD
Cumulative gpa 3.79

Bachelor of Arts in Psychology and Special Education Sept. 2004-Sept. 2008
Augustana College, Sioux Falls, SD
Cumulative gpa 3.41

High School Diploma Sept. 2000-May 2004
Mountain Lake Public School, Mountain Lake, MN
Cumulative gpa 3.8

Experience

Professional School Counselor Aug. 2011-present
Buchanan, Washington, Jefferson, and Madison Elementary, Huron, SD

Committees: Positive Behavioral Interventions and Supports (PBIS) facilitator, Teacher Assistance Team (TAT) coordinator, 504/IDEA coordinator, School Improvement Committee

Substitute School Counselor April 2011-May 2011
Brandon Valley School District, Brandon, SD

School Counselor Intern Jan. 2011-May 2011
Brandon Valley School District, Brandon, SD

Professional Development

Membership in American School Counselor Association (ASCA)

Membership in South Dakota Counseling Association (SDCA)

Trainings, workshops, and certifications: SDCA conference (2013 and 2011), Cognitive Coaching (2011-2012), 504/IDEA training (2012), Crisis Prevention Institute (CPI) certification (2012), various PBIS trainings (2012-2013)

Adopted: _____

MSBA/MASA Model Policy 514

Orig. 2003

Revised: _____

Rev. ~~2010~~ 2014

514 BULLYING PROHIBITION POLICY

[Note: School districts are required by statute to have a policy addressing bullying.]

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with ~~a students'~~ student's ability to learn and/or ~~a teachers'~~ teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, ~~it is~~ the school district's intent intends to prevent bullying and to take action to investigate, respond ~~to,~~ and to remediate, and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, ~~or at school-related~~ school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, ~~or~~ other students, or ~~employees~~ materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. ~~The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying~~ This policy also applies to an act of cyberbullying regardless of whether such ~~acts are~~ act is committed on or off school district property and/or with or without the use of school district resources.

- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school

district who is found to have violated this policy.

~~*[Note: As the purpose of the policy is to ensure the safety and well-being of students, school districts should review those individuals in their district who may have responsibility for its students, whether formal or informal, to ensure that this purpose is met. Accordingly, school districts may wish to exclude or add certain individuals as being subject to its policy. For example, if a school district is providing visitors with extensive contact with students, the school district may wish to include visitors as individuals subject to the policy to ensure the access the school district has permitted is not being abused. Alternatively, a school district may wish to remove contractors from the policy if the individuals with whom it contracts have little or no contact with students to avoid unnecessary application of the policy.]*~~

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

~~A. “Bullying” means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to a student or a group of students and which substantially interferes with another student’s or students’ educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student or a group of students that a reasonable person under the circumstances knows or should know has the effect of:~~

- ~~1. harming a student or a group of students;~~
- ~~2. damaging a student’s or a group of students’ property;~~
- ~~3. placing a student or a group of students in reasonable fear of harm to person or property;~~
- ~~4. creating a hostile educational environment for a student or a group of students; or~~
- ~~5. intimidating a student or a group of students.~~

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

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

The term, “bullying,” specifically includes cyberbullying as defined in this policy.

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- B C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. “On school premises, on school district property, ~~or~~ at school-related school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or

retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

H. “Student” means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the ~~school district’s ability to take action against an alleged perpetrator based solely on an anonymous report may be limited~~ school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available ~~from~~ in the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, ~~observes,~~ or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform

the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, ~~or~~ work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. ~~Upon~~ Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by ~~school district officials~~ the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at ~~its~~ their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students; or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- ~~C~~ D. Upon completion of ~~the~~ an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited ~~behavior~~ conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements;

applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

~~D~~ E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident ~~and of~~ the remedial or disciplinary action taken, to the extent permitted by law, ~~based on a confirmed report.~~

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, or against any person who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

A. The school district ~~annually will provide information~~ shall discuss this policy with school personnel and volunteers and ~~any applicable~~ provide appropriate training to school district ~~staff personnel~~ regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and

publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
4. The incidence and nature of cyberbullying; and
5. Internet safety and cyberbullying.

B C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

€ D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- D.F.** The school district may implement violence prevention and character development education programs to prevent ~~and~~ or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G.** The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

- A.** The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B.** This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C.** This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D.** Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA

Model Policy 506) distributed to parents at the beginning of each school year.

- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § ~~121A.0695~~ 121A.031 (School Board Policy; Prohibiting Intimidation and Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 124D.10 (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g et seq. (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

[MSBA/MASA Model Policy 524 \(Internet Acceptable Use and Safety Policy\)](#)

MSBA/MASA Model Policy 525 (Violence Prevention)

MSBA/MASA Model Policy 526 (Hazing Prohibition)

MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)

MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

MSBA/MASA Model Policy 711 (Video Recording on School Buses)

MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Milk, Bread and Heating Fuel
2014-15 Quotation Summary
July 10, 2014

Fuel Oil

Country Pride Services	\$ No Quote	\$ No Quote
Staples	\$ 3.2449 + MN Superfund (.02)	\$ 3.1122 + MN Superfund (.02)

Dairy Products

	<u>Dean Foods</u>	<u>Kemps</u>
	Escal*	Escal*
1% ½ pt carton	\$.209	\$.253
Skim ½ pt carton	\$.203	\$.245
Chocolate Skim ½ pt carton	\$.216	\$.262
Strawberry Skim ½ pt carton	No Quote	No Quote
1% Milk 1 gallon container	\$4.29	\$3.84
Skim Milk 1 gallon container	\$3.89	\$3.61
Nonfat Vanilla yogurt 24 oz	\$1.576	\$5.67 – 5 lb (1.68 – 24oz)
Nonfat yogurt various flavors	\$.456 – 6 oz	\$.51 – 6 oz
Cottage Cheese 1% milkfat	No Quote	No Quote
Cottage Cheese 2% milkfat	\$7.539	\$8.99
Sour Cream Lite 5 lb	\$6.443	\$5.99

Bread Products

	<u>Pan-o-Gold</u>	<u>SW/WC SC-Bimbo Bakeries</u>
1 ½ lb sandwich 50% Wholegrain	\$1.40	\$1.15
1 ½ lb sandwich 100% Wholegrain	\$1.50	\$1.20
4” Hamburger buns 50% Wholegrain	\$3.60 - 30 ct	\$3.05 – 30 ct 53% WG 3.5”
4” Hamburger buns 100% Wholegrain	No Quote	\$No Quote
Coney buns 50% Wholegrain	\$3.60 - 30 ct	\$3.10 – 30 ct 53% WG
Coney buns 100% Wholegrain	No Quote	\$No Quote
Dinner rolls 50% Wholegrain	\$1.45 – 12 ct	\$1.20 – 12 ct
6” Hoagie/sub buns 50% Wholegrain	\$3.50 – 24 ct	\$3.25 – 24 ct

*Quotations are based on an escalating/de-escalating basis.

Substitute Rates of Pay Effective 7/1/14

	2012-13		2013-14		Proposed 2014-15	
	Per Hour		Per Hour		Per Hour	
<u>Paraprofessionals</u>						
Regular	\$ 10.04	\$	10.59	\$	11.31	85% of first year rate based on MSEA contract
Long-Term	\$ 11.58	\$	12.16	\$	12.64	95% of first year rate based on MSEA contract
<u>Secretaries</u>						
Regular	\$ 10.53	\$	10.94	\$	11.86	85% of first year rate based on MSEA contract
Long-Term	\$ 12.15	\$	12.56	\$	13.25	95% of first year rate based on MSEA contract
<u>Custodians</u>						
Regular	\$ 9.80	\$	10.17	\$	11.06	85% of first year rate based on MSEA contract
Long-Term	\$ 11.30	\$	11.68	\$	12.36	95% of first year rate based on MSEA contract (plus Lenis Defries)
Lawn Mowers	\$ 9.80	\$	10.17	\$	11.06	
<u>Food Service</u>						
Regular	\$ 8.78	\$	9.11	\$	9.95	85% of first year rate based on MSEA contract
Long-Term	\$ 10.13	\$	10.46	\$	11.12	95% of first year rate based on MSEA contract (plus Leann Johnson)
<u>Homebound Services</u>						
Teacher	\$ 15.00	\$	15.75	\$	17.00	
Paraprofessional	\$ 13.00	\$	13.65	\$	13.90	
<u>Teachers</u>						
Regular	\$95.00/day	\$110.00/day	\$115.00/day	Full Day from approximately 7:45 am - 3:30 pm		
	\$15.00/period	\$15.75/period	\$16.00/period	45 minute period		
	\$47.50/half day	\$55.00/half day	\$60.00/half day	4 periods or 3 hours of direct instructional/supervision		
Long-Term		\$182.07/day	\$185.71/day			

*Long-term applies to the substitute who works in the same position for 10 consecutive days

DIST NAME	DIST #	1/2 DAY TCH	FULL DAY TCH	PARA SUB	School Year 2013-14
Gelco Silver Lake	2859	14/hr	14/hr	\$ 11.33	\$.10 less than step one
Heron Lake-Okabena	330	\$ 60.00	\$ 120.00	\$ 9.00	
SWWC Coop	991	\$ 57.50	\$ 115.00	\$ 12.20	Tchr sub \$85 not in SPED alt program
Buffalo Lake-Hector	2159	15/hr	\$ 110.00	\$ 9.50	
Windom	177	\$ 55.00	\$ 110.00	\$ 10.59	Tchr Payperiod \$15.75
JCC	2895	\$ 55.00	\$ 110.00	\$ 9.50	
ACGC	2396	\$ 54.00	\$ 108.00	\$ 10.28	
Springfield	85	\$ 55.00	\$ 105.00	\$ 8.00	Possible \$.25 increase
Lac qui Parle Valley	2853	\$ 52.50	\$ 105.00	\$ 10.00	
MACCRAY	2180	\$ 52.50	\$ 105.00	\$ 9.00	
Canby	891		\$ 105.00	\$ 11.10	
BOLD	2534	20/hr	\$ 100.00	\$ 9.22	
Minneota	414	14.30/hr	\$ 100.00	\$ 10.40	
Cedar Mountain	2754	\$ 56.00	\$ 100.00	9.50-9.95	
Hutchinson	423	\$ 50.00	\$ 100.00		Probationary rate for the positon subbing for
Luverne	2184	\$ 50.00	\$ 100.00	\$ 12.02	
Pipestone	2689	\$ 50.00	\$ 100.00	\$ 10.40	
Lynd	415	\$ 50.00	\$ 100.00	\$ 10.25	
Lakeview	2167	\$ 50.00	\$ 100.00	\$ 10.18	
Hendricks	402	\$ 50.00	\$ 100.00	\$ 10.04	
Edgerton	581	\$ 50.00	\$ 100.00	\$ 9.40	
Mt Lake	173	\$ 50.00	\$ 100.00	\$ 9.00	
ECHO	4026		\$ 100.00	65/day	Non-Cert Sub
Wabasso	640	\$ 47.50	\$ 95.00	\$ 11.40	
Fulda	505	\$ 47.50	\$ 95.00	\$ 9.50	
Hills Beaver Creek	671	\$ 50.00	\$ 90.00	\$ 10.66	
MCC	2169	\$ 45.00	\$ 90.00	\$ 11.88	
Kerkhoven-Murdock-Sundburg	775	\$ 45.00	\$ 90.00	\$ 10.75	
Ellsworth	514	\$ 45.00	\$ 90.00	\$ 9.37	
Lake Benton	404	\$ 45.00	\$ 90.00	\$ 9.00	
WWG	2898	\$ 45.00	\$ 90.00	\$ 8.50	
Milroy	635	\$ 45.00	\$ 90.00	\$ 8.00	

Survey done by the SW/WC Coop Marshall



STUDENT HANDBOOK

Windom Area School District
1400 17th Street • Windom, MN 56101
507.831.6910
<http://www.windom.k12.mn.us>

Windom Area Schools Mission Statement

Windom Area Middle School is committed to promoting a creative, positive and safe learning environment that, in partnership with the community, strives to develop responsibility in and meet the academic and social needs of students during their transitional years.

We sincerely hope that the year ahead will be rewarding and enjoyable. Windom Area Middle School is filled with resources for academic and professional growth. We have a helpful and skilled faculty who are anxious to direct your curricular and extra/co-curricular needs.

The purpose of this handbook is to provide middle school students and their parents with clear policies and procedures for school operations. Please keep this available for reference purpose, but note that the handbook is available on the Windom Area School's web site. We encourage students and parents to sit down and go over this handbook. We believe that if families understand the policies of the school, the great majority will make every effort to comply.

It is the position of the school district that a fair and equitable district-wide school discipline policy will contribute to the quality of a student's educational experiences. Without discipline in the schools, learning cannot occur. Therefore, these district-wide policies and procedures have been adopted. If you, as a family, have concerns or would like clarification, please contact the school.

The success of a school is dependent on the support and cooperation of its students and their parents. We thank you in advance for your support of our school's discipline policy and procedures.

Strive to do your best and help make this a fantastic year!

Windom Area Middle/High School Administration

Mr. Wayne Wormstadt, Superintendent of Schools
Mr. Jake Tietje, Principal 6-12
Mr. James Houseman, Principal K-5
Mr. Dane Nielsen, Community Ed Coord./A.D.
Mr. Erin Elder, Dean of Students

Board of Education

Joan Hunter, Chairman
Don Brugman, Vice-Chairman
Rick Frederickson, Clerk
Barb Jones, Treasurer
James Garrison, Director
Ben Schleicher, Director
Joe LaCanne, Director

School Colors

Blue and Gold

School Mascot

Eagle

School Web Page

<http://www.windom.k12.mn.us>

School Hymn

Far o'er the distant hill our voices swell
Praising these hallowed halls
we love so well
Here sons and daughters stand faithful
and true
Praising our high school
and the gold and blue.

School Song

We're going to fight to win this game
We're going to fight for Windom's name
We're going to fight with all our might
We're going to fight to show we're right
When we say we'll win this game, you bet!
We're going to fight to win this game
We're going to fight for Windom's fame
We're going to show them that we can
Because we're sure we know we can,
We will win this game!

Windom Area Middle/High School Faculty

4th Grade	Extension	Media Center	Extension
Entricken, Missy	384	Axford, Jim	124
Fast, Crystal	381		
Rabbe, Kim	382		
5th Grade	Extension	Music	Extension
Gehl, Peggy	374	Axford, Rachel - Vocal Music	203
Walén, Cindy	372	Axford, Jim - General Music	364
Wolter, Paula	373	Hanchett, Eugene - Instrumental Music	204
4th/5th Grade Interventionist	Extension	Physical Education/Health	Extension
Miessen, Sara & Huzelbos, Amberly	383	Elder, Erin - Phy. Ed./Health	302
		Elwell, Bobby	205
		Daniel Hup - Phy. Ed.	209
		Symens, Patty - Adaptive P.E./Phy. Ed.	207
6th Grade	Extension	Science	Extension
Cartwright, Lindsey	361	Huska, Jeff	126
Resch, Brenda	362	Suess, Charlotte	330
Teri Malakowsky	363	Wolter, Craig	125
		Smith, Jonathon	127
Agriculture Technology	Extension	Social Studies	Extension
Dahna, Darcy	212	Joyce, Bryan	112
		Mellstrom, Tim	111
		Hanefeld, Sheryl	113
Arts	Extension	Secretaries	Extension
Nass, Mark	202	Bussey, Jana	310
		Murphy, Laurie	300
Business Education	Extension	Special Education	Extension
TBA	130	Cartwright, Jane	341
		Eisenmenger, Linda	342
Counselors/Student Services	Extension	Tietz, Nicole	137
Nielsen, Kylie – School Social Worker	105	Litfin, Cindy	115
Megan Knips – Psychologist	104	Schroeder, Amanda	123
Squires, Jennifer – Counselor	103	Monson, Andrea	214
Turner, Liz - School Nurse	106	Robillard, Kathryn	343
		Ralston, Kathryn	346
		Smith, Betty (Secretary)	104
		TBA	353
		Warner, Devera	107
English	Extension	Supervisory	Extension
Alvstad, Laura	118	- Transportation	508
Letcher, Lisa	131	Doug Holtz- Buildings and Grounds	326
Hanson, Eric	118	Elaine Deutchman- Food Service Director	325
TBA	114		
Family & Consumer Science	Extension	Technology Coordinator	
Turner, Jackie	320	Christoffer, Ryan	200
Industrial Technology	Extension		
Ruby, Bob	218		
Languages	Extension		
Fischenich, Joni – ESL	344		
Stenzel, Terri—Spanish	117		
Mathematics	Extension		
Schlomann, Brad	120		
Sebring, Aniessa	109		
Squires, Ryan	110		

Student/Parent Handbook

This handbook was approved by the Windom Area Public Schools' Board of Education at its regular monthly meeting. Any changes or amendments made during the year will be announced through the school bulletin which is read each day at school and is posted on the school website: <http://windom.k12.mn.us> If you have any questions about a provision in the handbook, please contact the principal.

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Daily School Schedules

REGULAR SCHOOL DAY SCHEDULE

Period 1	8:10-8:56
Period 2	9:00-9:48 (announcements)
Period 3	9:52-10:38
Period 4	10:42-11:28
HS Period 5 (gr. 9-12)	11:32-12:18
MS Period 5 (gr. 6-8)	12:02-12:48
Period 6	12:52-1:38
Period 7	1:42-2:28
Period 8	2:32-3:21 (announcements)

Lunch Shifts

Grades 4-5	11:05-12:05
Grades 6-8	11:28-11:58
Grades 9-12	12:18-12:48

SHORTENED 8 PERIOD DAY SCHEDULE

Period 1	8:10-8:37
Period 2	8:41-9:09 (announcements)
Period 3	9:13-9:40
Period 4	9:44-10:11
Period 5	10:15-10:42
Period 6	10:46-11:13
Period 7	11:17-11:44
HS Period 8 (gr. 9-12)	11:48-12:15
MS Period 8 (gr. 6-8)	12:18-12:45

Lunch Shifts

Grades 4-5	11:05-12:05
Grades 6-8	11:44-12:14
Grades 9-12	12:15-12:45

2 HOUR LATE SCHEDULE

Period 1	10:10-10:40
Period 2	10:44-11:18(announcements)
HS Period 3 (gr. 9-12)	11:22-11:52
MS Period 3 (gr. 6-8)	11:56-12:26
Period 4	12:30-1:00
Period 5	1:04-1:34
Period 6	1:38-2:08
Period 7	2:12-2:42
Period 8	2:46-3:21(announcements)

Lunch Shifts

Grades 4-5	11:05-12:05
Grades 6-8	11:22-11:52
Grades 9-12	11:56-12:26

FRIDAY EARLY RELEASE

Period 1	8:10-8:49
Period 2	8:53-9:32 (announcements)
Period 3	9:36-10:15
Period 4	10:19-10:58
Period 5	11:02-11:41
HS Period 6 (gr. 9-12)	11:45-12:24
MS Period 6 (gr. 6-8)	12:15-12:54
Period 7	12:58-1:37
Period 8	1:41-2:21 (announcements)

Lunch Shifts

Grades 4-5	11:05-12:05
Grades 6-8	11:41-12:11
Grades 9-12	12:24-12:54

Attendance/Absence

Our Philosophy: Attendance is a priority at Windom Area Middle/High School. We believe learning is enhanced by regular attendance. Research indicates that there is a significant correlation between student absences and achievement. Class attendance is critical to the successful completion of course work and outcomes. The entire process of education requires continuity of instruction, classroom participation, and a variety of learning experiences, and consistent study in order to reach the goal of maximum educational benefit for each student. Absent students cannot expect to make the same progress as they would if they were in attendance at school. We firmly believe a course cannot be successfully completed with excessive absence. Minnesota statutes require the district to monitor students' attendance. School administration will therefore inform parents/guardians of any attendance problems concerning their child. However, we need parents/guardians to be actively involved in resolving any deviations in their child's attendance and to work with the school district to insure maximum attendance.

Maximum Absence Rule: A student who misses a class more than 10 (ten) times per semester (5 for a quarter class) will be subject to the consequences of the Maximum Absence Rule. ALL absences will be counted, except those absences which result from participation in school authorized activities, official religious holidays, or a death in the immediate family.

Classifications of Absences:

1. School Authorized Absences:
 - a. These are to be verified at the time of the absence and are NOT counted in the Maximum Absence Rule. Make-up work IS required.
 - b. Curricular & co-curricular pre-authorized school events & programs.
 - c. Official religious holidays.
 - d. Death of immediate family member (parent, stepparent, guardian, sibling, grandparent, child).

2. Excused Absences:

Parents or guardians must verify each **hour** absent for half or an entire day in writing or by phone. Calls should be placed to the school by 3pm of the same day. Parent excuses will not be honored after 48 hours (two school days) after the date of the absence. The after hour answering service

number is 507-831-6910 ext. 300. These absences do count toward the Maximum Absent Rule. Make up work is required. The following reasons are valid and should be used by parents and students as guidelines:

- a. Illness - a day of absence will be counted for each day a student is absent due to illness. In the event of extended or chronic illness, verified by a medical doctor, the student may appeal to the Attendance Committee.
- b. Family emergency
- c. Medical/dental appts. that cannot be made outside of school time
- d. Court ordered appearances
- e. Preplanned absences, which have been arranged and pre-approved. (Arrangements made prior to the absence in order to be excused; one week ahead recommended.)

3. Unexcused Absences (Truancy):

The student is absent from school with or without consent of the parent or guardian for reasons unexcused by the school authorities. The absences ARE counted in the Maximum Absence Rule. Make up work is required.

4. In-School Suspension (ISS):

Completion of make-up work is required for all absences and credit given.

5. Out-of-School Suspension (OSS):

These absences ARE counted in the Maximum Absence Rule. Completion of make-up work is required and credit given.

6. Unexcused tardies are to be counted in the Attendance Policy. Three (3) unexcused tardies (per quarter) will equal one (1) absence. These absences will then be counted towards the maximum number per class.

7. Tardiness: Students who are more than 10 minutes late to class will be marked with an **unexcused** absent, not tardy. This absence WILL count toward the Maximum Absence Rule.

8. Excessive Absences: Request by parent or guardians may be denied or counted as unexcused if they are for excessive absences. Excusing absenteeism and tardiness is at the discretion of the principal/administration.

Consequences for Exceeding Absence Limits:

1. On the seventh (7th) absence for a semester course the student will be informed in person and the attendance secretary will send an Attendance Form and a copy of the policy to the student's parent/guardian by first class mail.
2. If the student has reached ten (10) absences from a semester course the student will be informed in person and the attendance secretary will send, once again, the Attendance Form and an Appeals Form to the parent/guardian. An administrator/counselor may conduct a conference with the parent/guardian. Upon notification, the student will see the counselor to determine suitable options.
 - a. If the student is failing the course when the maximum number of absences has been reached, the student's record will show (F) for the final grade.
 - b. In the rare event a student has suffered a long-term (chronic) illness, which can be verified by a doctor's signed statement, the student's record will show an incomplete (I). If the work has been made up according to the Make Up Work Policy guidelines, the incomplete (I) will be changed to a grade. If the work is not done according to Make Up Work Policy guidelines, the incomplete (I) will be changed to (NC) or (F). NOTE: See Make Up Work Policy.
3. If a student is suffering from a long-term (chronic) illness, please contact the school, teachers will be notified and homework assignment requests honored.
4. The appeals committee will meet semesterly to address attendance issues.

Attendance Appeals Process:

If notified that a student has accumulated ten (10) absences in a semester course or five (5) absences in a quarter course and credit will be denied, the parent/guardian and student may appeal the loss of credit. The procedure is as follows:

1. The Attendance Appeals Committee will meet at the end of each semester to determine which students will enter the appeals process.
2. All long-term (chronic) illnesses must be verified by a doctor's signed statement.
3. The Appeals Committee will consist of the following staff with membership remaining constant for the entire year: faculty/staff, school nurse, counselors and the principals.

Attendance Procedure:

1. Parents or guardians must verify each day absent for half or an entire day in writing or by phone. Calls should be placed to the school by 3pm of the same day. Parent excuses will not be honored after 48 hours (two school days) after the date of the absence. The after hour answering service number is 507-831-6910 ext. 300. Students returning to school after being absent (part day or whole day) must present a note (if there is no phone verification) to the attendance personnel.
2. School Authorized Absences (not included in 10 day maximum):
 - a. Field trips, counselor appointments and co-curricular programs: Student names are printed in daily announcements and lists are placed in teacher mailboxes. No parental action (notes or telephone calls) is needed to verify absence.
 - b. Official religious holidays: Parents are requested to telephone or write a note within two school days.
 - c. Death of an immediate family member (parent, stepparent, guardian, sibling, grandparent, and child): Parents are requested to telephone and write a note within two school days.
3. Excused Absences - Full-Day Excused Absences Are (Incl. in 10 day maximum):
 - a. Illness: Parents/guardians are requested to telephone and/or write a note within two school days.
 - b. Family Emergency: Parents are required to telephone and/or write a note within two school days.
 - c. Pre-approval of a Planned Absence: Preplanned absences of one (1) or more days (an absence for reasons other than illness or emergency), must be excused in advance so that work may be made up in advance. Parents are requested to inform the school of preplanned absences.
4. Part-Day Excused Absences Are (Included in 10 day maximum):
 - a. Medical, dental appointments and court ordered appearances: Parents/guardians are requested to telephone or write a note. Students must obtain a Permit to Leave School prior to the day of the appointment. Upon return, students must check in with the school office and provide verification of the appointment. Most of these appointments should

- be scheduled for times when school is not in session. Any absence from a day's classes for at least three (3) periods will be interpreted to represent one-half (1/2) day of absence.
 - b. Illness or injury during the school day: The student must sign out through the school office. Parent/guardian authorization is required and a Permit to Leave School is issued.
 - c. Emergency during the School Day: Student must sign out through the school office and a Permit to Leave School is issued.
5. Excused Tardies:
- a. A student may be excused for being late to class only when detained by another teacher or office personnel.
 - b. The detaining teacher or office personnel will issue a pass to the detained student making sure to list the time the student was released on the pass.
 - c. After receiving a tardy pass, the student will be expected to report to class immediately. Students arriving more than four minutes after the tardy pass was issued will be considered unexcused and the teacher should treat the student accordingly.
- g. Leaving for lunch without a pass and not returning without parental consent. Note: students will not be excused from classes for routine errands. Haircuts, shopping, local hunting outings or any errands of that nature should be scheduled outside of the school day.
2. Students with an unexcused absence will be subject to the school Truancy Policy. Detention or suspension may be assigned. (There are no school sanctioned "Skip" days.)
 3. Unexcused tardies are to be counted in the Attendance Policy. Upon receiving a 3rd unexcused tardy in any class during the quarter, a student will be assigned one (1) detention. Upon receiving further unexcused tardies during the quarter, consequences for the student will be assigned accordingly:
 - a. 4th Tardy equals one (1) detention.
 - b. 5th Tardy equals one (1) detention.
 - c. 6th Tardy and beyond will be determined at the administration's discretion.

A student who does not serve detention(s) when scheduled with the Dean of Students will receive an additional hour of detention for each un-served detention.

Note: Students WILL NOT be excused from classes for routine errands. Haircuts, senior pictures and errands of that nature should be scheduled outside of the school day.

Unexcused Absences/Truancy

Windom Public Schools have adopted the policy of Cottonwood County in regards to truancy. A copy of this policy is found on our [district website](#).

1. A student who is absent from school without full knowledge or consent of his/her parents/guardians is unexcused if he/she:
 - a. Leaves school without obtaining a Permit to Leave School from the school office.
 - b. Is absent from school without proper verification from his/her parent/guardian.
 - c. Is absent from class without permission.
 - d. Obtains a pass to go to a certain place and does not report there.
 - e. Becomes ill and goes home instead of reporting to the school office, or staying in the rest room and not returning to classes without parental consent.
 - f. Comes to school but does not attend classes.

Sickness

In the event you become ill during the day, please go to the nurse's office. Office staff will assist you. If your illness justifies sending you home, arrangements will be made according to the directives on the Emergency Contacts section of the Student Information Form that has been signed by your parent/guardian.

Check out procedure

If a student is to leave the school during the regular school day, the following procedure shall be followed:

1. The student shall present the parental request to leave the school to personnel on duty in the high school office before school in the morning. Legitimate reasons for out-of-building passes include such things as medical or dental appointments, court appearances and special family obligations. The student may present a written request signed by a parent or guardian OR parents/guardians may also make

arrangements by calling 831-6910. Student requests without parental consent will not be honored.

2. When the request to leave school is approved, the office personnel will issue a pass stating the time that the student will be excused from class. At checkout time, the student will report to the office, show the pass and sign out. A sign-out sheet is provided as official record.
3. The pass must be carried with the student when leaving the school grounds. It is recommended the person with whom the student has the appointment signs the pass and indicates the time the appointment was concluded. All students arriving back at school during school hours shall check in at the office and return the pass prior to reporting to any classes. Students who will be absent during the first period in the day are asked to make arrangements the preceding day.
4. A student who becomes ill or injured during the school day should report to the nurse's office. An evaluation of the student's health status will be made. If it is necessary for the student to go home, the student's parent/guardian (or parent's designee on the emergency call sheet) will be called to come for them or to authorize the student to drive home. The student will be given a pass to present to the attendance clerk in the Administration Office. The student will sign out per procedure.
5. If it is not prudent to move the sick/injured student, a call should be made for the school nurse or health care para professional to go the location of the sick or injured student. 911 may be called whenever the staff person in charge of the student determines the need.

Make up work policy

1. Students absent one (1) day will have two (2) days to make up work missed for the first (1st) day and two (2) for each succeeding day missed (or longer if mutually agreed upon by the teacher and student upon the student's return). If a student is unable to turn in the make-up assignments due to another absence, the make-up work from the initial absence will be due the next day the student is in attendance.
2. Teacher may request the assignments missed due to school-sponsored field trips, co-curricular activities, official religious holidays or preplanned absences be made up in advance by the student.
3. Special arrangements will be made for long term (chronic) illnesses verified by a doctor's signed statement. An incomplete (I) may be given to allow for make-up time.

4. A homework request may be made for absences of more than one school day through the counseling office by parent/guardian. Students' teachers are asked to bring assignments to the counseling office no later than 3:15 p.m. of the same day.
5. Students with unexcused absences will receive make-up work for the class period(s).
6. Seniors who wish to visit a postsecondary school or college may use two (2) days for this purpose. These days will count towards the Maximum Absence Rule. ALL COLLEGE VISITS SHOULD BE COMMUNICATED TO THE COUNSELOR.

Admit slip

A student who is absent must pick up an admit slip upon return to school. Students must present this admit slip to receive make-up work for absence.

Truancy/Skipping

If a student is willfully absent from school without permission, he/she assumes the responsibility and the consequences of violating a right and privilege. Windom Public Schools have adopted the policy of Cottonwood County in regards to truancy.

Truancy Policy

According to Minnesota Statutes 120.101, subdivision 5, students under the age of 18 must attend school. Students who are 16 or 17 years of age are allowed to "withdraw" from school with their parent's permission. If a 16 or 17 year old is in attendance, they must follow the same guidelines as students under the age of 16. Windom Public Schools; in cooperation with Cottonwood County Family Services, the Cottonwood County Court System and local law enforcement agencies; has developed and will follow the following Truancy Diversion Policy:

Step One

After three (3) unexcused absences, a school letter (Certified with Return Receipt Requested) is sent to the parent of the truant student.

Included in this letter will be:

- a. Copy of State Truancy Laws
- b. Copy of School Truancy Policy
- c. Students current attendance report

Step Two

- a) Upon the fourth (4th) unexcused absence, a (phone call/letter) parent contact is made.

- b) School personnel forward student's most current attendance report, copies of letters sent to parents, any other documentation pertinent to the student's truancy including interactions with the student and/or parents to the County Attorney's office.
- c) The County Attorney will forward the appropriate information to the Cottonwood County Family Service Truancy Coordinator to begin the mediation program.
- d) The CCFSTC will obtain a release of information and contact the school if the family accepts services.

Step Three

- a) Upon the fifth (5th) unexcused absence, a (phone call/letter) parent contact is made.
- b) School personnel fax updated attendance to Cottonwood County Attorney and CCFSTC with proper release of information.
- c) Upon receipt, the county attorney will write a letter to the parent of the truant student asking them and the student to participate in a diversionary meeting.

Step Four

Upon the sixth (6th) unexcused absence, school personnel may make a (phone call and/or letter) parent contact and fax updated attendance to Cottonwood County Attorney and CCFSTC with proper release of information.

Step Five

Should the student reach seven (7) unexcused absences and an attempt has been made by the school to address the student's attendance concerns as described above: the school should notify the County Attorney for a CHIPS petition.

THE SAME SET OF ATTENDANCE RULES
APPLIES TO ALL STUDENTS REGARDLESS OF
AGE.

Backpack/Book bags

Backpacks/book bags will only be allowed to carry books to and from school. They are to remain in the pupil's locker during the school day.

Book Policy

The Windom School District provides students with all textbooks. Normal wear is expected on these books. Abnormal wear, however, is not expected and students, who intentionally drop, throw, sit on, write on or otherwise misuse textbooks in any manner will be fined for damages to the book. An amendment to Minnesota Statutes 120.101 provides that schools may charge for lost or destroyed textbooks, workbooks or library books. The school will charge an appropriate replacement fee for textbooks, workbooks or library books lost or destroyed by students.

Bus Conduct

Bus drivers have the authority to implement and enforce rules of behavior deemed appropriate to assure safety to and from school. Students are responsible to the bus drivers for their behavior during the times they are being transported. Students with chronic behavior problems on the bus may lose the privilege of riding the bus.

Please keep in mind that the law says:

Riding a school bus is a privilege, not a right. While waiting for the school bus, students are expected to:

1. Stay back from the curb, driveway, and yellow lines at the school buildings.
2. Wait for the bus to come to a complete stop before approaching the bus.
3. Never chase or run beside a moving bus.
Students who ride the bus shall:
 - a. Take a seat promptly and stay seated while the bus is in motion.
 - b. Be obedient and respectful of the bus driver.
 - c. Keep their heads, hands, and other parts of the body inside the bus windows at all times.
 - d. Not throw any objects through open windows.
4. Assure that no litter is left on the bus.
5. Refrain from using or having in possession any tobacco products, alcohol, or other contraband.
6. Not use any obscene gestures or language.
7. Not verbally or physically harass anyone else.
8. Wear appropriate clothing for weather conditions.
9. No Bullying

Discrimination

It is the policy of Independent School District 177 to comply with state and federal laws, which prohibit discrimination in education programs, activities, or employment on grounds of race, color, creed, religion, national origin, sex, and marital status, status regard to public assistance or disability. Inquiries regarding compliance may be directed to the office of the principal at Windom Area High School, telephone 831-6910.

Food and Drink

No food is allowed in any classroom or hallway. Only water will be allowed in a clear container with a secure lid. Exceptions will be made at the discretion of administration.

Rights of Appeal

If a student feels their rights have been violated, they should first bring the matter to the attention of the building principal, unless the alleged violation involves this person. If the principal is involved or an appeal of a principal's decision is desired, the case may be brought to the Superintendent of Schools, and a further appeal may be made to the Board of Education at their next regular meeting. A student may appeal their case in court without going through the administrative process outlined above, but the court may require the student to first exhaust those channels with the local system. The local Board of Education also has the right of appeal.

Student Dress

It is important that students project a good and respectful image of yourself at all times, but especially in school. Dress that is disruptive to the learning environment is unacceptable. A list of clothing that will not be permitted this year includes: caps, sunglasses, and other headgear/bandannas, hoods; gang related clothing; clothing with obscene, profane or suggestive language to include symbols from Playboy, Hustler, Hooters, etc.; clothing that promotes alcohol, drugs or tobacco products, and/or the use of any such products; clothing that contains racial or ethnic slurs; spaghetti-style straps or other tank tops that expose bra straps; clothing that exposes the midriff or cleavage including halter tops, one-shoulder tops and backless tops; and pants that expose underwear or have revealing holes. The staff reserves the right to ask any student to change his/her clothing or go to the office where alternative clothing will be available.

Weapons

No individual shall possess a weapon when in the school building, on school grounds, or on any school-sponsored trip or activity. Possession: refers to having a weapon on one's person or in an area subject to one's control on school property, within 300 feet of school property, or at a school trip/activity. For more information on the WAHS weapons policy, please refer to the Discipline Policy section of this handbook or the Windom School's web page.

Uniform Guidance & Discipline Policy

Part I: Philosophy and Purpose

Philosophy:

It is the belief of the Board of Education of Independent School District #177 that each individual should be accepted into the educational program as he or she is; that the student shall be provided with a stimulating environment and opportunities for learning designed to assist the student in realizing his or her maximum mental, physical, emotional and social development.

The Board also believes that the primary obligation for developing self-discipline, responsibility and respect for other people begins in the home and with the parents/guardians. Children who have developed these qualities usually progress well in school. The school is also concerned with the development of attitudes, habits and behavior and must provide a proper climate for learning; therefore, it strives to work cooperatively with parents/guardians in the pupil's development. Teachers want all students to learn, but their efforts can be thwarted by disruptive behavior. When students do not follow the rules of proper conduct, the school has a responsibility to take action in the interest of those students & the other students in the school.

Purpose:

To insure an atmosphere that is conducive to learning, it is necessary to balance carefully a student's individual rights with his or her responsibilities for good citizenship. It is in an effort to preserve this proper balance that the school board has adopted this code. The intended effect is to create an educational climate conducive to learning, to responsible and considerate behavior and one in which the safety of students and all persons is assured.

The school district takes very seriously any individual(s) making "terroristic threats." The school district will take every means possible in conjunction with law enforcement toward the arrest

and conviction of the individual(s) responsible for making a terroristic threat. The person(s) could face felony charges, which carry a maximum penalty of five years in jail and a \$10,000 fine. (Policy 121A.55 MN Statute-General Statement.)

Part II: Disciplinary Polices & Procedures

Introduction:

The development of responsible behavior and self-discipline among students occurs at two levels within a school. First, since the student spends the greatest amount of time during the school day in the classroom, the classroom teacher must assume the primary responsibility for gaining the respect and cooperation of the students so that an effective learning environment may be maintained. Each teacher must apply a carefully thought out approach to classroom discipline and administer it with a sense of fairness & consistency.

At other times, disciplinary problems, which are beyond the scope of the classroom teacher's area of responsibility (i.e. between classes, lunch time, before and after school) or are of a serious enough nature to require referral to the principal/designee. Through the administration of the school-wide discipline program, the principal/designee sets the tone for acceptable behavior throughout the school and campus. Students may be disciplined for off campus conduct, which disrupts, interferes, or otherwise affects the environment, activities or operation of the school. The principal/designee also must operate from a carefully developed set of rules and consequences that insure fair treatment, consistency and due process.

Part II of this code is designed to describe the approach to classroom and school-wide discipline adopted by the Board of Education.

Definitions:

Detention:

A period of time beyond the regular school day spent in a supervised area specified by the principal/designee. The administration assigns detention by use of the Office Disciplinary Referral form. Students/parents will be given a minimum of 24 hours advance notice of the serving of such detention. Work/practice is not an excuse for not making up detention. Detention is held Monday, Wednesday, & Thursday from 3:30-4:05pm or Tuesday at 7:20-8:00am. or at a time approved by the Dean of Students. Students will be responsible for their own transportation home after serving detention.

Administration reserves the right to withhold any student with outstanding detentions from any school activity until all detentions are served.

Saturday School:

Saturday school will be held in the Middle/high School beginning at 8:00 a.m. and ending at 12:00 p.m. This type of consequence will be used for students who choose to not serve detentions and for other types of behavior that would fall between detentions and suspensions. If assigned, Saturday School is mandatory and only excuses approved by administration will be accepted. Such things as work, school activities, oversleeping, appointments that could be made at another time, etc., will not be accepted. The Saturday School DOES eliminate the detentions. If a student fails to serve Saturday School, the students will automatically have 1-2 days of out of school suspension to be served on the following Monday and Tuesday. These would be excused absence and would count toward the maximum absence rule.

In-School Suspension:

This is the act of prohibiting a pupil from attending classes for a period of no more than five school days. The pupil serves the suspension time in the school building in the in-school suspension room.

Out-of-School Suspension:

This is the act of prohibiting a pupil from attending school for a period of no more than 10 (ten) school days.

Expulsion:

An action taken by the school board to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond an amount of time equal to one school year from the date a pupil is expelled. Grounds for expulsion include MS. 121A.45, which states a pupil may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation;
2. Willful conduct that significantly disrupts the rights of others to an education;
3. Willful conduct that endangers the pupil or other pupils, surrounding persons or the property of the school.

Reasonable Force:

Principals, teachers and staff may use reasonable force when it is necessary under the circumstances to restrain or correct a student to prevent bodily harm or death to another.

Student Discipline

1. School Board Policy 506 will be used to address all issues of student discipline.
2. A good learning atmosphere in the classroom is the joint responsibility of the teacher and students. This atmosphere will be promoted through clearly established and understood expectations and regulations. Because of varying classroom environments, these expectations may differ somewhat from teacher to teacher.
3. Classroom expectations, once established, are to be posted in each classroom.
4. The teacher or designee has the responsibility to act on infractions of classroom expectations. In cases where corrective actions prove ineffective, the teacher may remove the student from the classroom and refer him/her to the office and fill out an office Disciplinary Referral form.

Rights and Responsibilities

1. Student/Student Relationships:

(See Sexual Harassment/Violence Policy also)

Right: Each student has the right to attend school and school activities and be free from threats against his or her feelings, physical well being and property.

Responsibility: Each student shall be responsible to respect the feeling, property and physical well-being of other students.

Policy: Students will refrain from physical and verbal abuse directed at other students, as well as any damage or theft of the property of a fellow student.

2. Student/Staff Relationships:

(See Sexual Harassment/Violence Policy also)

Right: Students and staff have a right to work, study, and teach in an atmosphere of mutual respect. They also have the right to free inquiry and expression while being mindful of the responsibilities listed.

Responsibility: Students have the responsibility to respect authority, feelings, physical well-being and property of members of the school staff.

Policy: Students shall refrain from disobedience, disrespect, threats, or attacks directed at members of the school staff, as well as damage to—or thefts of—property belonging to school staff members.

3. School Property:

Right: Each student is entitled to a well-equipped, well-maintained, clean and esthetically pleasing school environment.

Responsibility: Each student is responsible to respect and help maintain the appearance and cleanliness of the building.

Policy: Acts of vandalism, theft and abuse of the school buildings and grounds are prohibited.

4. Protection of the Public Safety:

Right: Each student has a right to be safe and secure from physical harm while attending school.

Responsibility: Students have a responsibility to conduct themselves in such a manner as not to pose a threat to the health and safety of other students.

Policy: The infractions listed below, as well as any act that poses a threat to the health and safety of students and/or staff, are strictly forbidden.

5. Alcohol, Tobacco, and Drugs:

Right: Each student has the right to associate with students who are free from the use of alcohol, tobacco, and drugs and not be subjected to those wishing to buy, sell, or use such substances.

Responsibility: Each student has the responsibility to keep his or her mind and body in a sound, healthy condition.

Policy: It is the policy of this school district to maintain a positive, safe, and secure learning and working environment. In striving to attain such an environment, the district takes the position of “no tolerance” for illegal drug/alcohol possession, being under the influence, consumption, sale or distribution in our schools. In addition, the district takes a position of “no tolerance” for assault in our schools. Students are forbidden to knowingly or voluntarily possess, sell, are under the influence, consume or distribute illegal drugs/drug paraphernalia or alcohol on school grounds, in school vehicles or at school related activities at any site.

6. Weapons:

No student shall possess a weapon when in the school building, on school grounds, within 300 feet of school property, or on any school-sponsored trip or activity. “Possession” refers to having a weapon on one’s person or in an area subject to one’s control on school property or at a school trip/activity. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his/her possession, and takes the weapon immediately to the principal’s office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal’s

office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon’s location.

“Weapons” are identified in two (2) categories:

1. articles commonly used or designed to inflict bodily harm and/or intimidate other persons. Examples are: firearms, whether loaded or unloaded; knives; clubs; metal knuckles used in a threatening manner; numchucks; throwing stars; explosives; stunguns; ammunition; chains; pellet guns; look alike guns; and other nonfunctioning guns that could be used to threaten others;
2. articles designed for other purposes but which are actually used to inflict bodily harm and/or intimidate. Examples include, but are not limited to: belts, combs, pencils, files, scissors, compasses, letter openers and laser pens. Hunting items in a student’s possession on school property will result in ISS.

7. Other Disciplinary Infractions

Suspension Procedures

1. While on suspension, a student may be assigned to the in-school suspension room except when the infraction is serious enough to warrant a step 6 consequence (mandatory five day out-of-school suspension) or when the student’s presence in the building poses a threat to the health and safety of the students or staff or to the orderly operation of the school. Students assigned to in-school suspension will request work assignments from their teachers and be allowed to make up missed class assignments and tests receiving credit (please refer to the Attendance Policy regarding unexcused absences for an exception to this rule). All other rules pertaining to conduct in the ISS room are applicable
2. No suspension from school shall be imposed without an informal administrative conference with pupil, except where it appears that the pupil will create an immediate and substantial danger to him or herself or to persons or property around the student.

3. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan and a copy of sections 121A.40 to 121A.56, shall be personally served upon the pupil at or before the time the suspension is to take effect and upon his or her parent or guardian notification by mail within 48 hours of the conference. The district shall make reasonable efforts to notify the parents of the suspension by telephone as soon as possible following the suspension. In the event a student is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to persons or property around him or her, the written notice shall be served either personally or by mail upon the pupil and his or her parent or guardian within 48 hours of the suspension. Service by mail is complete upon mailing.
4. Notwithstanding the provisions of subdivisions 2 & 3, the pupil may be suspended pending the school board's decision in the expulsion to the extent that suspension may exceed five days.

Exclusion and Expulsion Procedures:

1. No exclusion or expulsion shall be imposed without a hearing, unless the pupil and parent or guardian waives the right to a hearing in writing. The school board or its agent shall initiate the action.
2. Written notice of intent to take action shall:
 - a. Be served upon the pupil and his parent or guardian by certified mail;
 - b. Contain a complete statement of the facts, a list of the witnesses and a description of their testimony;
 - c. State the date, time and place of the hearing;
 - d. Be accompanied by a copy of sections 121A.40 to 121A.56;
 - e. Describe alternative educational programs accorded the pupil in an effort to avoid the expulsion proceedings; and
 - f. Inform the pupil and parent or guardian of the right to:
 - i. Have legal counsel at the hearing;
 - ii. Examine the pupil's records before the hearing;
 - iii. Present evidence; and
 - iv. Confront and cross-examine witnesses.
3. The hearing shall be scheduled within ten days of the service of the written notice unless an extension, not to exceed five days,

- is requested for good cause by the school board, pupil, parent or guardian.
4. The hearing shall be at a time and place reasonably convenient to pupil, parent or guardian.
5. The hearing shall be closed unless the pupil, parent/guardian requests an open hearing.
6. The pupil shall have a right to representation of his or her own choosing, including legal counsel; the school board shall advise the pupil's parent or guardian of available legal assistance.
7. The hearing shall take place before:
 - a. An independent hearing officer;
 - b. A member of the school board;
 - c. A committee of the school board or
 - d. The full school board; as determined by the school board.
8. The proceedings of the hearing shall be recorded and preserved, at the expense of the school district, pending ultimate disposition of the action. Testimony shall be given under oath. The hearing officer or a member of the school board shall have the power to issue subpoenas and administer oaths.
9. At a reasonable time prior to the hearing, the pupil, parent or guardian, or his or her representative, shall be given access to all public school system records pertaining to the pupil, including any tests or reports upon which the proposed action may be based.
10. The pupil, parent or guardian, or representative, shall have the right to compel the attendance of any official employee or agent of the public school system or any public employee or any other person who may have evidence upon which the proposed action may be based, and to confront and to cross examine any witness testifying for the public school system.
11. The pupil, parent or guardian, or his or her representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
12. The pupil cannot be compelled to testify in the dismissal proceedings.
13. The recommendation of the hearing officer or school board member or committee shall be based solely upon substantial evidence presented at the hearing and be made to the school board within two days of the end of the hearing.
14. The decision by the school board shall be based upon the recommendation of the hearing officer or school board member of committee and shall be rendered at a special meeting within five days after receipt of the

recommendation. The decision shall be in writing and the controlling facts found upon which the decision is made shall be stated in sufficient detail to apprise the parties and the commissioner of education of the basis and reason for the decision.

Re-entry Procedures:

1. Re-entry conferences following a suspension are required at steps 4, 5 and 6. The conference shall include the administration, parent or parent(s), student, classroom teacher when possible and any other party deemed appropriate by the principal/designee in charge.
2. Following a step 5 and step 6 suspensions, a written re-entry contract shall be developed and signed by all parties involved. The re-entry contract will serve to detail the conditions for re-entry to school. It must be reasonable in the demands placed upon the student and the school. It shall include:
 - a. A statement by the student reflecting his or her commitment to follow the rules of conduct.
 - b. A list of requirements the student must complete upon his or her return to school.
 - c. A listing of any adjustments in the student's program of studies or school day.
 - d. A statement by the school citing the resources that will be utilized to assist the student's re-entry.
 - e. A statement relative to procedures or action to be taken if the agreement between the school and student is broken.
 - f. One copy of the re-entry contract shall be filed in the student's disciplinary file. One copy shall be given to the student and his or her parent/guardian.
 - g. A student's failure to abide by the re-entry contract or a portion of it may be interpreted as a violation of contract and may lead to further disciplinary action as provided by the terms of the contract.

Grievance Procedures:

Student's complaints and grievances shall be resolved through orderly processes and at the lowest possible level. If a student feels he or she has not been dealt with fairly under the provisions of this code, the student may grieve the matter through the following process:

1. The opportunity shall be provided any student and his/her parent/guardian to discuss with the teacher (or principal/designee if the difficulty is with the principal/designee) a decision or situation which he or she considers unfair.
2. If the matter remains unresolved, the student and his/her parent/guardian may request the assistance of the classroom teacher or another teacher of the student's choice. That person should strive to resolve the problem within three school days.
3. If the matter remains unresolved, the student, his/her parent/guardian, or the teacher may bring the matter to the principal's/designee's attention for their consideration and action. If the original difficulty were with the principal/designee, it would be taken directly to the superintendent; the principal/designee or superintendent should strive to resolve the problem in one week.
4. If the matter is still unresolved, it may be brought by any of the concerned parties to the superintendent for his consideration; the superintendent shall deal with the matter within a reasonable period of time, not to exceed one week.
5. Complaints that remain unresolved following any action of the superintendent may be referred in writing to the Board of Education, to be considered at the next meeting of the Board.

Part III: Student Behavior & Participation in School Activities

Participation in the co-curricular activities offered by Windom Area High School is a privilege earned through maintaining satisfactory progress toward the school's graduation requirements and demonstrating responsible behavior. The Board of Education believes that students involved in disciplinary infractions resulting in suspension should be denied the right to participate in co-curricular activities during the period of suspension.

Local Policy:

Any student placed on suspension for a period of a day(s) or any part of a day(s) (in-school or out-of-school) will not be allowed to practice, participate in, attend, or in any other way take part in a school activity sponsored by Windom Area Middle/High School until the suspension is completed. This rule will apply to ALL activities (athletic, music, club, organizations, dances, etc.) sponsored by Windom Area High School.

Discipline of Special Education Students:

Generally speaking, this discipline code applies to all students of Windom Area Middle/High School. However, a suspension or expulsion of a special education student may be construed as a change of the student's Individualized Educational Plan (I.E.P.) and may not occur without a special education staffing. A team meeting shall be held within 5 school days of a step 4-day suspension.

The team shall:

1. Determine whether the misconduct is related to the handicapping condition;
2. Review any assessments and determine the need for further assessment; and
3. Review the I.E.P. and amend the goals and objectives or develop an alternative I.E.P. program.

The team shall include (minimum) a school administrator or designee, the student's regular classroom teacher, appropriate special education personnel, other qualified personnel, the parent/guardian and when appropriate, the student. An exception would be made in the event that the student poses an immediate threat to the health or safety of other students or staff. In this case, the student shall be excluded temporarily from school until such time as a staffing can be arranged.

Drug and Alcohol Offenses

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess or use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, inhalants, or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. &812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15, before, during or after school hours at school or in any other school district location as defined below.

"School district location" means in any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

A student who violates the terms of this policy will be subject to disciplinary action in accordance with the school district's discipline policy.

Harassment and Violence Policy

I. General Statement of Policy

It is the policy of Independent School District No. 177 (the "School District") to maintain learning and working relationship that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel includes: school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District).

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

The School District will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment, or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

II. Religious, Racial and Sexual Harassment and Violence Defined

1. Sexual Harassment Definition: Sexual harassment consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an

individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may include but is not limited to:

1. unwelcome verbal harassment or abuse;
2. unwelcome pressure for sexual activity;
3. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
4. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
5. unwelcome sexual behavior or words, including demands for sexual favor, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
6. unwelcome behavior or words directed at an individual because of gender.

B. Racial Harassment Definition: Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

C. Religious Harassment Definition: Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

D. Sexual Violence Definition: Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas. Sexual violence may include, but is not limited to:

1. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
2. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
3. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another, or
4. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

E. Racial Violence Definition: Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

F. Religious Violence Definition: Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

Assault Definition: Assault is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another;
3. the threat to do bodily harm to another with present ability to carry out the threat.

III. Reporting Procedures

Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the School District, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate School District official designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the principal or each building or available from the School District office, but oral reports should be considered complaints as well.

For more information regarding this policy refer to School District policy manual on school website. Policy #413 Harassment & Violence.

Bullying Prohibition

General Statement of Policy:

- A. An act of bullying, be either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures.

DEFINITIONS:

For purposes of this policy, the definitions included in this section apply.

"Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities or performance. Bullying includes, but is not limited to; conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

- a. Harming a student;
- b. Damaging a student's property;
- c. Placing a student in reasonable fear of harm to his or her person or property; or
- d. Creating a hostile educational environment for a student.

Reporting Procedures

Any person who believes he or she has been the victim of bullying by a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. For more information please see online policy #514 Bullying on the school's website.

Hazing Prohibition

Hazing is an act against a student or coercing a student into committing an act that creates a risk of harm to a person including but not limited to physical brutality, initiation into an unauthorized organization, acts which are demeaning in nature, and activities promoting disrespect for school or community. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. In accordance with Windom School District policy #526 Hazing Prohibition, students guilty of this activity will be dealt with in accordance of school policy.

For more information regarding this policy refer to District Policy Manual on school website policy #526 Hazing Prohibition

Computer and Internet Policy

For more information regarding this policy refer to District Policy Manual on the School website Policy #524.

Using the computers and the internet is a privilege. Violation of the rules will result in loss of computer and internet use.

Students and parents/guardians must sign an agreement to these terms prior to using the computers.

1. Equipment and software must be used appropriately. Hardware and software needs to be left the way it was found. Upon entering the computer lab if a student finds the computer altered in any way, they should notify the teacher/supervisor immediately.
2. If there is a problem with a piece of equipment, notify and explain the problem to the appropriate teacher/supervisor.
3. Food and beverages are not allowed in the computer labs.

4. The computers are to be used for educational purposes; therefore, games; chat lines and chat rooms; inappropriate messages or graphics; and changing passwords, settings, or folder names are not an appropriate use of a school computer.
5. Proxy sites are not to be used at any time.

The teacher who brought the student(s) to the lab will supervise them in the lab. Students must be supervised while in the lab. Consequences may result in a minimum, but not limited to:

Consequences for Violations:

1st Offense	2-4 weeks
2nd Offense	5-8 weeks
3rd Offense	9-12 weeks
4 th Offense	Remainder of the year

The new web access is available to students. However, any use of the school’s technology resources which are unlawful, fail to follow school board policy and student handbook guidelines, or fail to adhere to local and state statues can result in discipline, fines, restitution, and referral to outside agencies.

GRADES/HONOR ROLL

Grading System

Windom Area Schools are focused on academic standards that will challenge students to excel beyond their own expectations. With any system there is a grading scale necessary to help a student and their parents understand where they are in the system. A grade will be issued at the conclusion of each nine-week period for each subject taken. The grade will be a measure of your growth toward the mastery of that subject. Additional comments on your attitude and subject mastery, as well as attendance, may also be on your report card. Although teachers have different styles of grading the grade for the student’s report card may follow a scale similar to this for 5th through 8th grade:

A	94-100%
A-	90-93%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
F	59% and below

Honor Roll

To be eligible for the ‘A’ or ‘B’ semester honor roll, students must have the minimum G.P.A. (Grade Point Average) as listed below with at least five (5) subjects carrying letter grades (A-F) and NO incompletes. All subjects for which letter grades (A-F) are given are included in the determination of honor roll eligibility.

G.P.A. required for ‘A’ Honor Roll—
G.P.A. of 3.67 to 4.00

G.P.A. required for ‘B’ Honor Roll—
G.P.A. of 3.00 to 3.66

Honor Pass Lunch Privilege

QUALIFICATIONS: Be a junior or senior on the A or B honor roll.

RULES:

1. May leave during lunch period only.
2. Must exit through new gym foyer only.
3. Must present pass to staff when asked to do so.
4. Any student serving detention, having an unexcused absence, or having in excess of 3 unexcused tardies to any one class period will lose their Honor Pass privilege for 2 weeks.
5. Any student on academic ineligibility will lose privilege for the time they are on the list plus one week beyond the time that they are removed from the list.
6. Irresponsible driving, loitering or any other behavior issues will result in loss of privileges for a time to be designated by administration.

Graduation Requirements

Graduating students must earn 26 credits in gr. 9-12 to earn a diploma from Windom Area High School. Credits shall include:

- (1) Four (4) credits in English. Included in these credits are English 9, English 10, English 11, English 12
 - (2) Four (4) credits in Social Studies. Included in these credits are Social 9, Social 10, Social 11, Social 12
 - (3) Three (3) credits in Mathematics: Basic-Inter. Algebra, Geometry, Advanced Algebra
 - (4) Three (3) credits in Science: Physical Science 9, Biology, Chemistry
 - (5) One (1) credit in 9th gr. Health and Physical Education
 - (6) One (1) credit in Arts: Music, Visual Arts or Media Arts
 - (7) One-half (1/2) credit in Computers/Careers
 - (8) One-half (1/2) credit in Personal Finance
 - (9) Nine (9) credits in Electives
- Complete Eagle Achievement Project
Pass MCA Grad Tests: Pass 1)Reading, 2)Math, 3)Writing

Honor Graduates

Honor graduates must have a GPA of 3.33 or above based on 3-3/4 school years (7 consecutive semester, starting with grade 9). No Valedictorian or salutatorian will be named.

Student of the Week

Open to all students in grades 6-12. Each week two students will be selected; one from Middle School (gr. 6-8) and one from High School (gr. 9-12). Student of the week criteria is up to the department, but things considered include: attitude, aptitude, cooperation, enthusiasm and dedication.

Changes in Registration

Registration for next year's classes will be considered final at the close of the preceding school year. Changing from one course to another after school begins will not be permitted except under unusual circumstances and then only with input from the counselor, teacher, and parent/guardian. Students must assume responsibility for their academic choices after receiving guidance from school and home. To a great degree, the master schedule is built and predicated on these student choices and the curriculum offerings of the middle school faculty. To this end, it is important that student schedules remain as originally prepared.

Incompletes

If a student is absent, he/she is usually given two days for each day absent in order to complete work that was missed. If the absence occurs near the end of the quarter/semester, the student may receive a grade of "Incomplete" on their report card. The grade of "incomplete" indicates a student has two weeks from the end of the grading period in order to complete required work. In cases of extended illness, the student may be given more time to complete the required work. Teachers are expected to change the "Incomplete" to a letter grade within two weeks of the end of the marking period.

Furthermore, because the Honor Roll is posted as soon as possible after the end of each semester, a student who earns an "Incomplete" is not eligible for the Honor Roll. The grade of "incomplete" is **not** the same as the comment on the report card of "Incomplete Required Work".

Retention Guidelines

The purpose of retention guidelines is to develop consistent procedures for school staff to follow when recommending that a student repeat a class or classes.

Guidelines for repeating 6th, 7th, or 8th grade year long classes:

1. When a student fails 3 out of 4 quarters they will repeat* the class.

2. When a student fails 2 out of 4 quarters their effort in the 2nd semester will be considered along with teacher input in making a decision about repeating the class.
3. The teacher will complete the form for any student that is to repeat a class and turn it into the counseling office two (2) weeks prior to the end of the school year.

- * Students who fail a 6th, 7th, or 8th grade class may take summer school through the ALC if the class is available.
- ** Students who are failing a class should be referred to participate in the Extended Learning Period, which is available Monday through Thursday from 3:25-4:15.

Transfers and Withdrawals

It is the intent of this administration and faculty to give each student the best possible education we can. In order for that to occur, students must be in school on a very regular basis and participate in the activities of the individual classes on a satisfactory basis. However, in a few instances, Windom Area Middle School may not be the most appropriate setting for a student's education; therefore, the student or the guidance office may request for a transfer/withdrawal from our school.

Withdrawing from a College Course offered at Windom Area Schools

When students drop a college class because of a failing grade they will receive a "W" (Withdrawal) on their college transcript.

When students drop a college class because of a failing grade, they will have one week of ineligibility in Category 1 or Category 2 activities at Windom Area Schools. The drop period is from **day** one of class until the official drop date given by the college.

These revisions take effect beginning January 3, 2013. This date is the beginning of 2nd Semester, for the 2012-2013 school year.

Windom Area Middle/High School Academic Eligibility Policy

Our primary focus at Windom Area Middle/High School is the academic progress of each student. Because of this, an academic eligibility requirement has been established to promote student academic responsibility.

Academic Eligibility

The criterion for academic eligibility is to maintain a grade of sixty percent (60%) or higher throughout each quarter of the school year. Students who do not sustain the criteria for academic eligibility will be placed on the Ineligibility List. The Ineligibility List is generated every **Tuesday**. Should a student be placed on the Ineligibility List due to academic failure s/he will be ineligible beginning Tuesday

until passing grades are posted. While the student is on the Ineligibility List, s/he is not allowed to compete in the activities listed below.

The schools ineligibility policy applies to all school activities and events listed below.

Category I

Baseball
Basketball, B/G
Cheerleading
Cross Country, B/G
Fastpitch Softball
Football
Golf, B/G
Gymnastics
Hockey, B/G
Speech
Track, B/G
Volleyball
Wrestling

Category II

Jazz Band
Pop Groups
Class Officer*
Class Trips/Activities/Field Trips*
Eagle Yearbook
FFA*
Knowledge Bowl
Musical*
National Honors Society
Student Senate*
Teacher Assistant/Office Cadet*
Winter Play*

*These activities follow the guidelines of the MSHSL, but are not governed by them, thus their penalties do not satisfy the violations of the league. In all situations the punishment can be more than the expectations laid out by the MSHSL, but cannot be less.

1. Students ineligible due to academic failures may be allowed to practice but may not compete or perform. Ineligible students are not allowed to travel with the team.
2. If a student's academic performance is affected by insufficient time being applied to course work and assignments, students may not be allowed to practice if the teacher, coach/advisor, and/or principal feel that the student needs to use the practice time to make up work. If deemed necessary, a parent conference will be held either in person or by telephone to agree on action to be taken.
3. Before a student may return to competition, all teachers of that student must verify that the student is now passing.

4. A student will remain ineligible as long as her/his name is on the Ineligibility List.

5. When students are absent, or there are extenuating circumstances that have been discussed with teachers and the principal, and work is in progress, the student will receive an incomplete for the assignment.

6. Receiving an incomplete does not make a student ineligible. If, however, an incomplete becomes an F, ineligibility begins on that date.

The AD will monitor academic eligibility of student participation and will coordinate policy administration with coaches and advisors.

Special Situations:

- * A student failing a quarter classes will be placed on one week of ineligibility – practice but no play (no probation). No study hall privileges for week one.
- * A student failing a fourth quarter, second semester and/or year long class will be ineligible for one week of school or for their first event/game in the fall, whichever comes first. This ineligibility will allow the student to practice but not to play or perform.

ZAP (Zeroes Are Preventable) Intervention

Our primary focus at Windom Area Middle/High School is the academic progress of each student. To ensure students have many opportunities to achieve academic success, Windom Area Middle/High School has established the ZAP program.

1. A classroom teacher intervention will occur first.
2. If the student fails to follow through on the appropriate action, students with missing assignments will receive a ZAP card from their classroom teacher.
3. The classroom teacher will place the student's name on the daily ZAP list.
4. Students on the ZAP list are required to report to the ZAP room during the following lunch shift to complete missing assignments.
5. Students will continue to report to ZAP until missing assignments are complete or two weeks have passed since agreed upon due date.
6. The ZAP room supervisor will be available to help students during ZAP time. Should a student

fail to report to ZAP, an office referral will be made and disciplinary action may occur.

Medication/Drugs

Student Medication Policy

I. Purpose

The purpose of this policy is to set forth the provisions that must be followed when administering non-emergency medication to students at school.

II. General Statement of Policy

The school district acknowledges that some students may require prescribed medication during the school day to function as near to their potential as possible. The school district's licensed school nurse or school staff member, who has been trained to administer medications under the supervision of the licensed school nurse, will administer the prescribed medications in accordance with law and school district procedures.

III. Requirements

- A. Prescription and over-the-counter medications require a signed authorization from the student's parent or guardian which requests school staff to administer medications to the student.
- B. Both prescription and over-the-counter medications require a signed, written order from a health care professional that is licensed to prescribe medication. The order must indicate the student's name, date of authorization, name of the medication, the dose to be given, the time to be given, how it is to be given, special instructions pertinent to the child or medication, duration of need for medication to be given at school and possible side effects or adverse reactions to the medication.
- C. Over-the-counter cough drops may be used by students to suppress non-productive coughs. The child's teacher will manage cough drop usage. Physician's orders are not required but parental authorization for use of cough drops is appreciated.
- D. Prescription medication must be brought to school by the parent or guardian in the current container appropriately labeled for the student by the pharmacy or physician in accordance with law. The following information must be on the label: child's full name, name and dosage of medication, time and directions for administration, physician's name, date that prescription was filled. All over-the-counter medications must be brought to school by the guardian in their original container. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Only the amount of medication that is needed to be taken during school should be brought to school. If any medication remains, it must be picked up by the guardian or destroyed by school staff at the end of the school year. Medication will not be sent home with a student.
- F. Medications are not to be carried by the student. Medications shall be left with the appropriate school district personnel and will be kept in a locked drawer, cabinet or refrigerator, except as noted in a written agreement between the school district and the parent/guardian or as specified in an IEP (individual education plan), Sec. 504 Plan or IHP (individual health plan).
- G. Medication will be taken by the student, under the supervision of authorized school personnel, at the designated time in a manner consistent with the prescribed instructions on the label.
- H. Students may be allowed to possess and use inhalers prescribed for asthma or reactive airway disease. Requirements which must be met prior to a student being given permission to carry and self-medicate with asthma medication in school:
 1. The parent/guardian has not requested that school personnel administer the student's asthma medication.
 2. The school nurse receives annual written authorization from the student's parent/guardian for the student to self-administer their asthma medication.
 3. An appropriate asthma action plan is developed annually and revised as needed.
 4. The inhaler is properly labeled for the student.
 5. The school nurse has assessed the student's knowledge and skills to safely possess and use his/her inhaler in a school setting and has entered a plan to implement safe possession and use of the inhaler into the student's school health record.
 6. A contract between the student, parent/guardian and school nurse has been signed to indicate agreement with conditions 1-5.
- I. New written physician's orders and written guardian's requests for administration of medication are required at the beginning of each school year. The school nurse must have immediate written notification from the guardian of any change in the student's medication or if the medication is no longer required. For medication dosage or time of administration changes, the school nurse must receive written notification from the physician. A new container labeled with new pharmacy instructions shall be required for each change.
- J. The school nurse shall be responsible for supervising the recording of every dose of medication given. Records of medications taken by students along with their physician's order and

parental/guardian authorization will be kept in the student health file or cumulative folder.

- K. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with the licensed school nurse. The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- L. Special health treatments such as, but not limited to, catheterization, Tracheotomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine but do require the same written physician's order and guardian's authorization.
- M. The provisions of this policy do not apply to medications:
- that are administered by the student's parent or guardian;
 - that are used off school grounds except for those needed during a one-day school field trip;
 - that are used in connection with athletics or extracurricular activities;
 - that is used in connection with activities that occur before or after the regular school day.

Mood Altering Chemicals

The Minnesota State High School League eligibility requirements will be in effect for all extra-curricular activities, athletics, band, choir, dramatics, F.F.A., etc. Listed below are the disciplinary actions for students in activities who are in violation of the MSHSL (Minnesota State High School League) and WAHS rules and regulations regarding mood altering chemicals. Please see the activities director if you have questions.

Category I Activities:

(Includes all athletics, cheerleading, & speech.)

A. Rule

During the school year or during the season of practice, play, or rehearsal, regardless of the quantity, a student shall not use a beverage containing alcohol; use tobacco; or use or consume, have in possession, buy, sell, or give away marijuana or any substance defined by law as a drug. It is not a violation for a student to be in possession of legally defined drug specifically prescribed for the student's own use by his/her doctor.

B. Penalties

1. First Violation

Penalty: After confirmation of the 1st violation, the student shall lose eligibility for the next two (2) consecutive interscholastic

contests or two (2) weeks or 14 calendar days of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

2. Second Violation

Penalty: After confirmation of the 2nd violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests or 3 weeks, 21 calendar days, whichever is greater, in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.

3. Third & Subsequent Violations Penalty:

- a) After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant or four (4) weeks, whichever is greater.
- b) If after the third or subsequent violations, the student on his/her violation becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

4. Accumulative Penalties: Penalties shall be accumulative beginning with the student's first participation in a League activity and continuing through the student's high school career.

4. Denial Disqualification: A student shall be disqualified from all interscholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule is allowed to participate and then is subsequently found guilty of the violation.

Category II Activities

(All other extra-curricular activities not included in Category I.)

A. First Violation

Ineligible to participate for a period of two (2) weeks. This two (2) week period must include at least one (1) activity not included in Category I.

B. Second Violation

Ineligible to participate for a period of six (6) weeks. This six (6) week period must include at least one (1) event not included in Category I.

C. Third and Subsequent Violations

Ineligible to participate for a period of twelve (12) weeks. This twelve (12) week period must include at least two (2) events not included in Category I.

Student Services/Activities

Activities

Athletics, publications, music, dramatics, and clubs provide a varied program for interested students. A student becomes a part of his school by participating in these activities. A student should choose his/her activities wisely and give their best to those they choose. Some of the activities listed should appeal to every student. In case you are in doubt about any activity, see your counselor for advice.

*These activities follow the guidelines of the MSHSL, but are not governed by them, thus their penalties do not satisfy the violations of the league. In all situations the punishment can be more than the expectations laid out by the MSHSL, but cannot be less.

Activity Attendance

Students who wish to participate in school activities must, on the day of the activity, be in school by 11:30am in order to be eligible to participate in practices, rehearsals, games, concerts, etc. This rule applies to all areas of the activities program -- music, athletics, and plays. Any special circumstances must be approved by the principal. The AD will supervise coaches and advisors monitoring student attendance/participation in activities.

Announcements

Announcements will be read during second and eighth period of the school day. A hard copy is posted in the following places around the school for students' reference: high school commons, middle school commons and outside the office. They will also be posted on the Windom Schools' website: <http://www.windom.k12.mn.us>

Class Advisors

These are staff members who are appointed to supervise, administer and guide all activities, which are undertaken by the class as a whole. The class advisor sponsors and supervises class elections, activities, social functions, and the financial support of these activities. The purpose of these activities is to teach students how to work together democratically. They are also there to advise on other phases of citizenship training.

Counseling and Guidance

Students are encouraged to use the counseling services available. The counselor's availability does change daily; however, if you would like to talk to the counselor, please check for availability in the daily announcements and/or make an appointment in the office. The counselor is

available to discuss personal matters on a confidential basis or just seek information on class scheduling, occupational information, etc.

Lockers/Padlocks

One padlock for each new locker in the middle school will be provided by the school district on a student's first day of school. These padlocks must be returned to the school district on their last day of school. If a padlock is lost or broken during their enrollment, the student will be responsible for paying \$5.00 to have it replaced. ONLY SCHOOL ISSUED PADLOCKS MAY BE USED. ALL OTHER PADLOCKS WILL BE REMOVED.

School lockers/padlocks are the property of the school district. At no time does the school district relinquish its exclusive control of lockers/padlocks provided for the convenience of students. School authorities may, for any reason, conduct an inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant. During the course of the school year, a canine unit may be requested to search the school property including lockers, storage areas, and the parking lot without advanced notice.

Students will be responsible for keeping their books and any personal possessions locked in their lockers at all times when they are not needed for class. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion 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.

Lost and Found

Please report all lost and found articles to the high school office.

Media Center

The library is primarily a place to check out books, to do research, and to read newspapers and magazines. It is open daily from 7:45 a.m. to 3:30p.m. The librarian and assistants are available to assist you at all times. Do not hesitate to ask whenever you need help. Students are encouraged to use the library and its computers for schoolwork. Rules for library use will be posted. Become familiar with the rules and use your library accordingly.

The 4th and 5th grade has a satellite library for their use only. Each class will have access to this library

at least once a week for the same purpose as the main media center.

School Dances/Parties

The dances are primarily for the students currently enrolled at Windom Middle High School. All guests must be in the same age group and accompanied by a student currently enrolled in Windom Middle High School. The same rules of conduct shall apply to all students and guests alike.

All dances are set up through Student Council or other school organizations with the administrative/activities director's approval.

Students must fill out a guest approval form and submit it to the office prior to the end of the school day. A law enforcement individual will be available/present at all dances.

Miscellaneous

Arriving at School Before 8:05

Students arriving at school before 8:05 a.m. that are not working with their teacher are asked to go to their lockers and then report to the middle school commons or the commons areas. Students should not be loitering in the circle area.

Directory Information

Directory information means information contained in an education record of a student, which would not generally be considered harmful, or an invasion of privacy is disclosed. It includes, but is not limited to: the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e. full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student's parent(s). Directory information does not include personally identifiable data, which references religion, race, color, social position or nationality. Such information is public and by law must be released upon request that Directory Information not be released on their child by requesting in writing. Persons having questions regarding records may contact the building Principal or Counselor.

A parent whose child received special education services under P.L. 94-142 may request that records be destroyed when they are no longer needed to provide educational services to their child. (NOTE: parents or student may find that these records are needed for social security benefits or other purposes at a later date).

Parents, Please Read:

Occasionally students' photos will be used in connection with the Windom Area Schools. If you would prefer your child's photo not be used, you must submit a request in writing before October 1st to: Windom Area Schools, PO Box C-177, Windom, Minnesota 56101.

Persons having questions regarding records may contact any of the principals or the school counselors.

Electronic Devices/Cell Phone Usage Policy

Students may use electronic devices (iPads, iPods, Cell Phones, MP3, etc...) in the classroom with teacher approval, in the hallway during passing time, and during lunch. All electronic devices must be kept on silent throughout the school day. Staff reserves the right to collect electronic devices from students that are disruptive to the learning environment at any time throughout the school day. If a student is referred to the office for excessive tardiness to class, privileges for use of electronics may be revoked. Inappropriate use of cell phones, personal audio devices, cameras or video cameras includes, but is not limited to: use during instructional class time; improper use in the Media Center; sending harassing messages/calls to other students or staff; and taking pictures/video without consent or knowledge of the parties involved. **Taking pictures/video in bathrooms and locker rooms is prohibited by Minnesota Law.** Students in violation of Minnesota Law shall receive school disciplinary action and referral to local law enforcement. Electronic devices including iPads and cell phones are not allowed in the locker room or bathroom areas. ISD 177 is not responsible for any lost, stolen, or damaged technology devices.

Crisis Management Plan

Fire drills, lock downs and tornado drills will be conducted periodically. This is required by law for the student's safety and protection. Be thoroughly familiar with the evacuation plans. Teachers will inform students of such plans on the first days of school.

Notification of Pesticide Application

Notification of the pesticide application schedule will be published in the District Newsletter annually. Any questions regarding this should be directed to the Director of Building and Grounds, Doug Holtz.

Passes

Teachers and students will use the student handbook pass system when requesting passes to

other parts of the building. Failure to do so may result in loss of privileges.

If a student is to be sent out of the building, it must be cleared through the Middle/High School Office and the proper pass issued. This pass will identify any student outside of the building while school is in session. It is the responsibility of all staff members to keep passes to an absolute minimum. A student has been assigned to be in a certain place during a given hour and this is where he/she should be.

1. Passes should be filled out for one student per pass with the student's full name.
2. Teachers who observe students in the halls should check to see if they have a proper pass. If they do not have a proper pass, send them to the office.

Pledge of Allegiance

Since the 2003/04 school year, all public and charter school students shall recite the Pledge of Allegiance to the United States of America one or more times each week. The recitation shall be conducted in one of two ways:

1. by each individual classroom teacher or the teacher's surrogate
2. over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

Study Halls

Students must report to the study hall for attendance prior to going to any other part of the building. Students must have signed passes by teachers in advance to sign out of the study hall. Students sign out and carry their passes with them. Students who have signed out are to return the pass slip to the teacher and sign in. Teachers are to get the pass slip back from the student. General quietness and control for a study atmosphere should prevail.

Expectations and procedures will be posted in each study hall and listed below:

1. General quietness & control for a study atmosphere should prevail.
2. Students are to bring study materials with them.
3. Students must sign out from and sign in to study hall.
4. A student who is on time for study hall and has a pass signed by a teacher will have their pass honored.
5. Cards, chess or other games may be played at the study hall teachers discretion.
6. No student will be allowed to leave study hall if on the academic ineligibility list.

7. Students should have assigned seats.
8. If the study hall is in the commons, students may use the vending machines during the first five minutes after attendance. The study hall supervisor may suspend this privilege if it is abused.
9. Students are to return room study materials to their proper place, straighten their desks (table and chairs in commons) and properly dispose of trash before leaving study hall.
10. These rules are minimal – additions may be made at the discretion of the study hall teacher.
11. Violators will suffer the loss of all study hall privileges.

Visiting children and students

Students that have out of town friends and relatives visiting school must fill out a guest approval form 24 hours in advance of the visit. Students who are not registered at Windom Area Middle High School may not be permitted to be in the school before, during or after school unless they have official business. If a student has official business, it is recommended they call the school for an appointment prior to that day. All visitors must sign in at the office and wear a visitors badge while in the building. If a student is in the school without official business they will be warned, the policy will be explained to them, and subsequently asked to leave the building. The second time the student is in the building without official business, law enforcement may be called.

Items Not Covered In Handbook

It would be impossible to address every situation that arises during the school day and its related curricular, co-curricular, and extracurricular activities. School officials will develop, implement, and revise all policies that are necessary in operating the school.

ALL School Policies are available on the Districts home web page.

- 2.1 Provides a detailed agenda/appendix for School Board meetings in a timely manner 1 2 3 4 5 UA
- 2.2 Provides ample information to enable all School Board members to make informed decisions in a timely manner 1 2 3 4 5 UA
- 2.3 Communicates and interacts appropriately with all School Board members and answers questions promptly 1 2 3 4 5 UA
- 2.4 Is open and up front with all members of the School Board 1 2 3 4 5 UA
- 2.5 Is timely and thorough in making presentations and recommendations to the School Board 1 2 3 4 5 UA
- 2.6 Interprets official actions of the School Board for School District employees and the community in an accurate and objective manner 1 2 3 4 5 UA

2. Overall Rating: Does the Superintendent inform and advise the School Board about programs, practices, and problems of the School District and keep the School Board informed of the activities operating under the School Board's authority? Yes No Don't Know

Comments: _____

- 3.1 Informs the School Board of the School District's educational needs 1 2 3 4 5 UA
- 3.2 Is knowledgeable about curricular and instructional trends and developments 1 2 3 4 5 UA
- 3.3 Advises the School Board when new policies are needed 1 2 3 4 5 UA
- 3.4 Assists the School Board in reviewing present policies and revising them as needed 1 2 3 4 5 UA
- 3.5 Recommends to the School Board staff to be hired and/or terminated in order to meet the needs of the School District 1 2 3 4 5 UA

3. Overall Rating: Does the Superintendent explain the educational needs of the School District to the School Board, including recommending necessary new or revised policies and staffing changes for School Board action? Yes No Don't Know

Comments: _____

- 4.1 Effectively represents the School District as its public relations spokesperson 1 2 3 4 5 UA

- 4.2 Participates in various civic and community groups as a means of promoting understanding and support for School District programs 1 2 3 4 5 UA
- 4.3 Maintains effective relationships with staff 1 2 3 4 5 UA
- 4.4 Maintains effective relationships with the media 1 2 3 4 5 UA
- 4.5 Seeks ways to involve parents, students, and the community in the schools 1 2 3 4 5 UA
- 4.6 Emphasizes the need for effective school and community communication 1 2 3 4 5 UA

4. Overall Rating: Does the Superintendent act as a liaison between the community and the School District and respond to concerns of parents, students, citizens, and staff to increase understanding of policies and practices and to keep them informed of and involved with School District activities?

Yes No Don't Know

Comments: _____

- 5.1 Has knowledge of finance and budgeting 1 2 3 4 5 UA
- 5.2 Effectively supervises and manages the School District's business and fiscal affairs 1 2 3 4 5 UA
- 5.3 Prepares annual budget for School Board approval 1 2 3 4 5 UA
- 5.4 Prepares projections of the School District's future financial position 1 2 3 4 5 UA
- 5.5 Supervises annual final reports and audit 1 2 3 4 5 UA

5. Overall Rating: Does the Superintendent oversee all financial operations of the School District and prepare, present, and recommend the various budgets to the School Board?

Yes No Don't Know

Comments: _____

- 6.1 Assists and advises School Board in contractual negotiations 1 2 3 4 5 UA
- 6.2 Monitors the progress of negotiations with all bargaining units 1 2 3 4 5 UA
- 6.3 Administers negotiated agreements with employee bargaining units upon ratification 1 2 3 4 5 UA

6. Overall Rating: Does the Superintendent interpret employee proposals for the School Board and recommend adjustments to employee policies and salary structures?

Yes No Don't Know

Comments: _____

- 7.1 Assists the School Board in the process of establishing School District goals 1 2 3 4 5 UA
- 7.2 Recommends efficient procedures and effective controls for all expenditures of School District funds relative to School District goals 1 2 3 4 5 UA
- 7.3 Anticipates changes in student enrollment and provides recommendations and plans to the School Board concerning staff and facility needs 1 2 3 4 5 UA
- 7.4 Provides recommendations to the School Board regarding educational programs consistent with School District goals 1 2 3 4 5 UA
- 7.5 Submits an annual report to the School Board regarding the School District's progress toward the achievement of School District goals 1 2 3 4 5 UA

7. Overall Rating: Does the Superintendent institute and update a comprehensive strategic planning process, including short-term and long-term planning, School District goals, and instructional goals?

Yes No Don't Know

Comments: _____

- 8.1 Maintains good relations with local governmental leaders 1 2 3 4 5 UA
- 8.2 Is effective in working with local legislators in advocating the School Board's legislative agenda 1 2 3 4 5 UA
- 8.3 Maintains an effective working relationship with the Minnesota School Boards Association 1 2 3 4 5 UA
- 8.4 Maintains good relations with area superintendents 1 2 3 4 5 UA
- 8.5 Maintains an effective working relationship with the Minnesota Department of Education 1 2 3 4 5 UA

8. Overall Rating: Does the Superintendent establish and maintain good relationships with agencies and personnel outside the School District to promote the best interest of the School District through contact with legislators, other superintendents, local governmental leaders, etc.?

Yes No Don't Know

Comments: _____

- 9.1 Engages in activities to promote personal professional growth and development 1 2 3 4 5 UA
- 9.2 Encourages School Board members to attend local, state, and national conferences and trainings 1 2 3 4 5 UA
- 9.3 Maintains an active membership in professional organizations 1 2 3 4 5 UA
- 9.4 Works with the School Board on School Board evaluations 1 2 3 4 5 UA
- 9.5 Submits an annual report to the School Board regarding the Superintendent's progress toward the accomplishment of mutually developed goals 1 2 3 4 5 UA

9. Overall Rating: Does the Superintendent maintain and improve effective School Board-Superintendent relations by periodically reviewing and upgrading performance through seminars and training sessions?

Yes No Don't Know

Comments: _____

- 10.1 Delegates responsibilities and authority to School District employees as appropriate 1 2 3 4 5 UA
- 10.2 Defines authority and areas of responsibility for mid-management staff 1 2 3 4 5 UA
- 10.3 Effectively evaluates mid-management staff (for example: business manager, building principals, curriculum director, community education director, etc.) 1 2 3 4 5 UA

10. Overall Rating: Does the Superintendent delegate responsibility and authority to School District employees as appropriate, define the authority and responsibilities of mid-management staff, and effectively evaluate them? Yes No Don't Know

Comments: _____

